
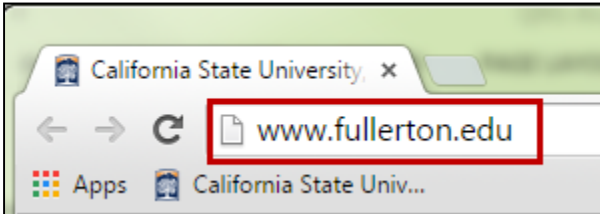


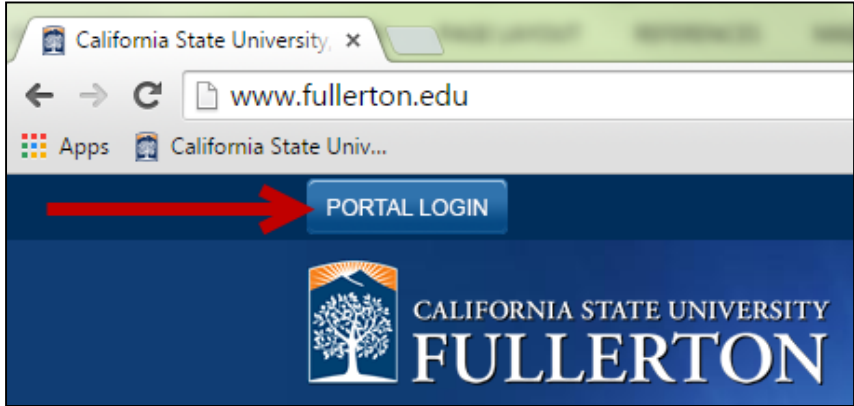
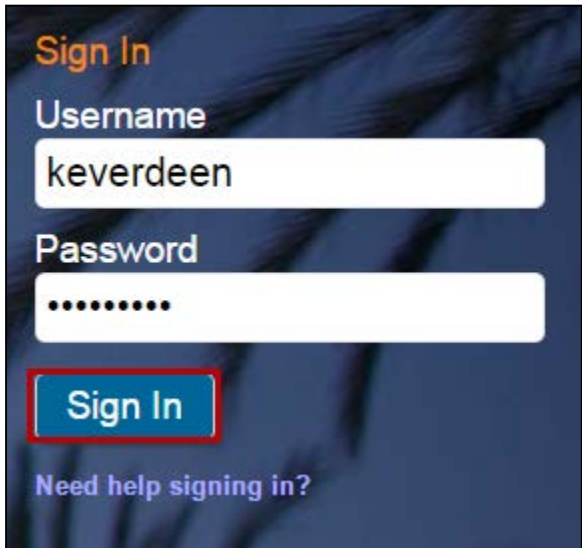
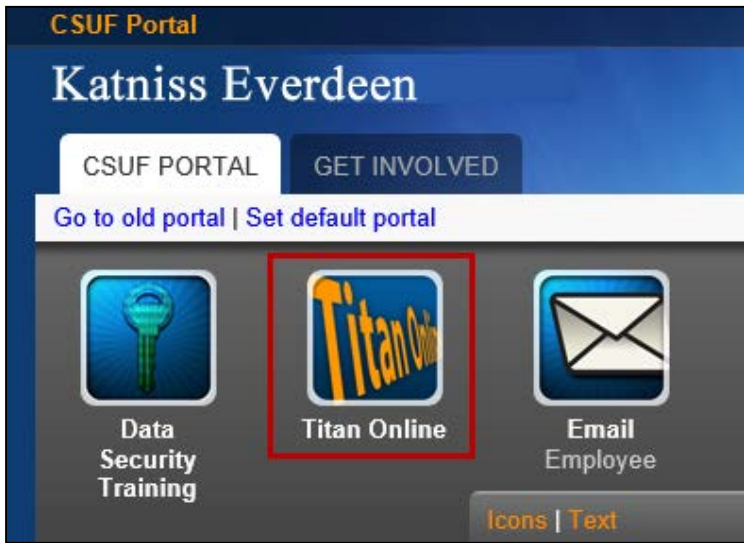
This quick reference guide briefly covers several frequently used functions in the Faculty Center in HCM 9.0. For more detail on the Faculty Center, please view the web tutorial available here:

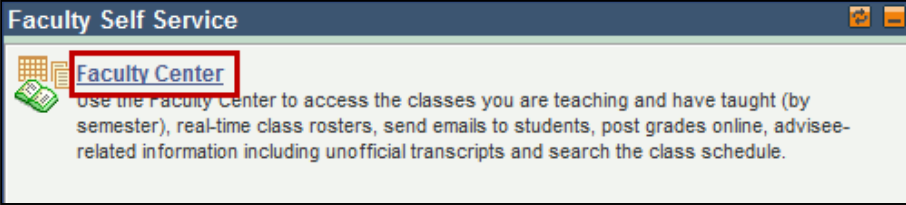

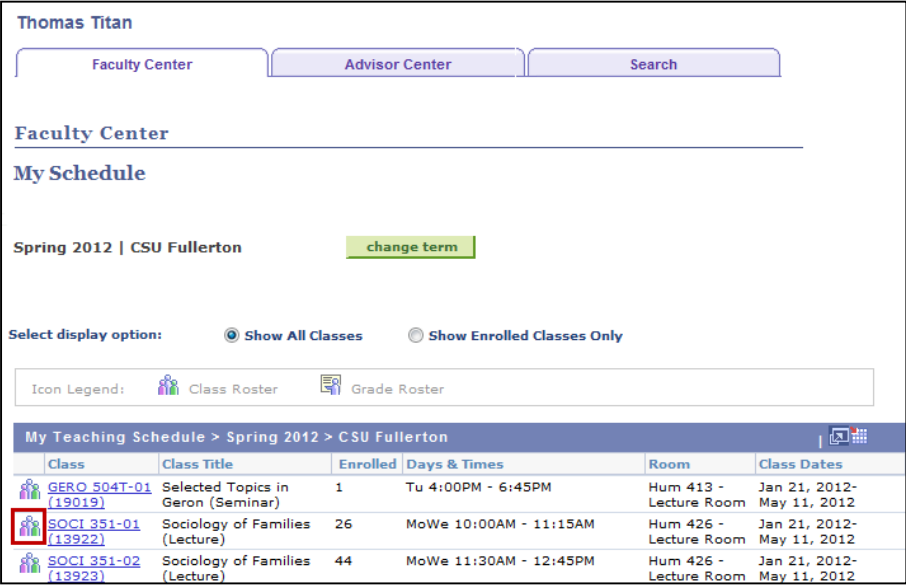
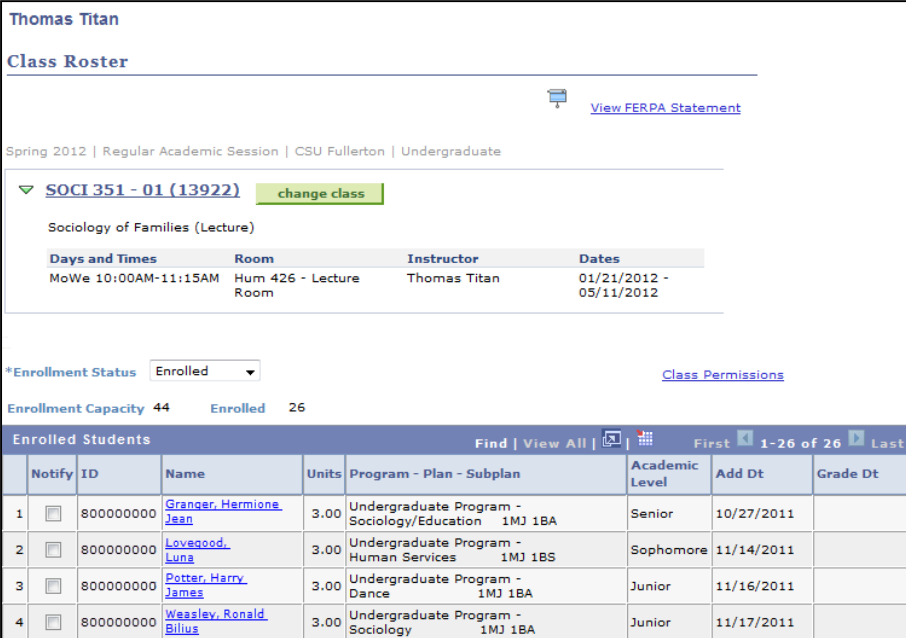
<http://www.fullerton.edu/ittraining/peoplesoft/student/student.asp>



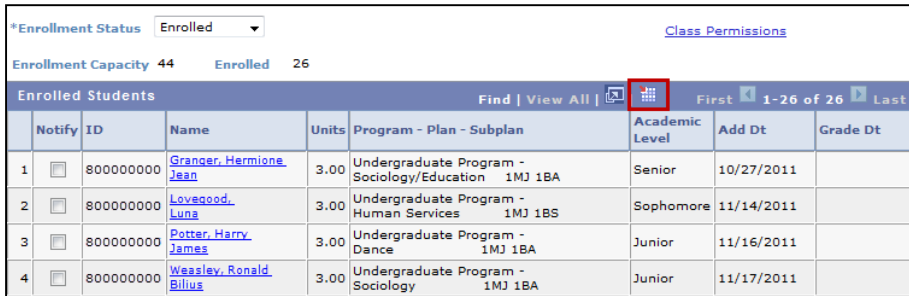
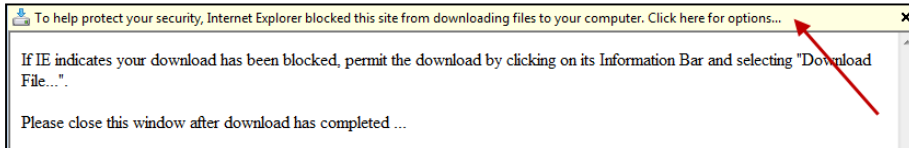
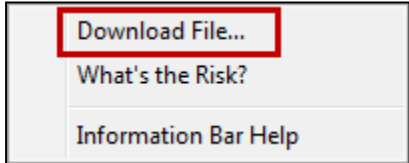

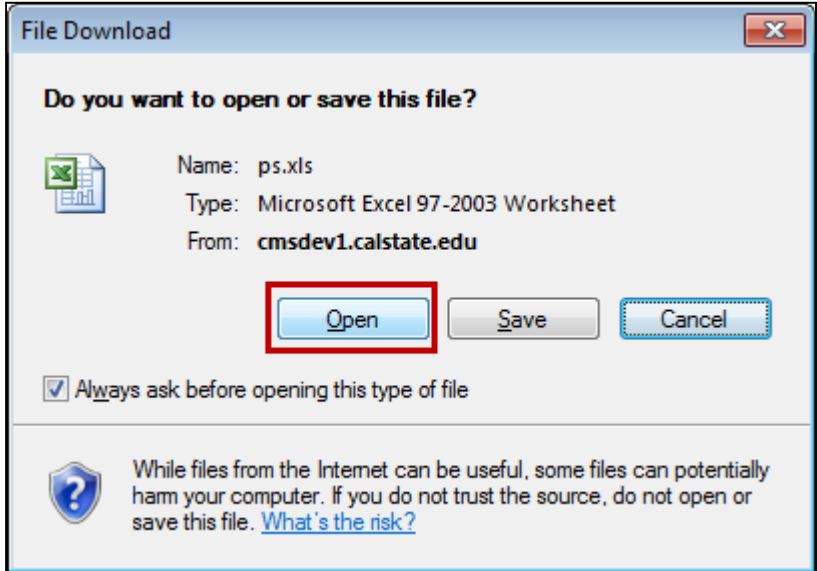

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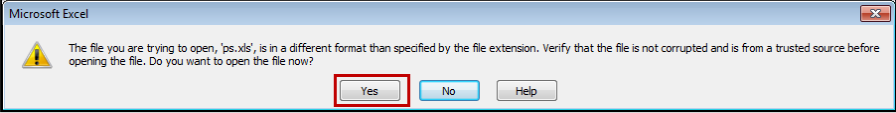
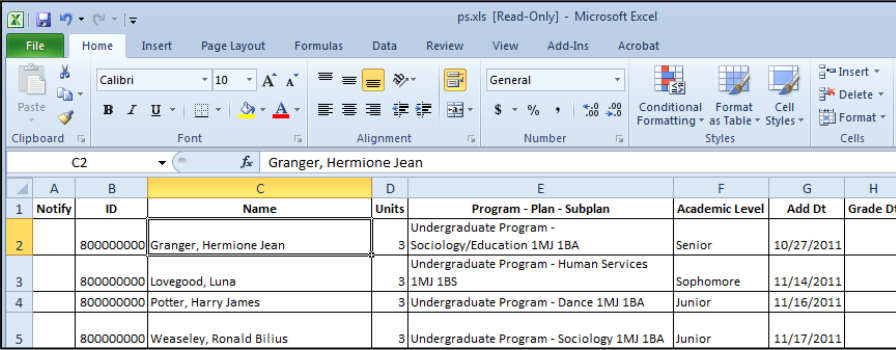
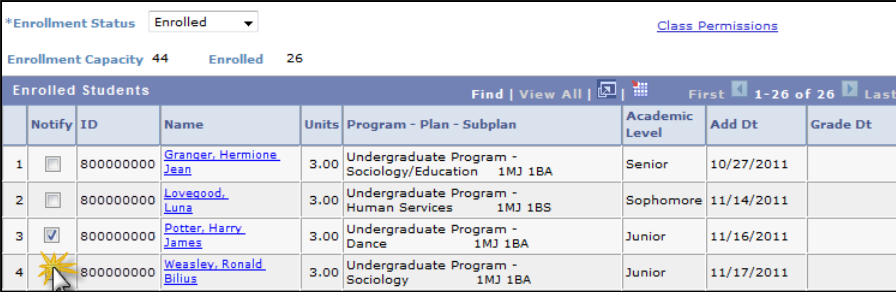

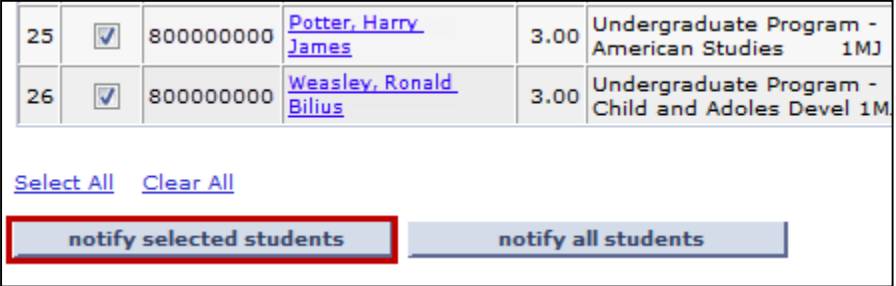
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Processing Steps	Screen Shots
<p>Accessing the Faculty Center</p> <p>Step 1: Launch Internet Explorer (or your browser preference) from your desktop.</p>	
<p>Step 2: Your home page opens. If your home page is not the CSUF website, type www.fullerton.edu in the address bar and press Enter on your keyboard.</p>	

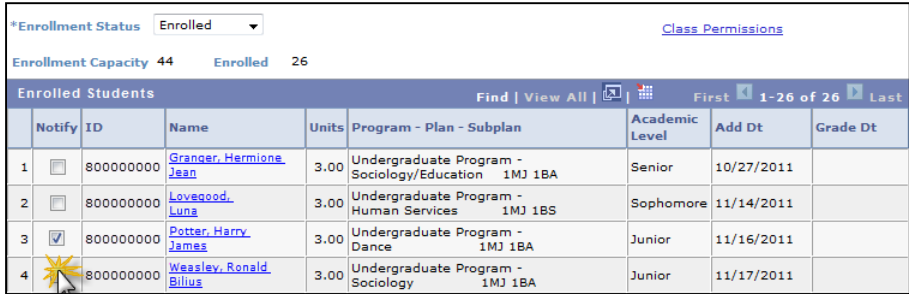

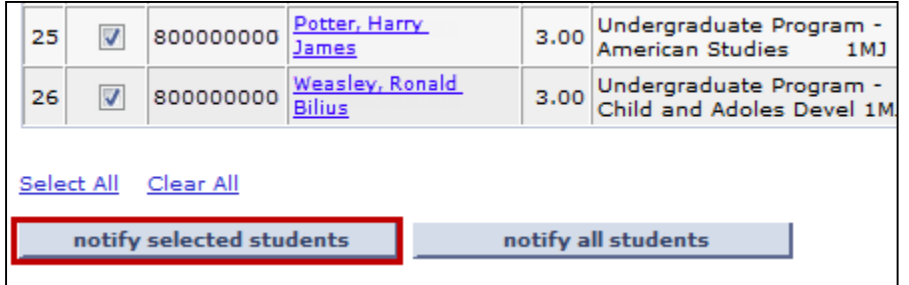

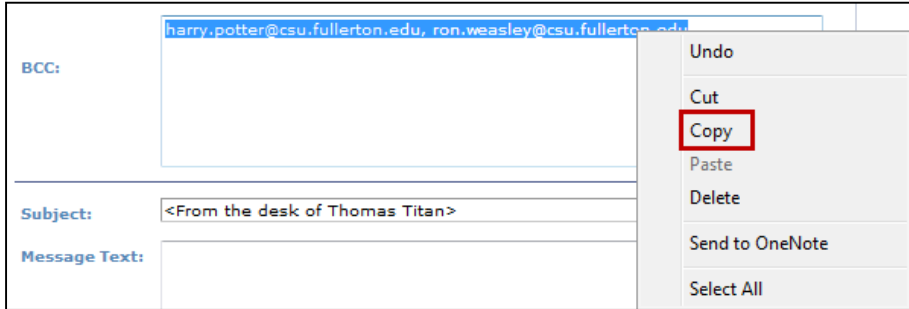
Processing Steps	Screen Shots
<p>Step 3: Click on the Portal Login button.</p>	 <p>A screenshot of a web browser showing the California State University Fullerton website. The address bar displays 'www.fullerton.edu'. A red arrow points to a blue button labeled 'PORTAL LOGIN' in the top navigation bar. Below the navigation bar is the university's logo and name.</p>
<p>Step 4: Enter your campus username and password.</p>	 <p>A screenshot of a sign-in form. The title is 'Sign In'. There are two input fields: 'Username' with the text 'keverdeen' and 'Password' with masked characters '.....'. Below the fields is a blue 'Sign In' button, which is highlighted with a red rectangular box. At the bottom, there is a link that says 'Need help signing in?'.</p>
<p>Step 5: Click on the Titan Online icon.</p>	 <p>A screenshot of the CSUF Portal dashboard for user 'Katniss Everdeen'. The page title is 'CSUF Portal'. Below the name are two buttons: 'CSUF PORTAL' and 'GET INVOLVED'. There are links for 'Go to old portal' and 'Set default portal'. The dashboard features three icons: 'Data Security Training' (a key icon), 'Titan Online' (a blue icon with the text 'Titan Online'), and 'Email Employee' (an envelope icon). The 'Titan Online' icon is highlighted with a red rectangular box. At the bottom right, there is a link for 'Icons Text'.</p>

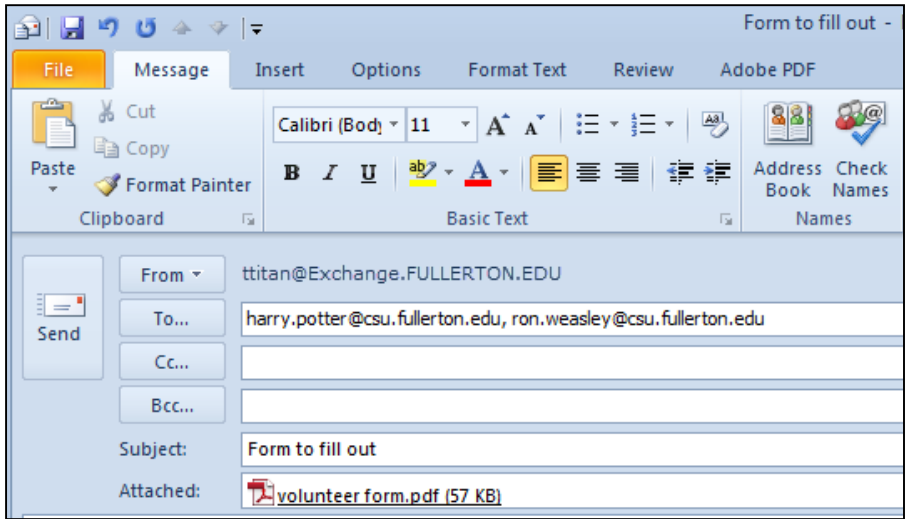

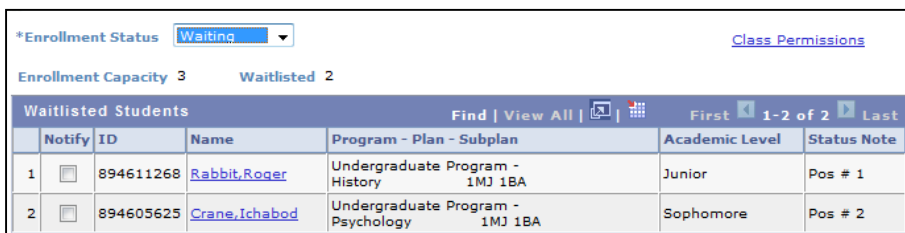
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<p>Step 6:</p> <p>In the Faculty Self Service box, select Faculty Center.</p>	 <p>The screenshot shows the 'Faculty Self Service' header. Below it, there is a 'Faculty Center' button highlighted with a red rectangular box. To the right of the button, there is a descriptive text: 'Use the Faculty Center to access the classes you are teaching and have taught (by semester), real-time class rosters, send emails to students, post grades online, advisee-related information including unofficial transcripts and search the class schedule.'</p>																																																
<p>Accessing the Class Roster</p> <p>Step 1:</p> <p>From the main Faculty Center screen, scroll down to click on the Class Roster icon () next to a class.</p>	 <p>The screenshot shows the 'Faculty Center' navigation tabs. Under 'My Schedule', it displays 'Spring 2012 CSU Fullerton' with a 'change term' button. Below this, there are radio buttons for 'Show All Classes' (selected) and 'Show Enrolled Classes Only'. An 'Icon Legend' shows 'Class Roster' (person icon) and 'Grade Roster' (book icon). The main section is titled 'My Teaching Schedule > Spring 2012 > CSU Fullerton' and contains a table of classes:</p> <table border="1" data-bbox="597 1045 1479 1178"> <thead> <tr> <th>Class</th> <th>Class Title</th> <th>Enrolled</th> <th>Days & Times</th> <th>Room</th> <th>Class Dates</th> </tr> </thead> <tbody> <tr> <td> GERO 504T-01 (19019)</td> <td>Selected Topics in Geron (Seminar)</td> <td>1</td> <td>Tu 4:00PM - 6:45PM</td> <td>Hum 413 - Lecture Room</td> <td>Jan 21, 2012- May 11, 2012</td> </tr> <tr> <td> SOCI 351-01 (13922)</td> <td>Sociology of Families (Lecture)</td> <td>26</td> <td>MoWe 10:00AM - 11:15AM</td> <td>Hum 426 - Lecture Room</td> <td>Jan 21, 2012- May 11, 2012</td> </tr> <tr> <td> SOCI 351-02 (13923)</td> <td>Sociology of Families (Lecture)</td> <td>44</td> <td>MoWe 11:30AM - 12:45PM</td> <td>Hum 426 - Lecture Room</td> <td>Jan 21, 2012- May 11, 2012</td> </tr> </tbody> </table>	Class	Class Title	Enrolled	Days & Times	Room	Class Dates	GERO 504T-01 (19019)	Selected Topics in Geron (Seminar)	1	Tu 4:00PM - 6:45PM	Hum 413 - Lecture Room	Jan 21, 2012- May 11, 2012	SOCI 351-01 (13922)	Sociology of Families (Lecture)	26	MoWe 10:00AM - 11:15AM	Hum 426 - Lecture Room	Jan 21, 2012- May 11, 2012	SOCI 351-02 (13923)	Sociology of Families (Lecture)	44	MoWe 11:30AM - 12:45PM	Hum 426 - Lecture Room	Jan 21, 2012- May 11, 2012																								
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<p>Step 2:</p> <p>The class roster for that course section appears.</p>	 <p>The screenshot shows the 'Class Roster' page for Thomas Titan. It includes a 'View FERPA Statement' link. Below, it shows 'Spring 2012 Regular Academic Session CSU Fullerton Undergraduate' and a dropdown for 'SOCI 351 - 01 (13922)' with a 'change class' button. The class title is 'Sociology of Families (Lecture)'. A table shows the following details:</p> <table border="1" data-bbox="630 1514 1284 1570"> <thead> <tr> <th>Days and Times</th> <th>Room</th> <th>Instructor</th> <th>Dates</th> </tr> </thead> <tbody> <tr> <td>MoWe 10:00AM-11:15AM</td> <td>Hum 426 - Lecture Room</td> <td>Thomas Titan</td> <td>01/21/2012 - 05/11/2012</td> </tr> </tbody> </table> <p>Below the table, it shows '*Enrollment Status' as 'Enrolled' and 'Enrollment Capacity 44' with 'Enrolled 26'. At the bottom, there is an 'Enrolled Students' table:</p> <table border="1" data-bbox="597 1717 1479 1902"> <thead> <tr> <th>Notify</th> <th>ID</th> <th>Name</th> <th>Units</th> <th>Program - Plan - Subplan</th> <th>Academic Level</th> <th>Add Dt</th> <th>Grade Dt</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>800000000</td> <td>Granger, Hermione Jean</td> <td>3.00</td> <td>Undergraduate Program - Sociology/Education 1MJ 1BA</td> <td>Senior</td> <td>10/27/2011</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>800000000</td> <td>Lovegood, Luna</td> <td>3.00</td> <td>Undergraduate Program - Human Services 1MJ 1BS</td> <td>Sophomore</td> <td>11/14/2011</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>800000000</td> <td>Potter, Harry James</td> <td>3.00</td> <td>Undergraduate Program - Dance 1MJ 1BA</td> <td>Junior</td> <td>11/16/2011</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>800000000</td> <td>Weasley, Ronald Bilus</td> <td>3.00</td> <td>Undergraduate Program - Sociology 1MJ 1BA</td> <td>Junior</td> <td>11/17/2011</td> <td></td> </tr> </tbody> </table>	Days and Times	Room	Instructor	Dates	MoWe 10:00AM-11:15AM	Hum 426 - Lecture Room	Thomas Titan	01/21/2012 - 05/11/2012	Notify	ID	Name	Units	Program - Plan - Subplan	Academic Level	Add Dt	Grade Dt	<input type="checkbox"/>	800000000	Granger, Hermione Jean	3.00	Undergraduate Program - Sociology/Education 1MJ 1BA	Senior	10/27/2011		<input type="checkbox"/>	800000000	Lovegood, Luna	3.00	Undergraduate Program - Human Services 1MJ 1BS	Sophomore	11/14/2011		<input type="checkbox"/>	800000000	Potter, Harry James	3.00	Undergraduate Program - Dance 1MJ 1BA	Junior	11/16/2011		<input type="checkbox"/>	800000000	Weasley, Ronald Bilus	3.00	Undergraduate Program - Sociology 1MJ 1BA	Junior	11/17/2011	
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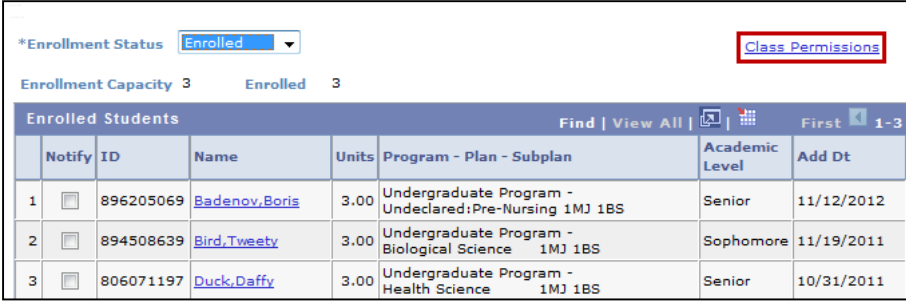
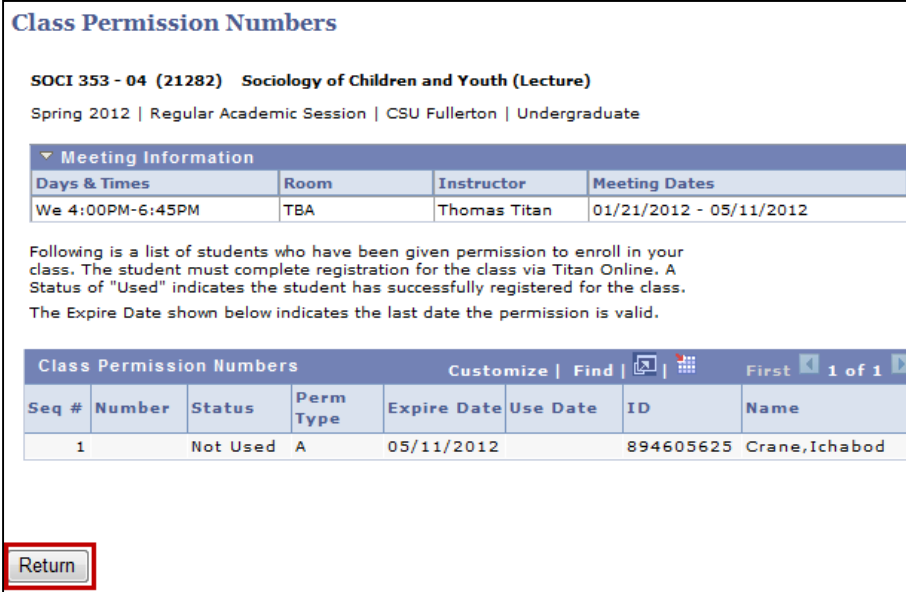
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<p>Step 1a: If you are working with Internet Explorer, you may receive this security message.</p> <p>Click on the yellow information bar.</p>	 <p>To help protect your security, Internet Explorer blocked this site from downloading files to your computer. Click here for options...</p> <p>If IE indicates your download has been blocked, permit the download by clicking on its Information Bar and selecting "Download File..."</p> <p>Please close this window after download has completed ...</p>																																								
<p>Step 1b: Select Download File.</p>	 <p>Download File...</p> <p>What's the Risk?</p> <p>Information Bar Help</p>																																								
<p>Step 2: When asked if you want to open or save the file, click Open.</p> <p> You may choose to Save the file on your hard drive and then open it if you wish.</p>	 <p>File Download</p> <p>Do you want to open or save this file?</p> <p> Name: ps.xls Type: Microsoft Excel 97-2003 Worksheet From: cmsdev1.calstate.edu</p> <p><input checked="" type="checkbox"/> Always ask before opening this type of file</p> <p>While files from the Internet can be useful, some files can potentially ham your computer. If you do not trust the source, do not open or save this file. What's the risk?</p> <p>Open Save Cancel</p>																																								

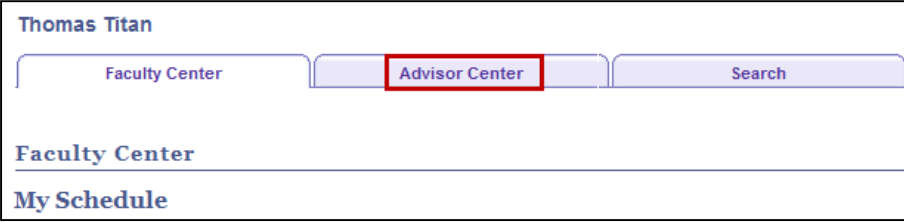
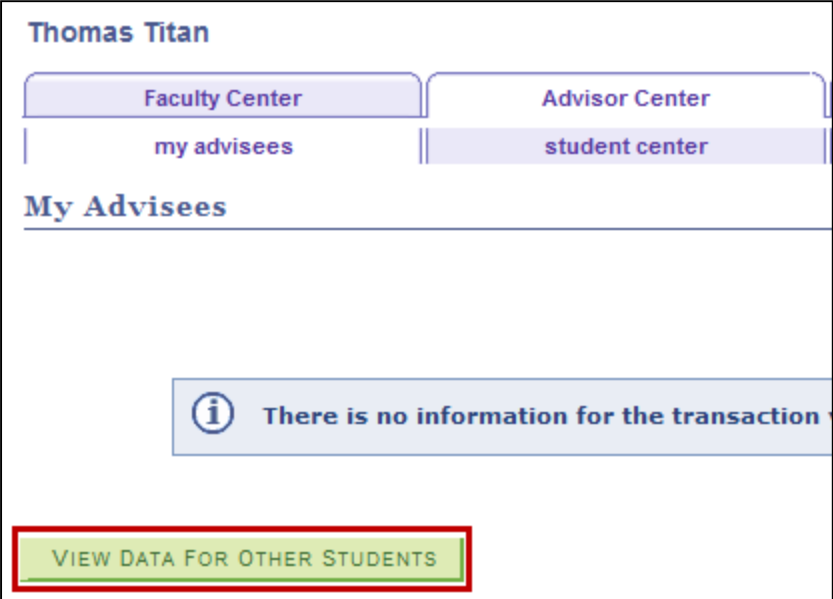
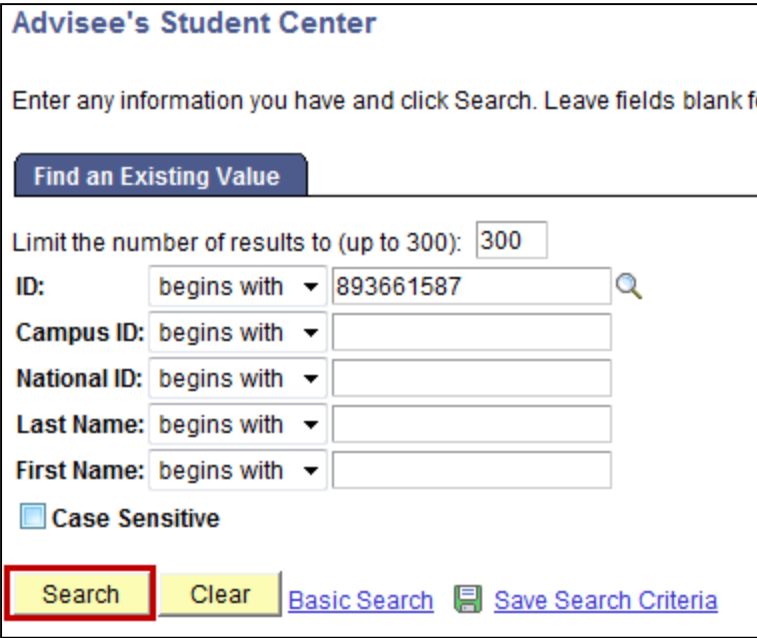
Processing Steps	Screen Shots
<p>Step 2a: If you receive an error indicating that the file extension is different, click Yes.</p>	
<p>Step 3: The class roster opens in Microsoft Excel.</p>	
<p>Send Email to Students</p> <p>Step 1: Place a check mark next to the name of each student that you wish to send an email to.</p>	
<p>Step 2: Scroll down and choose Notify Selected Students.</p> <p> Select Notify All Students to send an email to all students in the section.</p>	

Processing Steps	Screen Shots
<p>Step 3: Enter a Subject and the Message Text for the email.</p> <p>Then click Send Notification to send the email to the student(s).</p>	<div data-bbox="589 270 1482 1222"> <p>Class Roster</p> <hr/> <p>Send Notification</p> <p>Type e-mail addresses in the To, CC or BCC fields using a comma as a separator.</p> <p>Notification from Thomas Titan</p> <p>From: ttitan@exchange.fullerton.edu</p> <p>To: <input type="text" value="ttitan@exchange.fullerton.edu"/></p> <p>CC: <input type="text"/></p> <p>BCC: <input type="text" value="harry.potter@csu.fullerton.edu, ron.weasley@csu.fullerton.edu"/></p> <hr/> <p>Subject: <input type="text" value="<From the desk of Thomas Titan>"/></p> <p>Message Text: <input type="text" value="Your homework is late again. Please turn it in as soon as possible."/> </p> <p style="text-align: center;">SEND NOTIFICATION</p> <p>Return to Class Roster</p> </div>

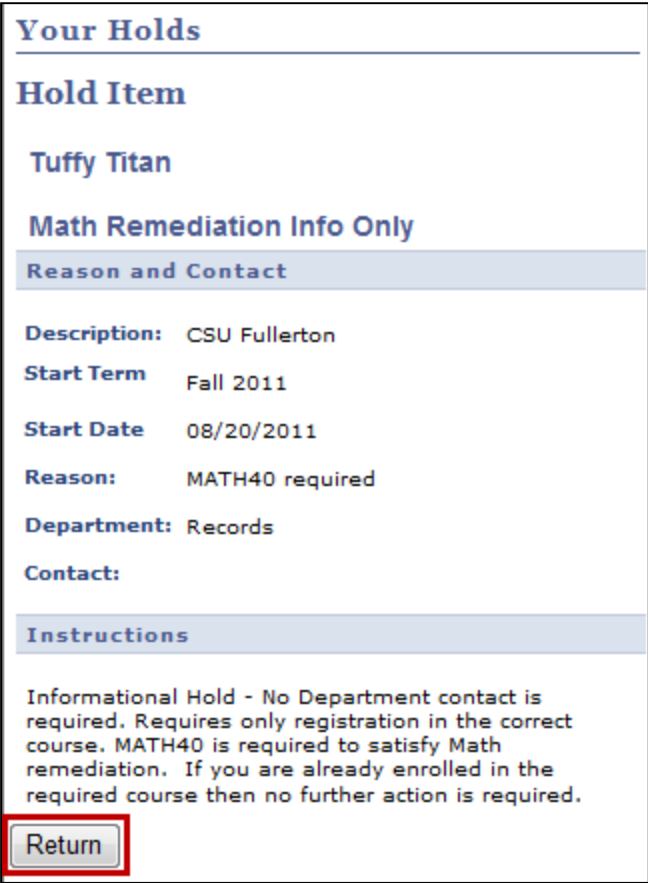
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<p>Step 2: Scroll down and choose Notify Selected Students.</p> <p> Select Notify All Students to send an email to all students in the section.</p>	 <table border="1"> <tbody> <tr> <td>25</td> <td><input checked="" type="checkbox"/></td> <td>800000000</td> <td>Potter, Harry James</td> <td>3.00</td> <td>Undergraduate Program - American Studies 1MJ</td> </tr> <tr> <td>26</td> <td><input checked="" type="checkbox"/></td> <td>800000000</td> <td>Weasley, Ronald Bilius</td> <td>3.00</td> <td>Undergraduate Program - Child and Adoles Devel 1M</td> </tr> </tbody> </table> <p>Select All Clear All</p> <p>notify selected students notify all students</p>	25	<input checked="" type="checkbox"/>	800000000	Potter, Harry James	3.00	Undergraduate Program - American Studies 1MJ	26	<input checked="" type="checkbox"/>	800000000	Weasley, Ronald Bilius	3.00	Undergraduate Program - Child and Adoles Devel 1M																												
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<p>Step 3: Highlight the student email addresses that appear in the BCC field.</p> <p>Copy the addresses by right-clicking and selecting Copy.</p> <p> You may also use keyboard shortcuts like Ctrl-C.</p>	 <p>BCC: harry.potter@csu.fullerton.edu, ron.weasley@csu.fullerton.edu</p> <p>Subject: <From the desk of Thomas Titan></p> <p>Message Text:</p> <ul style="list-style-type: none"> Undo Cut Copy Paste Delete Send to OneNote Select All 																																								

Processing Steps	Screen Shots																		
<p>Step 4: Create a new email message in your Outlook.</p> <p>Paste the copied email addresses into the "To" or "Bcc" field.</p> <p>Attach any document(s) you would like to send.</p> <p>Click Send when you are ready to send the email.</p>																			
<p><u>View Waitlisted Students</u></p> <p>Step 1: On the Class Roster screen, click on the Enrollment Status drop-down menu.</p> <p>Select Waiting.</p>																			
<p>Step 2: A list of all of the students on the waitlist for the section will appear.</p>	 <table border="1" data-bbox="586 1549 1476 1688"> <thead> <tr> <th>Notify</th> <th>ID</th> <th>Name</th> <th>Program - Plan - Subplan</th> <th>Academic Level</th> <th>Status Note</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>894611268</td> <td>Rabbit, Roger</td> <td>Undergraduate Program - History 1MJ 1BA</td> <td>Junior</td> <td>Pos # 1</td> </tr> <tr> <td><input type="checkbox"/></td> <td>894605625</td> <td>Crane, Ichabod</td> <td>Undergraduate Program - Psychology 1MJ 1BA</td> <td>Sophomore</td> <td>Pos # 2</td> </tr> </tbody> </table>	Notify	ID	Name	Program - Plan - Subplan	Academic Level	Status Note	<input type="checkbox"/>	894611268	Rabbit, Roger	Undergraduate Program - History 1MJ 1BA	Junior	Pos # 1	<input type="checkbox"/>	894605625	Crane, Ichabod	Undergraduate Program - Psychology 1MJ 1BA	Sophomore	Pos # 2
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<p><u>View Class Permission Numbers</u></p> <p>Step 1: On the Class Roster screen, click Class Permissions.</p>	 <p>*Enrollment Status: Enrolled Class Permissions</p> <p>Enrollment Capacity 3 Enrolled 3</p> <table border="1"> <thead> <tr> <th colspan="7">Enrolled Students</th> <th>Find View All</th> <th>First</th> <th>1-3</th> </tr> <tr> <th>Notify</th> <th>ID</th> <th>Name</th> <th>Units</th> <th>Program - Plan - Subplan</th> <th>Academic Level</th> <th>Add Dt</th> <th colspan="3"></th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input type="checkbox"/></td> <td>896205069</td> <td>Badenov, Boris</td> <td>3.00</td> <td>Undergraduate Program - Undeclared:Pre-Nursing 1MJ 1BS</td> <td>Senior</td> <td>11/12/2012</td> <td colspan="2"></td> </tr> <tr> <td>2</td> <td><input type="checkbox"/></td> <td>894508639</td> <td>Bird, Tweety</td> <td>3.00</td> <td>Undergraduate Program - Biological Science 1MJ 1BS</td> <td>Sophomore</td> <td>11/19/2011</td> <td colspan="2"></td> </tr> <tr> <td>3</td> <td><input type="checkbox"/></td> <td>806071197</td> <td>Duck, Daffy</td> <td>3.00</td> <td>Undergraduate Program - Health Science 1MJ 1BS</td> <td>Senior</td> <td>10/31/2011</td> <td colspan="2"></td> </tr> </tbody> </table>	Enrolled Students							Find View All	First	1-3	Notify	ID	Name	Units	Program - Plan - Subplan	Academic Level	Add Dt				1	<input type="checkbox"/>	896205069	Badenov, Boris	3.00	Undergraduate Program - Undeclared:Pre-Nursing 1MJ 1BS	Senior	11/12/2012			2	<input type="checkbox"/>	894508639	Bird, Tweety	3.00	Undergraduate Program - Biological Science 1MJ 1BS	Sophomore	11/19/2011			3	<input type="checkbox"/>	806071197	Duck, Daffy	3.00	Undergraduate Program - Health Science 1MJ 1BS	Senior	10/31/2011		
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<p>Step 2: The class number permissions will appear.</p> <p>Click Return to go back.</p>	 <p>Class Permission Numbers</p> <p>SOCI 353 - 04 (21282) Sociology of Children and Youth (Lecture) Spring 2012 Regular Academic Session CSU Fullerton Undergraduate</p> <p>Meeting Information</p> <table border="1"> <thead> <tr> <th>Days & Times</th> <th>Room</th> <th>Instructor</th> <th>Meeting Dates</th> </tr> </thead> <tbody> <tr> <td>We 4:00PM-6:45PM</td> <td>TBA</td> <td>Thomas Titan</td> <td>01/21/2012 - 05/11/2012</td> </tr> </tbody> </table> <p>Following is a list of students who have been given permission to enroll in your class. The student must complete registration for the class via Titan Online. A Status of "Used" indicates the student has successfully registered for the class. The Expire Date shown below indicates the last date the permission is valid.</p> <table border="1"> <thead> <tr> <th colspan="8">Class Permission Numbers</th> <th>Customize Find</th> <th>First</th> <th>1 of 1</th> </tr> <tr> <th>Seq #</th> <th>Number</th> <th>Status</th> <th>Perm Type</th> <th>Expire Date</th> <th>Use Date</th> <th>ID</th> <th>Name</th> <th colspan="3"></th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td>Not Used</td> <td>A</td> <td>05/11/2012</td> <td></td> <td>894605625</td> <td>Crane, Ichabod</td> <td colspan="3"></td> </tr> </tbody> </table> <p>Return</p>	Days & Times	Room	Instructor	Meeting Dates	We 4:00PM-6:45PM	TBA	Thomas Titan	01/21/2012 - 05/11/2012	Class Permission Numbers								Customize Find	First	1 of 1	Seq #	Number	Status	Perm Type	Expire Date	Use Date	ID	Name				1		Not Used	A	05/11/2012		894605625	Crane, Ichabod												
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Processing Steps	Screen Shots
<p>Advising Students</p> <p>Step 1: From the Faculty Center, click on Advisor Center.</p>	
<p>Step 2: Select View Data for Other Students.</p>	
<p>Step 3: Enter search criteria to locate a student (i.e. name, CWID, etc). Then click Search.</p>	

Processing Steps	Screen Shots																
<p>Step 4: You can now navigate a view of the student's information.</p>																	
<p><u>Holds/Service Indicators</u></p> <p>Step 1: To locate any holds (also referred to as service indicators) on the student's account, locate the Holds section.</p> <p>Click Details to view more about the hold(s).</p>																	
<p>Step 2: Some details about the hold(s) will appear.</p> <p>Click on the Hold Item to view details, including how to remove the hold.</p>	<table border="1" data-bbox="584 1732 1477 1858"> <thead> <tr> <th>Hold Item</th> <th>Amount</th> <th>Institution</th> <th>Start Term</th> <th>End Term</th> <th>Start Date</th> <th>End Date</th> <th>Department</th> </tr> </thead> <tbody> <tr> <td>Math Remediation Info Only</td> <td></td> <td>USD CSU Fullerton</td> <td>Fall 2011</td> <td></td> <td>08/20/2011</td> <td></td> <td>Records</td> </tr> </tbody> </table>	Hold Item	Amount	Institution	Start Term	End Term	Start Date	End Date	Department	Math Remediation Info Only		USD CSU Fullerton	Fall 2011		08/20/2011		Records
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Processing Steps	Screen Shots
<p>Step 3: Once you have reviewed the hold information, click Return to go back to the previous screen.</p>	 <p>Your Holds</p> <hr/> <p>Hold Item</p> <p>Tuffy Titan</p> <p>Math Remediation Info Only</p> <p>Reason and Contact</p> <p>Description: CSU Fullerton Start Term: Fall 2011 Start Date: 08/20/2011 Reason: MATH40 required Department: Records Contact:</p> <p>Instructions</p> <p>Informational Hold - No Department contact is required. Requires only registration in the correct course. MATH40 is required to satisfy Math remediation. If you are already enrolled in the required course then no further action is required.</p> <p>Return</p>