

Accessing your Course Schedule

- On the J1 dashboard, navigate to the waffle in the left corner (9 box square).
- Click on the waffle and then click on “Student”
- Within the student menu, click on “Faculty”
- Click on “Manage My Course List”.
- Add this page as a bookmark by clicking the bookmark icon (looks like a flag) in the upper right corner
 - In the Bookmarks menu, click “Add”
 - Add a Bookmark Name – Example: Manage Course Sections
 - Add a Group Name – depending on your role at the college, you might have multiple groups (Faculty, Advisor, Dept. Chair, etc). This is a faculty function, so recommend naming the group “Faculty”
 - Save the Bookmark
 - Now that the bookmark has been saved, you can access this page from your list of bookmarks rather than using the Waffle icon and the side menu.
- When you access your course schedule, J1 will only show the courses you are assigned to in the current term (if searching in July, only your summer courses will populate; if searching in August, only your fall courses will populate and so on.
 - To adjust your search window, you will use the filters in the menu on the left.
 - Deselect active
 - For faculty, the date range filter will be the most useful
 - For Fall, select August 1st – Dec. 31st
 - For Spring, select January 1st – May 31st
 - For Summer, select June 1st – July 31st
 - Once you have selected your date range, you can save the filter by clicking “Save As” at the bottom
 - You will be prompted to enter a name for the filter – maybe “Fall 2026 Classes” or something similar. Once you save the filter, when you go to this page, you can then select the appropriate filter at the top and then click “Apply”. Your courses for that date range will then populate.
 - If you choose not to save the filter and are searching outside of the current term, you will just need to apply the appropriate date range and then click “Apply”.
- On this screen, you will only see the list of courses you are assigned to teach – it will not show you when and where the class will meet. To access this information, press the “ctrl” button and then click on the individual course section. This will open up a

summary page in a new window so you can return to the course schedule page without needing to refresh or reapply your search filter.

- On the course summary page, you can see when and where the course meets

Adding Course Schedule to Outlook

- Within Outlook calendar, navigate to the start date of your course
- Click on the date and then in the upper left corner, click on “New Event”
- Enter the Course Title in the “Add title” box
- Enter the time that the course will meet and then click on “Recurring”
 - Select the days that the course meets (MWF, TR, etc) and then select the end date for your course where it says “Until”
- Add the room where the course will meet and deselect “Teams Meeting” if necessary.
- Save the event.
- Repeat these steps for each of your courses. Online classes do not need to be added to your calendar (unless you want to schedule your RSI time)
- Office hours can be added to your Outlook Calendar in exactly the same way

Access Course Rosters

- Within the summary page of each specific course section, there are “Section options” (blue box towards the top of the page, directly underneath your name)
- Within Section Options:
 - “Ctrl” + “Manage Section Details” will open up a new window that allows you to see lots of information. The most useful will be:
 - Schedule – this is where you will find your census (formerly known as certification or refund) date and withdrawal date for your course
 - These will need to be added to your instructor sheet
 - Textbooks – this will show you the textbook details for the course
 - “Ctrl” + “View Roster” will provide you with a view of your roster
 - Click the “Generate roster PDF” to create a printable pdf of your roster (FYI – it will not show roster pictures)
 - You can access the students contact information (HutchCC email and personal phone number) by clicking on the “Contact” button next to their name.

- Clicking on their email address will automatically open an Outlook message
 - Ability to email an entire roster using the “Options” tab will be coming when Communications hub is rolled out
- Clicking on their phone number will do nothing currently, but when the Communications hub is up and running, you can send texts or call students from your roster as well

Certifying Rosters

- When it is time to certify rosters, you will return to “Manage Course Sections” either using your previously completed bookmark OR Waffle → Student → Faculty → Manage Course List
- Please note: you will no longer receive an automatic email reminding that you it is time to certify rosters, so please be aware of the census/certification date or set a reminder in your Outlook calendar
- For each course section, you will certify your roster by:
 - Click on “Actions” → “Ctrl” + “Manage Attendance”
 - Select the students on your roster who have never attended by clicking the box next to their name
 - Click on “Options” and then select “Report Never Attended”
 - You should see the status bar update to a green box and it will say “Submitted”.
 - If you have students who have attended your course, but are not on the roster, contact Records to have the student added.
 - Once complete, click the green “Action” button in to the top right corner and select “Mark never attended complete”. Your roster has now been certified.
 - Repeat this procedure for all course sections that you are teaching.

Entering Grades

- When it is time to submit grades (midterm or final), you will return to “Manage Course Sections” either using your previously completed bookmark OR Waffle → Student → Faculty → Manage Course List
- “Ctrl” + click on the section you are ready to submit grades for
- Under “Section Options”, select “Manage Grades”
- You can select either “Midterm Grade” or “Final Grade” in the “Grade Entry for” box.

- You will then use the drop-down menu to select a letter grade for each student.
- If a student has withdrawn, the grade should already show a W and will list a last date of attendance.
- If a student earns a grade of F, you will need to enter the last date of their attendance. Only grades of W or F require entering the last date of attendance.
- When you have completed grade, entry, select “Save”, located in the top left corner.
 - Grades have now been submitted!
 - Grades can be changed at any time by the instructor when you are within the grading period. Once the grading period has passed, any change that needs to be made must be done by submitting a grade change form.