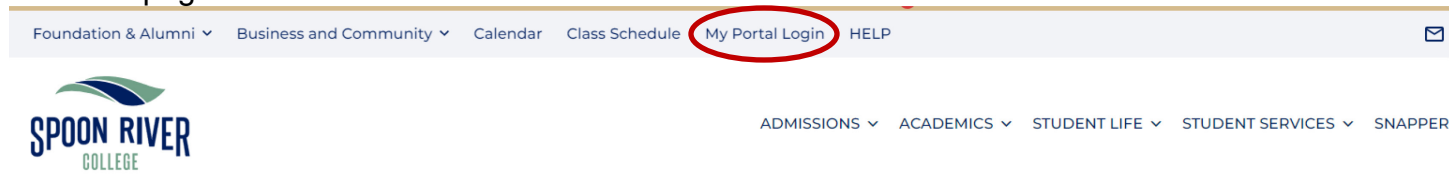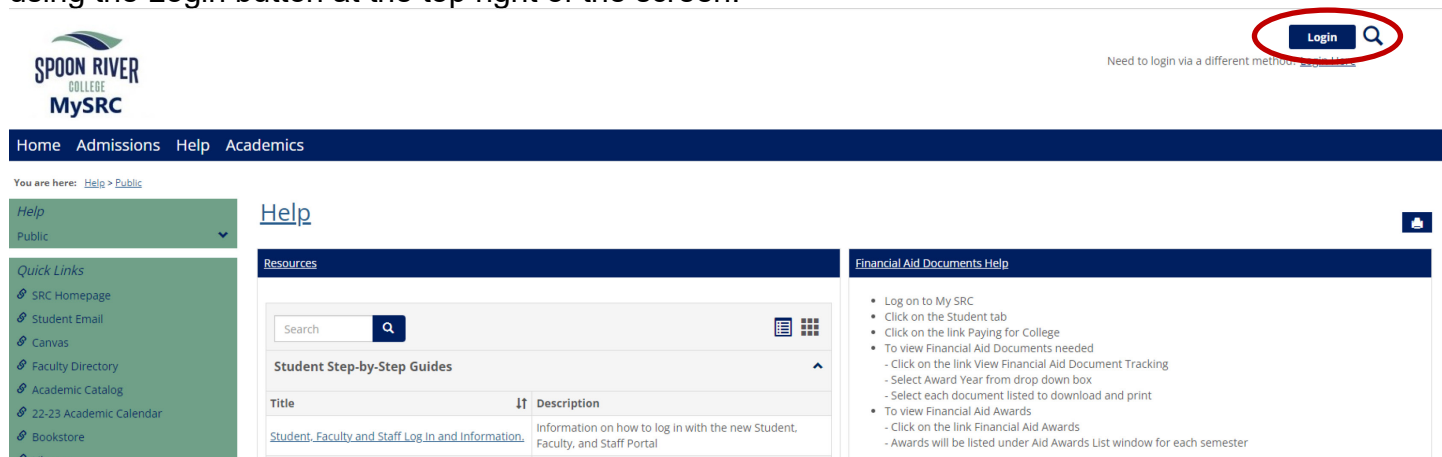# Online Faculty Services

Access **Spoon River College** website at http://www.src.edu and click on *My Portal Login* at the top of the homepage as indicated in the screenshot below.

MySRC can also be accessed directly through the public portal page at https://portal.src.edu/ics and using the Login button at the top right of the screen.


Once logged in to *MySRC*, faculty may access information regarding the courses they teach. Click on the **Faculty** tab as indicated in the screenshot below.
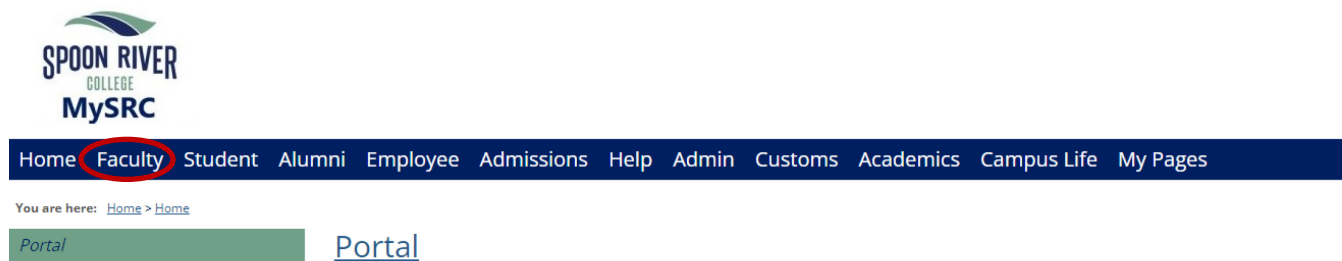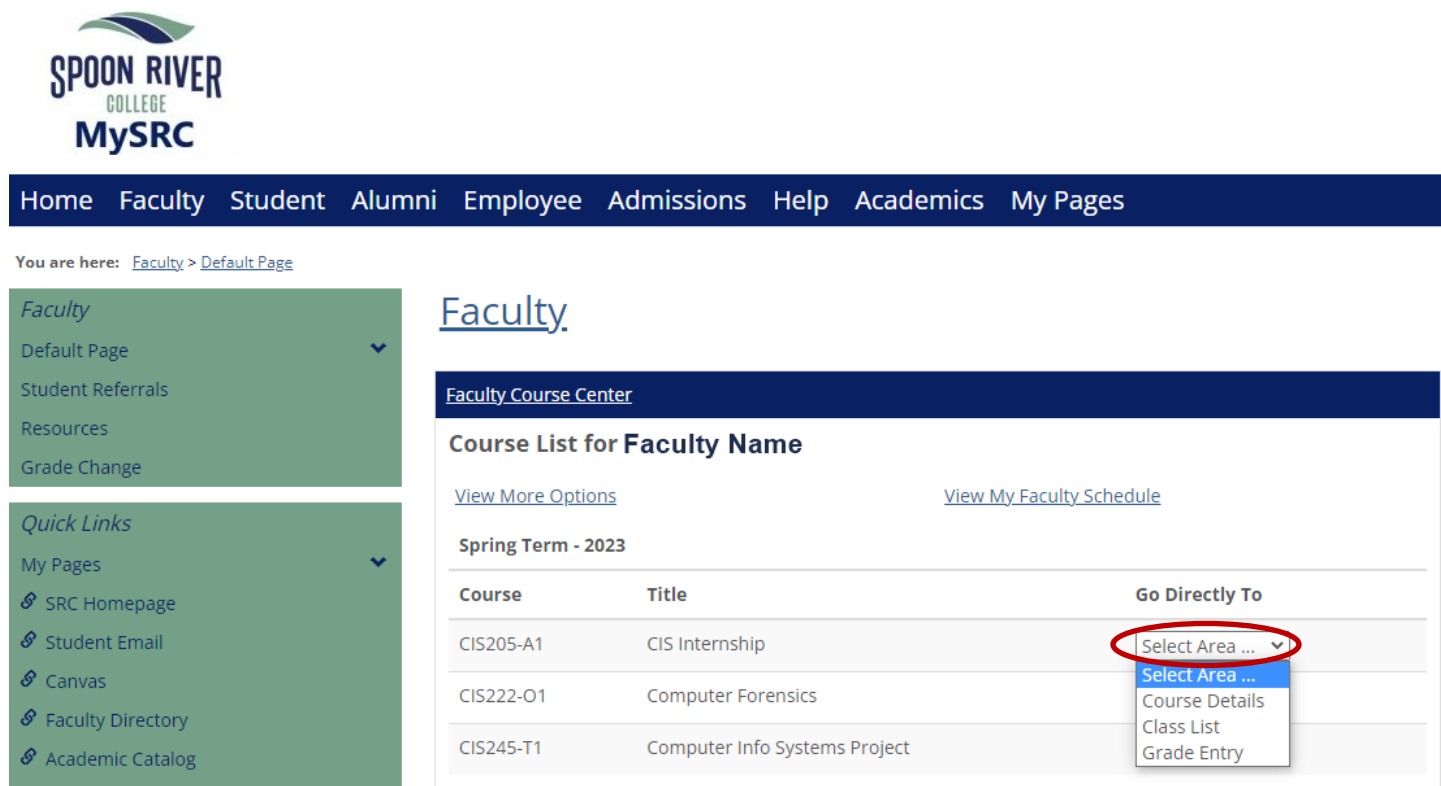

Faculty Schedule

Faculty may access their **Class Schedule** through the section labeled **Faculty Course Center**.
To choose a different **Term** click the dropdown box, choose the term and then click the View Faculty Schedule button.

2/13/2023
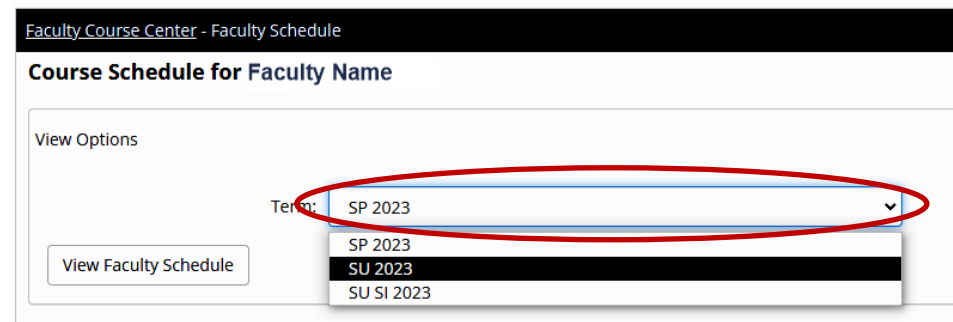
Each faculty will have a list of courses being taught for the semester. To see details about the course choose **Course Details** from the drop down list as shown in the screenshot below.

The **Course Details** display the **Day & Time, Dates**, and **Location** of the course.

In the **Faculty Course Center** you can choose **Class List,** shown below.
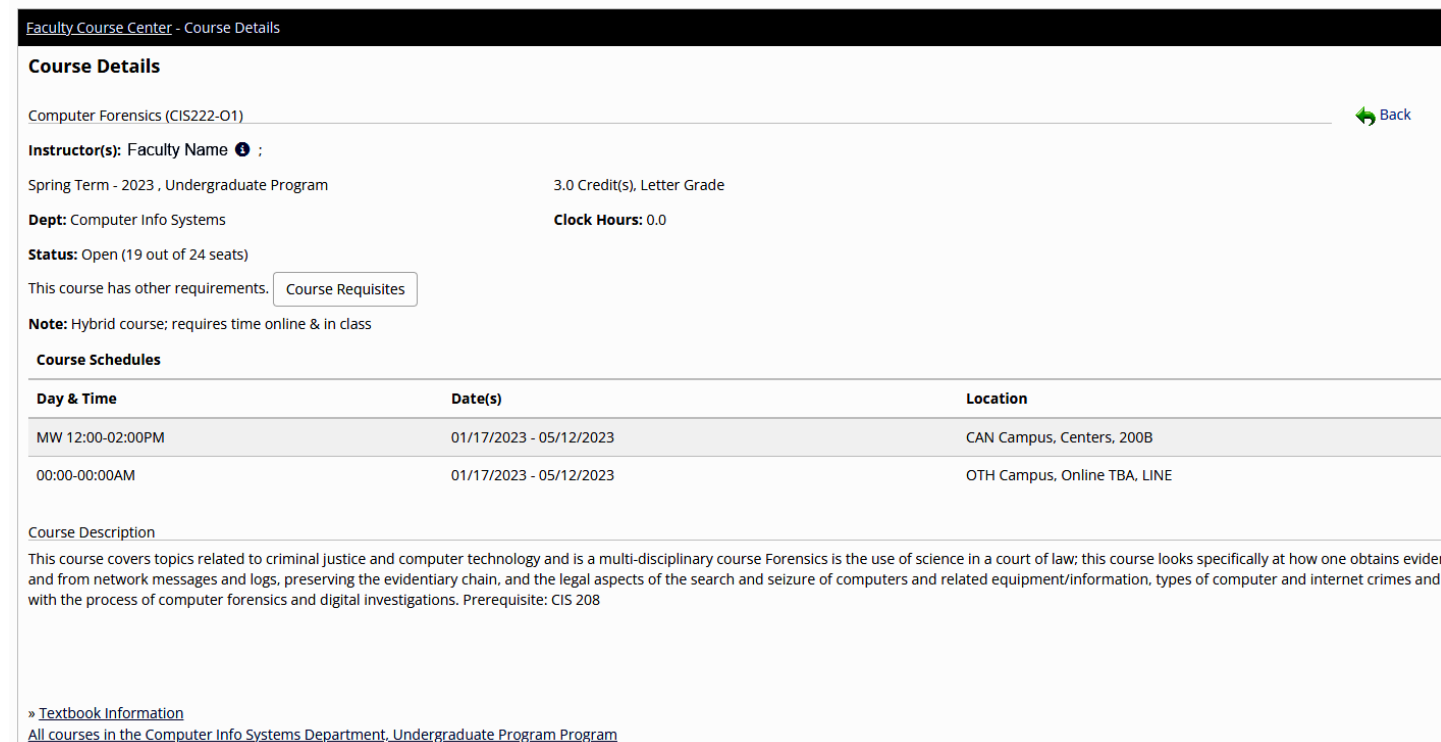
Class List Spring Term - 2023 | Undergraduate Program | CIS222-O1 | Computer Forensics (5 students)

	FERPA Restrict	Student	Student ID	Credits	Major	Class	Program	Advisors	Phone Number
☐			69558	3.0	Computer Info Systems	2D	UNDG	- Primary Advisor	
☐			86196	3.0	Computer Info Systems	2D	UNDG	- Primary Advisor	

✉ **Email Selected Students**   ✉ **Email All Students**   📊**Export to Excel**   **Print Classlist**

Grade Entry

In the **Faculty Course Center** you can choose Grade Entry to enter grades. Choose the **Final Grade** for each student using the drop down menu in the **Final Grade** column as shown in the screenshot below. When grades are chosen for each student, click **Save**.