Faculty Center Overview

The Faculty Center is an instructor’s access point to their class schedules, class and grade rosters, grade posting, and advisee information for those who are also faculty advisors. Navigation Path:

- Open a browser window and go to [http://buckeyelink.osu.edu/facultystaff.html](http://buckeyelink.osu.edu/facultystaff.html).
- Select Faculty Center.
- Authenticate using your name.n and password.

Resources available to support instructors using the Faculty Center:

- Faculty Center Reference Guide ([https://assist-erp.osu.edu/sis/WebHelp/facultycenter/](https://assist-erp.osu.edu/sis/WebHelp/facultycenter/)) - step-by-step instructions available from Faculty/Staff Buckeye Link page ([http://buckeyelink.osu.edu/facultystaff.html](http://buckeyelink.osu.edu/facultystaff.html)) and from within the Faculty Center
- Roster and Grade posting job aids: [http://registrar.osu.edu/sishelp/index_sr_web_assist_docs.asp](http://registrar.osu.edu/sishelp/index_sr_web_assist_docs.asp) (quick overviews)

Questions?

- Specific process questions: contact the appropriate university office (Registrar, Student Financial Aid, Bursar, or their college office)
- Technical and access problems with the Faculty Center should be reported to 8HELP (the OCIO Help Desk) at 8-HELP (4951) or 8help@osu.edu.

Key processes (e.g., viewing a class roster) include online demonstrations as well as written instructions.
Frequently Asked Questions

How do I get access to the Faculty Center?
Anyone who is listed as an instructor for a class in the Schedule of Classes will be granted access to the Faculty Center.

What password do I use to access the Faculty Center?
Use your OSU Internet Password. Refer to https://acctmgt.service.ohio-state.edu/Password.html if you have questions about your OSU Internet Username and Password.

What if I don’t know/forgot my password?
Refer to https://acctmgt.service.ohio-state.edu/Password.html if you have questions about your OSU Internet Username and Password.

I am a new faculty member and can’t see my roster?
Many faculty appointments begin October 1 and so you will not be able to see your roster until then. You should see your college’s scheduling contact and they can help you obtain your rosters until you get access.

How can I get my class rosters?
Class roster are available through the Faculty Center by clicking on the class roster icon next to the class; see https://assist-erp.osu.edu/sis/WebHelp/facultycenter/fc_view_class_roster.html for more information.

What do I need to post my final grades in the SIS, and what does that mean?
The SIS is the system of record for enrollment information and all grades must be posted in the SIS. Instructions are available at https://assist-erp.osu.edu/sis/WebHelp/facultycenter/fc_post_final_grades.html.

Can I use Carmen?
Yes, the Carmen learning management tool, is still available.

Does the Faculty Center interface with Carmen for class rosters and grades?
Grades can be uploaded to the SIS from Carmen, but the instructor will need to verify and post the grades with the SIS. For more information about how to export grades from Carmen, see “Prepare Exported Grades File for Import to the Faculty Center” (http://elearning.osu.edu/carmen-help/instructors/grade_export_for_faculty_center.htm) and “Export to CSV File from Grades” (http://elearning.osu.edu/carmen-help/instructors/GRADE_Export_to_CSV_from_grades.htm).

Can I see information about students I advise?
The SIS Faculty Center features an Advisement tab that provides access to advisee information for those instructors who are also advisors. For more information on viewing advisee information, refer to https://assist-erp.osu.edu/sis/WebHelp/facultycenter/fc_view_advisee_information.html.