Get to Know PEOPLESOF FACULTY CENTER
A guide for faculty at the University of Minnesota

What is it?
The PeopleSoft Faculty Center is the central online location for accessing course management information. Faculty Center enables you to view your teaching schedule, view and print class rosters, enter grades and much more.

The Faculty Center will become available in spring 2015, when PeopleSoft will be upgraded. Some features of the Faculty Center include the following:
- All grade rosters will be in the Faculty Center: mid-term grades, final grades, and grade changes.
- You will be able to import final grades from Moodle into the grade rosters found in Faculty Center.
- Class and grade rosters will display the preferred name of your students.
- Data displayed in the Faculty Center will be real time.

Accessing PeopleSoft Faculty Center
Log in to MyU.umn.edu with your Internet ID and password.

Next, click on the Teaching tab. From here, you will see your courses listed.

To get to the Faculty Center, you can either click on any of the Grade Roster or Class List links by a course, or click Faculty Center at the bottom of the page.
Faculty Center
When you enter the Faculty Center, the my schedule tab becomes the active page by default. This page contains your teaching schedule.

The Faculty Center is organized by three sub tabs: my schedule, class roster and grade roster. The sub tabs make it easier to navigate to the area that you wish to view. Active tabs are shown in white, while inactive tabs are shaded.

Right, the Faculty Center – my schedule page is active.

Note: The Advisor Center tab only displays if you have been assigned in PeopleSoft to academically advise a student.

My Schedule contains your scheduled class enrollment information – such as location, class dates and enrollment information, as well as links to class and grade rosters where/when available. Refer to the Viewing Rosters section below for details.

Note:
In most cases, if you cannot view your schedule, your department scheduler has not yet assigned you to the class or classes. Please contact your department scheduler.

The My Exam Schedule area/link at the bottom of the page is not currently in use by the University.

CLASS ROSTERS - available as soon as students enroll in the class

1. To view a roster, click the Class Roster icon 🗂️ next to a class or click the class roster sub tab under Faculty Center.
Click **change class** to return to the Faculty Center. Then click to view another roster.

If any students have dropped this class, select the **Dropped** option from the **Enrollment Status** drop-down menu to view them.

Note: If your Class roster does not appear, it most likely means that your department has not yet assigned you to your class or classes. Please contact your department scheduler.

- To sort the roster in ascending order by any column title, click that column header. Click it again to sort in descending order.
- Students who have FERPA suppression will be listed on the right side of this page, in the **Related Content** area. Expand this area for easier viewing by dragging the left edge.

The **Class Photos** report may be viewed by clicking the **📷** icon and then ‘New Window.’ Photos of all students in the class will open in a new window, and you can use the Print icon for a yearbook-style class list.
GRADE ROSTERS - available when the grade roster has been created

Grade Rosters are generated near the end of the term. You must be given grade access on the class record (as primary instructor, secondary instructor, teaching assistant, or proxy) by your departmental scheduler in order for the grade roster to appear in your Schedule or under the grade roster sub tab.

1. To view a grade roster, click next to the class you wish to grade in your Schedule or click the grade roster sub tab under Faculty Center.

2. Click change class to return to the Faculty Center. Then click to view another roster.

3. To view the list of enrolled students in ascending or descending order specific to student detail, click the column header above the detail type.

4. To print your grade roster, click Printer Friendly Version and select the Print option from your browser window.

NOTE: If you are using FireFox as your browser – Click the Printer Friendly Page link. Right-click on the bottom frame, select This frame, Print frame.
Entering Grades

1. Click the Grade Roster icon next to the class for which you wish to enter grades. If a class is missing from your Teaching Schedule, contact your department scheduler.

2. Review the Grade Roster - note that students are listed in alphabetical order.

3. Select the student’s grade from the Roster Grade drop-down menu.

4. While the Approval Status is set to Not Reviewed, grades may be entered and Saved. You do not have to enter all grades to Save.

5. When you are ready to submit your grades - a grade for every student must be entered - change the Approval Status to Approved and click Save.

6. Use the Approval Status of Ready for Review if a primary instructor needs to review the grades and then submit them.

7. Grades will be posted nightly.

Additional Notes:

• New policy: two hours after the grades deadline, any blank grades will be posted with a NR (Not Reported) grade. Changing the NR to a valid grade must be done using the Request Grade Change link (see Changing a Grade below).

• New functionality: Grades entered in Moodle may be imported over to Faculty Center, but instructors are required to then login to the Faculty Center and submit the grades.

• Use the grade upload button to upload grades from a .txt file.

• Use the ‘add this grade to selected students’ button to add the same grade to a group of students, or all students.

• If a grade of F is entered, the Last Date of Participation field will automatically open, and a date must be entered.

• To print your grade roster, click Printer Friendly Version and select the Print option from your browser window.

Note: If you are using Firefox as your browser - Click the Printer Friendly Page link. Right-click on the bottom frame, select This frame, Print frame.
Changing a Grade

1. If grades have been posted and a grade or grades needs to be changed, click the Grade Roster icon next to the class for which you wish to change a grade.

2. Click the Request Grade Change link, which now appears below the Approval Status drop-down.

3. The Official Grade field is now available in a drop-down. Enter the new grade.

4. Click the Comment link to enter comments, as needed.

5. When you have changed your grades, click the Submit button.
The **Search** tab provides the following within your Faculty Center:

- search for classes
- browse course catalog

**SEARCH FOR CLASSES**

To search for classes by term, click the **Search** tab. Notice that the search for classes sub-tab is automatically selected.

1. You must select **Institution**, **Term**, and at least two other criteria to start your search.

2. Narrow your search to basic criteria, such as **Subject**, **Course Number**, and **Career**, or to more advanced criteria such as **Instructor Last Name**, **Meeting Start/End Time**, and/or **Date**.

   **NOTE:** By default, your class search will display both closed and open classes. To display only open classes check the box next to **Show Open Classes Only**.

Click **Search** to review your results.
The **browse course catalog** tool allows you to display course details for all courses in the catalog. To browse the course catalog, click the **Search** tab, and then the **browse course catalog** tab.

The Course Catalog displays in alphabetical order by Subject.

1. Click a letter in the green box to skip to that Subject, such as M.

2. Click the **Subject** to display all courses in that Subject.

3. Click the **Course Nbr** or the Course Title to view details about that course.

4. Click view class sections to see scheduled class meetings with available seats by term, displayed below the course information.

**FACULTY SEARCH** - not in use at this time

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