Faculty Center and Basic Navigations: Fluid Interface

Upon signing into myUTTyler (PeopleSoft), faculty users will have access to at least two Tiles: Campus Community and Faculty Center. Additional Tiles, such as Advising Center or Student Records, may also be present depending on the security roles that have been assigned to each user.

This document will focus exclusively on the Faculty Center Tile and basic navigations.

Section 1: General Navigation

In the upper right-hand corner of the fluid interface, there is a compass icon 🌍 users can click on to access the NavBar, which includes Recent Places, My Favorites, and Navigator by default. Users can also add additional options, such as a link to the tuition and fee schedule, using the personalize options.

There is also a series of vertical dots 🏛 users can click to open the Personalize Homepage, My Preferences, or Help menus, or to Sign Out.
Section 2: Faculty Center Tile

By clicking on the Faculty Center Tile, users will enter the main section of that page, which will default to the My Schedule page. This page will look the same as it has in the past, and includes the same key items, highlighted in the screen capture below.

There are several key items on this page, several of which are summarized in the following sections.

Please note that the My Exam Schedule link is not functional.

Depending on their other security roles, some faculty members may also have access to left-hand navigation items such as Class Search, Request Transcript, Worklist, Worklist Details, or Query Viewer. Those items are not covered in this document.
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**Change Term:**
This button opens a menu that allows users to switch the view to any current or prior term during which they were listed as an instructor for at least one course.

This page also contains the View FERPA Statement link, which opens a window containing basic FERPA information.

**Course Evaluation Report:**
A link to this report will be included in the left-hand navigation cluster when users first open the Faculty Center tile, allowing easier access to student evaluation data from completed semesters.
Class Roster:

The Class Roster is the main information page in PeopleSoft for each class section, and is open from the point the course is scheduled forward.

This page has several useful features, including:

- **Enrollment Status:** This can be toggled to Enrolled (default), All, or Dropped. The default setting shows only active students, and the last shows only those who are no longer active.

- **Enrollment Capacity / Enrolled:** Shows the maximum and current enrollment values for the section.

- **Personalize:** Opens a customization menu that allows users to reorder the columns in the Enrolled Students view.

- **Excel Icon:** Allows users to download all information from the Enrolled Student menu to an Excel spreadsheet.
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- **Select Display Option**: Toggle between photo view options.
  - **Note**: The Include photos in list option is a student-by-student view, and there will be frequent ‘No Photo On File’ message, as many students do not have a photo stored in PeopleSoft.

![Select display option image]

- **Name**: This field has an embedded hyperlink that will open an email to a student’s Patriot email when clicked.

- **Grade Basis**: This field updates if a student’s grading basis is changed, including when they drop after the Census Date, in which case it will show as Withdrawn.

- **Last Enrollment Date Time**: Shows an exact time stamp of when a student added/dropped the course.

- **Has Attended/Never Attended**: Used for post-Census reporting for Financial Aid.

- **Select All/Clear All**: Mass selection tools for the notification function.

- **Notify Selected/All Students**: Creates an email prompt to all students who have been selected.
Grade Roster: This is the page where grades are formally reported in PeopleSoft.

View before a course is fully graded:

View after a course has been fully graded:

Key features on this page include:

- **Grade Roster Type:** There are two possible values here: Mid-Term and Final
  - **Mid-Term:** Captures student performance at the mid-point of a term. These grades are collected by Academic Success, and do not appear on students’ transcripts or factor into their progress or GPA directly.
  - **Final:** Captures end-of-course grades for students. These are the official grades collected and recorded by the Office of the Registrar that count toward degree completion/GPA/standing and that appear on students’ transcripts.
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- **Note:** These rosters are only available after the email notification has been sent out to the Colleges at the end of each session. This date is typically the last Tuesday of a session, and is listed on the official Academic Calendar.

- **Approval Status:** This value must be set to “Approved” for grades to be considered official and finalized.
  - If a faculty member notices a grading entry error after setting a roster to “Approved”, but before grades are posted by the Office of the Registrar, they can contact the Office of the Registrar to request that the roster be set back to “Not Reviewed” status so they can be updated.

- **Request Grade Change:** This button opens the Grade Change menu, and will appear only for fully-graded courses from completed sessions.

- **Personalize:** Opens a customization menu that allows users to reorder the columns in the Student Grade view.

- **Excel Icon:** Allows users to download all information from the Student Grade menu to an Excel spreadsheet.

- **F Grade Reason:** This field allows faculty to choose a reason, from a pre-defined menu, for each grade of “F” that they assign on Final Grade rosters; this is in support of Federal financial aid requirements.
  - This field is mandatory for all “F” grades, and a Final Grade roster cannot be saved if it has not been filled in.

- **Date Last Attended:** This field allows faculty to record the last known date a student who has been assigned a grade of “F” attended their course, in-person or virtually.
  - This field is mandatory for all “F” grades, and a Final Grade roster cannot be saved if it has not been filled in.
View Weekly Teaching Schedule:

This page displays a calendar layout of weekly course times, based on your schedule in the system.

There will be nothing displayed for online sections, and course with start times that begin after 6PM will not show unless you change the Start Time/End Time values from their default range of 8AM-6PM.

Note that numerous values on this page can be customized to produce a highly-specific view, and that there is a Printer Friendly Page option for anyone who wishes to print a paper copy.