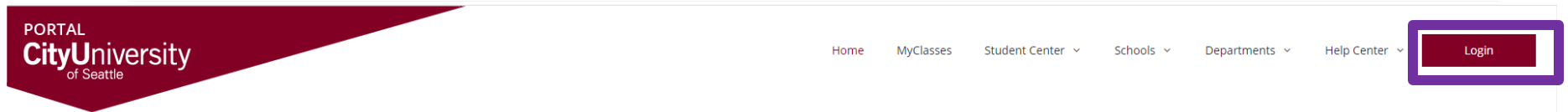
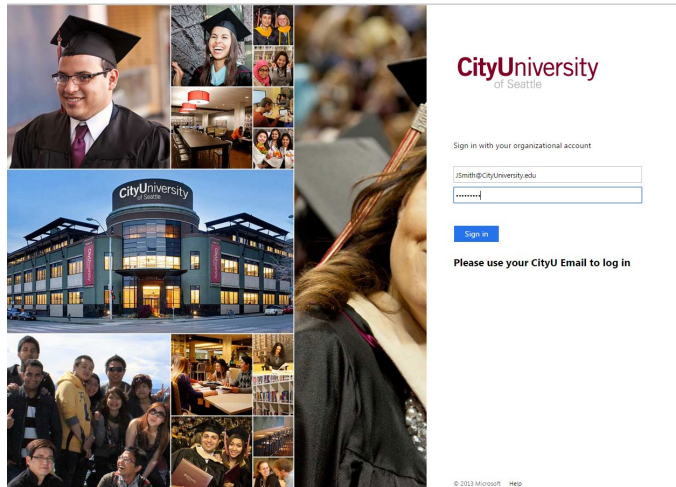


Faculty Center: How to Navigate – Logging in

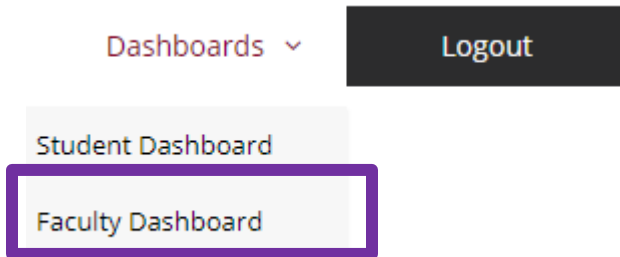
Log into My.Cityu.edu Portal. Click on the Logon Button on the far right.,



You will be directed to the CityU system login page. Enter your username and password.



Once signed in, the button will switch to Logout and Dashboards will appear in the navigation menu. Select Faculty Dashboard.



On the right-hand side of the dashboard – select Faculty Center

Before Upgrade

Teaching and Curriculum

- Course Documents (Course Overview, Rubrics, Course Resources & more)
- Take Attendance (Faculty Center)
- Enter Student Grades (Faculty Center)
- End of Course Evaluations
- Faculty Help Center (Blackboard Help)
- Teaching Standards & Faculty Development

After Upgrade

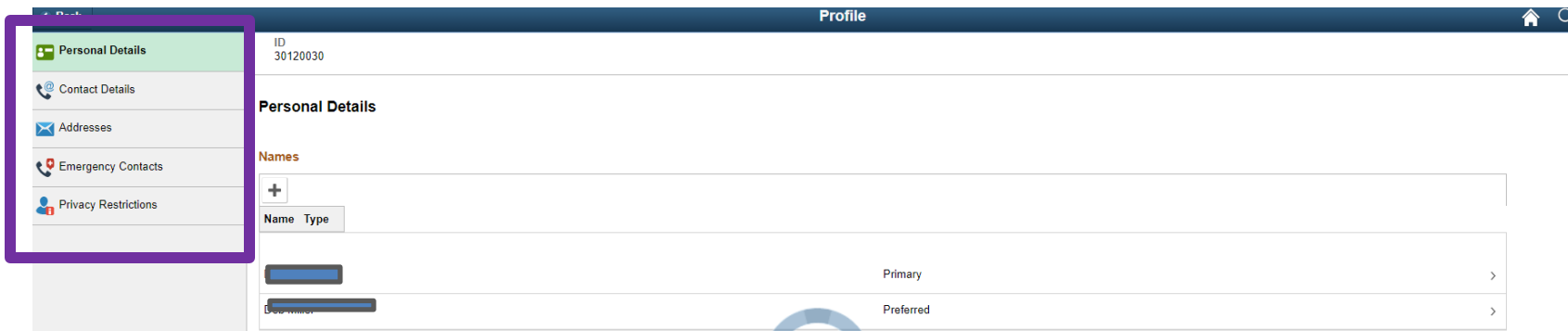
- [Course Documents \(Course Overview, Rubrics, Course Resources & mo](#)
- ~~[Take Attendance \(Faculty Center\)](#)~~
- ~~[Enter Student Grades \(Faculty Center\)](#)~~
- [Faculty Center](#)
- [End of Course Evaluations](#)
- [Faculty Help Center \(Blackboard Help\)](#)
- [Teaching Standards & Faculty Development](#)

Faculty Center: How to Navigate – Tiles

You will land on the CityU Faculty Homepage. The Homepage consists of “tiles” that group common activities/information. Clicking on a tile ...



Will open a series of menu options for the tile. Menu options for this tile will open.



If the items in this area allow for edit (edit) the fields will be open and you may update your own personal information. If they are not you (View) you will see the information but will need to contact HR to change the information.

View Email ✕

Type CU Campus

Email [redacted]@cityuniversity.edu

Preferred

Cancel **Edit Email** Save

Type Home (CityU)

*Email [redacted]@gmail.com

Preferred

Delete

Faculty Center - Standard

Clicking the Faculty Center Tile -



Will take you to the standard Faculty Center. Some pages will have left hand menu navigations – and others won't. But you can navigate thru the standard menu system at the top.

The screenshot shows the CityU Faculty Center interface. At the top, there is a navigation bar with "CityU Faculty Homepage" on the left and "CityU Faculty - Faculty Center" on the right. Below the navigation bar, there is a search bar and a "Faculty Center" button highlighted with a purple box. The main content area is titled "My Schedule" and includes a "Change Term" button, a "My Exam Schedule" button, and a "Select display option" section with radio buttons for "Show All Classes" (selected) and "Show Enrolled Classes Only". Below this, there is a row of icons for "Icon Legend", "Class Roster", "Grade Roster", "Gradebook", "Assignments", and "Learning Management". The main section is titled "My Teaching Schedule > Fall 2020-2021 > City University of Seattle" and contains a table with the following data:

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
MBA 500-01 (1073)	Essentials of Business Mgmt (Lecture)	14	Mo 12:00AM - 12:00AM	TBA	Oct 5, 2020, Dec 13, 2020
MBA 500-02 (1522)	Essentials of Business Mgmt (Lecture)	4	Mo 6:00PM - 9:15PM	TBA	Oct 5, 2020, Oct 5, 2020
MBA 500-08 (1839)	Essentials of Business Mgmt (Lecture)	1	Mo 12:00AM - 12:00AM	TBA	Oct 5, 2020, Dec 13, 2020
MBA 525-01 (1078)	Applied Marketing (Lecture)	14	Mo 12:00AM - 12:00AM	TBA	Oct 5, 2020, Dec 13, 2020

Below the table, there are buttons for "View Weekly Teaching Schedule", "Take Attendance", and "Go to top". At the bottom, there is a section for "My Exam Schedule > Fall 2020-2021 > City University of Seattle" with the text "You have no final exams scheduled at this time." and a "Go to top" button.

Faculty Center: How to Navigate – Logging Out

When done in the faculty center, make sure to log out by clicking the “three dots” on the far right and then clicking sign out.

The image shows a close-up of the top navigation bar of the Faculty Center. On the far right, there is a search icon, a home icon, and a "three dots" menu icon. A purple arrow points to the "three dots" icon. A dropdown menu is open, showing the following options: "My Preferences", "Help", and "Sign Out". The "Sign Out" option is highlighted with a purple box.