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The Faculty Course & Grade Info landing page displays your semester course sections. On this page, you may:

- Select from the drop-down near the top of the page to view available prior and future semesters.
- View various course delivery mode abbreviations and descriptions.
- View Missing and Change Grade forms by clicking the blue hyperlinks at the bottom of the page.
- View your Course Roster page by selecting either the blue hyperlinked course number or title (use the Back to Faculty Information link to return to the landing page).
- View delivery modes for each of your course sections. When the blue delivery mode text is clicked, a longer description will appear in a pop-out box (this information is also available on the Course Section Details page).
Landing Page Gear Wheel Options

Use the Gear Wheel on the Faculty Course & Grade Info landing page to:

- Enter and upload grades (during the grading period only).
- Enter missing grades (only available during the 30-day period after final grades are due; this feature is not available for mid-semester grades).
- Assign a grading proxy for your course section; all you need is the person’s Andrew ID.
From the **Course Roster page** you may:

- **Use the gear wheel to email students and download course photo rosters and rosters in CSV (comma separated) format**. CSV rosters include the default grade. (Note: you can also access rosters via the gear wheel on the Faculty Course & Grade Info landing page).

- **View course section times**: Course sections display in local time, so Pittsburgh courses will display in Pittsburgh time, Silicon Valley Courses will display in local California time, and Doha courses will display in local Qatar time.

- **Listen to student name recordings**. Click on the speaker icon next to a student's name to listen to a name recording. If a recording has not been provided, the speaker will appear gray.
Email Students
1. On your roster page, check the boxes next to the names of the students you would like to email; to email all students, select the box at the top of the columns next to “Last Name.”
2. Click the Gear Wheel icon on the upper-right corner of the page.
3. Choose Email Selected Students from the drop-down menu.
4. Enter the subject and text of your email and click Send.
5. You will receive a copy of the email, as will each student you have selected.
Thank you for your support of the Student Services Suite (S3). If you need any assistance or have any questions regarding Faculty Course & Grade Information, please contact Kathy Sloan at egrades@andrew.cmu.edu or (412) 268 1949.

Be sure to stay tuned to the S3 Updates webpage for release summaries, user documentation, training sessions, and more.

Follow @CarnegieMellonS3 on Facebook and Instagram, or @S3CMU on Twitter, for news and updates!