Faculty Center Quick Guide
(A Catalyst Help Guide for Faculty)

Accessing Catalyst
Log into Catalyst at https://catalyst.uc.edu or by clicking the Catalyst system icon found on various UC websites.

Faculty Center Tab
Three links are displayed on the Catalyst faculty center tab:

1. My Schedule
   ➢ Grade Roster
2. Class Roster
3. Class Search

Class Teaching Schedule
Catalyst screen: MY SCHEDULE
Select My Schedule to view your teaching schedule for the semester. Please visit www.uc.edu/registrar for the most up-to-date information on your exam schedule. If you’re scheduled to teach classes for more than one semester, be sure you’re viewing the schedule for the correct term. All historical terms in which you were assigned to a class are available for your viewing using the change term button.
Grade Roster
Catalyst screen: GRADE ROSTER (accessed via MY SCHEDULE)

Class Roster
Catalyst screen: CLASS ROSTER
Select Class Roster from the faculty center tab link or by using the people icon ( 🛡️ ) displayed at the beginning of your class listing to view the students currently enrolled in your class.

A list of your enrolled students will display (sample screenshot below):
From this detailed page of the class roster, you can view students’ ID photo, Catalyst EmplID, UCID, name, program/plan, and class level of enrolled students. With photos, you can choose to link to photos, or include photos in list. Click view all to see all of the students’ photos in the list. Select the icon listed at the top of the class roster to download it to an Excel spreadsheet. Click the change class button at the top of this page to view the class roster of a different class you’re teaching that term.

**Class Search**

*Catalyst screen: CLASS SEARCH*

Select the Class Search to view the full listing of class offerings for a given term.
Other Tools

- Links to other UC systems, like eCurriculum and Canopy, as well as UC websites can be accessed from the Other Tools launcher displayed on the faculty center tab.

Need Assistance?

If you have trouble logging into Catalyst or experience other technical issues, contact the IT@UC HelpDesk for assistance at HelpDesk@uc.edu or (513) 556-4357, or visit the IT@UC HelpDesk website for additional information.

For assistance with Catalyst functionality, email Catalyst Training for assistance.
Work Instructions

- Printing a Class Roster

- Capturing Attendance for Withdrawal Grading
  - Faculty Grading
  - Request Grade Change
How to Access the Catalyst Class Roster with Student Photos

1. Navigate to [https://catalyst.uc.edu](https://catalyst.uc.edu) and log in with your Central Login account.

2. Click on My Schedule in the Faculty Center.
3. If classes from the current term do not display, click on the “change term” button:
4. Click on the first icon (a small image of multiple people) for the class you want to view:
5. Select the radio button titled “Include photos in list”. Then click on View All. This will display all student photos in a linear list. (Please note that the images, names, UCIDs, programs, and levels have been redacted from the screen shot below.)
6. Click the Printer Friendly Version link at the bottom of your roster.

7. Then click the red Print Roster button at the top of the page to receive a printer-friendly version of your class roster.

Class Roster
print roster

Fall Semester 2016 | Full Academic Session | University of Cincinnati | Undergraduate

ARAB 1002 - 001 (20567)
Basic Literary Arabic II (Lecture)

<table>
<thead>
<tr>
<th>Days and Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>TBA</td>
<td>TBA</td>
<td>Wendy Lambing</td>
<td>08/22/2016 - 12/10/2016</td>
</tr>
</tbody>
</table>

Enrollment Status: Enrolled
Enrollment Capacity: 20
Enrolled: 5
Capturing Attendance for Withdrawal Grading

This guide will cover:

- How instructors will record withdrawal grading in Catalyst

To achieve compliance with Title IV federal financial aid regulations, instructors must confirm academic attendance on non-attendance after a student withdraws from a class. Instructors will provide this affirmation while in the Faculty Center via the Last Date of Attendance link connected to their Grade Roster.

An abbreviated grade roster containing only withdrawn students will present to the instructor who will record one of these Final Grades:

- “W” to indicate an Official Withdrawal with Academic Attendance. Instructors who record a “W” grade must record the last date of attendance for the student.

- “WX” to indicate an Official Withdrawal without Academic Attendance. Instructors who record a “WX” are reporting no attendance or participation from the student. It is not possible to record the last date of attendance for this student.

- “F” to indicate an Official Withdrawal Failure. Instructors who record an “F” are not required to record the last date of attendance for the student.

**NOTE:** You will not be able to access your Grade Roster until you have recorded a Participation Grade and Last Date of Attendance for all students who have withdrawn from your class.

**Step One**

Select My Schedule to view your teaching schedule for the semester.
Step Two

If you’re scheduled to teach classes for more than one semester, be sure you’re viewing the schedule for the correct term. All historical terms in which you were assigned to a class are available to view using the change term button.

Click on the Grade Roster icon next to the class to begin grading.

**NOTE:** You will only be able to record grades when a grade roster has been generated for your class.
Step Three

Before you can access your Grade Roster, you will need to record a Participation Grade and Last Date of Attendance for all students who have withdrawn from your class.

To begin recording the Participation Grade, click in the empty cell in that column that corresponds to the student. You may click the magnifying glass to see what grades may be assigned in this field.

Valid Participation Grades include:

- **W** to reflect an Official Withdrawal where there has been participation in the class.
- **F** to reflect an Official Withdrawal where the student has participated but failed the class.
- **WX** to reflect an Official Withdrawal where there has not been participation or attendance in the class.

Because the WX grade is intended to identify those students that have not participated or attended classes, a Last Date of Attendance should not be reported.

Remember that student photos are available when viewing the Class Roster. This may be helpful for you to recognize students who have withdrawn from your class.

Click the Submit Grade Change button when you have recorded the necessary information.
Step Four

After all withdrawn students have been given a valid Participation Grade and Last Date of Attendance (as required), you may proceed to your full grade roster to submit the remaining grades. To proceed to the Grade Roster, click on the Grade Roster link at the top of the page.

Students who have had Participation Grades recorded will continue to appear on your Grade Roster but cannot be graded on this roster.

More information about submitting final grades or grade changes will be released soon!
Faculty Grading

This guide will cover:

- How faculty will enter final grades without importing them from Blackboard.

Step One

Select My Schedule to view your teaching schedule for the semester.
Step Two

If you’re scheduled to teach classes for more than one semester, be sure you’re viewing the schedule for the correct term. All historical terms in which you were assigned to a class are available to view using the change term button.

![Faculty Center interface](image)

Click on the Grade Roster icon next to the class to begin grading.

**NOTE:** You will only be able to record grades when a grade roster has been generated for your class. If the icon is missing, you will not be able to enter grades for this class.

Before you can access the Grade Roster, you will need to record a Participation Grade and Last Date of Attendance for all students who have withdrawn from your class. Work instructions on Capturing Attendance for Withdrawal Grading are available at [http://www.uc.edu/catalyst/resources/faculty.html](http://www.uc.edu/catalyst/resources/faculty.html).
Step Three

Click on the Grade Roster link at the top of the page.

Student who have had Participation Grades recorded will continue to appear on your Grade Roster but cannot be graded on this roster. Those changes are to be made by clicking on the Last Date of Attendance link to the left of the Grade Roster link.

1. The Grade Roster Type should be identified as Final Grade. Note that a box exists under the Grade Roster Type that would allow us to select for display only those students for whom a Roster Grade has not been entered. This may be helpful to instructors of very large classes.
2. The Approval Status will initially display to you as Not Reviewed.
3. Grades should be entered next to the student's name under the Roster Grade column. You may use the pulldown available to see what the valid grades are for entry – or you may type the grade into the box and tab out of the field. If you choose to enter your grades by tabbing between students, be aware that your tab strike may not take you directly into the next student’s grade box.
4. As soon as you have entered the first grade, a yellow warning box will pop up at the top of the page. This box is to alert you to save your work frequently so as to not lose the grades entered.

5. Continue to enter a grade for each of the students on your list that present the empty grade box. If your course has more than 20 students in it, you will need to click View All or arrow through to ensure that all of your students have received a final grade.

6. If you wish to grade all of the students in the class with the same grade, you may click Select All and enter the grade in the box at the bottom of the page. Click the button to add this grade to selected students. You may also select a smaller population of the class to receive the same grade by clicking on the box to the left of the student’s name.

   NOTE: While this feature can assist you in entering grades quickly, you must make sure the assignment of the grade entered is appropriate for all students selected.

7. After all of the grades have been entered, click the save button at the bottom of the Grade Roster or the red save button immediately above the first student on your roster.

8. After you have saved your grades, you may be ready to submit them to the Registrar’s Office. To do this, change the Approval Status to Ready for Review or Approved. Click save again.

9. After you have successfully saved your grades in an Approved status, a Post button will appear at the very bottom of the Grade Roster. Click that button to Post your grades.

10. A copy of your Grade Roster is always available to you during this process and can be retrieved either by clicking the Download button or the Printer Friendly Version at the bottom of the page.

   Congratulations! You have successfully entered your grades into Catalyst!

   These instructions will be revised when the utility to import grades from Blackboard is available. Instructions on how to Request a Grade Change can be found at [http://www.uc.edu/catalyst/resources/faculty.html](http://www.uc.edu/catalyst/resources/faculty.html).
Faculty Request Grade Change

This guide will cover:

- How faculty will enter change of grades for previously posted classes.

**Step One**

Select My Schedule to view your teaching schedule for the semester.
**Step Two**

If you’re scheduled to teach classes for more than one semester, be sure you’re viewing the schedule for the correct term. All historical terms in which you were assigned to a class are available to view using the change term button.

Click on the Grade Roster icon next to the class to begin grading.

As you enter the Grade Roster, you will see Request Grade Change will appear under the Approval Status:
Click on the Official Grade pulldown for the selected student and select the desired grade from the choices available for that student. Scroll down to the bottom of the Grade Roster and click the Submit button. The Grade Roster will refresh with the word Success to the immediate right of the grade just entered.

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Enrollment Status</th>
<th>Grading Basis</th>
<th>Official Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Enrolled</td>
<td>UG NORMAL</td>
<td>w</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Enrolled</td>
<td>UG NORMAL</td>
<td>A</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>Enrolled</td>
<td>UG NORMAL</td>
<td>A-</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>Enrolled</td>
<td>UG NORMAL</td>
<td>B</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>Enrolled</td>
<td>UG NORMAL</td>
<td>B+</td>
</tr>
</tbody>
</table>

After all of the grade changes desired have been processed, click on the Return to Grade Roster link at the bottom of the roster. The new grade(s) will be visible and you can download/print a copy for your records.

Helpful notes regarding grade changes:

- Instructors are now able to change a grade for any semester term in which they have been given Posted rights on the class. Instructors are not able to change any grade from a quarter roster using this functionality. Quarter grade changes must be submitted via a paper Change of Grade form that is signed by the college or the Graduate School.
- Only instructors given Post access may change a grade.
- Only those grades associated with the assigned grading basis will be available in the pulldown menu. As such, not all grades are available for assignment. This includes withdrawal grades, Pass/Fail grades, Audit grades, and Incomplete grades. Remember, an I/F gets assigned to all incompletes that have exceeded the one year limit for completion. These should not be changed using this online functionality.
- Grade changes identified with the Success status are available to students through the student portal instantaneously for viewing and for inclusion on their academic transcripts and degree audits.
- Communications and notifications have not been written yet to support this functionality. We hope to have those available during the 2016-17 academic year.