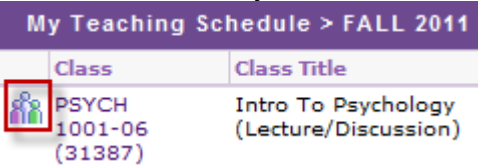

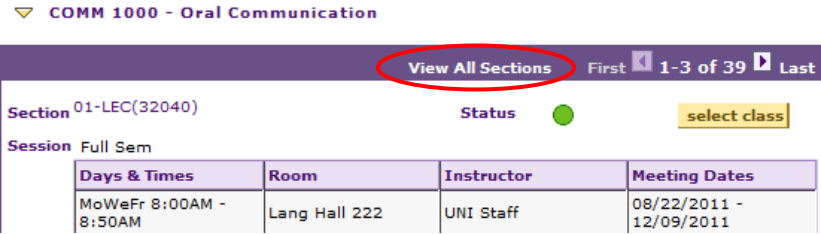
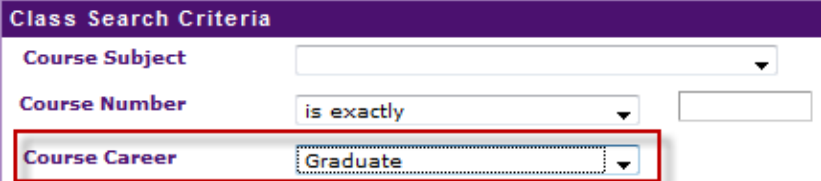





Frequently Asked Questions (FAQs) – Faculty Center

Question	Answer
<p>How do I access Faculty Center?</p>	<p>Log into <i>My Universe</i>. Click the Academics tab. Click the Faculty Center link.</p>
<p>Who do I contact if I have a question about Faculty Center?</p>	<p>Contact the Registrar’s Office at 273-2241.</p>
<p>What if I don’t see the Faculty Center pagelet?</p>	<p>If you do not see the Faculty Center pagelet on the Academics 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.
<p>How do I view class rosters and wait lists?</p>	<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>
<p>Where can I view student information, such as current schedule, holds, and contact information?</p>	<p>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)</p>
<p>How do I print my weekly schedule?</p>	<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.
<p>Where can I view student photos?</p>	<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>