**My. Butler Instructor Reference Guide**

**My.Butler Portal:** [https://my.butler.edu](https://my.butler.edu)

User ID
Password

My.Butler has a collection of useful links. They are arranged in four columns, one for PeopleSoft Campus Solutions which is our system of record for academic data, PeopleSoft HR/Payroll for HR information, PeopleSoft Financials and Popular Butler Sites.

There are frequently used icons listed under each column, or you can click on the icon directly under the column title to see the full list of available links.

Click on **Faculty Center** under the **Academic Tools** heading.
Advisor Menu tile is only visible if you are an Advisor.

Instructor Quick Links has the information related to the classes you are teaching.
The Faculty Center ‘My Schedule’ page appears. The current or most recently selected term is displayed. You can select a different term by clicking the \textbf{Change Term} button. Click the radio button next to the desired term and click the \textbf{Continue} button.

‘My Schedule’ Tab

The \textbf{My Schedule} tab displays all the classes you are teaching in a given term. Clicking on the class title link displays the full description of the class from the University Bulletin. This page allows you to access more information about your classes.

- Clicking the \includegraphics[width=1cm]{Photos} icon to the left of the desired class displays the course roster, including an option to view the photos of the students.
- Clicking the \includegraphics[width=1cm]{Grades} icon to the left of the desired class displays the final grade roster where you will enter grades at the end of the term.
- If desired, select the ‘Only classes with enrollment’ radio button to limit your list.

‘Class Roster’ Tab

The \textbf{Class Roster} area displays the name, ID number, photo, grading basis, college and major for each student in the class. You can change classes by clicking the ‘Change Class’ button.

- You can email a sub-group of students by checking the boxes to the left of each student and clicking on the \textbf{notify selected students} button. You can email all students in the class by clicking the \textbf{notify all students} button.
## Class Roster

**ED 112 - 02 (2076)**

*Introduction to the Profession of Teaching (Lecture)*

<table>
<thead>
<tr>
<th>Days and Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mo 1:00PM-3:30PM</td>
<td>Jordan Hall, Room 335C</td>
<td></td>
<td>08/23/2017 - 12/15/2017</td>
</tr>
</tbody>
</table>

**Enrollment Status**: Enrolled

**Enrollment Capacity**: 20

**Enrolled**: 20

**Select display option**: Link to Photos, Include photos in list

### Enrolled Students

<table>
<thead>
<tr>
<th>Notify</th>
<th>Photo</th>
<th>ID</th>
<th>Name</th>
<th>Grade Basis</th>
<th>Units</th>
<th>Program and Plan</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>400</td>
<td>Student 1</td>
<td>ABC</td>
<td>2.00</td>
<td>UG Liberal Arts and Sciences - Exploratory</td>
<td>Sophomore</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>400</td>
<td>Student 2</td>
<td>ABC</td>
<td>2.00</td>
<td>UG Education - Middle/Secondary Education/UG Teacher License Candidate</td>
<td>First-Year</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>400</td>
<td>Student 3</td>
<td>ABC</td>
<td>2.00</td>
<td>UG Education - Elementary Education/Diverse Learners/UG Teacher License Candidate</td>
<td>First-Year</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>400</td>
<td>Student 4</td>
<td>ABC</td>
<td>2.00</td>
<td>UG Education - Exploratory COE/UG Teacher License Candidate</td>
<td>First-Year</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>400</td>
<td>Student 5</td>
<td>ABC</td>
<td>2.00</td>
<td>UG Education - Middle/Secondary Education/UG Teacher License Candidate</td>
<td>First-Year</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>400</td>
<td>Student 6</td>
<td>ABC</td>
<td>2.00</td>
<td>UG Education - Middle/Secondary Education/UG Teacher License Candidate</td>
<td>First-Year</td>
</tr>
<tr>
<td>18</td>
<td></td>
<td>400</td>
<td>Student 18</td>
<td>ABC</td>
<td>2.00</td>
<td>UG Education - Elementary Education/Diverse Learners/UG Teacher License Candidate</td>
<td>First-Year</td>
</tr>
<tr>
<td>19</td>
<td></td>
<td>400</td>
<td>Student 19</td>
<td>ABC</td>
<td>2.00</td>
<td>UG Education - Middle/Secondary Education/Spanish Minor/UG Teacher License Candidate</td>
<td>First-Year</td>
</tr>
<tr>
<td>20</td>
<td></td>
<td>400</td>
<td>Student 20</td>
<td>ABC</td>
<td>2.00</td>
<td>UG Education - Elementary Education/Diverse Learners/UG Teacher License Candidate</td>
<td>First-Year</td>
</tr>
</tbody>
</table>

**Select All** | **Clear All** | **notify selected students** | **notify all students** | **Printer Friendly Version**
• You can display the photo for each student in the class by clicking on the ‘Select Display Option’ radio button labeled ‘Include Photos in List’, then selecting the ‘View All’ link.

You can print photos for all students by selecting Class Roster on the side menu of Instructor Quick Links.

Click on the Home icon to get back to Instructor Quick Links.
You will need to fill in the information for your class, Subject, Catalog & Section, then click Search.

Click on the link “Print Class Roster Photos”. Be sure your browser has the Pop-up blocker turned off.

The roster will generate with all the photos with student name under the photo.
Early Term Grades

Early Term Grades are requested for First-Year students and Sophomore students. This is requested at the fifth week of class. Grades may be entered for any student and may be helpful to any who seem to be struggling in your class.

Grade rosters are accessed through your schedule the same way as Class rosters. (Instructor Quick Links, My Schedule) Click on the Grade Roster Icon.
Select grades from the drop-down arrow, or type grade in box. You can “tab” through the roster. The “roster type” will say “Mid-Term”, not Early Term.

You may also assign the same grade to all or several students at a time by either clicking Select All or manually checking boxes.

Then select a grade from the drop down & click Add this grade to selected students.

It is recommended to click Save during grading, especially if you have a large roster.

When finished go back to the top of the Grade Roster to Approval Status and select Approved. Then click Save.
You may still make changes to any grade by changing the status back to Not Reviewed. Be sure to put back to “Approved and Save when finished.

Final Grades

Final grades are entered from the Grade Roster the same way as Early Term Grades. The Final Grade Roster is only available at the end of the semester. Select Final Grade from the drop down for Grade Roster Type.

- Enter the grade by typing an appropriate grade or by selecting from the drop-down box. Depending on class enrollment, there may be multiple pages of students. Don’t forget to click ‘Save’ at the bottom of the screen often.

- You may make changes to a grade if necessary. Once you have completed grading, change the roster Approval Status to “Approved,’ click ‘Save’, then close
If your class is an ICR (Indianapolis Community Requirement) class, be sure to grade that portion in Final Grades.

“Roster RD Grade”.

Always set to Approved status and Save when finished.

Adding Additional Instructors/Teaching Assistants/Graders in Moodle

Click on Assign Addl LMS Instructors on the side menu of Instructor Quick Links, then click on the link for the class in your schedule.
Use the magnifying glass to look up the instructor. Then select the Instructor Type from the drop down and Save.

LMS Additional Instructors

This page will add instructors for your class in the LMS. If you wish to grant PeopleSoft grading privileges for an additional instructor, please contact Registration and Records.

Class Nbr  2076  4171    ED  112 Intro to Profession of Tching

<table>
<thead>
<tr>
<th>Empi ID</th>
<th>Search</th>
<th>Additional LMS Instructors</th>
<th>Find</th>
<th>First</th>
<th>1 of 1</th>
<th>Last</th>
</tr>
</thead>
</table>

* LMS Instructor Type
  - Instructional Assistant
  - Instructor

Cancel and Return to View Class Schedule

Save

Class Search

From the Home Page click on the Query and Tools tile.

Click on Class Search on the left side menu. Then select a term, and either type in a subject or click “Select Subject”. You can enter a catalog number or leave it blank to return all classes for the subject.
Browse Course Catalog

Click on the tab near the top of the page and selecting a letter.

Setting User Defaults

On the same Search Tools Page, User Defaults is the top left menu item.

Be sure the first three boxes have “BUTLR” and Academic Career UGRD, unless you will be working with Grad students. Click the magnifying glass icon next to the ‘Term’ box to select a default term. Click Save when you are finished.

Upcoming term codes: Fall 2018: 4181, Spring 2019: 4183, Summer 2019: 4186
Late Add Instructions for Instructors

1. Instructors will receive a Butler email when a student has submitted a request to join their course after the add deadline (i.e., after the fifth day during fall and spring semesters).

   Within the email are the requesting student’s name, the student’s advisor and dean designate, course information, and his/her reason for submitting a late add request.

   After reviewing this information, click the hyperlink that leads to the approval/denial screen (instructors may need to cut and paste the hyperlink into a new browser window if off campus). Firefox may be the best browser for this.

   At this point, instructors may need to enter their My.Butler credentials:

```
Student Jane Doe requested a late add for class 1350 "Introduction to Accounting II". Please approve or deny the late add at your earliest convenience:

The class's details:
Student's Name: Jane Doe
Instructor's Name: Butler Instructor
Advisor's Name: Butler Advisor
Dean Designate's Name: Butler Dean
Credit hours enrolled in for current term: 0
Class (Subject): Accounting
Catalog Nbr: 204
Reason for requesting late add: I had a hold on my account that prevented me from registering for this course. I have been attending this class and keeping up with the reading.

Please use the following link to act on this request:
```

Click on link to access
2. Once in the approval/denial screen, review the information one more time before clicking either ‘Recommend Approval’ to signify your approval of this request or ‘Deny’ to deny the request.

You may enter comments for future approvers to consider, or you may leave the text box blank.

Clicking ‘Recommend Approval’ forwards the request to the student’s advisor and dean designate for further consideration.

Clicking ‘Deny’ terminates the request. Students are notified via email as their request advances or stops through the workflow:
3. Upon clicking “Recommend Approval” or “Deny,” the buttons are greyed out to prevent future action. No further action can be taken on this request (i.e., there is no “undoing” this an approval or a denial):
Late Drop/Withdrawal Instructions for Instructors

1. As with late add requests, instructors receive an email when a student in one of their courses has submitted a late drop or a withdrawal request.

Within the email are the requesting student’s name, the student’s advisor and dean designate, course information, and his/her reason for submitting the drop/withdrawal request.

After reviewing this information, click the hyperlink that leads to the reviewer screen (Internet Explorer is the preferred browser for this action; instructors may need to cut and paste the hyperlink into a new browser window if off campus).

At this point, instructors may need to enter their My.Butler credentials:

```
I would like to drop the following class: 1386 "Intermediate Accounting II". Your feedback/comments regarding this request should be sent to my primary advisor within 24 hours to inform the evaluation of this request. Your prompt attention to this request is appreciated.

<table>
<thead>
<tr>
<th>The class's details:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student's Name: Jane Doe</td>
</tr>
<tr>
<td>Instructor's Name: Butler Instructor</td>
</tr>
<tr>
<td>Advisor's Name: Butler Advisor</td>
</tr>
<tr>
<td>Dean Designate's Name: Butler Dean</td>
</tr>
</tbody>
</table>

Credit hours enrolled in for current term: 3
Class (Subject): Accounting
Catalog NB: 302

Reason for requesting late drop: I had a prolonged illness that has kept me from attending my classes for several weeks. I would like to withdraw from this class and re-enroll next semester.

Please use the following link to provide feedback/comments:
```

2. Once in the reviewer screen, review the information one more time before entering comments for future approvers to consider. Once you’ve entered comments in the text box, click “Review.” No further action is needed:
Other Resources

My. Butler Help

On the main log in page my.butler.edu there is a Help link at the top.

Welcome to My. Butler

The Help files may not be completely updated with new screen shots for navigation. The information for the end page should still be correct.

Use the search box to find the topic for which you need help. (i.e. —permissions, departmental GPA, grades)

If you have additional questions, call Registration & Records at extension 9203 (317-940-9203) or email registrar@butler.edu