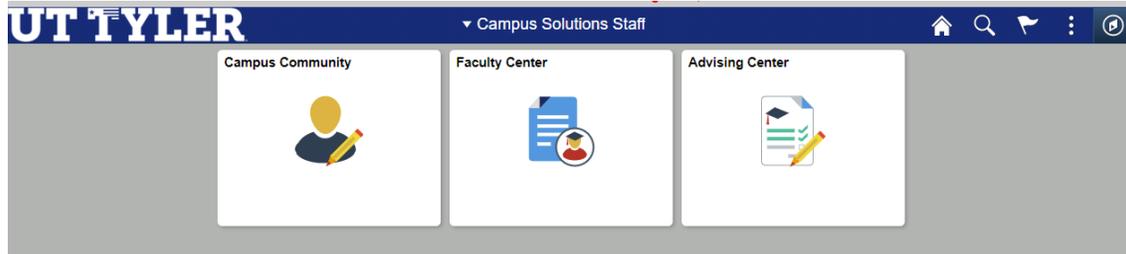


Faculty Center and Basic Navigations: Fluid Interface

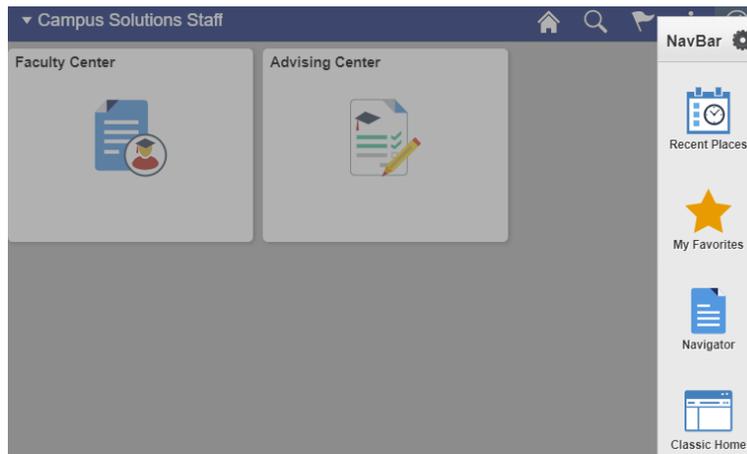
Upon signing into *myUTTyler* (PeopleSoft), faculty users will have access to at least two Tiles: Campus Community and Faculty Center. Additional Tiles, such as Advising Center or Student Records, may also be present depending on the security roles that have been assigned to each user.

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

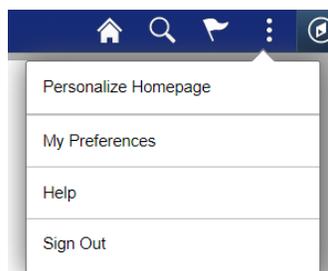


Section 1: General Navigation

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.



Faculty Center and Basic Navigations: Fluid Interface

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.

Faculty Center

My Schedule

2019 Fall | University of Texas at Tyler

[Change Term](#)

[My Exam Schedule](#)

Select display option

Show All Classes Show Enrolled Classes Only

[Icon Legend](#) [Class Roster](#) [Grade Roster](#) [Learning Management](#)

My Teaching Schedule > 2019 Fall > University of Texas at Tyler

Personalize | View All | First 1-3 of 3 Last

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	EDLR 5272-060 (81104)	PRACTICUM IN PRINCIPALSHIP III (Practicum)	33	TBA	TBA	Aug 26, 2019-Dec 14, 2019
	EDLR 5320-060 (81107)	SCHOOL LAW (Lecture)	73	TBA	TBA	Aug 26, 2019-Dec 14, 2019
	EDLR 5333-060 (81109)	ADM OF SPEC PROGS IN SCHOOLS (Lecture)	5	TBA	TBA	Aug 26, 2019-Dec 14, 2019

[View Weekly Teaching Schedule](#) [Go to top](#)

My Exam Schedule > 2019 Fall > University of Texas at Tyler

You have no final exams scheduled at this time.

[Go to top](#)

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.

Faculty Center and Basic Navigations: Fluid Interface

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.

Faculty Center

Select Term View FERPA Statement

[Continue](#)

Select a term then select Continue.

Term	
<input checked="" type="radio"/> 2020 Fall	University of Texas at Tyler
<input type="radio"/> 2020 Summer	University of Texas at Tyler
<input type="radio"/> 2020 Spring	University of Texas at Tyler
<input type="radio"/> 2019 Fall	University of Texas at Tyler
<input type="radio"/> 2019 Summer	University of Texas at Tyler

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.

< Campus Solutions Staff Faculty Center

- Class Schedule
- Class Roster
- Grade Roster
- Course Evaluation Report ←
- Class Search
- Request Transcript
- Worklist
- Worklist Details
- Query Viewer

Faculty Center

My Schedule

2020 Fall | University of Texas at Tyler [Change Term](#)

Select display option

Show All Classes Show Enrolled Classes Only

Icon Legend Class Roster Grade Roster

My Teaching Schedule > 2020 Fall > University of Texas at Tyler Personalize | View All

Class	Class Title	Enrolled	Days & Times
HRD_5352-060 (81773)	ORGANIZATION DEVELOPMENT (Lecture)	49	TBA

Faculty Center and Basic Navigations: Fluid Interface

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.

Class Roster

[View FERPA Statement](#)

2020 Fall | Regular Academic Session | University of Texas at Tyler | Graduate

EDLR 5320 - 060 (80812) [Change Class](#)
SCHOOL LAW (1 Lecture)

Days and Times	Room	Instructor	Dates
TBA	TBA	Test Faculty	08/24/2020 - 12/12/2020

*Enrollment Status: [Enrollment Capacity 60](#) [Enrolled 43](#)

Select display option
 Link to Photos Include photos in list

[Personalize](#) | [Find](#) | [Excel](#) | [First](#) | [1-43 of 43](#) | [Last](#)

Notify	Photo	ID	Name	Grade Basis	Units	Program and Plan	Level	Last Enrollment Date Time	Has Attended	Never Attended
<input type="checkbox"/>				Graded	3.00	Graduate - Educational Leadership	Graduate	06/26/2020 5:44:10PM	<input type="checkbox"/>	<input type="checkbox"/>

[Select All](#) [Clear All](#)

[Notify Selected Students](#) [Notify All Students](#) [Printer Friendly Version](#)

Attendance
[Select All](#) [Clear All](#) [Save Attendance](#)

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.

Faculty Center and Basic Navigations: Fluid Interface

- **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

Link to Photos Include photos in list

Find | View All First 1 of 43 Last

Notify

No Photo On File

ID [REDACTED]

Grade Basis Graded
3.00

Units Taken

Program & Plan Graduate - Educational Leadership

Level Graduate

Status Enrolled

- **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.

Faculty Center and Basic Navigations: Fluid Interface

Grade Roster: This is the page where grades are formally reported in PeopleSoft.

View before a course is fully graded:

Grade Roster

[View FERPA Statement](#)

2020 Fall | Regular Academic Session | University of Texas at Tyler | Graduate

EDLR 5320 - 060 (80812)
SCHOOL LAW (1 Lecture)

[Change Class](#)

Days and Times	Room	Instructor	Dates
TBA	TBA	Test Faculty	08/24/2020 - 12/12/2020

Display Options

*Grade Roster Type:

Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status: [Save](#)

Personalize | Find | View All | [Print](#) | [Grid](#) | First 1-20 of 43 Last

Student Grade	ID	Name	Roster Grade	Official Grade	F Grade Reason	Date Last Attended	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1	[REDACTED]	<input type="text"/>		<input type="text"/>	<input type="text"/>	GRD	Graduate - Educational Leadership	Graduate

[Select All](#) [Clear All](#) [Printer Friendly Version](#)

[Add this grade to selected students](#)

[Notify Selected Students](#) [Notify All Students](#)

View after a course has been fully graded:

Display Options

*Grade Roster Type:

Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status: [Posted](#)

[Request Grade Change](#)

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.

Faculty Center and Basic Navigations: Fluid Interface

- **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.**

Faculty Center and Basic Navigations: Fluid Interface

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.

[Faculty Center](#)

View My Weekly Schedule

<< Previous Week **Week of 8/24/2020 - 8/30/2020** Next Week >>

Show Week of Start Time End Time

Time	Monday Aug 24	Tuesday Aug 25	Wednesday Aug 26	Thursday Aug 27	Friday Aug 28	Saturday Aug 29	Sunday Aug 30
8:00AM							
9:00AM							

Meeting Information not available

Class	Course Title	Start Date	End Date
EDLR 5320 - 060 (Lecture)	SCHOOL LAW	08/24/2020	12/12/2020
EDLR 5333 - 060 (Lecture)	ADM OF SPEC PROGS IN SCHOOLS	08/24/2020	12/12/2020
EDLR 5371 - 060 (Internship)	PRACTICUM IN PRINCIPALSHIP II	08/24/2020	12/12/2020

Display Options

<input checked="" type="checkbox"/> Show AM/PM	<input checked="" type="checkbox"/> Monday	<input checked="" type="checkbox"/> Thursday	<input type="checkbox"/> Sunday	<input type="button" value="Refresh Calendar"/>
<input type="checkbox"/> Show Class Title	<input checked="" type="checkbox"/> Tuesday	<input checked="" type="checkbox"/> Friday		
<input type="checkbox"/> Show Instructor Role	<input checked="" type="checkbox"/> Wednesday	<input checked="" type="checkbox"/> Saturday		

[Return to Faculty Center](#)

[Printer Friendly Page](#)