Faculty Center Guide
for University of Ottawa Professors

Last updated: October 14, 2016

FACULTY CENTER GUIDE - CONTENTS

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.

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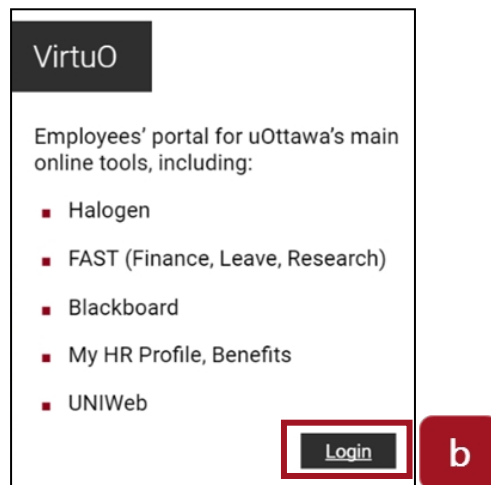
c. On the **uoAccess** login page:
- Type the prefix of your uOttawa email address (e.g., jsmith) in the **Enter your uoAccess ID** box.
- Type your password in the **Password** field.
- Click **Login**.

d. In **VirtuO**, under the **uoCampus** logo, click **Professors**.
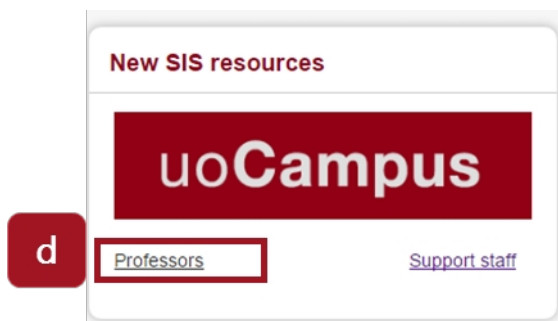
e. In the **Faculty Center** section, click **Faculty Center**.

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.

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.

Working with My Schedule

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

    b. Select another 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**

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 this class
      - **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 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 course selected, click the **Download** icon to the left of the word **First**.
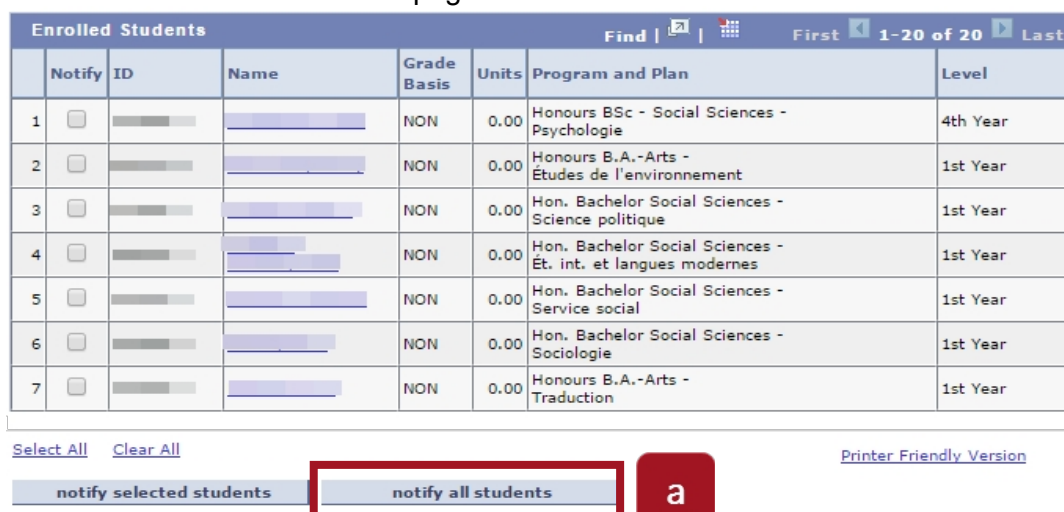
    b. Download and save the Excel file, using your web browser's options.

13. To notify all students in a class

    a. From the **Class Roster** of the course selected, click **Notify All Students** at the bottom centre of the **Class Roster** page.

    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.

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.

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 available at the end of each term, when you can enter final grades.

   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.), Sat, UNSAT, 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 class you want.

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.

		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   ⏮ ◀◀ Rows 1 - 12 of 12 ▶▶ ⏭

Select All   Clear All   Printer Friendly Version   **a**

[notify selected students]   [notify all students]

Enter grades

There are three ways to enter your final grades:
- Enter grades directly into the **Grade Roster** of your **Faculty Center**.
- Download grade rosters from the **Faculty Center** or **Blackboard Learn**, save them as Excel files, enter your grades in the Excel files and submit them to your faculty, department or school
- Upload an Excel file containing grades for a course to the **Grade Roster** in your **Faculty Center**.

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 class you want.

    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. 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 selected class.)

Display Options:

*Grade Roster Type [Final Grade ▾]

☐ Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status [Not Reviewed ▾] [save]

d

Upload to Grade Roster

b

		ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
☐	1			[▾]		GRD	Honours B.A.-Arts - Histoire/Lettres françaises	Fourth Year
☐	2			0 / 1 / 10 / 100 / 11 / 12 / 13 / 14 / 15 / 16 / 17 / 18 / 19 / 2 / 20 / 21 / 22 / 23 / 24		GRD	Honours BSc-Science - Biologie/Lettres françaises	Fourth Year
☐	3					GRD	Honours B.A.-Arts - Histoire/Lettres françaises	Fourth Year
☐	4					GRD	Honours B.A.-Arts - Lettres françaises/Service social	Fourth Year
☐	5					GRD	Honours B.A.-Arts - Lettres françaises/Sciences des religions	Fourth Year
☐	6					GRD	Honours B.A.-Arts - Communication/Gestion	Second Year
☐	7					GRD	Honours B.A.-Arts - DLS-Eng Speaking Students(FSL)	Third Year
☐	8					GRD	Bachelor of Arts Gen. - Arts - Général	Second Year
☐	9					GRD	Honours B.A.-Arts - Lettres françaises	Fourth Year
☐	10					GRD	Honours B.A.-Arts - Lettres françaises/Service social	Fourth Year
☐	11			[▾]		GRD	Honours B.A.-Arts - Lettres françaises/Rédaction prof. et édition	Fourth Year
☐	12			[▾]		GRD	Hon. Bachelor Social Sciences - Lettres françaises/Sociologie	Third Year

View All | ↗ | Download   ◄◄ ◄ Rows 1 - 12 of 12 ►► ►|

Select All   Clear All   Printer Friendly Version

[▾] [<- add this grade to selected students]

[notify selected students]   [notify all students]

e. 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 class 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. If you are not entering all the grades for this class at this time, select **Not Reviewed** in the **Approval Status** field and click **Save**. (After selecting this option, you will 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**.

		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 course you have selected in your Faculty Center. The Excel file can be one you've used during the term, downloaded from Blackboard Learn or downloaded from a **Grade Roster** in your Faculty Center.

Before you start:
- Rename the Excel file with the extension **.xlsx**. For example, if your Excel filename is **class4000.xls**, rename it **class4000.xlsx**.
- 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)

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**

Grade Load

|	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 Excel spreadsheet does not have a grade for a student, no grade will be uploaded for this student; however the status will still indicate **Success**. If necessary, select the grade from the list.

	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. Click **Submit to Grade Roster** at the bottom of the page. Click **OK**. If an error message is displayed, repeat step **g** or **h**.

Message

Success (22011,10)

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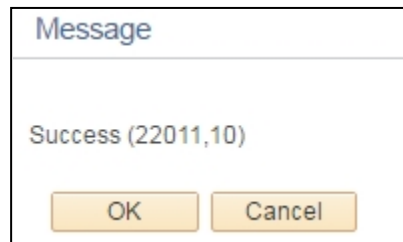
For assistance, contact the Service Desk at 613-562-5800, extension 6555.