![California State University SAN MARCOS]

FACULTY SELF SERVICE - QUICK REFERENCE

updated 8/24/18

LOG INTO PEOPLESOFT
1. Go to www.csusm.edu – click on my csusm – sign in
2. In left column, click on the **Faculty Self Service** link for Class and grade rosters and faculty help

VIEW MY TEACHING SCHEDULE
1. Log in to PeopleSoft.
2. Click on the Self Service link to get to Faculty Center and click on MySchedule link.
3. The teaching schedule for the current term is displayed.
4. OPTIONAL: Click the **Change Term** button to view the teaching schedule for a different term.
5. To view additional class details, click the class /course detail hyperlink
6. OPTIONAL: To view the schedule in a weekly format, click the **View Weekly Teaching Schedule** link.

VIEW and PRINT CLASS ROSTERS
1. Log in to PeopleSoft.
2. Click on the Self Service link to get to Faculty Center and click on the Class Roster link.
3. OPTIONAL: Click the **change class** button to view the class roster for a different class.
4. Click the Class Roster icon 👫 for the desired course.
5. Use the **Printer Friendly Version** link to print the class roster –located very bottom of page. You can also download Class Roster into Excel.

SEARCH FOR CLASSES
1. Log in to PeopleSoft.
2. Click on the Self Service link to get to Faculty Center and click on My Schedule link.
3. Click on the **Search** tab at the top of the page
4. Click the **Search for classes** link located at the top and bottom of the page.
5. Enter the search criteria.
6. Click the **SEARCH** button.

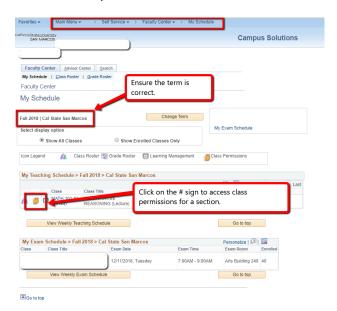## BROWSE COURSE CATALOG & ENROLLMENT INFORMATION
1. View Electronic Catalog at:
   http://catalog.csusm.edu/

2. Click on the following link for Enrollment Information:
   https://www.csusm.edu/schedule/fall2018/index.html

FIND A FACULTY INSTRUCTOR
1. Log in to PeopleSoft.
2. Click on the Self Service link to get to Faculty Center and click on Class Roster link.
3. Click on the **Search** tab at the top of the page
4. Click the **Faculty Search** link located at the top and bottom of the page.
5. Click the **Search by Name** button.
6. Enter at least the last name or partial last name.
7. Click the **LookUp** button.
8. If more than one person matches the criteria entered, select the appropriate individual from the list.

ADDING STUDENT TO YOUR CLASS ROSTER USING PERMISSION NUMBERS
1. Log in to PeopleSoft.
2. Click on the Self Service link to get to Faculty Center and click on My Schedule link. Ensure the term is correct and click on the # sign to access class permissions for a section.
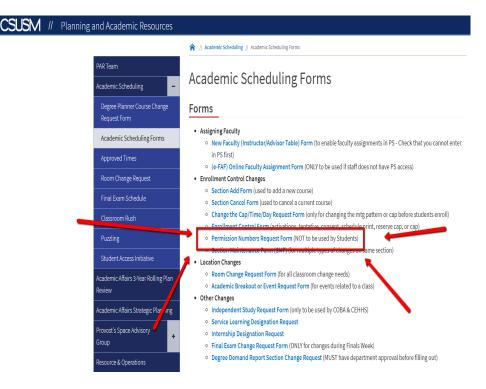
California State University SAN MARCOS

FACULTY SELF SERVICE - QUICK REFERENCE

updated 8/24/18

HOW TO REQUEST ADDITIONAL PERMISSION NUMBERS

1. Additionally, the link to request more permission numbers can be found on the Academic Scheduling Forms page link below.
https://www.csusm.edu/par/acdsched/perm_numbers.html
2. Permission numbers are not to be used/given to students.
3. Permission number CANNOT BE REUSED.
4. *Important NOTE: Faculty must check the room capacity limits before adding students. Fire Marshall limits can be found by clicking this link:*
https://www.csusm.edu/classrooms/classrooms/index.html

ENTER GRADES

Grade rosters are NOT "opened" by the Registrar's office until two weeks before grades are due to be posted in Peoplesoft.

1. Log in to PeopleSoft.
2. Click on the Self Service link to get to Faculty Center and click on the Grade Roster link. Grade Roster Type should be set to Final Grade
4. Click the Grade Roster icon for the desired course.
5. Enter the grade or use the drop-down and select the grade.
6. After Final Grades have been entered and reviewed for accuracy make sure the Approval Status is to "Approved"
7. Click the **SAVE** button frequently
8. Click the **SAVE** button to save the Final Grades. Remember to SAVE your grades before exiting

OPTIONAL: Click the checkbox for "**Display Unassigned Roster Grades Only**" to only view those students for whom no grade has been entered.

OPTIONAL: Click the **Change Class** button, then click the **Change Term** button to view grade roster for a different term

IMPORTANT:

Grades will not post until you have changed the Approval status to Approve and save a final time.

Once the grade submission deadline has passed for entering the current term's grades in the Faculty Center, you must follow the Policy on Grade Changes and submit a hard-copy form. No grades changes are allow online.

NOTE: Timeline/dates for grade submission are typically sent out just before grades are due.

MOODLE - COUGAR COURSES – NEED HELP????

cchelp@csusm.edu or visit http://cc.csusm.edu/course/view.php?id=2219

PROBLEMS – contact Helpdesk by email or telephone

helpdesk@csusm.edu or 760-750-4790

Grading Symbols: A Quick-Reference Guide

Note: for detailed instructions, see the Faculty Center Quick Reference Guide for posting grades
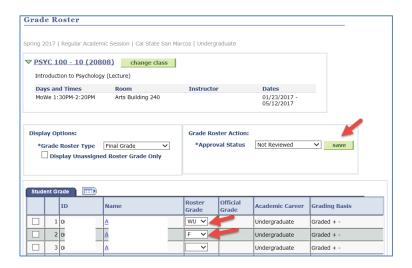
GRADE TYPES

- **WU (Unauthorized Withdrawal)** indicates that an enrolled student did not withdraw from the course and also failed to complete course requirements. It is used when, in the opinion of the instructor, completed assignments or course activities or both were insufficient to make normal evaluation of academic performance possible. For purposes of grade point average and progress point computation this symbol is equivalent to an F. **Please see instructions below.**
  Please note: assignment of a WU grade when a student never attended or stopped attending prior to the mid-point in a 16-week semester, may have significant negative implications for financial aid and other benefits.

- **I (Incomplete)** should be assigned *only* to those students who are otherwise passing the course and provide a compelling reason for being unable to complete the work by the end of the current semester. "I" grades must be based on an agreement between the faculty member and the student. Use the Incomplete Agreement form.

- **RD (Report Delayed)** may be used when a delay in the reporting of a grade is due to circumstances beyond the control of the student. In addition, the Registrar's Office will update any missing grades with the RD grade following the grade deadline. **However, the RD shall be replaced by a substantive grade within two-weeks following the end of the term. The Registrar's Office shall notify both the instructor of record and the department chair within two weeks of the assignment of RD grade (EO 1037).**

- **CR/NC (Credit/No Credit)**: If your course is designated as exclusively Credit/No Credit, letter grades cannot be accepted for any student.

- **RP (Report in Progress)**: for a course taken over multiple terms, if you assigned the "RP" grade to a student in the same course the prior semester, upon the student's completion of the course requirements, you need to enter the final grade ONLY for the last attempt. The "RP" grade remains on the student's transcript and no units will be earned for that term.

GRADE ROSTER – LAST DATE OF ATTENDANCE

The grade roster now includes the ability to capture the Last Date of Attendance for WU and F grades. Per executive action signed October 2016, this Last Date of Attendance is now *required* of all campuses, rather than optional.

1. If you have entered any WU or F grades on the grade roster, **the Last Date of Attendance field does not appear until you click "Save."**

2. Once Save is clicked, the Last Date of Attendance column displays with a default date of 50% point in time for a WU grade and a blank date field for an F grade. Enter the appropriate date and if you're finished grading, mark the Approval Status as "Approved" and click "Save."