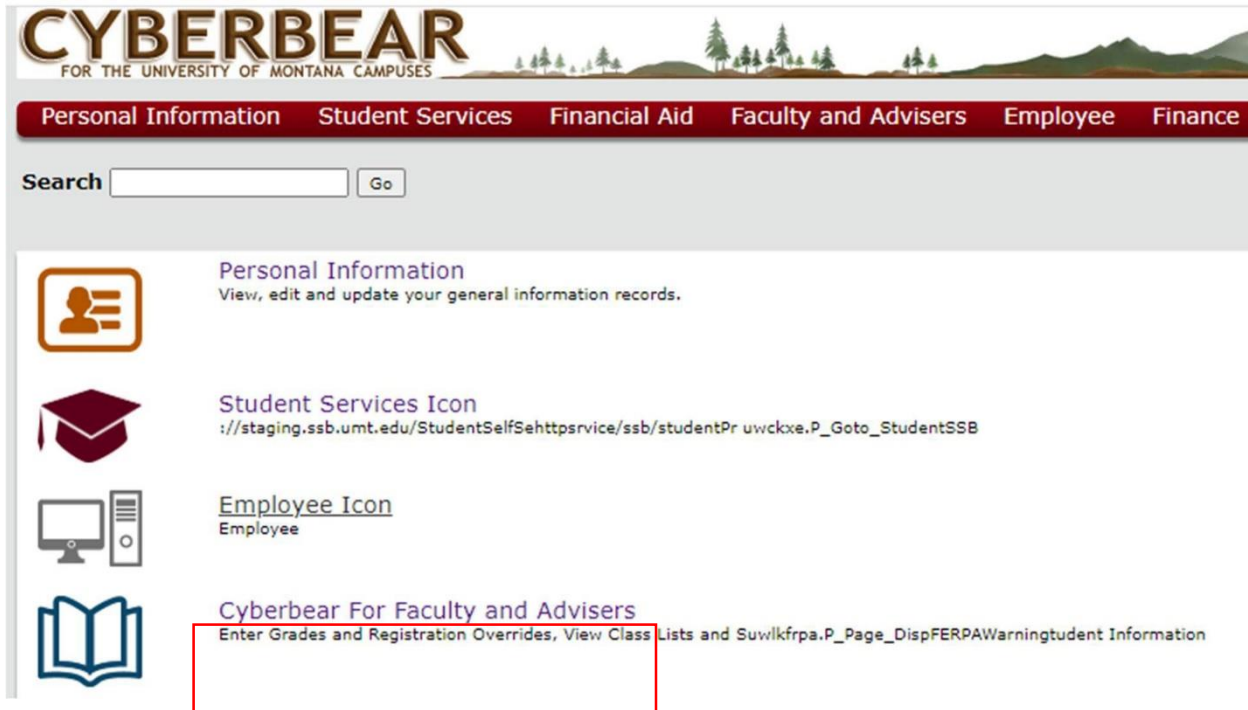


CyberBear Faculty and Advisor Self-Service – The New Look





CyberBear For Faculty and Advisors now has a new look and layout.

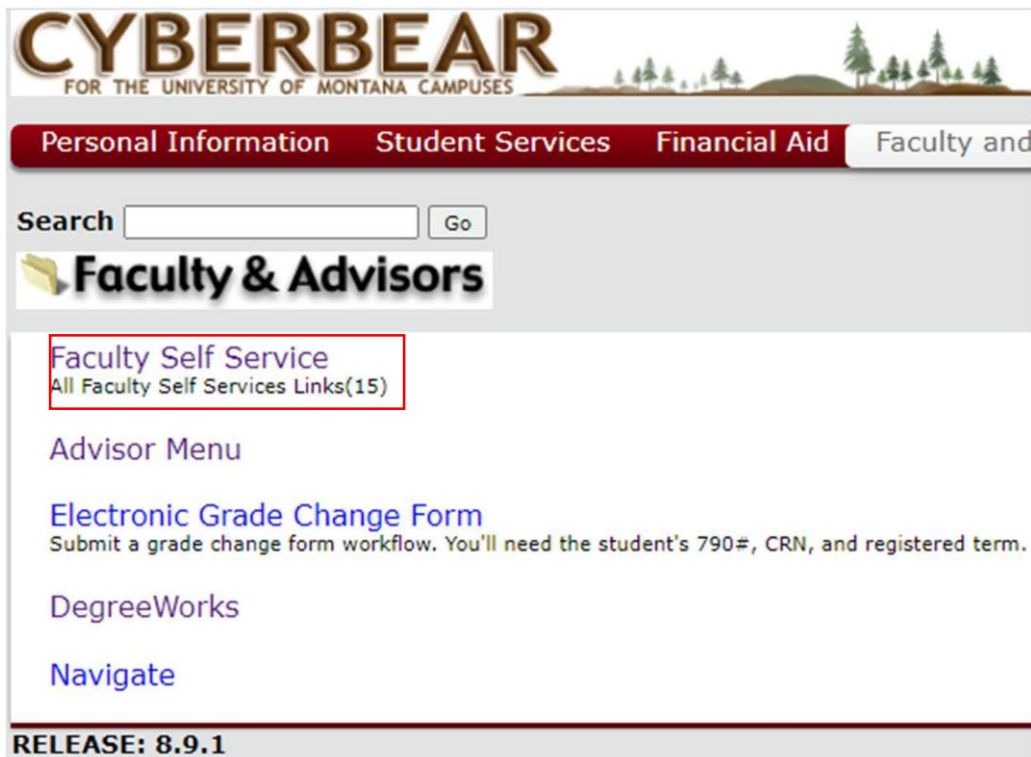


CYBERBEAR
FOR THE UNIVERSITY OF MONTANA CAMPUSES

Personal Information Student Services Financial Aid Faculty and Advisors Employee Finance

Search Go

-  **Personal Information**
View, edit and update your general information records.
-  **Student Services Icon**
://staging.ssb.umt.edu/StudentSelfSehttpsrvic/ssb/studentPr uwckxe,P_Goto_StudentSSB
-  **Employee Icon**
Employee
-  **Cyberbear For Faculty and Advisors**
Enter Grades and Registration Overrides, View Class Lists and Suwlkfrpa.P_Page_DispFERPAWarningstudent 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



Faculty Services



Hello 

- 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

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.

Faculty Grade Entry - Final Grades

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	SPNS - Spanish (SPNS)	101	01	Elementary Spanish I	202270 - Autumn Semester 2022	70111
Not Started	Not Started	ACT - Activities (ACT)	101	01	Stretch and Relax	202270 - Autumn Semester 2022	74771
Not Started	In Progress	JPNS - Japanese (JPNS)	101	01	Elementary Japanese I	202270 - Autumn Semester 2022	71410
In Progress	Not Started	ANTY - Anthropology (ANTY)	101H	01	Anthro & the Human Experience	202270 - Autumn Semester 2022	70568
Completed	Not Started	SOCI - Sociology (SOC)	202	01	Social Statistics	202270 - Autumn Semester 2022	70647

Records Found: 8

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.

Course Details Getting Started

Faculty Grade Entry and Support

Click here for instructions on entering grades if you are having trouble.

You can enter grades manually or by uploading a spreadsheet. The spreadsheet can be one exported from Faculty Grade Entry or one of your own.

- Manual Grade Entry: Learn how the manual grade entry works. video
- Export Spreadsheet: Learn how to export your

Click the course to open the roster below:

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended
Student Five	79					
Student Four	79					
Student One	79C					
Student Six	79C					
Student Three	79					
Student Two	79C					

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.

Note: 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:

Subject	Course Title	CRN	Enrollment Count	Status	Duration	Term
ARTZ 195A.02	Visual Language - Drawing	30909	8	Active	01/17/2023 - 05/12/2023	Spring Semester 2023 (202330)
MART 325.01	Intro to Animation	31077	6	Active	01/17/2023 - 05/12/2023	Spring Semester 2023 (202330)
JRNL 330.03	News Editing	31548	5	Active	01/17/2023 - 05/12/2023	Spring Semester 2023 (202330)

- **View your Course Information**

Click the course in the Course Title or CRN column

Term: 202330

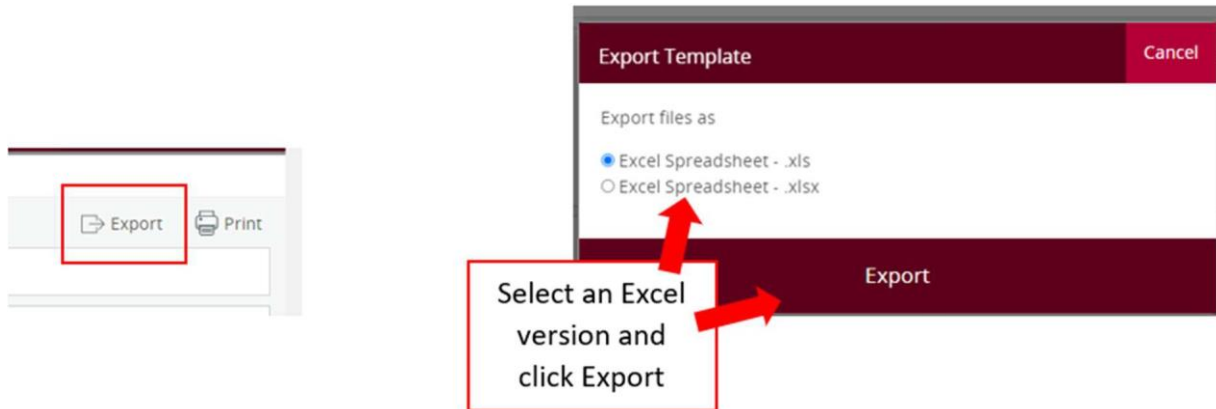
Catalog	(R-6) Offered spring. Prereq., ANTY 515 or consent of instructor. Theoretical and methodological approaches to the analysis of human skeletal remains derived from archaeological contexts. Demography, health and disease, diet and nutrition, growth, activity patterns, and measures of biological relatedness are interpreted within a biocultural framework. Level: Graduate
Course Description	
Syllabus	
Attributes	

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.

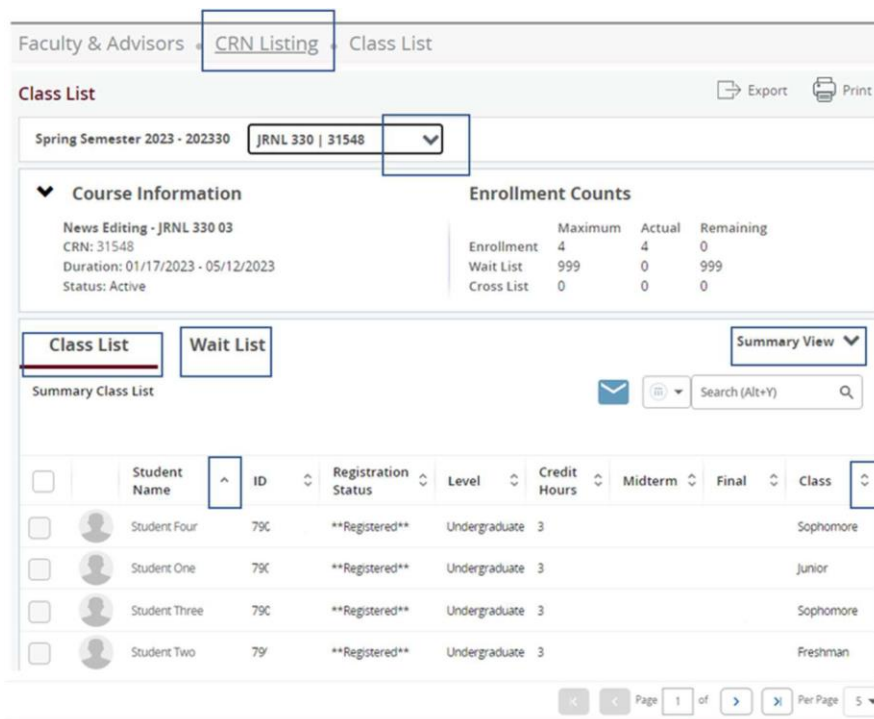
Click the Export icon on the top right, select an Excel version, then click Export.



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.

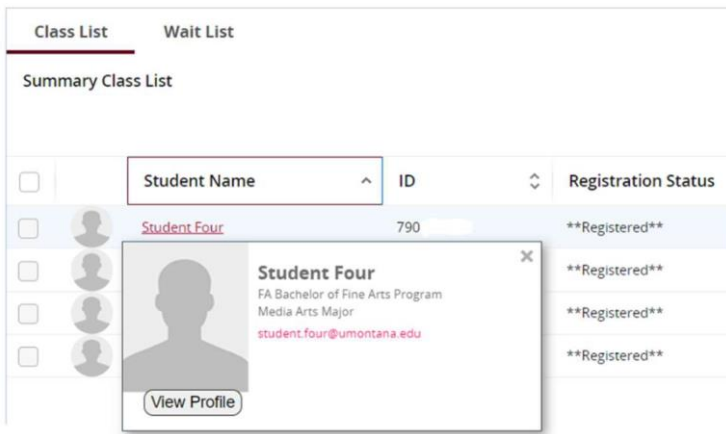


To view information about a different course in a different term, click CRN Listing at the top to return to your course list.

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.



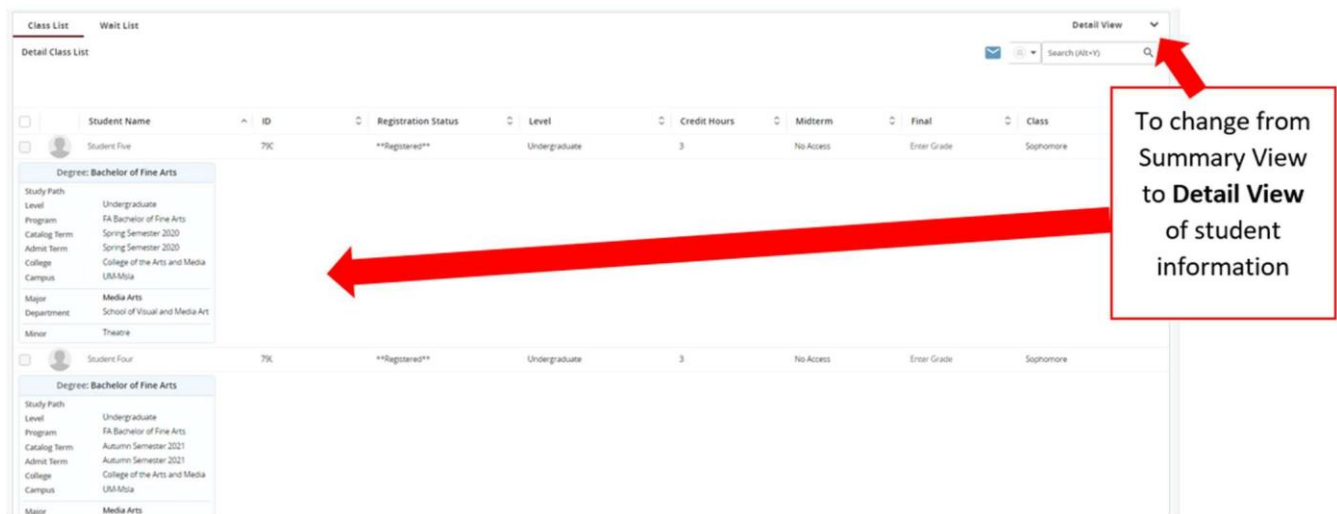
To view a student's email address and major, hover over the student's name.

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.

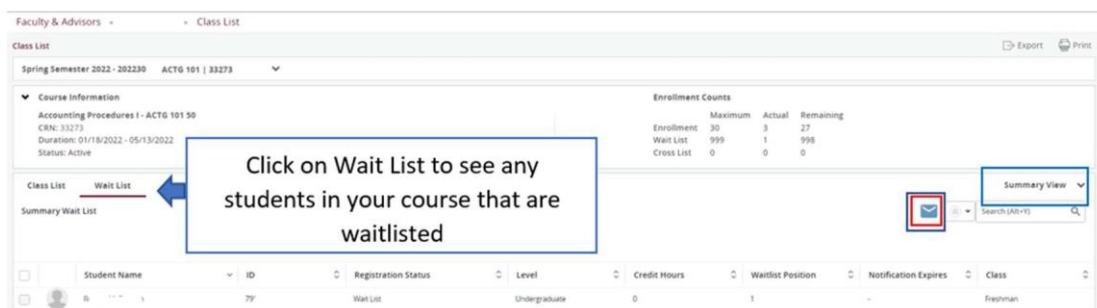


- **Wait Lists**

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.



- **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.

Course Information
Developmental Psychology - PSYX 230 50
 CRN: 31336
 Duration: 01/17/2023 - 05/12/2023
 Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	35	34	1
Wait List	999	1	998
Cross List	0	0	0

Class List | Wait List | Summary View

Summary Class List

<input checked="" type="checkbox"/>	Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
<input type="checkbox"/>	[Profile Icon]	790	**Registered**	Undergraduate	3	No Access	No Access	Sophomore
<input type="checkbox"/>	[Profile Icon]	790	**Registered**	Undergraduate	3	No Access	No Access	Sophomore
<input checked="" type="checkbox"/>	[Profile Icon]	790	**Registered**	Undergraduate	3	No Access	No Access	Freshman
<input type="checkbox"/>	[Profile Icon]	790	**Registered**	Undergraduate	3	No Access	No Access	Freshman

Faculty & Advisors | Class List

No emails are configured for the students in the roster!

Spring Semester 2023 - 202330 | JRNL 330 | 31548

Course Information
News Editing - JRNL 330 03
 CRN: 31548
 Duration: 01/17/2023 - 05/12/2023
 Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	4	4	0
Wait List	999	0	999
Cross List	0	0	0

Class List | Wait List | Summary View

Summary Class List

<input checked="" type="checkbox"/>	Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
<input type="checkbox"/>	Student Four	79	**Registered**	Undergraduate	3	No Access	Enter Grade	Sophomore
<input type="checkbox"/>	Student One	79C	**Registered**	Undergraduate	3	No Access	Enter Grade	Junior
<input type="checkbox"/>	Student Three	79C	**Registered**	Undergraduate	3	No Access	Enter Grade	Sophomore

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.

Class List | Wait List

Summary Class List

<input checked="" type="checkbox"/>	Student Name	ID	Registration Status
<input type="checkbox"/>	Student Four	79C	**Registered**
<input type="checkbox"/>	Student One	79C	**Registered**
<input type="checkbox"/>	[Profile Icon]		**Registered**
<input type="checkbox"/>	[Profile Icon]		**Registered**

Student One

Fine Arts/ Bachelor of Arts Program
 Media Arts Major

student.one@umontana.edu

View Profile

CAUTION: Revealing FERPA-protected information to a non-UM email address could result in a FERPA violation. Only general information should be shared to non-UM addresses.

- **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.

The screenshot shows the 'Office Hours' management page. At the top, there are dropdown menus for 'Term' (Spring Semester 2023 - 202330) and 'CRN' (JRNL 330 03 News Editing 31548 (S)). Below these is a search bar and a list of course options. The 'Course Information' section shows 'Course: News Editing - 31548 - JRNL 330 - 03'. The 'Scheduled Meeting Times' section contains a table with columns: Type, From Time, To Time, Days, Where, Start Date, End Date, Schedule Type, and Instructors. One entry is visible: Type: Class, From Time: 09:30, To Time: 10:50, Days: Mon,Wed, Where: Don-Anderson Hall 210, Start Date: 01/17/2023, End Date: 05/12/2023, Schedule Type: Lecture/Lab, Instructors: Monte Bear (P). Below the table is a pagination bar showing 'Page 1 of 1' and 'Per Page 100'. The 'Office Hours' section at the bottom is currently empty, displaying 'No Data Found'.

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.

The screenshot shows the 'Faculty Detail Schedule' page. It features dropdown menus for 'Term' (Spring Semester 2023 - 202330) and 'CRN' (ACT 143 13 Table Tennis 32064 (S)). A message at the top says 'Use this page to view your detailed schedule.' Below this is a list of expandable sections: 'Course: ACT 143 13 Table Tennis 32064', 'Scheduled Meeting Times', 'Enrollment Counts', 'Syllabus Data', and 'Office Hours'. Each section has an upward-pointing arrow on the right side, indicating it is currently collapsed.

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 Week at a Glance

Today

< Week 01/16/2023 to 01/22/2023 >

MM/dd/yyyy

01/16 01/17 01/18 01/19 01/20 01/21 01/22

08:00

09:00

10:00

11:00

Courses without assigned meeting times:
⌚ Time Ⓧ Venue

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.

Faculty and Advisors • Registration Overrides

Student and Advisee ID Selection

Enter the ID of the Student or Advisee you want to process or enter partial names, student search type or a combination of both. Then select Submit.

Term

Select

Student or Advisee ID OR **Last Name** **First Name**

Search Type Students Advisee Both

Submit

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

Faculty and Advisors • Registration Overrides

Enter the ID of the Student or Advisee you want to process or enter partial names, student search type or a combination of both. Then select Submit.

Term
Spring Semester 2023 - 202330

Student or Advisee ID: 790 52 OR Last Name: First Name: Submit

Search Type: Students Advisee Both All

ID	First Name	Last Name	Type
790 52	Student	Five	

Click in the row of the ID and Student Name to enter the override

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.

Faculty and Advisors • Registration Overrides

Registration Overrides

Override: Select Submit

Course: Select + Add Override

- 31255-ANTY 699 07
- 31548-JRNL 330 03
- 32064-ACT 143 13

[← Back to ID Selection](#)

Faculty and Advisors • Registration Overrides

Registration Overrides

Override Overrides	Course 31548-JRNL 330 03	+ Add Override
Override Select	Course 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.

Faculty and Advisors » Syllabus Information

Syllabus Information

Term: Spring Semester 2023 - 202330
CRN: ANTY 513 01 Sem Bioarch & Skel Biol 31275 (9)

Use this page to maintain syllabus information, learning objectives, required materials, and technical requirements for the course.

Course Information

Course	Course Level	Status	CRN
Seminar in Bioarchaeology & Skeletal Biology - 31275 - ANTY 513 - 01	Undergraduate, Graduate	Active	31275
Campus	Schedule Type	Instructional Method	
UM-Msls	Seminar	Method	

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.

Syllabus Data

Long Section Title

Course URL

Learning Objectives

Required Materials

Technical Requirements

Reset Submit

Search Student

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

Faculty and Advisors » Search Students

Search Student

Enter the ID of the Student or Advisee you want to process or enter partial names, student search type or a combination of both. Then select Submit.

Term: Spring Semester 2023 - 202330

Student or Advisee ID: OR Last Name: First Name:

Search Type: Students Advisee Both All

Submit


Student and Advisee Selection

ID	First Name	Last Name	Type
796	Student	Two	

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

Student - Student Profile

Student Profile - Student Two (790)



Bio Information
Email:
Phone:

General Information
Level: Undergraduate
Class: Postbacc
Institution: UMSA
Campus:

Advisors
Primary / Professional Advisor
Faculty Advisor
Montana Impact Scholar Advisor
Professional Advisor

CURRICULUM

Primary	Secondary
Degree: Bachelor of Fine Arts	Bachelor of Fine Arts
Study Path: Not Provided	Not Provided
Level: Undergraduate	Undergraduate
Program: B.A. Bachelor of Fine Arts	B.A. Bachelor of Fine Arts
College: College of the Arts and Media	College of the Arts and Media
Major: Media Arts	Media Arts
Department: School of Visual and Media Art	School of Visual and Media Art
Concentration: Not Provided	Not Provided
Minor: Not Provided	Not Provided
Concentration: Not Provided	Not Provided
Admit Type: Freshman	Freshman
Admit Term: Autumn Semester 2022	Autumn Semester 2022
Catalog Term: Autumn Semester 2022	Autumn Semester 2022

REGISTERED COURSES

Course Title	Details	CRN	Hours	Registration Status	Instructor
Visual Language - Drawing	ARTZ 105A-02	30909	3	"Registered"	See Schedule
Introduction to Animation	MART 325-01	31077	3	"Registered"	See Schedule
News Editing	JRNL 330-03	31548	3	"Registered"	See Schedule

Total Hours | Registered Hours: 9 | Billing Hours: 9 | CEU Hours: 0

Student Week at a Glance

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

Faculty and Advisors - Student Week at a Glance

Enter the ID of the Student or Advisee you want to process or enter partial names, student search type or a combination of both. Then select Submit.

Term: Spring Semester 2023 - 202330

Student or Advisee ID: 790

Last Name:

First Name:

Submit

Search Type: Students Advisee Both All

ID	First Name	Last Name	Type
790	Student	Five	Student

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

Student Week at a Glance

Back to ID Selection

This page lists classes in day and time format for a student. You may select one of the classes listed to see all of the detail information about the class.

Information for Student Five

Today

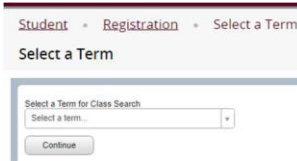
Week 01/16/2023 to 01/22/2023

Time	Class	CRN	Meeting Times	Location
11:00	31077 MART 325-01 31077 Class	31077	11:00-12:30	McGill Hall-127
12:00	30909 ARTZ 105A-02 30909 Class	30909	12:00-1:30	Fine Arts-401

Courses without assigned meeting times:

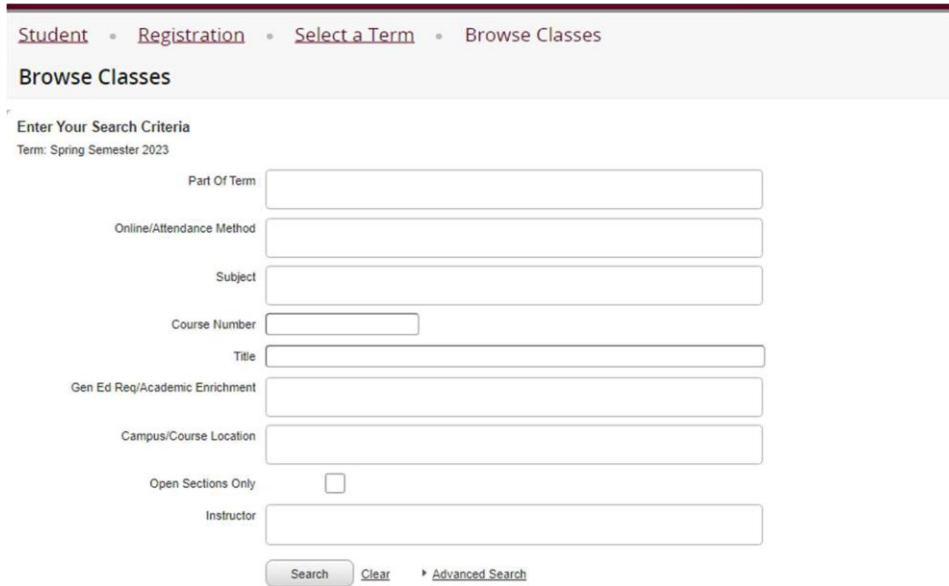
Class Search

Link to the campus class search. Select a term.



The screenshot shows a navigation breadcrumb: Student > Registration > Select a Term. Below this is a section titled "Select a Term" with a dropdown menu labeled "Select a Term for Class Search" and a "Continue" button.

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



The screenshot shows the "Browse Classes" page with a breadcrumb: Student > Registration > Select a Term > Browse Classes. The main heading is "Browse Classes". Below it is a section "Enter Your Search Criteria" with the text "Term: Spring Semester 2023". The form includes several input fields: "Part Of Term", "Online/Attendance Method", "Subject", "Course Number", "Title", "Gen Ed Req/Academic Enrichment", "Campus/Course Location", and "Instructor". There is also a checkbox for "Open Sections Only". At the bottom are buttons for "Search", "Clear", and a link for "Advanced Search".

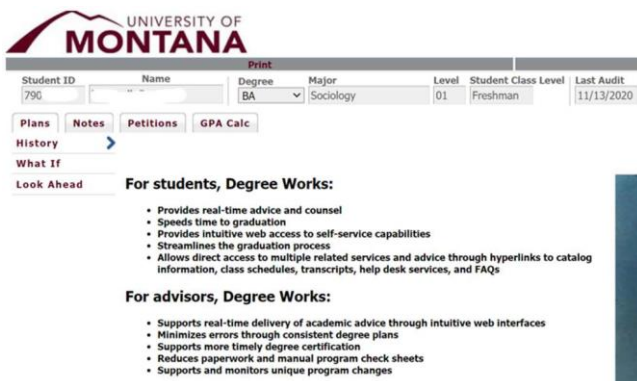
Electronic Grade Change Form

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.



The screenshot shows the University of Montana Degree Works interface. At the top is the University of Montana logo. Below it is a "Print" button and a table with student information:

Student ID	Name	Degree	Major	Level	Student Class Level	Last Audit
790		BA	Sociology	01	Freshman	11/13/2020

Below the table are buttons for "Plans", "Notes", "Petitions", and "GPA Calc". There are also links for "History" and "What If". A "Look Ahead" button is visible on the left. The main content area is titled "For students, Degree Works:" and lists several bullet points:

- Provides real-time advice and counsel
- Speeds time to graduation
- Provides intuitive web access to self-service capabilities
- Streamlines the graduation process
- Allows direct access to multiple related services and advice through hyperlinks to catalog information, class schedules, transcripts, help desk services, and FAQs

Below this is another section titled "For advisors, Degree Works:" with several bullet points:

- Supports real-time delivery of academic advice through intuitive web interfaces
- Minimizes errors through consistent degree plans
- Supports more timely degree certification
- Reduces paperwork and manual program check sheets
- Supports and monitors unique program changes

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>

The screenshot shows the 'Student Home' dashboard in the Navigate system. At the top, there is a navigation bar with the 'NAVIGATE' logo, a search bar, and user profile icons. The main content area is titled 'Student Home' and includes tabs for 'Courses', 'Reports', and 'Calendar'. The 'Courses' section is active, showing a table with columns for COURSE, PROFESSOR, DAYS/TIMES, MID, FINAL, and ABSENCE. A message states: 'This student is not enrolled in any classes in the current term.' Below this is the 'Assignments' section, which also shows a table with columns for COURSE, DUE DATE, ASSIGNMENT, STATUS, and ACTIONS. A message states: 'There are no course assignments listed for this student.' On the right side, there is a sidebar with the University of Montana logo and several utility buttons: 'Schedule an Appointment', 'Actions' (with links for 'Issue an Alert' and 'Upload Profile Picture'), 'Quick Links' (with links for 'Record Class Attendance', 'School Information', and 'Download Center for Reports'), 'Current Visits' (stating 'You have no current visits'), 'Upcoming Appointments' (stating 'You have no upcoming appointments'), and 'Your Success Team' (with a 'Support' button).