

On May 18, 2008 the District Office applied changes to the Student Information System that require faculty to set a preferred institution. Without a preferred institution, faculty who attempt to submit grades will find they are given no choices from which to select a grade. In other words, all of the roster grade drop-down boxes will be empty.

The steps below outline the process for setting a preferred institution. All faculty must do this only once, as the setting will be saved for all future terms. Faculty who teach at multiple colleges (institutions) may choose any one of their institutions to be their preferred institution, and will still be able to see class and grade rosters for all institutions.

1. Once in the Faculty Center, click the drop-down box next to My Info.
2. Select User Preferences from the list.
3. Click the round Go button to the right of the My Info box.
4. On the User Preferences screen, click the drop-down box next to Institution.
5. Select your preferred Institution (Mesa in the example).
6. Click the Save button.
7. On the Save Confirmation screen, click the OK button.
8. On the User Preferences screen, click the Return to Faculty Center button.
9. Reminder: Click the Change Term button if necessary to select the correct term and college, and continue with the grading process.

My Teaching Schedule > Spring 2009 > Mesa Community College

Class	Class Name	Enrolled	Days and Time	Room	Class Dates
CIS 105-0098 L+L 31906	Survey Computer Info Systems (Lecture & Lab)	0	Sa 8:30AM - 12:30PM	BA 1W	Jan 17, 2009- Mar 7, 2009


Go to...


- Addresses
- Demographic Information
- Email Addresses
- Emergency Contacts
- Extracurricular Activities
- Go to...
- Holds
- Honors and Awards
- Internet Addresses
- Languages
- Licenses and Certificates
- Memberships
- Names
- PIN Number
- Phone Numbers
- Privacy Settings
- Publications
- To Do List
- User Preferences**
- Work Experience


My Info **User Preferences** [Go]


User Preferences

To facilitate your navigation through the different pages, and to avoid having to select the generic values, you may default your most commonly used values for the following fields. Other values will remain available for selection as appropriate for each feature.

Institution 

Academic Career 

Term 

Aid Year 


User Preferences

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Institution 

Academic Career 


Term 


Aid Year 


- Chandler-Gilbert Comm College
- Estrella Mountain Comm Colleg
- GateWay Community College
- Glendale Community College
- ~~MCCCB Institution~~
- Mesa Community College**
- ~~Paradise Valley Comm College~~
- Phoenix College
- Rio Salado College
- Scottsdale Community College
- South Mountain Comm College


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User Preferences

Save Confirmation

 The Save was successful.

OK

User Preferences

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Institution Mesa Community College ▼

Academic Career ▼

Term 🔍

Aid Year 🔍

SAVE




RETURN TO FACULTY CENTER

Stephen Gerlock My Info Go to... ▼ ⌵

Faculty Center

Spring 2009 | Mesa Community College change term

Show all classes
 Only classes with enrollment
 View My Weekly Schedule

 [Class Roster](#)
  [Grade Roster](#)
  [Learning Management System](#)

My Teaching Schedule > Spring 2009 > Mesa Community College

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