

MYFSCJ.EDU

Faculty Center Guide, Edition 4

10/13/25

Prepared by Jean Dealmeida, Jeniah Jones, Kimberly Fahlgren, Phillip Delacruz

Table of Contents

Overview.....3

Accessing Faculty Center.....4

Viewing Your Current Schedule.....5

Viewing Prior and Future Term Schedules7

Viewing Class Details8

View Class Rosters 10

Drop for Never Attendance (NA) 11

Other Roster Views..... 12

Maintaining Attendance..... 13

Messaging Students 15

View My Grade Roster 16

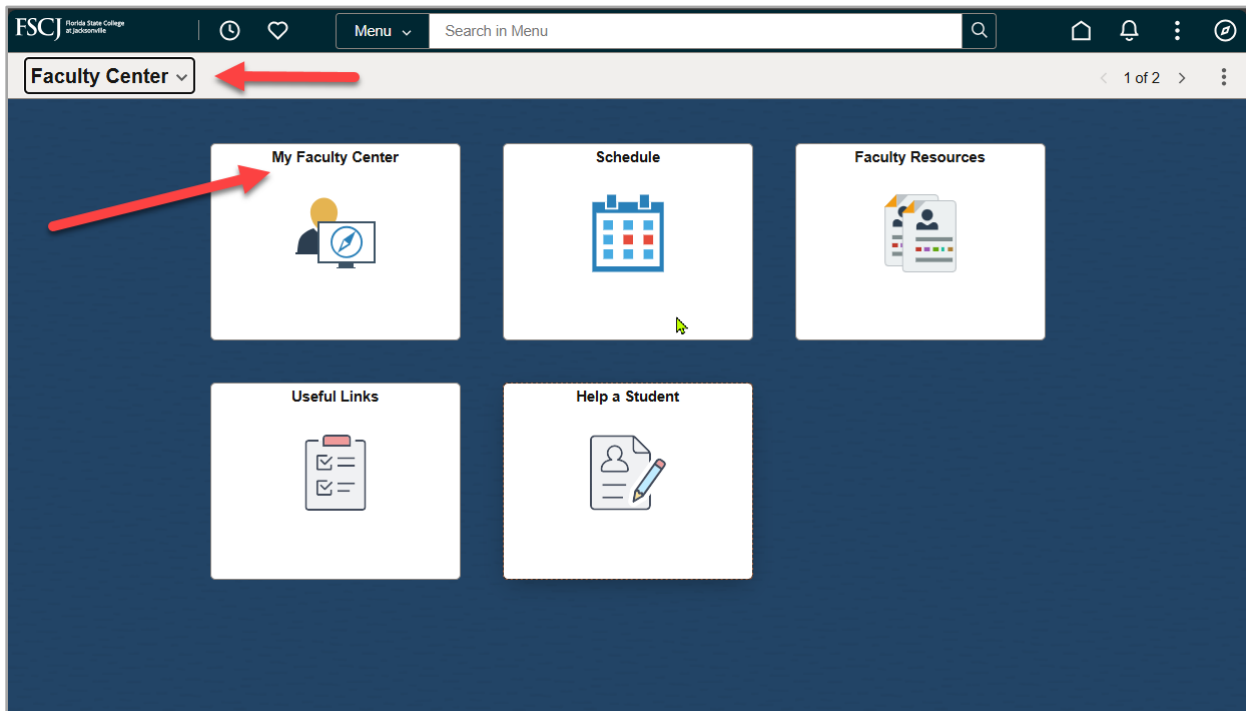
Grade Changes 17

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.

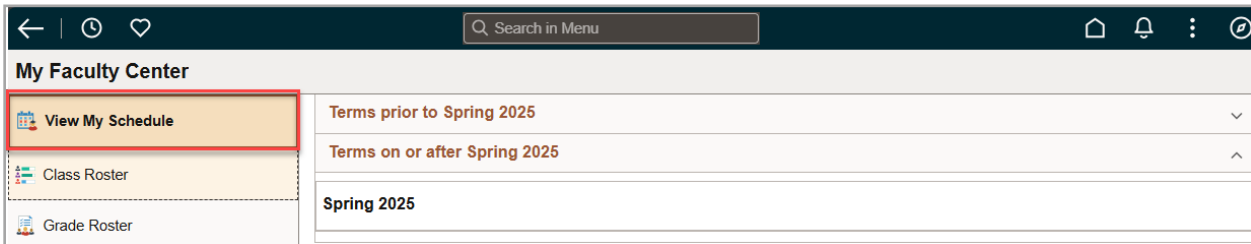
Accessing Faculty Center

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.

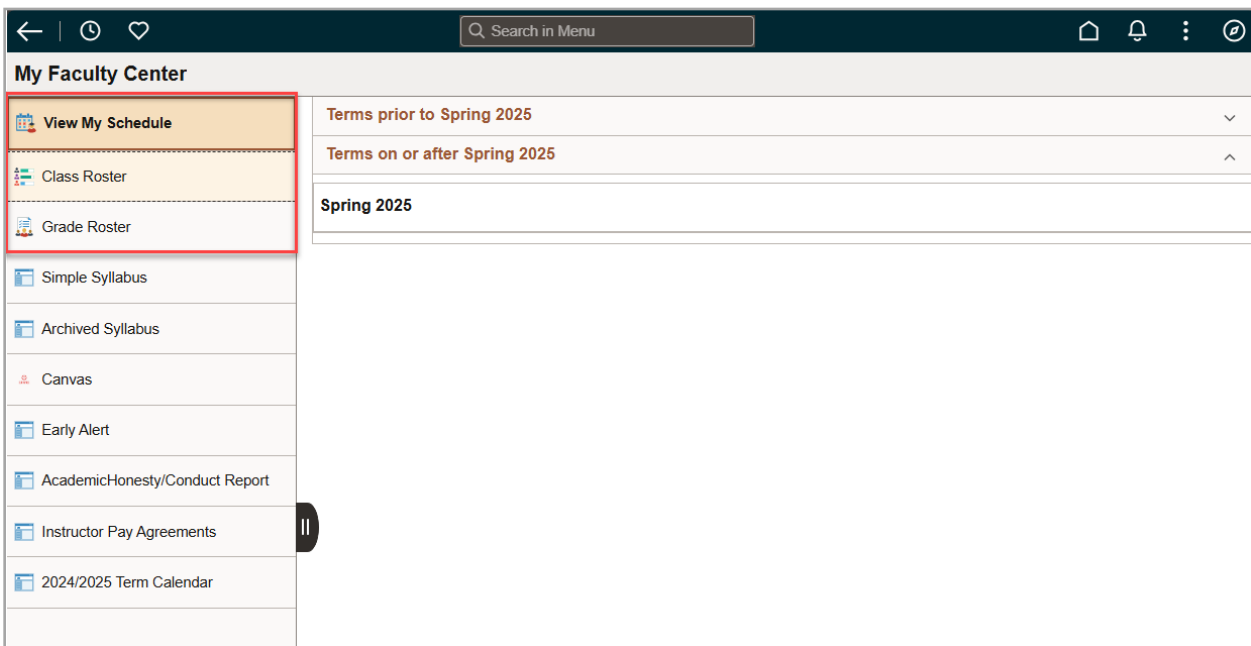


Viewing Your Current Schedule

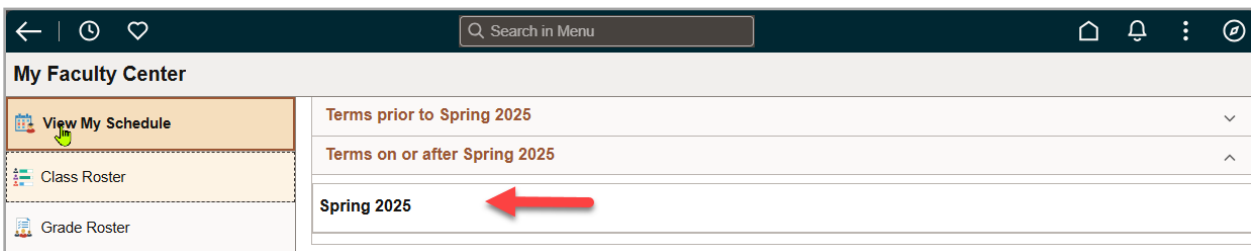
1. By selecting the **My Faculty Center** tile, it will take you into the enhanced Fluid Faculty Center and by default open the **View My Schedule** page.



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 mouse cursor is pointing at the 'My Teaching Schedule - Spring 2025' header. The class list is filtered to show classes with enrolled students (17). The class 'CWD 0069 AMERICAN ENGLISH PRONUNCIATION' is expanded, showing a table with the following details:

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	Class Roster	Grade Roster	Exam Schedule	>

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.

My Faculty Center
Spring 2025
Florida State College at Jacksonville

[Change Term](#)

View My Schedule

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	Class Roster Grade Roster Exam Schedule

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.

My Faculty Center
Summer 2025
Florida State College at Jacksonville

[Change Term](#)

View My Schedule

By Class **By Date**

☐ Show All Classes (7) ☒ Show Classes with Enrolled Students (7) ☐ Show Exam Schedule [Printable Page](#)

[List View](#) [Calendar View](#)

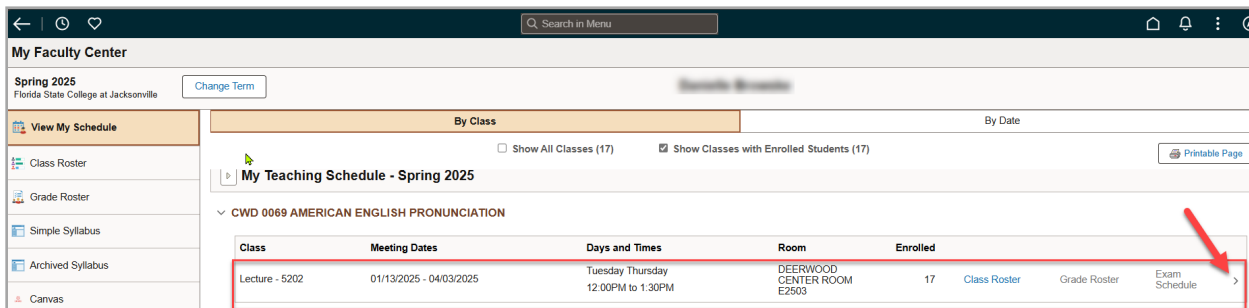
From 05/25/2025 To 05/31/2025

Tuesday May 27

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	Class Roster	Grade Roster	Exam Schedule

2. Clicking this section will produce a pop-up window, and all the class information is contained within the pop-up.
 - a. The **Course Materials** button will open a window with a list of **Required Materials** for the selected class.
 - b. The **Evaluation** button will open a window to view the “**Student Instructional Assessment Report**” for the selected class.
 - c. Make sure that you let students know where to locate this Evaluation button – students have the same process for accessing the “Student Instructional Assessment Report.”
 - d. The **Syllabus** button will open a window for the **Simple Syllabus** for the selected class.

IDS 1107 Strat/Pursuit of Knowledge

Lecture - 1277

Status : Open

Units	Grading	Instruction Mode	Location	Campus
3.00	Traditional A-F	Live Online (Synchronous)	Online - All Activities Online	Online

[Course Materials](#) [Evaluation](#) [Syllabus](#)

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 class row, 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 highlight the following 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](#)

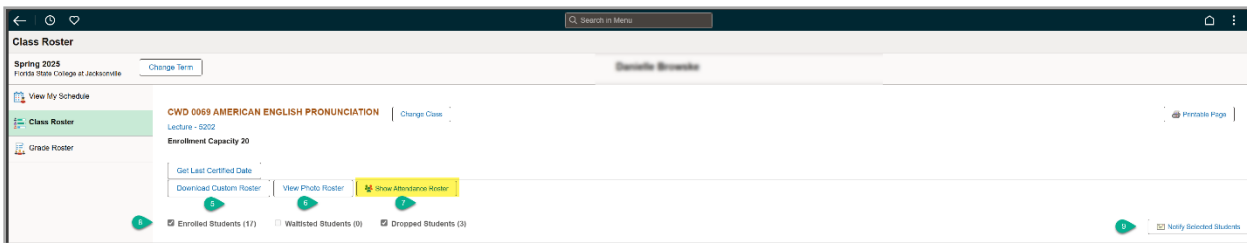
> **Class Details**

√ **Class Roster**

ID	Last Name	First Name	Name	Grade Basis	Units	Program and Plan	Class Nbr	Level	Enrollment Status	Drop for NA
20250027	Alvord	Harold	Alvord, Harold - Online	Enrolled	3.00	Associate Degree - Digital Media/Multimedia Tech	4137	Sophomore	Enrolled	> Non-Attendance
20251752	Ando	Shirley	Ando, Shirley - Online	Enrolled	3.00	Associate Degree - Digital Media/Multimedia Tech	4137	Sophomore	Enrolled	>
20250011	Bachelder	Tyler	Bachelder, Tyler - C	Enrolled	3.00	Technical Certificate - Graphic Design Production	4137	Freshman	Enrolled	>
2750148	Barnett	James	Barnett, James - Online	Enrolled	3.00	Associate Degree - Digital Media/Multimedia Tech	4137	Sophomore	Enrolled	>
2750149	Barnett	James	Barnett, James - Online	Enrolled	3.00	Bachelor Degree - Digital Media	4137	Junior	Enrolled	>
20250010	Barnes	Shane	Barnes, Shane - Online	Enrolled	3.00	Bachelor Degree - Digital Media	4137	Senior	Enrolled	> Non-Attendance

Other Roster Views

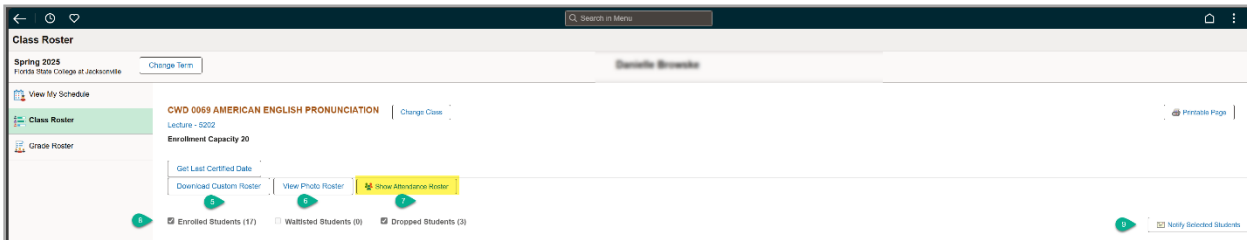
1. Select **Download Custom Roster** (5) to view the class roster with additional fields requested.



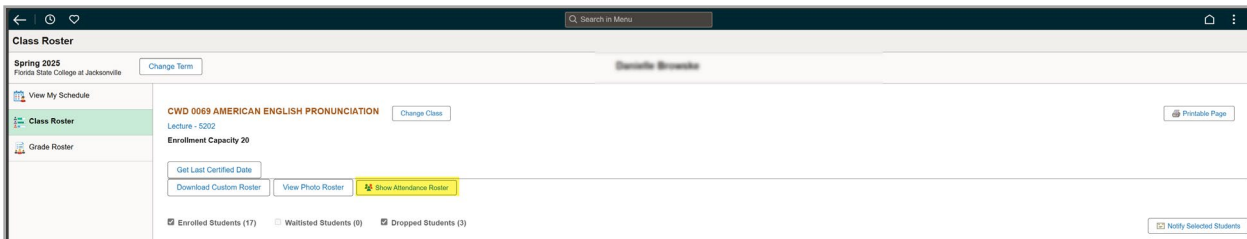
2. Select **View Photo Roster** (6) to view student photos, phone numbers, and FSCJ email.

Maintaining Attendance

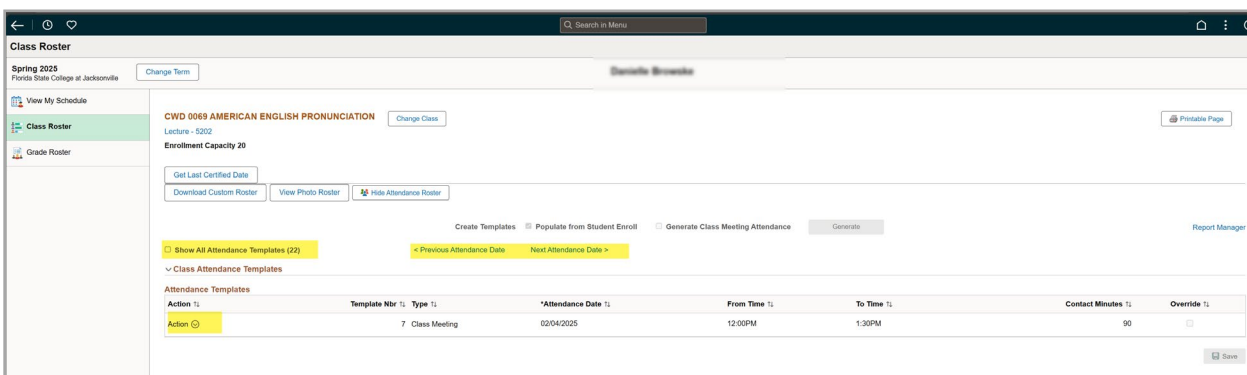
1. To view the attendance roster by class, select a class roster, then select the **Show Attendance Roster** button (7).



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

Change Term

View My Schedule

Class Roster

Grade Roster

Specialty: Music

CWD 0069 AMERICAN ENGLISH PRONUNCIATION

Change Class

Printable Page

Lecture - 5002

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

Actions

Action 1

Print Attendance Roster

Action 2

View Attendance Roster

Template Nbr 1	Type 1	Attendance Date 1	From Time 1	To Time 1	Contact Minutes 1	Override 1
7	Class Meeting	02/04/2025	12:00PM	1:30PM	90	

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

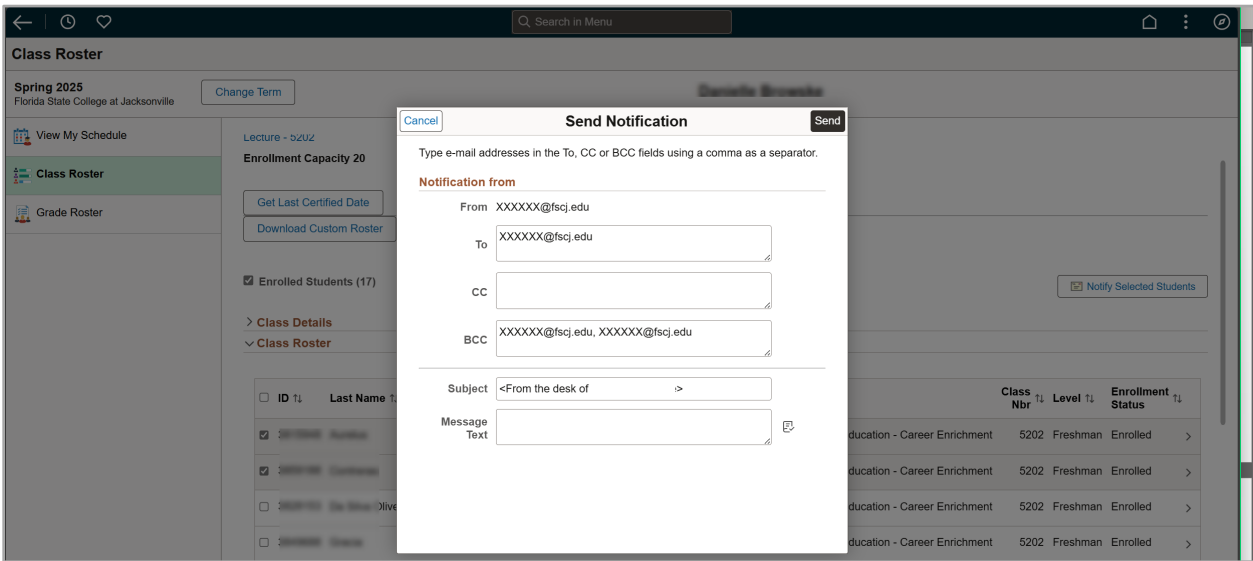
Student List

*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	1000001	12. Youth Welfare Services	Continuing Workforce Education - 1000000	☒	☐	☐		12:00PM	1:30PM	90	+	-
2	1000002	12. Youth Welfare Services	Continuing Workforce Education - 1000000	☒	☐	☐	Dropped Class	12:00PM	1:30PM	90	+	-
3	1000003	12. Youth Welfare Services	Continuing Workforce Education - 1000000	☒	☐	☐	Jury Duty	12:00PM	1:30PM	90	+	-
4	1000004	12. Youth Welfare Services	Continuing Workforce Education - 1000000	☒	☐	☐	Make Up	12:00PM	1:30PM	90	+	-
5	1000005	12. Youth Welfare Services	Continuing Workforce Education - 1000000	☒	☐	☐	Maternity/Paternity	12:00PM	1:30PM	90	+	-
6	1000006	12. Youth Welfare Services	Continuing Workforce Education - 1000000	☒	☐	☐	No Action Taken	12:00PM	1:30PM	90	+	-
7	1000007	12. Youth Welfare Services	Continuing Workforce Education - 1000000	☒	☐	☐	Non-Attendance	12:00PM	1:30PM	90	+	-
8	1000008	12. Youth Welfare Services	Continuing Workforce Education - 1000000	☒	☐	☐	Other	12:00PM	1:30PM	90	+	-
9	1000009	12. Youth Welfare Services	Continuing Workforce Education - 1000000	☒	☐	☐	Personal	12:00PM	1:30PM	90	+	-
10	1000010	12. Youth Welfare Services	Continuing Workforce Education - 1000000	☒	☐	☐	Religious	12:00PM	1:30PM	90	+	-
11	1000011	12. Youth Welfare Services	Continuing Workforce Education - 1000000	☒	☐	☐	Sick	12:00PM	1:30PM	90	+	-
12	1000012	12. Youth Welfare Services	Continuing Workforce Education - 1000000	☒	☐	☐	Unexcused	12:00PM	1:30PM	90	+	-
13	1000013	12. Youth Welfare Services	Continuing Workforce Education - 1000000	☒	☐	☐	Withdrew	12:00PM	1:30PM	90	+	-
14	1000014	12. Youth Welfare Services	Continuing Workforce Education - 1000000	☒	☐	☐		12:00PM	1:30PM	90	+	-

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

Messaging Students

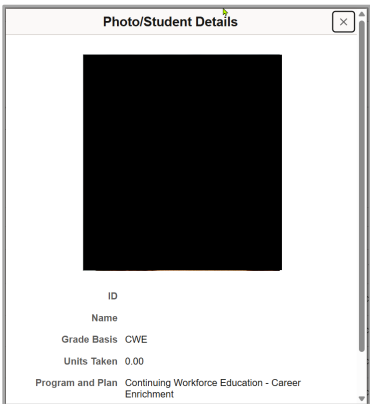
1. To message students, check all the students you wish to email, then select the **Notify Selected Students** button. A pop-up window will open. Input the content for notification in the **Message Text** box.
2. When you are done, click the **Send** button.



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
Lecture - 5186

Change Class

Class Roster Save Printable Page

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. When entering an **F grade**, the faculty must also enter the student's last date of attendance.

Student Grade Roster

ID #	Name	Enrollment Status	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
00000	Student A	Enrolled					
00001	Student B	Enrolled					
00002	Student C	Enrolled					
00003	Student D	Enrolled					
00004	Student E	Enrolled					
00005	Student F	Enrolled					
00006	Student G	Enrolled					
00007	Student H	Enrolled					

Apply this grade to selected students

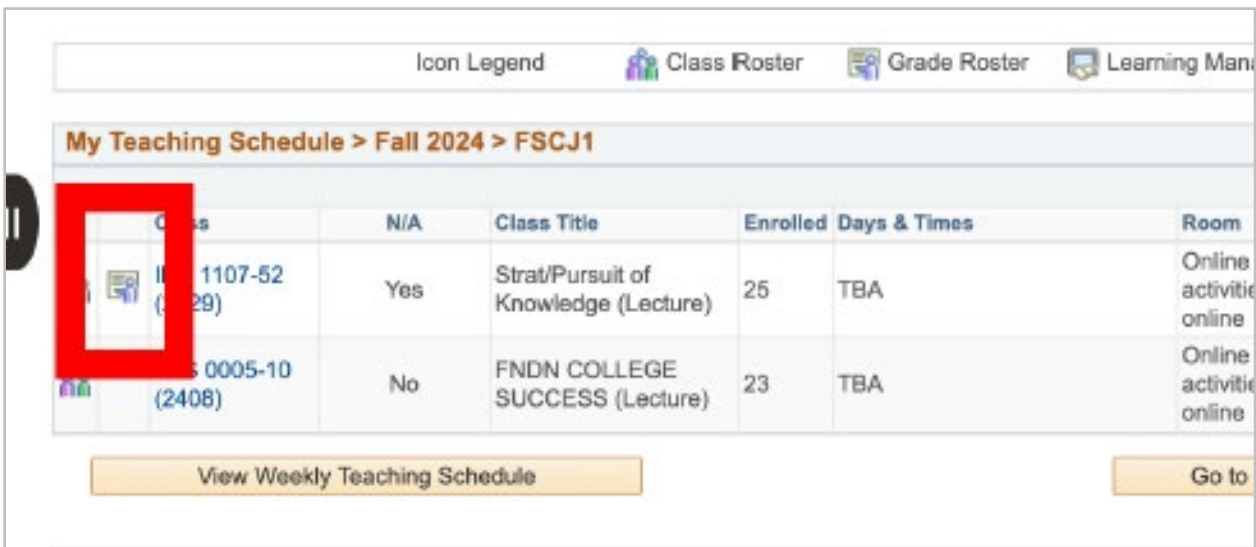
Save

Grade Changes

Before Student Records posts the final grades, faculty members may change a student's grade through the grade roster the same way they submit the initial grade. Simply change the approval status from Approved to Review, change the grade, then, return the status to Approved again. Any grades that need to be changed after that must be done through the grade change process outlined below.

Faculty members have one term after the class ends to enter grade changes. The ability to change grades is open for one term after the class is completed. This will allow faculty to change "I" grades. The grade change process in myFSCJ does not require departmental approval. Administrators cannot change grades; only the faculty member has access to complete the grade change process. If an adjunct is also an employee of the College, they must submit a Help Desk Ticket to change grades (Submit a ticket to the IT Department at help.fscj.edu).

1. On the Faculty Center navigation, click the **Schedule** tile and click the **Grade Roster Icon**.



The screenshot shows the myFSCJ interface with the following elements:

- Top navigation bar: Icon Legend, Class Roster, **Grade Roster** (highlighted with a red box), Learning Management System.
- Breadcrumb: My Teaching Schedule > Fall 2024 > FSCJ1
- Table with columns: Class, N/A, Class Title, Enrolled, Days & Times, Room.
- Table rows:
 - Class: 1107-52 (29), N/A: Yes, Class Title: Strat/Pursuit of Knowledge (Lecture), Enrolled: 25, Days & Times: TBA, Room: Online activities online.
 - Class: 0005-10 (2408), N/A: No, Class Title: FNDN COLLEGE SUCCESS (Lecture), Enrolled: 23, Days & Times: TBA, Room: Online activities online.
- Buttons: View Weekly Teaching Schedule, Go to...

- Click the **Request Grade Change** link.

ENC 1102 - 34 (4168)

change class

Writing About Texts (Lecture)

Days and Times	Room	Instructor	Dates
TuTh 2:00PM-3:15PM	KENT BLDG F ROOM 0235		08/28/2017 - 12/09/2017

Display Options:

***Grade Roster Type** Final Grade

☐ Display Unassigned Roster Grade Only

Grade Roster Action:

***Approval Status** Approved

Posted

[Request Grade Change](#)

Student Grade

Transcript Note

	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level	Status
☐	1		A	A	GRD	Associate Degree - Associate in Arts	Sophomore	Posted
☐	2		A	A	GRD	Non-Degree - Dual Enrolled College Credit	Freshman	Posted
☐	3		FN	FN	GRD	Associate Degree - Associate in Arts	Freshman	Posted
☐	4		A	A	GRD	Associate Degree - Associate in Arts	Freshman	Posted
☐	5		B	B	GRD	Associate Degree - Associate in Arts	Sophomore	Posted

- Click the **Official Grade** drop-down box next to the student that you want and select the appropriate grade.

The screenshot displays the Faculty Center interface. On the left is a sidebar with 'Previous Term Schedule' and 'Next Term Class Schedule'. The main area is titled 'Grade Roster' and shows details for 'Fall 2024 | Seven Week - A | FSCJ1 | College Credit'. A class entry for 'IDS 1107 - 52 (2629)' is shown with a 'C' grade. Below this is a 'Display Options' section with a '*Grade Roster Type' dropdown set to 'Final Grade' and a checkbox for 'Display Unassigned Roster Grade Only'. At the bottom, a table lists students with columns for 'Student Grade', 'ID', 'Name', 'Roster Grade', 'Official grade', 'Grading Basis', and 'Program'. A red box highlights the 'Roster Grade' dropdown menu, which is open and shows options A, B, C, D, and F. The 'Official grade' column shows 'GRD' for all students.

Student Grade	ID	Name	Roster Grade	Official grade	Grading Basis	Program
☐	1		A		GRD	Associa
☐	2		B		GRD	Associa
☐	3		C		GRD	Associa
☐	4		D		GRD	Account
☐			F		GRD	Associa

4. Click the **Submit** and the word "Success" will appear next to the updated grade. Click **Return to Grade Roster** (Note: The grade is now changed).

▼ **ENC 1102 - 34 (4168)**

Writing About Texts (Lecture)

Days and Times	Room	Instructor	Dates
TuTh 2:00PM-3:15PM	KENT BLDG F ROOM 0235		08/28/2017 - 12/09/2017

	ID	Name	Enrollment Status	Grading Basis	Official Grade	
1			Enrolled	Traditional A-F	A ↕	
2			Enrolled	Traditional A-F	A ↕	
3			Enrolled	Traditional A-F	FN ↕	
4			Enrolled	Traditional A-F	A ↕	
5			Enrolled	Traditional A-F	A ↕	Success

[Return to Grade Roster](#) 

 SUBMIT

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.