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Academic Department Work Center

My.GeorgeFox Resources
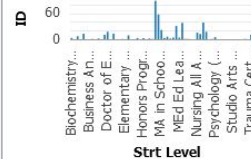
1. **Go to Academic Department Homepage**
2. **Click on the Academic Department Work Center tile**

Viewing a Class Roster

Academic Department Work Center tile > Student/Class Lists > GFU Custom Class Roster

1. **Enter the Term (click the magnifying glass for options)**
2. **Enter the Subject Area (e.g OTDR, BUSG, etc.)**
3. **Click Search and select class section**

Class Roster Continued...

To Print:

With no Pictures:

- Click printer friendly version button at the top (the little printer icon)

With Pictures:

- You must be use Firefox browser.
- Right click in the box with the list of students.
- Choose This Frame>Print Frame.

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Students in Major

Academic Department Work Center tile > Student/Class Lists > Student Major List

1. **Enter the Term (click the magnifying glass for options)**
2. **Enter Academic Org (click the magnifying glass for options)**
3. **Select Search**
4. **You will see a list of all students in Department/Acad Organization. You can open this list in Excel by clicking on the spreadsheet icon in the ribbon at the top of report results.**

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Instructor Schedule

Academic Department Work Center tile > Student/Class Lists > Instructor Schedule

1. **Enter the Term (click the magnifying glass for options)**
2. **Enter the Instructor's ID (or their first and last name)**
3. **Click Search**

GFU - Acad Dept WorkCenter

- Student Info
- **Student/Class Lists**
  - GFU Custom Class Roster
  - Class Roster
  - **Instructor Schedule**
  - Student Major List
- Helpful Links
- Helpful Queries

Instructor Schedule

Find an Existing Value

▼ Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

🕐 Recent Searches   Choose from recent searches ▼ ✏

Term begins with ▼ [   ] 🔍 1
ID begins with ▼ [   ] 🔍 2
Last Name begins with ▼ [   ]
First Name begins with ▼ [   ]
∧ Show fewer options

[Search] [Clear] 3

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Viewing a Student Schedule

Academic Department Work Center tile > Student Info > Student Services Ctr (Student)

1. **Enter student's ID**
2. **Click Search**
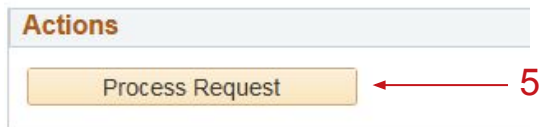3. **Select My Class Schedule under Academics**
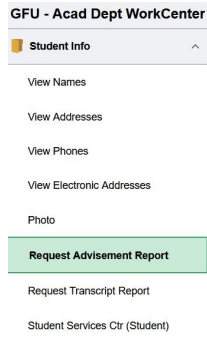
Advisement Report

**Academic Department Work Center tile >
Student Info > Request Advisement Report**

1. **Click Add a New Value button in the top right corner**
2. **Enter Student ID**
3. **Report Type: ADV**
4. **Click Add**
5. **Click Process Request button**

Running a Transcript

Academic Department Work Center tile > Student Info > Request Transcript Report

1. Click Add a New Value button on the top right
2. Transcript Type = UNOFF
3. Go to the Transcript Request Detail tab
4. Enter student ID (to add another student click the Plus sign button to the right)
5. After all IDs have been entered, click the Process Request button.
6. To print a batch of transcripts that have just been processed, click the Print button, then click the Report Manager link. Click the Refresh button until you see a PDF link show in the Description area. Click on the PDF link to see report.

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How to Run a Query

Queries can be used to pull live data about a population, such as all the classes in a term or a list of students assigned to an instructor

Academic Department Work Center tile > Helpful Queries > Query Viewer

1. Enter the query report name into the search box, and click the search button
2. Select where you would like the query to be run to - HTML (browser), or Excel (download)
3. Fill out the necessary fields, and click View Results

Helpful Queries

GFU_SR_CLASS_SCHEDULE_BY_SUBJ - Enter term code and subject to see all classes scheduled

GFU_SR_CLASS_SCHEDULE - all classes in a term

GFU_SR_CLASS_SCHEDULE_GRAD_ADP - only Grad and ADP classes in a term

GFU_SR_COMMENCEMENT_GRAD - Grad students applied for degree - by Commencement event

GFU_SR_ADVISORS_PLAN_TERM - Lists all students and advisors by Major Plan code (e.g. OTDRMAJOR)

GFU_SR_ADVISEE_LIST_EMAIL - Lists advisees assigned to an instructor by Instructor ID

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Additional Helpful Resources

- **Entering Grades and Submitting Grade Changes**
  - https://www.georgefox.edu/offices/registrar/grading-and-exams/index.html
  - Note: After the grading window, all grades must be entered and changed through the Grade Change Form
- **Registrar's Office Faculty and Staff Resources Page**
  - Full of lots of helpful instructions, information, and forms, such as grading and grade change policy, course scheduling instructions, and even more tips, tricks, and instructions for using My.GeorgeFox
  - https://www.georgefox.edu/offices/registrar/faculty-staff-resources/index.html
- **Course Catalog and Draft Catalog**
  - https://www.georgefox.edu/catalog/index.html
- **AAO Curriculum Change Form**
  - https://www.georgefox.edu/offices/academic_affairs/faculty-resources/index.html#changeProposals

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