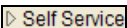
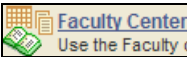
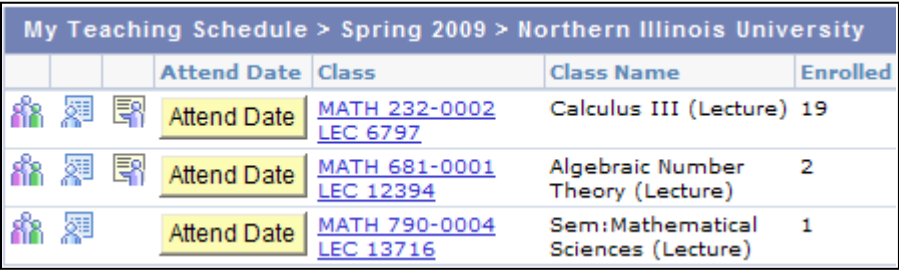
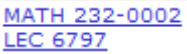
































Using Faculty Self Service

- Use 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 MyNIU at <http://myniu.niu.edu> :

1.	Navigation: Self Service > Faculty Center																														
2.	Click the Self Service link. 																														
3.	Click the Faculty Center link. 																														
4.	View your Teaching Schedule .  <table border="1" data-bbox="370 808 1263 1075"> <thead> <tr> <th colspan="6">My Teaching Schedule > Spring 2009 > Northern Illinois University</th> </tr> <tr> <th></th> <th></th> <th>Attend Date</th> <th>Class</th> <th>Class Name</th> <th>Enrolled</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>MATH 232-0002 LEC 6797</td> <td>Calculus III (Lecture)</td> <td>19</td> </tr> <tr> <td></td> <td></td> <td></td> <td>MATH 681-0001 LEC 12394</td> <td>Algebraic Number Theory (Lecture)</td> <td>2</td> </tr> <tr> <td></td> <td></td> <td></td> <td>MATH 790-0004 LEC 13716</td> <td>Sem:Mathematical Sciences (Lecture)</td> <td>1</td> </tr> </tbody> </table>	My Teaching Schedule > Spring 2009 > Northern Illinois University								Attend Date	Class	Class Name	Enrolled				MATH 232-0002 LEC 6797	Calculus III (Lecture)	19				MATH 681-0001 LEC 12394	Algebraic Number Theory (Lecture)	2				MATH 790-0004 LEC 13716	Sem:Mathematical Sciences (Lecture)	1
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5.	Click the Class link to view specific details regarding your class. 																														
6.	View the Class Details area. Note: In the Class Details area, you can view: <ul style="list-style-type: none"> • Class Details including Status, Class Number, Dates, and more • Meeting Information • Class Availability • Description 																														

<p>7.</p>	<p>View the Class Details area.</p> <div data-bbox="370 258 1341 1062" style="border: 1px solid black; padding: 5px;"> <p>CLASS DETAILS</p> <table border="0"> <tr> <td>Status</td> <td></td> <td>Career</td> <td>Undergraduate</td> </tr> <tr> <td>Class Number</td> <td>6795</td> <td>Dates</td> <td>1/12/2009 - 5/9/2009</td> </tr> <tr> <td>Session</td> <td>Regular Academic Session</td> <td>Grading</td> <td>Undergrad Grades</td> </tr> <tr> <td>Units</td> <td>4 units</td> <td>Location</td> <td>On-Campus</td> </tr> <tr> <td>Instruction Mode</td> <td>In Person</td> <td>Campus</td> <td>Main NIU Dekalb Campus</td> </tr> <tr> <td>Class Components</td> <td>Lecture</td> <td>Required</td> <td></td> </tr> </table> <hr/> <p>Meeting Information</p> <table border="1"> <thead> <tr> <th>Days & Times</th> <th>Room</th> <th>Instructor</th> <th>Meeting Dates</th> </tr> </thead> <tbody> <tr> <td>MoTuWeFr 8:00AM - 8:50AM</td> <td>DuSable Hall 428</td> <td>Paul Gunsul</td> <td>1/12/2009 - 5/9/2009</td> </tr> </tbody> </table> <hr/> <p>ENROLLMENT INFORMATION</p> <p>Enrollment Requirements PRQ: MATH 230 with a grade of C or better.</p> <hr/> <p>CLASS AVAILABILITY</p> <table border="0"> <tr> <td>Class Capacity</td> <td>20</td> <td>Wait List Capacity</td> <td>0</td> </tr> <tr> <td>Enrollment Total</td> <td>15</td> <td>Wait List Total</td> <td>0</td> </tr> <tr> <td>Available Seats</td> <td>5</td> <td></td> <td></td> </tr> </table> <hr/> <p>DESCRIPTION</p> <p>Continuation of MATH 230. Multivariable and vector calculus. PRQ: MATH 230 with a grade of C or better.</p> </div>	Status		Career	Undergraduate	Class Number	6795	Dates	1/12/2009 - 5/9/2009	Session	Regular Academic Session	Grading	Undergrad Grades	Units	4 units	Location	On-Campus	Instruction Mode	In Person	Campus	Main NIU Dekalb Campus	Class Components	Lecture	Required		Days & Times	Room	Instructor	Meeting Dates	MoTuWeFr 8:00AM - 8:50AM	DuSable Hall 428	Paul Gunsul	1/12/2009 - 5/9/2009	Class Capacity	20	Wait List Capacity	0	Enrollment Total	15	Wait List Total	0	Available Seats	5		
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<p>8.</p>	<p>Click the Close button.</p> <div data-bbox="370 1115 574 1150" style="border: 1px solid gray; padding: 2px; display: inline-block;"> <p>CLOSE</p> </div>																																												
<p>9.</p>	<p>Review the Faculty Center legend.</p> <p>Note: The Gradebook feature is not currently being used in MyNIU. The Grade Roster feature becomes active only during the entering Final Grade time period each semester.</p> <div data-bbox="370 1325 1032 1388" style="border: 1px solid gray; padding: 5px;"> <table border="0"> <tr> <td> Class Roster</td> <td> Gradebook</td> <td> Grade Roster</td> </tr> </table> </div>	 Class Roster	 Gradebook	 Grade Roster																																									
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<p>11.</p>	<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> <table border="1" data-bbox="370 373 1533 735"> <thead> <tr> <th colspan="8">Enrolled Students</th> </tr> <tr> <th colspan="8">Customize Find </th> </tr> <tr> <th colspan="8">First  1-3 of 3  Last</th> </tr> <tr> <th></th> <th>Notify</th> <th>ID</th> <th>Name</th> <th>Grade Basis</th> <th>Units</th> <th>Program and Plan</th> <th>Level</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input type="checkbox"/></td> <td>123xxxxx</td> <td>Student,Help</td> <td>UgrdGraded</td> <td>3.00</td> <td>Graduate Education - Instructional Technology</td> <td>Graduate 2</td> </tr> <tr> <td>2</td> <td><input type="checkbox"/></td> <td>123xxxxx</td> <td>Student,Helpd</td> <td>UgrdGraded</td> <td>3.00</td> <td>Graduate Student Non-Degree - Student at Large</td> <td>Graduate 1</td> </tr> <tr> <td>3</td> <td><input type="checkbox"/></td> <td>123xxxxx</td> <td>Student,Helpdesk</td> <td>Graded</td> <td>3.00</td> <td>Ugrad Education - Elementary Educ-General</td> <td>Freshman</td> </tr> </tbody> </table>	Enrolled Students								Customize Find 								First  1-3 of 3  Last									Notify	ID	Name	Grade Basis	Units	Program and Plan	Level	1	<input type="checkbox"/>	123xxxxx	Student,Help	UgrdGraded	3.00	Graduate Education - Instructional Technology	Graduate 2	2	<input type="checkbox"/>	123xxxxx	Student,Helpd	UgrdGraded	3.00	Graduate Student Non-Degree - Student at Large	Graduate 1	3	<input type="checkbox"/>	123xxxxx	Student,Helpdesk	Graded	3.00	Ugrad Education - Elementary Educ-General	Freshman
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<p>12.</p>	<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 box in the Notify column above to send an e-mail to specific students only.</p> <p>Notify Listed Students- Will send a mass e-mail to all students in your class roster.</p> <p>Printer Friendly Version- Clicking this button will generate a printer friendly version of the class roster.</p> <table border="1" data-bbox="370 1100 1555 1159"> <tr> <td>NOTIFY SELECTED STUDENTS</td> <td>NOTIFY LISTED STUDENTS</td> <td>PRINTER FRIENDLY VERSION</td> </tr> </table>	NOTIFY SELECTED STUDENTS	NOTIFY LISTED STUDENTS	PRINTER FRIENDLY VERSION																																																					
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<p>13.</p>	<p>Click the Return link.</p> <p>Note: Clicking the Return button takes you back to the Faculty Center page.</p> <table border="1" data-bbox="370 1281 487 1318"> <tr> <td>RETURN</td> </tr> </table>	RETURN																																																							
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<p>14.</p>	<p>Click the Faculty Search tab to view another faculty member's schedule.</p> <table border="1" data-bbox="370 1373 500 1407"> <tr> <td>faculty search</td> </tr> </table>	faculty search																																																							
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<p>16.</p>	<p>Use the search tool to search by</p> <ul style="list-style-type: none"> • Last Name, • First Name, • ID (EmplID) or • Campus ID (Z-ID) <div data-bbox="370 384 971 590" style="border: 1px solid black; padding: 5px;"> <p>Last Name: begins with <input type="text" value=""/> <input type="button" value="v"/></p> <p>First Name: begins with <input type="text" value=""/> <input type="button" value="v"/></p> <p>ID: begins with <input type="text" value=""/> <input type="button" value="v"/></p> <p>Campus ID: begins with <input type="text" value=""/> <input type="button" value="v"/></p> </div> <p>Enter the desired information into the search fields.</p>						
<p>17.</p>	<p>Click the Look Up button.</p> <div data-bbox="370 678 483 716" style="border: 1px solid black; padding: 2px;"> <p>Look Up</p> </div>						
<p>18.</p>	<p>Select the desired Faculty Member from the Search Results table.</p> <div data-bbox="370 768 837 951" style="border: 1px solid black; padding: 5px;"> <p>Search Results</p> <p>Only the first 300 results can be displayed.</p> <p>View All</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #000080; color: white;"> <th>Last Name</th> <th>First Name</th> <th>ID</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> </div>	Last Name	First Name	ID			
Last Name	First Name	ID					
<p>19.</p>	<p>View the selected Faculty Member's class information.</p> <div data-bbox="370 1010 1133 1041" style="border: 1px solid black; padding: 2px;"> <p>Teaching Schedule - Fall 2009 > Northern Illinois University</p> </div>						
<p>20.</p>	<p>Click the Faculty Center link to return to the Faculty Center page.</p> <div data-bbox="370 1094 537 1125" style="border: 1px solid black; padding: 2px;"> <p>faculty center</p> </div>						
<p>21.</p>	<p>You have completed the Using Faculty Self Service topic.</p> <p>End of Procedure.</p>						