


# FACULTY SELF-SERVICE NAVIGATION IN CAMPUS CONNECTION

## To view the classes you are scheduled to teach:

1. Under **Menu** click on:
  - a) Self-Service
  - b) Faculty Center
  - c) Here you will see a list of the courses you are teaching

## To view your class rosters:

1. Under **Menu** click on:
  - a) Self-Service
  - b) Faculty Center
  - c) Here you will see a list of the courses you are teaching
  - d) To Access Class Roster click on the class roster icon (  )
  - e) This will bring up the class roster of all who are enrolled
  - f) You can select from the drop down box to change the class roster type (ex. Waitlist)

**Menu**

- ▷ My Favorites
- ▽ Self Service
  - MyHousing
  - Faculty Center
  - View My Advisees
  - Course Details
- ▷ Class Search / Browse Catalog
- ▷ Campus Personal Information
- ▷ Campus Community
- ▷ Curriculum Management
- ▷ Set Up SACR
- ▷ Reporting Tools
- ▷ PeopleTools
- Ad Astra Room Scheduler
- Online Admissions Application
- Class Search
- Browse Course Catalog
- My System Profile

[faculty center](#)
[class search](#)
[browse catalog](#)

### Faculty Center

- [My Exam Schedule](#)
- [View My Advisees](#)
- [View Personal Data Summary](#)

2008 Summer | University of North Dakota [change term](#)

Select display option:  Show All Classes  Show Enrolled Classes Only

 Class Roster
  Grade Roster
  Learning Management

My Teaching Schedule > 2008 Summer > University of North Dakota						
Class	Class Title	Enrolled	Days & Times	Room	Class Dates	
<a href="#">TL 495-08 (9453)</a>	Independent Study (Independent Study)	0	TBA	UND Education, Rm 12	Jun 2, 2008-Aug 1, 2008	
<a href="#">TL 530-01 (9176)</a>	Foundations Of Reading Instr (Lecture)	16	TBA	TBA	Jul 1, 2008-Jul 17, 2008	

Grade Roster

Class Roster

#### Class Roster

[TL 530 - 01](#) Foundations Of Reading Instr  
Lecture (9176)




2008 Summer | Non-Standard Class Dates | University of North Dakota | Graduate

Meeting Information				
Days & Times	Room	Instructor	Meeting Dates	Topic
TBA	TBA	Claudia Tomanek, Mark Guy	07/01/2008 - 07/17/2008	See detail icon for more info

\*Enrollment Status:  [change](#)

Enrollment Capacity 30    Enrolled 16

Select display option:  Link to Photos  Include photos in list

Enrolled Students						
Notify	Photo	ID	Name	Grade Basis	Units	Program and Plan
1		0186667	<a href="#">Bush, Kelli M</a>	Graded	3.00	Elementary Education - Elementary Education
2		0590166	<a href="#">Dugan, Kelly M</a>	Graded	3.00	Elementary Education - Elementary Education
3		0245635	<a href="#">Glass, Wendt Leigh</a>	Graded	3.00	Early Childhood Education - Early Childhood Education

Click on the Enrollment Status drop down box to change the roster from Enrolled to Waitlist or Dropped. Then click the yellow Change button.

**To view the schedule of classes:**

- Under **Menu** click on:
  - Class Search
  - Choose University of North Dakota from the drop down list if it is not pre-filled already
  - Enter the term (e.g., 0910)
  - Click on either Basic Search or Advanced Search
  - Enter subject from drop down box (ex. Math)
  - Enter at least two criteria (Hint: remove the check from “Open Classes Only” to find all possible classes)

**To view the course catalog:**

- Under **Menu** click on:
  - Browse Course Catalog
  - Choose University of North Dakota from the drop down list if it is not pre-filled already then click the yellow change button.
  - Click on the letter of the subject you wish to view (ex. “M” for Math)
  - Once you click on the letter you will see all the subjects that are listed under that letter.
  - Scroll down till you see the subject area you wish to view. You will see a list of all courses offered under that subject.
  - Click on the appropriate Catalog Nbr (course number) you wish to view

**Menu**

- Self Service
- Forgot My Password
- Obtain a User Account
- What is My User ID?
- Ad Astra Room Scheduler
- Class Search
- Browse Course Catalog**

**Browse Course Catalog**

Select Institution: University of North Dakota

A B C D E F G H I J K L **M** N O P Q R S T U V W X Y Z  
0 1 2 3 4 5 6 7 8 9

▶ **M E - Mechanical Engineering**

▼ **MATH - Mathematics**

Course Nbr	Course Title	Typically Offered
<a href="#">102</a>	<a href="#">Intermediate Algebra</a>	
<a href="#">103</a>	<a href="#">College Algebra</a>	
<a href="#">105</a>	<a href="#">Trigonometry</a>	

**To set up user defaults:**

- Under **Menu** click on:
  - Set Up SACR
  - User Defaults
- On the main page that is displayed
  - Under first tab enter “UND01” in academic institution. It will populate the first three choices. If you wish to default to a specific career, program, or term enter these and save. This saves time in bringing up screens and you can always change your defaults as needed.