



UCONNECT Guide

Faculty Page

May 2016 – v2

LEARN@UCO

Quickly access course and dashboard information in Learn@UCO.

FACULTY DASHBOARD

The Faculty Dashboard portlet allows the faculty member the ability to view key information, divided into columns and rows, regarding the current semester's courses for which they are the instructor of record.

My Classes	CRN	Class Lists	Waitlist	Department	Course	Term	Office Hours	Email Students
Strategic Management	20139			MGMT	4813	Spring 2016		
University Physical Science	21548			PHY	1014	Spring 2016		

- **My Classes:** Displays the name of the class and provides a direct, single-sign-on link to the corresponding Learn@UCO page on D2L.
- **CRN:** The CRN number (unique identifier) of the course in the Banner system.
- **Class Lists:** Clicking on the “people” icon displays the “Class Picture List” from Self-Service Banner in a separate window. It displays each enrolled student’s ID picture, name, ID#, and email address. The Self-Service Banner page provides links for the faculty to switch between a compact list (with name and picture only) and a printer-friendly page.
- **Waitlist:** Displays the students who are on the waitlist for that course section, if any.
- **Department:** Displays the corresponding course’s department abbreviation.
- **Course:** Displays course number
- **Term:** Displays course term
- **Office Hours:** Displays a link to the Self-Service Banner page in which the faculty member can enter office hours for that particular class. Students will see these office hours from their class schedule within Self-Service Banner.
- **Email Students:** This link attempts to open the default email client on the user’s computer (e.g., Outlook, Mail, etc.) and creates a new message window. A list of the student’s email addresses appears in the BCC column of the new message. The user can send the message directly, or simply copy and paste the addresses elsewhere for future use.

FACULTY SCHEDULE

At a glance the faculty user can see the daily or weekly class schedule including course, location and times.

FACULTY REGISTRATION TOOLS

Provides the user quick access to look up courses, or to override course registrations for a particular student.

FACULTY RESOURCES

Provides the user quick access to frequently used forms and sites, including Academic Calendar, Adjunct Resources, CeCE, CETTL, and TRC sites.

DIGITAL MEASURES

This portlet provides faculty members single-sign-on access to the university's online curriculum vitae management system. It also provides links to help and feedback information for the system.

ENTER GRADES

- **Grading Information:** View information about final grading, withdrawals, and referrals.
- **Faculty Grade Assignment:** Input midterm and final grades.

A. Status Column: The icons under

the Status column and the link under the Course Title column both take the user to the Self-Service Banner page that allows the faculty user to input grades for each student. The Status icon changes based on whether all grades have been entered,

grade entering is in progress, or the grade entering process has not been started. Hovering the cursor over the Status icon pops-up an information box describing the status.

B. Drop-down Box: The drop-down box in the Faculty Grade Assignment portlet allows the faculty user to choose which grade to enter for students, i.e., final or midterm grades.

C. Preferences link: Allows the faculty user to change information that displays in the portlet such as the number of rows visible, which term is displayed, available views, and default view.

The screenshot shows the 'Faculty Grade Assignment' portlet. It features a table with columns: Status, Course Title, Dept, CSN, Term, CRN, and SessionEnrolled. Two rows of test courses are visible. Callout A points to the Status column icons. Callout B points to a 'Final Grades' drop-down menu. Callout C points to a 'Preferences' link in the top right corner.

Status	Course Title	Dept	CSN	Term	CRN	SessionEnrolled
	TEST Course - 20984 - WebCT	ZZZZ	9999	Fall 2009	13428	0 1
	TEST Course - 11748 - WebCT	ZZZZ	9999	Fall 2010	11748	0 2

CLASSROOM MANAGEMENT

Quick access to information about the student code of conduct, Counseling Center, Disability Support Services, etc.

BRONCHO CENTRAL SERVICES

View information that is stored in the Banner system via Self-Service Banner including basic personal, alumni, student, financial aid, and employee information. The available links depend on the user's role at the University.

CONTACT INFORMATION

For additional information about the UCONNECT system, please contact the Technology Resource Center or the Service Desk.

Technology Resource Center

- **Phone:** 405.974.5595
- **Email:** trc@uco.edu
- **Location:** Administration Building, Room 101

Service Desk

- **Phone:** 405.974.2255
- **Email:** support@uco.edu
- **Location:** Max Chambers Library, 1st Floor