

# **UAMS Student Records - GUS**

## **Faculty**



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## UAMS Student Records- Registrar

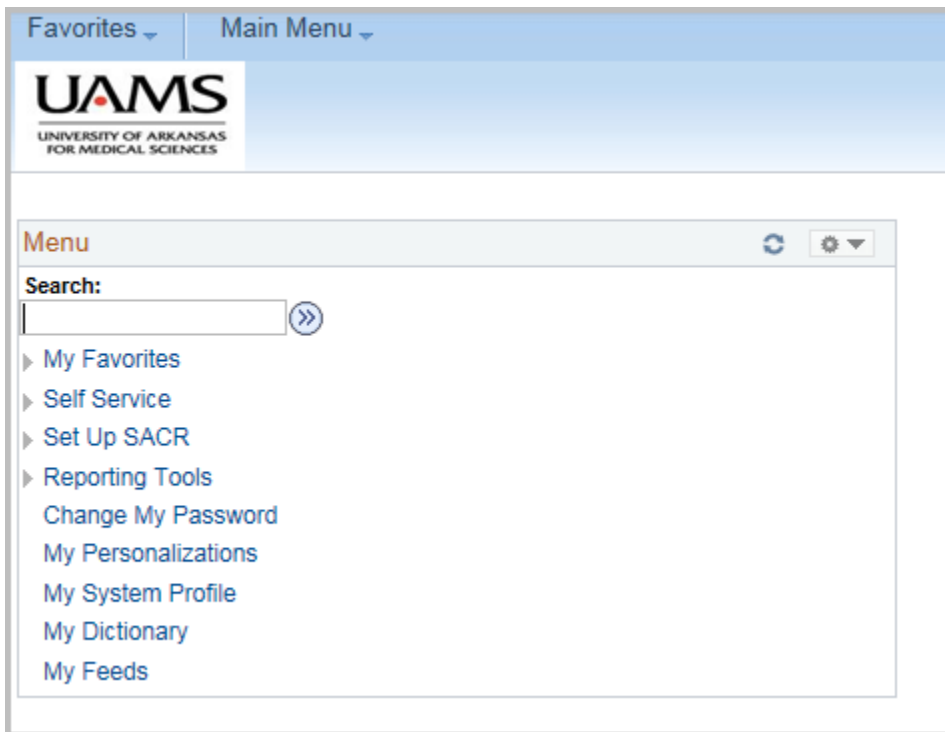
### Faculty Center

#### Reviewing Faculty Data via Faculty Center

##### Procedure

In this topic, you will learn how to view faculty data; such as, class and grade rosters, faculty schedule, and search for classes and courses.

**Navigation:** Main Menu>Self Service>Faculty Center



Step	Action
1.	Click the <b>Self Service</b> link.

# Training Guide

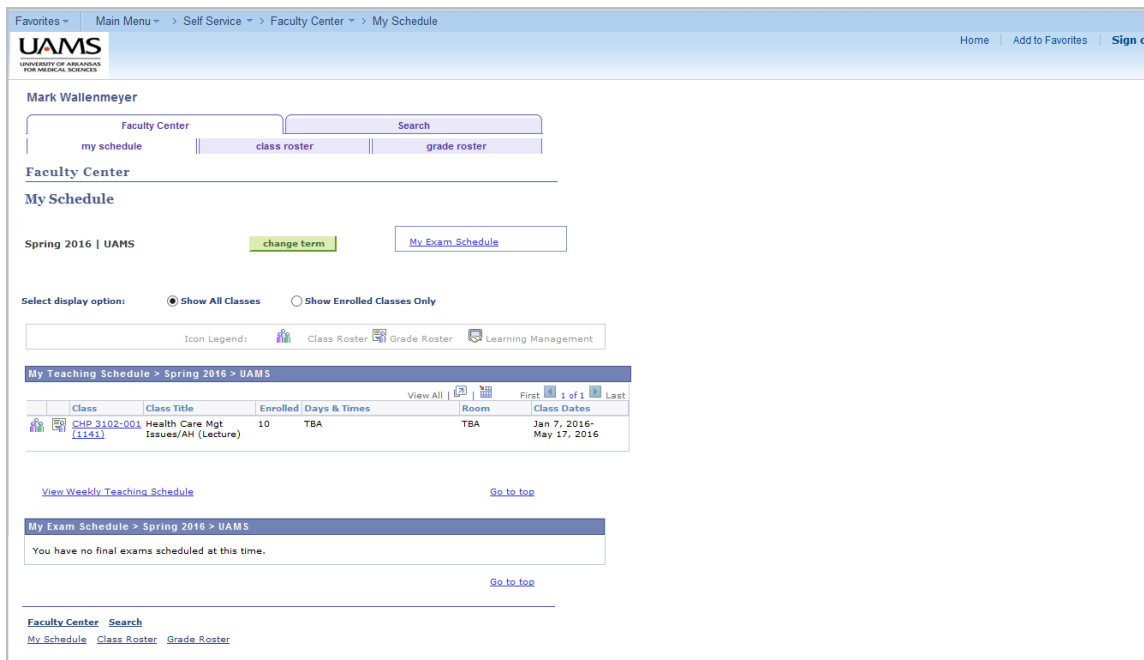
## UAMS Student Records - GUS



Step	Action
2.	Click the <b>Faculty Center</b> link.



Step	Action
3.	Click the <b>My Schedule</b> link.



Step	Action
4.	<p><b>Note:</b> If an instructor is attached to classes for multiple terms each term can be viewed by clicking on the <b>Change Term</b> button.</p> <p>The term that defaults here will be determined by the max term to which classes are attached to an instructor and enrollment exists.</p>
5.	<p><b>Note:</b> The following can be viewed by clicking on the appropriate radio button:</p> <p><u>Show all classes</u> - this view will include all classes the instructor is assigned to for the institution/term combination selected.</p> <p><u>Only classes with enrollment</u> - this view will include only those classes the instructor is assigned to that have enrollment.</p>
6.	<p>Click the <b>View My Weekly Schedule</b> option.</p> <p><input type="radio"/></p>
7.	<p><b>Note:</b> The Weekly Schedule defaults to the first week of the term for the institution selected. The Start Time defaults to 8:00am and the End Time defaults to 6:00pm. The <u>Show Week of date</u> can be changed as well as the <u>Start Time</u> and <u>End Time</u>. Instructors with evening classes will want to change these dates when they enter this page.</p> <p>Tab through the weeks using the <u>Previous Week</u> and <u>Next Week</u> buttons. It is important to note that classes that are in a TBA status will not appear here (depending on the UAMS business process on entering meeting patterns for classes with many meeting patterns).</p>
8.	<p><b>Note:</b> Below the calendar view are some additional display options. These display options could be changed and the view updated by clicking on the <u>Refresh Calendar</u> button.</p>
9.	<p>Click the <b>Return to Faculty Center</b> link.</p> <p><a href="#">Return to Faculty Center</a></p>
10.	<p><b>Note:</b> The icon legend is above the My Teaching Schedule which includes <u>Class Roster</u>, <u>Grade Roster</u> and <u>Learning Management System</u>(UAMS does not use the LMS for grading here).</p> <p>If these items are available for the class, the icons will appear next to a class. For example, the class shown below has enrollment, so the <u>Class Roster</u> icon appears. The <u>Grade Roster</u> icon appears because a grade roster has been generated for the class. The <u>Learning Management System</u> icon does not appear for the class since the class is not attached to an LMS (Blackboard).</p>
11.	<p><b>Note:</b> The <b>My Teaching Schedule</b> includes the <u>Class</u>, <u>Class Title</u>, <u>Enrolled</u>, <u>Days and Time</u> (if available), <u>Room</u>, <u>Class Dates</u>.</p>

Step	Action
12.	Click the Class link to access the class details page.  For this example click <b><u>CHP 3102-001 (1141)</u></b> .

**Mark Wallenmeyer**

Faculty Center      Search

my schedule      class roster      grade roster

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**Faculty Center**

**Class Detail**

**CHP 3102 - 001 Health Care Management Issues for Allied Health**  
 UAMS | Spring 2016 | Lecture


Class Details			
<b>Status</b>	● Open	<b>Career</b>	Undergraduate
<b>Class Number</b>	1141	<b>Dates</b>	1/7/2016 - 5/17/2016
<b>Session</b>	Regular Academic Session	<b>Grading</b>	Graded
<b>Units</b>	1 units	<b>Location</b>	UAMS Main Campus
<b>Instruction Mode</b>	Face to Face	<b>Campus</b>	Main UAMS Campus
<b>Class Components</b>	Lecture Required		

Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
TBA	TBA	Mark Wallenmeyer	01/07/2016 - 05/17/2016

Class Availability			
<b>Class Capacity</b>	999	<b>Wait List Capacity</b>	0
<b>Enrollment Total</b>	10	<b>Wait List Total</b>	0
<b>Available Seats</b>	989		

Textbook/Other Materials
Textbook Assignment Pending (assignments not shown to students)

[Return to Faculty Center](#)

Step	Action
13.	Scroll down the page to view details of the class.  Click the <b>Scrollbar</b> .
14.	Click the Return to Faculty Center link. <a href="#">Return to Faculty Center</a>
15.	Click the <b>Class Roster</b> icon. 



UAMS Student Records - GUS Interface Screenshot

Navigation: Favorites - Main Menu -> Self Service -> Faculty Center -> My Schedule

Faculty Center Search: my schedule | class roster | grade roster

Class Roster

Spring 2016 | Regular Academic Session | UAMS | Undergraduate

CHP 3102 - 001 (1141) [change class](#)

Health Care Management Issues for Allied Health (Lecture)

Days and Times	Room	Instructor	Dates
TBA	TBA	Mark Wallenmeyer	01/07/2016 - 05/17/2016

\*Enrollment Status:

Enrollment Capacity: 999 | Enrolled: 10

Select display option:  Link to Photos |  Include photos in list

Enrolled Students						
Notify	Photo	ID	Name	Grade Basis	Units	Program and Plan
<input type="checkbox"/>				Graded	1.00	College of Health Prof UGRD - Nuclear Med Imaging Science BS
<input type="checkbox"/>				Graded	1.00	College of Health Prof UGRD - Nuclear Med Imaging Science BS
<input type="checkbox"/>				Graded	1.00	College of Health Prof UGRD - Nuclear Med Imaging Science BS
<input type="checkbox"/>				Graded	1.00	College of Health Prof UGRD - Nuclear Med Imaging Science BS
<input type="checkbox"/>				Graded	1.00	College of Health Prof UGRD - Nuclear Med Imaging Science BS
<input type="checkbox"/>				Graded	1.00	College of Health Prof UGRD - Nuclear Med Imaging Science BS
<input type="checkbox"/>				Graded	1.00	College of Health Prof UGRD - Nuclear Med Imaging Science BS
<input type="checkbox"/>				Graded	1.00	College of Health Prof UGRD - Nuclear Med Imaging Science BS
<input type="checkbox"/>				Graded	1.00	College of Health Prof UGRD - Nuclear Med Imaging Science BS
<input type="checkbox"/>				Graded	1.00	College of Health Prof UGRD - Nuclear Med Imaging Science BS

Buttons: [Select All](#) | [Clear All](#) | [Printer Friendly Version](#)

notify selected students | notify all students


Faculty Center Search: My Schedule | Class Roster | Grade Roster

Step	Action
16.	<b>Note:</b> The Class Roster displays the <u>ID</u> , <u>Name</u> , <u>Grade Basis</u> , <u>Units</u> , <u>Program and Plan</u> and <u>Level</u> for each student enrolled. The Enrollment Capacity and Enrolled amount is also displayed.
17.	<b>Note:</b> Names that appear as a link indicate that an email address has been entered for that student. The email functionality of the database will not be available at go-live. However, an instructor can still click on the name link and access the student's email address to send an email to the student from an email client not connected to the database.
18.	Scroll down to the bottom of the roster.  Click the <b>Scrollbar</b>
19.	<b>Note:</b> The Printer Friendly Version button allows the page to be formatted to fit properly on 8 1/2 X 11 paper when printed.

# Training Guide

## UAMS Student Records - GUS



Step	Action
20.	<p>The Faculty Center link at the bottom of the page, or the Faculty tab at the top of the page, will return to the Faculty Center home page.</p> <p>Click the <b>Faculty Center</b> link.</p> <p><a href="#">Faculty Center</a></p>
21.	<p>Click the <b>Grade Roster</b> icon.</p> 

Favorites - Main Menu - Self Service - Faculty Center - My Schedule

UAMS UNIVERSITY OF ARKANSAS FOR MEDICAL SCIENCES Home | Add to Favorites | Sign out

Mark Wallenmeyer

Faculty Center Search

my schedule class roster grade roster

Grade Roster

[View FERPA Statement](#)

Spring 2016 | Regular Academic Session | UAMS | Undergraduate

CHP 3102 - 001 (1141) [change class](#)

Health Care Management Issues for Allied Health (Lecture)

Days and Times	Room	Instructor	Dates
TBA	TBA	Mark Wallenmeyer	01/07/2016 - 05/17/2016

Display Options: \*Grade Roster Type: Final Grade  Display Unassigned Roster Grade Only

Grade Roster Action: \*Approval Status: Not Reviewed

ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
1				GRD	College of Health Prof UGRD - Nuclear Med Imaging Science BS	Senior
2				GRD	College of Health Prof UGRD - Nuclear Med Imaging Science BS	Senior
3				GRD	College of Health Prof UGRD - Nuclear Med Imaging Science BS	Senior
4				GRD	College of Health Prof UGRD - Nuclear Med Imaging Science BS	Senior
5				GRD	College of Health Prof UGRD - Nuclear Med Imaging Science BS	Senior
6				GRD	College of Health Prof UGRD - Nuclear Med Imaging Science BS	Junior
7				GRD	College of Health Prof UGRD - Nuclear Med Imaging Science BS	Senior
8				GRD	College of Health Prof UGRD - Nuclear Med Imaging Science BS	Senior
9				GRD	College of Health Prof UGRD - Nuclear Med Imaging Science BS	Senior
10				GRD	College of Health Prof UGRD - Nuclear Med Imaging Science BS	Senior

View All | Download | Rows 1 - 10 of 10





Select All Clear All [Printer Friendly Version](#)

<- add this grade to selected students

notify selected students notify all students




Faculty Center Search

My Schedule Class Roster Grade Roster

Step	Action
22.	Click the <b>*Grade Roster Type</b> list.  <b>Note:</b> The default value for <u>Grade Roster Type</u> is <b>Final Grade</b> , this is the only value available for selection at go-live.
23.	Click the <b>*Approval Status</b> list.  <b>Note:</b> The approval status will need to be updated as grades are added/reviewed/approved. These values are dependent on the instructors grading access set on the class schedule.
24.	<b>Note:</b> Click the <u>Display Unassigned Roster Grade Only</u> checkbox to display only those students that have not yet been graded.
25.	<b>Note:</b> The roster, by default, is sorted by Name.  The sort option can be changed to sort by any of the other columns by clicking on the column header.
26.	Click the <b>Roster Grade</b> list for the first student to be graded.   <b>Important Note:</b> Grades will only be available for the grading basis attached to the student.
27.	The <b>add this grade to all students</b> list can be used if all students in the class received the same grade to save time.
28.	<b>Note:</b> The Student Grade Tab of the roster is a bit busy looking containing Program and Plan and Level Information pertaining to the students.  Although grades can be entered on this tab, the <b>Transcript Note</b> tab may be a better page for entering grades as it has less columns.
29.	Click the <b>Transcript Note</b> tab. 

Student Grade		Transcript Note		
	ID	Name	Roster Grade	Official Grade
<input type="checkbox"/>	1			<a href="#">Note</a>
<input type="checkbox"/>	2			<a href="#">Note</a>
<input type="checkbox"/>	3			<a href="#">Note</a>
<input type="checkbox"/>	4			<a href="#">Note</a>
<input type="checkbox"/>	5			<a href="#">Note</a>
<input type="checkbox"/>	6			<a href="#">Note</a>
<input type="checkbox"/>	7			<a href="#">Note</a>
<input type="checkbox"/>	8			<a href="#">Note</a>
<input type="checkbox"/>	9			<a href="#">Note</a>
<input type="checkbox"/>	10			<a href="#">Note</a>

View All | | Download | Rows 1 - 10 of 10

Step	Action
30.	<p>Click the <b>Save</b> button after all grades are posted.</p>  <p><b>Note:</b> Grades are still updateable and can be changed until the grade roster is posted, which will be done through a nightly process. After grades are posted grade changes cannot be done on the roster. Change of grade forms must be submitted to OUR and the grade change is processed through the staff side of GUS.</p> <p>If the roster is created with the option of partial post, roster grades can be posted even if not all grades are entered. However, if the roster is not created with the option of partial post grades can only be posted when all grades are assigned.</p>
31.	<p>Click the <b>Return</b> link to return to the Faculty Center.</p> 
32.	<p><b>Note:</b> The scroll icon and View FERPA Statement Link appear on the Class and Grade Roster pages and are there as a reminder that students with this icon attached to their records do not wish for their information to be released.</p>  <p><a href="#">View FERPA Statement</a></p>
33.	<p>Click the <b>Search</b> tab.</p>

Mark Wallenmeyer

Faculty Center      Search  
search for classes      browse course catalog

**Search for Classes**

**Enter Search Criteria**

**Search for Classes**

Institution: UAMS  
Term: 2015-2016

Select at least 2 search criteria. Select Search to view your search results.

▼ **Class Search**

Subject: \_\_\_\_\_  
Course Number: is exactly \_\_\_\_\_  
Course Career: \_\_\_\_\_

Show Open Classes Only  
 Open Entry/Exit Classes Only

▶ **Additional Search Criteria**

CLEAR      SEARCH

Faculty Center    Search  
Search For Classes    Browse Course Catalog

Mark Wallenmeyer

Faculty Center      Search  
search for classes      browse course catalog

**Browse Course Catalog**

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z  
0 1 2 3 4 5 6 7 8 9

COLLAPSE ALL      EXPAND ALL

Select subject code to display or hide course information.

▼ **ABA - ABA**

Course Nbr	Course Title	Typically Offered
<a href="#">3302</a>	<a href="#">Orientation</a>	
<a href="#">4403</a>	<a href="#">Nursing Informatics</a>	
<a href="#">4413</a>	<a href="#">Issues in Nursing</a>	
<a href="#">4423</a>	<a href="#">Cultural Competency in Nursing</a>	
<a href="#">4432</a>	<a href="#">Introduction to Research and Evidence Based Practice</a>	
<a href="#">4443</a>	<a href="#">Professionalism in Nursing Practice</a>	
<a href="#">4453</a>	<a href="#">Community Health Nursing</a>	
<a href="#">4463</a>	<a href="#">Nursing Care of Older Adults</a>	
<a href="#">4473</a>	<a href="#">Nursing Leadership &amp; Management</a>	
<a href="#">4966</a>	<a href="#">Capstone (for ABA Students)</a>	

Step	Action
34.	There are two search options: <u>search for classes</u> – Search for scheduled classes per term using multiple search options. <u>browse course catalog</u> – Search for courses available to be scheduled within the course catalog.

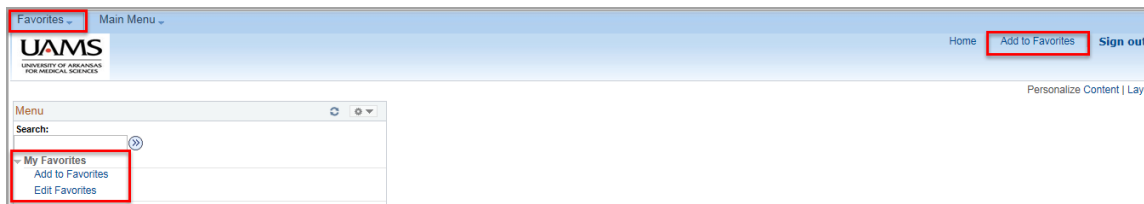
## Faculty Account

### Setting Favorites and User Defaults

#### Procedure

In this topic, you will learn how to set frequently used pages as favorites and set user defaults for frequently used data values.

Step	Action
1.	Click the <b>Home</b> link in the upper right hand corner of the page.




Step	Action
2.	Components (pages) that you frequently use can be added as <b>Favorites</b> . <b>Favorites</b> can be added in three places as identified in the screenshot above.
3.	To set default values for fields in the search criteria use the following navigation: <a href="#">Main Menu</a> > <a href="#">Set Up SACR</a> > <a href="#">User Defaults</a>


Favorites ▾ Main Menu ▾ > Set Up SACR ▾ > User Defaults


**UAMS**  
UNIVERSITY OF ARKANSAS  
FOR MEDICAL SCIENCES


User Defaults 1 | User Defaults 2 | User Defaults 3 | User Defaults 4


User ID: TRN\_FAC\_UGRD Name: Wallenmeyer, Mark D


Academic Institution:   UAMS


Career Group SetID:  


Facility Group SetID:  


Academic Career:  


Academic Group:  

Subject Area:  

Term:  

Academic Program:  

Academic Plan:  

Academic Sub-Plan:  

[User Defaults 1](#) | [User Defaults 2](#) | [User Defaults 3](#) | [User Defaults 4](#)

Step	Action
4.	Click through the <b>Defaults</b> tabs to determine the fields that make sense for you to select as a default value.
5.	You have successfully completed the walk-thru of the GUS faculty center components associated with a faculty account. <b>End of Procedure.</b>