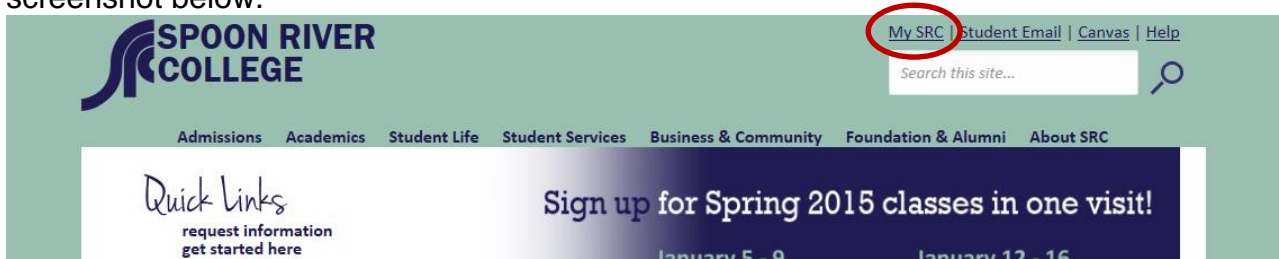
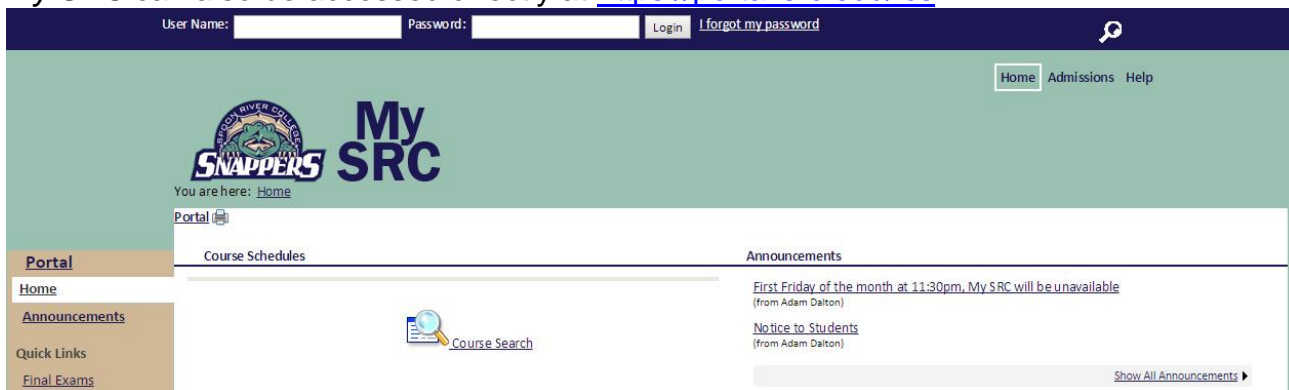


# Online Faculty Services

Access **Spoon River College** website at <http://www.src.edu> and click on *My SRC* as indicated in the screenshot below.



*My SRC* can also be accessed directly at <https://portal.src.edu/ics>.



## Login Instructions

### Username

Your username format is **firstname.lastname**. If that username has already been assigned to another person, a sequential number will be added at the end (**firstname.lastname.1**). The first name will be the official first name in your name record or the nickname from your employment forms.

### Password

The default password is the first 2 letters of the first name (**first letter uppercase**) first 2 letters of the last name (**first letter upper case**) and the last four numbers of the social security number.

### Example for John Smith

- user name = john.smith
- password – JoSm1234

Once logged in to *My SRC*, 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 Control**. To choose a different **Term** click on View Details, choose the term and then click the Search button.

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.

Welcome back Faculty Name Personal Info Logout

Home Faculty Student Employee Help My Pages

**My SRC**  
You are here: Faculty > Default Page

Faculty Course Control

Course List for Faculty Name  
View Details View My Faculty Schedule

FA 2015

Course	Title	Go Directly To
CSC101-01	Intro to Computer Applications	Select Area ... Course Details Class List with Student Test Scores Class List with Student Info Grade Entry

SRC Online Rosters

Students are automatically batch loaded into MY SRC on Friday evening. A second batch enrollment will take place on the first day of class to catch those students who added a course on Friday evening.

Please make sure you are checking your My SRC class list with your Canvas roster to ensure all students have been loaded correctly. **Note: your class list that is accessible by logging into MY SRC is your "official" roster. This list will reflect when someone has enrolled or dropped from the course.**

You may also manually enroll a student or disable a dropped student from your class via the "Roster" link under the Manage tab in your course site. This will not affect the automatic batch enrollment process.

Financial Aid Rosters and Midterm Rosters  
View Course List

Documentation

Forms  
Student Ambassador Request Form

Field Trips  
Field Trip Request Form  
Field Trip Purchasing Guidelines  
Business Office Process & Procedure  
Waiver of Liability Indemnification & Medical Release

Go to Main Screen

Privacy Notice | About Us | Contact Us | Campus Directory  
Powered by Jenzabar, v8.2.0

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

Faculty Course Control - Course Details

Faculty Course Control > Course Details

Course Details

Intro to Computer Applications (CSC101-01) Back

Instructor(s): Faculty Name

Fall Term - 2015	3.00 Credit(s), Letter Grade
Dept: Computer Science	Clock Hours: 0.00
Status: Reopened (6 out of 24 seats)	

Note: 12 WEEK (REVIEW COURSE DATES)

Course Schedules		
Day & Time	Date(s)	Location
M 05:00-06:35PM	09/21/2015 - 12/18/2015	MAC Campus, Macomb, 215
00:00-00:00AM	09/21/2015 - 12/18/2015	OTH Campus, Online TBA, LINE

Course Description

A computer literacy course which covers computer hardware and computing concepts; introduction to word processing, spreadsheets, database, electronic communications, and presentation software. (BUS-290)

Textbook Information  
All courses in the CSC Department, Program

In the **Faculty Course Control** you can choose **Class List with Student Test Scores** or **Class List with Student Info**. The **Class List with Student Info** is shown below.

SET OPTIONS

Faculty Course Control > Class List

Course:

Course Details Fall Term - 2015 | | CSC101-O1 | Intro to Computer Applications

Catalog	Faculty	Meets	Dates	Rooms
UG16	Faculty Name	M 05:00-06:35PM	09/21/2015 -12/18/2015	MAC/ M/ 215
		00:00-00:00AM	09/21/2015 -12/18/2015	OTH/ ON/ LINE

Export to Excel [E-mail All Students](#)

Class List with Student Info Fall Term - 2015 | | CSC101-O1 | Intro to Computer Applications (18 students)

Student	Student ID	E-mail	Mailing Address	Phone Number
	000000000000	<a href="mailto:student@my.src.edu">student@my.src.edu</a>	200 Park Lane Lafayette, LA 70503	504-272-8778
	000000000000	<a href="mailto:student@my.src.edu">student@my.src.edu</a>	200 Park Lane Lafayette, LA 70503	504-272-8778

## Grade Entry

In the **Faculty Course Control** 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**.

**Faculty**

[Default Page](#)

[Student Referrals](#)

[Resources](#)

[Grade Change](#)

Quick Links

[My Pages](#)

[Final Exams](#)

[SRC Homepage](#)

[Student Email](#)

[Faculty Directory](#)

[Academic Catalog](#)

[Bookstore](#)

[FAFSA](#)

[15-16 Academic Calendar](#)

[16-17 Academic Calendar](#)

[Library](#)

[Staff Directory](#)

[Employee Email](#)

[Employee Intranet](#)

[ADP Workforce Now](#)

Faculty Course Control - Update Student Grades

Faculty Course Control > Default View > Update Student Grades

CSC101-O1 Intro to Computer Applications - Update Student Grades

Student List for: Undergraduate Program Fall Term - 2015

Catalog: UG16

Instructors: Faculty Name

Cross-listed Courses:

Course Grading Type: Letter Grade Default Grade: Select...

Midterm Date: 11/04/2015

If the grading period is open and you have permission to enter grades, the selected default grade will be applied to students that have no grade and that have a grading type that matches the course grading type. Please note that this default grade will only be applied if it is available, it is compared to the course grading type to determine whether or not to apply the selected default grade.

The Grading Type for students will only be displayed if it is different than the Course Grading Type.

FERPA Restr.	Student	ID	Grad?	Final Grade	Grading Type	Cr Hrs	Clock Hrs	Absences	Cross-listed Course	Class Program	Midterm	Attendance
		000000000000		<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">Select...</span>		3	0	0		FR UNDG	A	P
		000000000000		<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">Select...</span>		3	0	0		FF UNDG	A	P
		000000000000		<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">Select...</span>		3	0	0		FR UNDG	A	P
		000000000000		<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">Select...</span>		3	0	0		FF UNDG	A	P
		000000000000		<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">Select...</span>		3	0	0		TR UNDG	A	P
		000000000000		<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">Select...</span>		3	0	0		FF UNDG	A	P