

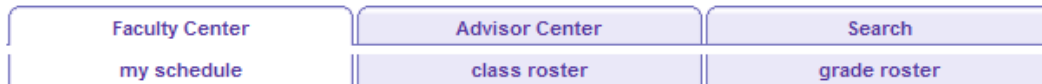
# SIS Basics: Faculty Self Service

Overview: Faculty manage their class rosters, update personal information, and enter grades through self-service.

Navigation: MyNOVA>Menu>Self-Service>Faculty Center



Note: Faculty should always use My Schedule to access rosters and personal information



## Faculty Center

### My Schedule

2011 Fall | Northern Virginia Comm College

[change term](#)

[My Exam Schedule](#)

Select display option:

Show All Classes

Show Enrolled Classes Only

Icon Legend:



Class Roster





Grade Roster

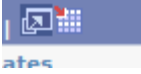


Learning Management

My Teaching Schedule > 2011 Fall > Northern Virginia Comm College							
	Class	Class Title	Enrolled	Days & Times	Room	Class Dates	
	<a href="#">ACC 211-001A (51243)</a>	Prin. of Acctg. I (Lecture)	15	MoWe 7:00AM - 7:50AM	A-Bisdorf/AA-0346	Aug 22, 2011- Dec 19, 2011	

Click on  to access the Class Roster

Click on  to access the Final Grade Roster

Click on  to download the class roster to an EXCEL spreadsheet

Click on   to send a notice to students