

1: Log into JICS & select the Faculty tab at the top. Select "Faculty Course Control".

The screenshot shows the Tiger Portal Faculty Course Control page. The navigation bar at the top includes links for Home, Welcome, Admissions, Parents, Alumni, Academics, Students, Faculty, Business Office, Financial Aid, Campus Life, Perspective Students, Help, and My Pages. The Faculty tab is selected. The main content area is titled "Faculty Course Control" and includes a "Course List for Gloria V. Savage" section. A table lists the course details for Summer 2008:

Course	Title	Go Directly To
ECON 231 A	Economics	Select Area ...

Other sections include "How Do I...", "Grade Entry", and "Course Authorization".

2: Make sure you are using the correct year and semester for the "Term" selection box. If not, change the "Term" and hit the "Search" button.

The screenshot shows the Tiger Portal Faculty Course Control page with the "Term" dropdown menu open. The dropdown menu lists the following options:

- Summer 2008
- Summer 2009
- 3rd Semester OM All Sites
- Term 2007:MS 2nd Sem OM
- OM 1st 01/31/08
- CJ term 2007:J8 2nd Semester
- CJ JS 2nd All Sites 03/20/08

The "Search" button is highlighted. The "Division" dropdown menu is set to "All". The "Course List for Gloria V. Savage" table is visible below the dropdown menu:

Course	Title	Division	Go Directly To
ECON 231 A	Economics	Undergraduate	Select Area ...

3: The courses you are teaching in the “Term” selected will be displayed. Under the “Go Directly To” column, select “Course Details” for the course you wish to view detail.

The screenshot shows the Faculty Course Control interface. At the top, there's a navigation bar with links like Home, Welcome, Admissions, etc. Below that, a sidebar contains 'Faculty' and 'Advising' sections. The main content area is titled 'Faculty Course Control' and shows a 'Course List for Gloria V. Savage'. The 'Term' is set to 'Fall 2008-2009' and 'Division' is 'All'. A search box is present. Below the search box is a table with columns: Course, Title, Division, and Go Directly To. Two courses are listed: ACT 231 A (Prin of Acct, Undergraduate) and BA 330 A (Math for Bus, Undergraduate). The 'Go Directly To' dropdown for ACT 231 A is open, showing options: Select Area..., Course Details (highlighted), Class List, Grade Entry, and Textbooks.

4: Detail information about the selected course will appear on the screen.

The screenshot shows the 'Course Details' page for ACT 231 A. The page title is 'Faculty Course Control - Course Details'. It includes a 'Back' link. The 'Course Details' section shows: 'Prin of Acct (ACT 231 A)', 'Instructor(s): Savage, Gloria V.', 'Fall 2008-2009, Undergraduate', '3.00 Credit(s)', 'Dept: ACT', 'Clock Hours: 0', 'Status: 0 (17 out of 25 seats)', and 'Reference Number: 7526'. A 'Notes' section indicates 'No note is available for this course.'. Below that is the 'Course Schedules' section with a table:

Day & Time	Date(s)	Location
MFS 11:00 AM-11:50 AM	8/18/2008 - 12/12/2008	Voorhees Campus, St. James, 108

The 'Course Description' section states 'No Course Description is available for this course.' and provides a link to 'All courses in the ACT Department, UG Division'. At the bottom, there is a 'Cross-listed Courses' table:

Course	Type	Title	Capacity	Enrollment	Waitlisted
ACT 231 A	Parent	Prin of Acct	25	8	0
Totals:			25	8	0