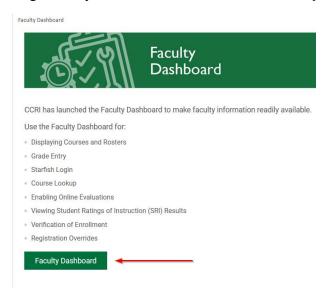
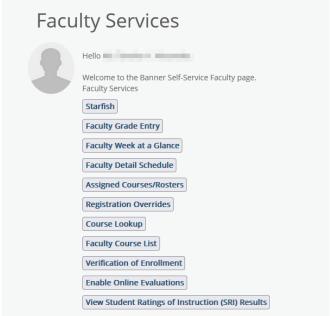
SSB9 FACULTY DASHBOARD

Login to MyCCRI and click on the For Faculty tab to access the Faculty Dashboard





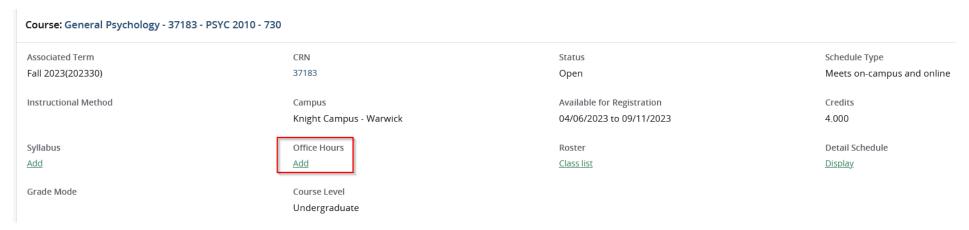
Cri



ADDING OFFICE HOURS

From the "Faculty Services" page, click "Assigned Courses/Rosters"

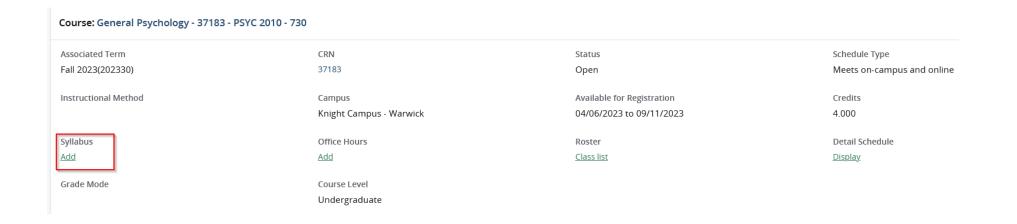
Under *Office Hours*, click the "Add" link to go to the Office Hours page. Use this page to set up your office hours. The From/To Times and From/To Dates are required when adding office hours. Students may view your office hours when the *Display indicator* is checked. Office hours may be deleted by checking the "*Delete*" box and then click **Submit**.



ADDING SYLLABUS INFORMATION

From the "Faculty Services" page, click "Assigned Courses/Rosters"

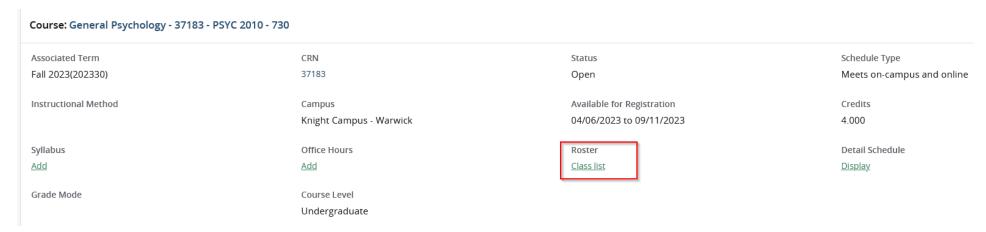
Under *Syllabus*, click the "Add" link to go to the Syllabus Information page. Use this page to maintain syllabus information, learning objectives, required materials, and technical requirements for the course.



TO VIEW YOUR CLASS ROSTER

From the "Faculty Services" page, click "Assigned Courses/Rosters"

Under *Roster*, click the "Class List" link to go to the Faculty Enrolled Summary Class List. This is a listing of all students in the course. If there is a student in your class who does not appear on this list, please refer the student to the Office of Enrollment Services.



TO VIEW FACULTY SCHEDULE BY DAY AND TIME

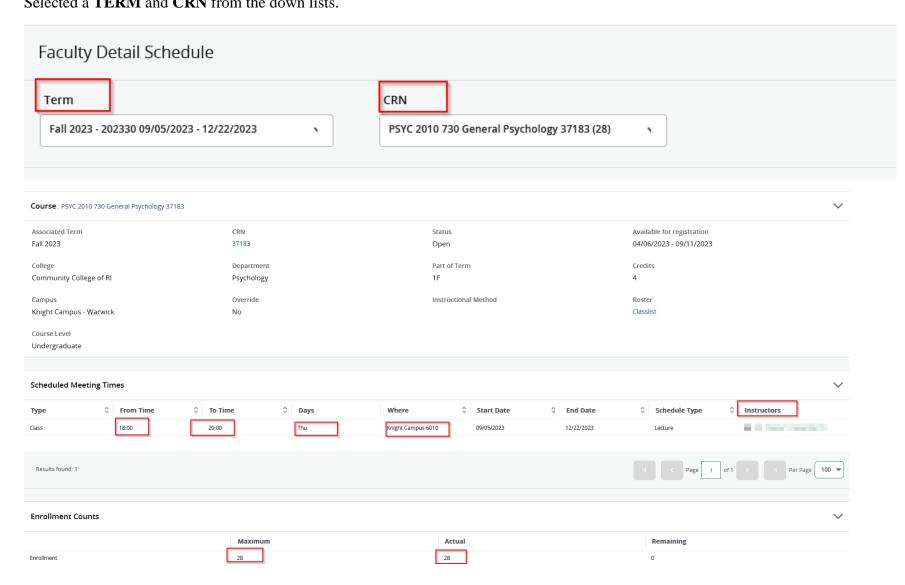
From the "Faculty Services" page, click "Faculty Week at a Glance"

culty Week	cat a Glance							
Today			✓ Week 09/04/2023 to 09/10/2023 >				MM/dd/yyyy 🔳 Go	
	09/04	09/05	09/06	09/07	09/08	09/09	09/10	
7:00								
				PSYC 2010 - 730				
3:00				37183 Class				
				© 18:00-20:00				
				○ KN-6010				
				•				

TO VIEW FACULTY DETAIL SCHEDULE

From the "Faculty Services" page, click "Faculty Detail Schedule"

The **Faculty Detail Schedule** displays information on each individual course the faculty member is attached to, count, meeting times, and locations. Selected a **TERM** and **CRN** from the down lists.

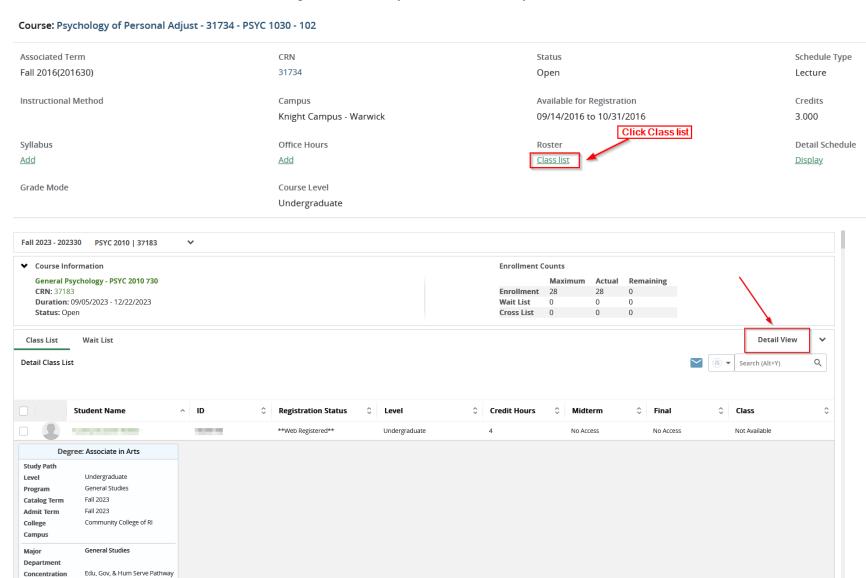


TO VIEW FACULTY DETAIL CLASS LIST

From the "Faculty Services" page, click "Assigned Courses/Roster OR Faculty Detail Schedule"

NOTE: Most recent classes are at the bottom of the page.

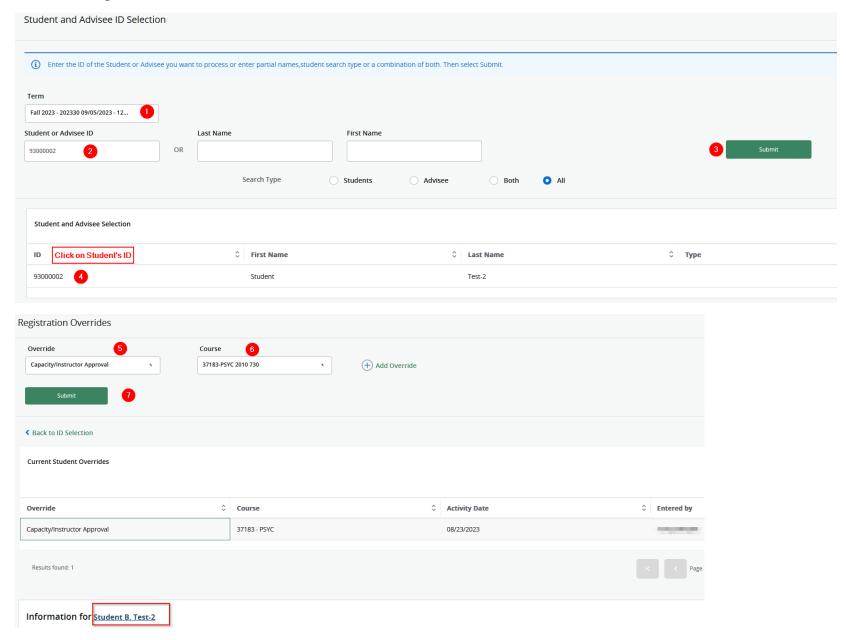
Under Roster, click the "Class List" link to go to the Faculty Enrolled Summary Class List. Then, Select "Detail View"



TO GRANT REGISTRATION OVERRIDE

From the "Faculty Services" page, click "Registration Overrides"

Follow the steps below



TO ENTER MID-TERM AND FINAL GRADES

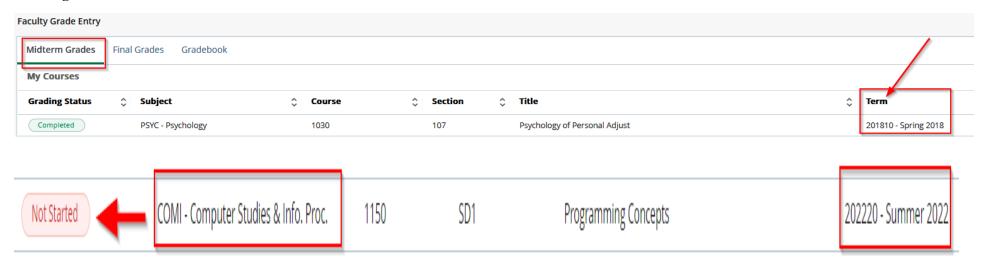
From the "Faculty Services" page, click "Faculty Grade Entry"

Select the grading type (Mid-term or final)

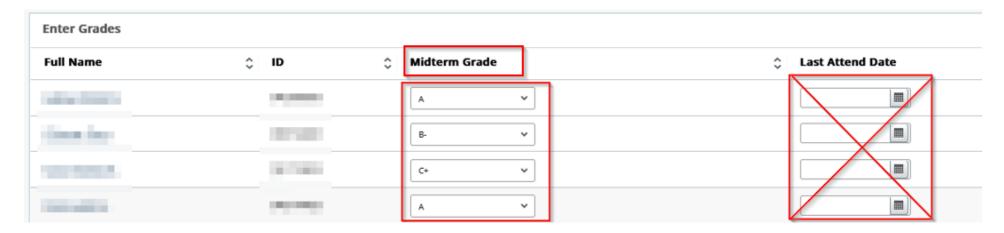
Click on "Term" to arrange the courses where the most recent to the top

Locate the course for which you wish to enter mid-term or final grades. Confirm the course name and semester, then click the "Not Started" button to the left of the course name. The grade entry section will appear on the lower half of the same page - you may need to scroll down. Once you are finished entering your grades, click "Save."

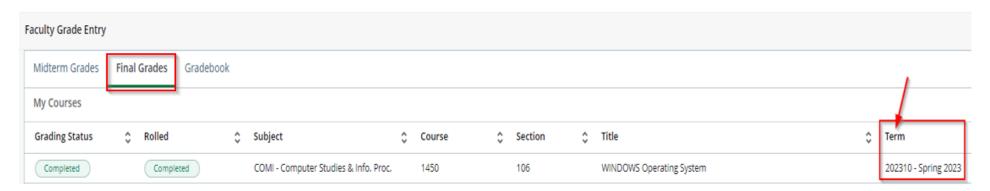
Entering Mid-Term Grades



Please Do Not enter a last attend date or attend hours for Mid-Term Grades



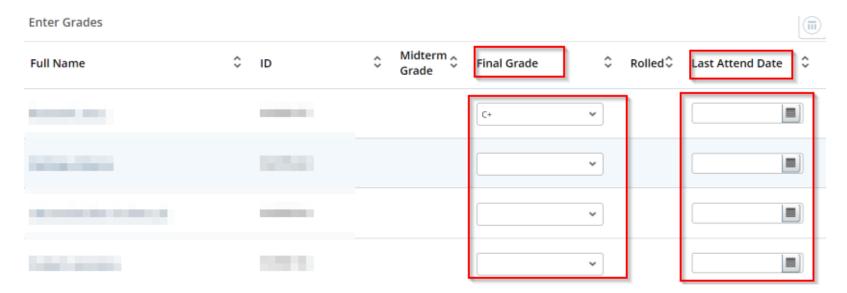
Entering Final Grades



Locate the course for which you wish to enter grades. Confirm the course name and semester, then click the "Not Started" button to the left of the course name. The grade entry section will appear on the lower half of the same page - you may need to scroll down. Once you are finished entering your grades, click "Save."



If a faculty member wishes to mark a student with a final Grade of WP, WF, I, IC, F, or NA, the faculty member **MUST** insert a "**Last Attend Date**." The "Last Attend Date" needs to be inserted in a specific format as follows: **MM/DD/YYYY**. Correct example: 11/03/2011 NOT: 11-3-11.



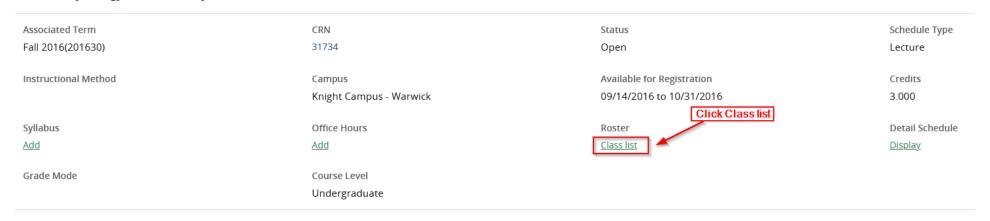
TO PRINT COURSE ROSTER

From the "Faculty Services" page, click "Assigned Courses/Roster"

NOTE: Most recent classes are at the bottom of the page.

Follow step below

Course: Psychology of Personal Adjust - 31734 - PSYC 1030 - 102



Class List Fall 2016 - 201630 PSYC 1030 | 31734 **∨** Course Information **Enrollment Counts** Psychology of Personal Adjust - PSYC 1030 102 Maximum Actual Remaining **CRN:** 31734 Enrollment 32 23 9 Duration: 08/31/2016 - 12/21/2016 **Wait List** 5 0 5 Status: Open Cross List 0 0 0 Summary View 💙 Class List Wait List Q Summary Class List □ ▼ Search (Alt+Y) ^ ID Student Name Registration Status ↓ Level Midterm _ **Web Registered** Undergraduate Freshman _ **Web Registered** Undergraduate Sophomore

Undergraduate

Undergraduate

3

3

Freshman

Not Available

Web Registered

Web Registered