

FACULTY CENTER INSTRUCTIONS

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

The screenshot shows the UT Health Science Center San Antonio homepage. At the top right, there are links for "University: Home | Calendar | Maps" and a search bar. The left sidebar contains a navigation menu with items like Home, Academics / Schools, Administration, Research, Patient Care, Students, Library, News / External Affairs, Give to HSC, Directories, Employment, and Community Service. Below this is a "Campus Status" section with a "Sign In" button highlighted in a yellow box. A red arrow points to the "Sign In" button. The main content area features a banner image of a scientist with the text "Ours is a story of discovery — commitment, vision and inspiration." Below the banner is a "We Make Lives Better" section with a paragraph of text and four icons: Students, Research, Patient Care, and Give to HSC. At the bottom, there are sections for "Our Campus" and "The Mission: Victory Against Breast Cancer".

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

Welcome Employee Faculty News Poli

Sign In

User ID:

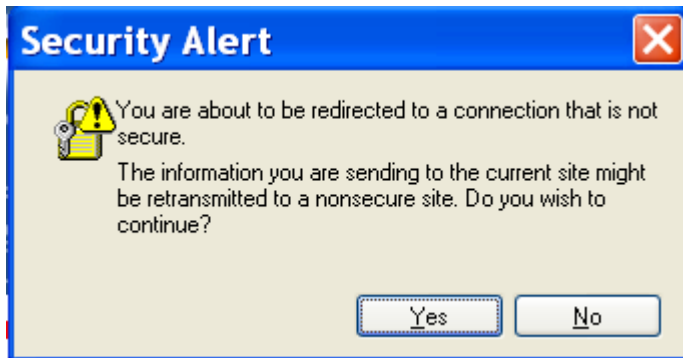
Password:

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.

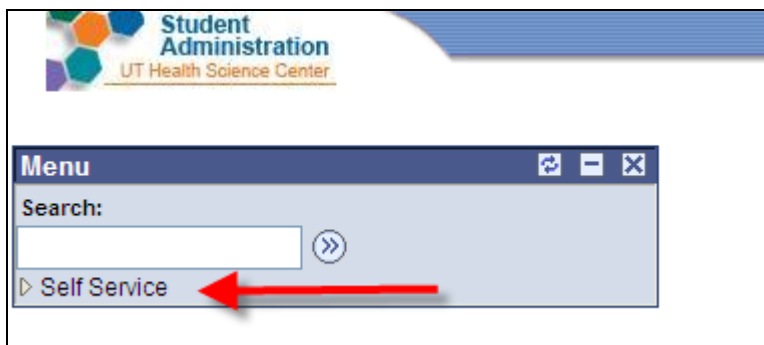


Click on Student Administration in the Enterprise Menu box.



(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.




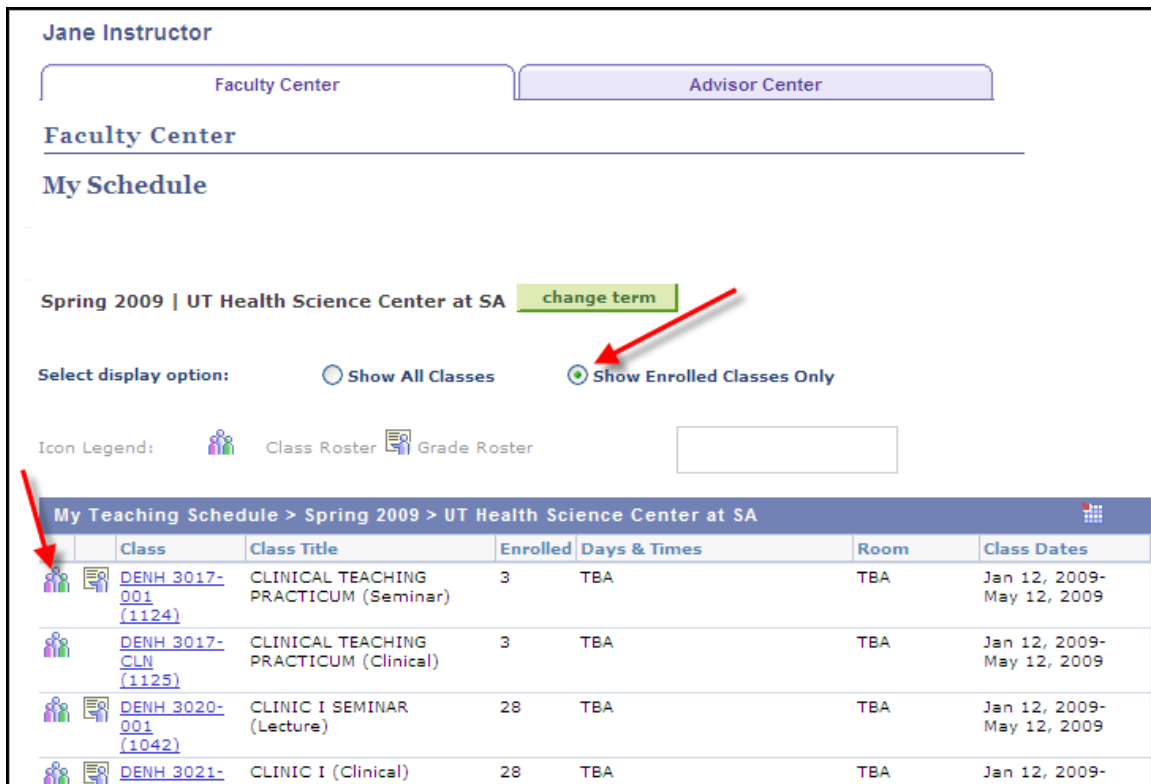
CLASS ROSTERS

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.



Jane Instructor



Faculty Center | Advisor Center

Faculty Center





My Schedule

Spring 2009 | UT Health Science Center at SA [change term](#)

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend:  Class Roster  Grade Roster

My Teaching Schedule > Spring 2009 > UT Health Science Center at SA

| | Class | Class Title | Enrolled | Days & Times | Room | Class Dates |
|---|--------------------------------------|--|----------|--------------|------|---------------------------|
|  | DENH 3017-001 (1124) | CLINICAL TEACHING PRACTICUM (Seminar) | 3 | TBA | TBA | Jan 12, 2009-May 12, 2009 |
|  | DENH 3017-CLN (1125) | CLINICAL TEACHING PRACTICUM (Clinical) | 3 | TBA | TBA | Jan 12, 2009-May 12, 2009 |
|  | DENH 3020-001 (1042) | CLINIC I SEMINAR (Lecture) | 28 | TBA | TBA | Jan 12, 2009-May 12, 2009 |
|  | DENH 3021- | CLINIC I (Clinical) | 28 | TBA | TBA | Jan 12, 2009- |

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.

Student Administration
UT Health Science Center

Home | Add to Favorites | Sign out

Jane Instructor

Faculty Center | Advisor Center

Class Roster

Spring 2009 | Regular Academic Session | UT Health Science Center at SA | Allied Health Undergraduate

[View FERPA Statement](#)

RESC 4015 - 001 (1104) [change class](#)

EDUCATION IN RESPIRATORY CARE (Lecture)

| Days and Times | Room | Instructor | Dates |
|----------------|------|---------------------------------------|----------------------------|
| TBA | TBA | Helen M. Sorenson, Jane Instructor | 01/12/2009 - 05/12/2009 |

*Enrollment Status: **Enrolled**

Enrollment Capacity 30 | Enrolled 11

Select display option: Link to Photos | Include photos in list

| Enrolled | Student | Name | Grade Basis | Units | Program and Plan | Level |
|--------------------------|---------|---|-------------|-------|--|--------|
| <input type="checkbox"/> | | | Graded | 3.00 | Bachelor of Science - BS in Respiratory Care | Senior |
| <input type="checkbox"/> | | 0412677 Aske | Graded | 3.00 | Bachelor of Science - BS in Respiratory Care | Senior |
| <input type="checkbox"/> | | 0423293 Garza, Juan | Graded | 3.00 | Bachelor of Science - BS in Respiratory Care | Senior |
| <input type="checkbox"/> | | 0412657 Hernandez, Rosa Elia G. | Graded | 3.00 | Bachelor of Science - BS in Respiratory Care | Senior |
| <input type="checkbox"/> | | 0418563 Jones, Erik D. | Graded | 3.00 | Bachelor of Science - BS in Respiratory Care | Senior |
| <input type="checkbox"/> | | 0409341 King, Adrienne L. | Graded | 3.00 | Bachelor of Science - BS in Respiratory Care | Senior |
| <input type="checkbox"/> | | Raymond T. | Graded | 3.00 | Bachelor of Science - BS in Respiratory Care | Junior |
| <input type="checkbox"/> | | Jordan Cole | Graded | 3.00 | Bachelor of Science - BS in Respiratory Care | Senior |
| <input type="checkbox"/> | | Jonathan M. | Graded | 3.00 | Bachelor of Science - BS in Respiratory Care | Senior |
| <input type="checkbox"/> | | 0413128 C | Graded | 3.00 | Bachelor of Science - BS in Respiratory Care | Senior |
| <input type="checkbox"/> | | 0422913 T P | Graded | 3.00 | Bachelor of Science - BS in Respiratory Care | Senior |

Find | First 1-11 of 11 | Last

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

Faculty Center | Advisor Center

You can download the roster to Excel by clicking the  icon.

Jane Instructor

Faculty Center | Advisor Center

Class Roster

[View FERPA Statement](#)

Spring 2009 | Regular Academic Session | UT Health Science Center at SA | Allied Health Undergraduate

▼ **RESC 4015 - 001 (1104)** [change class](#)


EDUCATION IN RESPIRATORY CARE (Lecture)


| Days and Times | Room | Instructor | Dates |
|----------------|------|---------------------------------------|----------------------------|
| TBA | TBA | Helen M. Sorenson, Jane Instructor | 01/12/2009 - 05/12/2009 |

*Enrollment Status:

Enrollment Capacity 30 Enrolled 11

Select display option: Link to Photos Include photos in list

Enrolled Students Find |  First 1-11 of 11 Last

| Notify | Photo | ID | Name | Grade Basis | Units | Program and Plan | Level |
|--------------------------|---|---------|--------------------------------|-------------|-------|---|--------|
| <input type="checkbox"/> |  | 0362789 | Aqado, Venessa | Graded | 3.00 | Bachelor of Science - BS in Respiratory Care | Senior |

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:

Downloads

- Automatic prompting for file downloads
 - Disable
 - Enable
- File download
 - Disable
 - Enable
- Font download
 - Disable
 - Enable

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**.

Faculty Center

My Schedule

Fall 2012 | UT Health Science Center at SA [change term](#)


Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend: Class Roster Photo Roster Grade Roster

My Teaching Schedule > Fall 2012 > UT Health Science Center at SA

| | Class | Class Title | Enrolled | Days & Times | Room | Class Dates |
|--|--------------------------------------|----------------------------------|----------|---------------------|------|----------------------------|
| | MMED 5015-001 (1309) | MOD METH/CELL-MOLE BIO (Lecture) | 4 | Tu 9:30AM - 11:00AM | TBA | Aug 20, 2012- Dec 14, 2012 |
| | MMED 5019-001 | COLLOQUIUM IN MOL MEDT (Lecture) | 4 | Th 1:00PM - 4:00PM | TBA | Aug 20, 2012- Dec 14, 2012 |

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.

Jane Instructor



Faculty Center | Advisor Center

Faculty Center







My Schedule

Fall 2009 | UT Health Science Center at SA [change term](#)

Select display option: Show All Classes Show Enrolled Classes Only

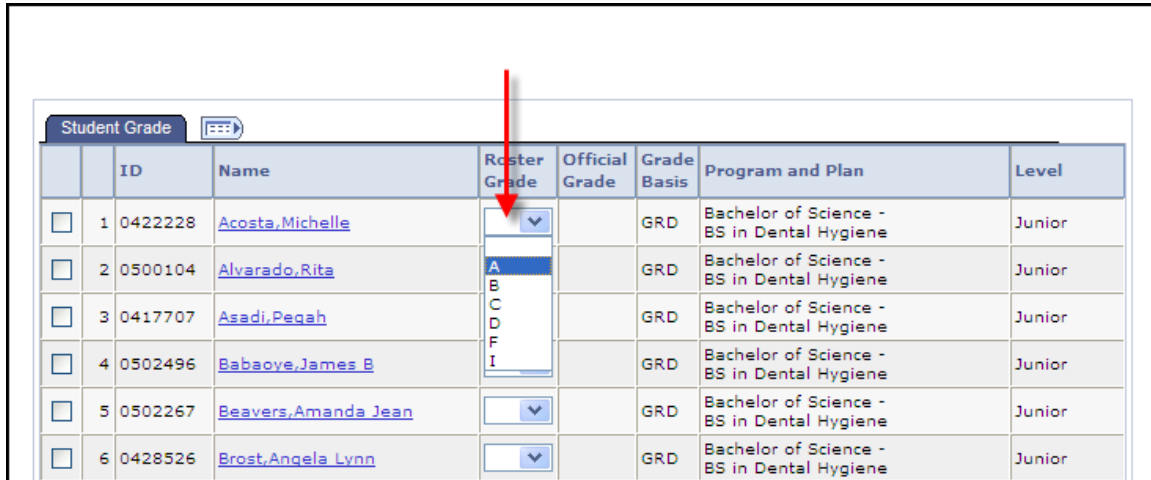
Icon Legend:  Class Roster  Grade Roster

My Teaching Schedule > Fall 2009 > UT Health Science Center at SA

| | Class | Class Title | Enrolled | Days & Times | Room | Class Dates |
|---|--------------------------------------|---------------------------|----------|--------------|------|-------------------------------|
|   | DENH_3004-001 (1795) | ORAL ANATOMY (Lecture) | 32 | TBA | TBA | Aug 24, 2009- Dec 16, 2009 |
|   | DENH_3004-AUD (1843) | ORAL ANATOMY (Lecture) | 1 | TBA | TBA | Aug 24, 2009- Dec 16, 2009 |
|   | DENH_3004-AUDL | ORAL ANATOMY (Laboratory) | 1 | TBA | TBA | Aug 24, 2009- Dec 16, 2009 |

To grade, use the drop-down button next to each student and click on the appropriate grade.

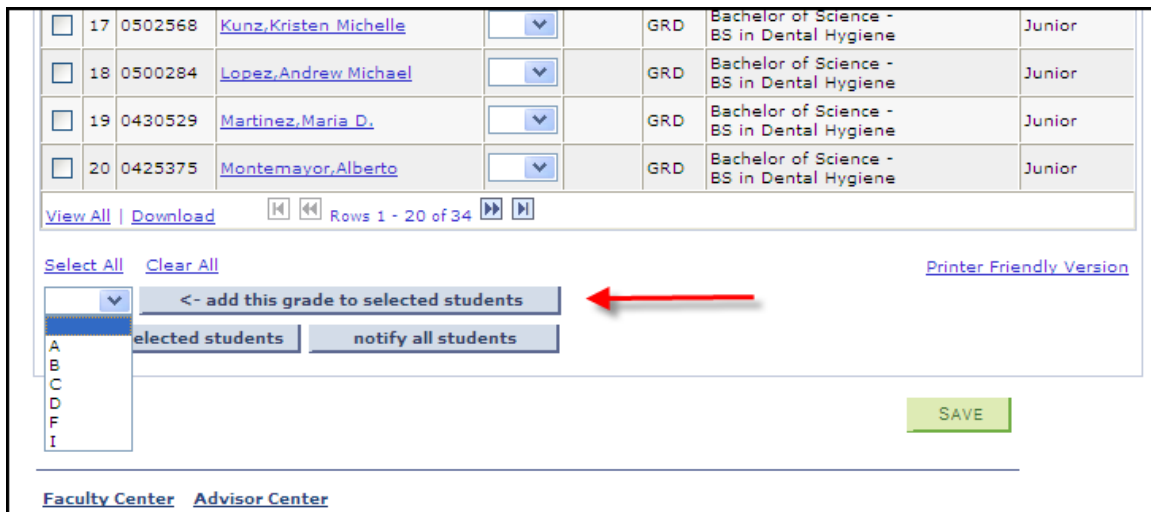
Note that the grade roster shows 20 students at a time. Click the “View All” link at the bottom to see all students.



| Student Grade | | ID | Name | Roster Grade | Official Grade | Grade Basis | Program and Plan | Level |
|--------------------------|---|---------|-------------------------------------|----------------------------------|----------------|-------------|--|--------|
| <input type="checkbox"/> | 1 | 0422228 | Acosta,Michelle | <input type="button" value="v"/> | | GRD | Bachelor of Science - BS in Dental Hygiene | Junior |
| <input type="checkbox"/> | 2 | 0500104 | Alvarado,Rita | <input type="button" value="v"/> | | GRD | Bachelor of Science - BS in Dental Hygiene | Junior |
| <input type="checkbox"/> | 3 | 0417707 | Asadi,Pegah | <input type="button" value="v"/> | | GRD | Bachelor of Science - BS in Dental Hygiene | Junior |
| <input type="checkbox"/> | 4 | 0502496 | Babaoye,James B | <input type="button" value="v"/> | | GRD | Bachelor of Science - BS in Dental Hygiene | Junior |
| <input type="checkbox"/> | 5 | 0502267 | Beavers,Amanda Jean | <input type="button" value="v"/> | | GRD | Bachelor of Science - BS in Dental Hygiene | Junior |
| <input type="checkbox"/> | 6 | 0428526 | Brost,Angela Lynn | <input type="button" value="v"/> | | GRD | Bachelor of Science - BS in Dental Hygiene | Junior |

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.



17 0502568 [Kunz,Kristen Michelle](#) GRD Bachelor of Science - BS in Dental Hygiene Junior

18 0500284 [Lopez,Andrew Michael](#) GRD Bachelor of Science - BS in Dental Hygiene Junior

19 0430529 [Martinez,Maria D.](#) GRD Bachelor of Science - BS in Dental Hygiene Junior

20 0425375 [Montemayor,Alberto](#) GRD Bachelor of Science - BS in Dental Hygiene Junior

[View All](#) | [Download](#) | Rows 1 - 20 of 34

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

<- add this grade to selected students

selected students notify all students

SAVE

[Faculty Center](#) | [Advisor Center](#)

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.**

The screenshot shows the 'Grade Roster' interface for a user named 'Jane Instructor'. At the top, there are tabs for 'Faculty Center' and 'Advisor Center'. Below these is the 'Grade Roster' title and a 'View FERPA Statement' link. The session information is 'Fall 2009 | Regular Academic Session | UT Health Science Center at SA | Allied Health Undergraduate'. The class selected is 'DENH 3018 - 001 (1803)' with a 'change class' button. The class description is 'DENTAL RADIOGRAPHY (Lecture)'. A table below shows class details: 'Days and Times' (TBA), 'Room' (TBA), 'Instructor' (John Preece), and 'Dates' (08/24/2009 - 12/16/2009). At the bottom, there are two main sections: 'Display Options' and 'Grade Roster Action'. 'Display Options' includes a dropdown for '*Grade Roster Type' set to 'Final Grade' and a checkbox for 'Display Unassigned Roster Grade Only'. 'Grade Roster Action' includes a dropdown for '*Approval Status' with options 'Not Reviewed', 'Approved', 'Not Reviewed', and 'Ready for Review'. A 'save' button is next to the dropdown. Red arrows point to the 'Approved' option in the dropdown and the 'save' button.

| Days and Times | Room | Instructor | Dates |
|----------------|------|-------------|-------------------------|
| TBA | TBA | John Preece | 08/24/2009 - 12/16/2009 |

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 ls