# 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	Faculty Center class roster	Search grade roster
Message Center	Faculty Center My Schedule	
My Classes	(1)	
Enrollment >		
Financial Aid	Faculty Center Search My Schedule Class Roster Grade Roster	
Finances >		
Academic Records		

## PART II: Grading Students in the Faculty Center

	_						
ect	display optic	er 🖫 Grade Roster		Show Enrolled Cla	sses Only		
n	Class Rost	er 🔄 Grade Roster	Ko Learnir	ng Management 🔏 🕅	Audit Roll		
ly	Teaching So	hedule > 2009 Fall >	* Univers	ity of North Texas			<b>*</b>
Т	Class	Class Title	Enrolled	Days & Times	Room	Class Dates	Grade Roster Status
	ART 4091 501 (35945)	CDES: ADV GD (Credit)	0	ТВА	ТВА	Aug 27, 2009- Dec 18, 2009	Not Reviewed
	_	- PROF INTERNSHIP	2	ТВА	TBA	Aug 27, 2009- Dec 18, 2009	Not Reviewed
} [	ART 4450 715 (46626)	(Credit)					

Select the correct term and click

CONTINUE

		CONTINU
ele	ct a term then click Contin	Institution
0	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

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.

My	у Те	aching Sch	edule > 2009 Fall > *	Univers	ity of North Texas			***
		Class	Class Title	Enrolled	Days & Times	Room	Class Dates	Grade Roster Status
ñ	3	<u>ART 4450-</u> <u>715</u> (46626)	PROF INTERNSHIP (Credit)	2	ТВА	ТВА	Aug 27, 2009- Dec 18, 2009	Not Reviewed
ñ	3	<u>ART 4450-</u> 718 (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 Roste	r		🛱 <u>Vie</u> v	w FERPA Stater	nent	
<u>ART 4450 - 71</u>	5 PROF INTE	RNSHIP				
Credit (46626)						
2009 Fall   Regula	ar Academic Sessio	on   * University of Nort	h Texas   Undergrad	luate		
▽ Meeting Informa	ation					
Days & Times	Room	Instructor			Meeting	g Dates
тва	тва	Riddle, Tom			08/27/2	2009 - 12/18/2009
*Grade Roster Typ *Approval Statu UPLOAD GRADES <- add	s Not Reviewed	es from a CSV file	🔲 Display U	nassigned Rost	ter Grade (	-
						Find   🛗
Student Grade						
	<u>Name</u>		Roster Offic Grade Grad		vel	Incomplete Detail
1	Tonks, Andr	omeda	*	GRD Se	nior	Incomplete Detail
2	Black, Regul	us A.	~	GRD Se	nior	Incomplete Detail
RETURN	SAVE		PRIN	TER 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				1	View FE	RPA Sta	atement	
<u>ART 4450 - 7</u>	15	PROF IN	TERNSHIP						
Credit (46626)									
2009 Fall   Reg	ular A	cademic Sess	ion   * University of I	North Texas	Und	ergraduat	e		
♥ Meeting Inform	nation	ř.							
Days & Times	Ro	om	Instructor					Mee	ting Dates
TBA	TB	4	Riddle, Tom					08/3	27/2009 - 12/18/2009
*Grade Roster T	ype	Final Grade	~		Disp	ay Unass	igned I	Roster Gra	de Only
*Approval Sta	tus	Not Review	ed 💌						
Student Grade	dd thi	is grade to al	students						Find   🛄
Student Grade				1-			1	1	
D		Name			oster rade	Official Grade	Grade Basis	Level	Incomplete Detail
1		Tonks, An	dromeda		~		GRD	Senior	Incomplete Detail
2		Black, Reg	ulus A.		~	]	GRD	Senior	Incomplete Detail
RETURN	SA	VE				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 Ros	ster Approval Status Definitions
	• Allows the entry of grades on the Grade Roster.
Not Reviewed	<ul> <li>Indicates that grades entered have not been given final approval by the instructor or supervising faculty member if entered by an assigned grader.</li> </ul>
	<ul> <li>Grades can continue to be entered and modified in "Not Reviewed" Status and saved.</li> </ul>
	<ul> <li>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.</li> </ul>
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	<ul> <li>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.</li> </ul>
	<ul> <li>An instructor cannot change the Approval Status of the Grade Roster to Approved until all grades are assigned.</li> </ul>

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.

Иу Те	aching Sch	edule > 2009 Fall > *	Univers	ity of North Texas			<b>*</b>
	Class	Class Title	Enrolled	Days & Times	Room	Class Dates	Grade Roster Status
	ART 4091- 501 (35945)	CDES: ADV GD (Credit)	0	ТВА	ТВА	Aug 27, 2009- Dec 18, 2009	Not Reviewed
1 5	ART 4450- 715 (46626)	PROF INTERNSHIP (Credit)	2	ТВА	ТВА	Aug 27, 2009- Dec 18, 2009	Approved
1 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 Roste	er			1	View FERPA St	atement	
<u>ART 1300 - 00</u>	1 ART APPR	EC NON-MA	JORS				
Credit (11432)							
2008 Spring   Reg	gular Academic Se	ession   Unive	rsity Of Nor	th Texas	Undergraduat	e	
▽ Meeting Info	ormation						
Days & Times		Room	Inst	ructor	Me	eting Dates	
TuTh 3:30PM - 4:	50PM	Essc 255	Dear	rman,Ber	njarnin Stuart 1/:	4/2008 - 5/9/2	2008
*Approval Status					Display Unassi	gned Roster Gr	ade Only
*Approval Status		ed 🔽			Display Unassi	gned Roster Gr	-
*Approval Status	Not Review	ed 🔽			Display Unassi	gned Roster Gr	ade Only Find   🔠
Student Grade	Not Reviewe	ed 🔽	Roster Grade	Official Grade	Display Unassi	gned Roster Gr	-
*Approval Status	Not Reviews d this grade to all (TTT)	ed 🔽					Find   🗎
*Approval Status	d this grade to all	ed 🔽	Grade		Grading Basis		Find

**UNIVERSITY** OF NORTH TEXAS

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 Te	ly Teaching Schedule > 2008 Spring > University Of North Texas								
	Class	Class Name	Enrolled	Days and Time	Room	Class Dates	Grade Roster Status		
<u>b</u> 7	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		
ñ 3	COMM 1010-001 CRE 1285	INTRO TO COMM (Credit)	140	Th 2:00PM - 2:50PM	Art 223	Jan 14, 2008- May 9, 2008	Approved		
<b>n</b> 3	ENGL 2700-001 CRE 1805	TECHNICAL WRITING (Credit)	23	MoWeFr 8:00AM - 8:50AM	Lang 114	Jan 14, 2008- May 9, 2008	Approved		
<b>n</b> 3	PHYS 1051-105 CRE 3258	SOLAR SYS OBSERV (Credit)	850	ТВА	Obs1 101	Jan 14, 2008- May 9, 2008	Approved		
<b>n</b> 9	PSCI 1040-001 CRE 3505	AMERICAN GOV (Credit)	495	MoWeFr 8:00AM - 8:50AM	Lyceum, University Union	Jan 14, 2008- May 9, 2008	Approved		
ñ 4	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.

		culty Center			Se	earch	
	my schedu	le	class	roster		grade roster	
lass l	Roster						
113 Fall	l Regular Ac	ademic Sess	sion   * University o	f North Teva	:   Undergrad	luate	
515131	1 Kegalar Ad	adenne desi	son for onversity o	i nordi Texa	s I ondergrad	loace	
7 PSCI	2300 - 00	1 (24491	) change class				
Intro	duction to Pol	litical Resea	rch (Credit)				
Days	and Times	Ro	om	Instructo	e l	Dates	
TuTh	2:00PM-3:20	OPM RT	FP 135	Snook,M	elanie Ann	08/28/2013 -	
						12/13/2013	
🗂 Vie	w FERPA State	ement					
*	and the second second second						
	splay option:	<sup>®</sup> Link	to Photos C I	nclude photo	s in list		
🎏 Early	splay option:					💽 j 🕌 🛛 First	t 🛙 1-3 of 3 🗗 L
🎏 Early	Alert	<sup>(©</sup> Link		structions			t <b>XI</b> 1-3 of 3 <b>DI</b> L
<mark>⊯</mark> Early	Alert d Students	<sup>(©</sup> Link	f <mark>* Early Alert In</mark>	structions Grade	Find   ts Program a	and Plan	Level
* Early	Alert Alert Early Alert Photo	<sup>(©</sup> Link	f <mark>* Early Alert In</mark>	Structions Grade Basis Graded 3.	Find   ts Program a Education Undeterm	and Plan - ined	Sophorno
* Early inrolle Notify	Alert Alert d Students Early Alert Photo	<sup>(©</sup> Link	f <mark>* Early Alert In</mark>	structions Grade Basis Uni	Find   ts Program a Education Undeterm	and Plan - ined 5 -	Level
Farly	Alert Alert Early Alert Photo	<sup>(©</sup> Link	f <mark>* Early Alert In</mark>	Structions Grade Basis Graded 3.	Find   ts Program a Education Undeterm Visual Arts Studio Art on Business	and Plan - ined s -	Level Sophomo
* Early nrolle Notify	Alert Alert Alert Alert Alert Alert Photo Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert	<sup>(©</sup> Link	f <mark>* Early Alert In</mark>	Structions Grade Uni Graded 3. Graded 3.	Find   ts Program a Education Undeterm Visual Arts Studio Art on Business	and Plan - ined 5 -	Level Sophomo Senior
* Early nrolle Notify	Alert Alert Alert Alert Alert Alert Photo Alert Alert Alert Alert Alert Alert Alert Alert Alert Alert	<sup>(©</sup> Link	f <mark>* Early Alert In</mark>	Structions Grade Uni Graded 3. Graded 3.	Find   ts Program a Education Undeterm Visual Arts Studio Art on Business	and Plan - ined 5 - - Undetermined	Level Sophomo Senior

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							
	Days and Times         Room         Instructor         Dates           MoWeFr 10:00AM-         BLB         080         08/29/2012 - 12/14/2012           10:50AM         12/14/2012         12/14/2012														
Enr Sel	View FERPA Statement  *Enrollment Status Enrolled  Enrollment Capacity 214 Enrolled 214 Select display option:  Conclude photos in list   Early Alert  Early Aler														
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		<b>ñ*</b>	<u>ê</u> q	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> </u>	1000931	the state of the	Graded	3.00	Engineering - Pre-Electrical Engineering	Freshman						
4		<mark>۴</mark> 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		<mark>۴</mark> ۴	<u>č</u> ę	87734881	A PROPERTY OF LOOK	Graded	3.00	Arts and Science - Chemistry	Senior						

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	ii <sup>#</sup> <u>Early Al</u>	ert Instructions			
Enrolled Students			Find	🖾   🗯 🛛 First 🚺 1	-214 of 214 D 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		<mark>ge class</mark> ons (Credit) Instru	1989	Dates 08/29/201 12/14/201	
*Enrollment Status Enro Enrollment Capacity 214 Select display option:	Enrolled	214 ③ Include ph	otos		
	_			Find   View 100 First	C of 214 Last
	Notify				
10 Mar	ID Name	CONTRACTOR OF			
State State	Grade Basis	Graded			
10	Units Taken	3.00			
July -	Program & Plan	Arts and Science	e - Pre	e-Biology	
	Level	Freshman		10.700 (A.T. <b>F.</b> S.	
	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).

	Enrolled Students Find   🔄   🛗 First 🚺 1-210 of 210 D								
	Notify	Early Alert	Photo	ID	Name	Grade Basis	Units	Program and Plan	Level
1		កំ*	<u>.</u>			Graded	3.00	Engineering - Pre Engineering	Sophomore
2		<mark>۴</mark> ۴	<u>r</u>			Graded	3.00	Arts and Science - Pre-Biology	Freshman
2		<u>8</u> *	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
BCC:	
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.

Trusted sites
You can add and remove websites from this zone. All websites in this zone will use the zone's security settings.
Add this website to the zone:
https://*unt.edu
Websites:
Remove
-
Require server verification (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

								🖾   📜	First 🚺 1-210 of 2	10 🖪 Last
	Notify	Early Alert	Photo	ID	Name	Grade Basis	Units	Program and Plan		Level
1		<b>ñ</b> *	<u>8</u> 9			Graded	3.00	Engineering - Pre Engineering		Sophomore
2		តំ*	<u>8</u> 9			Graded	3.00	Arts and Scien 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.

-20 L	H	ula unt adu fan	d01/psft/V-1655496651/ps.xds	Managat	latemat Fundame							
a n	ttps://m	yis.unt.edu/ispo	au 1/psit/v-1655456651/ps.xis	s - MICTOSOT	internet Explorer							
File	File Edit View Insert Format Tools Data Go To Favorites Help											
🕞 Back + 📀 + 💌 😰 🏠 🔎 Search 🤺 Favorites 🚱 🎬 🙈 + 😓 🔜 🛄 🔍 🚉 📓												
Addr	Address 🕘 https://myls.unt.edu/lspd01/psft/V-1655496651/ps.xls											
	A1 ▼ fx Class											
	Α	В	С	D	E	F	G	H	1			
1	Class	Class Name	Days and Time	Location	Class Dates	Enrolled						
2	MUAC	JAZZ	ТВА	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				
7	MUJS	SPECIAL	ТВА	TBA	Aug 27, 2007- Dec 14, 2007	2	С	G				

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	<b></b> X
Coo Libraries	Documents		<b>▼</b> 4 <sub>7</sub>	Search Documents	Q
Organize 🔻 New folder	r				- 0
Â	Documents library Includes: 2 locations			Arrange by:	Folder 🔻
<ul> <li>☆ Favorites</li> <li>Desktop</li> <li>Downloads</li> <li>Recent Places</li> <li>Libraries</li> <li>Documents</li> <li>Music</li> <li>Pictures</li> <li>Videos</li> </ul>	Name	Date modified	Туре	Size	
File name: My Cla	Name your file				
Save as type: Excel W					-
Authors:	Tags: Add a tag	]	Title: Add a	atitle	
	Save Thumbnail				
lide 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.

ſ	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 Class	es
Enter Search Cri	teria
Institution	* University of North Texas 🛛 (How to search for UNT Classes)
Term	1984 Fall
Select at least 2 searc	h criteria. Click Search to view your search results.
Class Search Criteri	a
Course Subject	select subject
Course Number	is exactly
Course Career	Graduate
	Show Open Classes Only
	Show Open Entry/Exit Classes Only
Use Additional Search (	Criteria to narrow your search results.
Additional Searc	h Criteria
	UNT 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 is exactly
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.
✓Additional Search	
· Additional Scarch	
Meeting Start Time	greater than or equal to
Meeting End Time	(example: 1:00PM)
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 Units	greater than or equal to
Maximum Units	less than or equal to
Course Component	
Session	
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 M	Iy Weekly So	chedule					
Show We	ek of 08/27/20	07 🛐 🛛 Start Tir	me 8:00AM	End Time 6:00PM	REFRESH CA	LENDAR	
			< PR	EVIOUS WEEK	NEXT WE	EK >	
Week of	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 change term								
O Show all classes	⊙ Only classes wit	th enrollment C View My We	ekly Sched	ule				
Class Roster	🖉 Gradebook	🕄 Grade Roster 🛛 😡 Learning	) Managem	ent System				
		> University Of North Texas					1	
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	8	3
MUAC 3526-701 CRE 8053	JAZZ GUITAR (Credit)	тва	тва	Aug 27, 2007- Dec 14, 2007	4	88	<b>8</b>	3
MUAC 5526-701 CRE 8236	JAZZ GUITAR (Credit)	тва	тва	Aug 27, 2007- Dec 14, 2007	5	å	<b>8</b> 1	3
MUEN 2611-503 CRE 15648	JAZZ ENSEMBLES (Credit)	MW 12:00PM - 12:50PM	тва	Aug 27, 2007- Dec 14, 2007	11	88	<b>XI</b>	R

**UNIVERSITY** OF NORTH TEXAS

Search for Cl	asses					
Class Detail						
MATH 1010 - 00			_			
* University of Nort	h Texas	2010 Spring   C	redit			
				V	IEW SEARCH RESULTS	
Class Details						
	-					
Status		Open		Career		
Class Number	4964	-		Dates	-,,	
Session	-	ar Academic Sess	ion		ng Graded	
Units	3 unit	S			ion UNT Main Campus	
Class Components	Credit	: Require	d	Campt	us Main Campus	
Meeting Informatio	n					
Days & Times		Room	Instru		Meeting Dates	
MoWe 6:30PM - 7:		Lang 204	Eagle,	Scrappy	01/19/2010 - 05/14/2010	
Enrollment Inform	ation					
Add Consent		Department Co	onsent R	equired		
Class Availability						
Class Capacity		38	Wai	t List Capao	city 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						
equations and exponents an department. S	inequal d radicals tudents	may not enroll in	, rationa quation this cou	I expressio s. Prerequis rse if they I		
					IEW SEARCH RESULTS	
				V	TEW SEARON RESULTS	