



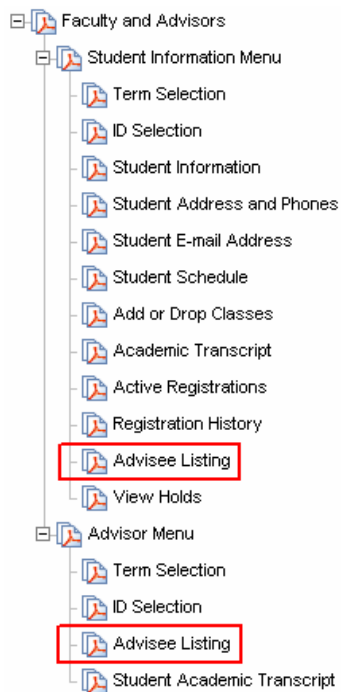
MyInfo at Concordia University

FACULTY
USER GUIDE

Using this Guide

The MyInfo Faculty User's Guide's organization is similar in design to that of the actual MyInfo site. Use the bookmarks as a map for not only the document, but also the MyInfo site. All bookmarks are linked to information about the selected page. From there, a link is provided to a sample page. The Sample Pages give further details and hints along with screen shots of the pages themselves.

Using the Bookmarks



The bookmarks provide a clue to the navigation in MyInfo. For example; to view and Advisee Listing, there are two paths that can be taken after logging on. Starting at the top level, follow the connections to the two places where Advisee Listing is shown. Following these connections, the paths are either **Faculty and Advisors – Advisor Menu – Advisee Listing** or **Faculty and Advisors – Student Information – Advisee Listing**.

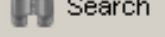
Each bookmark is linked to basic information about that page. Detailed information can be found in the sample pages section

Each Sample Page provides a list of the possible navigation paths that can be taken to arrive at the selected page. For example: the path for the *Final Grades* page is given below.

Path: MyInfo Logon – [Faculty and Advisors](#) – Final Grades

This would indicate that you logon to MyInfo, then click on the link for *Faculty and Advisors* and then click on the link for *Final Grades*.

Searching the User's Guide

The entire User's Guide can be searched by using the search icon  located on the Adobe Acrobat tool bar. Searching can also be initiated by selecting the Edit menu and choosing Search or by using the keyboard shortcut CTRL + F

Faculty and Advisors

Path: MyInfo Logon – Faculty and Advisors

Student Information Menu

Path: MyInfo Logon – Faculty and Advisors – Student Information

Links to extensive list of menu items related to students. Including student contact information, class schedules, and academic transcripts

Term Selection

Select the active term for the online session. Once term is selected, this link must be used to change the selection.

ID Selection

This link selects the student ID for the online session. To view information on a different student, this link must be used to change the selection.

Student Information

This link provides access to general information about the student. Included are their current registration status, first and last terms attended, current status, residence and citizenship, incoming student type, class, and advisor.

Student Address and Phones

Access to student addresses and phone numbers is provided here.

Student E-mail Address

This link provides access to student email accounts. CTX email account must be used for all Concordia University related communications. This is a policy of the University.

Student Schedule

This link provides access to the student's current schedule of classes. The format is a list of the classes and is not sorted by date and time.

[Add or Drop Classes](#)

This link can be used to add or drop classes for a student. However, this link should only be used at the student's request and while they are present with you. If they meet you for advising when registration is open, they can register online while in your office using this link. The student's PIN is required to complete the online registration.

[Academic Transcript](#)

This link provides access to the student's academic transcript. This information is also available to the student through MyInfo. It is highly recommended that advisors require advisees to print their transcript and bring it to the consultation.

Active Registrations

Link to current active registrations for the selected student ID

Registration History

Link to the registration history of the currently selected student ID

[Advisee Listing](#)

This Item will display a list of advisees. **Selecting the Current Term will produce a list of currently registered students who are advisees.** Selecting the future or registering term will not produce an accurate list.

View Holds

This link provides a listing of all current holds for the selected student. Items listed here will prevent the student from registering.

[Advisee Listing](#)

This Item will display a list of advisees. **Selecting the Current Term will produce a list of currently registered students who are advisees.** Selecting the future or registering term will not produce an accurate list.

Advisor Menu

Path: MyInfo Logon – Faculty and Advisors – Advisor Menu

This menu will only appear for those faculty members who are designated as advisors. This links to a menu list for advising including student transcripts and grades.

Term Selection

Select the active term for the online session. Once term is selected, this link must be used to change the selection.

ID Selection

This link selects the student ID for the online session. To view information on a different student, this link must be used to change the selection.

Advisee Listing

This Item will display a list of advisees. **Selecting the Current Term will produce a list of currently registered students who are advisees.** Selecting the future or registering term will not produce an accurate list.

Student Academic Transcript

This link provides access to the student's academic transcript. This information is also available to the student through MyInfo. It is highly recommended that advisors require advisees to print their transcript and bring it to the consultation.

Term Selection

Generally, a term must be selected in order to query the database in MyInfo. If you do not choose a term by selecting this link, you will be prompted to select a term when necessary. If you need information for a different term, you will have to make that change by selecting this link. Once the term is selected, it remains the selected term for the online session until changed.

CRN Selection

A Term should always be selected before using this link. Generally, a CRN course number will need to be selected to query the database in MyInfo. If you do not choose a CRN by selecting this link, you will be prompted to select one when necessary. If you need information for a different course, you will have to make that change by selecting this link. Once a course is selected, it remains the selected course for the online session until changed.

[Faculty Detail Schedule](#)

This link provides detailed information about the classes that you are assigned for the selected term. Links are provided on the faculty detail schedule for generating class lists.

[Week at a Glance](#)

This link provides a schedule of classes being taught for the current week.

[Detail Class List](#)

Class roster with detailed information about each student enrolled. Details include program, college, level and class.

[Summary Class List](#)

Class roster listed in table format.

[Final Grades](#)

This link is used for entering final grades at the end of the semester. Faculty will not need to submit paper copies of grades to the registrar if they submit them online.

[Add or Drop Classes](#)

This link can be used to add or drop classes for a student. However, this link should only be used at the student's request and while they are present with you. If they meet you for advising when registration is open, they can register online while in your office using this link. The student's PIN is required to complete the online registration.

[Active Assignments](#)

This link displays a detailed list of assigned courses for the selected term

[Assignment History](#)

This link provides a detailed listing of all courses taught in the past.

[Class Schedule Search](#)

Search the online class schedule for available terms. This is the same as the unsecured version on the front page of MyInfo.

[Syllabus Information](#)

Links to a page where you can add and edit course syllabi for current teaching assignments.

Office Hours

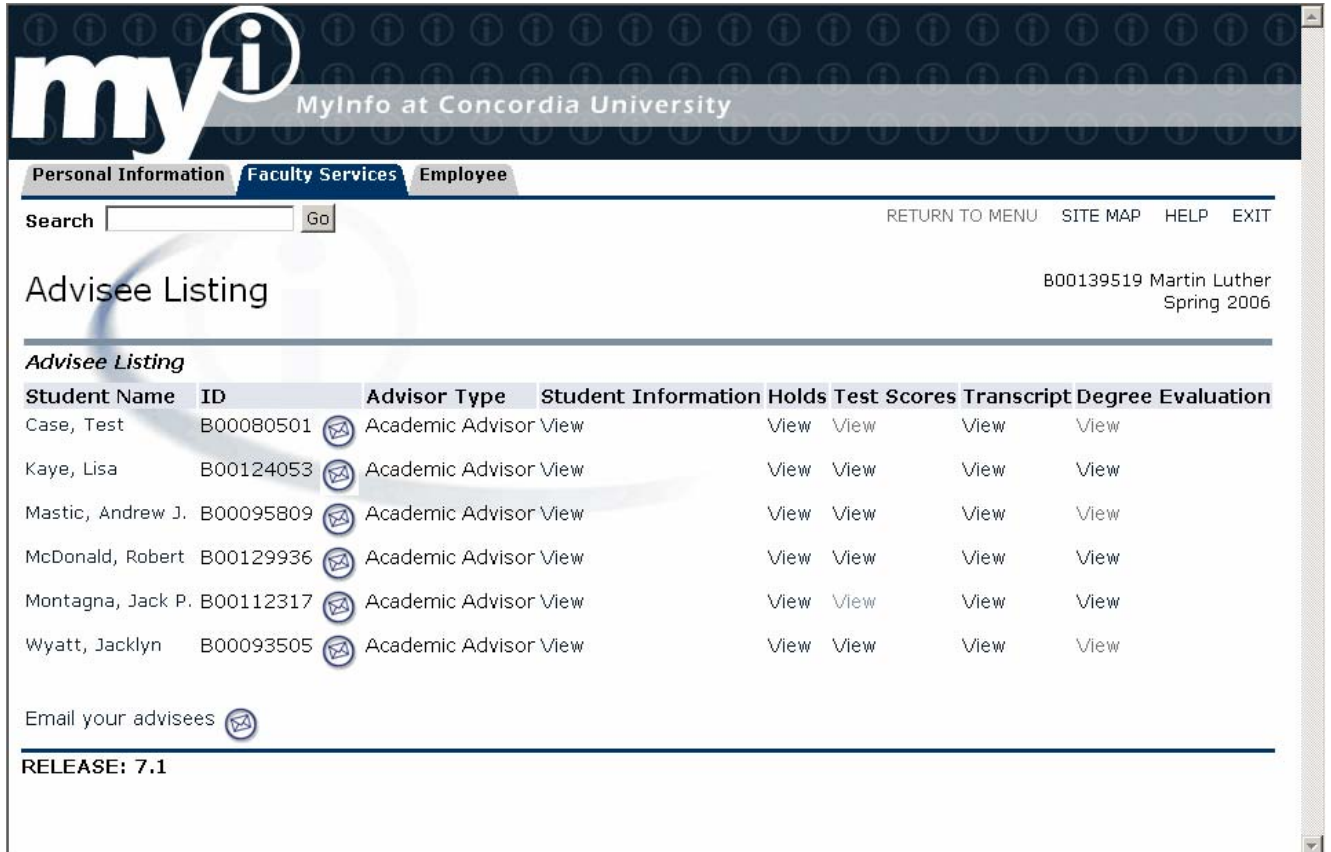
Add and edit office hours for each class and for the whole term.

Sample Pages

Advisee Listing

Path: MyInfo Logon – [Faculty and Advisors](#) – Advisee Listing

Path: MyInfo Logon – [Faculty and Advisors](#) – [Student Information](#) – Advisee Listing



myi MyInfo at Concordia University







Personal Information Faculty Services Employee


Search Go RETURN TO MENU SITE MAP HELP EXIT

Advisee Listing


B00139519 Martin Luther
Spring 2006

Advisee Listing

Student Name	ID	Advisor Type	Student Information	Holds	Test Scores	Transcript	Degree Evaluation
Case, Test	B00080501	 Academic Advisor	View	View	View	View	
Kaye, Lisa	B00124053	 Academic Advisor	View	View	View	View	
Mastic, Andrew J.	B00095809	 Academic Advisor	View	View	View	View	
McDonald, Robert	B00129936	 Academic Advisor	View	View	View	View	
Montagna, Jack P.	B00112317	 Academic Advisor	View	View	View	View	
Wyatt, Jacklyn	B00093505	 Academic Advisor	View	View	View	View	

Email your advisees 

RELEASE: 7.1

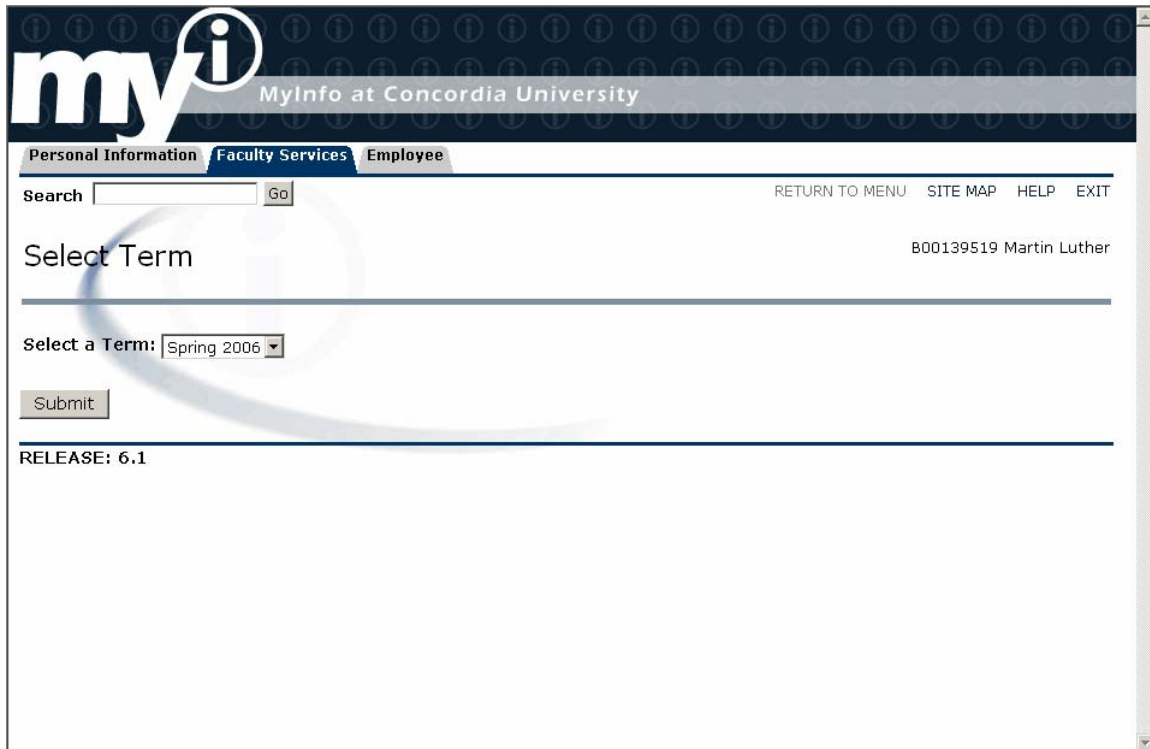
From this page, the email icon  can be used to email an individual advisee or all your advisees ([Outlook must be set to accept comma separation for email address](#)). Links are also provided to holds, test scores, transcripts and degree evaluations. **Currently, information for test scores and degree evaluations is not available and the links will not function properly.**

Term Selection

Path: MyInfo Logon – [Faculty and Advisors](#) – Term Selection

Path: MyInfo Logon – [Faculty and Advisors](#) – [Student Information](#) – Term Selection

Path: MyInfo Logon – [Faculty and Advisors](#) – [Advisor Menu](#) – Term Selection



The screenshot shows the MyInfo at Concordia University interface. At the top, there is a navigation bar with the 'myi' logo and the text 'MyInfo at Concordia University'. Below this, there are three tabs: 'Personal Information', 'Faculty Services', and 'Employee'. The 'Faculty Services' tab is active. In the top right corner, there are links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. A search bar with a 'Go' button is located on the left. The main heading is 'Select Term', and the user's ID 'B00139519 Martin Luther' is displayed on the right. Below the heading, there is a dropdown menu labeled 'Select a Term:' with 'Spring 2006' selected. A 'Submit' button is positioned below the dropdown. At the bottom left, the text 'RELEASE: 6.1' is visible.

Select the desired term from the drop down menu and select Submit. This choice will be the term used for the remainder of the online session. If other terms are desired, a different selection must be made here.

CRN Selection

Path: MyInfo Logon – [Faculty and Advisors](#) – CRN Selection

myi MyInfo at Concordia University

Personal Information Faculty Services Employee

Search Go RETURN TO MENU SITE MAP HELP EXIT

Select a CRN B00139519 Martin Luther Spring 2006

CRN: Lutheran Doctrine - 2138

Submit

[Enter CRN Directly]

RELEASE: 6.1

The drop-down menu provides a list of courses currently assigned for the selected term. However, your choice of courses is not limited to your courses. You have access to all courses on the schedule. To view information about other courses that you do not teach, select the [Enter CRN Directly] link.

Enter CRN Link Directly

myi MyInfo at Concordia University

Personal Information Faculty Services Employee

Search Go RETURN TO MENU SITE MAP HELP EXIT

Enter CRN Directly B00139519 Martin Luther Spring 2006

CRN:

Submit

[Select Assigned CRN]

RELEASE: 6.1

Enter the appropriate CRN and click the submit button to view class information. Use the [Class Search](#) link to find CRN numbers.

ID Selection

Path: MyInfo Logon – [Faculty and Advisors](#) – [Student Information Menu](#) – ID Selection

Path: MyInfo Logon – [Faculty and Advisors](#) – [Advisor Menu](#) – ID Selection


Personal Information **Faculty Services** Employee

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Student and Advisee ID Selection

B00139519 Martin Luther
Spring 2006

 You may enter:

1. The ID of the Student or Advisee you want to process, or
2. Partial names, a student search type, or a combination of both. Then select Submit.

Student or Advisee ID:

OR

Student and Advisee Query

Last Name:

First Name:

Search Type: Students
 Advisees
 Both

The ID Selection screen selects the student for the online session. Access to all current students is available by entering a student's CTX ID into the Student or Advisee ID box. If you are only interested in an advisee or a student currently in your class, you can use the Student and Advisee Query. This query will not search students who are not your advisee or current student.

Faculty Detail Schedule

Path: MyInfo Logon – [Faculty and Advisors](#) – Faculty Detail Schedule

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Faculty Detail Schedule

B00139519 Martin Luther
Spring 2006

Lutheran Doctrine - 2138 - REL 3341 - 01

Status:	Active
Available for Registration:	Oct 31, 2005 - Nov 18, 2005
College:	College of Lib Arts & Science
Department:	No department designated
Part of Term:	1
Course Credits:	3.000
Course Levels:	Undergraduate
Campus:	Austin Main Campus
Override:	No
Syllabus:	Add
Rosters:	Classlist
Office Hours:	Maintain

Enrollment Counts


	Maximum	Actual	Remaining
Enrollment:	35	35	0
Cross List:	0	0	0

Week at a Glance

Path: MyInfo Logon – [Faculty and Advisors](#) – Week at a Glance

Week at a Glance

B00139519 Martin Luther
Jan 31, 2006 08:35 am

 The following is your class schedule by day and time. Classes that do not have scheduled meeting times or have time conflicts are listed at the bottom of the page. Click on hyperlinked courses for more detail.

Go to (MM/DD/YYYY):

Previous Week	Week of Jan 30, 2006 (3 of 17)							Next Week
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
1pm		REL 3341-01 2138 Class 1:00 pm-2:15 pm KRAMER 104		REL 3341-01 2138 Class 1:00 pm-2:15 pm KRAMER 104				
2pm		REL 3341-02 2139 Class 2:30 pm-3:45 pm KRAMER 104		REL 3341-02 2139 Class 2:30 pm-3:45 pm KRAMER 104				
3pm								

This page provides a weekly teaching schedule in calendar format.

Detail Class List

Path: MyInfo Logon – [Faculty and Advisors](#) – Detail Class List

Course Information

Latin II - LAT 1302 01

CRN: 2097

Duration: Jan 17, 2006 - May 12, 2006

Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment: 18	6	12	
Cross List: 0	0	0	

Detail Class List

Record Number	Student Name	ID	Registration Status	Registration Number
1	Case, Test	B00080501	**Registered**	6



Current Program

Bachelor of Arts

Level: Undergraduate


Program: Undecided

College: No College Designated

Campus: Austin Main Campus

Class: Freshman

Credits: 3.000

The detail class list provides some additional information about each student enrolled in a class. An email icon link  is provided to email an individual student or to email the entire class ([Outlook must be configured correctly for this function to work properly](#)). Additional links are provided at the bottom of the page to change the term or CRN selection, change to the summary class list, and to the Final Grade entry page.

Summary Class List – Class Roster

Path: MyInfo Logon – [Faculty and Advisors](#) – Summary Class List

Course Information

Latin II - LAT 1302 01

CRN: 2097







Duration: Jan 17, 2006 - May 12, 2006

Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	18	6	12
Cross List:	0	0	0


Summary Class List

Record Number	Student Name	ID	Reg Status	Level	Credits	Final	Grade Detail
1	Case, Test	B00080501	**Registered**	Undergraduate	3.000	Enter	
2	Hamilton, Mark H.	B00119508	**Registered**	Undergraduate	3.000	Enter	
3	Klosowski, Bridgette A.	B00082067	**Registered**	Undergraduate	3.000	Enter	
4	Redmond, Ruthie	B00132474	**Registered**	Undergraduate	3.000	Enter	
5	Seals, Kristen A.	B00133158	**Registered**	Undergraduate	3.000	Enter	
6	Woodard, John R.	B00088696	**Registered**	Undergraduate	3.000	Enter	

Email class 

[Return to Previous](#)

[[Term Selection](#) | [CRN Selection](#) | [Detail Class List](#) | [Mid Term Grades](#) | [Final Grades](#) | [Faculty Detail Schedule](#)]

The Summary Class List provides a quick tabular view of all students enrolled in a class. An email icon link  is provided to email an individual student or to email the entire class ([Outlook must be configured correctly for this function to work properly](#)). In the “Final” column, links are provided to enter final grades for each student. Additional links are provided at the bottom of the page to change the term or CRN selection, change to the summary class list, and to the Final Grade entry page.


Academic Transcript

Path: MyInfo Logon – [Faculty and Advisors](#) – [Student Information](#) – Academic Transcript

Path: MyInfo Logon – [Faculty and Advisors](#) – [Advisor Menu](#) – Academic Transcript

Student Academic Transcript

B00139519 Martin Luther

 This is not an official transcript. Courses which are in progress may also be included on this transcript.

[Institution Credit](#) [Transcript Totals](#) [Courses in Progress](#)

Transcript Data

STUDENT INFORMATION

Birth Date: Feb 05, 1983

Student Type: New Freshman

Curriculum Information

Current Program

College: No College Designated

Major: Undecided

***Transcript type: ST is NOT Official ***

INSTITUTION CREDIT -Top-

Fall 2004

College: No College Designated

Major: Undecided

Academic Standing:

Subject	Course	Campus	Level	Title	Grade	Credit Hours	Quality Points	Start and End Dates
BIO	1401	Austin Main Campus	UG	Principles of Biology	B	4.000	12.00	
ENG	1316	Austin Main Campus	UG	Freshman English	A	3.000	12.00	
KIN	1132	Austin Main Campus	UG	Racquet Sports	A	1.000	4.00	
LAT	1301	Austin Main Campus	UG	Latin I	A	3.000	12.00	
MTH	1323	Austin Main Campus	UG	Quantitative Literacy	A	3.000	12.00	

Term Totals (Undergraduate)

Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
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The Student Academic Transcript provides the academic history of the selected student for all terms. Transfer credit information for transfer students will also be listed.

Final Grades


Path: MyInfo Logon – [Faculty and Advisors](#) – Final Grades

Links can also be found on class list pages.

The final grades worksheet provides the instructor with the ability to enter grades for the term. A grade is selected from the drop-down menu for each student. Once the grades are entered, click the submit button to save them to the database.


If a class has more than 25 students, students 26 and following will not be on the first page. The link for the remaining students is located next to the phrase Record Sets as shown in the graphic below. In order for work to be saved to the database, it is necessary to submit the grades of the first set of 25 students before progressing to the next set of students.

Final Grades 800139519 Martin Luther
Spring 2006

 Enter final grades and last attendance date and hours. If Confidential appears next to a student's name, the personal information is to be kept confidential.

Course Information
Lutheran Doctrine - REL 3341 01
CRN: 2138
Students Registered: 35





Be ready to enter all grades at once since the session time is limited.

 Please submit the grades often. There is a 20 minute time limit starting at 01:38 pm on Feb 13, 2006 for this page.

You have made no changes to the final grades or attendance hours. No changes were made to the database.

Record Sets: 1 - 25 26 - 37 **The records for classes over 25 are separated into TWO PAGES. To view the rest of the students, click on the appropriate record set. Submit any changes before changing pages and record sets.**

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number	
1	Bednarz, Betty	B00072908	0.000	Audit Nov 01, 2005	AU	N			27	
2	Bell, Justin A.	B00085702	3.000	**Registered** Oct 31, 2005	None	N			21	
3	Bennight, Jennifer K.	B00112861	3.000	**Registered** Oct 31, 2005	None	N			20	
4	Bretthauer,	B00100966	3.000	**Registered**	None	N			29	

Add or Drop Classes


Path: MyInfo Logon – [Faculty and Advisors](#) – Add or Drop Classes

Path: MyInfo Logon – [Faculty and Advisors](#) – [Student Information](#) – Add or Drop Classes

Faculty can add or drop classes for a student. In order to perform this function, the student must be present to enter their own PIN for MyInfo. Clicking on the Add or Drop classes link will begin the online registration process. Prompts for a Term and Student ID will appear first if those selections have not been processed in the current online session. After that, the following screen will appear asking for the student's PIN. Have the student enter their PIN to continue.

Faculty Student PIN

B00139519 Martin Luther

 Please enter the Personal Identification Number (PIN) for the student.
Choose the ID Selection link to select a different student.

Enter Test Case's PIN:

Submit

[ID Selection]

Once the student enters their PIN and clicks the Submit button, the following screen will appear for adding classes. **Please note that the Alternate PIN is not required when registering from a faculty logon.** To add classes, enter the CRNs into the boxes and click Submit. If the CRNs are not known, the [Class Search](#) link can be used to select courses individually. This is helpful when information about the real-time status of the course is needed, such as remaining seats available.

Add Classes Worksheet

CRNs	Insert one CRN per box.									
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Submit Changes	Class Search	Reset								

Once the Submit Changes button is selected, the same page will appear with a list of the registered courses. Additional CRNs can be added or currently registered courses can be dropped by selecting "Web DROP" from the drop-down menu. Changes to the page will be processed when the Submit Changes button is selected.

Look-Up Classes


Path: MyInfo Logon – [Faculty and Advisors](#) – Look-Up Classes

Path: MyInfo Logon – [Faculty and Advisors](#) – [Add or Drop Classes](#) – Class Search (button)

Path: MyInfo Logon – [Faculty and Advisors](#) – [Student Information](#) – [Add or Drop Classes](#) – Class Search (button)

The Look-Up Classes link allows the user to select courses to add to a student's schedule. The class search screen is similar to the Class Schedule Search. A subject must be selected. Holding the CTRL key while selecting with the mouse pointer allows the user to select multiple items. It is best to select the campus and course level as well to limit results. Once the search is executed, a screen similar to the one below will be displayed.

Look-Up Classes 800139519 Martin Luther
Spring 2006

 Select the box to the left of the CRN and choose either Register or Add to Worksheet to register for classes. The Add or Drop Class page will display and you can continue registering.

Sections Found
Religion

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL	WL	WL	XL	XL	XL	Instructor	Date (MM/DD)	Location
										Cap	Act	Rem	Cap	Act	Rem	Cap	Act	Rem			
<input checked="" type="checkbox"/>	2138	REL	3341	01	M	3.000	Lutheran TR Doctrine		01:00 pm-02:15 pm	35	35	0	0	0	0	0	0	0	Martin Luther (P)	01/17-05/12	KRAMER 104
<input type="checkbox"/>	2139	REL	3341	02	M	3.000	Lutheran TR Doctrine		02:30 pm-03:45 pm	35	22	13	0	0	0	0	0	0	Martin Luther (P)	01/17-05/12	KRAMER 104

[[Student Schedule by Day & Time](#) | [Student Detail Schedule](#) | [View Fee Assessment](#) | [Dynamic Schedule](#)]

Notice that a "C" in the select column indicates that the class is closed. In this case, it is closed because the class reached capacity. To add the other course for the student (CRN 2139), click on the checkbox in the Select column and then click the Register button. The course will be added and displayed on the [Add or Drop Courses](#) window. If the student has not entered their PIN during the session, a prompt for their PIN will be displayed first. **The alternate PIN is not required when registering a student from a faculty logon.**


View Active Assignments

Path: MyInfo Logon – [Faculty and Advisors](#) – Active Assignments

This link provides access to the current teaching assignments. Various details are given for each assignment and links to the schedule, syllabus, class roster, and office hours are available for each course.

View Active Assignments

800139519 Martin Luther

 The following classes have active (not rolled to Academic History) students. The class syllabus and office hours may also be maintained.

Active Assignments

Lutheran Doctrine - REL 3341 01

Associated Term:	Spring 2006	Credits:	3.000
CRN:	2138	Grade Mode:	Standard Letter
Status:	Active	Course Level:	Undergraduate
Schedule Type:	Lecture	Syllabus:	Add
Instructional Method:		Office Hours:	Maintain
Campus:	Austin Main Campus	Roster:	Classlist
Available for Registration:	Oct 31, 2005 to Mar 30, 2006	Detail Schedule:	Display

Links

Lutheran Doctrine - REL 3341 02

Associated Term:	Spring 2006	Credits:	3.000
CRN:	2139	Grade Mode:	Standard Letter
Status:	Active	Course Level:	Undergraduate
Schedule Type:	Lecture	Syllabus:	Add
Instructional Method:		Office Hours:	Maintain
Campus:	Austin Main Campus	Roster:	Classlist
Available for Registration:	Oct 31, 2005 to Mar 30, 2006	Detail Schedule:	Display

Class Schedule Search

Path: MyInfo Homepage – Class Schedule

Path: MyInfo Logon – [Faculty and Advisors](#) – Class Schedule Search

The class schedule search allows for querying the database for course availability for current and future terms. It is best to use all fields to refine and limit searches. Traditional undergraduates should select “Austin Main Campus” from the Campus field and “Undergraduate” from the Course Level field. All ADP students should select the city name followed that is listed in conjunction with ADP. Further restrictions can be imposed by selecting a course number, times, dates, etc.

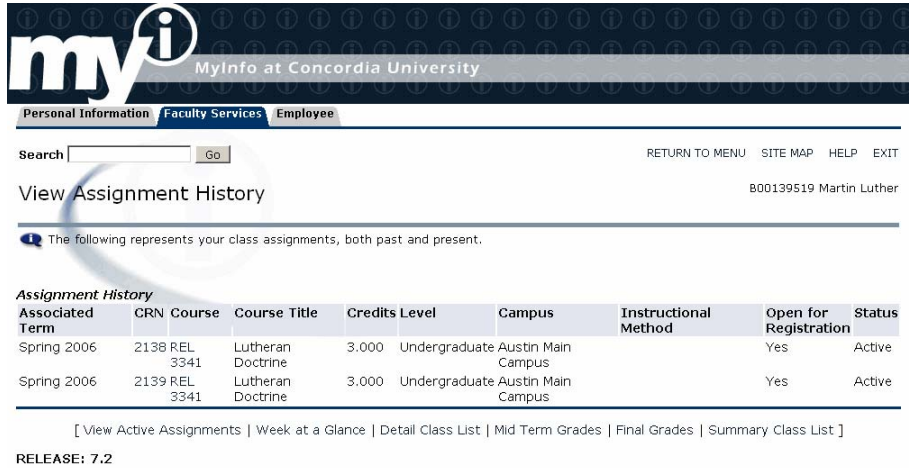
Class Schedule Search

Subject:	<input type="text" value="Accounting"/> <input type="text" value="Advanced Literacy Instruction"/> <input type="text" value="Anthropology"/>
Course Number:	<input type="text"/>
Title:	<input type="text"/>
Credit Range:	<input type="text"/> hours to <input type="text"/> hours
Campus:	<input type="text" value="All"/> <input type="text" value="Austin - ADP"/> <input type="text" value="Austin Main Campus"/>
Course Level:	<input type="text" value="All"/> <input type="text" value="Graduate"/> <input type="text" value="Post Baccalaureate"/>
Part of Term:	Non-date based classes only
Instructor:	<input type="text" value="All"/> <input type="text" value="Allen, Debra J."/> <input type="text" value="Averyt, Beverly"/>
Start Time:	Hour <input type="text" value="00"/> Minute <input type="text" value="00"/> am/pm <input type="text" value="am"/>
End Time:	Hour <input type="text" value="00"/> Minute <input type="text" value="00"/> am/pm <input type="text" value="am"/>
Days:	<input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thur <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun
<input type="button" value="Class Search"/> <input type="button" value="Reset"/>	

Assignment History

Path: MyInfo Logon – [Faculty and Advisors](#) – Assignment History

This link provides a history of all courses currently assigned and all courses that have been assigned in the past. This can be helpful in determining the last time a course was taught.



The screenshot shows the MyInfo at Concordia University interface. At the top, there is a navigation bar with 'Personal Information', 'Faculty Services', and 'Employee' tabs. Below this is a search bar with a 'Go' button and links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main heading is 'View Assignment History' with the user ID 'B00139519 Martin Luther'. A message states: 'The following represents your class assignments, both past and present.' Below this is a table of assignments:

Assignment History	Associated Term	CRN	Course	Course Title	Credits	Level	Campus	Instructional Method	Open for Registration	Status
	Spring 2006	2138	REL 3341	Lutheran Doctrine	3.000	Undergraduate	Austin Main Campus		Yes	Active
	Spring 2006	2139	REL 3341	Lutheran Doctrine	3.000	Undergraduate	Austin Main Campus		Yes	Active

Below the table are links: [View Active Assignments | Week at a Glance | Detail Class List | Mid Term Grades | Final Grades | Summary Class List] and the text 'RELEASE: 7.2'.

Syllabus Information

Path: MyInfo Logon – [Faculty and Advisors](#) – Syllabus Information

The link allows the instructor to add syllabus information into a preformatted form. This information will be made available to anyone using the Search Class Schedule form. Having this information available to students at registration time will aid in their decision process.

Course Information
Lutheran Doctrine - 2138 - REL 3341 - 01

Levels: Undergraduate
Status: Active

2138 CRN
Austin Main Campus Campus
Lecture Schedule Type

Syllabus Data

Long Section Title

Course URL:

Learning Objectives

Required Materials

Technical Requirements

Fill in the appropriate information in the boxes provided.

Office Hours

Path: MyInfo Logon – [Faculty and Advisors](#) – Syllabus Information

Using this link, office hours can be entered for each course section that is an active assignment. The office hours will be displayed for anyone using the Class Schedule Search option. There is an option for not including this information for display.

Once office hours are entered, you can select to copy them to other courses on your assignment list by selecting them in the drop down menu as indicated in the red box on the screen shot below. You can select multiple courses to copy by using the CTRL button while selecting courses with the mouse.

Lutheran Doctrine - 2138 - REL 3341 - 01

CRN: 2138

Scheduled Meeting Times

Type	Time	Days Where	Date Range	Schedule Type	Instructors
Class	1:00 pm - 2:15 pm	TR	Kramer Hall 104 Jan 17, 2006 - May 12, 2006	Lecture	Martin Luther (P)

Office Hours

From Time (0000-2359)	To Time (0000-2359)	Day of the Week	Contact Number	Location	From Date (MM/DD/YYYY)	To Date (MM/DD/YYYY)	Display
		M T W Th F S U					
1200	1300	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Permanent 512-4862000		01/17/2006	05/05/2006	<input checked="" type="checkbox"/>
1415	1600	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Permanent 512-4862000		01/17/2006	05/05/2006	<input checked="" type="checkbox"/>
		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	None				<input type="checkbox"/>
		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	None				<input type="checkbox"/>
		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	None				<input type="checkbox"/>

Copy To: Spring 2006 Lutheran Doctrine (2139)

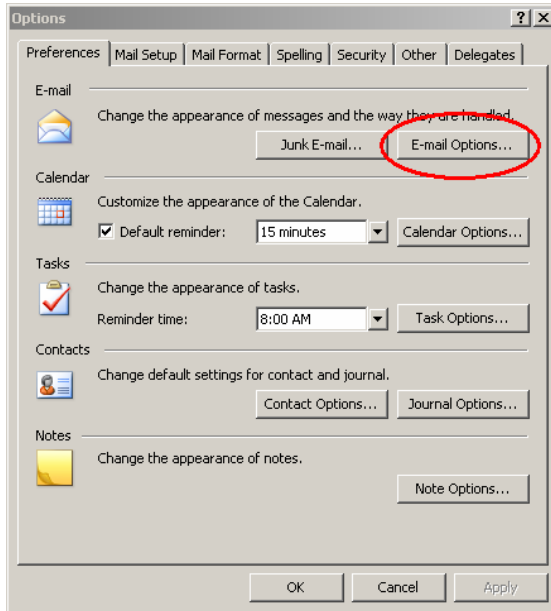
Submit

Reset

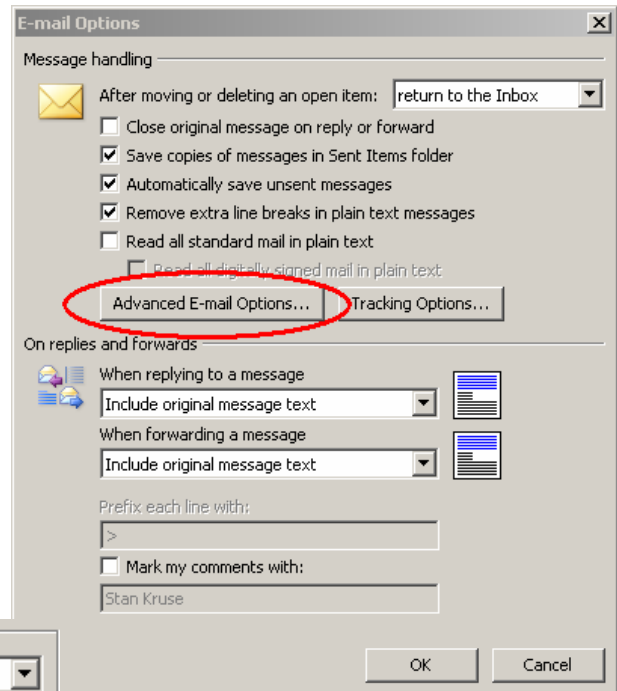
Tricks and Hints

Outlook Configuration for Group Emails

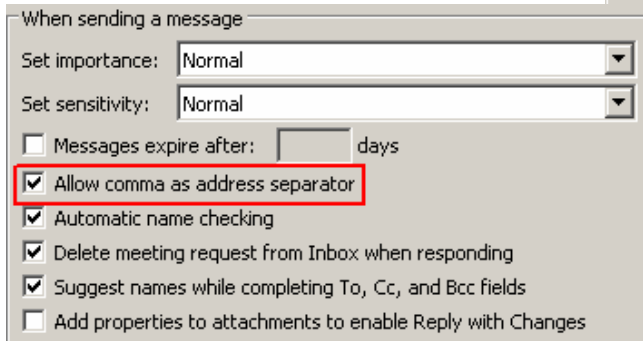
In order to use the group email function or MyInfo, Microsoft Outlook must be configured to accept comma separation for email addresses. In Outlook, follow the following menu path: *Tools – Options – Preferences tab*. Click on the E-mail Options button.



The window below will be displayed.



Click on the Advanced E-mail Options button to display the screen that contains the information represented below.



Check the box next to “Allow comma as address separator” and click OK repeatedly until all menus are gone.