Introduction to the Faculty Center

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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.

	Email	Blackboar	d Catalogs	People & Departments	Calendars	Maps	My Profile 👻
OF NORTH TEXAS	Student	Faculty	Human Resource:	s			
Student Center							
Faculty Center	-						
Message Center							

Your Faculty Center will appear.

UNT		My Profile 🔻
UNIVERSITY OF NORTH TEXAS	Student Faculty Human Resources	
Student Center		
Faculty Center	my schedule class roster	grade roster
Message Center	Faculty Center My Schedule	
My Classes	(j)	
Enrollment >	_	
Financial Aid	Faculty Center Search My Schedule Class Roster Grade Roster	
Finances >		
Academic Records		

PART II: Grading Students in the Faculty Center

2009 Fall)* University of North Te as change term									
Select display option: I Show All Classes Show Enrolled Classes Only Class Roster I Grade Roster C Learning Management Audit Roll									
Class	Class Title	Enrolled	Days & Times	Room	Class Dates	Grade Roster Status			
ART 40 501 (35945)	CDES: ADV GD (Credit)	0	ТВА	ТВА	Aug 27, 2009- Dec 18, 2009	Not Reviewed			
ART 44 715 (46626	0- PROF INTERNSHIP (Credit)	2	ТВА	ТВА	Aug 27, 2009- Dec 18, 2009	Not Reviewed			
ART 44 718 (46168	0- PROF INTERNSHIP (Credit)	14	ТВА	ТВА	Aug 27, 2009- Dec 18, 2009	Not Reviewed			
View Weekly	Teaching Schedule				Go to top				

Select the correct term and click

CONTINUE

ele	ct Term		
			CONTINUE
Sele	ct a term then click Continue.		
	Term	Institution	
۲	2009 Fall	* University of North Texas	
0	2009 Summer	* University of North Texas	
0	2009 Spring	* University of North Texas	
0	2008 Summer	* University of North Texas	
0	2008 Spring	* University of North Texas	
0	2007 Fall	* University of North Texas	
0	2006 Spring	* University of North Texas	
0	2005 Fall	* University of North Texas	
0	2005 Spring	* University of North Texas	
			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.

M	My Teaching Schedule > 2009 Fall > * University of North Texas							
		Class	Class Title	Enrolled	Days & Times	Room	Class Dates	Grade Roster Status
å	5	<u>ART 4450-</u> <u>715</u> (46626)	PROF INTERNSHIP (Credit)	2	TBA	ТВА	Aug 27, 2009- Dec 18, 2009	Not Reviewed
å	S	<u>ART 4450-</u> <u>718</u> (46168)	PROF INTERNSHIP (Credit)	14	ТВА	ТВА	Aug 27, 2009- Dec 18, 2009	Not Reviewed

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

Grade Roster										
ART 4450 - 715 PROF INTERNSHIP										
Credit (46626)										
2009 Fall Regular Academic Session * University of North Texas Undergraduate										
▽ Meeting Informa	✓ Meeting Information									
Days & Times	Room	Instructor				Mee	ting Dates			
тва	тва	Riddle, Tom				08/2	27/2009 - 12/18/2009			
*Grade Roster Typ *Approval Statu UPLOAD GRADES < add	*Grade Roster Type Final Grade Display Unassigned Roster Grade Only *Approval Status Not Reviewed UPLOAD GRADES Upload grades from a CSV file <- add this grade to all students									
							Find 🛅			
Student Grade)									
	<u>Name</u>		<u>Roster</u> <u>Grade</u>	<u>Official</u> <u>Grade</u>	<u>Grade</u> <u>Basis</u>	Level	Incomplete Detail			
1	Tonks, Andr	omeda	*		GRD	Senior	Incomplete Detail			
2	Black, Regul	is A.	~		GRD	Senior	Incomplete Detail			
PRINTER FRIENDLY VERSION										

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**.

Grade Rost	ter				Ţ	View FE	RPA Sta	atement	
ART 4450 - 7	15	PROF IN	TERNSHIP						
Credit (46626)									
2009 Fall Reg	ular Ad	ademic Sess	ion = University of N	lorth Texas	Unde	ergraduat	e		
♥ Meeting Inform	nation								
Days & Times	Roo	om	Instructor					Mee	ting Dates
TBA	TBA	4	Riddle, Tom					08/3	27/2009 - 12/18/2009
				_					
*Grade Roster T	ype	Final Grade	~		Disp	lay Unass	igned I	Roster Gra	de Only
*Approval Stat	tus	Not Review	ed 💙						
SPLOAD GRADE	≗_ U dd thi	s grade to al	students	e					Find 🛅
Student Grade		•							
D		Name		Ro Gr	ster ade	Official Grade	Grade Basis	Level	Incomplete Detail
1		Tonks, And	dromeda	A	~		GRD	Senior	Incomplete Detail
2		Black, Reg	ulus A.	F	~		GRD	Senior	Incomplete Detail
RETURN	SAV	/E				PRINTER	FRIEN	DLY VERS	ION

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								
	• Allows the entry of grades on the Grade Roster.							
Not Reviewed	 Indicates that grades entered have not been given final approval by the instructor or supervising faculty member if entered by an assigned grader. 							
	 Grades can continue to be entered and modified in "Not Reviewed" Status and saved. 							
	 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. 							
Ready for Review	• Grades that are entered on the Grade Roster are Ready for Review and Approval by the instructor or supervising faculty member.							
	• 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. 							
	• 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.

M	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	ТВА	Aug 27, 2009- Dec 18, 2009	Not Reviewed	
88	R	ART 4450- 715 (46626)	PROF INTERNSHIP (Credit)	2	ТВА	ТВА	Aug 27, 2009- Dec 18, 2009	Approved	
88	5	ART 4450- 718 (46168)	PROF INTERNSHIP (Credit)	14	ТВА	ТВА	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 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)
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.

Grade Roster										
ART 1300 - 001 ART APPREC NON-MAJORS										
Credit (11432)										
2008 Spring Regular Acar	demic Session Univers	sity Of North Te	xas Undergradu	ate						
Days & Times	Room	Instructo	e I	Meeting Dates						
TuTh 3:30PM - 4:50PM	Essc 255	Dearman	Benjamin Stuart	1/14/2008 - 5/9/2	2008					
*Approval Status Not	Reviewed 💌									
					Find 🛄					
Student Grade										
ID Name		Roster Offic Grade Grad	ial le Grading Basi	<u>s</u> <u>Level</u>	Incomplete Detail					
1 Mango	Sassy	I	Graded	Freshman 🔇	Incomplete Detail					
2 Smith, F	leginald	в	Graded	Sophomore	Incomplete Detail					
3 Masters	, Roberto	в	Graded	Freshman	Incomplete Detail					

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.



Incomplete detail saved. Close window and return to roster.



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, Ana, to the LEFT of the course.

My 1	Tea	aching Schedule >	2008 Spring > Unive	rsity Of	North Texas			*
		Class	Class Name	Enrolled	Days and Time	Room	Class Dates	Grade Roster Status
)	n	ART 1300-001 CRE 11432	ART APPREC NON- MAJORS (Credit)	314	TuTh 3:30PM - 4:50PM	Essc 255	Jan 14, 2008- May 9, 2008	Approved
% [ſ	COMM 1010-001 CRE 1285	INTRO TO COMM (Credit)	140	Th 2:00PM - 2:50PM	Art 223	Jan 14, 2008- May 9, 2008	Approved
8	n	ENGL 2700-001 CRE 1805	TECHNICAL WRITING (Credit)	23	MoWeFr 8:00AM - 8:50AM	Lang 114	Jan 14, 2008- May 9, 2008	Approved
% [ß	PHYS 1051-105 CRE 3258	SOLAR SYS OBSERV (Credit)	850	ТВА	Obs1 101	Jan 14, 2008- May 9, 2008	Approved
% [1	PSCI 1040-001 CRE 3505	AMERICAN GOV (Credit)	495	MoWeFr 8:00AM - 8:50AM	Lyceum, University Union	Jan 14, 2008- May 9, 2008	Approved
% E	n	PSYC 5090-001 CRE 3673	SOCIAL PSYCHOLOGY (Credit)	14	Tu 2:00PM - 4:50PM	Lang 222	Jan 14, 2008- May 9, 2008	Approved

After the selecting 4 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.

	Faculty Cen my schedule						Se	arch		
	my so	hedule		class	roster			grade r	oster	
lass l	Roste	r								
113 Fall	Regul	ar Acad	eroic Secci	on 1 * University of	f North Tr	avae l	Undergrad	uste		
515 Fall	1 Kegu	iar Acau	enne sessi	on f - onversity o	i norui ri	evas I	ondergrad	uate		_
7 PSCI	2300	- 001	(24491)	change class						
Intro	duction	to Politi	cal Resear	ch (Credit)						
Days	and Tin	nes	Roc	m	Instr	uctor		Dates		
TuTh	2:00PM	1-3:20P	M RTF	P 135	Snool	k,Mela	inie Ann	08/28/2	013 -	
								12/13/2	013	
📑 Vie	W FERPA	Statem	ent							
-										
rollme	nt Capac	ity Dro	- opped rolled	olled 3						
elect di Early	nt Capac splay op Alert	tion:	opped folled iting O Link t	olled 3 o Photos C I	nclude pl	hotos i <u>s</u>	in list			
elect di Elect di Early	nt Capac splay op Alert d Stude	ents	- opped oolled iiting (• Link t	olled 3 o Photos C I	nclude pl	hotos i <u>s</u>	in list Find	P 1 *	First 🚺	1-3 of 3 D L
elect di Early nrolle Notify	nt Capac splay op Alert d Stude Alert	ents	- opped rolled iting itink t	olled 3 o Photos C I {* Early Alert In Name	nclude pl struction: Grade Basis	hotos i £ Units	in list Find Program a	💽 🕌 nd Plan	First 🕅	1-3 of 3 🖸 L Level
in olle Notify	Alert Alert Alert Alert Alert	ents	D ppped rolled iiting Uink t	olled 3 o Photos C I f ^{**} Early Alert In Name	nclude pl struction: Grade Basis Graded	Units 3.00	Find Program a Education Undetermi	nd Plan	First 【	1-3 of 3 D L Level Sophomo
elect dia Early nrolle Notify	Alert Alert Alert Alert	ents	D	olled 3 o Photos C I	nclude pl structions Grade Basis Graded Graded	Units 3.00	Find Program a Education + Undetermi Visual Arts Studio Art	₽] Ì nd Plan ned -	First 【	1-3 of 3 D L Level Sophomo
nrollmer Rearly Notify	Alert Alert Alert Alert Alert Alert Alert	ents Photo I E R R Photo I E R	D	olled 3 o Photos C I	Grade Basis Graded Graded Graded	Units 3.00 3.00	Find Program a Education Undetermi Visual Arts Studio Art Business - Business -	nd Plan ned -	First C	1-3 of 3 D L Level Sophomo Senior Junior
rollmer elect dia * Early Notify	Alert Alert Alert Alert Alert Alert Alert Alert Alert	ents Photo I ER ER Photo I	D ppped rolled witing D	olled 3 o Photos C I S [#] Early Alert In Name	Grade Basis Graded Graded	Units 3.00 3.00	Find Program a Education o Undetermi Visual Arts Studio Art Business - Business L	nd Plan - ned - Indetermin	First R	1-3 of 3 D L Level Sophomo Senior Junior
rollmer elect dir Kearly Notify	Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert	ents Photo I ER ER Photo I ER ER ER All	D ppped rolled iiting D	olled 3 o Photos C I	Grade Basis Graded Graded Graded	Units 3.00 3.00	Find Program a Education Undetermi Visual Arts Studio Art Business L	nd Plan ned - Indetermin	First ded	1-3 of 3 D L Level Sophomo Senior Junior

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.

2012 Fall Regular Academic Session * University of North Texas Undergraduate PSCI 1040 - 001 (31680) change class American Government: Laws and Institutions (Credit)												
	Days a	and Tim	nes	Roo	m I	nstructo	r	Dates				
	MoWe 10:50/	Fr 10:0 AM	0AM-	BLB	080	ina in na Ad	6711.03) 1	08/29/2012 - 12/14/2012				
*En En Sel	IDISOUM IZ/14/2012 View FERPA Statement **Enrollment Status Enrolled Y <											
Er	rolled	Stude	ents				Find	🖾 🛗 🛛 First 🚺 1-214 of	214 🚺 Last			
	Notify	Early Alert	Photo	ID	Name	Grade Basis	Units	Program and Plan	Level			
1		ñ*	<u> </u>	10091191	- of the second second second	Graded	3.00	Engineering - Pre Engineering	Sophomore			
2		ñ*	<u>8</u> 9	66681691	distanti in a si in a su	Graded	3.00	Arts and Science - Pre-Biology	Freshman			
3		۴*	<u>e</u> q	1000931	the state of the	Graded	3.00	Engineering - Pre-Electrical Engineering	Freshman			
4		۴ ۴	<u> R</u>	0716907	Aliani, Luma I.F.	Graded	3.00	Arts and Science - Pre-Psychology	Sophomore			
5		۴	<u>8</u> 9	07707791	Ala di Matana di P	Graded	3.00	Engineering - Pre-Mech Engineering Tech.	Junior			
6	6 C At and Science - Chemistry						Arts and Science - Chemistry	Senior				

IIN

The class roster provides two methods for accessing a student's photo. To view the photo of a particular student, select the Photo icon **Select** include photos in list". The photo roster will display.

*Enrollment Status Enroll	ed 💌				
Enrollment Capacity 214	Enrolled 21	.4			
Select display option: (• Link to Photos	O Include photos	s in lis		
🊰 Early Alert	الله Early Al	ert Instructions			
Enrolled Students			Find	🛃 🛗 🛛 First 🚺 1-214	of 214 🖸 Last
Notify Early Alert Photo ID	Name	Grade Basis	Units	Program and Plan	Level
1 🗆 🎊 💽		Graded	3.00	Engineering - Pre Engineering	Sophomore
2		Graded	3.00	Arts and Science - Pre-Biology	Freshman
3 🗆 🎊 🛐		Graded	3.00	Engineering - Pre-Electrical Engineering	Freshman
4		Graded	3.00	Arts and Science - Pre-Psychology	Sophomore
Class Roster					
▼ PSCI 1040 - 001 (American Government Days and Times MoWeFr 10:00AM- 10:50AM	31680) chan :: Laws and Institution Room BLB 080	ge class ons (Credit) Instru	ictor	Dates 08/29/2012 - 12/14/2012	
*Enrollment Status Enro Enrollment Capacity 214 Select display option:	Enrolled	214 ③ Include ph	otos	in list	
				Find View 100 First 🗹 :	2 of 214 🕨 _{Last}
2	Notify				
	ID				
and the second second	Name Cuado Rasis	Quadad			
	Units Taken	3.00			
Alle	Program & Plan	Arts and Science	e - Pre	e-Biology	
	Level	Freshman	5	1999.1199.99 .9 9.94	
	Status	Enrolled		Status Note	

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".

*Enrollment Status Enrolled 💌	
Enrollment Capacity 214 Enro	lled 210
Select display option: O Link to P	otos 💿 Include photos in list
	Find View 100 🛛 First 💶 1 of 210 🕨 Last
Notify	

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).

En	Enrolled Students Find 🔄 🛗 First 🖬 1-210 of 210									
	Notify	Early Alert	Photo	ID	Name	Grade Basis	Units	Program and Plan	Level	
1		តំ*	<u>8</u> 9			Graded	3.00	Engineering - Pre Engineering	Sophomore	
2		តំ*	<u>i</u> r			Graded	3.00	Arts and Science - Pre-Biology	Freshman	
2		8*	20			Graded	3.00	Engineering -	Freshman	

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

<u>Select All</u>	<u>Clear All</u>		Printer Friend
notif	v selected students	notify all students	

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

	om Barnes,Norton
From:	
Го:	instructor@unt.edu
00:	
	student@unt.edu
800:	
Subject:	Reminder: Mid Term Essay
Message Text:	Your mid term essay is due tomorrow 🥙
	SEND NOTIFICATION

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.

Tool	s	
	Delete Browsing History	Ctrl+Shift+Del
	InPrivate Browsing	Ctrl+Shift+P
	Diagnose Connection Problems	
	Reopen Last Browsing Session	
	Internet Options	

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



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

rusted sites	
You can add a this zone will	and remove websites from this zone. All websites in use the zone's security settings.
Add this website to th	e zone:
https://*unt.edu	(Add)
Websites:	
	Remove
	+
Require server ver	ification (https:) for all sites in this zone
	Close 🗲



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

En	Enrolled Students						Find		First 🚺 1-210 of 2	10 🚺 Last
	Notify	Early Alert	Photo	ID	Name	Grade Basis	Units	Program an	d Plan	Level
1		î*	<u>ê</u> q			Graded	3.00	Engineering - Pre Engineering		Sophomore
2		<mark>آ#</mark>	<u>r</u>			Graded	3.00	Arts and Science - Pre-Biology		Freshman

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



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

🖓 https://myls.unt.edu/lspd01/psft/V-1655496651/ps.xls - Microsoft Internet Explorer											
File	Edit	View Insert I	Format Tools Data Go To	Favorites	Help						
🕞 Back + 📀 + 💌 😰 🏠 🔎 Search 🤺 Favorites 🚱 🏢 😒 + 😓 🔜 🦲 🥨 🏭											
Address 🛃 https://myls.unt.edu/lspd01/psft/V-1655496651/ps.xls											
	A1 ▼ fx Class										
	Α	В	С	D	E	F G		Η	I		
1	Class	Class Name	Days and Time	Location	Class Dates	Enrolled					
2	MUAC	JAZZ	TBA	TBA	Aug 27, 2007- Dec 14, 2007	5	С	G	G		
3	MUAC	JAZZ	TBA	TBA	Aug 27, 2007- Dec 14, 2007	4	С	G	G		
4	MUAC	JAZZ	TBA	TBA	Aug 27, 2007- Dec 14, 2007	5	С	G	G		
5	MUEN	JAZZ	MW 12:00PM - 12:50PM	TBA	Aug 27, 2007- Dec 14, 2007	11	С	G	G		
6	MUJS	JAZZ PERF	TuTh 12:00PM - 12:50PM	Musi 262	Aug 27, 2007- Dec 14, 2007	18	С	G	٦		
-									_		

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.

🧭 Save As				Marrie 1	×
U Libraries	Documents		- 4 ∳	Search Documents	٩
Organize 🔻 New folder	r			-	≡ • 🔞
Î	Documents library Includes: 2 locations			Arrange by:	Folder 🔻
 ☆ Favorites Desktop Downloads Recent Places Libraries Documents Music Pictures Videos 	Name	Date modified	Туре	Size	
Tile anna My Ch	Name your file				
Save as type: Excel V	Vorkbook				
Authors:	Tags: Add a tag]	Title: Add a	title	
	Save Thumbnail				
Alide Folders			Tools •	Save	Cancel

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.

	faculty center	class search
Faculty Center		

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.

Search for Classes	5
Enter Search Crite	eria
Institution	* University of North Texas V How to search for UNT Classes
Term	1984 Fall
Select at least 2 search	criteria. Click Search to view your search results.
Class Search Criteria	
Course Subject	select subject
Course Number	is exactly
Course Career	Graduate 💙
	Show Open Classes Only
	Show Open Entry/Exit Classes Only
Use Additional Search Cr	iteria to narrow your search results.
Additional Search	Criteria
	VT Class Listing -pdf version CLEAR CRITERIA SEARCH

UNIVERSITY OF NORTH TEXAS

UN

To search courses online enter the Institution, Term, Course Subject, Course Number and Course Career. Select SEARCH.

Search for Classes
Enter Search Criteria
Institution * University of North Texas How to search for UNT Classes
Term 2010 Spring
Select at least 2 search criteria. Click Search to View your search results.
Class Search Criteria
Course Subject Select subject MATH Mathematics
Course Number
Course Career Undergraduate
Show Open Classes Only
Show Open Entry/Exit Classes Only
Use Additional Search Criteria to narrow your search results.
Additional Search Criteria
UNT Class Listing -pdf version CLEAR CRITERIA SEARCH

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

Search for Classe	S
Enter Search Crit	eria
Institution	* University of North Texas
Term	1984 Fall
Select at least 2 search	oriteria. Click Search to view your search results.
Class Search Criteria	
Course Subject	select subject
Course Number	is exactly
Course Career	Graduate
	Show Open Classes Only
	Show Open Entry/Exit Classes Only
Use Additional Search C	riteria to narrow your search results.
ZAdditional Search	Criteria
· Additional Scarch	
Meeting Start Time	greater than or equal to
Meeting End Time	less than or equal to
Day of Week	include only these days
	Mon Tues Wed Thurs Fri Sat Sun
Instructor Last Name	is exactly 🕑
Class Nbr	(example: 1136)
Course Title Keyword	(example: statistics)
Minimum Unite	
Maximum Units	less than or equal to
Course Component	
Section	
Mode of Instruction	
Campus	
Location	
Location	
<u>U</u>	NT Class Listing -pdf version CLEAR CRITERIA SEARCH

UNIVERSITY OF NORTH TEXAS

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.

View My Weekly Schedule									
Show We	Show Week of 08/27/2007 B Start Time B:00AM End Time 6:00PM								
			< PR	EVIOUS WEEK	NEXT WE	EK >			
Week of	f 8/27/2007 - 9/2/	2007							
Time	Monday Aug 27	Tuesday Aug 28	Wednesday Aug 29	Thursday Aug 30	Friday Aug 31	Saturday Sep 1	Sunday Sep 2		
8:00AM									
8:30AM									
9:00AM									
9:30AM		MUJS 5490 - 500 Credit 9:30AM - 10:50AM Music Building 263		MUJS 5490 - 500 Credit 9:30AM - 10:50AM Music Building 263					
10:00AM		MUJS 5490 - 500 9:30AM - 10:50AM		MUJS 5490 - 500 9:30AM - 10:50AM					
10:30AM		MUJS 5490 - 500 9:30AM - 10:50AM		MUJS 5490 - 500 9:30AM - 10:50AM					
11:00AM									
11:30AM									
12:00PM	MUEN 2611 - 503 Credit 12:00PM - 12:50PM Location: TBA	MUJS 1131 - 501 Credit 12:00PM - 12:50PM Music Building 262	MUEN 2611 - 503 Credit 12:00PM - 12:50PM Location: TBA	MUJS 1131 - 501 Credit 12:00PM - 12:50PM Music Building 262					
12:30PM	MUEN 2611 - 503 12:00PM - 12:50PM	MUJS 1131 - 501 12:00PM - 12:50PM	MUEN 2611 - 503 12:00PM - 12:50PM	MUJS 1131 - 501 12:00PM - 12:50PM					

Class Detail

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

2007 Fall University Of North Texas								
C Show all classes Only classes with enrollment C View My Weekly Schedule								
🏦 Class Roster 🛛 📓 Gradebook 🛛 🖏 Grade Roster 😡 Learning Management System								
My Teaching Sch	edule > 2007 Fall >	University Of North Texas					*	
Class	Class Name	Days and Time	Location	Class Dates	Enrolled			
MUAC 1526-706 CRE 7876	JAZZ GUITAR (Credit)	тва	тва	Aug 27, 2007- Dec 14, 2007	5	å	2	3
MUAC 3526-701 CRE 8053	JAZZ GUITAR (Credit)	тва	тва	Aug 27, 2007- Dec 14, 2007	4	å	2	3
MUAC 5526-701 CRE 8236	JAZZ GUITAR (Credit)	тва	тва	Aug 27, 2007- Dec 14, 2007	5	å	2	5
MUEN 2611-503 CRE 15648	JAZZ ENSEMBLES (Credit)	MW 12:00PM - 12:50PM	тва	Aug 27, 2007- Dec 14, 2007	11	â	X	5

UNIVERSITY OF NORTH TEXAS

Search for Cla	sses						
Class Detail							
MATH 1010 - 002	2 Fun	damentals of Al	aebra				
* University of North	Texas	2010 Spring Cr	edit				
-				M	EW SEADON DEGULTS		
				VI	EW SEARCH RESULTS		
Class Details							
		_					
Status Class Number		Open		Career	Undergraduate		
	4964			Dates	1/19/2010 - 5/14/2010		
Session	Regul	ar Academic Sessi	on	Locatio	y Graded		
Units	3 unit	5		Campu	Main Campus		
Class Components	Credit	Required		Campu	s Main Campus		
Meeting Information	1						
Days & Times		Room	Instructor		Meeting Dates		
MoWe 6:30PM - 7:5	OPM	Lang 204	Eagle,S	crappy	арру 01/19/2010 - 05/14/2010		
Enrollment Information							
Add Consent Department Consent Required							
Class Availability							
Class Capacity		38	Wait	List Capac	ity 0		
Enrollment Total		5	Wait	List Total	0		
Available Seats		33					
Notor							
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							
	POSSIE	SILITY OF NO REFU	ND.				
Description							
1010. Fundame equations and exponents and department. St other UNT math requirement.	entals of inequali radicals udents iematics	f Algebra. 3 hours. ties, polynomials, , and quadratic ec may not enroll in t s course. Credit in	Basic al rational juations, his cours this cours	gebraic op expressior Prerequisi se if they h se does no	erations, linear ns, factoring, ite(s): consent of ave credit for any ot fulfill any degree		
				VI	EW SEARCH RESULTS		