Facility Center: Overview

The Faculty Center is the main launching point for accessing both teaching and advising information.

After logging on, click the Instructor tab in the upper left to view your Faculty Center.

My Teaching Schedule is the first feature you see when you log in to the Faculty Center. From this grid, you can view your Class Schedule, Exam Schedule, Class Roster, and Permissions.

1. **Advisor Center.** Connect to your advisee roster and advising tools through this tab.

2. **Search.** Search the course offerings and course catalog.

3. **My Teaching Schedule.** View classes you are teaching, the days and times, meeting locations, and enrollment totals. Link to Class Roster (5), Permissions (6), and Grade Roster (7).

4. **My Exam Schedule.** List of dates, times, and locations of final exams for classes as soon as they are scheduled.

5. **Class Roster.** Click on this icon to connect to a class list or email students.

6. **Permissions.** Click on this icon to grant consent for students to enroll in your class, using either a permission list (for instructor permission classes) or by granting ad hoc permission (for any class). The clock icon appears for instructor permission classes when you have pending requests from students to enroll.

7. **Grade Roster.** Click on this icon to review and submit grades online.