# Faculty Center Guide - Contents

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Before you start...

Note about enabling pop-ups in your web browser
When working in your Faculty Center, you must enable pop-ups in your web browser. Follow these instructions for Chrome, Firefox, Safari, Edge and Internet Explorer.

Chrome
a. At the top right of the toolbar, click the More icon.
b. Click Settings.
c. At the bottom, click Show advanced settings.
d. Under Privacy, click Content settings.
e. Under Pop-ups, select Allow all sites to show pop-ups.

Firefox
a. Click the Firefox menu and click Options.
b. Click the Content tab.
c. In the Content tab, under Pop-ups, clear the Block pop-up windows box.

Safari
a. In the top left, click Safari.
b. Select Preferences from the list.
c. Click the Security tab and clear the Block pop-up windows box.

Edge
a. Click the upper-right More actions button (three dots), and select Settings.
b. Click View advanced settings.
c. Turn off Block pop-ups in advanced settings.

Internet Explorer
a. In the top right corner, select the Tools button, and select Internet options.
b. On the Privacy tab, under Pop-up Blocker, clear Turn on Pop-up Blocker check box.
c. Select OK.

For Internet Explorer users

Note: If you are receiving blank forms, this may be due to a compatibility issue between Mac users and the tool Preview (PDF tool) and Internet Explorer. Please refer the student to the Service Request Guide for the steps on how to properly save their forms.
About this guide

This guide provides an overview of the new uoCampus Faculty Center for University of Ottawa professors. It explains how to access and navigate through your Faculty Center, view and print your class schedule, view and print your class lists, and enter grades.

Overview of your Faculty Center

The Faculty Center is a portal in uoCampus for University of Ottawa professors (full time, part time, offsite). Professors can use it to:

- View and print class schedules for current or upcoming terms (sessions)
- View and print Class Rosters (class lists)
- Send a message to some or all students enrolled in a class
- Enter final grades

1. Accessing your Faculty Center

   a. From your Internet browser, access VirtuO. (www.uOttawa.ca/en/employees)

   b. On the VirtuO main page, click Login.

   ![VirtuO Login](image)
c. On the **uoAccess** login page:
   - Type the prefix of your uOttawa email address (e.g., jsmith) in the **Enter your uoAccess ID** field.
   - Type your password in the **Password** field.
   - Click **Login**.

![Login](image)

**Enter your uoAccess ID**  *(What is this?)*
jsmith     @uOttawa.ca

**Password**  *(Forgot password?)*

\[\text{Password}\]

**Login**

<table>
<thead>
<tr>
<th><img src="image" alt="Login" /></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Enter your uoAccess ID</strong>  <em>(What is this?)</em></td>
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<tr>
<td></td>
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<tr>
<td><strong>Password</strong>  <em>(Forgot password?)</em></td>
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<tr>
<td></td>
</tr>
<tr>
<td><strong>Login</strong></td>
</tr>
</tbody>
</table>


d. In **VirtuO**, under **Resources for Professors**, click **uoCampus**.

![Resources for Professors](image)

**Resources for Professors**

![uoCampus](image)


e. In the **Faculty Center** section, click **Access your Faculty Center**.

f. Your **Faculty Center** is displayed.

2. Faculty Center: Screen components

   Your Faculty Center has three main pages:

   a. **My Schedule**: Your class schedule for the current term. This is the default view when you access your **Faculty Center**. On this page, you can view your schedule for the current or another term, change your display options, view more information about a specific class in your schedule and view your exam schedule. Refer to sections 3-8 of this guide for further details.

   b. **Class Roster**: The list of all the students enrolled in your class. You can communicate with some or all students using this page.
c. **Grade Roster:** Where you can view or enter final grades for your students. Refer to sections 15-21 of this guide for further details.

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**Working with My Schedule**

3. **To view your class schedule for another term:**
   a. On the **My Schedule** page, click **Change Term**.
b. Select desired term.

c. Click continue.

4. To change the display options:

a. To only display classes for the selected term that have enrolled students, select **Show Enrolled Classes Only**.

b. To display all your classes for the selected term, whether students are enrolled or not, select **Show All Classes** (this is the default view).
5. **Return to My Schedule**
   a. Click **My Schedule** on the menu bar to return to **My Schedule**.

6. **To view your class schedule**
   a. The list of your classes for the selected term is displayed in the **My Teaching Schedule** section.

   b. For each class listed, the following information is displayed: **Class** (number), **Title**, **Enrolled** (number of students enrolled), **Days & Times**, **Room** and **Class Dates** (start and end dates).

7. **To display detailed information for one class in your teaching schedule**
   a. In the **My Teaching Schedule** section, click the class you want.

   b. Information about the class is displayed in a new page.

   c. Click **Return to Faculty Center** to return to **My Schedule**.
8. To view your weekly teaching schedule
   
a. Click View Weekly Teaching Schedule.

b. Your weekly teaching schedule is displayed in a new page.

c. (optional) Print your schedule by clicking Printer Friendly Page.

d. Click Return to Faculty Center to return to My Schedule.
Working with your Class Roster

You will have a Class Roster (class list) page for each class that you teach. The best way to access the Class Roster for one of your classes is to start from the My Schedule page.

9. To access the Class Roster for one of your classes
   a. In your Faculty Center, in the My Schedule page, click the Class Roster icon to the left of the desired class.
b. The Class Roster for the selected class is displayed. It provides the list of the students enrolled in this class, and the following information about each student:

- **ID**: Student number
- **Name**: Student name
- **Grade Basis**: Grading scheme for each student
- **Units**: Number of units (credits) the student will be awarded for this class
- **Program and Plan**: Program and plan in which the student is enrolled
- **Level**: Student’s progress in program
10. To view another class in your Class Roster
   a. To view the roster of another class from the Class Roster page, click Change Class.
   b. Select the desired class by clicking on the Class Roster icon to the left of it.

11. To print a Class Roster
   a. From the Class Roster, after selecting the class to display, click Printer Friendly Version at the bottom right of the Class Roster page.
   b. Click Printer Friendly Version, and print using your web browser options.

12. To download a Class Roster
   a. From the Class Roster of the class selected, click the Download icon to the left of the word First.
   b. Download and save the Excel file, using your web browser's options.
**Note:** An error message may appear. This message “The file format and extension of 'ps.xls' don't match. The file could be corrupted or unsafe. Unless you trust its source, don't open it. Do you want to open it anyway?” relates to a security update from Microsoft Office 2007 (and more recent versions) and is not a uoCampus trust issue. The file can be trusted and thus downloaded.

13. **To notify all students in a class**
   a. From the **Class Roster** of the class selected, click **Notify All Students** at the bottom centre of the **Class Roster** page.

   ![Class Roster](image)

   **Table:**
<table>
<thead>
<tr>
<th>Notify</th>
<th>ID</th>
<th>Name</th>
<th>Grade Basis</th>
<th>Units</th>
<th>Program and Plan</th>
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<td>Honours B.A. - Arts - Traduction</td>
<td>1st Year</td>
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</tbody>
</table>

b. The **Send Notification** page will be displayed.

c. On the **Send Notification** page, type a subject (**Subject**) and a message (**Message Text**)

d. Click **Send Notification**. All students in this class will receive an email from you in their University of Ottawa email accounts.
   Note: No record of this message is kept in uoCampus.
14. To notify one or more students in a class
   a. From the Class Roster, select the checkbox in the Notify column for each student (one or more) you want to email.

   b. Click Notify Selected Students at the bottom left of the Class Roster page.

   c. The Send Notification page will be displayed.
d. On the **Send Notification** page, enter a subject (**Subject**) and a message (**Message Text:**)

e. Click **Send Notification**. Students that you have selected will receive an email from you in their University of Ottawa email accounts.
   Note: No record of this message is kept in uoCampus.

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Display and print your Grade Roster

You will have a **Grade Roster** page for each class that you teach. Using the Grade Roster, you can enter grades and submit them to your faculty, department or school.

15. **To view your Grade Roster**
   a. From your **Faculty Center**, on the **My Schedule** page, click the **Grade Roster** icon to the left of the desired class.

   **Note:** The **Grade Roster** is only available at the end of each term, after the last day to drop classes has passed.
b. The Grade Roster for the selected class is displayed. It provides the list of the students enrolled in this class, and the following information about the student and grade:
   - **Checkbox column (first column):** To enter the same grade for multiple students
   - **ID:** Student number
   - **Name:** Student name
   - **Roster Grade:** List to select the grade for one student
   - **Official Grade:** Official grade the student has received
   - **Grading Basis:** Grading scheme for this class: Graded (A+, A, A-, etc.), AUD, etc.
   - **Program and Plan:** Program and plan in which the student is enrolled
   - **Level:** Student’s progress in program.

c. To display all students, click **View All**, at the bottom left of the list.

d. To display the Grade Roster for another class, click **Change Class** and select the desired class.
16. Print the Grade Roster
   a. From the Grade Roster, click Printer Friendly Version at the bottom right of the page and print using your web browser options.
Enter grades

There are three ways to submit your final grades:

- Enter grades directly into the **Grade Roster** of your **Faculty Center**. (Sections 17-18)
- Upload an electronic file containing grades for a class to the **Grade Roster** in your **Faculty Center**. (Sections 20-21) This file can originate from the Faculty Center (Class List-section 12 or Grade Roster-section 19) or Brightspace.
- Submit an electronic file to your faculty, department or school. This file can originate from the Faculty Center (Class List-section 12 or Grade Roster-section 19) or Brightspace.

Your faculty may have specific requirements for grade submission.

17. **To enter grades directly into the Grade Roster of your Faculty Center**

   a. From **My Schedule** in your **Faculty Center**, click the **Grade Roster** icon to the left of the desired class.
b. In the **Roster Grade** column, select the appropriate grade for the student from the list.

c. Repeat step b for each student in the list.

d. **Grade Roster Action**
   - If you are not entering all the grades at this time, select **Not Reviewed** in the **Approval Status** list and click **Save**. (After selecting this option, you will be able to change grades for this class.)
   - If you have entered all the grades and will not make additional changes, select **Ready for Review** from the **Approval Status** list and click **Save**. (After selecting this option, you will not be able to change grades for this class.)
18. Tip: Entering the same grade for multiple students

a. In the list, select the checkboxes to the left of the names of the students to whom you want to assign the same grade.

b. Select the appropriate grade from the list to the left of the Add This Grade to Selected Students button.

c. Click the Add This Grade to Selected Students button.

d. Grade Roster Action
   • If you are not entering all the grades at this time, select Not Reviewed in the Approval Status list and click Save. (After selecting this option, you will be able to change grades for this class.)
   • If you have entered all the grades and will not make additional changes, select Ready for Review from the Approval Status list and click Save. (After selecting this option, you will not be able to change grades for this class.)
19. Download grades from your Grade Roster to an Excel spreadsheet

a. In the **Class Roster**, after selecting the class to display, click **Download** at the bottom left of the **Grade Roster**.

Note: An error message may appear. This message “The file format and extension of 'ps.xls' don't match. The file could be corrupted or unsafe. Unless you trust its source, don't open it. Do you want to open it anyway?” relates to a security update from Microsoft Office 2007 (and more recent versions) and is not a uoCampus trust issue. The file can be trusted and thus downloaded.

b. Using your web browser options, save the Excel spreadsheet to your computer.

c. On the Excel spreadsheet, enter your final grades and follow the process in place to submit them to your faculty, department or school.

20. Upload grades from an Excel spreadsheet to the Grade Roster

If you have entered your grades in Excel, you can upload them directly to the **Grade Roster** of a class you have selected in your Faculty Center. The Excel file can be one you’ve used during the term.

Before you start:

- Save the Excel file with the extension `.xlsx`.
- The column for your grade cannot contain formulas. Simply use “paste special – values” to transfer the value to another column.
- Decimals cannot be used. Set the format to 0 decimals.
- Remove summary lines from your file.
- Grades with white spaces can cause errors. Remove any white spaces if errors occur in the upload.
- Do not use DFR, NNR, or DR as grades. The grade can be left blank.
- Make note of the columns in your Excel file where you’ve entered student numbers and student grades. For example, if the column containing student numbers is the first
column and the one containing student grades is the third one, you will need to enter numbers 1 and 3 when importing your Excel file (see step e. for details).

Note: Hidden columns are counted as columns. Make sure to unhide all columns.

a. From My Schedule in your Faculty Center, click the Grade Roster icon next to the desired class.

b. Under Grade Roster Action, click Upload to Grade Roster.

c. On the Upload to Grade Roster page, click Browse.

d. Click Choose File, select the Excel spreadsheet for this class and click Upload.
e. In the **File Mapping** section:
   - Type the column number containing your student numbers (e.g., 1) in the **EMPLID column number** field.
   - Type the column number containing your student grades (e.g., 3) in the **GRADE column number** field.
   - When done, click **Load**.

f. The grades are now uploaded to the **Grade Roster**. The **Grade Roster** displays the following information:
   - Empl ID: Student number
   - Full Name: Student name
   - Grade Input: Grade entry list
   - Convert To Grade: Grade converted to Alpha grade (if applicable)
   - Official Grade: Official grade after final approval
   - Grading Basis: Grading scheme for this class
   - Status: Either **Success** or **Error**
g. Make sure that there is a grade entered for every student. If your Excel spreadsheet does not have a grade for a student, no grade will be uploaded for this student; however the status of the grade import will still indicate Success. If necessary, select the grade from the dropdown list.

Notes:
- Do not use DFR, NNR, or DR as grades. The grade can be left blank.
- Students will only see their grade once the final approval process has been done by the academic unit.
- Students will only see the letter grade (entered or converted).

h. If there is an error, Error will be displayed in the Status column. You will need to select the grade from the list.

i. Grade Roster Action (top right of page)
- If you are not entering all the grades at this time, select Not Reviewed in the Approval Status list and click Save. (After selecting this option, you will be able to change grades for this class.)
- If you have entered all the grades and will not make additional changes, select Ready for Review from the Approval Status list and click Save. (After selecting this option, you will not be able to change grades for this class.)
21. Upload grades from an .csv file to the Grade Roster

If you have saved your grades in a .csv file, you can upload them directly to the Grade Roster of a class you have selected in your Faculty Center.

Before you start:
- The only list separator accepted by uoCampus in CSV files are commas (,).
- Decimals cannot be used for grades.
- Do not use DFR, NNR, or DR as grades. The grade can be left blank.
- Make note of the order in your file where you've entered student numbers and student grades, separated by commas. For example, if the column containing student numbers is the first column and the one containing student grades is the third one, you will need to enter numbers 1 and 3 when importing your file (see step e. for details)

Note: All commas will be used as a column delineation.

a. From My Schedule in your Faculty Center, click the Grade Roster icon next to the desired class.

b. Under Grade Roster Action, click Upload to Grade Roster.
c. On the **Upload to Grade Roster** page, click **Browse**.

d. Click **Choose File**, select the document for this class and click **Upload**.

e. In the **File Mapping** section:
   - Type the column number containing your student numbers (e.g., 1) in the **EMPLID column number** field.
   - Type the column number containing your student grades (e.g., 3) in the **GRADE column number** field.
   - When done, click **Load**.
f. The grades are now uploaded to the Grade Roster. The Grade Roster displays the following information:
   - Empl ID: Student number
   - Full Name: Student name
   - Grade Input: Grade entry list
   - Convert To Grade: Grade converted to Alpha grade (if applicable)
   - Official Grade: Official grade after final approval
   - Grading Basis: Grading scheme for this class
   - Status: Either Success or Error

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<table>
<thead>
<tr>
<th>Empl ID</th>
<th>Full Name</th>
<th>Grade Input</th>
<th>Convert To Grade</th>
<th>Official Grade</th>
<th>Grading Basis</th>
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</tr>
</thead>
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<td>GRD</td>
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<td>GRD</td>
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<td>Success</td>
</tr>
</tbody>
</table>

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g. Make sure that there is a grade entered for every student. If your spreadsheet does not have a grade for a student, no grade will be uploaded for this student; however the status of the grade import will still indicate Success. If necessary, select the grade from the dropdown list.

Notes:
- Do not use DFR, NNR, or DR as grades. The grade can be left blank.
- Students will only see their grade once the final approval process has been done by the academic unit.
- Students will only see the letter grade (entered or converted).
h. If there is an error, **Error** will be displayed in the **Status** column. You will need to select the grade from the list.

![Grade Roster Action](image)

i. Grade Roster Action (top right of page)

- If you are not entering all the grades at this time, select **Not Reviewed** in the **Approval Status** list and click **Save**. (After selecting this option, you will be able to change grades for this class.)
- If you have entered all the grades and will not make additional changes, select **Ready for Review** from the **Approval Status** list and click **Save**. (After selecting this option, you will not be able to change grades for this class.)

For assistance, contact the Service Desk at 613-562-5800, extension 6555.