Faculty Guide to Computer-based Procedures

Set-up

Before you begin using computer-based processes, you will need to have two important identifiers that will grant you access to the faculty information system.

1. x500—this is the same identifier that you use with your e-mail account: for example, the x500 of John Doe might be doexx043.

2. Password—you must have a valid password or will not be granted access to the faculty information system. If you do not know what your password is, you must call the Office of Information Technology Help Desk at 612-301-4357 (1-HELP).

Where To Begin

The Onestop website is possibly the most important source for you as a faculty/staff member. To find academic information about you or any of your students, you will almost always begin from this website: http://www.onestop.umn.edu.

Class Lists

It is not difficult to find information about the classes you are teaching and the students enrolled in those classes. Beginning at the Onestop web site, follow the information below to navigate through your class lists.

1. Who is currently enrolled in my class?
   a. Click on “Faculty”

   b. Find the Reporting section on this screen. Under Reporting click on Management Reports.

   c. A log-in prompt should then show on the screen. At this screen click on the silver User Login box.

   d. A new screen will next appear asking for your internet ID (this is your x500) and your password. Enter both items and click on the Log-in box.

   e. If you entered your internet ID and password correctly, two new screens will be shown. The first screen is a small white one with three buttons (Log-out, Update Account, and Continue). Click on Continue. In doing so, the screen will be sent to the Menu Bar at the bottom of your screen. You will not need this screen again until you are finished using Management Reports—simply disregard it until later. Remaining on the screen should be the UM Reports home page showing your log-in name in the upper right hand corner.

   f. Under the Reports listing is a number of different options. Find the line that reads “Class Lists” and click on it. More options may then be revealed.

For more information, visit the School of Music website at www.music.umn.edu.
Set-up

  g. At this point you have two options: you may click on “Class List” or “My Classes.”
     i. “Class List”
        1. When you click on “Class List” a new screen will appear asking for an academic
           year and a term to be specified. Choose the appropriate term and year using
           the scroll bars and then click submit.

        2. Next, choose the appropriate campus for which you teach (UMNTC).

        3. On the new screen, you again have two options...
           a. You may scroll down through all of the divisions at the university and find
              the Mus, MusA, or MuEd subjects or...
           b. You may type in the subject manually; Mus, MusA, or MuEd.

        4. After you type or click on the appropriate subject, a listing of each course
           number and section will appear for all of the classes under the specified subject
           that you just entered. Find the class and section for which you would like to find
           enrollment information. Click on it, and then click the “Display Report Button.”

        5. A list of each student who has registered for this course will be displayed as
           well as some additional handy information: such as, e-mail address, degree and
           program plan, academic level, etc.

     ii. “My Classes”
        1. If you click on “My Classes” a list will be displayed of only the courses that you
           are teaching. Find the appropriate semester, year, and section.

        2. Click on the class for which you are making inquiry.

Grades

  1. Initial Grade Entry: Beginning from the Onestop web site, click on “Faculty.”
     Find the “Grades” section on the left column of information. Click on “Enter Final Grades” and
     follow the tutorial “How do I enter Grades?” at: http://onestop.umn.edu/onestop/faculty/Grades/Final_Grades/WebGradesTutorial.html. You will begin by logging into the system and entering your University of Minnesota Internet ID (X.500 username) and password.

  2. Grade Changes
     a. From the Onestop web site, click on “Faculty.”

     b. Under Grades, click on “Enter Supplemental Grades.” When the new screen is shown, click
        again on “Enter Supplemental Grades” and follow the tutorial “How do I enter Supplemental
Text Book Orders

Quick Guide to Online Textbook Requisitions

1. **Contact the textbook office** to establish your User ID.

2. Go to [www.bookstore.umn.edu](http://www.bookstore.umn.edu) Click on ‘Faculty’, then ‘Course Adoptions’, then ‘Create a Requisition’.
   a. From 'Create a Requisition', enter your login and password.
   b. Choose your department from the drop down box and click 'Go'.
   c. Fill in the boxes with asterisks next to them, select the 'Term' and click 'Submit'.
   d. Choose your course number and click 'Submit'.

3. The following steps add books to your requisition. Accuracy is very important. Please let us know if you are unsure about identifying the correct book.
   a. Click 'Add books' at the top of the page. First, the course history is displayed which allows you to see previous texts requested for your course; you may add these texts and/or go on to search the database for additional books.
   b. Click 'Add' if your book is listed in the column on the left.
   c. If you cannot find the books you want in the 'History' column, click on 'Search Database'.
   d. When you have the results of your search, click 'Add' to add the book to your requisition. **NOTE:** if you cannot find the book you want, just click on 'Enter the Book Manually' at the bottom of the page and enter the information requested.
   e. For each book you select complete the left hand column.
   f. Choose 'Required' or 'Optional'. If you know the next term and the first week the book will be used, please tell us. (The quantity requested cannot be changed at this point.) You may enter special instructions for this book in the box provided. **YOU MUST CLICK ‘ENTER BOOK’ TO ATTACH THE BOOK TO THE REQUISITION.**
   g. IMPORTANT: If you want the newest edition of the title you have selected, indicate so in the 'Special Instructions' box.
   h. Repeat this process for each additional book. **NOTE:** unfortunately, we have no ‘delete request’ option. This means that once you have arrived at the ‘split screen’, you have created a requisition number. If you choose not to proceed with this request for any reason, contact the textbook office.
   i. When you have completed adding your books, click "SUBMIT" at the top of the page.

4. Be sure to print a copy of your requisition for your records.

If you have any questions about the above procedures, please feel free to contact any of the Room 100 Staff at the School of Music: 612-624-5740.

For more information, visit the School of Music website at [www.music.umn.edu](http://www.music.umn.edu).