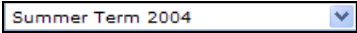
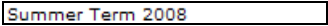

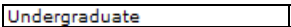
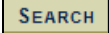
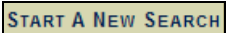
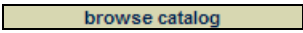

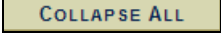




Faculty Main Features (portal)

1.	Enter the desired information into the Panther ID field. Enter " 1089202 ".
2.	Enter the desired information into the Password field. Enter " 1234567 ".
3.	Click the Sign In button. 
4.	Click the Class Roster button. 
5.	Click the scrollbar.
6.	Click the Return to Faculty Center link. 
7.	Click the Grade Roster button. 
8.	Click the Roster Grade list for the first student. 
9.	Click the A list item. 
10.	Click the Grade Roster list for the second student. 
11.	Click the B+ list item. 
12.	Continuing entering the grades for each student.
13.	Click the scrollbar.
14.	Once you have entered all the grades, you can send notification to individual students, or to all students at the same time.
15.	Click the Notify All Students button. 
16.	The Send Notification page displays the students e-mail in the BCC: field.
17.	Click the Send Notification button. 
18.	Click the Return to Grade Roster link. 
19.	Click the Save button. 
20.	Next we will see how to search for a course. Click the Class Search tab. 

Quick Reference Guide



21.	Click the Term list. 
22.	Click the Summer Term 2008 list item. 
23.	Enter the desired information into the Course Subject field. Enter " MUS ".
24.	Click the Course Career list. 
25.	Click the Undergraduate list item. 
26.	Click the Search button. 
27.	Click the vertical scrollbar.
28.	Click the Start a New Search button. 
29.	Next we will see how to browse for a course. Click the Browse Catalog tab. 
30.	Click the M link. 
31.	Use the Collapse All and buttons to alter your display. Click the Collapse All button. 
32.	Click the scrollbar.
33.	Click the Expand section button. 
34.	Click the Collapse section button. 
35.	Click the scrollbar to return.
36.	Congratulations. You have successfully entered your grades in the Faculty Center. End of Procedure.