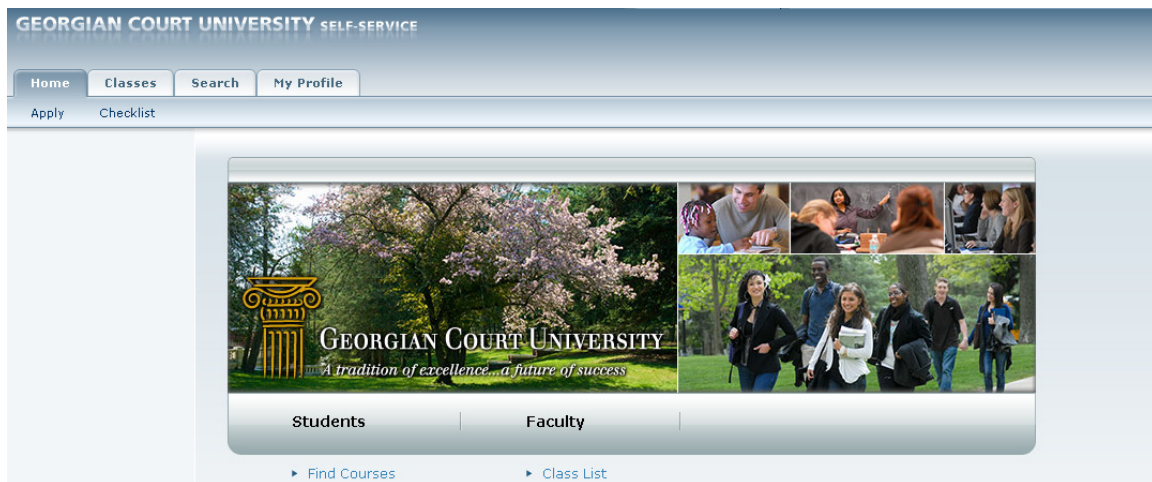


Georgian Court University Self-Service



Faculty Quick Reference

VIEWING FACULTY CLASS LIST

This will allow you to display a list of the students who have enrolled in one of your classes.

1. Select the **Classes** tab.
2. Select the **Enrollment** menu tab.
3. Select the **Class List** option.
4. Choose **Select Course**.
5. From the list of years, terms and sessions, select the course.

VIEWING FACULTY SCHEDULE

To view a schedule of classes you are teaching.

1. Select the **Classes** tab.
2. Select the **Schedule** menu item.
3. Select the **Faculty Schedule** option.
4. Choose the time **Period** for the schedule you want to view.
5. Select **Submit**.
6. View your schedule.

ENTERING OVERALL GRADES FOR A COURSE

To enter students' overall grades for one of your course sections

1. Select the **Classes** tab located at the Top of the screen.
2. Select the **Gradebook** menu item.
3. Select the **Overall Grades**.
4. Select a **Year** and view the list of your courses.
5. Select the **Course** for which you want to enter overall course grades.
6. In the **My Grade** column, you can enter and change grades for students for whom the Actual Grade has not yet been posted.
7. Select the appropriate button to record the students' grades:
 - **Save Button** - Select if grading is not yet open or if changes to a grade may be needed; this *does not* post the grade to students' record.
 - **Submit Midterm** – Select to post the *Midterm Grade* to students' record.
 - **Submit Final** – Select to post the *Actual Grade* to students' record.

FACULTY REPORTING

Please refer to this tab for “**Service Learning**” and the “**D or F Report**”



Looking for something? Use the “**SEARCH**” tab to search the catalog and course sections. This tab will also provide information regarding registration, view Service Learning, and provide BookLook information.