CyberBear Faculty and Advisor Self-Service – The New Look
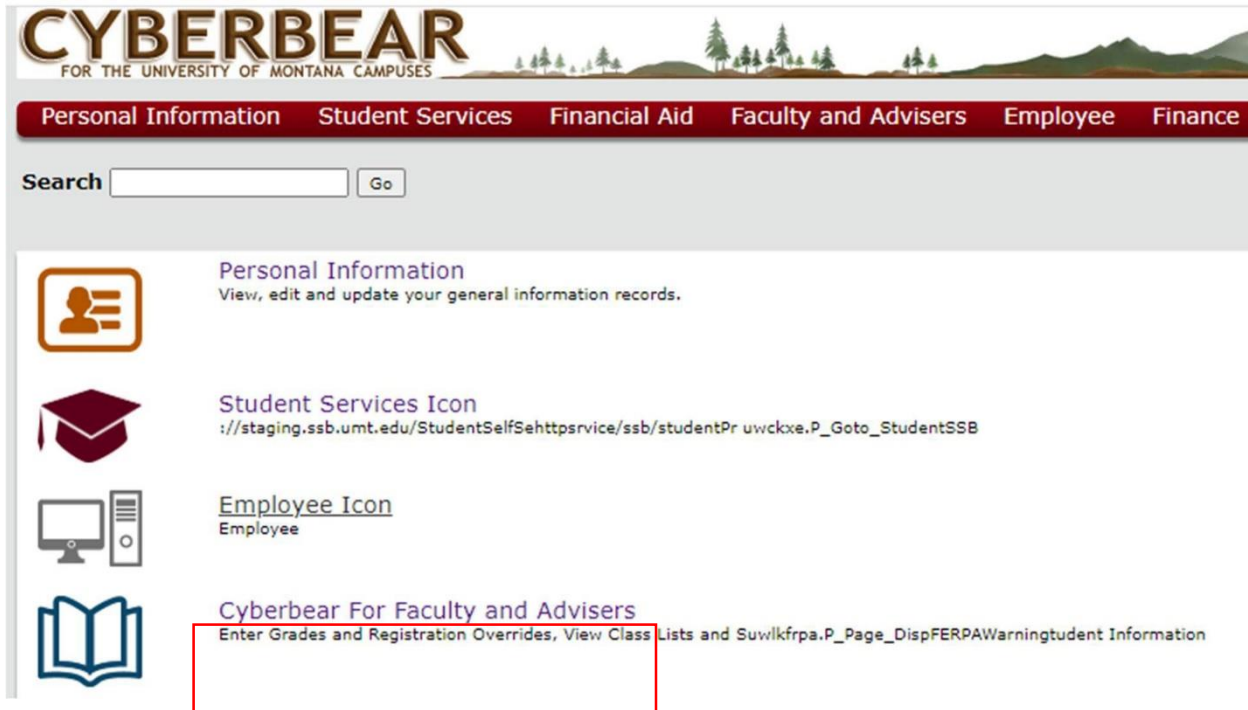
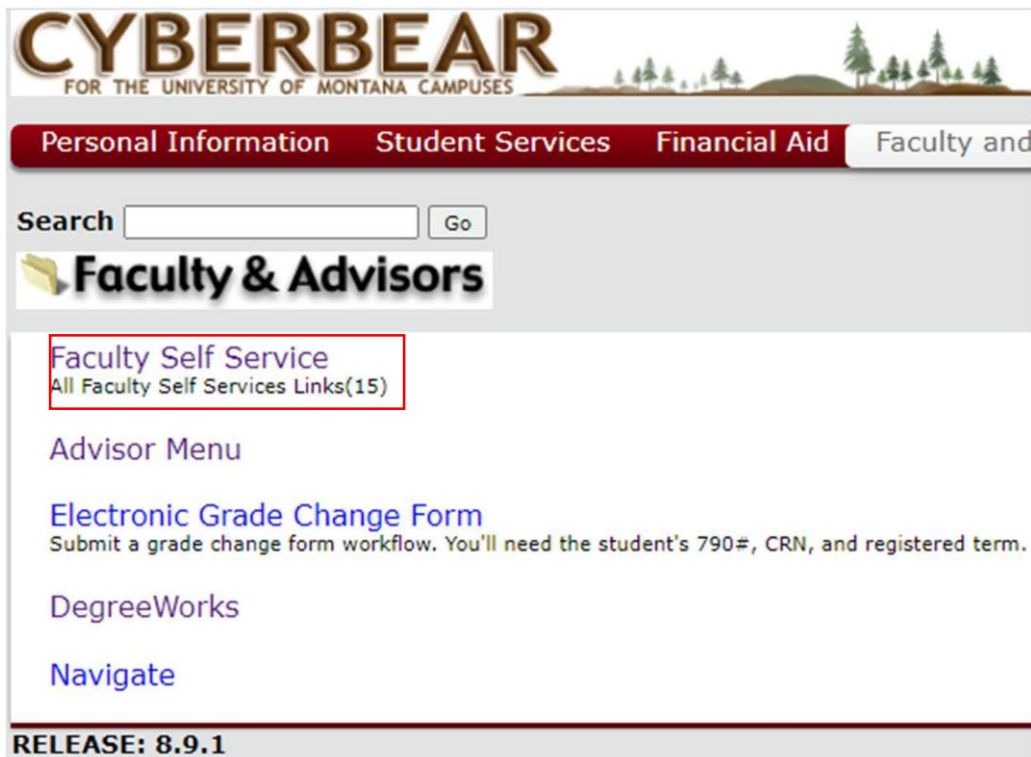CyberBear For Faculty and Advisors now has a new look and layout.

CYBERBEAR FOR THE UNIVERSITY OF MONTANA CAMPUSES

Personal Information Student Services Financial Aid Faculty and Advisers Employee Finance

Search [_____] Go

Personal Information
View, edit and update your general information records.

Student Services Icon
://staging.ssb.umt.edu/StudentSelfSehttpsrvice/ssb/studentPr uwckxe.P_Goto_StudentSSB

Employee Icon
Employee

Cyberbear For Faculty and Advisers
Enter Grades and Registration Overrides, View Class Lists and Suwlkfrpa.P_Page_DispFERPAWarningtudent Information

CYBERBEAR FOR THE UNIVERSITY OF MONTANA CAMPUSES

Personal Information Student Services Financial Aid Faculty and

Search [_____] Go

Faculty & Advisors

Faculty Self Service
All Faculty Self Services Links(15)

Advisor Menu

Electronic Grade Change Form
Submit a grade change form workflow. You'll need the student's 790#, CRN, and registered term.

DegreeWorks

Navigate

RELEASE: 8.9.1

Faculty Services/Faculty Self Service Menu

Options Available:

- Faculty Grade Entry
- Faculty Class List and Waitlist
- Faculty Attendance Tracking
- Faculty Office Hours
- Faculty Detail Schedule
- Faculty Week At A Glance
- Faculty Registration Overrides
- Faculty Syllabus
- Search Student
- Student Week At A Glance
- Class Search
- Electronic Grade Change Form
- Degree Works
- Navigate

UNIVERSITY OF
MONTANA

Faculty Services

Hello

- Faculty Grade Entry
- Faculty Class List and Waitlist
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If you have any questions, please email the Office of the Registrar.

Faculty Grade Entry

Note: There were no updates to this page.

The Faculty Grade Entry page is used to enter and update final grades and last date of attendance.

Before and after grading is open, prior term rosters and grades can be viewed.

While grading is open, *only the current term's courses* will display.

Visit our Faculty Grading Dashboard for grade entry tutorials.

Visit our Grading Information page for timely updates and instructions.

Open the Getting Started guide or Course Details with the arrow to the right of the search bar.

Change your Per Page limit or move to the next page using the menu toward the bottom right.

Expand or collapse your selected class roster with the up and down arrows in the middle.

Click the course to open the roster below:

Note: You may need to click the up or down arrows in the middle to expand the roster.

Grades can be manually entered or class roster spreadsheets can be downloaded, grades entered and uploaded to populate all grades.

Faculty Class List and Wait List

Faculty may view class lists and wait lists for courses they are assigned to for the selected term. Both primary and non-primary instructors have access to the lists, as long as they are instructors of record.

Class and wait lists are displayed in detail or summary format. They can be exported to Excel and saved.

You can also email individual or selected students within the class and wait lists.

<u>Note:</u> **Classes will not appear in your Class List if there are not yet any students registered for it**. If you do not see a class in this list that you are the instructor of record for, it is because there are no currently registered students.

- **View your Class List (i.e. roster)**
  Click the course in the Subject column:

- **View your Course Information**
  Click the course in the Course Title or CRN column

To close out of the course information, click the top right corner of the Course Details box.

- **Class List Export to Microsoft Excel or print to PDF**

Instructors may export their class list to an Excel spreadsheet. The export includes the student's name, UM ID number, registration status, level, credit hours, and class.

Click the Export icon on the top right, select an Excel version, then click Export.
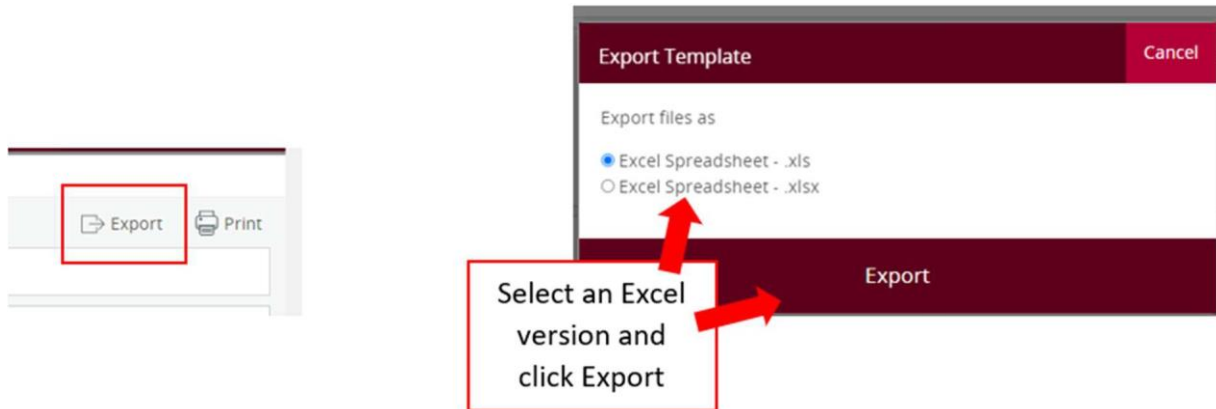
If you prefer a PDF version, click the Print icon. In Chrome, set the destination to Save as PDF. For other browsers, please review this Digital Trends article for step-by-step guidance.

- **Summary Class List**

The Summary Class List displays two lists: students who are registered and students who are on the wait list for the selected course and term.
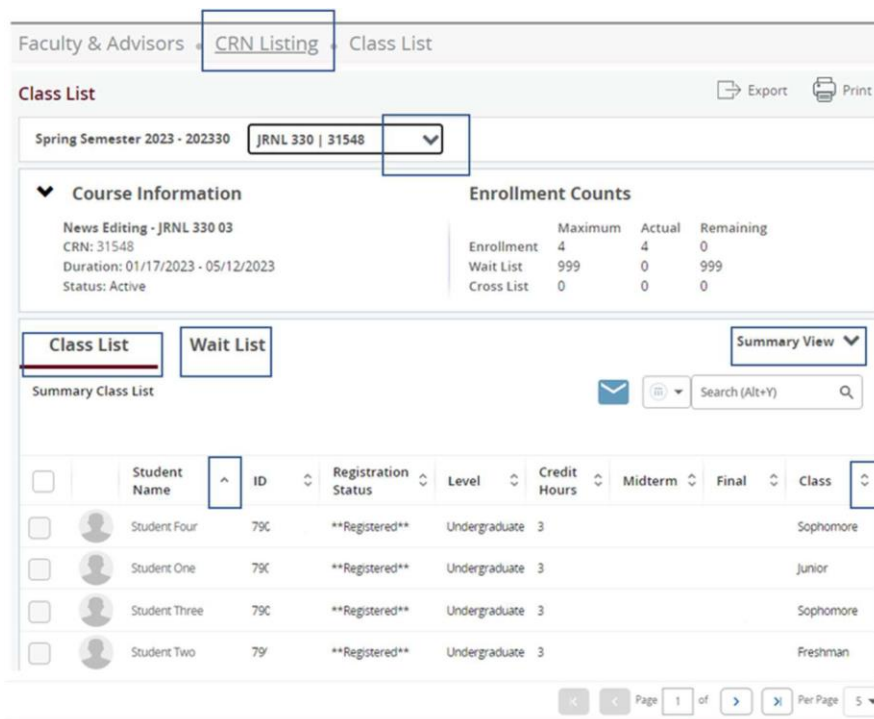
To view information about a different course in a different term, click CRN Listing at the top to return to your course list.

To view information about a different course in the same term, click the down arrow next to the subject, course, and CRN at the top of the page.

The Class List can be sorted by any of the columns using the up/down arrows in the column heading.

Change your Per Page limit or move to the next page using the menu toward the bottom right.
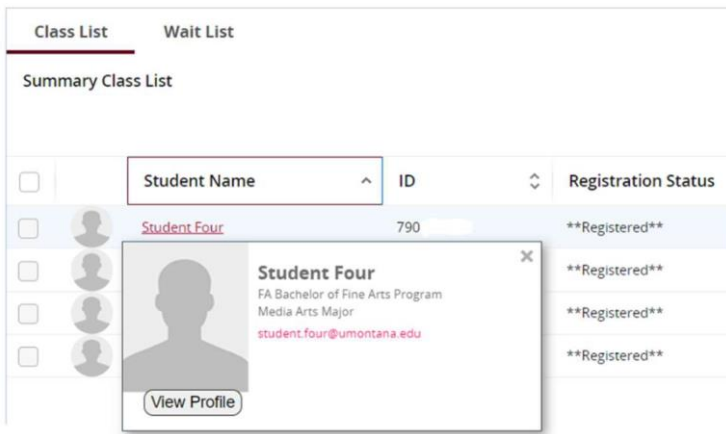
To view a student's email address and major, hover over the student's name.

Click the student's name to view their profile.

Click the student's picture to view details about their declared degree(s).

- **Detail Class List**

The Detail Faculty Class List displays all of the information that the Summary Class List offers, but with each student's declared degree information in view.


To change from Summary View to **Detail View** of student information
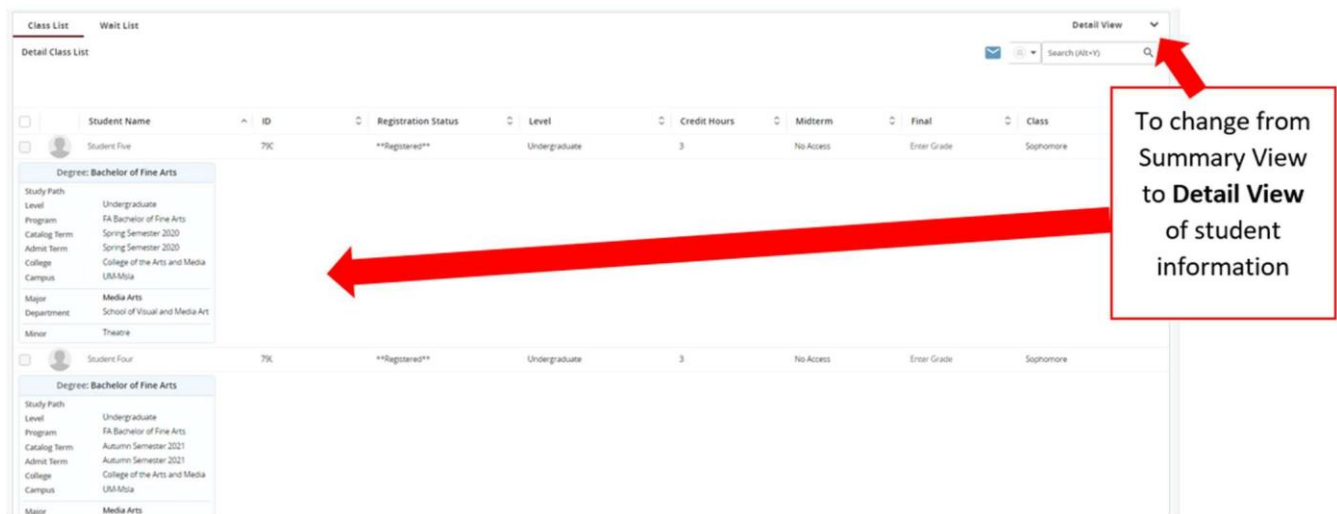
- **Wait Lists**

Faculty may view wait lists for courses they are assigned to for the selected term. Both primary and non-primary instructors have access to the list, as long as they are instructors of record.

Wait lists are displayed in detail or summary format. They can be exported to Excel and saved.

You can also email individual or selected students within the wait list.

Click on Wait List to see any students in your course that are waitlisted
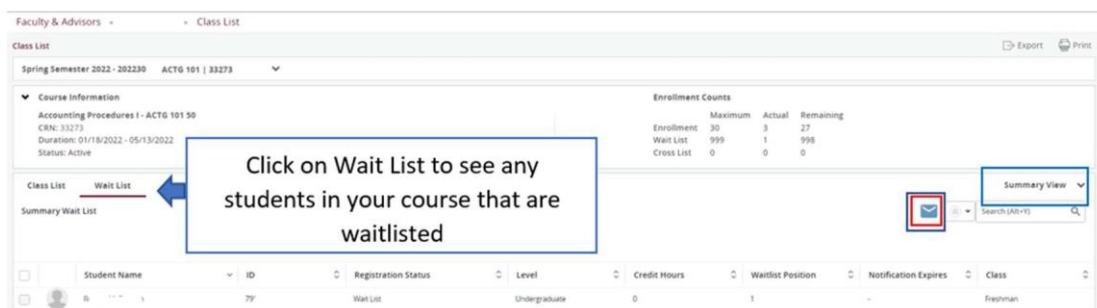
- **Sending Emails to Class Lists and Wait Lists**

To send a mass email to students in your class list or on the wait list, check the box at the top left corner of the list. Then, click the envelope icon. Your default email application should appear and populate the addresses.

NOTE:

Only students who have selected a "preferred email address" in CyberBear will be selectable. In the example above, only the 3rd student has a preferred email address set in CyberBear.

If none of the students have selected a preferred email address in CyberBear, an error will appear in the top right.

In some cases, you may be able to hover over the student's name to view a clickable email address.

- **Midterm and Final Grade Columns**

This feature is currently inactivated. They may be removed or launched in a future upgrade.

Faculty Attendance Tracking

Please review our CyberBear Attendance Tracking Tutorial for step-by-step instructions.

Faculty Office Hours

This page allows faculty to list office hours for each course. This feature may be expanded in the future.

Faculty Detail Schedule

This page displays the faculty member's schedule for the selected term. Both primary and non-primary instructors with instructional assignments can access this page.

Sections included are course information, scheduled meeting times, enrollment counts, syllabus data and office hours. Click the arrows on the right to expand each section.

Faculty Week At A Glance

It is not necessary to select a term before accessing this page. All of the instructor's classes for the **selected week** are displayed, both traditional and open learning.

Faculty Registration Overrides

This page allows a faculty member to grant digital registration overrides to students.

Note: Only the primary instructor can issue registration overrides.

Select a term, then enter the student's UM ID# (790…) or search by name. You may narrow your search with criteria below the name fields. Click the **Submit** button.

Results display below. Click the student you wish to issue an override to.

The Registration Overrides screen is split into sections. Enter the override in the top section. Select the type of Override from the dropdown and the course the student would like to register for. Click the Submit button.

Registration Overrides

Override	Course	
Overrides ⌄	31548-JRNL 330 03 ⌄	⊕ Add Override
Override	**Course**	
Select ⌄	Select ⌄	🗑

Submit

Multiple overrides can be entered at once for the same student. Enter the first override, then click "Add Override" to create another line.

Click the trash can icon to delete an override. You can only delete overrides before they are submitted. To delete an override that was submitted, contact the Registrar's Office.

The Current Student Overrides section displays the overrides already entered for this student for this term.

‹ Back to ID Selection

Current Student Overrides

Override ⇕	Course ⇕	Activity Date ⇕	Entered by ⇕
Pre-Requisite Waiver	32083 - WILD	01/18/2023	BREGS_

Once an override is submitted, it will appear below in the Current Student Overrides section. The student can register immediately in CyberBear.

‹ Back to ID Selection

Current Student Overrides

Override ⇕	Course ⇕	Activity Date ⇕	Entered by ⇕
Closed Override	31548 - JRNL	01/18/2023	BAN_SS_USER
Pre-Requisite Waiver	32083 - WILD	01/18/2023	BREGS_

Faculty Syllabus

Instructors of record may enter syllabus information here.

Choose the term and course from the drop-down menus. The course information will display below.

Enter syllabus data in as many of the fields as desired:

1. Long Section Title
2. Course URL
3. Learning Objectives
4. Required Materials
5. Technical Requirements

Click **Submit** to save the changes.

Search Student

Faculty members can view the Student Profile page when they have an association with the student.

Click anywhere in the name or ID bar to display the Student Profile information.

Student Week at a Glance

Faculty members can view a student's schedule for each week when they have an association with the student.

Click anywhere in the name or ID bar to display the student's schedule
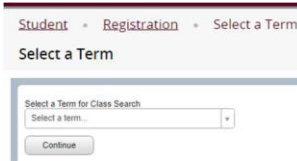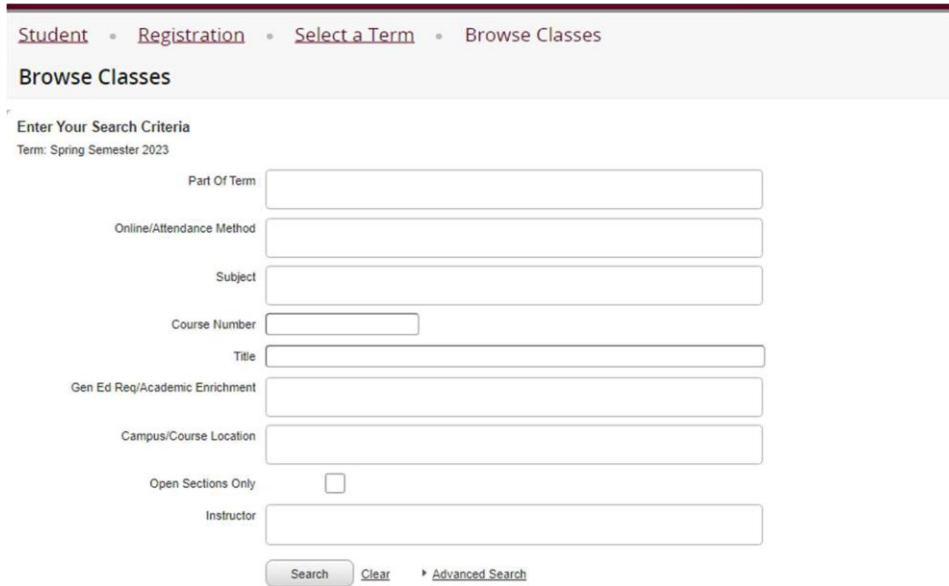
Class Search

Link to the campus class search. Select a term.
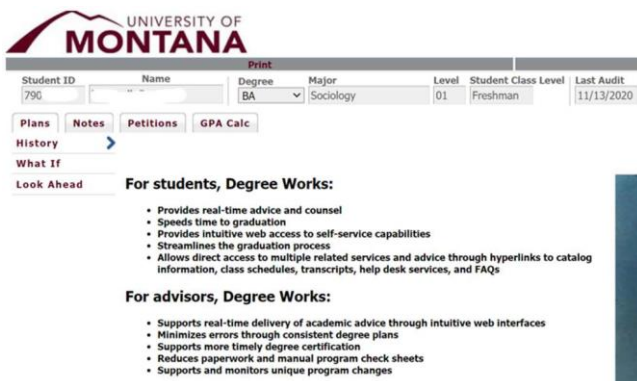

Class Search Options display. Advanced Search link appears at the bottom.

Electronic Grade Change Form

Link to the electronic grade change form to submit a corrected or missing grade that has been rolled to a student's transcript.

Step-by-step instructions are available on the Registrar's Office grading webpage.

Degree Works

Link to Degree Works, UM's web-based tool for students to monitor their academic progress toward degree completion. Degree Works allows students and their advisors to plan future academic coursework.

Navigate

Link to Navigate, UM's student success platform for students, faculty, advisors, University administrators, and other student support services.

https://umt.campus.eab.com/home