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.

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

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.
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.