

# 2010

## Faculty Resource User Guide



Registrar's Office

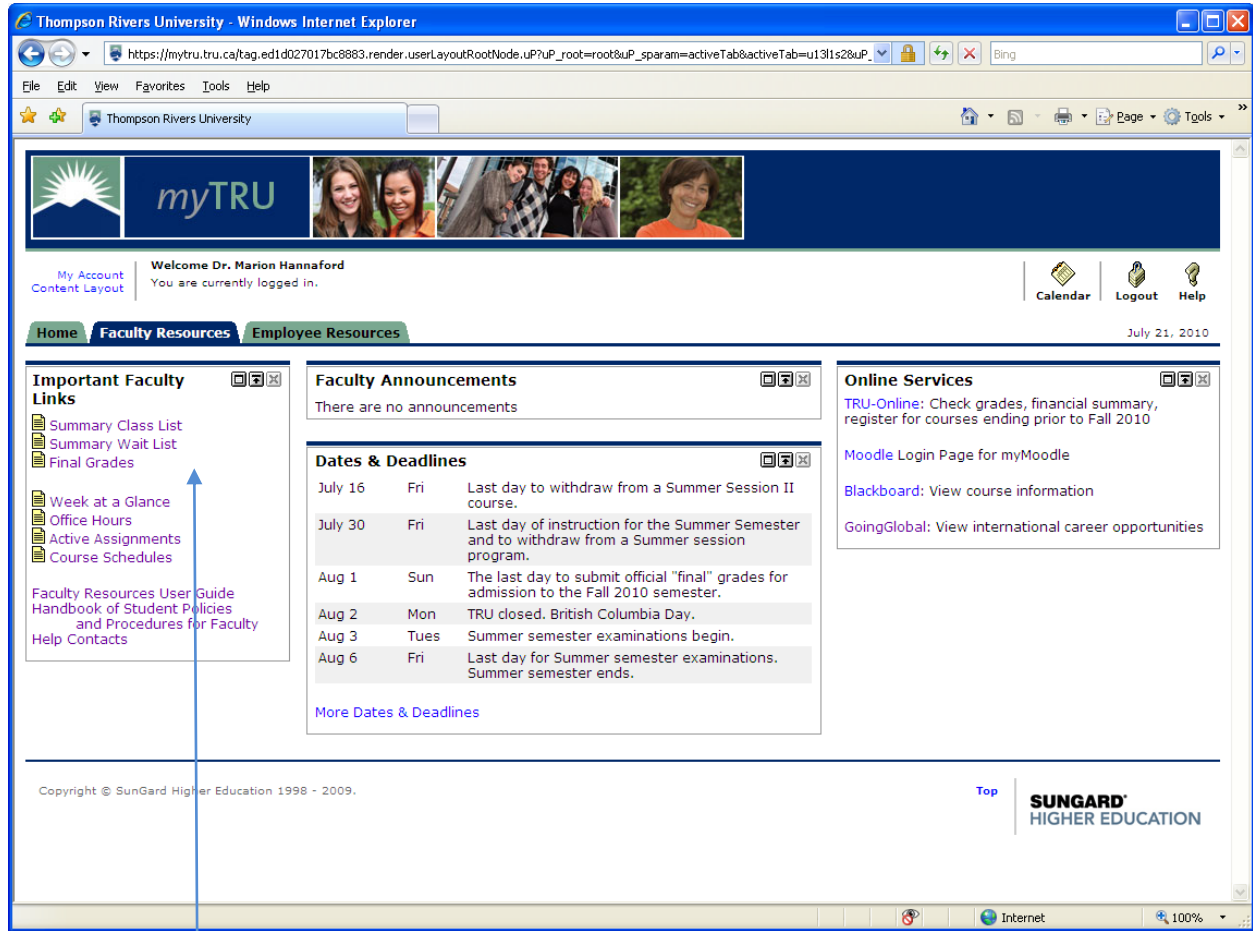
TRU

7/19/2010

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# Chapter 1 - myTRU Faculty Resources Tab



Click on the **BLUE** links to get your class lists, waitlists, courses you are assigned to teach, and other very useful information.

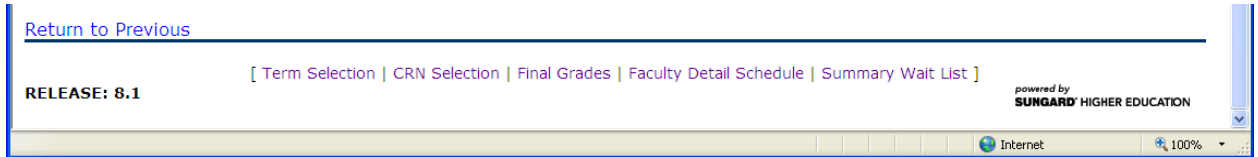
The center section has announcements and important dates.

The right hand side has links to other online services. TRU-Online goes to the Colleague online services that will be ending as the new semester begins in Fall 2010.

## Chapter 2 - Navigation

Items on the screen in blue indicate a hyperlink to more information. Information in black is display only.

There are further links at the bottom of the page.



To go back to MyTRU, find the link



above the Personal Information tab.

Click on the Faculty Services Tab at the top of the page or click on the SITE MAP to go to more Faculty Services in Banner.



## Chapter 3 - Summary Class List

### Course information

**Course Information**  
**Composition (4,0,0) - ENGL 1100 02**  
**CRN:** 10319  
**Duration:** Sep 08, 2010 - Dec 18, 2010  
**Status:** Active

Click for a listing of all sections of this course

Disabled link

### Enrollment Counts

**Enrollment Counts**

	Maximum	Actual	Remaining
<b>Enrollment:</b>	23	22	1
<b>Wait List:</b>	100	10	90
<b>Cross List:</b>	30	28	2

Number of students registered in this section

Number of students on the wait list in this section

Wait List is hyperlinked to the Wait List page

Total number of seats available including this section, reserved sections and cross-listed sections


Total number of students registered based on number of seats in the course/meeting time, including reserved sections and cross-listed sections

## Class list

If the word Confidential appears next to a student's name, the personal information is to be kept confidential.

**Summary Class List**

Record Number	Student Name	ID	Reg Status	Level	Credits	Grade Detail
1	Anderson, Shalene D.		**Web Registered**	Undergraduate	3.000	
2	Clow, Allison M.		**Web Registered**	Undergraduate	3.000	
3	Crabb, Rayann D.		**Web Registered**	Undergraduate	3.000	
4	Crawford, Bernadette M. Confidential		**Registered**	Undergraduate	3.000	
5	Dodd, Taylor G.		**Web Registered**	Undergraduate	3.000	
21	Traynor, Sierra G.		**Web Registered**	Undergraduate	3.000	
22	Wilchynski, Kayla J.		**Web Registered**	Undergraduate	3.000	

Email class 

Email the whole class

Email an individual

## Chapter 4 - Summary Wait List

### Course Information and Enrollment Counts

**Course Information**

Composition (4,0,0) - ENGL 1100 02  
 CRN: 10319  
 Duration: Sep 08, 2010 - Dec 18, 2010  
 Status: Active

**Enrollment Counts**











	Maximum	Actual	Remaining
Enrollment:	23	22	1
Wait List:	100	10	90
Cross List:	30	28	2

Same information as for class lists.

Enrollment is hyperlinked back to the class list.

## Wait List display

### Summary Wait List

Student Name	ID	Reg Status	Level	Credits	
Beaton, Teresa N.		Waitlist	Undergraduate	0.000	
McKerchar, Rebecca M.		Waitlist	Undergraduate	0.000	
Wildeman, Paige J.		Waitlist	Undergraduate	0.000	
Barber, Chase C.		Waitlist	Undergraduate	0.000	
Martin, Tori M.		Waitlist	Undergraduate	0.000	
Matt, Samantha L.		Waitlist	Undergraduate	0.000	
Al-Githmi, Anas Confidential		Waitlist	Undergraduate	0.000	
Castillo, Rizalee C.		Waitlist	Undergraduate	0.000	
Lytle, Devin K.		Waitlist	Undergraduate	0.000	
Wallis, Lindsay E.		Waitlist	Undergraduate	0.000	

[Email wait listed students](#) 

[Return to Previous](#)

[ [Term Selection](#) | [CRN Selection](#) | [Summary Class List](#) | [Faculty Detail Schedule](#) ]

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100%

## Chapter 5 - Class Schedule Listing

From your class list, there is a hyperlink to the class schedule listing.

**Course Information**

[Composition \(4,0,0\) - ENGL 1100 02](#)

**CRN:** 10319

**Duration:** Sep 08, 2010 - Dec 18, 2010

**Status:** Active

---

**Class Schedule Listing**

---

**Sections Found**

[Composition \(4,0,0\) - 10318 - ENGL 1100 - 01](#)

**Associated Term:** Fall 2010  
**Registration Dates:** Jun 01, 2010 to Sep 07, 2010  
**Levels:** Undergraduate  
**Instructors:** Bernard Ezuma Igwe (P)

Kamloops Campus  
Lecture Schedule Type  
Classroom-based Instructional Method  
3.000 Credits  
[View Catalog Entry](#)

**Scheduled Meeting Times**

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	2:30 pm - 4:20 pm	MW	International Building 1019	Sep 08, 2010 - Dec 18, 2010	Lecture	Bernard E. Igwe (P)

[Composition \(4,0,0\) - 10319 - ENGL 1100 - 02](#)

**Associated Term:** Fall 2010  
**Registration Dates:** Jun 01, 2010 to Sep 07, 2010  
**Levels:** Undergraduate  
**Instructors:** Marion Hannaford (P)

Internet

**Detailed Class Information**

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**Detailed Class Information**

**Composition (4,0,0) - 10318 - ENGL 1100 - 01**

**Associated Term:** Fall 2010  
**Levels:** Undergraduate

Kamloops Campus  
Lecture Schedule Type  
Classroom-based Instructional Method  
3.000 Credits  
[View Catalog Entry](#)

**Registration Availability**

	Capacity	Actual	Remaining
<b>Seats</b>	29	29	0
<b>Waitlist Seats</b>	100	8	92
<b>Cross List Seats</b>	30	29	1

**Cross List Courses:**  
[ENGL 1100](#)


**Restrictions:**  
Must be enrolled in one of the following Levels:  
Undergraduate  
Must be enrolled in one of the following Campuses:  
Kamloops

## Chapter 6 - Final Grades

Until grades are to be submitted, the worksheet is unavailable.

Final Grades

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 The Final Grade Worksheet is unavailable.


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[ [Term Selection](#) | [CRN Selection](#) | [Faculty Detail Schedule](#) | [Summary Class List](#) ]

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To submit grades, the class list will be shown with a pull down menu.

22 Student Name ID number 3.000 \*\*Web Registered\*\* Jul 13, 2010  N   35 

 Please submit the grades often. There is a 20 minute time limit starting at 10:30 am on Jul 16, 2010 for this page.


Indicates the time and date when your 20 minutes starts counting

## Chapter 7 - Week at a Glance

The classes in BLUE hyperlink to the Faculty Detail Schedule.

Week at a Glance Jul 19, 2010 04:33 pm

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 The following is your class schedule by day and time. Classes that do not have scheduled meeting times or have time conflicts are listed at the bottom of the page. Click on hyperlinked courses for more detail.

Go to (MM/DD/YYYY):

[Previous Week](#) **Week of Sep 13, 2010** (2 of 15) [Next Week](#)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6pm							
7pm		<a href="#">ENGL 1100-02 10319 Class 6:30 pm-8:20 pm AE 164</a>		<a href="#">ENGL 1100-02 10319 Class 6:30 pm-8:20 pm AE 164</a>			
8pm							

## Faculty Detail Schedule

Hyperlinks to Class List, Waitlist and Office Hours form.

The screenshot shows a web browser window titled "Faculty Detail Schedule - Windows Internet Explorer". The address bar shows the URL: [http://titan1.tru.ca:7778/banpost/bullifac/\\_FacSched](http://titan1.tru.ca:7778/banpost/bullifac/_FacSched). The page has three tabs: "Personal Information", "Student", and "Faculty Services". The "Faculty Services" tab is active.

The main content area is titled "Faculty Detail Schedule" and includes a search bar and navigation links: "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". The page is dated "Fall 2010" and "Jul 16, 2010 10:31 am".

The course details are for "Composition (4,0,0) - 10319 - ENGL 1100 - 02". The status is "Active" and the registration period is "Jun 01, 2010 - Sep 07, 2010". The department is "Faculty of Arts" and the college is "Literature & Modern Languages". The part of term is "1", course credits are "3.000", and the course level is "Undergraduate". The campus is "Kamloops" and the override is "Yes".

There are three hyperlinks: "Classlist", "Waitlist", and "Add". Red arrows point from the text "Hyperlinks to Class List, Waitlist and Office Hours form." to these three links. A blue arrow points from the text "Hyperlinks to Class List, Waitlist and Office Hours form." to the "Office Hours" field.

The "Enrollment Counts" table is as follows:

	Maximum	Actual	Remaining
Enrollment	23	22	1
Wait List	100	3	97
Cross List	30	28	2

The "Scheduled Meeting Times" table is as follows:

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	6:30 pm - 8:20 pm	TR	Arts and Education 164	Sep 08, 2010 - Dec 18, 2010	Lecture	Wednesday T. Afternoon All (P)

## Chapter 8 - Office Hours

For each course you can set up your office hours and a contact number.

### Office Hours

Fall 2010  
Jul 19, 2010 04:33 pm

Use this page to maintain your office hours for a class. From/To Times and From/To Dates are required when adding office hours. Students may view your office hours when the Display indicator is checked. Office hours may be deleted by clearing out From/To Times or From/To Dates and clicking Submit.

**Course Information**  
Composition (4,0,0) - 10319 - ENGL 1100 - 02

CRN: 10319

**Scheduled Meeting Times**

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	6:30 pm - 8:20 pm	TR	Arts and Education 164	Sep 08, 2010 - Dec 18, 2010	Lecture	Marion Hannaford (P)

**Office Hours**

From Time (0000-2359)	To Time (0000-2359)	Day of the Week M T W Th F S U	Contact Number	Location	From Date (MM/DD/YYYY)	To Date (MM/DD/YYYY)	Display
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="text" value="None"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="text" value="None"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="text" value="None"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Copy To:

[Return to Previous](#)

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## Chapter 9 - Active Assignments

Lists all of your non-graded classes with links to your class list and wait list

**Active Assignments**  
Composition (4,0,0) - ENGL 1100 02

Associated Term:	Fall 2010	Credits:	3.000
CRN:	10319	Grade Mode:	Academic, Career Tech, UPrep
Status:	Active	Course Level:	Undergraduate
Schedule Type:	Lecture	Syllabus:	<a href="#">Add</a>
Instructional Method:	Classroom-based	Office Hours:	<a href="#">Add</a>
Campus:	Kamloops	Roster:	<a href="#">Classlist</a> <a href="#">Waitlist</a>
Available for Registration:	Jun 01, 2010 to Sep 07, 2010	Detail Schedule:	<a href="#">Display</a>

Link disabled

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[ [View Assignment History](#) | [Week at a Glance](#) | [Final Grades](#) | [Summary Class List](#) | [Summary Wait List](#) ]

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**View Assignment History** shows all of the courses you have taught.

Graded and ungraded courses will show here starting from Fall 2010 and going forward.

## Chapter 10 - Handbook of Student Policies and Procedures for Faculty



# Handbook of Student Policies and Procedures for Faculty

Prepared by:  
Marion Hannaford, Associate Registrar  
Office of the Registrar

Revised:  
July 15, 2010

### Answers to Common questions

How do I get an updated class list?

How are Waitlists handled after classes start?

I am offering a Directed Studies, Service Learning or Research Learning Course this semester

When is the last date that a student can withdraw from classes?

When do I use a "DNC" and when do I use an "F" as a final grade?

Many more questions are answered as well

### Questions and answers are related to TRU policies

**A student wants to repeat a course for the third or more time.**

A student wishing to enrol in the same course for a third or subsequent time will be permitted to register only upon presentation of written approval from the **Chair of the department offering the course.**

ED 3.3 Course and Program Repeaters