Faculty Center Guide
for University of Ottawa Professors

Last updated: May 9, 2018

uOttawa

FACULTY CENTER GUIDE - CONTENTS

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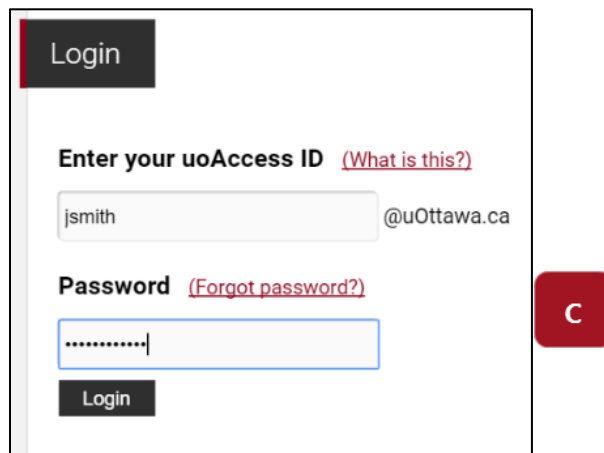- View and print class schedules for current or upcoming terms (sessions)
- View and print **Class Rosters** (class lists)
- Send a message to some or all students enrolled in a class
- Enter final grades

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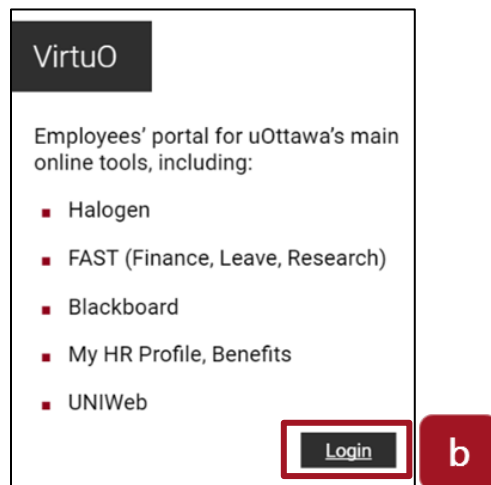
c. On the **uoAccess** login page:
- Type the prefix of your uOttawa email address (e.g., jsmith) in the **Enter your uoAccess ID** field.
- Type your password in the **Password** field.
- Click **Login**.

d. In **VirtuO**, under **Resources for Professors**, click **uoCampus**.
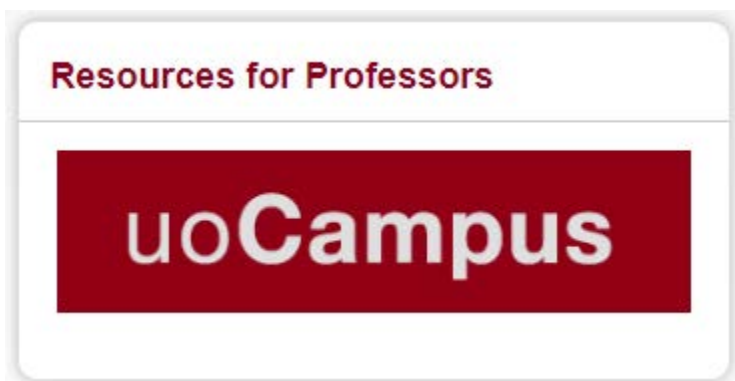
e. In the **Faculty Center** section, click **Access your Faculty Center**.

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.

Refer to sections 9-14 of this guide for further details.

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.

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**.

Class Detail

FRA 1720 - C04 Analyse, écriture et argumentation II

University of Ottawa | 2016 Winter Term | Discussion Group

Class Details

Status	☐ Closed	Course ID	013511
Class Number	6049	Offer Nbr	1
Session	Full Session	Career	Undergraduate
Units	0 units	Dates	1/1/2016 - 4/30/2016
Instruction Mode	In Person	Grading	
		Location	CA Ottawa uOttawa Campus
		Campus	University of Ottawa

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
Th 4:00PM - 5:30PM	55 Laurier (DMS) 8161		01/11/2016 - 04/12/2016

Enrollment Information

Class Attributes	Auditors are permitted
	Course offered in French
	First year course

Class Availability

Class Capacity	25	Wait List Capacity	1000
Enrollment Total	25	Wait List Total	0
Available Seats	0		

Description

Approfondissement des habiletés à rédiger des textes de niveau universitaire. Maîtrise des différentes étapes, de la recherche des idées à la correction du style. Réalisés à partir de textes, nombreux exercices visant à accroître les capacités d'analyse, de structuration, d'argumentation et de rédaction.

Return to Faculty Center   **c**

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8. **To view your weekly teaching schedule**

   a. Click **View Weekly Teaching Schedule**.

   My Teaching Schedule > 2016 Winter Term > University of Ottawa

   View All | First 1-2 of 2 Last

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
FRA 1720-C04 (6049)	ANALYSE, ÉCRITURE, ARGUMENT II (Discussion Group)	25	Th 4:00PM - 5:30PM	55 Laurier (DMS) 8161	Jan 11, 2016- Apr 12, 2016
FRA 1720-D04 (6054)	ANALYSE, ÉCRITURE, ARGUMENT II (Discussion Group)	20	Fr 11:30AM - 1:00PM	145 Jean-Jacq. Luss. (LMX) 223	Jan 11, 2016- Apr 12, 2016

   View Weekly Teaching Schedule   **a**   Go to top

   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.

	Notify	ID	Name	Grade Basis	Units	Program and Plan	Level
1	☐			NON	0.00	Honours BSc - Social Sciences - Psychologie	4th Year
2	☐			NON	0.00	Honours B.A.-Arts - Études de l'environnement	1st Year
3	☐			NON	0.00	Hon. Bachelor Social Sciences - Science politique	1st Year
4	☐			NON	0.00	Hon. Bachelor Social Sciences - Ét. int. et langues modernes	1st Year
5	☐			NON	0.00	Hon. Bachelor Social Sciences - Service social	1st Year
6	☐			NON	0.00	Hon. Bachelor Social Sciences - Sociologie	1st Year
7	☐			NON	0.00	Honours B.A.-Arts - Traduction	1st Year

Enrolled Students — Find | First 1-20 of 20 Last

Select All   Clear All   Printer Friendly Version

[notify selected students]   [**notify all students**]   **a**

    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.

Class Roster

Send Notification

Type e-mail addresses in the To, CC or BCC fields using a comma as a separator.

Notification from	
From:	████████@uottawa.ca
To:	████████@uottawa.ca
CC:	
BCC:	████@uottawa.ca, ████@uottawa.ca, ████@uottawa.ca, ████@uottawa.ca, ████@uottawa.ca, ████@uottawa.ca, ████@uottawa.ca ████@uottawa.ca,

Subject:	Course #10
Message Text:	Hello everyone, A friendly reminder to bring your books to class tomorrow. Best regards.

c

SEND NOTIFICATION **d**

Return to Class Roster

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.

Enrolled Students					Find	↗	🗓	First ◀ 1-12 of 12 ▶ Last	
	Notify	**ID**	**Name**	**Grade Basis**	**Units**	**Program and Plan**		**Level**
1	☐	████	████	GRD	3.00	Honours B.A.-Arts - Histoire/Lettres françaises		4th Year
2	☑	████	████	GRD	3.00	Honours BSc-Science - Biologie/Lettres françaises		4th Year
3	☐	**a**	████	GRD	3.00	Honours B.A.-Arts - Histoire/Lettres françaises		4th Year
4	☑	████	████	GRD	3.00	Honours B.A.-Arts - Lettres françaises/Service social		4th Year
5	☑	████	████	GRD	3.00	Honours B.A.-Arts - Lettres françaises/Sciences des religions		4th Year
6	☐	████	████	GRD	3.00	Honours B.A.-Arts - Communication/Gestion		2nd Year
7	☐	████	████	GRD	3.00	Honours B.A.-Arts - DLS-Eng Speaking Students(FSL)		3rd Year

Select All   Clear All   Printer Friendly Version

notify selected students **b** tify all students

   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.

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.

		ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
☐	1			B		GRD	Honours B.A.-Arts - Histoire/Lettres françaises	Fourth Year
☐	2			A-		GRD	Honours BSc-Science - Biologie/Lettres françaises	Fourth Year
☐	3			B		GRD	Honours B.A.-Arts - Histoire/Lettres françaises	Fourth Year
☐	4			E		GRD	Honours B.A.-Arts - Lettres françaises/Service social	Fourth Year
☐	5			B+		GRD	Honours B.A.-Arts - Lettres françaises/Sciences des religions	Fourth Year
☐	6			B+		GRD	Honours B.A.-Arts - Communication/Gestion	Second Year
☐	7			C		GRD	Honours B.A.-Arts - DLS-Eng Speaking Students(FSL)	Third Year
☐	8			A		GRD	Bachelor of Arts Gen. - Arts - Général	Second Year
☐	9			B		GRD	Honours B.A.-Arts - Lettres françaises	Fourth Year
☐	10			A+		GRD	Honours B.A.-Arts - Lettres françaises/Service social	Fourth Year
☐	11			C+		GRD	Honours B.A.-Arts - Lettres françaises/Rédaction prof. et édition	Fourth Year
☐	12			C		GRD	Hon. Bachelor Social Sciences - Lettres françaises/Sociologie	Third Year

View All | | **Download** **a** ws 1 - 12 of 12

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**

	Empl ID	Full Name	Grade Input	Convert To Grade	Official Grade	Grading Basis	Status
1			9 ▼	F		GRD	Success
2			87 ▼	A		GRD	Success
3			88 ▼	A		GRD	Success
4			73 ▼	B		GRD	Success
5			A ▼			GRD	Success
6			A ▼			GRD	Success
7			A ▼			GRD	Success
8			A ▼			GRD	Success

f

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).

	Empl ID	Full Name	Grade Input	Convert To Grade	Official Grade	Grading Basis	Status
5			▼			GRD	Success

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

	Empl ID	Full Name	Grade Input	Convert To Grade	Official Grade	Grading Basis	Status
14			(Inv ▼			GRD	Error: B-

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**.

Grade Roster

2016 Fall Term | Full Session | University of Ottawa | Undergraduate

▽ FRA 2732 - A00 (6081)   change class

Initiation aux approches critiques (Lecture)

Days and Times	Room	Instructor	Dates
Tu 5:30PM-7:00PM	65 University (MRT) 211		09/07/2016 - 12/07/2016
Th 5:30PM-7:00PM	65 University (MRT) 211		09/07/2016 - 12/07/2016

Display Options:
*Grade Roster Type   Final Grade ▼
☐ Display Unassigned Roster Grade Only

Grade Roster Action:
*Approval Status   Not Reviewed ▼   save

Upload to Grade Roster   **b**

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

Upload to Grade Roster

Browse   Attached File   **c**
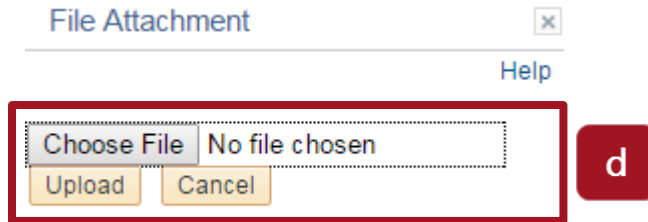
File Mapping

EMPLID column number: ☐

GRADE column number: ☐

Load

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

File Attachment   ✕

Help
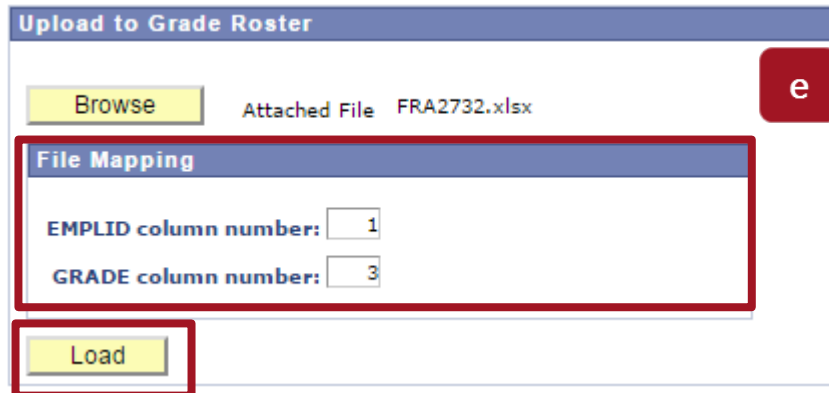
Choose File   No file chosen   **d**
Upload   Cancel

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**

	Empl ID	Full Name	Grade Input	Convert To Grade	Official Grade	Grading Basis	Status
1			9 ▼	F		GRD	Success
2			87 ▼	A		GRD	Success
3			88 ▼	A		GRD	Success
4			73 ▼	B		GRD	Success
5			A ▼			GRD	Success
6			A ▼			GRD	Success
7			A ▼			GRD	Success
8			A ▼			GRD	Success

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).

	Empl ID	Full Name	Grade Input	Convert To Grade	Official Grade	Grading Basis	Status
5			▼			GRD	Success

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

	Empl ID	Full Name	Grade Input	Convert To Grade	Official Grade	Grading Basis	Status
14			(In ▼			GRD	Error: B-

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.)

Grade Roster Action:

*Approval Status   Not Reviewed ▼   save

Upload to Grade Roster

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