(NEW) FACULTY ACADEMIC SERVICES CARD

QUICK GUIDE

Office of Records and Registration

Eastern Michigan University

304 Pierce Hall ● Ypsilanti, MI 48197

Phone: (734) 487-4111 ● Fax: (734) 487-6808

Find my list of classes and see a class list
- Using the **Your Schedule** section of the "(NEW) Faculty Academic Services" card:
  - Choose Faculty Detail Schedule
    - Select term
    - Select CRN
      - Summary information about the class is provided
      - Click "Class List" under **Roster** to see students registered

Obtain a Class Attendance sheet
- Using the **Class Tools** section of the "(NEW) Faculty Academic Services" card:
  - Choose Class Attendance Sheet
    - Select term and submit
    - Choose a section and submit
    - Choose Render Class Attendance Sheet

Obtain information to advise a student
- Using the **Student Information** section of the "(NEW) Faculty Academic Services" card:
  - Choose Student Advising Profile
    - Select term, student (by EID, email or name) and choose view profile
      - Basic information is shown on the student and their current semester schedule.
      - Links to their Academic Transcript, uAchieve and other information exists
  - Can also link directly to Supplemental Advising Info, Starfish and uAchieve

Submit grades/confirm grades/submit grade changes
- Using the **Grades** section of the "(NEW) Faculty Academic Services" card:
  - Choose Faculty Grade Entry
    - Choose a course
      - Enter final grades as available. Remember to use date format of mm/dd/yyyy for last date of attendance on all I or F grades.
  - Choose Faculty Grade Summary
    - Select term and submit
      - Displays originally submitted grade and grade of record (reflecting any grade changes)
  - Choose Instructor Grade Change Request
    - Select term, course and student

Find class schedule information and course detail information
- Using the **Course/Class Schedule Information** section of the "(NEW) Faculty Academic Services" card:
  - Chose Class Schedule
    - Select a term
    - Enter a search criteria or simply choose search
  - Choose Course Detail Information
    - Enter a search criteria or simply choose search