Log in to ozone.ou.edu. Click the Faculty and Staff tab. Please note a tab becomes highlighted when it is activated.

Click on the View courses and student info link in the Quick Links channel to take you to the Faculty and Advisors menu.
Term Selection
Select a specific term from the list of available terms. Once you have selected a term and navigate to a different item on the menu that term will display under your name in the upper right-hand part of the screen.

Faculty Detail Schedule
See Faculty Schedule channel

My Courses
Select the courses you are teaching in the selected term (shown in upper right-hand part of the screen below your name).

Select a Course (CRN-Course Reference Number)
Select a course from the drop-down box and click Submit.
You will be taken back to the Faculty and Advisors Menu to then choose the sort of information you wish to view concerning the selected course:

- **Summary Class List** - List of students currently enrolled in the course
- **Summary Wait List** - List of students currently on the Wait List for the course
- **Midterm Grades** - Assign and submit midterm grades for the course
- **Final Grades** - Assign and submit final grades for the course
  See oZONE Faculty Grade Assignment channel for details.
- **Faculty Grade Summary** - View the grades you submitted for the course
Week at a Glance - Your weekly schedule of classes you are teaching. Screen expands to show entire week.

Active Assignments - View information for courses you teach which have not been rolled to academic history.

Current and Past Courses - View current courses you are teaching and past courses you taught.

Class Schedule - Select a term and view the class schedule for that term.

Course Catalog - View the current OU course inventory.

Student Selection - Search for a student or advisee either by ID or name.

Note: Any time you select a different student or term, you will return to the Faculty and Advisors menu. From the menu you can then choose the student information you wish to view from the links listed.
• **General Student Information** – General Information about selected student.
• **Student Address and Phones** - Addresses and phone numbers for the student selected.
• **Student E-mail Address** - E-mail address(es) for student selected.
• **View Test Scores** - View test scores for student selected.
• **View Holds** - View the holds on the selected student’s enrollment and/or transcripts.
• **Student Advisement Indicator** - See here if the selected student needs to be advised for the term selected.
• **Student Schedule** - View the current schedule for the student selected in the term selected.
• **Student Week at a Glance** - View the selected student’s weekly schedule of classes.
• **Concise Student Schedule** - View all the details of the selected student's enrollment for the term selected.
• **Active Registrations** - View the selected student’s enrollment for the selected term, and any advance registrations.

**Special permissions and course overrides**

**View course photo rosters**

Faculty and staff who are authorized can click the Special permissions and course overrides link to issue course special permissions and overrides, and the View course photo rosters link to access course rosters.

See [Issue Course Override](#) for special permissions and course overrides details.

See [The Big Page](#) for view course photo rosters details.

August 28, 2013