



LOG INTO PEOPLESOFT

1. Go to www.csusm.edu – click on my csusm – sign in
2. In left column, click on the **Faculty Self Service** link for Class and grade rosters and faculty help

VIEW MY TEACHING SCHEDULE

1. Log in to PeopleSoft.
2. Click on the **Self Service** link to get to **Faculty Center** and click on **MySchedule** link.
3. The teaching schedule for the current term is displayed.
4. OPTIONAL: Click the **Change Term** button to view the teaching schedule for a different term.
5. To view additional class details, click the class /course detail hyperlink
6. OPTIONAL: To view the schedule in a weekly format, click the **View Weekly Teaching Schedule** link.

VIEW and PRINT CLASS ROSTERS

1. Log in to PeopleSoft.
2. Click on the **Self Service** link to get to **Faculty Center** and click on the **Class Roster** link.
3. OPTIONAL: Click the **change class** button to view the class roster for a different class.
4. Click the Class Roster icon  for the desired course.
5. Use the **Printer Friendly Version** link to print the class roster –located very bottom of page. You can also download Class Roster into Excel.

SEARCH FOR CLASSES

1. Log in to PeopleSoft.
2. Click on the **Self Service** link to get to **Faculty Center** and click on **My Schedule** link.
3. Click on the **Search** tab at the top of the page
4. Click the **Search for classes** link located at the top and bottom of the page.
5. Enter the search criteria.
6. Click the **SEARCH** button.

BROWSE COURSE CATALOG & ENROLLMENT INFORMATION

1. View Electronic Catalog at:
<http://catalog.csusm.edu/>
2. Click on the following link for Enrollment Information:
<https://www.csusm.edu/schedule/fall2018/index.html>

FIND A FACULTY INSTRUCTOR

1. Log in to PeopleSoft.
2. Click on the **Self Service** link to get to **Faculty Center** and click on **Class Roster** link.
3. Click on the **Search** tab at the top of the page
4. Click the **Faculty Search** link located at the top and bottom of the page.
5. Click the **Search by Name** button.
6. Enter at least the last name or partial last name.
7. Click the **LookUp** button.
8. If more than one person matches the criteria entered, select the appropriate individual from the list.

ADDING STUDENT TO YOUR CLASS ROSTER USING PERMISSION NUMBERS

1. Log in to PeopleSoft.
2. Click on the **Self Service** link to get to **Faculty Center** and click on **My Schedule** link. Ensure the term is correct and click on the # sign to access class permissions for a section.

The screenshot shows the PeopleSoft Faculty Self Service interface. At the top, a navigation path is highlighted: **Main Menu -> Self Service -> Faculty Center -> My Schedule**. Below this, the **Faculty Center** page is displayed, with the **My Schedule** link selected. A red box highlights the **Fall 2018 | Cal State San Marcos** term, with an arrow pointing to it and the text "Ensure the term is correct." Below the term, there are options to "Show All Classes" or "Show Enrolled Classes Only". A table of classes is shown, with a red box highlighting a class entry and an arrow pointing to a "# sign" with the text "Click on the # sign to access class permissions for a section." Below the table, there are buttons for "View Weekly Teaching Schedule" and "Go to top". At the bottom, there is a section for "My Exam Schedule" with a table showing exam details and buttons for "View Weekly Exam Schedule" and "Go to top".



FACULTY SELF SERVICE - QUICK REFERENCE

updated 8/24/18

HOW TO REQUEST ADDITIONAL PERMISSION NUMBERS

1. Additionally, the [link to request more permission numbers](https://www.csusm.edu/par/acdsched/perm_numbers.html) can be found on the Academic Scheduling Forms page link below.
https://www.csusm.edu/par/acdsched/perm_numbers.html
2. Permission numbers are not to be used/given to students.
3. Permission number CANNOT BE REUSED.
4. **Important NOTE: Faculty must check the room capacity limits before adding students. Fire Marshall limits can be found by clicking this link:**
<https://www.csusm.edu/classrooms/classrooms/index.html>

CSUSM // Planning and Academic Resources

Academic Scheduling // Academic Scheduling Forms

Academic Scheduling Forms

Forms

- Assigning Faculty
 - New Faculty (Instructor/Advisor Table) Form (to enable faculty assignments in PS - Check that you cannot enter in PS first)
 - (e-FAF) Online Faculty Assignment Form (ONLY to be used if staff does not have PS access)
- Enrollment Control Changes
 - Section Add Form (used to add a new course)
 - Section Cancel Form (used to cancel a current course)
 - Change the Cap/Time/Day Request Form (only for changing the mtg pattern or cap before students enroll)
 - Enrollment Control Form (activations, tentative, consent, schedule print, reserve cap, or cap)
 - **Permission Numbers Request Form (NOT to be used by Students)**
 - Section Maintenance Form (SMF) (for multiple types of changes on same section)
- Location Changes
 - Room Change Request Form (for all classroom change needs)
 - Academic Breakout or Event Request Form (for events related to a class)
- Other Changes
 - Independent Study Request Form (only to be used by COBA & CEHHS)
 - Service Learning Designation Request
 - Internship Designation Request
 - Final Exam Change Request Form (ONLY for changes during Finals Week)
 - Degree Demand Report Section Change Request (MUST have department approval before filling out)

ENTER GRADES

Grade rosters are NOT “opened” by the Registrar’s office until two weeks before grades are due to be posted in Peoplesoft.

1. Log in to PeopleSoft.
2. Click on the Self Service link to get to Faculty Center and click on the Grade Roster link. Grade Roster Type should be set to Final Grade
3. Click the Grade Roster icon  for the desired course.
4. Enter the grade or use the drop-down and select the grade.
5. After Final Grades have been entered and reviewed for accuracy make sure the Approval Status is to “Approved”
6. Click the **SAVE** button frequently
7. Click the **SAVE** button to save the Final Grades. Remember to SAVE your grades before exiting

OPTIONAL: Click the checkbox for “**Display Unassigned Roster Grades Only**” to only view those students for whom no grade has been entered.

OPTIONAL: Click the **Change Class** button, then click the **Change Term** button to view grade roster for a different term

IMPORTANT:

Grades will not post until you have changed the Approval status to Approve and save a final time.

Once the grade submission deadline has passed for entering the current term’s grades in the Faculty Center, you must follow the Policy on Grade Changes and submit a hard-copy form. No grades changes are allow online.

NOTE: Timeline/dates for grade submission are typically sent out just before grades are due.

MOODLE - COUGAR COURSES – NEED HELP????

cchelp@csusm.edu or visit <http://cc.csusm.edu/course/view.php?id=2219>

PROBLEMS – contact Helpdesk by email or telephone

helpdesk@csusm.edu or 760-750-4790



Grading Symbols: A Quick-Reference Guide

Note: for detailed instructions, see the Faculty Center Quick Reference Guide for posting grades

GRADE TYPES

- **WU (Unauthorized Withdrawal)** indicates that an enrolled student did not withdraw from the course and also failed to complete course requirements. It is used when, in the opinion of the instructor, completed assignments or course activities or both were insufficient to make normal evaluation of academic performance possible. For purposes of grade point average and progress point computation this symbol is equivalent to an F. **Please see instructions below.**

Please note: assignment of a WU grade when a student never attended or stopped attending prior to the mid-point in a 16-week semester, may have significant negative implications for financial aid and other benefits.

- **I (Incomplete)** should be assigned *only* to those students who are otherwise passing the course and provide a compelling reason for being unable to complete the work by the end of the current semester. "I" grades must be based on an agreement between the faculty member and the student. Use the Incomplete Agreement form.
- **RD (Report Delayed)** may be used when a delay in the reporting of a grade is due to circumstances beyond the control of the student. In addition, the Registrar's Office will update any missing grades with the RD grade following the grade deadline. **However, the RD shall be replaced by a substantive grade within two-weeks following the end of the term. The Registrar's Office shall notify both the instructor of record and the department chair within two weeks of the assignment of RD grade (EO 1037).**

- **CR/NC (Credit/No Credit):** If your course is designated as exclusively Credit/No Credit, letter grades cannot be accepted for any student.
- **RP (Report in Progress):** for a course taken over multiple terms, if you assigned the "RP" grade to a student in the same course the prior semester, upon the student's completion of the course requirements, you need to enter the final grade ONLY for the last attempt. The "RP" grade remains on the student's transcript and no units will be earned for that term.

GRADE ROSTER – LAST DATE OF ATTENDANCE

The grade roster now includes the ability to capture the Last Date of Attendance for WU and F grades. Per executive action signed October 2016, this Last Date of Attendance is now *required* of all campuses, rather than optional.

1. If you have entered any WU or F grades on the grade roster, **the Last Date of Attendance field does not appear until you click "Save."**

The screenshot shows the 'Grade Roster' interface for PSYC 100 - 10 (20808). It includes course details, display options, and a table of student grades. A red arrow points to the 'save' button in the 'Grade Roster Action' section.

Grade Roster						
Spring 2017 Regular Academic Session Cal State San Marcos Undergraduate						
▼ PSYC 100 - 10 (20808) change class						
Introduction to Psychology (Lecture)						
Days and Times		Room	Instructor	Dates		
MoWe 1:30PM-2:20PM		Arts Building 240		01/23/2017 - 05/12/2017		
Display Options:				Grade Roster Action:		
*Grade Roster Type Final Grade				*Approval Status Not Reviewed save		
<input type="checkbox"/> Display Unassigned Roster Grade Only						
Student Grade						
	ID	Name	Roster Grade	Official Grade	Academic Career	Grading Basis
<input type="checkbox"/>	1 0i	A	WU		Undergraduate	Graded + -
<input type="checkbox"/>	2 0i	A	F		Undergraduate	Graded + -
<input type="checkbox"/>	3 0i	A			Undergraduate	Graded + -



- Once Save is clicked, the Last Date of Attendance column displays with a default date of 50% point in time for a WU grade and a blank date field for an F grade. Enter the appropriate date and if you're finished grading, mark the Approval Status as "Approved" and click "Save."

Grade Roster

Spring 2017 | Regular Academic Session | Cal State San Marcos | Undergraduate

▼ **PSYC 100 - 10 (20808)** [change class](#)

Introduction to Psychology (Lecture)

Days and Times	Room	Instructor	Dates
MoWe 1:30PM-2:20PM	Arts Building 240		01/23/2017 - 05/12/2017

Display Options:

*Grade Roster Type: ▼

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status: ▼ [save](#)

Student Grade

	ID	Name	Roster Grade	Official Grade	Academic Career	Last Date of Attendance	Grading Basis
<input type="checkbox"/>	1 0	A	WU ▼		Undergraduate	03/22/2017 <input type="button" value="BT"/>	Graded + -
<input type="checkbox"/>	2 0	A	F ▼		Undergraduate	<input type="text"/> <input type="button" value="BT"/>	Graded + -
<input type="checkbox"/>	3 0	A	A ▼		Undergraduate		Graded + -