



Faculty Application Overview



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Introduction

Faculty Application OVERVIEW

The purpose of the Faculty Application is to allow Faculty members to enter and post grades for students registered in their courses via the web. This includes the capability to using mobile devices. This makes grade entry accessible and available 24 hours a day once the grading period has opened and valid grades are posted. This also allows faculty to draft grades prior to posting. In addition, faculty will have access to the Course List for courses they are assigned to teach as well as the class roster. The Faculty members will have the tools to advise students by the Advisees and Course search sections.



NOTE: When instructors post grades, students will be able to view them immediately via the web.



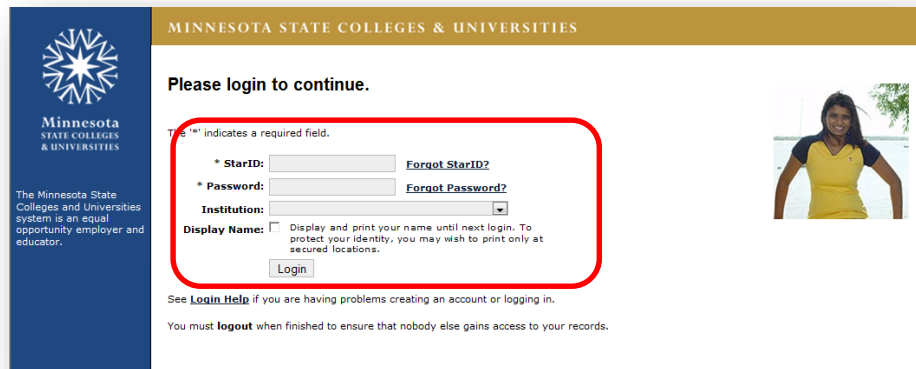
NOTE: Some of the documents open in Adobe Acrobat Reader, which is a free software program that is installed on most campus computers.

Security Rights

College and university faculty with the appropriate security authorizations can view and print by logging in with their StarID and Password. They need to be an Employee or an Instructor with a valid tech ID at the institution.

Login via e-Services

Faculty members are required to sign in using their StarID and password. Selecting the institution from the drop down list is optional. When selecting the checkbox next to the *Display Name*, upon a successful login, the individual's First and Last name will display.



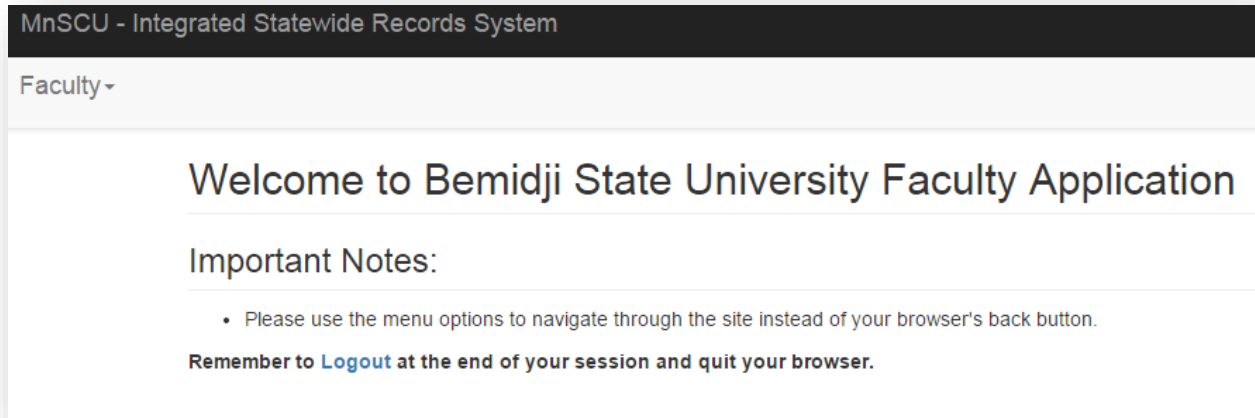
Once successfully logged in e-Services, a message will display on the Home Page.

This page has been moved into the [Faculty application here](#) and in the near future will be completely removed from eServices.
If you reached here via a link from your campus site please contact your local IT Department to have it updated.
If a bookmark led you here, please delete it and create a new one to the new application.



NOTE: The message above will appear when bookmarked pages have been used to navigate to e-Services.

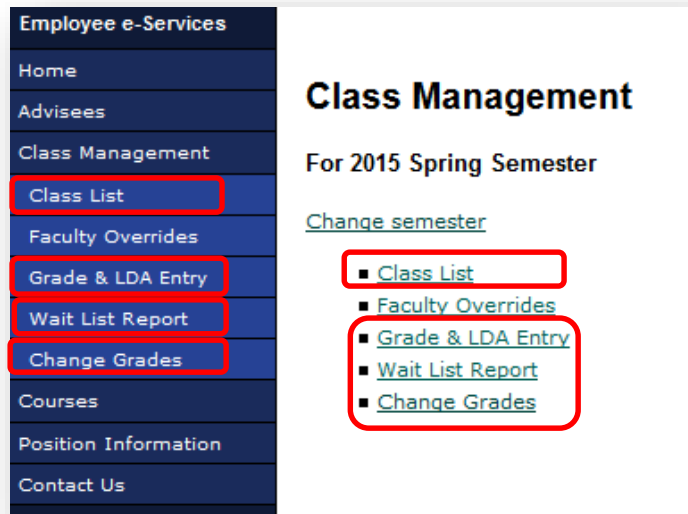
There are several ways to enter the Faculty application from e-service. The first is to click on the **Faculty Application here** link. This will redirect the user to the Faculty App Page shown below.






Another way to enter the Faculty Application is from the Left Navigation section, click on the Links below.



When the Class Management section has been clicked on, a dropdown list will appear with links available to choose that will redirect to that Faculty application equivalent section.



-  **NOTE:** Faculty Overrides has not moved from e-Services at this time.
-  **NOTE:** Some Institutions have selected not to use the Change Grades section. This will not display on those sites.
-  **NOTE:** The Helpful links have been removed from this page.

How to set a NEW book mark –

1. Go to the *Chrome* menu > Bookmarks > Bookmark This Page.
2. Go to *Firefox* and click the star icon in the address bar. The star will turn yellow or blue and a *bookmark* for the page you're on will be created in the *Unsorted Bookmarks* folder.
3. Drag the lock or page icon from the URL into the bookmarks bar.
4. Press Ctrl+D (*Mac*: ⌘-D).

Links available to Faculty Application

When clicking on any of the links below will redirect to the Faculty Application.

- Advisee

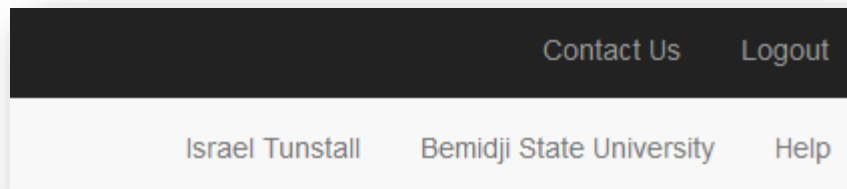


Overview

- Class List
- Grade & LDA Entry
- Waitlist
- Change Grade
- Courses

Faculty Application

Right hand Menu Bar



Contact Us

When the [**Contact Us**] is clicked on, this will open a new window to create a Help Desk Ticket for any challenges you are experiencing.

Knowledge | Ask a Question | Your Account

Announcements
For current enterprise system status, please see: status.mnscu.edu

Submit a question to our support team. Fields with an * are required

Contact Information

Email Address *
First Name *
Last Name *
Phone Number *

Incident Information (DO NOT INCLUDE PROTECTED INFORMATION)

Subject *
Question (DO NOT INCLUDE SOCIAL SECURITY NUMBER) *



Logout

When the [**Logout**] is click on, this will redirect to the Starid Logon page and logging in again will go directly to Faculty Application.

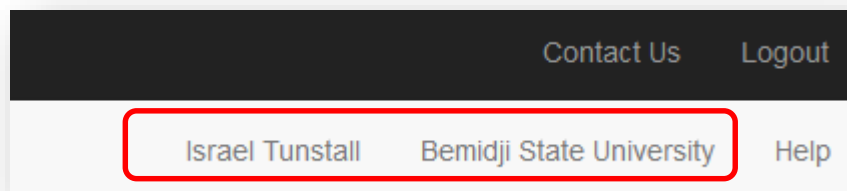
Welcome to Bemidji State University Faculty Application

Important Notes:

- Please use the menu options to navigate through the site instead of your browser's back button.

Remember to **Logout** at the end of your session and quit your browser.

The next line will contain the faculty member's name, and Institution they are actively using.

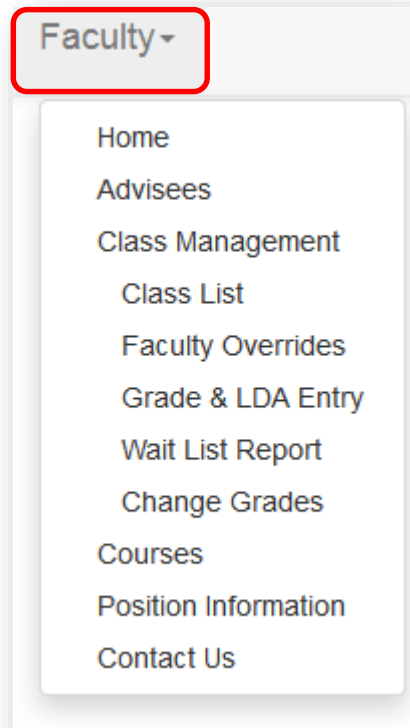


Help

When the [**Help**] link is clicked on, this will open a new window to the ISRS – Integrated Statewide Record System Documentation and Training.



Left Hand Navigation Dropdown

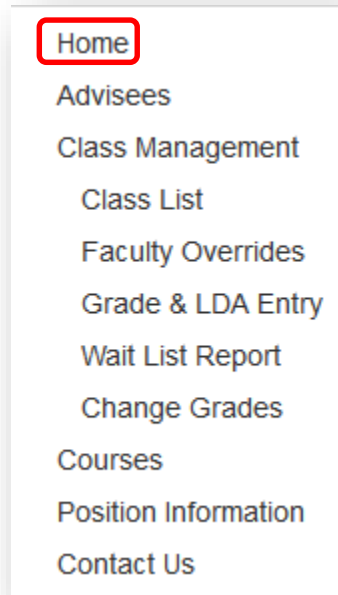


On the upper left side, is **[Faculty]**. Click on the **[Faculty]** dropdown arrow. There are 11 possible options displayed. The ability to access all screens will depend on the institution setup.

Navigation Links

Home

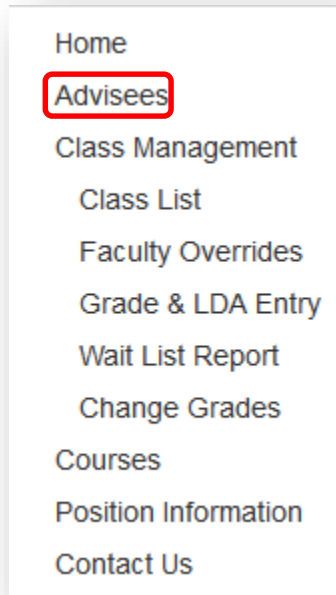
The **Home** screen allows users to return to their Employee e-service page. Some faculty members may have multiple institutions for which they are Instructors. This allows them to logout of e-Services and Log back in to another Institution.



NOTE: When this Link is clicked, the users will return to their Employee e-service page.

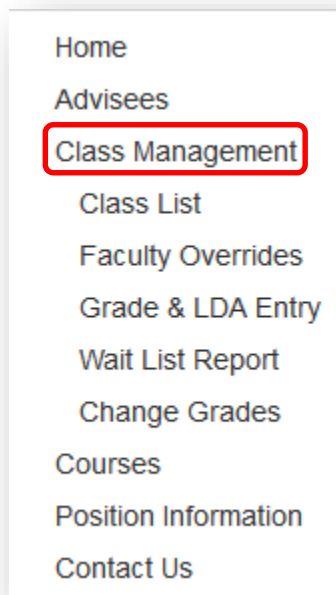
Advisees

The **Advisees** screen allows users to view the students they advise. View and print student transcripts, and MNTC, DARS audit reports from other system institutions.



Class Management

The **Class Management** screen allows Viewing and Printing of multiple screens to manage a class.



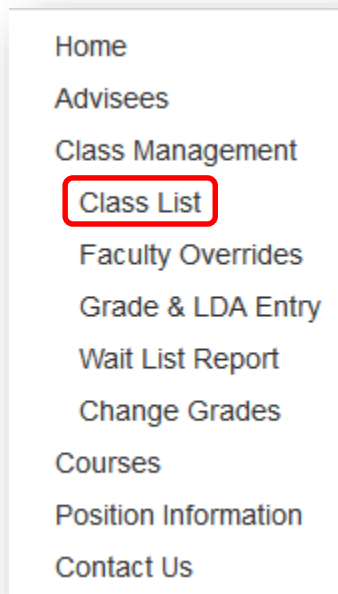


 **NOTE:** When **Class management** Link is clicked, the users will return to their Employee e-service page.

The options from under **Class management** will remain in Faculty application except for Faculty Overrides.

Class List


➤ The **Class List** screen allows users to view all classes that the faculty has taught or teaching during the selected Semester.



Faculty Overrides

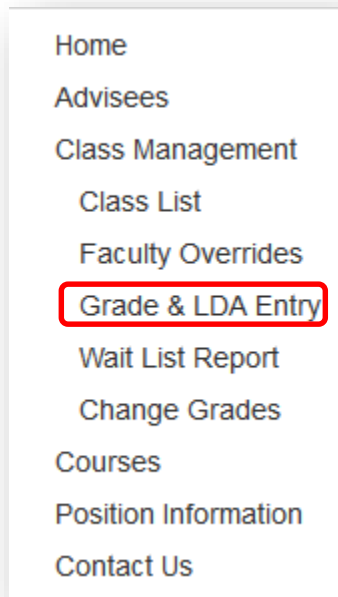
➤ The **Faculty Overrides** screen allows users to view Overrides that can be processed by the faculty member.



 **NOTE:** When this Link is clicked, the users will return to their Employee e-service page

Grade & LDA Entry

- The **Grade & LDA Entry** screen allows users to draft grades, Post grades, enter Last Date of Attendance or Never Attended auto populated posted Grades.



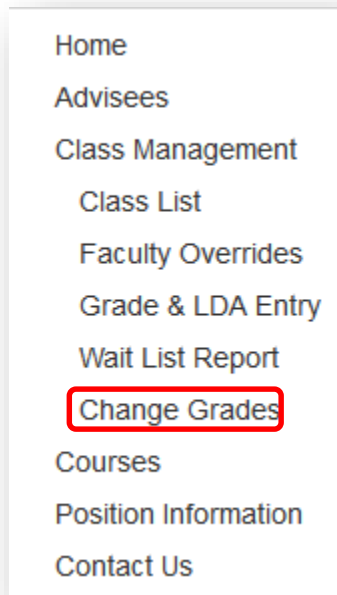
Wait List Report


- The **Wait List Report** screen allows users to view, print and export their Waitlist for their courses.



Change Grade

- The **Change Grade** screen allows user to submit and electric form for a request to have a grade changed for a posted grade.



 **NOTE:** This form is available for faculty members that are instructors of courses in the year/term that is being accessed.

Courses

The **Courses** screen allows users to view all courses at their institution within a selected semester based on the criteria they submit.



- Home
- Advisees
- Class Management
 - Class List
 - Faculty Overrides
 - Grade & LDA Entry
 - Wait List Report
 - Change Grades
- Courses**
- Position Information
- Contact Us

Position Information

The **Position Information** screen has no information at this time.

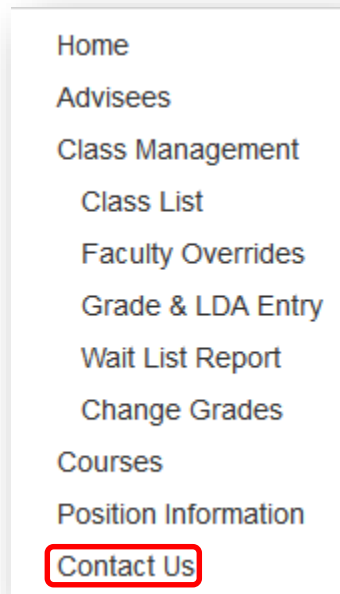
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NOTE: When this Link is clicked, the users will return to their Employee e-service page.

Contact Us

The **Contact Us** screen allows users to view the Campus contact information.



NOTE: When this Link is clicked, the users will return to their Employee e-service page.

Help

If you have follow-up questions, get help as follows:

1. Access the Information Technology Services web site at www.its.mnscu.edu, and click the MnSCU Help Desk quick link.
2. Create a Help Desk ticket and explain your question or problem.