

mProfessor

Authorization Codes

When an instructor logs into his/her mProfessor they will see their teaching assignments on the bottom of the first page.

They have to click on the Roster button, the one with dark blue background, in order to go to their class' add codes.

Spring 2021 Teaching Assignments					
View Class Roster	<u>Section Number</u>	<u>Course Name</u>	Meeting Time	Meeting Days	Room Location
ROSTER	4180	MATH 20	07:35PM-10:00PM	..T.H..	MC 83
ROSTER	4186	MATH 26	05:15PM-06:35PM	..T.H..	MC 83

After clicking on the Roster button the following page shows up, which they will have to choose the Faculty Task option from.

View / Download Class Roster

School Semester SPRING 2021 **Class Roster** 4180 - MATH 20

- Semester Information
- Faculty Tasks**
- Class Roster Dates and Deadlines
- Download Class Roster

After clicking on the “Faculty Tasks” option they will see the following page. They have to choose the “View/Request Instructor’s Authorization Codes.”

The screenshot shows a web interface for managing class rosters. At the top, there is a header bar with the text "View / Download Class Roster". Below this, there are two dropdown menus: "School Semester" set to "SPRING 2021" and "Class Roster" set to "4180 - MATH 20". Below the dropdowns, there are two main menu items: "Semester Information" and "Faculty Tasks". The "Faculty Tasks" menu is expanded, showing a list of options: "Go to Teaching Assignments / Home", "View Class Active Students Photos", "View Class Waiting Lists", "View / Request Instructor's Authorization Codes" (highlighted in yellow), "View / Edit Drop Rosters", "View / Edit / Submit Grade Rosters", "View / Edit / Submit Placement Rosters", and "Enter / Update / Submit Students Learning Outcomes".

The following page with add codes show up. There are three sets of add codes with three different Add Routines and different Expiration date.

When a student adds a class his/her information will be populate below, in Date Used and Used by columns. Only one student can use a specific add code.

View / Request Instructor's Authorization Codes

School Semester SPRING 2021

Class Roster 4180 - MATH 20

Semester Information

Faculty Tasks

Instructor's Authorization Codes

IMPORTANT: Instructors are responsible for managing add codes and should beware that distributing too many authorization codes may cause a section to be overenrolled

Add Routine	Expiration Date	Authorization Code	Date Used	Used By
Regular Add	22-FEB-21	143140214		
		186133351		
		147118495		
		130992987		
		179901456		
		155955294		
		157850572		

If an instructor uses up all the add codes for that time period, the instructor can ask for more add codes for that Add Routine. All they need to do is to go to the bottom of the page, under Enter the Number of Authorization Codes Needed: title, and type the number of extra add codes they need in the box below, shown by an arrow, and then press the Submit button, on the lower right corner of their screen. Extra add codes will be generated for them.

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Request for Authorization Codes

Enter the Number of Authorization Codes Needed:

Reinstate Authorization Codes



Submit