# Introduction to the Faculty Center

## PART I: Logging into the Faculty Center

The Faculty Center is a "one-stop-shop" for most faculty needs, from printing rosters to entering final grades and sending emails to students. You can use myUNT to assign and approve final grades for all courses taught at UNT and the UNT Dallas campus.

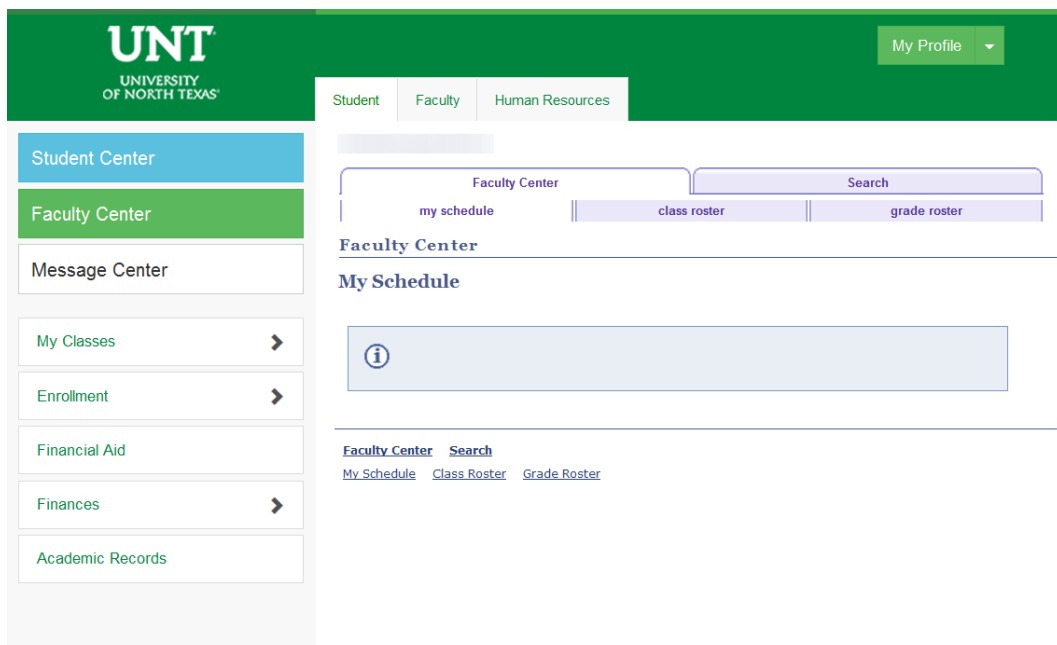Go to my.unt.edu and login to the website using your EUID and Password.
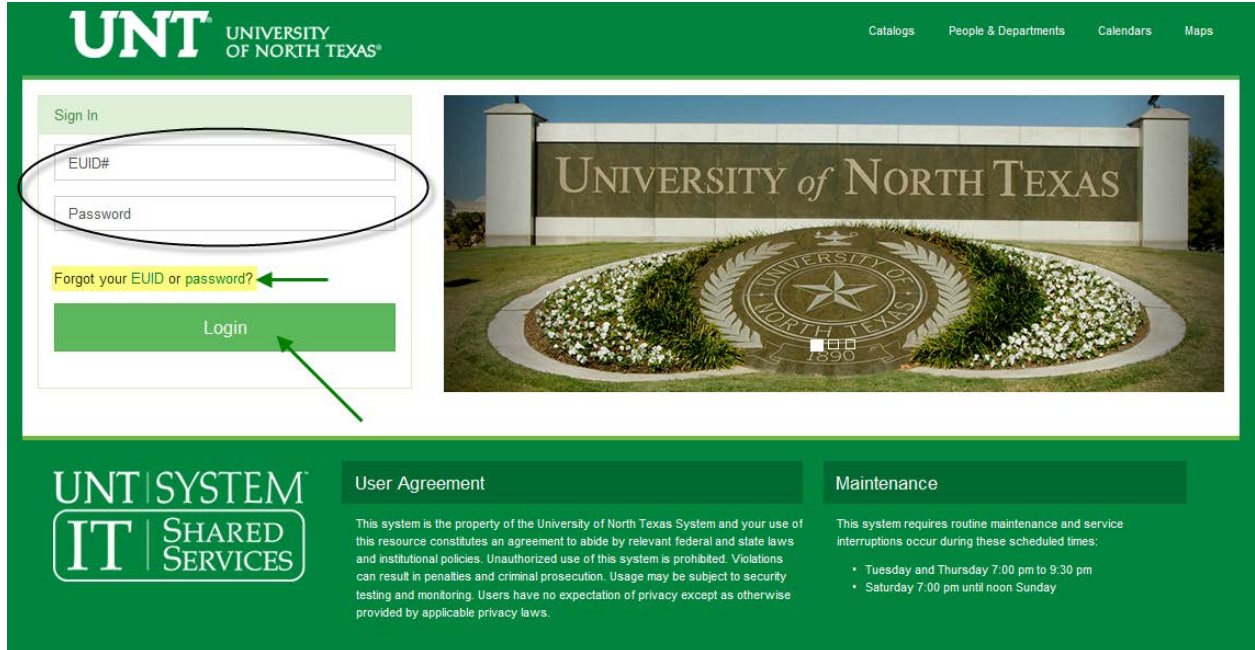


**NOTE**: If you do not know your EUID and password, use the links below the Sign In prompt to help you navigate for assistance.

Once logged into myUNT, select the Faculty Center tab from the left sidebar.
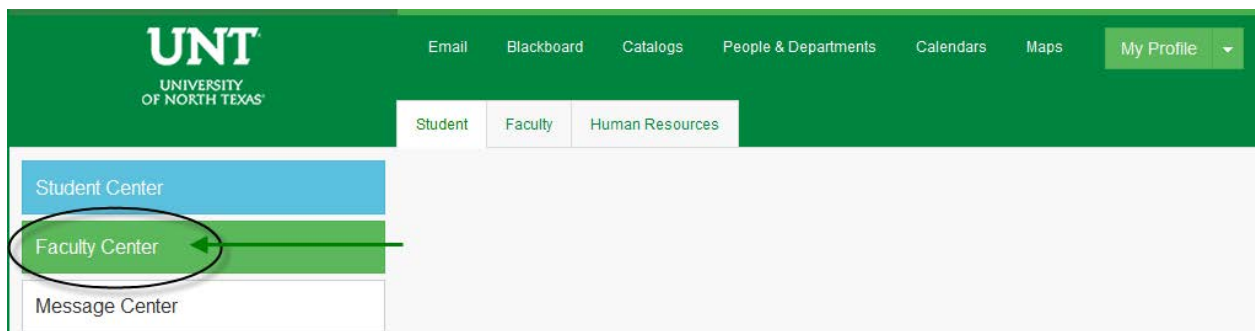


Your Faculty Center will appear.

## PART II: Grading Students in the Faculty Center

Verify that the correct term is selected at the top of the page. If the term is incorrect select the [change term] button and choose the correct term.



Select the correct term and click [CONTINUE].



Select the "Show Enrolled Classes Only" display option to view only courses with actual enrollments for the term.



Select the "Grade Roster Link" to the LEFT of the course title.

After selecting the "Grade Roster Link" ![icon], the grade roster will display. To enter grades the roster approval status should be set to "Not Reviewed".



Type the grade for each student in the Roster Grade Box. Instructors can only enter grade values assigned specifically to the student or course. After all grades are entered change the Grade Roster Approval Status to "Approved" and then select ![SAVE].



**REMINDER:** Do not forget to SAVE the Grade Roster. The Approval Status only indicates that the roster is fully graded and ready for the Registrar's Office to post.

| Grade Roster Approval Status Definitions | |
|---|---|
| **Not Reviewed** | • Allows the entry of grades on the Grade Roster.<br><br>• Indicates that grades entered have not been given final approval by the instructor or supervising faculty member if entered by an assigned grader.<br><br>• Grades can continue to be entered and modified in "Not Reviewed" Status and saved. |
| **Ready for Review** | • Indicates that all or partial grades have been entered on the Grade Roster and are in need of review by the course's primary instructor.<br><br>• Grades that are entered on the Grade Roster are Ready for Review and Approval by the instructor or supervising faculty member.<br><br>• Grades cannot be entered on the Grade roster while in Ready for Review status. |
| **Approved** | • Indicates that <u>**all**</u> grades have been reviewed and approved by the instructor and are ready for the Registrar's Office to Post to the official record.<br><br>• An instructor cannot change the Approval Status of the Grade Roster to **Approved** until all grades are assigned. |

After saving the grade roster select  RETURN  to view additional rosters in the course list. Also note that the course summary list displays the roster status for each course in your faculty center.

| My Teaching Schedule > 2009 Fall > * University of North Texas | | | | | | | |
|---|---|---|---|---|---|---|---|
| | Class | Class Title | Enrolled | Days & Times | Room | Class Dates | Grade Roster Status |
| | ART 4091-501 (35945) | CDES: ADV GD (Credit) | 0 | TBA | TBA | Aug 27, 2009- Dec 18, 2009 | Not Reviewed |
| | ART 4450-715 (46626) | PROF INTERNSHIP (Credit) | 2 | TBA | TBA | Aug 27, 2009- Dec 18, 2009 | Approved |
| | ART 4450-718 (46168) | PROF INTERNSHIP (Credit) | 14 | TBA | TBA | Aug 27, 2009- Dec 18, 2009 | Not Reviewed |

## PART III: Assigning Incomplete, Incomplete Notes and Lapse Grading

Students assigned an Incomplete ("I") grade should have an Incomplete Note attached to the grade concerning how the course should be completed and, if applicable, the final grade a student will earn should the incomplete grade be completed within one full year.

| **Incomplete Grade Policy** |
|---|
| **Grading System: Incomplete ("I") Grade**<br>An Incomplete Grade ("I") is a non punitive grade given only during the last one-fourth of a term/semester and only if a student (1) is passing the course and (2) has a justifiable and documented reason, beyond the control of the student (such as serious illness or military service), for not completing the work on schedule. The student must arrange with the instructor to finish the course at a later date by completing specific requirements. These requirements must be listed on a Request for Grade of Incomplete form signed by the instructor, student, and department chair; and also entered on the grade roster by the instructor. **Grades of "I" assigned to an undergraduate course at the end of the Fall 2007 semester and later, will default to "F" unless the instructor has designated a different automatic grade. See also Removal of "I" policy.** |
| **Removal of "I" (Undergraduate Catalog)**<br>A student may remove a grade of "I" within one year by completing the stipulated work. After the student completes the stipulated work, the instructor records the final grade on a UNT Grade Change Form and obtains the department chair's signature. The instructor's academic dean completes processing with the Registrar's Office, where the grade point average is adjusted accordingly. **For undergraduate courses taken Fall 2007 or later, if a student does not complete the stipulated work within the time specified, the grade of "I" will default to "F" unless the instructor has designated a different automatic grade.** The GPA is adjusted accordingly and the student will be subject to academic penalty should any exist. |

To enter an Incomplete Note for a student in the Faculty Center select the "Incomplete Detail" link to the far right of the "I" grade entered.
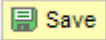
The Incomplete Detail page will display. Faculty can enter a Lapse Deadline (The deadline the student has to complete the course) and the Lapse to Grade (The grade the course will default to should the student not meet the Lapse Deadline.) The Lapse Deadline and Lapse to Grade are optional.

> **NOTE**: The assigning of a **Lapse Deadline** and **Lapse to Grade** is not a requirement. For undergraduate students, after one year, if an "I" has not been removed via normal grade change procedures, it will default to the **Lapse to Grade** or to the default grade of "F".
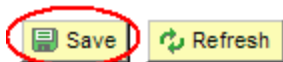


**IMPORTANT**: After entering your Comment, select ![Save]. A message will appear to confirm the incomplete detail page was saved. It is safe to close incomplete detail browser window and return to the grade roster.

## PART IV: The Class Roster

The class roster contains information and functionality that instructors may find useful. The roster contains course information such as Class Meeting Days and Times, Room, Instructor, and Term Dates. It also contains Enrollment Status information such as Enrolled students, Dropped students, and Waiting students*.

To view a class roster select the "Class Roster" link, 👥, to the LEFT of the course.



After the selecting 👥 the Class Roster will appear. Instructors can choose to view the class roster information based on Enrollment Status.

- Enrolled – Will provide class roster of currently enrolled students.

- Dropped – Will provide class roster of students once enrolled, but have since dropped.

- Waiting – Will provide a class roster of students who have signed up for the Wait List and may be enrolled depending on if seats open up.

Once the Enrollment Status view is selected, the Class Roster displays the Grading status, units, student program and plan (major), student level (classification) and photo, if available.

The Early Alert System is also available from this page.

The class roster provides two methods for accessing a student's photo. To view the photo of a particular student, select the Photo icon 📇 next to the student's information or select "Include photos in list". The photo roster will display.



In this view, you may either page through the students one by one or you may see a list of up to 100 at a time by selecting "View 100".

## PART V: Additional Features

### Student Email Notifications

Faculty can contact individual students or all of their students via email from the class roster or grade roster. To email one or more students, but not the entire class, select the student using the Notify check box. Emails are sent to the campus email address of the selected student(s).



After identifying the student you will notify, select [NOTIFY SELECTED STUDENTS] from the menu at the bottom of the roster page. Please note the option "Select All" to allow emailing the entire class.



Enter the subject and message text on the following screen and select [SEND NOTIFICATION].

**UNT** | UNIVERSITY OF NORTH TEXAS
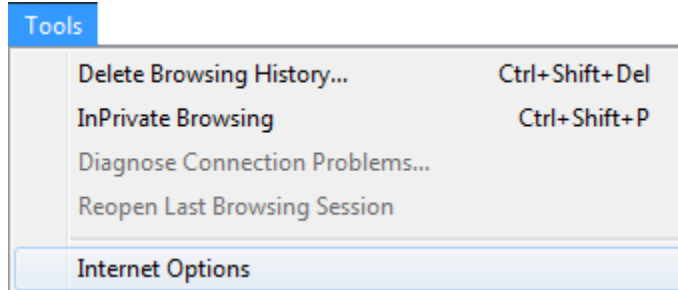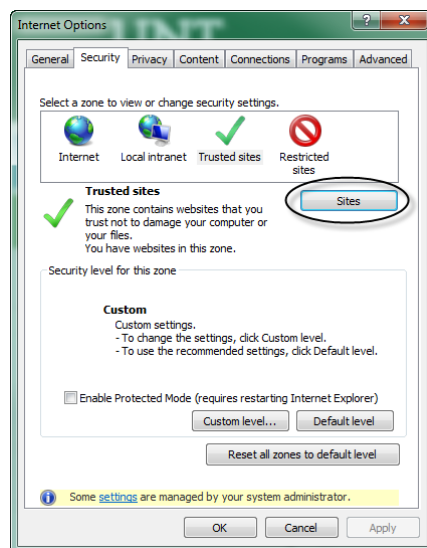
**Downloading Data from the Faculty Center**

It is possible to download course lists, class rosters and grade rosters to secondary application such as Microsoft Excel. To download data from the Faculty Center it is sometimes necessary to setup parameters in your Internet Browser.
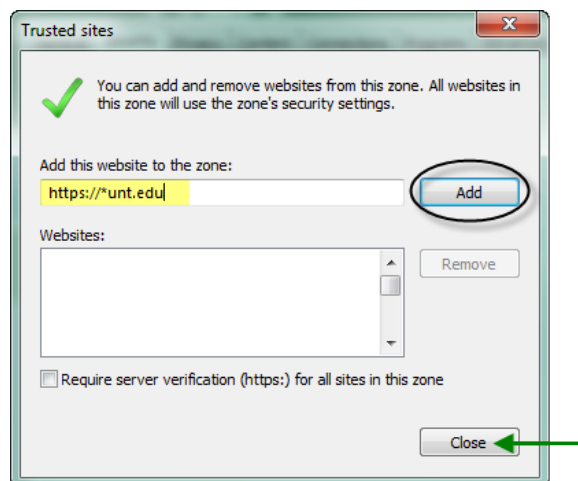
Under the Tools setting for Internet Explorer, select Internet Options.

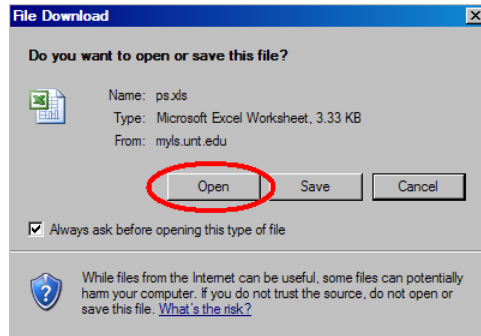In the Internet Options, select the Security tab and click on Trusted Sites then Sites.

Enter "https://*.unt.edu" as a trusted site and click Add..., then select Close.

From the Faculty Center, navigate to the class roster page. Look for the download button at the top of the roster.


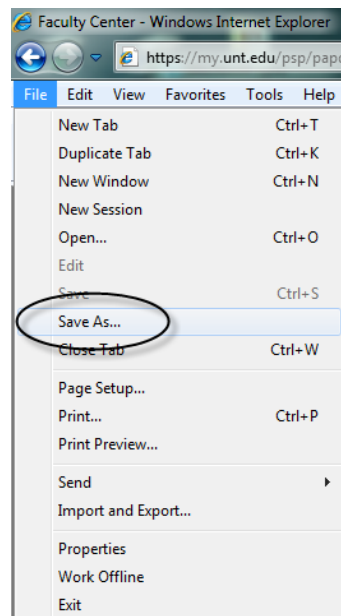
Select the button to load the viewed data to an excel spreadsheet. When the File Download window appears select Open.
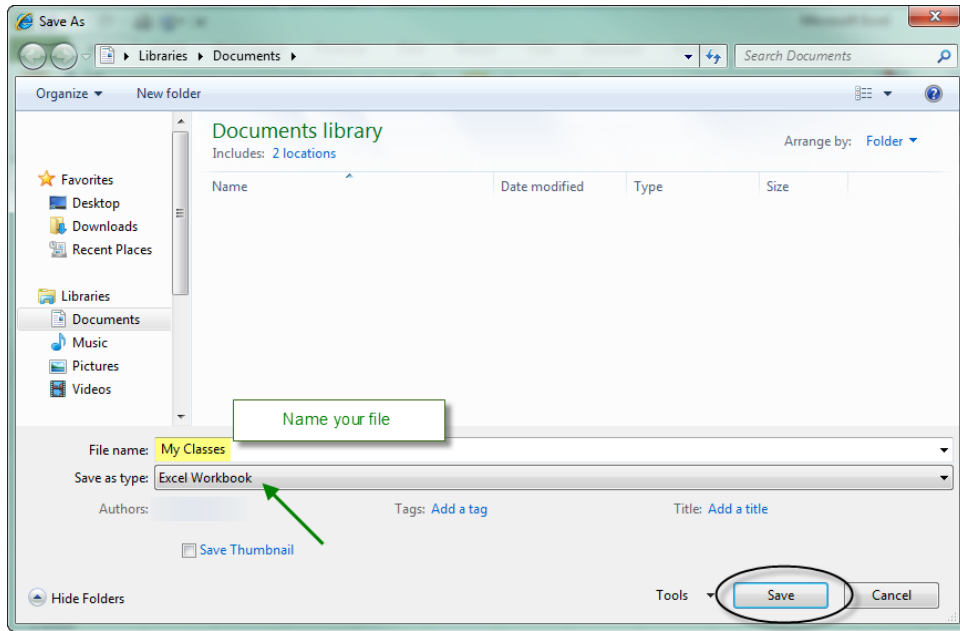


After opening the file the data will display in table format within your internet browser.



Navigate to **File > Save As**.

Create a File Name for your new document and change document type in the Save As Type drop-down box to "Microsoft Office Excel Workbook." Select [ Save ].



The new file will be saved to the assigned directory and can be used at a later date.

**REMINDER**: The data you download from the online grade or class roster includes information protected under FERPA law. Please use caution and keep your files in a secure location at all times.

**Searching for Classes**

Faculty can search for classes by selecting the Class Search tab at the top of the Faculty Center Page.
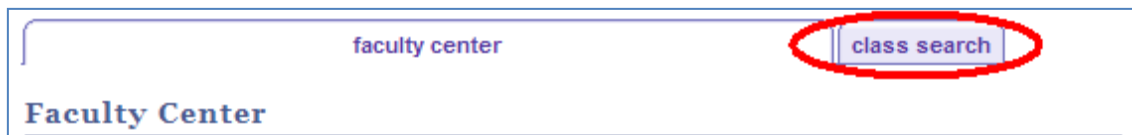


The Class Search page allows faculty to look at all courses in a PDF format, seek additional assistance via the "How to Search for UNT Classes" link.
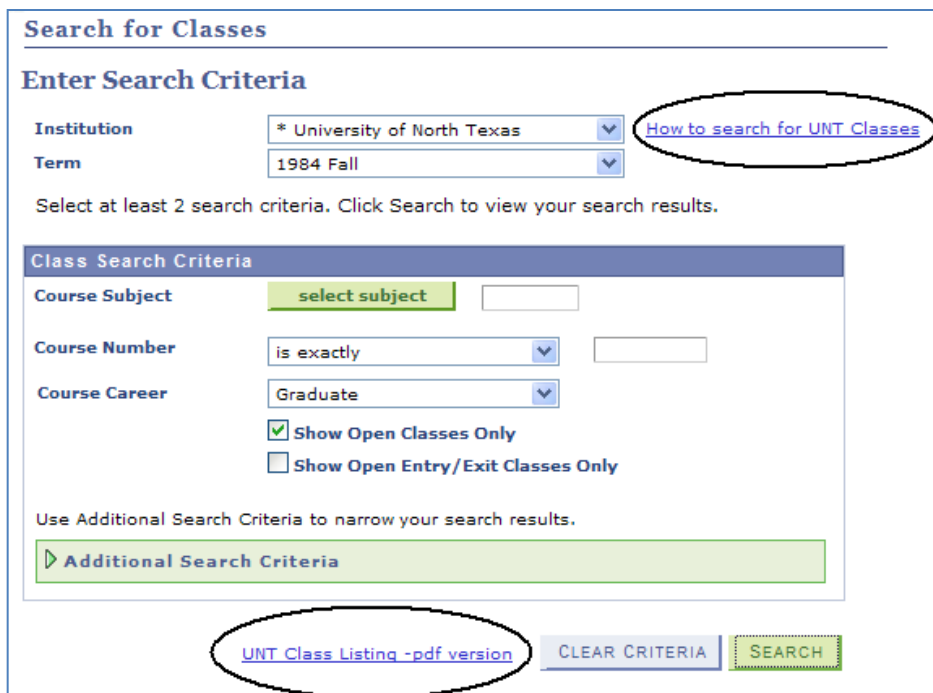
To search courses online enter the Institution, Term, Course Subject, Course Number and Course Career. Select ⟨SEARCH⟩.



The Additional Search Criteria option link offers a more detailed search for a course.

## View My Weekly Schedule

Faculty can view their weekly schedule by selecting the View My Weekly Schedule on the Faculty Center page.



The Weekly schedule will appear.



## Class Detail

Each class listed in the "CLASS" listing of a faculty member's Teaching Schedule can be selected for additional class detail information.

## Search for Classes

## Class Detail

### MATH 1010 - 002  Fundamentals of Algebra
* University of North Texas | 2010 Spring | Credit

VIEW SEARCH RESULTS

**Class Details**

| | | | |
|---|---|---|---|
| **Status** | ● Open | **Career** | Undergraduate |
| **Class Number** | 4964 | **Dates** | 1/19/2010 - 5/14/2010 |
| **Session** | Regular Academic Session | **Grading** | Graded |
| **Units** | 3 units | **Location** | UNT Main Campus |
| **Class Components** | Credit    Required | **Campus** | Main Campus |

**Meeting Information**

| Days & Times | Room | Instructor | Meeting Dates |
|---|---|---|---|
| MoWe 6:30PM - 7:50PM | Lang  204 | Eagle,Scrappy | 01/19/2010 - 05/14/2010 |

**Enrollment Information**

| | |
|---|---|
| **Add Consent** | Department Consent Required |

**Class Availability**

| | | | |
|---|---|---|---|
| **Class Capacity** | 38 | **Wait List Capacity** | 0 |
| **Enrollment Total** | 5 | **Wait List Total** | 0 |
| **Available Seats** | 33 | | |

**Notes**

| | |
|---|---|
| **Class Notes** | STUDENTS MUST PURCHASE AND REGISTER IN MYMATHLAB (MML) BY 2ND CLASS OF SEMESTER.  MML IS AN ONLINE COURSE DELIVERY PLATFORM THROUGH WHICH STUDENTS ACCESS AND COMPLETE ASSIGNMENTS.  STUDENTS MAY ACCESS MML AT ANY GENERAL ACCESS LAB ON CAMPUS.  STUDENTS NOT REGISTERED WITH MML MAY BE ADMINISTRATIVELY DROPPED WITH THE POSSIBILITY OF NO REFUND. |

**Description**

1010. Fundamentals of Algebra. 3 hours. Basic algebraic operations, linear equations and inequalities, polynomials, rational expressions, factoring, exponents and radicals, and quadratic equations. Prerequisite(s): consent of department. Students may not enroll in this course if they have credit for any other UNT mathematics course. Credit in this course does not fulfill any degree requirement.

VIEW SEARCH RESULTS