FACULTY CENTER INSTRUCTIONS

To access the Student Administration Services menu, click on the inside.uthscsa (portal) link on the UTHSCSA homepage (www.uthscsa.edu/) or use the following URL: http://inside.uthscsa.edu/.

Enter your UTHSCSA domain user id and password and click on Sign In. (Your UTHSCSA domain user id and password are the same as your UTHSCSA email user id and password.

If your sign in was not successful, click on Need login help?, contact Triage at IMS-SERVICEDESK@uthscsa.edu or 567-7777, or visit a Help Desk. Help Desks are located in Medical School Room 411L and in the Briscoe Library 2nd Floor Computer Lab.
inside.uthscsa

Sign In

User ID: 
Password: 
Sign In

Need login help?

This is a UTHSCSA system. Unauthorized access is prohibited. Usage is subject to security testing and
If you receive the following Security Alert, click on Yes.

![Security Alert]

Click on Student Administration in the Enterprise Menu box.

![Enterprise Menu]

*(If this results in a blank screen, you must drop your browser’s security level to Medium. A level of High will prevent the system from operating.)*

Start by clicking on Self Service.
Then click on the Faculty Center.
CLASS ROSTERS

The first panel shows a list of classes for the current term. If you wish to display a different term, click [change term]. Select the desired term, and click [CONTINUE].

The panel defaults to showing all classes, but if you wish to display only those classes that have students enrolled, check the Show Enrolled Classes Only button.

To view a class roster, click on the class roster icon [ ] next to a class number.
The class roster shows you all students enrolled as of the current date. You can view the student’s pictures (if available), and send email notices to individual students, selected students or all students.
You can download the roster to Excel by clicking the icon.

Note: For the Download to Excel feature to work, you must not have a Pop-up blocker on in your browser, and you must allow File downloads. To do this in Internet Explorer v.6, click on Tools, Internet Options, Security, Custom Level. Then enable downloads:
Photo Rosters

When you access the Faculty Center, you will be able to click on the Photo Roster icon next to any of the classes listed that have enrollment, and you will be presented with a .pdf document picture roster of the enrolled students.

You will also notice that you must read and Accept a pop up document that explains your responsibilities for student record confidentiality.

Please do not publish or share the photo roster with anyone who does not have an educational need to see the data. The roster is for your use in helping identify your students but must remain confidential.
GRADE ROSTERS

To access grade rosters, click on the grade roster icon on the Faculty Center first panel. If no grade icon is present, a grade roster is not available for that class.
To grade, use the drop-down button next to each student and click on the appropriate grade.

Note that the grade roster shows 20 students at a time. Click the “View All” link at the bottom to see all students.

You can also assign the same grade to all students by using the “add this grade to selected students” button at the bottom of the roster.

Check individual student’s boxes or use the “Select All” and “Clear All” links to select students to add the same grade to.

When all grades are entered, you must select the appropriate Approval Status at the top of the roster (according to your function), and then click **SAVE**.
You can also SAVE if you enter some grades and need to come back later to complete - but **do not change the Approval Status until you are finished entering all grades.**

Note: The Approval Status of “Approved” is available only to faculty members. Once grades are set to approved, they are posted overnight, and the following day the grades are available for students to view in Self Service. Grade changes made after grades are posted, must be submitted on a paper grade change form available from the Registrar’s Office.

From the grade roster, students can be emailed using the same functionality as the Class roster, using the **notify selected students** or the **notify all students** button, or by clicking on the student’s name.

**Note:** this does not notify students of their grades. It is simply a method of doing a mass email to the class with whatever text you desire.

The Grade roster can be downloaded to a spreadsheet using the “Download” link at the bottom of the roster. See Note on downloaded roster in the Class Roster section above.
If you need any assistance, please contact Lisa Serna at serna@uthscsa.edu, phone 567-2662, or the main registrar’s office phone – 567-2621.

Revised 8/17/2011 Is