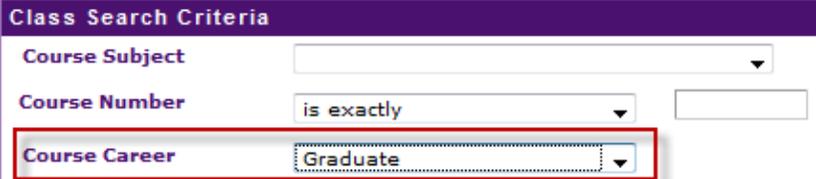


Frequently Asked Questions (FAQs) – Faculty Center

Question	Answer
How do I access Faculty Center?	Log into <i>My Universe</i> . Click the Resources tab. Click the Faculty Center link.
Who do I contact if I have a question about Faculty Center?	Contact the Registrar’s Office at 273-2241 .
What if I don’t see the Faculty Center pagelet?	<p>If you do not see the Faculty Center pagelet on the <i>Resources</i> tab:</p> <ul style="list-style-type: none"> • Scroll down; it may be located at the bottom of the page. <i>Note:</i> You may move the Faculty Center pagelet to the top by using the Layout link in the upper left. • If you have customized your content, you may have to add the Faculty Center pagelet by clicking the Content link in the upper left. • If you still cannot see Faculty Center, contact Patti Rust for assistance.
How do I view class rosters and wait lists?	<p>On the my schedule tab in Faculty Center, click the class roster icon next to the class you wish to view.</p>  <p>If a class has a wait list, view the wait list by selecting <i>Waiting</i> as the status in the Enrollment Status field on the class roster.</p>
Where can I view student information, such as current schedule, holds, and contact information?	If you are an Advisor, view this information on the Advisor Center tab, student center . If you are not an Advisor, you may request this information via Department Staff who has access to Student Services Center (e.g. Department Secretary)
How do I print my weekly schedule?	<p>To print your weekly schedule, follow these tips for browsers:</p> <ul style="list-style-type: none"> • Internet Explorer, Chrome, Safari – Click the Printer Friendly Page link. Click the Print button on the browser toolbar. • FireFox – Click the Printer Friendly Page link. Right-click on the bottom frame, select This frame, Print frame.
Where can I view student photos?	<p>Student photos have not yet been configured, however once they are available, you may view them on the class roster. The display option may be set to <i>Link to Photos</i> or <i>Include photos in list</i>. If you select <i>Link to Photos</i>, click the photo icon  next to the student you wish to view to see their photo.</p>

Question	Answer								
<p>How can I email a student or the entire roster?</p>	<p>Email students from the Class Roster:</p> <ul style="list-style-type: none"> To email one student, click the student’s name or select the <i>Notify</i> checkbox for the student and click the notify selected students button To email specific students, select the <i>Notify</i> checkbox for the students and click the notify selected students button To email the entire roster, click the notify all students button. 								
<p>How come only 3 sections display per course display in the Class Search?</p>	<p>Three sections per course display so that students can easily navigate through courses. To display all sections, use the View All Sections link in the header:</p>  <p>▼ COMM 1000 - Oral Communication</p> <p>View All Sections First 1-3 of 39 Last</p> <p>Section 01-LEC(32040) Status ● select class</p> <p>Session Full Sem</p> <table border="1"> <thead> <tr> <th>Days & Times</th> <th>Room</th> <th>Instructor</th> <th>Meeting Dates</th> </tr> </thead> <tbody> <tr> <td>MoWeFr 8:00AM - 8:50AM</td> <td>Lang Hall 222</td> <td>UNI Staff</td> <td>08/22/2011 - 12/09/2011</td> </tr> </tbody> </table>	Days & Times	Room	Instructor	Meeting Dates	MoWeFr 8:00AM - 8:50AM	Lang Hall 222	UNI Staff	08/22/2011 - 12/09/2011
Days & Times	Room	Instructor	Meeting Dates						
MoWeFr 8:00AM - 8:50AM	Lang Hall 222	UNI Staff	08/22/2011 - 12/09/2011						
<p>How come I don’t see the graduate level classes in the Class Search?</p>	<p>The Course Career field in the Class Search Criteria defaults to “Undergraduate”. Change the value to “Graduate” and search.</p>  <p>Class Search Criteria</p> <p>Course Subject <input type="text"/></p> <p>Course Number is exactly <input type="text"/></p> <p>Course Career Graduate</p>								
<p>How is the Grade Roster used and when will it be available?</p>	<p>Use the Grade Roster icon next to the class in the my schedule tab to enter and view grades by class.</p>  <p>My Teaching Schedule > FALL 2011 > Un</p> <table border="1"> <thead> <tr> <th>Class</th> <th>Class Title</th> </tr> </thead> <tbody> <tr> <td>PSYCH 1001-06 (31387)</td> <td>Intro To Psychology (Lecture/Discussion)</td> </tr> </tbody> </table> <p>Grade Rosters will be available approximately two weeks prior to the grades due date for the course.</p>	Class	Class Title	PSYCH 1001-06 (31387)	Intro To Psychology (Lecture/Discussion)				
Class	Class Title								
PSYCH 1001-06 (31387)	Intro To Psychology (Lecture/Discussion)								
<p>Will I get a confirmation email once I have submitted/approved final grades?</p>	<p>You will not receive a confirmation email however; once you have <u>approved</u> and <u>saved</u> final grades the following confirmation will display at the top of the grade roster:</p> <p>✔ Final Grade Entry is Complete</p>								
<p>How can I download the class roster into Excel?</p>	<p>Use the Download button at the top of the roster to download to Excel. . <i>Note:</i> If pop-ups are blocked by your browser, ensure you enable pop-ups from this location.</p>								

Question	Answer
<p>What is the Exam Schedule used for and when will it be available?</p>	<p>Use the Exam Schedule tab to view exam schedule details. NOTE: This functionality will be available once final exams are scheduled.</p>
<p>Does the system time out?</p>	<p>The time out follows the My Universe time out threshold. If there is no activity, a warning message displays after 20 min.</p>
<p>Why do I see a spinning wheel in the upper right corner of the screen?</p> 	<p>The Processing icon displays in the upper right corner when the system is processing information. For example, you will see this icon when you perform a search and the system is gathering results to return.</p>
<p>What if I'm experiencing data or system issues?</p>	<p>Because the system is web-based, sometimes issues occur due to cache or cookies. You can try to clear your cache:</p> <ul style="list-style-type: none"> • Internet Explorer and Firefox browser users, simply press CONTROL + SHIFT + DELETE on your keyboard. Select the appropriate categories and click the Delete button. • Safari browser users, select Empty Cache in the Safari menu. To delete cookies, select Preferences, Bookmarks, Show Cookies, Remove. <p>If issues persist, contact the technical support center.</p>