Carnegie Mellon University
Office of Enrollment
Management

S3 Faculty Course & Grade Information Roster Guide

Table of Contents

Faculty Course & Grade Info Landing Page

The **Faculty Course & Grade Info** landing page displays your semester course sections. On this page, you may:

- Select from the drop-down near the top of the page to view available **prior and future semesters**.
- View various **course delivery mode abbreviations and descriptions**.
- View **Missing and Change Grade forms** by clicking the blue hyperlinks at the bottom of the page.
- View your **Course Roster** page by selecting either the blue hyperlinked course number or title (use the *Back to Faculty Information* link to return to the landing page).
- View **delivery modes for each of your course sections**. When the blue delivery mode text is clicked, a longer description will appear in a pop-out box (this information is also available on the **Course Section Details** page).

Landing Page Gear Wheel Options


Use the **Gear Wheel** on the Faculty Course & Grade Info landing page to:
- Enter and upload grades (during the grading period only).
- Enter missing grades (only available during the 30-day period after final grades are due; this feature is not available for mid-semester grades).
- Assign a grading proxy for your course section: all you need is the person's Andrew ID (user-id-only).

Course Roster Page

From the **Course Roster page** you may:

- Use the gear wheel to email students and download **course photo rosters and rosters in CSV (comma separated) format**. CSV rosters include the default grade. (Note: you can also access rosters via the gear wheel on the Faculty Course & Grade Info landing page).

- **View course section times**: Course sections display in local time, so Pittsburgh courses will display in Pittsburgh time, Silicon Valley Courses will display in local California time, and Doha courses will display in local Qatar time.

- **Listen to student name recordings**. Click on the speaker icon next to a student's name to listen to a name recording. If a recording has not been provided, the speaker will appear gray.

Roster Page Gear Wheel Options

Email Students

1. On your roster page, check the boxes next to the names of the students you would like to email; to email all students, select the box at the top of the columns next to "Last Name."
2. Click the **Gear Wheel** icon on the upper-right corner of the page.
3. Choose **Email Selected Students** from the drop-down menu.
4. Enter the subject and text of your email and click **Send**.
5. You will receive a copy of the email, as will each student you have selected.

LAST NAME

WARHOL

ROMERO

Email Selected Students

Download CSV Roster

Download Photo Roster

Send email to 2 students

From: Ororo Munroe (ororomunroesemail@andrew.cmu.edu)

Subject: advising email

Body: This is an advising email

Send   Cancel
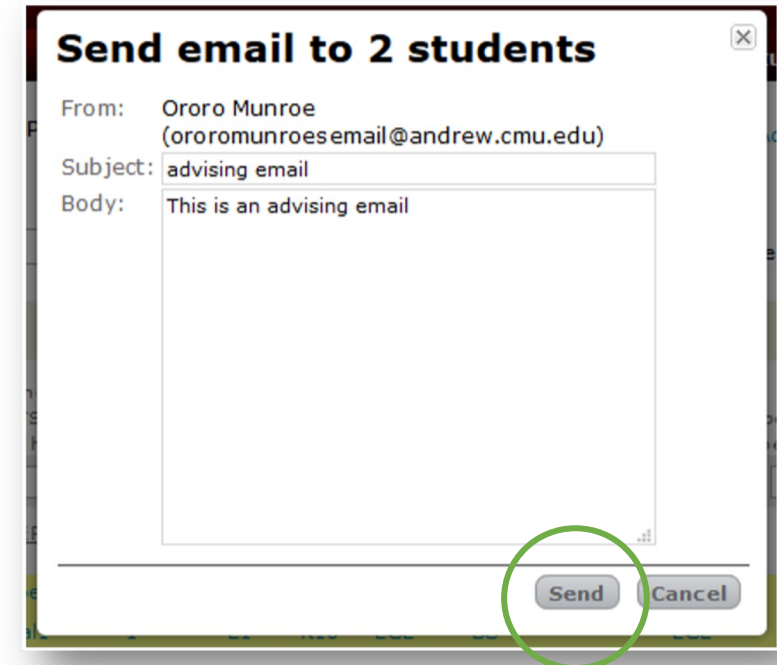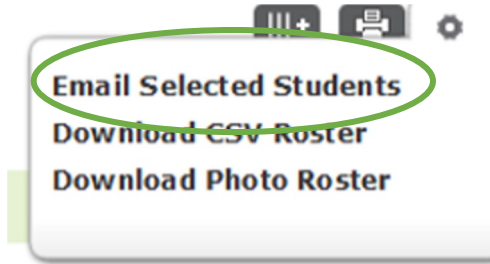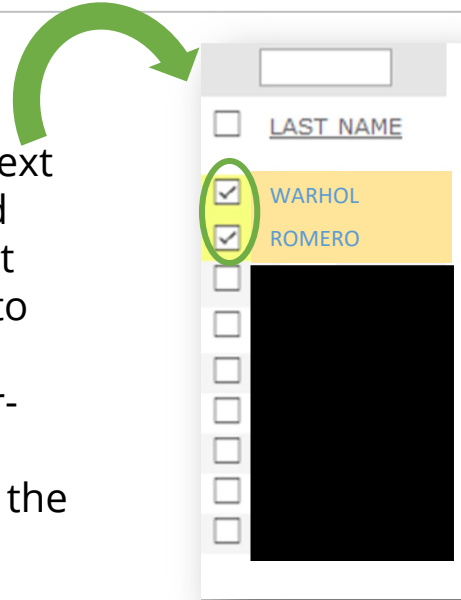
Thank you for your support of the Student Services Suite (S3). If you need any assistance or have any questions regarding Faculty Course & Grade Information, please contact Kathy Sloan at egrades@andrew.cmu.edu or (412) 268 1949.

Be sure to stay tuned to the S3 Updates webpage for release summaries, user documentation, training sessions, and more.

Follow **@CarnegieMellonS3** on Facebook and Instagram, or **@S3CMU** on Twitter, for news and updates!