Faculty Center: Overview

To access the Faculty Center, log into MyUB and click the HUB Faculty Center link. Displayed at the top of every page, is the Universal Navigation Header. It contains the following possible links: Home, Add to Favorites, and Sign Out. Some of these links may or may not display, depending on the implementation of your application.

In the gray banner beneath the Universal Header, you will see a breadcrumb trail that presents you with a way to keep track of your location within the system. As we move through this job aid, you will notice that the breadcrumb trail will reflect your navigation path.

There are 2 ways to navigate:

1. Using the page tabs displayed just beneath your name is efficient and easy.

OR

2. Each of the items displayed in the breadcrumb trail can also be used to access the same tools. To do so, click on each item in the trail to display the folders within that area. Clicking on the folder will bring you that area.

   **It is recommended that you use tabs or folders and not the “back arrow” on your browser.**

On the Faculty Center main page, we will use the tab method to navigate the pages. At the top of the screen, there are two tabs labeled Faculty Center and Class/Catalog Search. We will begin on the Faculty Center tab, which includes three sub tabs; my schedule, class roster, and grade roster. The my schedule tab is selected by default.

**My Schedule**

The my schedule tab opens on the last semester that you looked at in the Faculty Center such as Spring 2011. Use the green change term button to look at your classes from other terms (past, present, and future).

To the right of the change term button, there is a box that contains a link to your exam schedule. The My Exam Schedule link will take you to the bottom of the page, where your exam information, if applicable, will be displayed.
Your Teaching Schedule for the selected Term is below the Term information. The Select display option allows you to Show All Classes or Show Enrollment Classes Only depending on the radio button you selected.

Note the Icon Legend located just above the My Teaching Schedule section of the page. The legend explains the meaning of the icons that will appear with your teaching schedule.

The My Teaching Schedule group box displays all the classes you are teaching in the selected Term, along with the Class, Class title, number of students enrolled, the Days and Times the class is held, the class location (Room) and Class Dates.

You will notice that at the top of the group box that contains all of your class information, there is an icon that consists of a matrix with a red arrow pointing at it. Use this icon (called Download) to open your semester schedule in an Excel spreadsheet, which you can then save for your own use. This icon will appear on other pages and can be similarly used to download the pages to an Excel Spreadsheet.

The icon to the left of the Class field (three people standing together) is the Class Roster button. Use this button to view the class roster for your class.

Later in the semester you will also see an icon of a person in front of a board which can be clicked to take you to the Grade Roster for that particular class. This will not display until later in the semester when a Grade Roster is generated by the Office of the Registrar at the start of the grading period. You will be notified when grade rosters for the class are available.

The View Weekly Teaching Schedule link located just below your course listing will provide a weekly graphical display view of your classes.

At the bottom of the page you can see your Exam Schedule for the selected Term.
Class Roster and Grade Roster tabs
Both of these tabs produce an error to encourage you to use the icons on the “My Teaching Schedule”.

The error you will receive is:

⚠️ No class selected. Go to My Schedule, select a class and click the Class Roster icon next to it to get started.

Class/Catalog Search
When you click on the Class/Catalog Search tab, you’ll be able to search for Classes by entering the Search Criteria on the page.

In the Term area, click the drop down box and select the term for which you would like to search for classes.

In the Class Search Criteria group box, either type in the UB two or three letter code for the Course Subject, or if you are not certain of the exact subject code, click the green select subject button to see an alphabetized listing of all subjects. This will allow you to locate the code for your Course Subject.

Note: If you do not select a Course Subject, your search will fail and you will receive the following warning:

“Your search will exceed the maximum limit of 160 sections. Specify additional criteria to continue.”
To search for the subject, click the select subject button.

Once you click on the Select Subject button, you will be taken to Search Subject page. If you were looking for Psychology, click on the “P” and scroll down the list until you find PSY Psychology. Upon finding it, click the select button to select that course. You will see that the Course Subject area is now populated with Psychology.

If the Course Number field does not default to the “contains” options, use the Course Number drop down list to select it. This allows you to search for a course number even if you don’t know if there are affiliated recitations or labs to the class which are represented with two or three character extensions to the number.

In the Course Career field, select the appropriate Course Career for this course.

You may view only classes that have remaining seats or any scheduled class. For all classes open or not, ensure that the Show Open Classes Only check box is not checked. To see only classes with remaining seats, click the Show Open Classes Only option.

Select the Additional Criteria link if you want to limit your search using other variable such as day, time, instructor, etc.

Click the Search button to search for classes.
This will bring you to the Search Results page. You will see the classes that met your search criteria. Initially only a limited number are displayed. Click the View All Sections to see all the scheduled classes of this course for this Term. You may also click on the small blue arrow in the bar to scroll through all the sections one at a time.

You may also use the Browse Course Catalog Tab to look up courses.

Let’s say you were looking for all History courses. Just click the “H” link.

You’ll then see a list of courses of which one is History. Use the green arrow button to expand the list of courses.