

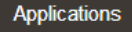

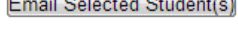







InfoCenter

Open www.wartburg.edu

1. Click on 
2.  with your username and password (same as email)
3. The  Tab in the top row has a Faculty Option
4. Click on Faculty
5. You have two tabs: Advisees and Class Schedule

Class Schedule (Email, Roster Photos, Student Information)

1. Your schedule for the year is listed and broken into terms
2. Click on  next to the course you wish to view
3. To send an email
 - a. Either click on the empty box next to the student name or click on the empty box in the orange row above all the boxes to **select all** students
 - b. Scroll to the bottom of the page
 - c. Click , compose the email, and send
4. To view student photos
 - a. Scroll to the bottom of the page
 - b. Click , select how many you want to see on a page, either right click on the page to print or go to File → print in your web browser
5. To view student information
 - a. Click on  next to the student you wish to view
 - b. There are three tabs    for each student
 - i. **Details:** Student email, Advisor, Major(s), Minor(s), photo, & ID #
 - ii. **Schedule:** Student schedule for the academic year with course, instructor, days, times, and room
 - iii. **Activities:** Co-curricular activities the students are involved in (sports, music groups, clubs, etc...)