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### Faculty Main Features (portal)

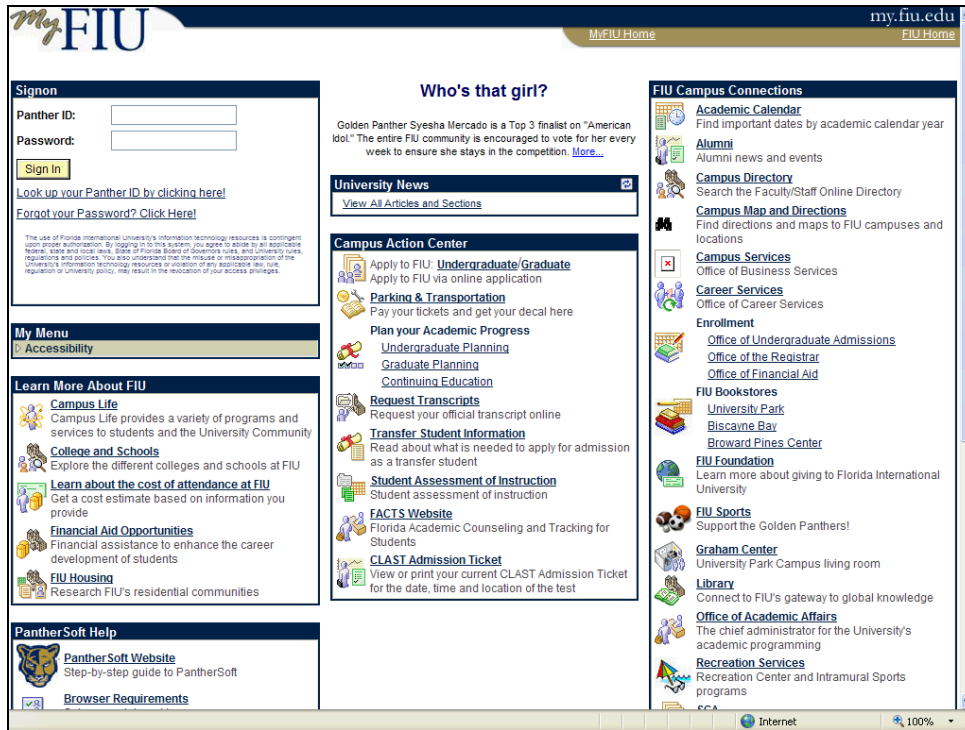
Trigger:



Required Field(s)	Comments

Output - Results	Comments

### Additional Information

### Procedure



Step	Action
1.	Enter the desired information into the <b>Panther ID</b> field. Enter " <b>1089202</b> ".
2.	Enter the desired information into the <b>Password</b> field. Enter " <b>1234567</b> ".
3.	Click the <b>Sign In</b> button. 
4.	Click the <b>Class Roster</b> button. 



# Training Manual

## PS Upgrade Training Class - Faculty: Faculty Main Features (portal)

my.fiu.edu  
Welcome, Sample Instructor ! Thu, Aug 28, 08  
My Links Select One:

**Faculty Center**

**Class Roster**

**MAC 2233 - RVC Calc For Business**  
Class Lecture (88684)  
Fall Term 2008 | Regular Academic Session | Florida International Univ | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TBA	ONLINE COURSE		08/25/2008 - 12/07/2008

\*Enrollment Status:

Enrollment Capacity: 56    Enrolled: 56

[View FERPA Statement](#)

Select display option:  Link to Photos     Include photos in list

Enrolled Students				Customize	Find	First	1-56 of 56	Last
Notify	Photo	ID	Name	Grade Basis	Units	Program and Plan	Level	
<input type="checkbox"/>				Graded	3.00	Academic Adv Ctr - Lower Div - Finance (BBA)	Col Junior	
<input type="checkbox"/>				Graded	3.00	Academic Adv Ctr - Lower Div - Hospitality Management (BS)	Coll Fresh	
<input type="checkbox"/>				Graded	3.00	Business Admin - Upper Div - Management	Col Junior	
<input type="checkbox"/>				Graded	3.00	Business Admin - Upper Div - International Business/Minor: Asian Studies	Col Senior	
<input type="checkbox"/>				Graded	3.00	Nur & Hlth Sci - Lower Div - Pre-Nursing	Col Senior	
<input type="checkbox"/>				Graded	3.00	Business Admin - Lower Div - Accounting	Col Junior	

Step	Action
5.	Click the scrollbar.
6.	Click the <b>Return to Faculty Center</b> link. <a href="#">Return to Faculty Center</a>

# Training Manual

## PS Upgrade Training Class - Faculty: Faculty Main Features (portal)



my.fiu.edu  
Welcome, Sample Instructor ! Thu, Aug 28, 08  
My Links Select One: [v]

Instructor Campus Resources

Menu  
 Accessibility  
 Self Service  
 Student Services Center  
 Change My Password

Sample Instructor  
 faculty center class search browse catalog

Faculty Center

My Exam Schedule

Fall Term 2008 | Florida International Univ change term

Select display option:  Show All Classes  Show Enrolled Classes Only


Class Roster Grade Roster Learning Management

My Teaching Schedule > Fall Term 2008 > Florida International Univ

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
MAC 2233- RVC (88684)	Calc For Business (Class Lecture)	56	TBA	ONLINE COURSE	Aug 25, 2008- Dec 7, 2008
MAC 2311- U03 (86428)	Calculus I (Class Lecture)	43	MoWeFr 10:00AM - 10:50AM	Paul Cejas Architecture 167	Aug 25, 2008- Dec 7, 2008
			Mo 11:00AM - 11:50AM	Paul Cejas Architecture 167	Aug 25, 2008- Dec 7, 2008
MAC 2312- U07 (86485)	Calculus II (Class Lecture)	50	TuTh 11:00AM - 12:40PM	TRAILER COMPLEX 7 150	Aug 25, 2008- Dec 7, 2008
MGF 1107- RVC (89849)	Social Choice Math (Class Lecture)	90	TBA	ONLINE COURSE	Aug 25, 2008- Dec 7, 2008
MGF 1107- U06 (88486)	Social Choice Math (Class Lecture)	50	TuTh 2:00PM - 3:15PM	TRAILER COMPLEX 7 150	Aug 25, 2008- Dec 7, 2008

View Weekly Teaching Schedule Go to top

https://pbstweb.fiu.edu:8200/psc/sat490\_1/FIU/PSFT\_LS/c/SA\_LEARNING\_MANAGEMENT\_SS\_FACULTY.GBL?Page=INSTR\_CLA Internet 100%

Step	Action
7.	Click the <b>Grade Roster</b> button. 



# Training Manual

## PS Upgrade Training Class - Faculty: Faculty Main Features (portal)

my.fiu.edu  
Welcome, Sample Instructor ! Thu, Aug 28, 08  
My Links Select One: ▾

**Faculty Center**

**Grade Roster** [View FERPA Statement](#)

**MAC 2311 - U03 Calculus I**  
Class Lecture (86428)  
Fall Term 2008 | Regular Academic Session | Florida International Univ | Undergraduate

**Meeting Information**

Days & Times	Room	Instructor	Meeting Dates
MoWeFr 10:00AM - 10:50AM	Paul Cejas Architecture 167		08/25/2008 - 12/07/2008
Mo 11:00AM - 11:50AM	Paul Cejas Architecture 167		08/25/2008 - 12/07/2008

\*Grade Roster Type: Final Grade ▾  Display Unassigned Roster Grade Only  
Approval Status: Not Reviewed ▾

Student Grade Find

Notify	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>			▾		GRD	Academic Adv Ctr - Lower Div - Pre- Nursing	College Sophomore
<input type="checkbox"/>			▾		GRD	Arts and Sciences - Upper Div - Biological Sciences	College Senior
<input type="checkbox"/>			▾		GRD	Academic Adv Ctr - Lower Div - Civil Engineering (BS)	College Sophomore
<input type="checkbox"/>			▾		GRD	Academic Adv Ctr - Lower Div - Computer Science (BS)	College Sophomore
<input type="checkbox"/>			▾		GRD	Academic Adv Ctr - Lower Div - Undecided	College Sophomore
<input type="checkbox"/>			▾		GRD	Academic Adv Ctr - Lower Div -	College

javascript:submitAction\_win1(document.win1, 'DERIVED\_SR\_DESCR254A'); Internet 100%

Step	Action
8.	Click the <b>Roster Grade</b> list for the first student. <input type="checkbox"/>

# Training Manual

## PS Upgrade Training Class - Faculty: Faculty Main Features (portal)



my.fiu.edu  
Welcome, Sample Instructor ! Thu, Aug 28, 08  
My Links Select One:

**Faculty Center**

**Grade Roster** [View FERPA Statement](#)

**MAC 2311 - U03 Calculus I**  
Class Lecture (86428)  
Fall Term 2008 | Regular Academic Session | Florida International Univ | Undergraduate

**Meeting Information**

Days & Times	Room	Instructor	Meeting Dates
MoWeFr 10:00AM - 10:50AM	Paul Cejas Architecture 167		08/25/2008 - 12/07/2008
Mo 11:00AM - 11:50AM	Paul Cejas Architecture 167		08/25/2008 - 12/07/2008

\*Grade Roster Type: Final Grade  
Approval Status: Not Reviewed  
 Display Unassigned Roster Grade Only

Student Grade Find

Notify	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>			A		GRD	Academic Adv Ctr - Lower Div - Pre- Nursing	College Sophomore
<input type="checkbox"/>			A-		GRD	Arts and Sciences - Upper Div - Biological Sciences	College Senior
<input type="checkbox"/>			B		GRD	Academic Adv Ctr - Lower Div - Civil Engineering (BS)	College Sophomore
<input type="checkbox"/>			B+		GRD	Academic Adv Ctr - Lower Div - Computer Science (BS)	College Sophomore
<input type="checkbox"/>			C		GRD	Academic Adv Ctr - Lower Div - Undecided	College Sophomore
<input type="checkbox"/>			C+		GRD	Academic Adv Ctr - Lower Div - Undecided	College Sophomore
<input type="checkbox"/>			C-		GRD	Academic Adv Ctr - Lower Div - Undecided	College Sophomore
<input type="checkbox"/>			D		GRD	Academic Adv Ctr - Lower Div - Undecided	College Sophomore
<input type="checkbox"/>			D+		GRD	Academic Adv Ctr - Lower Div - Undecided	College Sophomore
<input type="checkbox"/>			D-		GRD	Academic Adv Ctr - Lower Div - Undecided	College Sophomore
<input type="checkbox"/>			F		GRD	Academic Adv Ctr - Lower Div - Undecided	College Sophomore
<input type="checkbox"/>			IN		GRD	Academic Adv Ctr - Lower Div - Undecided	College Sophomore
<input type="checkbox"/>					GRD	Academic Adv Ctr - Lower Div - Undecided	College Sophomore

Step	Action
9.	Click the <b>A</b> list item. <input type="text" value="A"/>



# Training Manual

## PS Upgrade Training Class - Faculty: Faculty Main Features (portal)

my.fiu.edu  
Welcome, Sample Instructor ! Thu, Aug 28, 08  
My Links Select One: ▾

**Faculty Center**

**Grade Roster** [View FERPA Statement](#)

**MAC 2311 - U03 Calculus I**  
Class Lecture (86428)  
Fall Term 2008 | Regular Academic Session | Florida International Univ | Undergraduate

**Meeting Information**

Days & Times	Room	Instructor	Meeting Dates
MoWeFr 10:00AM - 10:50AM	Paul Cejas Architecture 167		08/25/2008 - 12/07/2008
Mo 11:00AM - 11:50AM	Paul Cejas Architecture 167		08/25/2008 - 12/07/2008

\*Grade Roster Type: Final Grade ▾  Display Unassigned Roster Grade Only  
Approval Status: Not Reviewed ▾

Student Grade Find

Notify	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>			A ▾		GRD	Academic Adv Ctr - Lower Div - Pre- Nursing	College Sophomore
<input type="checkbox"/>			▾		GRD	Arts and Sciences - Upper Div - Biological Sciences	College Senior
<input type="checkbox"/>			▾		GRD	Academic Adv Ctr - Lower Div - Civil Engineering (BS)	College Sophomore
<input type="checkbox"/>			▾		GRD	Academic Adv Ctr - Lower Div - Computer Science (BS)	College Sophomore
<input type="checkbox"/>			▾		GRD	Academic Adv Ctr - Lower Div - Undecided	College Sophomore
<input type="checkbox"/>			▾		GRD	Academic Adv Ctr - Lower Div -	College

Step	Action
10.	Click the <b>Grade Roster</b> list for the second student. <input type="button" value="▾"/>

# Training Manual

## PS Upgrade Training Class - Faculty: Faculty Main Features (portal)



The screenshot displays the Faculty Center interface for a Grade Roster. The course is identified as MAC 2311 - U03 Calculus I, Class Lecture (86428), Fall Term 2008. Meeting information is provided for two sessions: MoWeFr 10:00AM - 10:50AM and Mo 11:00AM - 11:50AM, both in Paul Cejas Architecture 167. The grade roster table below has a dropdown menu open for the Roster Grade column, showing a list of grades from A to IN.

Notify	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>			A		GRD	Academic Adv Ctr - Lower Div - Pre- Nursing	College Sophomore
<input type="checkbox"/>					GRD	Arts and Sciences - Upper Div - Biological Sciences	College Senior
<input type="checkbox"/>			A		GRD	Academic Adv Ctr - Lower Div - Civil Engineering (BS)	College Sophomore
<input type="checkbox"/>			B+		GRD	Academic Adv Ctr - Lower Div - Computer Science (BS)	College Sophomore
<input type="checkbox"/>			D		GRD	Academic Adv Ctr - Lower Div - Undecided	College Sophomore
<input type="checkbox"/>			F		GRD	Academic Adv Ctr - Lower Div -	College
<input type="checkbox"/>			IN		GRD	Academic Adv Ctr - Lower Div -	College

Step	Action
11.	Click the <b>B+</b> list item. <input type="text" value="B+"/>
12.	Continuing entering the grades for each student.

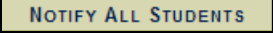


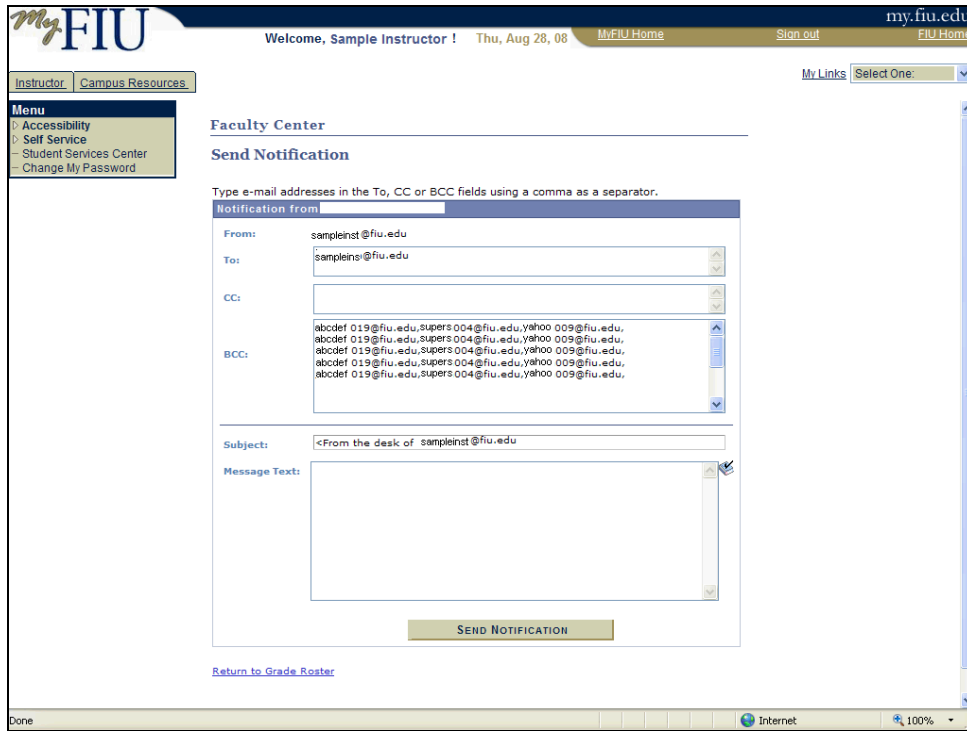
# Training Manual

## PS Upgrade Training Class - Faculty: Faculty Main Features (portal)

The screenshot displays the 'Grade Roster' page for the course 'MAC 2311 - U03 Calculus I'. It includes a 'Meeting Information' table and a 'Student Grade' table. The 'Student Grade' table is as follows:

Notify	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>			A		GRD	Academic Adv Ctr - Lower Div - Pre- Nursing	College Sophomore
<input type="checkbox"/>			B+		GRD	Arts and Sciences - Upper Div - Biological Sciences	College Senior
<input type="checkbox"/>			B		GRD	Academic Adv Ctr - Lower Div - Civil Engineering (BS)	College Sophomore
<input type="checkbox"/>			C-		GRD	Academic Adv Ctr - Lower Div - Computer Science (BS)	College Sophomore
<input type="checkbox"/>			B		GRD	Academic Adv Ctr - Lower Div - Undecided	College Sophomore
<input type="checkbox"/>			C		GRD	Academic Adv Ctr - Lower Div - Undecided	College Sophomore

Step	Action
13.	Click the scrollbar.
14.	Once you have entered all the grades, you can send notification to individual students, or to all students at the same time.
15.	Click the <b>Notify All Students</b> button. 
16.	The <b>Send Notification</b> page displays the students e-mail in the <b>BCC:</b> field.

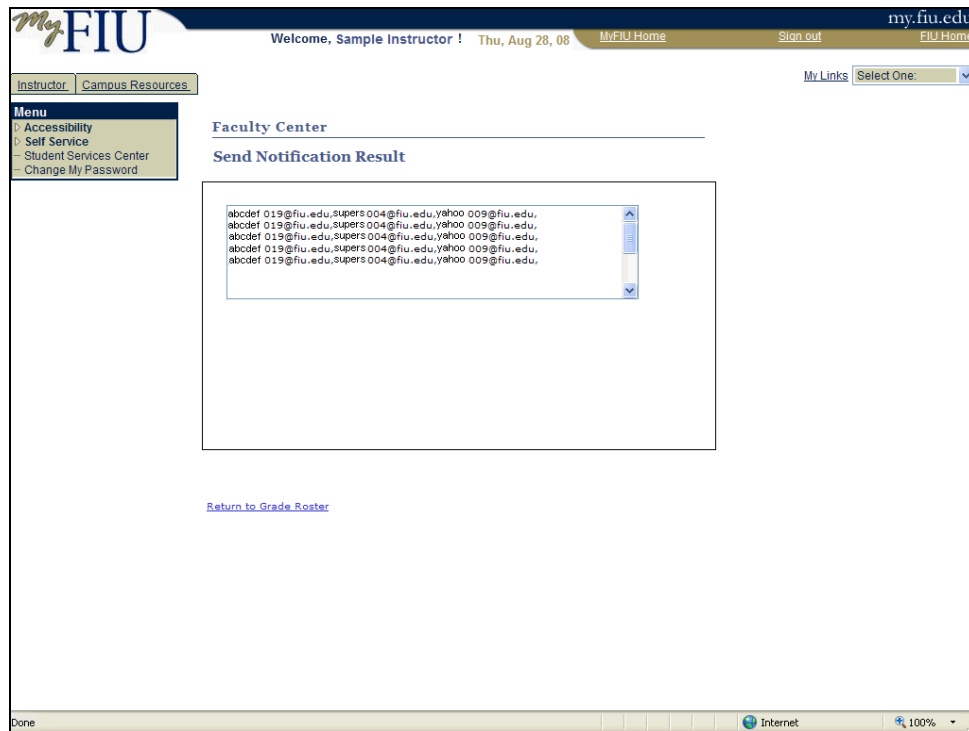


Step	Action
17.	Click the <b>Send Notification</b> button. <div style="text-align: center; border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">SEND NOTIFICATION</div>



# Training Manual

## PS Upgrade Training Class - Faculty: Faculty Main Features (portal)



Step	Action
18.	Click the <b>Return to Grade Roster</b> link. <a href="#">Return to Grade Roster</a>

# Training Manual

## PS Upgrade Training Class - Faculty: Faculty Main Features (portal)



The screenshot shows the my.fiu.edu portal interface. At the top, it says "Welcome, Sample Instructor ! Thu, Aug 28, 08". There is a navigation menu on the left with options like "Instructor", "Campus Resources", and "Menu". The main area displays a table of students with columns for ID, checkboxes, dropdown menus (containing the letter 'B'), and student details including name, department, and level. Below the table are buttons for "NOTIFY SELECTED STUDENTS", "NOTIFY ALL STUDENTS", and "PRINTER FRIENDLY VERSION". At the bottom of the table area are "RETURN" and "SAVE" buttons.

ID	Checkboxes	Dropdown	Department	Level
33	<input type="checkbox"/>		Criminal Justice (BS)	Sophomore
34	<input type="checkbox"/>	B	Academic Adv Ctr - Lower Div - Computer Engineering (BS)	College Sophomore
35	<input type="checkbox"/>	B	Academic Adv Ctr - Lower Div - Biological Sciences (BS)	College Sophomore
36	<input type="checkbox"/>	B	Academic Adv Ctr - Lower Div - Biological Sciences (BS)	College Senior
37	<input type="checkbox"/>	B	Academic Adv Ctr - Lower Div - Chemistry (BA)	College Sophomore
38	<input type="checkbox"/>	B	Academic Adv Ctr - Lower Div - Biological Sciences (BS)	College Freshman
39	<input type="checkbox"/>	B	Academic Adv Ctr - Lower Div - Pre-Engineering	College Freshman
40	<input type="checkbox"/>	B	Academic Adv Ctr - Lower Div - Biomedical Engineering (BS)	College Freshman
41	<input type="checkbox"/>	B	Arts and Sciences - Upper Div - Biological Sciences	College Sophomore
42	<input type="checkbox"/>	B	Engineering - Lower Div - Industrial and Systems Eng	College Freshman
43	<input type="checkbox"/>	B	Academic Adv Ctr - Lower Div - Biological Sciences (BS)	College Sophomore

Step	Action
19.	Click the <b>Save</b> button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">SAVE</div>



# Training Manual

## PS Upgrade Training Class - Faculty: Faculty Main Features (portal)

The screenshot shows the my.fiu.edu faculty portal. At the top, it says "Welcome, Sample Instructor ! Thu, Aug 28, 08". There are navigation links for "MyFIU Home", "Sign out", and "FIU Home". A "My Links" dropdown menu is set to "Select One".

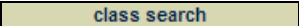
On the left, there is a "Menu" with options: Accessibility, Self Service, Student Services Center, and Change My Password. Below the menu are buttons for "faculty center", "class search", and "browse catalog".

The main content area is titled "Faculty Center" and includes a "My Exam Schedule" link. Below that, it shows "Fall Term 2008 | Florida International Univ" with a "change term" button. There are radio buttons for "Show All Classes" (selected) and "Show Enrolled Classes Only".

There are icons for "Class Roster", "Grade Roster", and "Learning Management". Below this is a section titled "My Teaching Schedule > Fall Term 2008 > Florida International Univ".

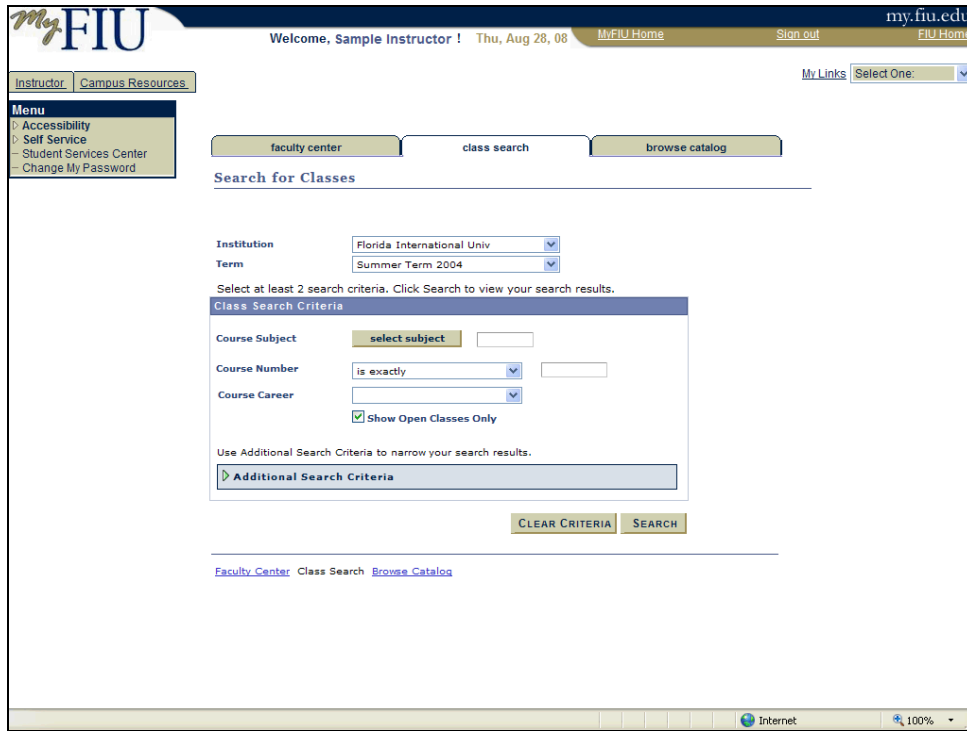
Class	Class Title	Enrolled	Days & Times	Room	Class Dates
MAC 2233- RVC (88684)	Calc For Business (Class Lecture)	56	TBA	ONLINE COURSE	Aug 25, 2008- Dec 7, 2008
MAC 2311- U03 (86428)	Calculus I (Class Lecture)	43	MoWeFr 10:00AM - 10:50AM	Paul Cejas Architecture 167	Aug 25, 2008- Dec 7, 2008
			Mo 11:00AM - 11:50AM	Paul Cejas Architecture 167	Aug 25, 2008- Dec 7, 2008
MAC 2312- U07 (86485)	Calculus II (Class Lecture)	50	TuTh 11:00AM - 12:40PM	TRAILER COMPLEX 7 150	Aug 25, 2008- Dec 7, 2008
MGF 1107- RVC (89849)	Social Choice Math (Class Lecture)	90	TBA	ONLINE COURSE	Aug 25, 2008- Dec 7, 2008
MGF 1107- U06 (88486)	Social Choice Math (Class Lecture)	50	TuTh 2:00PM - 3:15PM	TRAILER COMPLEX 7 150	Aug 25, 2008- Dec 7, 2008

At the bottom of the table, there are links for "View Weekly Teaching Schedule" and "Go to top".

Step	Action
20.	Next we will see how to search for a course. Click the <b>Class Search</b> tab. 

# Training Manual

## PS Upgrade Training Class - Faculty: Faculty Main Features (portal)

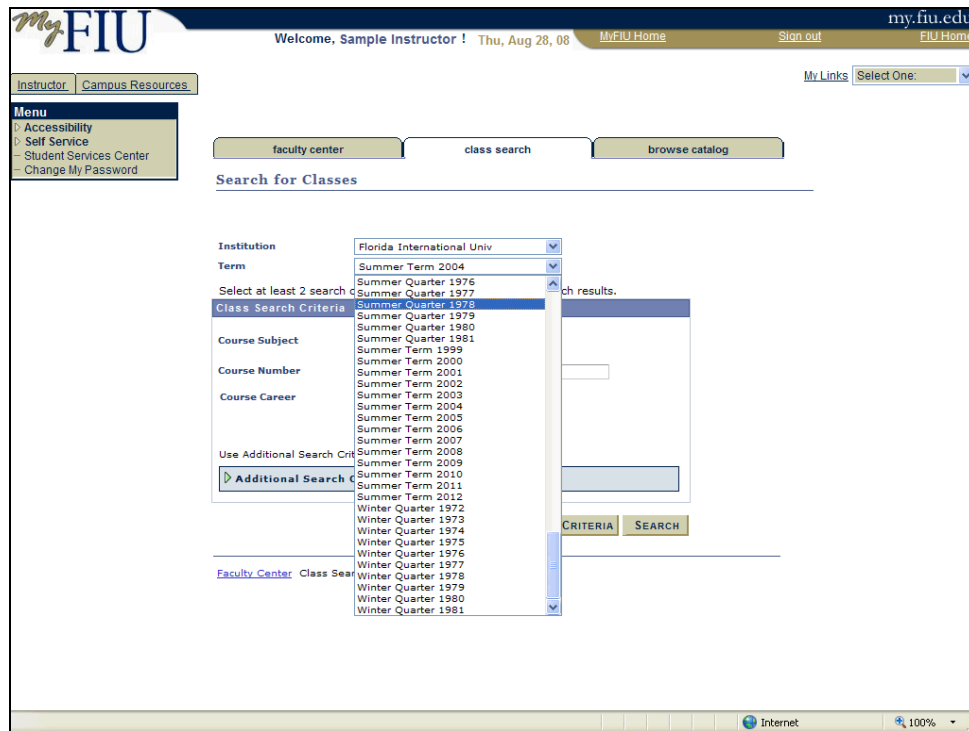


Step	Action
21.	Click the <b>Term</b> list. <div style="border: 1px solid black; padding: 2px; width: fit-content;"> <span>Summer Term 2004</span> </div>



# Training Manual

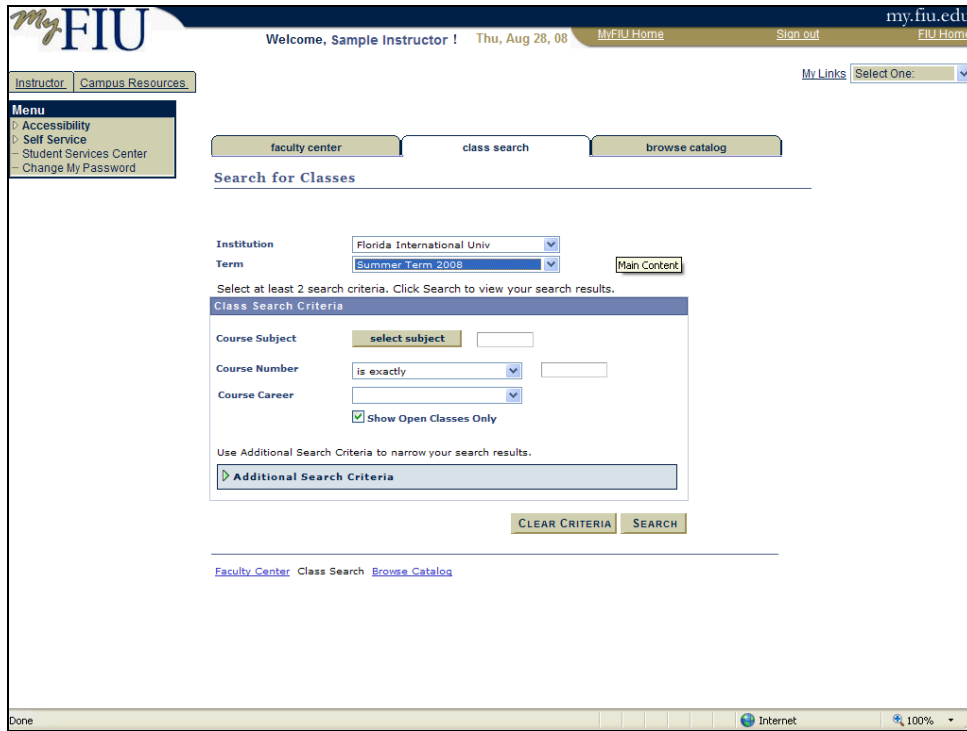
## PS Upgrade Training Class - Faculty: Faculty Main Features (portal)



Step	Action
22.	Click the <b>Summer Term 2008</b> list item. <input type="text" value="Summer Term 2008"/>

# Training Manual

## PS Upgrade Training Class - Faculty: Faculty Main Features (portal)

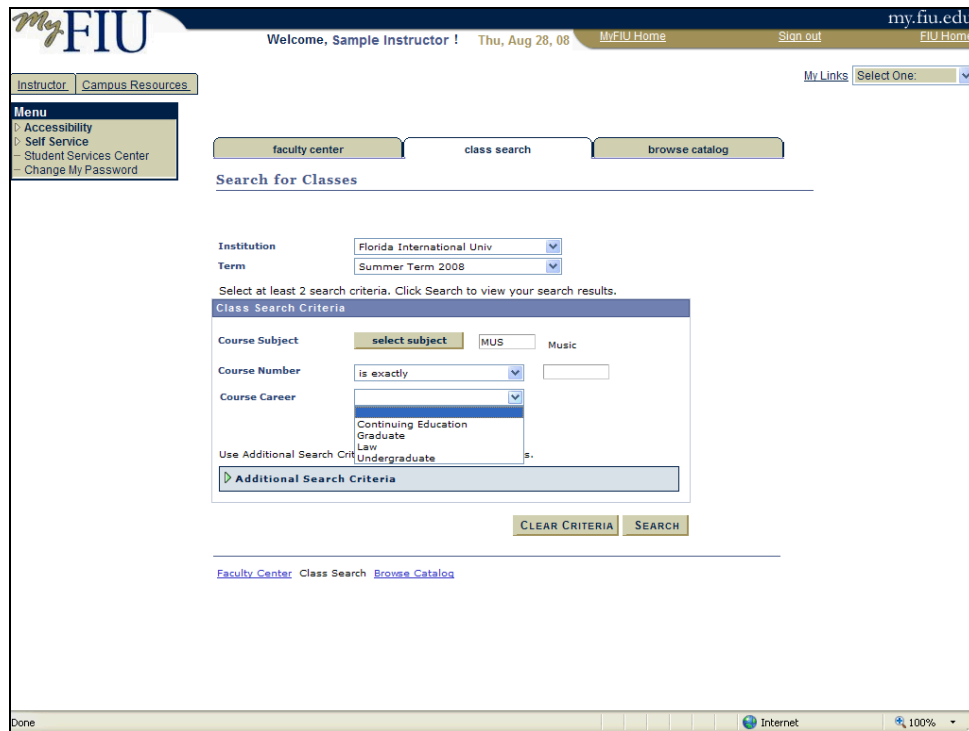


Step	Action
23.	Enter the desired information into the <b>Course Subject</b> field. Enter "MUS".
24.	Click the <b>Course Career</b> list. <div style="border: 1px solid black; width: 150px; height: 20px; margin-left: 20px; display: flex; align-items: center;"> <span style="flex-grow: 1;"></span> <span style="font-size: 10px;">▼</span> </div>



# Training Manual

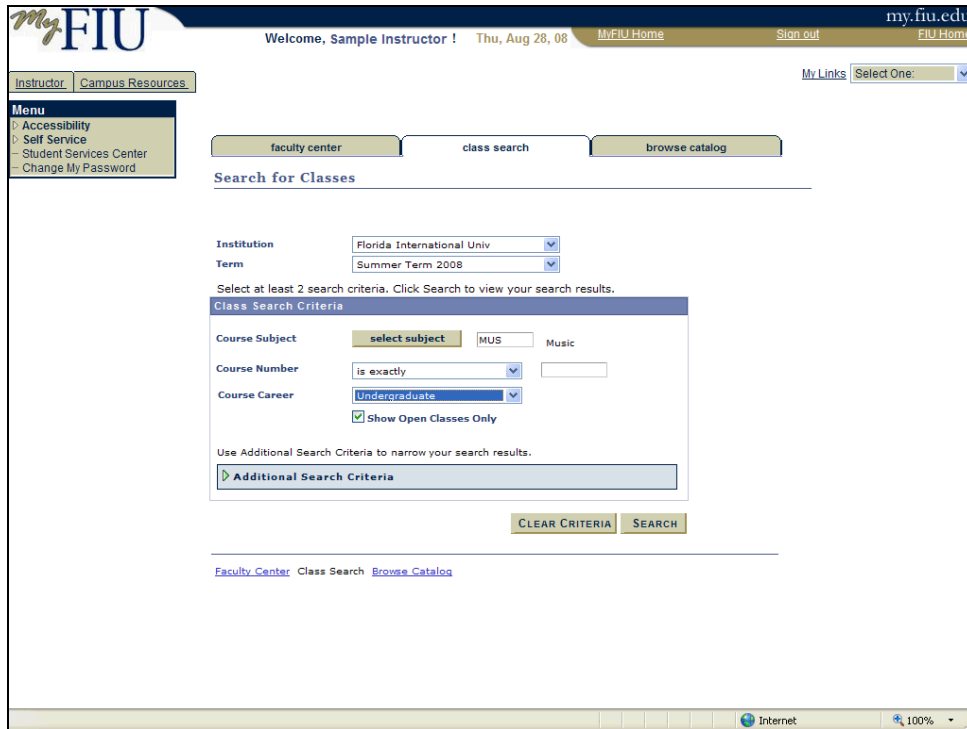
## PS Upgrade Training Class - Faculty: Faculty Main Features (portal)



Step	Action
25.	Click the <b>Undergraduate</b> list item. <input type="text" value="Undergraduate"/>

# Training Manual

## PS Upgrade Training Class - Faculty: Faculty Main Features (portal)




Step	Action
26.	Click the <b>Search</b> button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">SEARCH</div>



# Training Manual

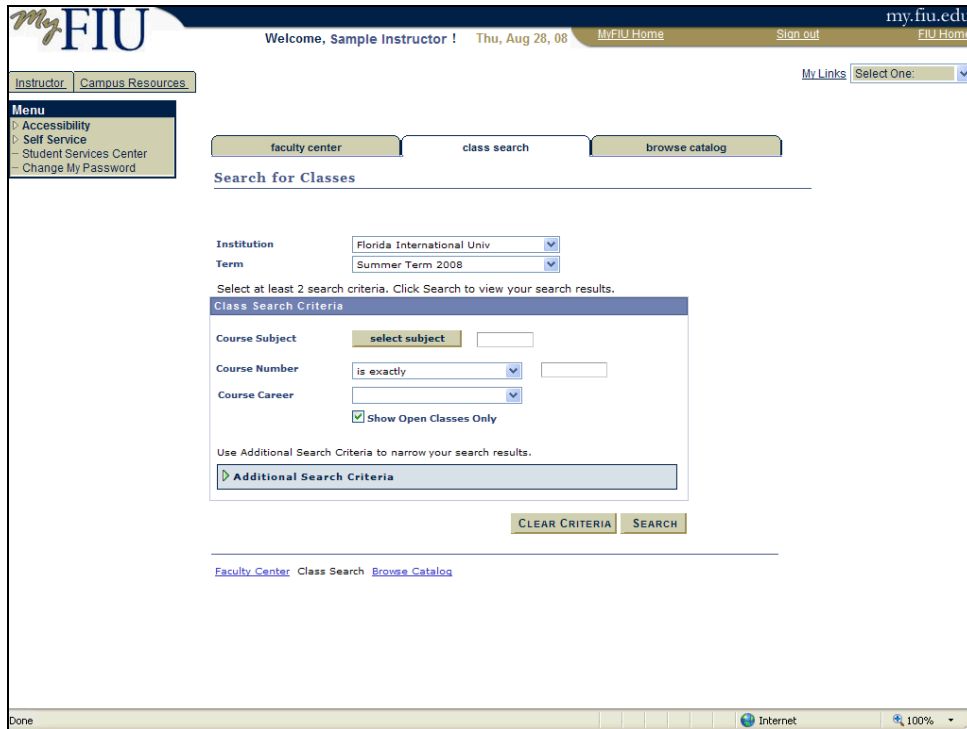
## PS Upgrade Training Class - Faculty: Faculty Main Features (portal)

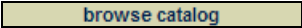
The screenshot shows the my.fiu.edu portal interface. At the top, there is a navigation bar with the FIU logo, a welcome message for 'Sample Instructor', the date 'Thu, Aug 28, 08', and links for 'MyFIU Home', 'Sign out', and 'FIU Home'. Below the navigation bar, there are tabs for 'Instructor' and 'Campus Resources', and a 'My Links' dropdown menu. A 'Menu' box on the left lists options like 'Accessibility', 'Self Service', 'Student Services Center', and 'Change My Password'. The main content area features buttons for 'faculty center', 'class search', and 'browse catalog'. A 'Search for Classes' section follows, with instructions to click 'View All Sections' and information about the search criteria: 'Course Subject: Music' and 'Course Career: Undergraduate'. A 'START A NEW SEARCH' button is highlighted. Below this, there are radio buttons for 'Open', 'Closed', and 'Wait List'. The search results show 'MUS 3905 - Directed Study' with three sections listed in a table. Each section includes a 'View All Sections' link, a status indicator (green dot), and a table with columns for 'Days & Times', 'Room', 'Instructor', and 'Meeting Dates'. The meeting dates for all sections are '05/05/2008 - 06/19/2008'. A vertical scrollbar is visible on the right side of the page.

Step	Action
27.	Click the <b>vertical</b> scrollbar.
28.	Click the <b>Start a New Search</b> button. 

# Training Manual

## PS Upgrade Training Class - Faculty: Faculty Main Features (portal)

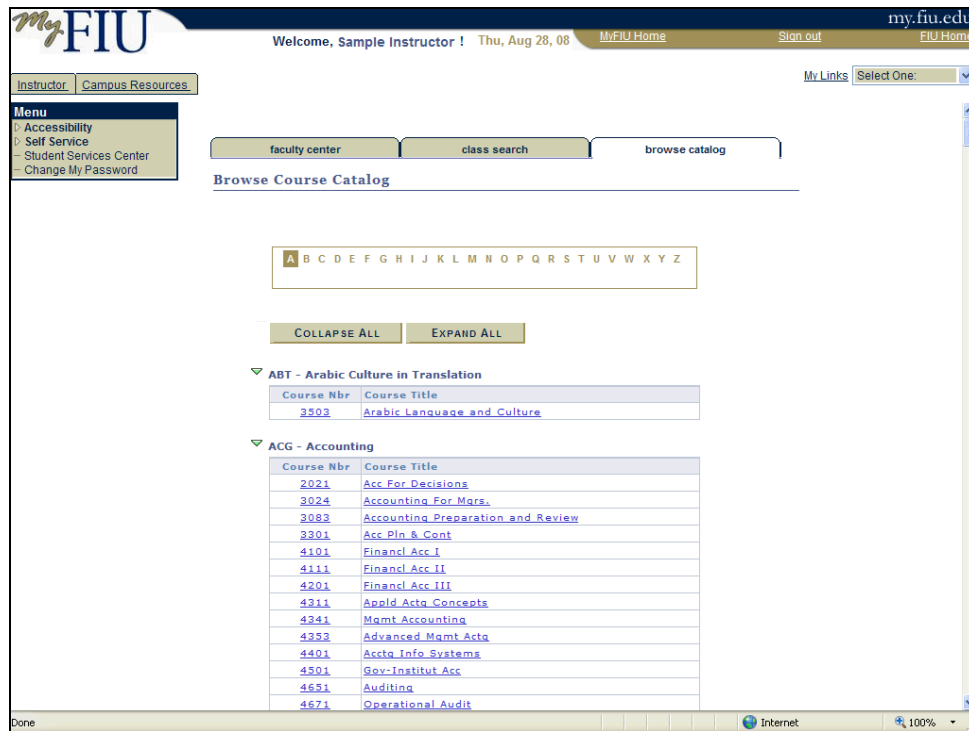



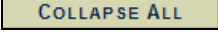


Step	Action
29.	Next we will see how to browse for a course. Click the <b>Browse Catalog</b> tab. 



# Training Manual

## PS Upgrade Training Class - Faculty: Faculty Main Features (portal)



Step	Action
30.	Click the <b>M</b> link. 
31.	Use the <b>Collapse All</b> and buttons to alter your display. Click the <b>Collapse All</b> button. 
32.	Click the scrollbar.
33.	Click the <b>Expand section</b> button. 
34.	Click the <b>Collapse section</b> button. 
35.	Click the scrollbar to return.
36.	Congratulations. You have successfully entered your grades in the Faculty Center. <b>End of Procedure.</b>