Navigating to the Faculty Services Menu

The Faculty Services menu provides access to print class lists, submit grades, and view student academic records.

1. From the My.Emich Faculty tab, navigate to the Self Service channel and click the Expand Self Service channel to fill screen button.

Note: The Self Service Main Menu channel is displayed.

2. Click the Faculty & Advisors link.

Note: The Faculty Services menu is displayed.

Selecting a Term

You may be prompted to select a term prior to performing some tasks listed on the Faculty Services menu.

1. From the Faculty Services menu, click the desired menu (i.e. Student Information, Faculty Courses, Class List or Course/Class Schedule Information menu).

Note: The selected menu is displayed.

2. Click the Select a Term pull-down arrow and click the term from the list.

Note: If selecting a term is not appropriate to the task you want to perform (e.g., viewing a transcript), select the current term.

3. When you are finished, click the Submit button.

Note: The system will remember the term you picked until you change it or log out of My.Emich.

Selecting a CRN

You may be prompted to select a Course Reference Number (CRN) prior to performing some tasks listed on the Faculty Services menu.

1. From the Faculty Services menu, click the desired menu (i.e. Faculty Courses, Class List or Course/Class Schedule Information menu).

Note: The selected menu is displayed.

2. Click the CRN Selection link.

Note: The CRN Selection page is displayed.

3. Click the CRN field pull-down arrow and click the CRN from the list

Note: Alternately, you can click the Enter CRN Directly link and type the CRN you want to work with in the CRN field.

4. When you are finished, click the Submit button.

Note: The system will remember the CRN you picked until you change it or log out of My.Emich.

Viewing Assigned Courses

Instructors can view their assigned courses, including classroom locations and room information.

1. From the Faculty Services menu, click the Faculty Courses Menu link.

Note: The Faculty Courses menu is displayed.

2. Click the My Assigned Courses link.

Note: You may be prompted to select a term. The My Assigned Courses page is displayed.

3. Click a link in the Location column to view furniture layout and space features.

4. When you are finished, click the Faculty Services tab.

Note: The Faculty Services menu is displayed.

Submitting Final Grades

Final grades are posted overnight making them no longer available for update.

1. From the Faculty Services menu, click the Faculty Courses Menu link.

Note: The Faculty Courses menu is displayed.

2. Click the Final Grades link.

Note: You may be prompted to select a term and CRN. The Final Grades page is displayed.

3. If the Registration Status field indicates the student is Registered, click the Grade field pull-down arrow and click the grade from the list. See http://www.emich.edu/it/help/servcat/services/selfservice/faculty_and_advisor/courses/fc-grades.php for more information.

4. Repeat the steps until you have entered a grade for all registered students listed on the page.

5. When you are finished, click the Submit button.

Note: The Final Grades page is displayed.

6. Scroll to the top of the page.

Note: Verify the changes you made were save successfully message is displayed.

7. If there are more than 25 students in the class, click the Next Record Sets link to or with the next 25 students.

Note: If you click the Record Sets link before clicking the Submit button, you will lose any work you have competed.

8. Repeat these steps until you have entered a grade for all student register in the class.

9. When you are finished, click the Faculty Services tab.

Note: The Faculty Services menu is displayed.
### Reviewing-Editing Text Book Information

Anyone with access to the Faculty Services menu can review, edit or delete text book information for a class section.

1. From the Faculty Services menu, click the Faculty Courses menu.

   **Note:** The Faculty Courses menu is displayed.

2. Click the Review-Edit Text Book Information link.

   **Note:** You may be prompted to select a term and CRN. The For: [subject code, course number...] page is displayed.

3. Click the Edit button associated with the book information you want to change.

4. A page is displayed with editable fields. Make any necessary changes.

5. Click the Submit button.

   **Note:** A THE DATA STORED SUCCESSFULLY message is displayed.

6. When you are finished, click the Faculty Services tab.

   **Note:** The Faculty Services menu is displayed.

### Viewing/Printing Class Rosters

Anyone with access to the Faculty Services menu can view, print and download a class roster.

1. From the Faculty Services menu, click the Class List menu.

   **Note:** The Class List menu is displayed.

2. Click the Class Roster link.

   **Note:** You may be prompted to select a term and CRN. The Class Roster For: [CRN] page is displayed.

3. Select File from the browser menu bar and Print from the list.

4. When you are finished, click the Faculty Services tab.

   **Note:** The Faculty Services menu is displayed.

### Submitting Text Book Information

Instructors can order course materials and make course material information available to students via My.Emich.

1. From the Faculty Services menu, click the Faculty Courses Menu link.

   **Note:** The Faculty Courses menu is displayed.

2. Click the Submit Text Book Information link.

   **Note:** The Welcome to Online Adoption to Order Course Materials page is displayed. If you have never registered, click the New? Register Here button; otherwise Sign In with your My.Emich email address and the password you set up when you registered.

3. The Create a Profile to Get Started form is displayed. Complete all the required fields.

4. Once the form is completed, click the Continue button.

5. The What Would You Like To Do Today page is displayed. You can now continue ordering course materials, checking your order status, or updating your profile.

   **Note:** Contact the EMU Campus Bookstore specialists - Course Materials Manager, Cole Buffenbarger and Course Materials Team Lead, Keith Didion at 0976txt@fheg.follett.com or 734.483.2850 for information and assistance with ordering your course materials, checking your order status, and updating your profile.

6. When you are finished, click the Faculty Services tab.

   **Note:** The Faculty Services menu is displayed.

### Viewing a Final Grades Summary

Instructors can view a summary of grades submitted for a class, including grade changes made to the originally posted grades.

1. From the Faculty Services menu, click the Faculty Courses menu.

   **Note:** The Faculty Courses menu is displayed.

2. Click the Faculty Grade Summary link.

   **Note:** You may be prompted to select a term and CRN. The Faculty Grades Summary page is displayed.

3. If there are more than 25 students, click the Next button to view additional students.

4. When you are finished, click the Faculty Services tab.

   **Note:** The Faculty Services menu is displayed.

### Printing a Class Attendance Sheet

You may be prompted to select a student prior to performing some tasks listed on the Faculty Services menu.

1. From the Faculty Services menu, click the Class List menu.

   **Note:** The Class List menu is displayed.

2. Click the Class Attendance Sheet link.

   **Note:** You may be prompted to select a term and CRN. The Class Attendance Sign-in Sheet page is displayed.

3. Click the Print button.

4. When you are finished, click the Faculty Services tab.

   **Note:** The Faculty Services menu is displayed.