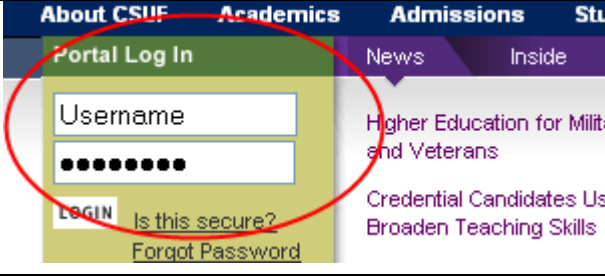




## Faculty Center Quick Reference Guide

This quick reference guide is not meant to replace the tutorial that is available online which covers additional information. This is designed to remind you how to do some basic functions. Please review the web tutorial for more information.

### Logging into the Faculty Center

<p><b>Step 1</b> From the CSUF homepage (www.fullerton.edu), log in using your campus user name and password.</p>	
<p><b>Step 2</b> From your Faculty Portal click on New Titan Online.</p>	
<p><b>Step 3</b> Click on Faculty Center link.</p> <p>The Faculty Center Web Tutorial is accessible from here.</p>	

## Faculty Center

### CLASS ROSTER

To get your class roster click on the class roster icon next to the name of the class you are teaching.

George Titan My Info

faculty center

advisement

class search

### Faculty Center

Fall 2008 | CSU Fullerton

change term

Show all classes  Only classes with enrollment  View My Weekly Schedule

Class Roster Grade Roster

#### My Teaching Schedule > Fall 2008 > CSU Fullerton

Class	Class Name	Enrolled	Days and Time	Room	Class Dates
<a href="#">MKTG 351-17</a> <a href="#">LEC 58265</a>	Principles of Marketing (Lecture)	5	MoWeFr 10:00AM - 10:50AM	SGMH 1308 - Lecture	Aug 23, 2008- Dec 12, 2008
<a href="#">MKTG 351-18</a> <a href="#">LEC 58266</a>	Principles of Marketing (Lecture)	0	MoWeFr 11:00AM - 11:50AM	SGMH 1308 - Lecture	Aug 23, 2008- Dec 12, 2008
<a href="#">MKTG 370-03</a> <a href="#">DIS 15911</a>	Buyer Behavior (Discussion)	0	TuTh 11:30AM - 12:45PM	SGMH 2405 - Lecture	Aug 23, 2008- Dec 12, 2008

A list of your enrolled students will appear.

Download an Excel spreadsheet of your class roster by clicking on the Excel icon.

If you have pop-up blockers on, you may have to press on the CTRL key while clicking on the Excel icon to download the file.

Enrolled Students							Customize	Find	View All		First	1-5 of 5	Last
	Notify	ID	Name	Units	Program - Plan - Subplan	Academic Level							
1	<input type="checkbox"/>	899416374	<a href="#">Anderson,Marie</a>	3.00	Extension Credit - Ex Ed Undegraduate Generic ND	Not Set							
2	<input type="checkbox"/>	801887985	<a href="#">Jones,Michael</a>	3.00	Undergraduate Program - Pre-Business 1MJ 1ND	Junior							
3	<input type="checkbox"/>	892592825	<a href="#">Miller,Elizabeth</a>	3.00	Undergraduate Program - Pre-Business 1MJ 1ND	Sophomore							
4	<input type="checkbox"/>	892569419	<a href="#">Smith,Crystal</a>	3.00	Undergraduate Program - Pre-Business 1MJ 1ND	Sophomore							
5	<input type="checkbox"/>	802779645	<a href="#">Titan,Tina</a>	3.00	Undergraduate Program - Computer Science 1MJ 1BS	Sophomore							

\*\* If you have trouble printing or downloading the spreadsheet, please refer to the separate guide, "Tips if you have download/printing problems."

ps [Read-Only]						
	A	B	C	D	E	F
1	Notify	ID	Name	Units	Program - Plan - Subplan	Academic Level
2	N	899416374	Anderson,Marie	3	Extension Credit - Ex Ed Undegraduate Generic ND	Not Set
3	N	801887985	Jones,Michael	3	Undergraduate Program - Pre-Business 1MJ 1ND	Junior
4	N	892592825	Miller,Elizabeth	3	Undergraduate Program - Pre-Business 1MJ 1ND	Sophomore
5	N	892569419	Smith,Crystal	3	Undergraduate Program - Pre-Business 1MJ 1ND	Sophomore
6	N	802779645	Titan,Tina	3	Undergraduate Program - Computer Science 1MJ 1BS	Sophomore

### EMAIL STUDENTS

You may email the students in your class by using the "Notify" feature.

Either select certain students to notify or notify all listed students.

Enrolled Students					
Customize   Find   View All   [Grid Icon] First 1-5 of 5 Last					
Notify	ID	Name	Units	Program - Plan - Subplan	Academic Level
<input type="checkbox"/>	899416374	<a href="#">Anderson, Marie</a>	3.00	Extension Credit - Ex Ed Undergraduate Generic ND	Not Set
<input type="checkbox"/>	801887985	<a href="#">Jones, Michael</a>	3.00	Undergraduate Program - Pre-Business 1MJ 1ND	Junior
<input type="checkbox"/>	892592825	<a href="#">Miller, Elizabeth</a>	3.00	Undergraduate Program - Pre-Business 1MJ 1ND	Sophomore
<input type="checkbox"/>	892569419	<a href="#">Smith, Crystal</a>	3.00	Undergraduate Program - Pre-Business 1MJ 1ND	Sophomore
<input type="checkbox"/>	802779645	<a href="#">Titan, Tina</a>	3.00	Undergraduate Program - Computer Science 1MJ 1BS	Sophomore

NOTIFY SELECTED STUDENTS

NOTIFY LISTED STUDENTS

### SEND ATTACHMENTS (e.g. syllabus)

#### Step 1

Select the students and click "Notify Selected Students", or click "Notify Listed Students" to send to ALL.

Enrolled Students					
Customize   Find   View All   [Grid Icon] First 1-5 of 5 Last					
Notify	ID	Name	Units	Program - Plan - Subplan	Academic Level
<input type="checkbox"/>	899416374	<a href="#">Anderson, Marie</a>	3.00	Extension Credit - Ex Ed Undergraduate Generic ND	Not Set
<input checked="" type="checkbox"/>	801887985	<a href="#">Jones, Michael</a>	3.00	Undergraduate Program - Pre-Business 1MJ 1ND	Junior
<input checked="" type="checkbox"/>	892592825	<a href="#">Miller, Elizabeth</a>	3.00	Undergraduate Program - Pre-Business 1MJ 1ND	Sophomore
<input checked="" type="checkbox"/>	892569419	<a href="#">Smith, Crystal</a>	3.00	Undergraduate Program - Pre-Business 1MJ 1ND	Sophomore
<input type="checkbox"/>	802779645	<a href="#">Titan, Tina</a>	3.00	Undergraduate Program - Computer Science 1MJ 1BS	Sophomore

Select students to use "Notify Selected Students" feature.

NOTIFY SELECTED STUDENTS

NOTIFY LISTED STUDENTS

PRINTER FRIENDLY VERSION

Or email all students enrolled.

#### Step 2

On the email form that appears, copy the group of email addresses and paste into any email program.

#### Step 3

Once in your email program, you can attach documents, format text, etc.

## Send Notification

Type e-mail addresses in the To, CC or BCC fields using a comma as a separator.

**Notification from George Titan**

**From:** gtitan@fullerton.edu

**To:** gtitan@fullerton.edu

**CC:**

**BCC:** mjones@csu.fullerton.edu, liz@csu.fullerton.edu, csmith@csu.fullerton.edu

**Subject:** <From the desk of George Titan>

**Message Text:**

Copy and paste email addresses into your own email program. (e.g. Outlook) Once you paste addresses into your own program, you can add attachments (e.g. syllabus).

## VIEW WAITLISTED STUDENTS

By changing the enrollment status, you can also view which students are on the waitlist.

\*Enrollment Status  Enrolled

Total Students 5

Enrolled

Waiting

Capacity 5



NOTE: In Fall 2008 we are introducing wait-listing for classes in the College of Business. By Spring 2009, we hope to expand wait-listing to additional colleges. Please watch the web tutorial for an explanation of waitlist policies.

## PERMISSIONS NUMBERS

The permissions numbers link will display students with a permit to enroll in the class, an indication of whether or not the student has used their permit, and the permit expiration date.

## Class Roster

[View FERPA Statement](#)

### 58265 - MKTG 351 - Principles of Marketing

#### Class Roster Information

<b>Course</b>	MKTG 351	<b>Institution</b>	CSU Fullerton
<b>Title</b>	Principles of Marketing	<b>Term</b>	Fall 2008
<b>Class Number</b>	58265	<b>Session</b>	Regular Academic Session
<b>Class Section</b>	17	<b>Career</b>	Undergraduate
<b>Component</b>	Lecture		

<b>Day</b>	Mon Wed Fri	<b>Instructor</b>	Titan, George Raymond
<b>Time</b>	10:00AM 10:50AM		
<b>Room</b>	SGMH 1308 - Lecture		

[Permission Numbers](#)

\*Enrollment Status  Waiting

## Advisement

<p><b>ADVISING STUDENTS</b></p> <p><u>Step 1</u> Go to the Advisement Tab.</p> <p><u>Step 2</u> Click on</p> <p>NEW DROP-IN ADVISEES</p> <p><u>Step 3</u> Click on</p> <p>search</p>	<p>George Titan</p> <p>faculty center <b>advisement</b> class search</p> <p>View My Advisees</p> <p><b>To view student information for a specific student, click the "New Drop-In Advisees" button.</b></p> <p>NEW DROP-IN ADVISEES</p> <p>Faculty Center Advisement Class</p> <p>Click on the "New Drop-In Advisees" button.</p>												
<p><u>Step 4</u> Enter appropriate search data and click on <b>Look Up</b>.</p>	<p>ID: begins with</p> <p>Campus ID: begins with</p> <p>National ID: begins with</p> <p>Last Name: begins with</p> <p>First Name: begins with</p> <p>Look Up Clear Cancel Basic Lookup</p> <p>Searching this table may take a long time. Enter values above before requesting Lookup.</p> <p>Enter whatever data you have in the boxes provided</p>												
<p><b>HOLDS</b> If the student has a negative service indicator, click on it to find out what kind of hold(s) the student has.</p>	<p>search Tina Titan</p> <p>Make a selection and press change</p> <p>**Student Details** change</p> <p>Negative service indicator</p> <p>VIEW MY ADVISEES</p>												
<p>To see more information about a specific hold, including information on how to resolve a hold, click on the link for that hold.</p>	<p>My Advisee - Tina Titan's Service Indicators</p> <p>★ Positive Service Indicator ⓧ Negative Service Indicator</p> <table border="1"> <thead> <tr> <th colspan="4">Service Indicator Data</th> </tr> <tr> <th>Service Indicator</th> <th>Institution</th> <th>Term</th> <th>Department</th> </tr> </thead> <tbody> <tr> <td>ⓧ Hold All Services</td> <td>CSU Fullerton</td> <td>Effective Immediately</td> <td>Student Financial Services</td> </tr> </tbody> </table> <p>CANCEL</p>	Service Indicator Data				Service Indicator	Institution	Term	Department	ⓧ Hold All Services	CSU Fullerton	Effective Immediately	Student Financial Services
Service Indicator Data													
Service Indicator	Institution	Term	Department										
ⓧ Hold All Services	CSU Fullerton	Effective Immediately	Student Financial Services										

Use the pull-down list to select specific information for this student and then click on the “change” button.

The screenshot shows a user interface for a student profile. On the left, there is a green button labeled "search". To its right, the name "Tina Titan" is displayed in purple text. Below the name are two small icons: a red circle with a white slash and a blue folder icon. On the right side of the interface, there is a blue header that says "Make a selection and press change". Below this header is a pull-down menu with a downward arrow. The menu is currently open, showing a list of options: "\*\*Student Details\*\*" (highlighted in blue), "Academic Information", "Class Schedule", "Enrollment Appointments", "Grades", and "To Do List". To the right of the pull-down menu is a green button labeled "change".

## Class Search

The class search tab provides access to the same class search that is also available from the "New Titan Online" tab in the Faculty Portal.

### George Titan

### Class Search

Select an Institution and Term and click GO. For Extended Education go to [www.csufextension.org](http://www.csufextension.org)

**Institution** 
  
**Term** 
  
 Search for Classes     Browse Catalog

Instructions for using the class search functionality are covered in the web tutorial entitled, "Student Center."

You can access the tutorial by clicking on "Training Resources" in New Titan Online and then choosing the Student Center web tutorial.

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**CMS Project**  
 PROJECT OFFICE | FINANCE | HUMAN RESOURCES | CAMPUS SOLUTIONS | SECURITY & ACCESS | TRAINING & SUPPORT  
 CMS Home > Training & Support > Documents > User Guides > Student User Guides

**TRAINING & SUPPORT**

- Training & User Guides
- Online Training
- Training Schedule
- FAQs
- Meet the Team
- News & Updates

**CMS PROJECT**

## CMS Student 8.9 Training & User Guides

Functionality	Web-based Tutorials	Reference Guides	Last Updated
<b>CMS Basics</b>			
Accessing/Logging into Portal	<a href="#">WEB</a>	<a href="#">PDF</a>	05/09/08
Setting Your User Defaults		<a href="#">PDF</a>	03/07/08
<b>Student Center</b>	<a href="#">WEB</a>	<a href="#">PDF</a>	06/20/08
Registration / Fee Payment (Student Center)	<a href="#">WEB</a>	<a href="#">PDF</a>	06/23/08
Faculty Center	<a href="#">WEB</a>	<a href="#">PDF</a>	06/20/08