Contents
Overview .................................................................................................................................................... 2
Default Browser ......................................................................................................................................... 2
Access ConnectCarolina Faculty Center ................................................................................................. 3
Teaching Schedule ................................................................................................................................... 4
  Show Classes by Enrollment .................................................................................................................. 5
  View Class Detail .................................................................................................................................. 6
  View Weekly Teaching Schedule ........................................................................................................... 7
Class Roster ................................................................................................................................................ 8
  View a Class Roster ............................................................................................................................... 8
  To Sort Class Roster Results ................................................................................................................ 9
  Download a Class Roster ....................................................................................................................... 10
  Print a Class Roster ............................................................................................................................. 11
  View a Different Class Roster ................................................................................................................ 11
  View a Class Roster with Photos ........................................................................................................... 12
  Print a Class Roster with Photos ........................................................................................................... 12
  View an individual Student’s Photo and Details ................................................................................... 13
  E-mail All Students ............................................................................................................................. 14
  E-mail an Individual Student ................................................................................................................ 15
  E-mail Selected Students ..................................................................................................................... 16
  Using Basic Class Search..................................................................................................................... 17
Grading ...................................................................................................................................................... 18
Appendix A ................................................................................................................................................ 19

Overview
The ConnectCarolina Faculty Center is the central online location for accessing course management information. Faculty Center enables you to view your teaching schedule, check class rosters, record grades search for fellow faculty members and view course information for University classes.

Default Browser
All examples provided in the documentation were created using Internet Explorer 8. If you experience problems replicating these examples please make sure you are using Internet Explorer 8.
Access ConnectCarolina Faculty Center

ConnectCarolina is accessed by going through MyUNC. This is the campus portal that leads to various online campus services. This includes Webmail, ConnectCarolina, TIM, OneCard and Finance Central.

**Reminder**: In order to access faculty center and ConnectCarolina you must have passed FERPA and allowed a few days to pass before logging in.

1. The online portal can be accessed by:
   a. Clicking on the MyUNC link on the UNC.edu homepage.

   OR

   b. Enter the following link
   http://my.unc.edu/dt in a web browser.

2. To sign-in enter your ONYEN username and password.

3. Select ‘ConnectCarolina’ from the ‘My Applications’ menu.
The ConnectCarolina Home Page should be displayed.

**Security Note:** Anytime you are logged in to [http://my.unc.edu/dt](http://my.unc.edu/dt) do not leave your session open or unattended. Lock your computer (**Ctrl** + **Alt** + **Delete**) if you need to leave temporarily. Logoff when you have completed your ConnectCarolina session.

4. Locate and click on the Faculty Center link to access.
   
   *Navigation: Self Service > Faculty Center*

   ![Faculty Center link](image)

   **Note:** If Faculty Center does not appear please put in a remedy ticket to the ConnectCarolina-Security group. The ticket should request access to faculty center.

### Teaching Schedule

*Navigation: Self Service > Faculty Center > My Schedule*

Your Teaching Schedule displays the latest term for which you have been assigned as class instructor. A summary of class information includes class title, class name, number of student currently enrolled, meeting days and times and end dates. To the left of each class title, class and grade roster icons display where available.

![Teaching Schedule](image)

**Note:** In most cases, if you cannot view your schedule, your department has not yet assigned you to the class or classes. Please contact your department’s scheduling officer.
Note: Download your Teaching Schedule to Excel by clicking the Download icon.

**Show Classes by Enrollment**

To view assigned classes according to enrollment for a specific term:

- Click ‘Show All Classes’ option for all classes
- Click the ‘Show Enrolled Classes Only’ option to display only classes that contain enrolled students.
View Class Detail

To view details of an assigned class, click on the **class name**.

A Class Detail screen will be displayed. This information includes:

- Type of Class
- Meeting Information
- Enrollment Information
- Class Availability
- Notes
- Description

Once you have viewed this information, click ‘**Return to Faculty Center**’ to return to your Teaching Schedule.
**View Weekly Teaching Schedule**
To display your Teaching Schedule in calendar format, click the ‘View Weekly Teaching Schedule’ link.

To view another week, enter a new date in the ‘Show Week of’ field and click the ‘Refresh Calendar’ button.

Other weeks can also be viewed by clicking the ‘Previous Week’ and ‘Next Week’ button.

Use the ‘Display Options’ section to customize the view of the calendar.

This area allows you to:

- Hide/display weekends
- Hide/display Class Title
- Hide/display Instructor Role
- Display using AM/PM
Class Roster

*Navigation: Self Service > Faculty Center > Class Roster*

Rosters are available in the Faculty Center. You may access class rosters for a selected term once registration for that term begins.

Click on Class Roster to view the first class in your 'My Teaching Schedule' list or go to 'My Teaching Schedule' to select a specific class roster.

View a Class Roster

In addition to presenting a complete list of students by enrollment status, class rosters also display detailed class information such as course title and number, class section and class number, as well as class meeting details.

Click the Class Roster icon next to the class you wish to view in your Teaching Schedule.

*Note: If students are enrolled in your class but your Class Roster icon does not appear as above, your department may not have assigned you to the class in ConnectCarolina. Please contact your department's scheduling officer.*
The roster displays a list of students currently enrolled in the class.

**To view dropped students:**
If the students have dropped the class since it began, switch the ‘Enrollment Status’ drop down box to ‘Dropped’.

**To view waitlist students:**
To view a list of waitlisted students, switch the ‘Enrollment Status’ drop down box to ‘Waitlist’.

**To Sort Class Roster Results**

The roster displays the enrolled students in alphabetical order by last then first name.

**Example:** To sort the student above by student level (Senior, Junior) click on the Level header column. The default sort is by last name.
Download a Class Roster
A class roster can be downloaded by clicking the Download icon.

![Download Icon]

Ensure that your browser will allow pop-ups from the ConnectCarolina site. Consult your department’s IT staff to correct this problem or see Appendix A.

Select a location to save the roster or application to open.

The roster will download in an .xls format. Most UNC-CH computer systems are configured to open this type of file with Excel.

Go to the downloaded roster and double click to open.
Print a Class Roster
To print a class roster click the ‘Printer Friendly Version’ link.

Next click the Print option from your Web browser window.

View a Different Class Roster
To view another roster, click the ‘Change Class’ button.
View a Class Roster with Photos

To view a class roster with photos click the ‘Include Photos in list’ in the ‘Select Display Option’ area.

Click the ‘View All’ link to view all participants in the class.

Print a Class Roster with Photos

Important: Please note that if any students in the class have invoked complete privacy under FERPA and a class roster is available where others (not connected to the class) may see the photographs, this may be a violation of FERPA. Class rosters should be handled in a manner that protects the rights of any students who have invoked complete privacy under FERPA.

Printing a class roster with photographs will result in multiple pages due to the amount of space required for each student record.

1. Click the ‘Include photos in list’ to view the class roster with photos.
2. Display an entire list of students by selecting the ‘View All’ link.
3. Click your Browser’s print function to generate a class roster with student photos.
**View an individual Student’s Photo and Details**

1. Ensure that the ‘Link to Photos’ radio button is clicked.

2. Click the photo icon to the left of the student’s PID and name.

---

*Use your browser's print function to generate a class roster with student photos.*

*Click ‘Include photos in list’ to view the class roster with photos.*

*Click ‘View All’ to see all students enrolled in a class.*

*Make sure 'Link to Photos' is selected*

*Click the Photo icon to view a student's image and details.*

*PID and Name removed for security.*
3. The student’s record and image will be displayed.

**E-mail All Students**
Click on the ‘Notify all Students’ button to launch the Send Notification screen.
An E-mail interface is generated.

The top portion contains the ‘From:’, ‘To:’, ‘CC:’ and ‘BCC:’ fields.

The bottom portion contains the ‘Subject:’ and ‘Message Text:’ fields.

Click the ‘Send Notification’ button.

**E-mail an Individual Student**

To E-mail an individual student click on the student’s name.
A new E-mail message will launch from your default E-mail application.

Fill out the E-mail and send to the individual student.

**E-mail Selected Students**

To E-mail selected students:

1. Place a check mark in the notify column

2. Click the ‘**Notify Selected Students**’ button
3. Complete the ‘Send Notification’ page.

Using Basic Class Search
1. To search the schedule of classes click on the ‘Search’ tab at the top of the faculty center screen.
2. The default search screen allows you to do a quick and general search that includes:
   a. Course Subject
   b. Course Number
   c. Check the box to the left of ‘Show Open Classes Only’ if you are looking for classes that are open.
   d. For a more advanced search you can add “Additional Search Criteria”. Click on the ‘Additional Search Criteria’ link.

3. Additional Search Criteria include:
   - Meeting Time
   - Day of the Week
   - Instructor Last Name
   - Class Number
   - Course Title
   - Session
   - Course Attribute

To process your search click on the Search Button.

**Grading**
The grading roster will be available at the end of the Fall 2010 semester.
Appendix A

Background:

To get the full functionality of ConnectCarolina Internet Explorer will need the site added to the trusted sites area. This will allow pop-ups from the “trusted” sites.

Adding ConnectCarolina to the trusted sites will allow class rosters to be saved to the local workstation’s hard drive and then printed out.

Steps:

1. Login to ConnectCarolina
   a. Go to unc.edu
   b. Click MyUnc

2. Login to the campus portal
   a. Click the Sign in button.
      b. Enter your Onyen_username and password.
      c. Using the My Applications menu click ConnectCarolina.
3. Add ConnectCarolina to your trusted sites  
   a. Click the ‘Tools’ menu.

   b. Click Internet Options.

   c. Click the Security Tab.

   d. Click the ‘Trusted Sites’ icon.
e. Click the ‘Sites’ button.

f. Click the ‘Add’ button.

g. Click the Close button.

4. Test class rosters
Navigate to a class in ConnectCarolina

*Curriculum Management > Class Roster > Class Roster*

a. Click on the download Icon.

b. In the new window click save.

You should now be able to save class rosters to your local hard disk.