



Academic Department Work Center

[My.GeorgeFox Resources](#)

Faculty/Staff/Admin Info



Student Information



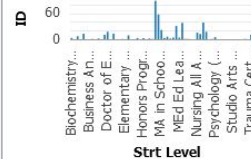
Academic Department Work...



Curriculum Management



Major Counts Pivot Grid



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

GFU - Acad Dept WorkCenter


Class Roster

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 Saved Searches

Term begins with  1

Class Nbr =

Subject Area begins with 2

Catalog Nbr begins with

Class Section begins with

Show fewer options

Search Clear 3

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.

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.

GFU - Acad Dept WorkCenter

Student Major List

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

Academic Organization begins with

Show fewer options

Search Clear

1

2

3

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/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 [] [magnifying glass] 1

ID: begins with [] [magnifying glass] 2

Last Name: begins with []

First Name: begins with []

Show fewer options

Search Clear

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

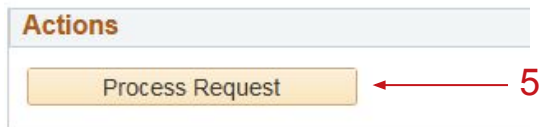


A screenshot of the 'GFU - Acad Dept WorkCenter' interface. The left sidebar shows 'Student Info' with options like 'View Names', 'View Addresses', 'View Phones', 'View Electronic Addresses', 'Photo', 'Request Advisement Report', and 'Request Transcript Report'. The 'Student Services Ctr (Student)' option is highlighted in green. The main content area is titled 'Student Services Center' and contains a search section. The search section has a heading 'Find an Existing Value' and a sub-heading 'Search Criteria' with the instruction 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a 'Recent Searches' section with a dropdown menu. The search criteria section includes five input fields: 'ID begins with', 'Campus ID begins with', 'National ID begins with', 'Last Name begins with', and 'First Name begins with'. A red arrow labeled '1' points to the 'ID begins with' field. Below the input fields is a 'Show fewer options' link and a 'Case Sensitive' checkbox. At the bottom of the search section are 'Search' and 'Clear' buttons. A red arrow labeled '2' points to the 'Search' button.

Advisement Report

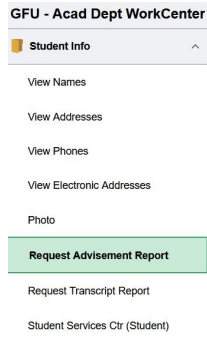
Academic Department Work Center tile >
Student Info > Request Advisement Report

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



Actions

Process Request



GFU - Acad Dept WorkCenter

- Student Info
- View Names
- View Addresses
- View Phones
- View Electronic Addresses
- Photo
- Request Advisement Report**
- Request Transcript Report
- Student Services Ctr (Student)



Request Advisement Report

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 Saved Searches Choose from saved searches

Add a New Value

Request Advisement Report

Add a New Value



*ID

*Academic Institution GFOXU

*Report Type ADV

Add

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.

Student Info

View Names

View Addresses

View Phones

View Electronic Addresses

Photo

Request Advisement Report

Request Transcript Report

Student Services Ctr (Student)

Student/Class Lists

Helpful Links

Helpful Queries

Transcript Request Header | Transcript Request Detail | Report Messages

Report Request Nbr 000000000 Request Date 05/21/2024 User ID [REDACTED]

Request Attributes

*Institution GFOU George Fox University

*Transcript Type UNOFF

Freeze Record

Override Service Indicator

Number of Copies 1

Future Release Immediate Processing

Academic Career

Term

Print Date 05/21/2024

Request Reason

Cancel Request

Save Notify Add Update/Display

Transcript Request Header | Transcript Request Detail | Report Messages

Report Request Nbr 000000000 On Request

Transcript Type

Process Request

Print

Report Manager

*Seq Nbr	*ID	Name
1		

Personalize Find View All 1 of 1 First Last

Send To

Save Notify Add Update/Display

Transcript Request Header | Transcript Request Detail | Report Messages

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

The screenshot shows the 'Query Viewer' interface. At the top, there is a search bar with a dropdown menu set to 'Query Name'. The search term 'GFU_SR_ADVISEE_LIST_EMAIL' is entered in the text box, which is highlighted with a red box and the number '1'. Below the search bar is a 'Search' button. Underneath, the 'Search Results' section shows a table with one row. The table has columns for 'Query Name', 'Description', 'Owner', and 'Folder'. The row contains 'GFU_SR_ADVISEE_LIST_EMAIL', 'Students by Advisor ID w/ Email', 'Public', and 'SR_END_USER'. To the right of the table, there are buttons for 'Run to HTML', 'Run to Excel', and 'Run to XML', which are highlighted with a red box and the number '2'. Other buttons like 'Personalize', 'Print', 'View All', 'Schedule', 'Definitional References', and 'Add to Favorites' are also visible.

The screenshot shows the results page for the query 'GFU_SR_ADVISEE_LIST_EMAIL - Students by Advisor ID w/ Email'. At the top, there is a search bar with 'Advisor ID' and '*Term' fields, and a 'View Results' button, which is highlighted with a red box and the number '3'. Below the search bar is a table with columns: 'Row', 'ID', 'Last', 'First Name', 'Acad Plan', 'End Level', 'Email', 'Gender', 'Status', 'Exp Grad', and 'Sub-Plan'.

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

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