

Faculty Center Overview

Navigating to the Faculty Center

1. Go to **my.fscj.edu**.
2. Log in with your FSCJ User ID and password.
3. Click the **Faculty** tab.

Viewing the Class Schedule

1. Click **Instructor Schedules**.
2. The class schedule defaults to the term that you selected when you last clicked on Class Schedule. If you want to select a different term, click **Change Term**.

Viewing the Class Roster

1. On the My Schedule tab, click on the **Class Roster icon** next to the course that you want.
2. If you have a large class, click **View All** to display all of your students.

Entering Grades

1. On the My Schedule tab, click the **Grade Roster icon** next to the course that you want.
2. If you have a large class, click **View All** to display all of your students.
3. Click the drop down arrow in the Grade Roster column. This will display all of the possible grades that can be entered for this course.
4. Select the grade that you want to assign to the student.
5. To add the same grade to several students
 - a. Check the check box next to the names of those students.
 - b. Scroll to the bottom of the screen, and select the drop down box next to the button called **Add this grade to selected student**.
 - c. Choose the grade that you want to assign to these students.
 - d. Click **Add this grade to selected student**, and it will add the grade to those students.
6. Select the **Grade Roster Action**.

Not reviewed: This indicates that the faculty member has not input any grades on their roster. This is the default status for all grade rosters when generated.

Ready for Review: This status is used when partial grades have been added to the roster or when all grades have been added but the instructor is not ready to indicate that they want the grades posted.

Approved: This should be selected when the faculty member has added all final grades for the class and they approve the grades to be posted to the student's academic history. Once in the approved status the grades will be posted to the student's academic history within 24 hours.

7. Click **Save**.

NOTE: If you need to change grades once they are posted, you will need to complete the Grade Change process.

FN Grades & Last Date of Attendance

1. Click the Roster Grade dropdown and select FN.
2. The FN Grade Reason field will become available. If the student never attended select Never Attended.
NOTE: The "Never Attended" option is used when the student should have been dropped for Non-Attendance, but is still on the grade roster. Student Records will pull these students and retroactively drop them for Non-Attendance.
3. If the student attended at least one class session, but stopped attending select Attended Until.
4. The FN Grade Date field will become available. Enter the student's Last Date of Attendance.
5. From there, you can complete the grading process as usual.

Grade Changes

1. On the My Schedule tab, click the **Grade Roster icon** next to the class that you want.
2. Click the **Request Grade Change** link.
3. Click the **Official Grade** dropdown box next to the student that you want and select the appropriate grade.
4. Click the **Submit** and the word "Success" will appear next to the updated grade.
5. Click **Return to Grade Roster** to see that the grade has been changed.

Entering Attendance

1. On the My Schedule tab, click the **green check mark** next to the class that you want. (Be sure to check that your pop up blocker is turned off).
2. Click the **View** on the row that you want.
3. Select the student's attendance status.
To mark a student as present, select **Present** in the dropdown box.
To mark a student as absent, select **Not Present** in the dropdown box.
4. You have the option of entering a reason for the student's absence. Click on the **Reason** drop down box to select the Reason.
5. You can enter the amount of time that the student was actually in the class by adjusting the **From Time** and **To Time**. When you change the time, it adjusts the contact minutes accordingly.
6. Click **Save and Return**.

NOTE: For online classes, only one class meeting initially populates the attendance roster. To add additional class meetings, follow the steps below:

1. Click the plus sign.
2. Select **Class Meeting** in the Type drop down, enter the **Attendance Date**, the **From Time** and **To Time**, and click the **Override** checkbox.
3. Click **Create**. This creates the class meeting so that you can enter attendance as normal.

Drop for Non-Attendance

1. On the My Schedule tab, click the **Class Roster icon** next to the class section that you want.
2. For any student who has not attended class, select **Not-Attendance** in the Drop for NA column.
3. Click **Certify and Save**.
4. Click **Yes** when asked if you want to update the Drop for NA information for these students.
5. Click **Ok**.
6. Once the class is certified the date/time stamp will appear showing when the roster was certified.

NOTE: If you do not have any students to drop for Non-Attendance, you must still certify and save your roster.

Course Evaluations

Steps for students to complete the evaluation

1. Log into myFSCJ.
2. On the Students tab click the **Evaluate Instruction** link next to the desired class.

Steps for instructors to view the evaluation results

1. Log into myFSCJ.
2. On the **Faculty tab** scroll down to the "My Current Schedule" area and click the **Evaluation Report** link next to the desired class.

Steps for Administrators to view the evaluation results for a class or instructor

1. Log into myFSCJ.
2. On the Faculty tab click on the **Faculty Center** drop down menu.
3. Select the **Assessments – Dean's View** link.
4. Complete the input form to search for instructors or courses.

Accessing Syllabus Builder

1. Log into myFSCJ.
2. Click the **Faculty tab** > click the **Online Syllabus Builder**.
3. The online syllabus builder will display in a new window. (NOTE: Be sure to disable any pop-up blockers.)

Getting Help for Campus Solutions

1. Go to help.fscj.edu.
2. Click **Get Help**.
3. Log in with your User Id and Password.
4. Select the category "My FSCJ – Student"
5. Select the subcategory "Student Records"
6. Complete the rest of the form with your status, phone number, a short description, and details of the issue.
7. Click Submit.

Training Materials for Campus Solutions

1. Go to training.fscj.edu.
2. Click MyFSCJ.
3. Click Campus Solutions.
4. Click on the Faculty Tab.

NOTE: If your class schedule is not correct, inquiries should go through your department or school.