Dear Faculty & Staff,

Over the winter break, the Registrar's Office and IT staff installed and launched a much-requested upgrade to the Faculty & Advisor section of CyberBear.

The upgrade brings with it a number of new features, including attendance tracking. In Tuesday's email, we included an attendance tracking tutorial. Today, we are sharing details about the rest of the upgrade.

The **CyberBear Faculty and Advisor Self-Service: The New Look** document will be your guide. It includes screenshots and instructions for each menu option.

You may notice the new screens look somewhat familiar. Several years ago, the Faculty Grade Entry screen was upgraded; the layout for the newly upgraded screens matches the grade entry screen.

Below you'll find answers to the most common questions we have received over the last two days. We continue to work with our IT partners to improve and adjust based on your feedback.

We hope that The New Look document plus these answers will be helpful, but if you have questions, please do not hesitate to contact us.

Maria Mangold
University Registrar

How do I view my class roster?
Choose Faculty Self Service to bring up your full menu. Then, choose Faculty Class List and Waitlist. Click in the **Subject column** of your desired course. If you click the course title or CRN, it will dispay your course details.

Why can't I find my class?
The page defaults to list All Terms. You may narrow your list by term or by using the search bar toward the top right corner.

Why is my roster in alphabetical order by first name?
We are in the midst of changing this format. Soon, it will display as Last Name, First Name.

How do I email my whole class?
Go to your class list. Click the checkbox in the top left of the class list to select all students. Then, click the envelope icon. *However, this will only select students who*

have marked a "preferred email address" in CyberBear. If no students have marked a preferred email address, no students will populate. We are working with IT to solve this. In the meantime, if you use Moodle, you may email your students from there.

Where do I assign overrides?
Choose Faculty Self Service to bring up your full menu. Then, choose Faculty Registration Overrides. Step-by-step instructions are posted on the Registration Overrides webpage and in The New Look document.

Need help? Email us or give us a call Monday-Friday from 8 a.m. to 5 p.m. (MST).

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