




FACULTY CENTER QUICK REFERENCE

ENTER GRADES

1. Log in to ZipLine.
2. Click the Faculty Center link on the Faculty/Staff tab.
3. OPTIONAL: Click the **Change Term** button to view the grade roster for a different term.
4. Click the Grade Roster icon  for the desired course.
5. OPTIONAL: Click the checkbox for “**Display Unassigned Roster Grades Only**” to only view those students for whom no grade has been entered.
6. Either enter the grade or use the drop-down and select the grade.
7. Click the **SAVE** button frequently.
8. For any grades of “F” or “NCR”, enter the appropriate attendance information on the **Grade Roster with F/NCR Grades**.
9. Use the **Printer Friendly Version** button to print the grade roster.



VIEW MY TEACHING SCHEDULE

1. Log in to ZipLine.
2. Click the Faculty Center link on the Faculty/Staff tab.
3. The teaching schedule for the current term is displayed.
4. OPTIONAL: Click the **Change Term** button to view the teaching schedule for a different term.
5. To view additional class details, click the class hyperlink.
6. OPTIONAL: To view the schedule in a weekly format click the **View Weekly Teaching Schedule** link.

VIEW MY EXAM SCHEDULE

1. Log in to ZipLine.
2. Click the Faculty Center link on the Faculty/Staff tab.
3. The exam schedule for the current term is displayed at the bottom of the page.
4. OPTIONAL: Click the **Change Term** button to view the exam schedule for a different term

VIEW CLASS ROSTERS

1. Log in to ZipLine.
2. Click the Faculty Center icon on the Faculty/Staff tab.
3. OPTIONAL: Click the **Change Term** button to view the class roster for a different term.
4. Click the Class Roster icon  for the desired course.
5. OPTIONAL: To download the class roster information click the Download  icon located in the class roster table heading.

ATHLETIC ACADEMIC PROGRESS REPORTS

1. Log in to ZipLine.
2. Click the Faculty Center link on the Faculty/Staff tab.
3. Click the link **Athletic Academic Progress Grade Rosters**.
4. Select the type of roster (Regular or Bi-Weekly).
5. Select the course from the list of classes.
NOTE: Only classes for which student athletes are enrolled will be displayed.
6. Click the **Detail** button under the *Attendance* heading to enter attendance information.
7. Enter the attendance information.
8. Click the **OK** button.

9. Click the **Detail** button under the *Grades* heading.
10. Enter the grade information.
11. Click the **OK** button.
12. Press the **SAVE** button.

SEARCH FOR CLASSES

1. Log in to ZipLine.
2. Click the Faculty Center link on the Faculty/Staff tab.
3. Click the **Class Search** link located at the bottom of the page.
4. Enter the search criteria.
5. Click the **SEARCH** button.

CONDUCT A FACULTY SEARCH

1. Log in to ZipLine.
2. Click the Faculty Center link on the Faculty/Staff tab.
3. Click the **Faculty Search** link located at the bottom of the page.
4. Click the **Search by Name** button.
5. Enter the last name and at least the first initial of first name in **ALL upper case** letters.
6. Click the **LookUp** button.
7. If more than one person matches the criteria entered, select the appropriate individual from the list.
8. Select the term you wish to view. Click the **Continue** button.

BROWSE COURSE CATALOG

1. Log in to ZipLine.
2. Click the Faculty Center link on the Faculty/Staff tab.
3. Click the **Browse Catalog** link located at the bottom of the page.



FACULTY CENTER QUICK REFERENCE

Faculty Center

[My Exam Schedule](#)

[Athletic Academic Progress Grade Rosters](#)

[View Personal Data Summary](#)

2006 Fall | The University of Akron

[change term](#)

Select display option:

Show All Classes

Show Enrolled Classes Only



Class Roster



Grade Roster



Learning Management

My Teaching Schedule > 2006 Fall > The University of Akron

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	3150 610-001 (76828)	Basic Quantum Chemistry (Lecture)	13	MoWeF 1:10PM - 2:00PM	Knight Che 321	Aug 28, 2006- Dec 10, 2006

[View Weekly Teaching Schedule](#)

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My Exam Schedule > 2006 Fall > The University of Akron

Class	Class Title	Exam Date	Exam Time	Exam Room	Enrolled
3150 610-001 (76828)	Basic Quantum Chemistry (Lecture)	12/14/2006, Thursday	2:00PM - 3:55PM	Knight Che 321	13

[View Weekly Exam Schedule](#)

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For detailed instructions visit us online at:
<http://www.uakron.edu/its/learning/training/FacultyV9.php>