

MYFSCJ.EDU

# ***Faculty Center Guide, Edition 3***

6/24/25

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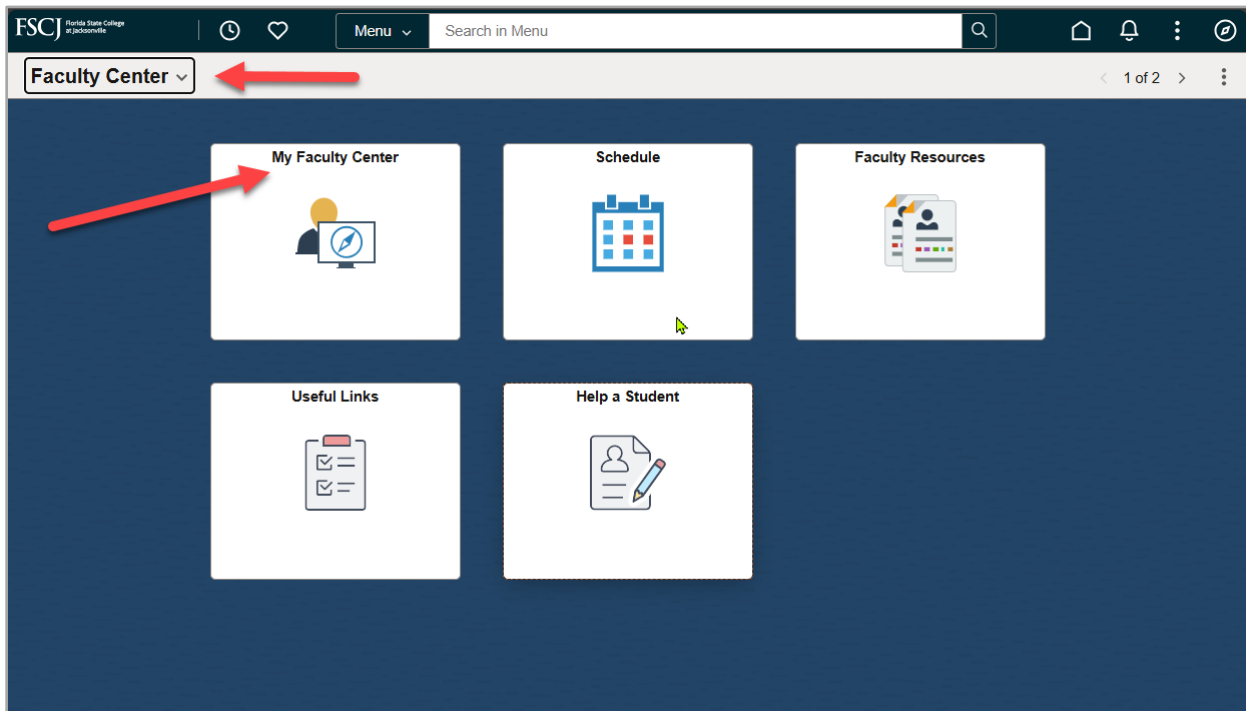
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## **Overview**

This document outlines the new features and enhancements available to faculty members in the PeopleSoft Campus Solutions (CS) system. These improvements are designed to streamline class management. The new interface provides a user-friendly experience with embedded tools that minimize the need for navigation across multiple pages.

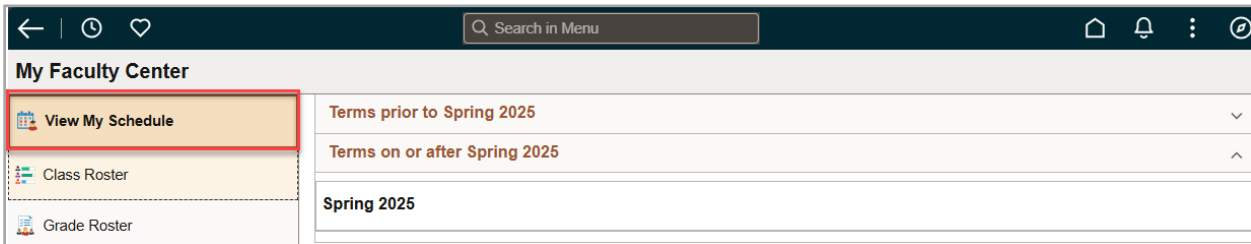
## Accessing Faculty Center

1. Go to <https://my.fscj.edu>.
2. Once logged in, you will land on the **Faculty Center Homepage**.
3. Click on the **My Faculty Center** tile.

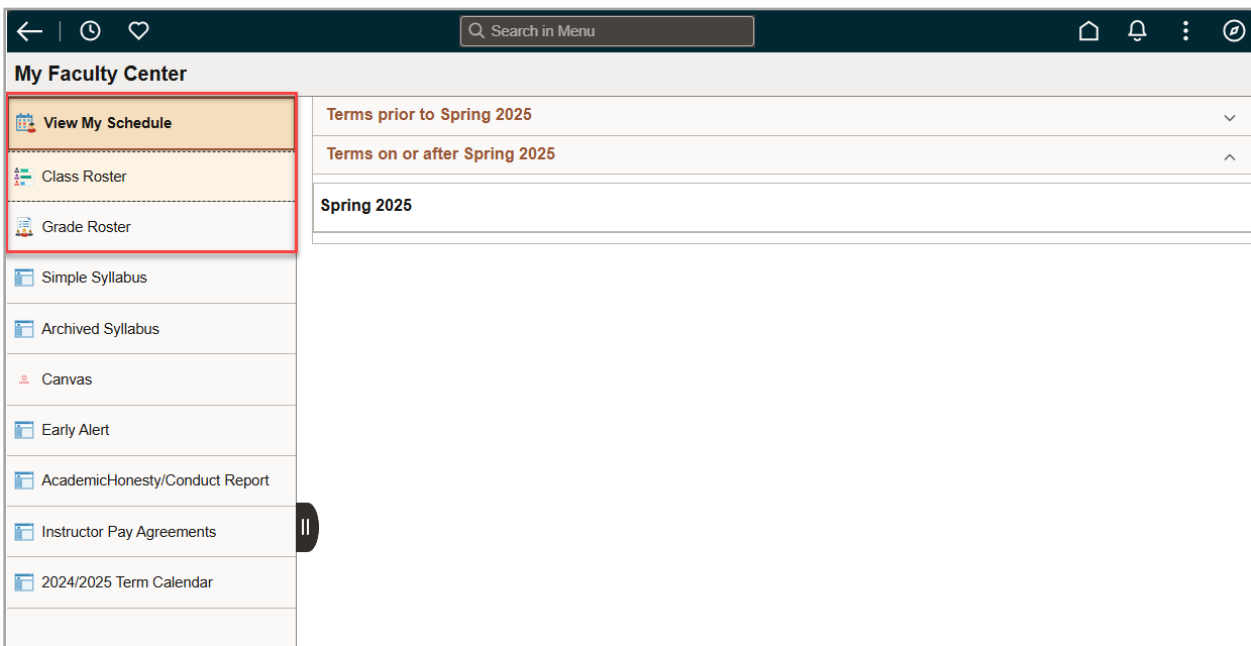


## Viewing Your Current Schedule

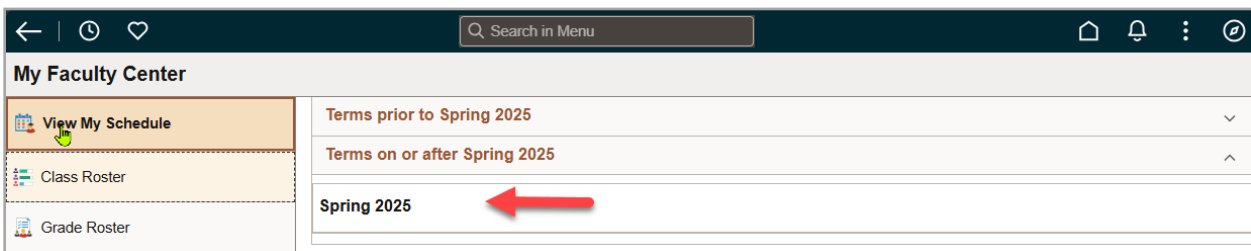
1. By selecting the **My Faculty Center** tile, it will take you into the enhanced Fluid Faculty Center and by default open the **View My Schedule** page.



2. Upon entering this page, you will notice that the **My Schedule** page has been replaced with 3 menu items (**View My Schedule, Class Roster, and Grade Roster**) in the Navigation Collection.
3. We will cover the Class Roster and Grade Roster later in this manual.



4. A term list will be provided for any term in which the instructor is assigned to a class section.



5. By selecting a term in the list, the instructor schedule will now appear in the active window, for the selected term.

The screenshot displays the 'My Faculty Center' dashboard for Spring 2025 at Florida State College at Jacksonville. The interface includes a sidebar with navigation options: View My Schedule, Class Roster, Grade Roster, Simple Syllabus, Archived Syllabus, and Canvas. The main content area is titled 'My Teaching Schedule - Spring 2025' and shows a list of classes. A table displays the details for the class 'CWD 0069 AMERICAN ENGLISH PRONUNCIATION'.

Class	Meeting Dates	Days and Times	Room	Enrolled				
Lecture - 5202	01/13/2025 - 04/03/2025	Tuesday Thursday 12:00PM to 1:30PM	DEERWOOD CENTER ROOM E2503	17	<a href="#">Class Roster</a>	<a href="#">Grade Roster</a>	<a href="#">Exam Schedule</a>	>

## Viewing Prior and Future Term Schedules

There are several actions you can take on this page:

1. You can change the term by clicking on the **Change Term** button, which will open a window where a new selection can be made.

2. The instructor's schedule is viewable by **Class** or by **Date**.
  - a. By Class - This is the default view in which classes are displayed.
  - b. By Date - On this page, you can select a valid date range from which classes are displayed. Initially, the FROM is set to the term's start date, or is the term that has commenced on the current date. The TO is set to seven days after the current date.

3. There are **two checkboxes** at the top of the page that enable the faculty member to change their view. The first one is **Show All Classes** and the second is **Show Classes with Enrolled Students**.
4. The schedule is printable by clicking on the Printable Page button. Which will open a pop-up window, and the instructor can go ahead and print that schedule for themselves.
5. Each Class Section in this view has 3 links available, the **Class Roster**, **Grade Roster**, or **Exam Schedule**. Each link will only be active or clickable if there is one available for that specific section. If the hyperlink is grayed out, a message will appear to inform the instructor that it is not available for this class.

## Viewing Class Details

1. Class Details are available by clicking on any active section.

My Faculty Center

Spring 2025  
Florida State College at Jacksonville

View My Schedule

Class Roster

Grade Roster

Simple Syllabus

Archived Syllabus

Canvas

By Class

By Date

Show All Classes (17)

Show Classes with Enrolled Students (17)

Printable Page

My Teaching Schedule - Spring 2025

▼ CWD 0069 AMERICAN ENGLISH PRONUNCIATION

Class	Meeting Dates	Days and Times	Room	Enrolled			
Lecture - 5202	01/13/2025 - 04/03/2025	Tuesday Thursday 12:00PM to 1:30PM	DEERWOOD CENTER ROOM E2503	17	<a href="#">Class Roster</a>	<a href="#">Grade Roster</a>	<a href="#">Exam Schedule</a>

2. Clicking this section will produce a pop-up window, and all the class information is contained within the pop-up.

Class Information

Meeting Information

Enrollment Information

Class Details

Class Availability

CWD 0069 AMERICAN ENGLISH PRONUNCIATION

Lecture - 5202

Status : Open

Units	Grading	Instruction Mode	Location	Campus
0.00	Continuing Workforce Education	Classroom Instruction	Deerwood Center	Deerwood Center

Course Materials

Evaluation

3. On the By Date tab there are two views: List and Calendar.
  - a. In the **List View** all sections assigned will appear row by row, by date and the date range is determined by the FROM and TO fields.



← | 🕒 | ❤️ | 🔍 Search in Menu | 🏠 | 🔔 | ⋮ | 🔄

### My Faculty Center

Spring 2025  
Florida State College at Jacksonville [Change Term](#)

**View My Schedule**

- Class Roster
- Grade Roster
- Simple Syllabus
- Archived Syllabus
- Canvas
- Early Alert
- AcademicHonesty/Conduct Report
- Instructor Pay Agreements

By Class

☐ Show All Classes (17) ☒ Show Classes with Enrolled Students (17) ☐ Show Exam Schedule [Printable Page](#)

**List View** | Calendar View

From 01/29/2025 To 02/04/2025

**Wednesday January 29**

10:00AM	CWD 0254 Lecture - 3747	Room: KENT BLDG B ROOM 0211	Enrolled: 17	>
10:00AM	CWD 0420 Lecture - 3717	Room: KENT BLDG B ROOM 0201	Enrolled: 6	>
12:30PM	CWD 0422 Lecture - 3748	Room: KENT BLDG B ROOM 0200	Enrolled: 7	>
12:45PM	CWD 0423 Lecture - 3751	Room: KENT BLDG B ROOM 0222	Enrolled: 16	>

**Thursday January 30**

- b. In the **Calendar View** the instructor will see their schedule in a calendar grid by week of, start time, and end time. Each class is clickable for more information.

https://awsnp-csdv1.fscj.edu/psc/csdv1/EMPLOYEE/SA/c/NUI\_FRAMEWORK.PT\_AGSTARTPAGE\_NUI.GBL?CONTEXTIDPARAMS=TEMPLATE\_ID%3aPTPPNAV... | 🔍 Search in Menu | 🏠 | 🔔 | ⋮ | 🔄

### My Faculty Center

Spring 2025  
Florida State College at Jacksonville [Change Term](#)

**View My Schedule**

- Class Roster
- Grade Roster
- Simple Syllabus
- Archived Syllabus
- Canvas
- Early Alert
- AcademicHonesty/Conduct Report
- Instructor Pay Agreements
- 2024/2025 Term Calendar

By Class

☐ Show All Classes (17) ☒ Show Classes with Enrolled Students (17) ☐ Show Exam Schedule [Printable Page](#)

List View | **Calendar View**

Week of 01/29/2025 Start Time 8:00AM End Time 6:00PM

Time	Monday Jan 27	Tuesday Jan 28	Wednesday Jan 29	Thursday Jan 30	Friday Jan 31	Saturday Feb 1	Sunday Feb 2
8:00AM		ELL 0217 Lecture - 1304 8:30AM-11:00AM Room: DEERWOOD CENTER ROOM F2605		CWD 0427 Lecture - 3764 8:30AM-11:00AM Room: KENT BLDG C ROOM 0206 ELL 0217 Lecture - 1304 8:30AM-11:00AM Room: DEERWOOD CENTER ROOM F2605			
9:00AM		ELL 0217 Lecture - 1304		CWD 0427 Lecture - 3764			

## View Class Rosters

1. The **Class Roster** can be accessed through the menu item on the left or use the direct link.

The screenshot shows the 'My Faculty Center' dashboard for Spring 2025. On the left sidebar, the 'Class Roster' menu item is highlighted with a red arrow. The main content area shows 'My Teaching Schedule - Spring 2025' with a table of classes. A red box highlights the first row of the table, and a red arrow points to the 'Class Roster' link in the 'Enrolled' column of that row.

Class	Meeting Dates	Days and Times	Room	Enrolled
Lecture - 5202	01/13/2025 - 04/03/2025	Tuesday Thursday 12:00PM to 1:30PM	DEERWOOD CENTER ROOM E2503	17

2. **Class Roster** page features:

- a. You can change the term by clicking on the **Change Term** Button (1). Which will open a window where a new selection can be made.

The screenshot shows the 'Class Roster' page for Spring 2025. Numbered callouts indicate key features: (1) 'Change Term' button, (2) 'Change Class' button, (3) 'Printable Page' button, and (4) 'Get Last Certified Date' button.

- b. Faculty can **change the class** that they are working on by clicking on this button (2), which will bring up a pop-up window. Faculty will be able to select another class roster to review and work on. Clicking the hyperlink below the class title will reopen the same pop-up window, but this time it will display the meeting details for that specific class section, including meeting dates and the exam schedule.
- c. The Class Roster is printable by clicking on the **Printable Page** button (3). That will pop up a window and the instructor can print that schedule for themselves.

## Drop for Never Attendance (NA)

1. The **Get Last Certified Date** button (4): During the Drop for NA window, the **Certify and Save** button will appear next to the **Get Last Certified Date** button and the Drop for NA column will be available for input.
2. Once Never-Attendance is added to the student, and the **Certify and Save** button is selected, selecting the **Get Last Certified Date** button will display a date:

Get Last Certified Date

to

2025-01-31-13.19.36.000000

**DIG 2100C Web Essentials** [Change Class](#) [Printable Page](#)

LecLab - 4137

Enrollment Capacity 24

**Certify and Save** **Get Last Certified Date**

[Download Custom Roster](#) [View Photo Roster](#) [Show Attendance Roster](#)

☒ Enrolled Students (24) ☐ Waitlisted Students (0) ☐ Dropped Students (0) [Notify Selected Students](#)

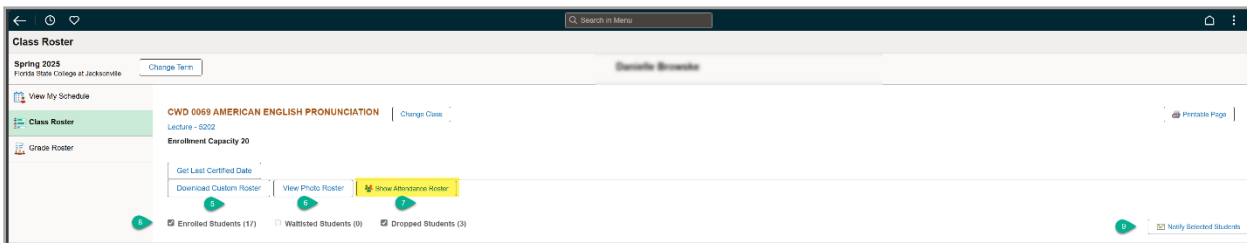
> **Class Details**

√ **Class Roster**

ID	Last Name	First Name	Name	Grade Basis	Units	Program and Plan	Class Nbr	Level	Enrollment Status	Drop for NA
2000007	Arce	Marcelle	Arce, Marcelle - Digital	Enrolled	3.00	Associate Degree - Digital Media/Multimedia Tech	4137	Sophomore	Enrolled	> Non-Attendance
2017752	Arce	Marcelle	Arce, Marcelle - Digital Media	Enrolled	3.00	Associate Degree - Digital Media/Multimedia Tech	4137	Sophomore	Enrolled	>
2000011	Bachelder	Tyler	Bachelder, Tyler - C	Enrolled	3.00	Technical Certificate - Graphic Design Production	4137	Freshman	Enrolled	>
2751485	Barnett	James	Barnett, James - Digital	Enrolled	3.00	Associate Degree - Digital Media/Multimedia Tech	4137	Sophomore	Enrolled	>
2751486	Barnett	James	Barnett, James - Digital	Enrolled	3.00	Bachelor Degree - Digital Media	4137	Junior	Enrolled	>
2000014	Barnett	James	Barnett, James - Digital	Enrolled	3.00	Bachelor Degree - Digital Media	4137	Senior	Enrolled	> Non-Attendance

## Other Roster Views

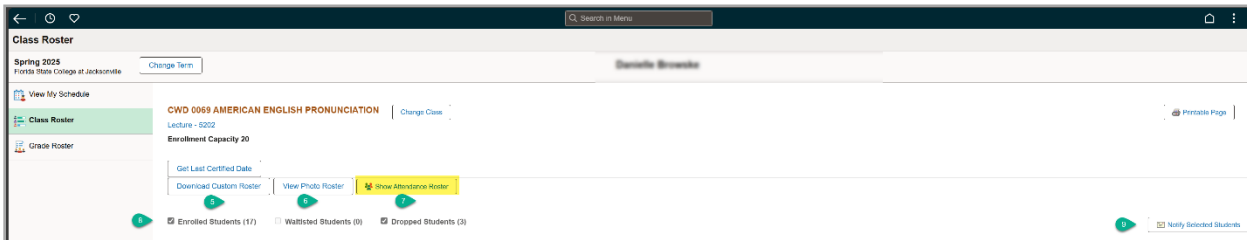
1. Select **Download Custom Roster** (5) to view the class roster with additional fields requested.



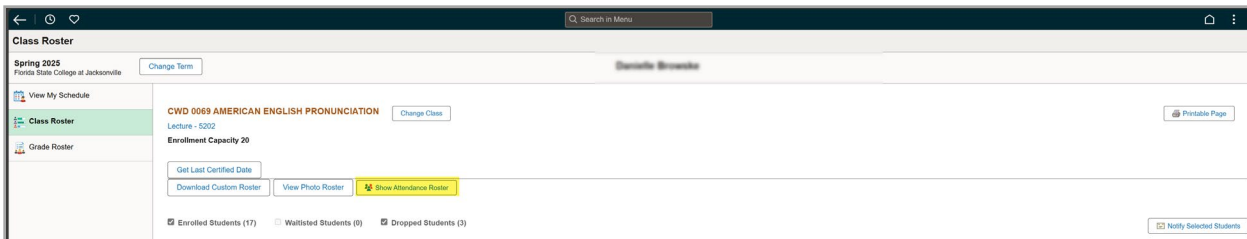
2. Select **View Photo Roster** (6) to view student photos, phone numbers, and FSCJ email.

## Maintaining Attendance

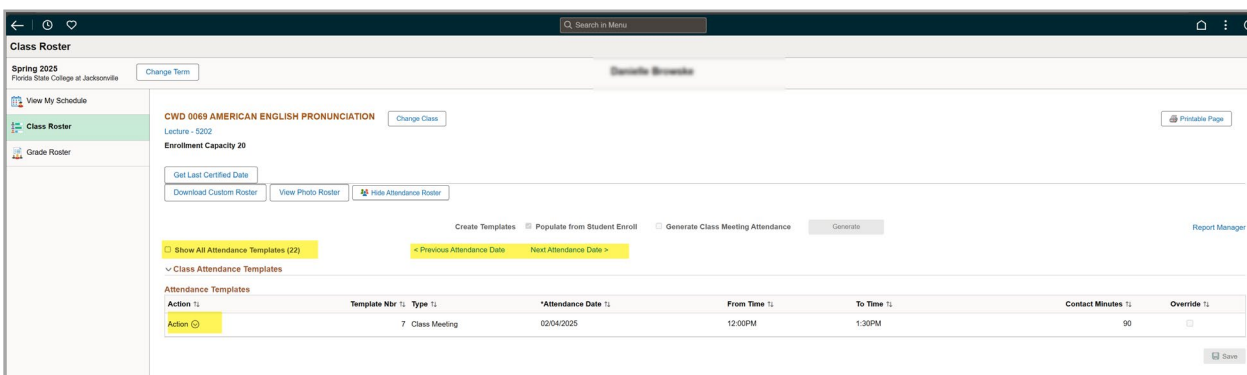
1. To view the attendance roster by class, select a class roster, then select the **Show Attendance Roster** button (7).



2. There are three checkboxes that enable the faculty member to filter who will appear. **Enrolled, Waitlisted, and or Dropped Students** based on selection. A combination of one, two, or all three can be checked at the same time.



3. This page will default on the most current attendance date. By checking the **Show All Attendance Templates** (highlighted below), all required attendance dates will display. To open an attendance roster, select the **Action** drop-down.



4. Select **View Attendance Roster** from the drop-down menu.

Class Roster

Spring 2025

Florida State College at Jacksonville

View My Schedule

Class Roster

Grade Roster

Change Term

CWD 0069 AMERICAN ENGLISH PRONUNCIATION

Change Class

Printable Page

Lecture - 1020

Enrollment Capacity 20

Get Last Certified Date

Download Custom Roster

View Photo Roster

Hide Attendance Roster

Create Templates

Populate from Student Enroll

Generate Class Meeting Attendance

Generate

Report Manager

Show All Attendance Templates (22)

< Previous Attendance Date

Next Attendance Date >

Class Attendance Templates

Attendance

Actions

Print Attendance Roster

View Attendance Roster

Action 1:	Template Nbr 1:	Type 1:	Attendance Date 1:	From Time 1:	To Time 1:	Contact Minutes 1:	Override 1:
<div> <div>View Attendance Roster</div> </div>	7	Class Meeting	02/04/2025	12:00PM	1:30PM	90	<input type="checkbox"/>

Save

5. The class attendance roster will open in a new window. A list of students enrolled in the class will display. The **Present** column is defaulted as present. Uncheck to indicate absent, then from the **Reason** column drop-down menu, select the reason, if applicable.

Cancel

Class Attendance Roster

Save and Return

Attendance Template Nbr 7

Attendance Date 02/04/2025

Attendance Type Class Meeting

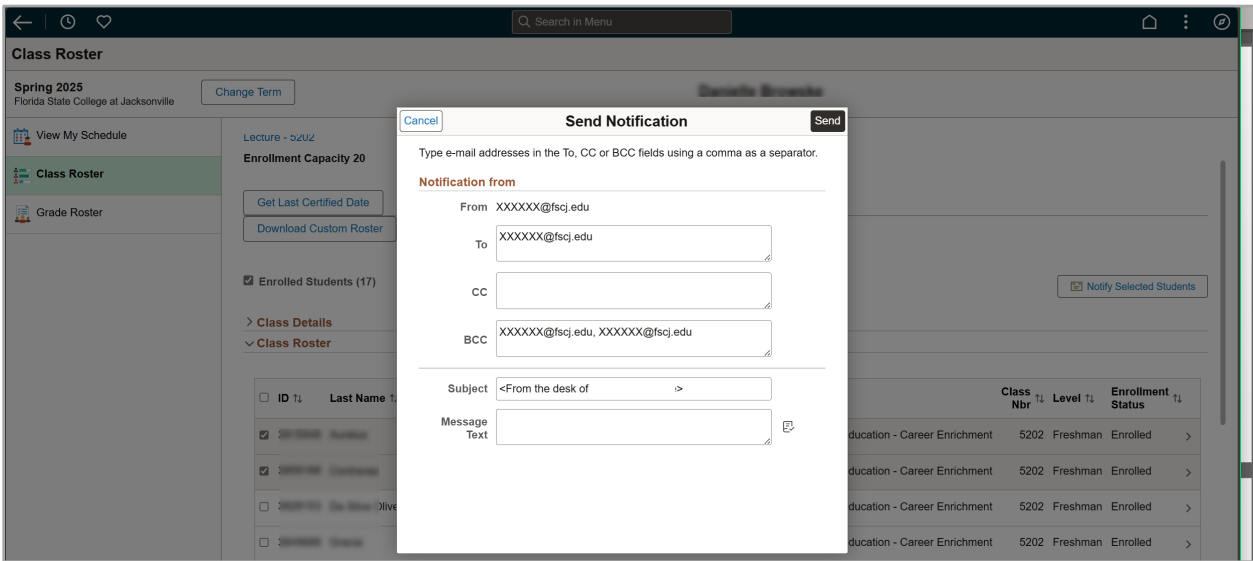
Student List

*Student ID T1	Name T1	*Academic Career T1	Enrollment Status T1	Present T1	Tardy T1	Left Early T1	Reason T1	From Time T1	To Time T1	Contact Minutes T1
1 000001	T1. Tami Miki Hagiwara	Continuing Worldwide Education	Student	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		12:00PM	1:30PM	90 + -
2 000002	T1. Akira Miki	Continuing Worldwide Education	Student	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dropped Class	12:00PM	1:30PM	90 + -
3 000003	T1. Toshiro Miki	Continuing Worldwide Education	Student	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jury Duty Make Up	12:00PM	1:30PM	90 + -
4 000004	T1. Akemiwa Miki	Continuing Worldwide Education	Student	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Maternity/Paternity No Action Taken	12:00PM	1:30PM	90 + -
5 000005	T1. Yoshiko Miki	Continuing Worldwide Education	Student	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Non-Attendance Other	12:00PM	1:30PM	90 + -
6 000006	T1. Yoshiko Miki	Continuing Worldwide Education	Student	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Personal Religious	12:00PM	1:30PM	90 + -
7 000007	T1. So-Hei Miki Hagiwara	Continuing Worldwide Education	Student	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sick	12:00PM	1:30PM	90 + -
8 000008	T1. Hayato Miki	Continuing Worldwide Education	Student	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Unexcused Withdrew	12:00PM	1:30PM	90 + -
9 000009	T1. Junpei Miki Hagiwara	Continuing Worldwide Education	Student	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		12:00PM	1:30PM	90 + -

6. When you have completed taking attendance, click **Save and Return**.

## Messaging Students

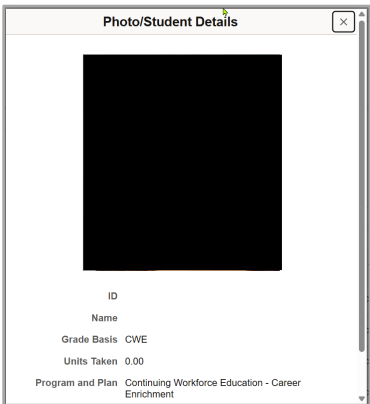
1. To message students, check all the students you wish to email, then select the **Notify Selected Students** button. A pop-up window will open. Input the content for notification in the **Message Text** box.
2. When you are done, click the **Send** button.



3. In the Class Roster, click on any of the students in the list and a pop-up window will appear with all of the student's information.

Class Roster									
ID	Last Name	First Name	Name	Grade Basis	Units	Program and Plan	Class Nbr	Level	Enrollment Status
				CWE	0.00	Continuing Workforce Education - Career Enrichment	5202	Freshman	Enrolled
				CWE	0.00	Continuing Workforce Education - Career Enrichment	5202	Freshman	Enrolled
				CWE	0.00	Continuing Workforce Education - Career Enrichment	5202	Freshman	Enrolled

4. The student's photo will appear on this page, if available.



(Refer to the **Photo Roster** section to access the student's email and phone number.)

## View My Grade Roster

1. The **Grade Roster** is separated into three sections:
  - a. The top section has some familiar buttons including the **Change Class**, **Change Term**, and **Printable Page**, as well as a direct link back to the **Class Roster**, and a **Save** button for making any changes to the **Grade Roster**.

CWD 0069 AMERICAN ENGLISH PRONUNCIATION [Change Class](#) [Class Roster](#) [Save](#) [Printable Page](#)

[Lecture - 5186](#)

▼ **Class Details**

Start/End Dates	Days and Times	Room	Instructor

- b. The second section contains the Grade Roster controls, including the Grade Roster Type: final grade or mid-term grade. There is also an option to notify students. The faculty member can use the **Display Unassigned Roster Grade Only** filter to display only students who have not yet been assigned a grade.

▼ **Grade Roster**

\*Grade Roster Type: Final Grade \*Approval Status: Not Reviewed

☐ Display Unassigned Roster Grade Only (8) [Notify Selected Students](#)

- c. The bottom section is for the faculty to grade students. The **Apply this grade to select students** button can be used along with the drop down to assign a grade to multiple students at the same time. There will be a designated grade window for every term within a given semester. The **Grade Roster** for each class will become available, and faculty must assign, approve, and post grades before the grade window closes.

▼ **Student Grade Roster**

Student Grade		Transcript Note		View All			
ID	Name	Enrollment Status	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							

[Apply this grade to selected students](#) [Save](#)



We hope the newly enhanced Faculty Center provides a more efficient, intuitive, and mobile-friendly experience for managing your classes in myFSCJ. If you have any questions, encounter any issues, or would like additional support as you explore the updated features, please don't hesitate to submit a ticket at [help.fscj.edu](https://help.fscj.edu).