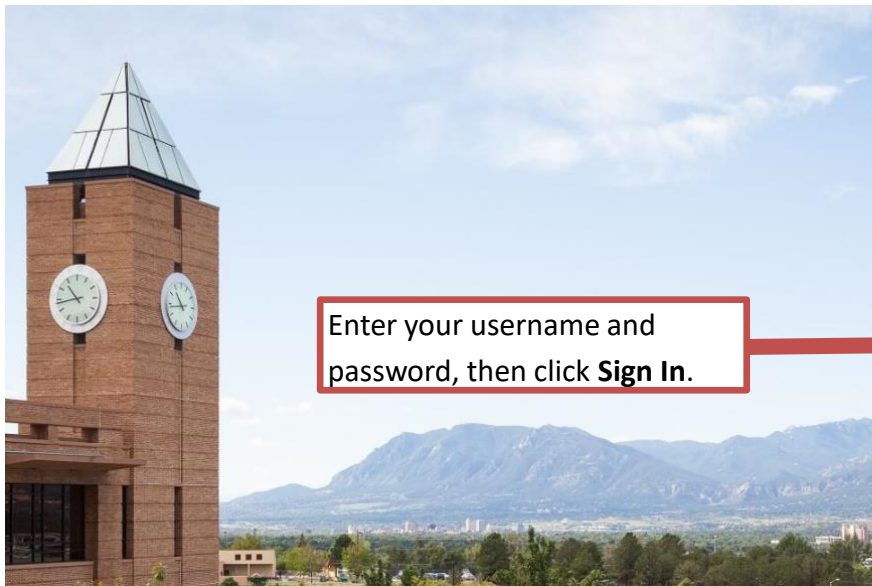




Click here to read the va

To begin, locate the "Tools" menu on the right side of the UCCS home page or Faculty & Staff page, then click on myUCCS Portal.

- Canvas
- myUCCS Portal
- Office 365 Email
- Mountain Lion Connect



Enter your username and password, then click **Sign In**.

Sign in

someone@example.com

Password

Sign in

CU Resources Home

In your myUCCS Portal, you have two main functional areas: CU Resources and Faculty. You can set either as your "preferred" view/bookmark.

The CU Resources area is your employment resource center.

CU Resources Home

Faculty

The Faculty area is your teaching/grading center.

My Info and Pay

Benefits & Wellness

Training

Forms

Student Systems

Take a break

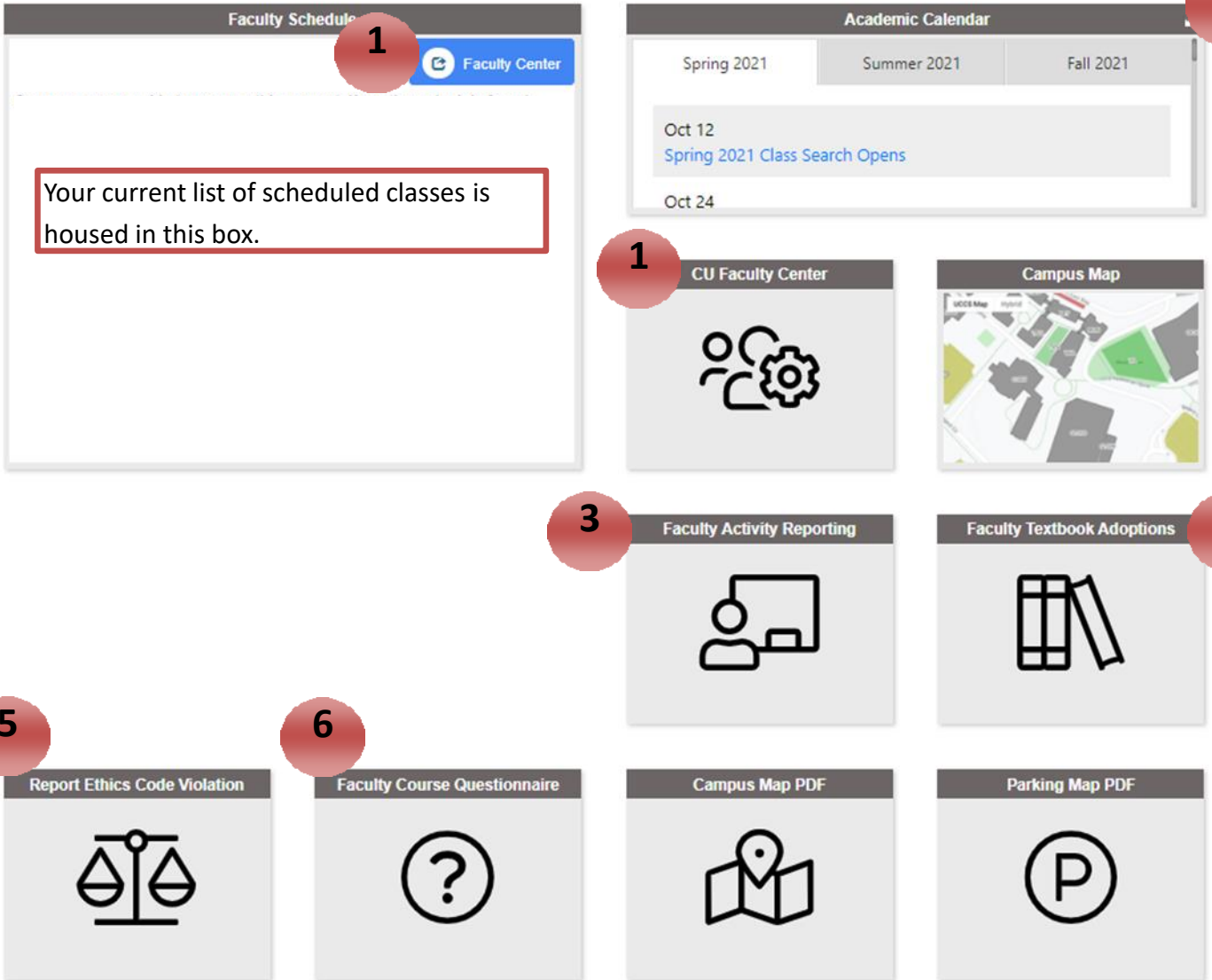
Use your excess vacation leave by July 1

Request System Access

CU-Da

illsoft

# Faculty



1 Access for specific class information including class/grade rosters, teaching schedules.

2 Select the academic calendar to review important semester dates/deadlines.

3 Digital Measures: T, TT, NTT annual scholastic reporting.

4 Submit course textbook selection to the UCCS Bookstore.

5 Report Academic Ethics Code Violations here.

6 View FCQs (Faculty Course Questionnaire).

The screenshot shows a web interface for a Faculty Center. At the top, there are three main navigation buttons: 'Faculty Center', 'Advisor Center', and 'Search'. Below these are sub-buttons for 'my schedule', 'class roster', and 'grade roster'. A red circle with the number '1' points to the 'Search' button.

The main heading is 'Faculty Center', followed by 'My Schedule'. Below this, it says 'Fall 2013 | CU Colorado Springs'. A green button labeled 'change term' is highlighted, with a red circle and the number '2' pointing to it.

Underneath, there are radio buttons for 'Select display option: Show All Classes' (selected) and 'Show Enrolled Classes Only'. Below this is an 'Icon Legend' section with icons for 'Class Roster', 'Grade Roster', and 'Learning Management'.

The main content area shows a breadcrumb trail: 'My Teaching Schedule > Fall 2013 > CU Colorado Springs'. Below this is a table with columns: 'Class', 'Class Title', 'Enrolled', 'Days & Times', 'Room', and 'Class Dates'. The first row shows a class 'BUAD 1010-001 (27334)' with 79 enrolled students, meeting on Mondays from 9:25AM to 10:40AM in room DWIR 121. A red circle with the number '3' points to the 'Class Roster' icon, '4' to the 'Grade Roster' icon, and '5' to the class title link.

At the bottom of the table area, there is a link 'View Weekly Teaching Schedule' with a red circle and the number '6' pointing to it.

1

Use the search function to find semester class schedules, course descriptions, and faculty.

2

Change term to view a different semester's teaching schedule.

3

Click here for your class roster. For detailed class roster instructions see page 5.

4

Click here for your grade roster. Grade rosters are only available towards the end of each semester. For detailed grading instructions see page 6.

5

Click here for specific information about this class (course description, special meeting patterns, class notes, pre-reqs, etc.).

6

View your weekly teaching schedule.

Faculty Center      Advisor Center      Search

1 search for classes      2 browse course catalog      3 faculty search

## Search for Classes

### Enter Search Criteria

Search for Classes

Institution      CU Colorado Springs ▼

Term      Summer 2015 UC Colo Springs ▼

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

Use Additional Search Criteria to narrow your search results.

▼ Class Search

1

Search the schedule of classes for the current or a future term.

2

Browse the course catalog for any CU course offerings and course descriptions.

3

A Faculty Directory.

# Class Roster

Fall 2013 CU Colo Springs | Intensive (Colo Springs Main) | CU Colorado Springs | Undergraduate

▼ **BUAD 1010 - 001 (27334)**

[change class](#)

Building a Successful Future in Business (Lecture)

Days and Times	Room	Room Capacity	Instructor	Instructor's Email Addresses	Dates
Mo 9:25AM-10:40AM	DWIR 121	153			08/26/2013 - 11/11/2013

\*Enrollment Status

Enrolled

Enrollment Capacity 75

Enrolled 79

Dropped 25

Waitlisted 0

Select display option

Include photos in list

Link to Photos

Enrolled Students

Personalize | Find | First 1-79 of 79 Last

Student Details

Program/Plan Details

Contact Details

	Notify	Photo	FERPA	ID	Name	Level
1	<input type="checkbox"/>					Freshman
2	<input type="checkbox"/>					Freshman
3	<input type="checkbox"/>					Freshman

[Select All](#) [Clear All](#)

notify selected students

notify all students

printer friendly version

1

Subject, Catalog Number, Section Number. The number in parenthesis is the unique system code (specifically called a "Class Number") for this exact class offering for this specific term

2

Teaching multiple classes? Switch between courses within the term.

3

Use the drop down to list Enrolled, Dropped or Waitlisted students in this class section.

4

Toggle between radio buttons to list your students with or without student photo.

5

Select this graph icon to download this class roster to an Excel file.

6

Select this expand icon to expand the table for additional student information.

7

Use these buttons to email students and/or print your Class Roster.

## Grade Roster

Fall 2014 UC Colo Springs | Main Campus Sem (Colo Springs) | CU Colorado Springs | Undergraduate

▼ **QUAN 2010 - 002 (10668)** [change class](#)

Business Statistics (Lecture)

Days and Times	Room	Room Capacity	Instructor	Instructors Email Addresses	Dates
We 10:50AM-1:30PM	DWIR 103	48			08/25/2014 - 12/20/2014

**Instructor Grade Access:** Post Grades

**Display Options:** Final Grade

**Grade Roster Type:**  Display Unassigned Roster Grade Only

**Grade Roster Action:** [Grading Information/Deadline](#)

\*Approval Status: Not Reviewed [save](#)

(To change the Approval Status, select from the drop down and press Save)

Please enter grades for students. Please press SAVE frequently. When all grades have been entered, if you are the primary instructor, change the Approval Status to Approve. If you are NOT the primary instructor, change the Approval Status to Ready for Review. NOTE: Only use the Upload Grades button to upload a .CSV file of grades from an external source. You do not need to use this button if you are manually entering the grades on the roster.

F Grades: If you assign a grade of F, you will be required to enter an attendance record for the student (Attended Until Term Completed, Never Attended, or Attended Until.....). "Attended Until Term Completed" is the same thing as an earned F. If the student attended until a certain point in time ("Attended Until....."), you will be required to also provide the date of the last academically related activity (such as attending class or a study group, completing a quiz, tutorial, or paper, etc.). If there is no record of attendance or you do not know when the student stopped attending, indicate that the student "Never Attended"

**2** [DROP DOWN GRADING](#) [BUBBLE GRADING](#) [UPLOAD GRADES](#) [SAVE](#)

Student Grade	FERPA	ID	Name	Roster Grade	Official Grade	Program and Plan	Level
<input type="checkbox"/>	1			<b>3</b> <input type="text"/>	<input type="text"/>	Coll of Business & Admin UGRD - BUSN Undeclared	Sophomore
<input type="checkbox"/>	2			<input type="text"/>	<input type="text"/>	Coll Letters, Arts & Sci UGRD - Pre-Business	Sophomore

**4**

**1** In order to enter grades, ensure that the **Approval Status** says **Not Reviewed**.

**2** You can choose to enter grades through a drop down grading option, a bubble grading option, or for large classes you may upload a CSV file.

**3** **Roster Grade:** Displays only grades assigned on the grade roster. After grades are posted, this field displays the originally assigned roster grade, but is not available for updating.

**Official Grade:** Displays the grade after the roster grades are officially posted. This grade may differ from the Roster Grade (rarely) if a grade change is made after the grade roster has posted.

**4** If you enter a failing (F) grade, you must also enter a "F Grade Attendance Record" and "Date of Last Attendance" when prompted.

## Grade Roster

**Instructor Grade Access:** Post Grades

**Display Options:** Final Grade

**Grade Roster Type**

Display Unassigned Roster Grade Only

**Grade Roster Action:** [Grading Information/Deadline](#)

\*Approval Status: Approved save

(To change the Approval Status, select from the drop down and press Save)

Grades for this class are approved and ready for posting to the students' record. Please confirm the "Approved" status by selecting the SAVE box to the right of the status box(if you have not done so already).

After saving the "Approved" status, select the POST button to immediately post grades.

If the grades are NOT ready for posting, change the approval status to "Not Reviewed".

DROP DOWN GRADING
BUBBLE GRADING
UPLOAD GRADES

SAVE
POST

Student Grade		FERPA	ID	Name	Roster Grade	Status Note	Official Grade	Program and Plan	Level
<input type="checkbox"/>	41				B-			Coll Engineering & AppSci UGRD - Computer Science	Senior
<input type="checkbox"/>	42				B+			Coll of Business & Admin UGRD - BUSN Undeclared	Sophomore

View All | Download | Rows 41 - 42 of 42 | Printer Friendly Version

Select All | Clear All | notify selected students | notify all students

## Post Confirmation

The grades will be posted to the student records and that once grades are posted all changes require a Grade Change Request.

OK
Cancel

**1** Once your grades are entered, select **"Approved"** and click **save**.

**2** The final step to submit your grades is to post the grades by clicking **POST**.

**3** If you are not ready to post your grades, use the save button to save your progress and post your grades at a later time.

**4** After you have posted your grades, you will be asked to confirm. Click **OK**.