

Using the Faculty Self Service

- Using the Faculty Center in MyNIU to manage all your class, student and advisee related information.
- Individuals marked as an advisor on the instructor/advisor table will have access to an advisement tab.

After successful login to <http://myniu.niu.edu>:

Step	Action
1.	<p>Navigation: Main Menu > Self Service > Faculty Center > My Schedule</p> 
2.	<p>Click the Self Service link.</p> 
3.	<p>Click the Faculty Center link.</p> 
4.	<p>Click the My Schedule link.</p> 
5.	<p>Click the Class link to view specific details regarding your class.</p>  <p>Example: Click the COMD 427-0001 (5711) link.</p>
6.	<p>View the enrollment and meeting information, class availability, and the course description.</p>
7.	<p>Click the Return to Faculty Center link to return the Faculty Center.</p> 
8.	<p>Review the Faculty Center legend.</p>  <p>Note: The Grade Roster feature becomes active only during the entering of Final Grade time at the end of each semester. The Gradebook feature is not currently used in MyNIU.</p>
9.	<p>Click the Class Roster button.</p> 
10.	<p>View your Class Roster.</p> <p>Note: The heading labels allow you to sort. Click on the label to sort by the column heading.</p>

Step	Action
11.	<p>While viewing your Class Roster you can notify your students via e-mail and print your class roster using the buttons featured below.</p> <p>Notify Selected Students - Put a check in the Notify column next to the student's name to select specific students. After selecting the specific students, click the Notify Selected Students option to open the e-mail box. Once your message has completed click the send Notification button at the bottom of the e-mail window.</p> <p>Notify All Students - Will send a mass e-mail to all students in your class roster.</p> <p>Printer Friendly Version - use this link located in the below the Roster list, to print your class roster.</p>
12.	Click the Faculty Center link to return to Faculty Center.
13.	<p>Click the Search link to search for class information.</p> <p>Note: You may receive a maximum number of records box, depending on your search criteria.</p> <p>Search</p>
14.	<p>You have completed the Using Faculty Self Service topic.</p> <p>End of Procedure.</p>