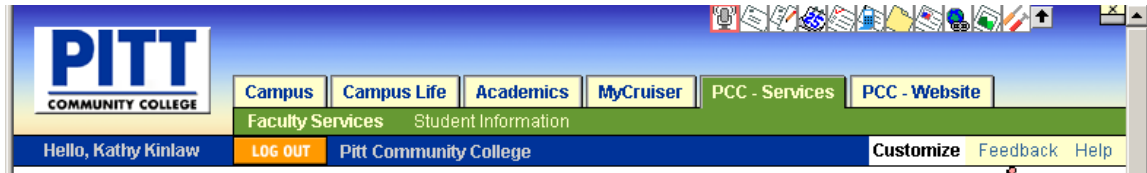


FACULTY INFORMATION ON CAMPUS CRUISER

CAUTION: Do not use the BACK and FORWARD icon in your browser tool bar while you are in the PCC-Services section, or you will receive an error message. Click on the menu item instead.

DO use the Printer icon on the browser tool bar to print.

After you are logged in, click the PCC-Services tab near the top of the screen.



Locate the Faculty Information menu at the left side of the screen.



CLASS ROSTERS

Click Class Roster. Select a Term (2004FA). Click Submit.

Select a Term


or Enter a Date Range

A list of courses you are teaching 2004FA will appear. Choose the one you wish to access by clicking the white box to the left of the course. Click Submit.

Choose One	Course Name and Title	Term	Bldg	Room	Meeting Times	Days of Week
<input type="checkbox"/>	COE-131-99 Co-Op Work Experience III	2004FA	OC	02	08:00AM - 09:50AM	MTWTHF

GRADING

On the Faculty Information menu, click Grading. Select a term (2004SU). Click Submit.




Select a term or date range to restrict your class list


Term:

Start Date:

End Date:




Select FINAL Grading from the drop-down box. Click on the class that you wish to grade. Click Submit.




Final or Midterm/Intermediate Grading:

Choose One	Class Name and Title	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term
<input checked="" type="checkbox"/>	COE-121-99 Co-Op Work Experience II	05/25/04	08/04/04	OC	02			OC	2004SU



Your grades sheet will appear with students listed. Students that have officially withdrawn will NOT be listed.


- Enter the student's final grade in the Grade column.
- Do **Not** Enter an Expiration Date. (This column does not apply for Pitt Community College.)
- If the grade is "W" (unofficial withdrawal), also enter the Date Last Attended.
- You may click Submit at any time, even if you have not graded every student.
- Grades will be locked down at the end of the last day of exams. Until that deadline, you may pull up a grade sheet to make corrections. (Once the grades are locked down, submit a Change of Grade form if you need to make a change.)
- Always click Submit to save the information you have entered.



Class Name: COE-121-99
 Title: Co-Op Work Experience II
 Location: Off Campus
 Term: Summer 2004

Instructors
 Ms. Kathy O. Kinlaw

Student	ID	Grade	Expire Date	Midterm Grade	Class Level	Credits	CEUs	Date Last Attended	Withdrawal Date
Student, Billy	0363518	W				1.00		07/01/04	



SEARCH FOR CLASSES

On the Faculty Information menu, click Search For Classes. Select a term (2004FA). Fill in other boxes as needed to select the set of classes you want to view. Click Submit.

Faculty Information

- Class Roster
- Grading
- Search For Classes
- My Advisees
- Advisees

Term: +

Subject:

Course No:

Section Number:

	Subjects	Course Levels
1	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>

Classes Meeting After: Classes Ending Before:

Mon Tue Wed Thu Fri Sat Sun

Course Title Keyword(s):

Locations:

Academic Level:

Instructor's Last Name:

The classes meeting your selection criteria will be listed.

Faculty Information

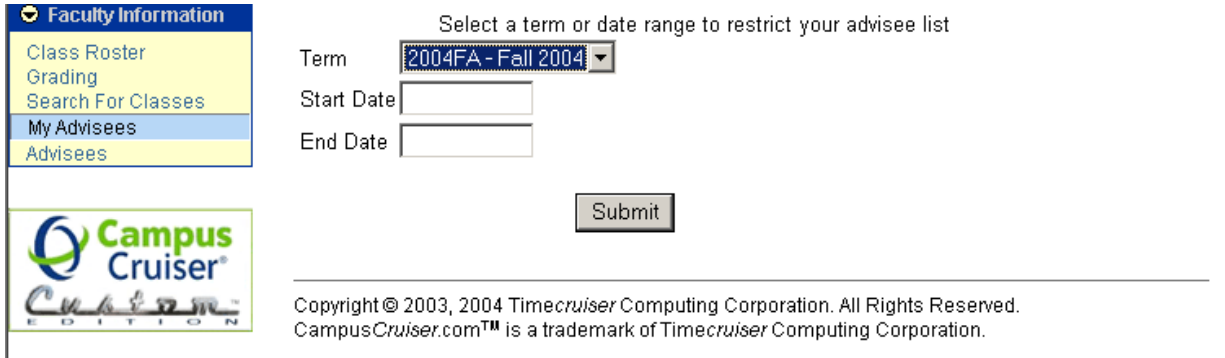
- Class Roster
- Grading
- Search For Classes
- My Advisees
- Advisees

	Course Name and Title	Meeting Information	Faculty	Status	Cap/Avail	Credits	CEUs	Acad Level	Loc	Term
1	ACA-111-09 (998445) College Student Success	RR 226 CLAS M 11:00AM 11:50AM	M. Gray	Open	40/8	1.00		CU	MC	2004FA
2	ACA-111-11 (998447) College Student Success	RR 226 CLAS W 11:00AM 11:50AM	M. Gray	Open	40/12	1.00		CU	MC	2004FA
3	ACA-111-14 (998450) College Student Success	RR 226 CLAS M 01:00PM 01:50PM	M. Gray	Open	40/19	1.00		CU	MC	2004FA
4	ACA-111-15 (998451) College Student Success	RR 226 CLAS W 01:00PM 01:50PM	M. Gray	Open	40/15	1.00		CU	MC	2004FA

4

MY ADVISEES

On the Faculty Information menu, click My Advisees. Select a term (2004FA). Click Submit.



Select a term or date range to restrict your advisee list

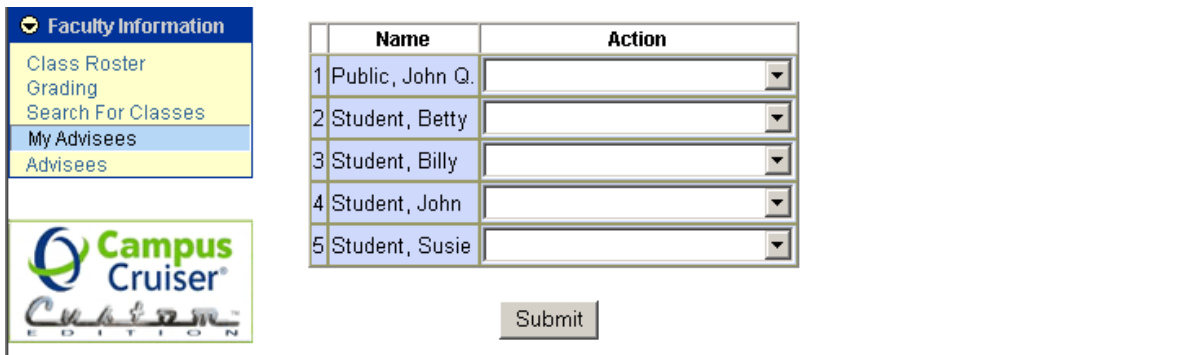
Term:

Start Date:

End Date:

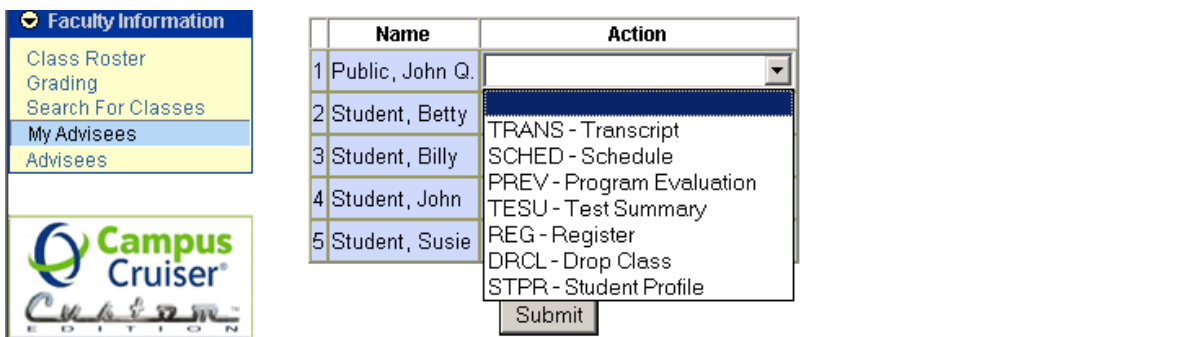
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A list of all advisees assigned to you will appear. (Old advisees that are no longer in attendance will also be listed.)



	Name	Action
1	Public, John Q.	<input type="text"/>
2	Student, Betty	<input type="text"/>
3	Student, Billy	<input type="text"/>
4	Student, John	<input type="text"/>
5	Student, Susie	<input type="text"/>

Click the drop-down box beside one of your advisees. From this list, you may view the student's transcript, schedule, degree audit for the current program or any program you enter, test scores, and student profile. You can print any of these items by clicking your Printer icon in the tool bar.



	Name	Action
1	Public, John Q.	<input type="text"/> <ul style="list-style-type: none"> TRANS - Transcript SCHED - Schedule PREV - Program Evaluation TESU - Test Summary REG - Register DRCL - Drop Class STPR - Student Profile
2	Student, Betty	<input type="text"/>
3	Student, Billy	<input type="text"/>
4	Student, John	<input type="text"/>
5	Student, Susie	<input type="text"/>

You can also register and drop your advisees. However, the process has its limitations. You can still register students via desktop Colleague.

Sample Registration Screen on Campus Cruiser:

	Synonym	Subject	Course #	Section #	Term	Take For
1	999959					
2		PSY - Psychology	150	20		A - Audit
3		ENG - English	113	01		
4						
5						
6						
7						
8						
9						
10						

Results:

Faculty Information

- Class Roster
- Grading
- Search For Classes
- My Advisees
- Advisees

You are already registered for Synonym 999959.

	Course Name and Title	Status	Meeting Information	Take For	Creds	CEUs	Start Date	Term
1	ENG-113-01 Literature-Based Research	Failed	Course ENG-113 prerequisites have not been started.					
2	COE-121-99 (000070) Co-Op Work Experience II	Registered	OC 02 WORK TBA TBA K. Kinlaw	Credit	1.00		05/25/04	2004SU
3	PSY-150-20 (998522) General Psychology	Registered	WEB SITE CLAS TBA TBA	Credit	3.00		08/18/04	2004FA
4	COE-131-99 (999959) Co-Op Work Experience III	Registered	OC 02 WORK MTWTHF 08:00AM 09:50AM K. Kinlaw	Credit	1.00		08/18/04	2004FA

	Term	Description	Credits	CEUs
1	2004FA	Fall 2004	4.00	
2	2004SU	Summer 2004	1.00	

ADVISEES

On the Faculty Information menu, click Advisees. Select a term (2004FA). Click Submit.

Faculty Information

- Class Roster
- Grading
- Search For Classes
- My Advisees
- Advisees

Select a term or date range to restrict your advisee list

Term:

Start Date:

End Date:

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A summary sheet appears displaying your advisees, their GPAs, current hours, and earned hours. This is a great screen to determine a student's activation date for TAP based on the total number of hours earned.

Faculty Information

- Class Roster
- Grading
- Search For Classes
- My Advisees
- Advisees

Student ID	Name	Program	Cum GPA	Ungraded Credits	Att Creds	Earned Creds
1 0152316	Public, John Q.		2.325	24.00	80.00	74.00
2 0385073	Student, Betty					
3 0363518	Student, Billy			2.00		
4 0320980	Student, John					
5 0148689	Student, Susie		0.000		0.00	0.00

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