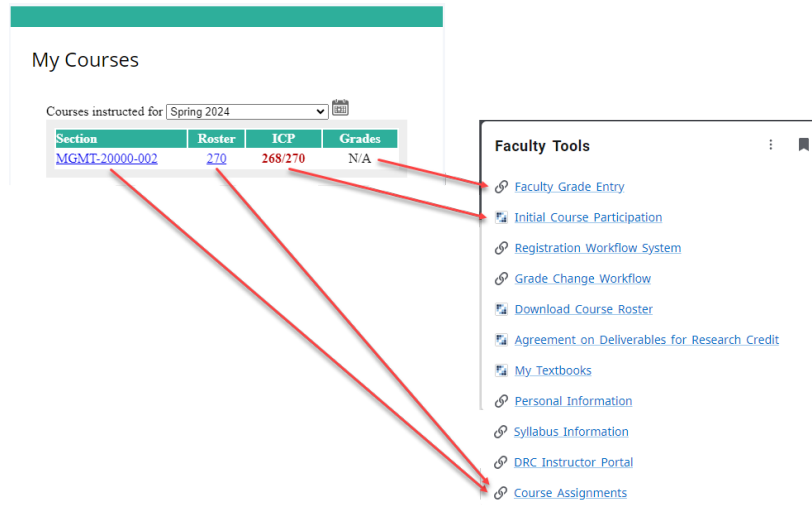


Faculty User Experience in Upgraded myPurdue Portal

- The former My Courses portlet will not be available upon initial implementation of the upgraded myPurdue portal. All of the tasks associated with the My Courses portlet are now available on the Faculty Tools card. The graph below shows the mapping of the existing items from the My Courses portlet to where they are found in the upgraded myPurdue portal.



- Below outlines the key navigation updates to find items from the My Courses portlet.
 - Section

- Prior to the upgrade, when faculty clicked on a course under the Section header from the My Courses channel, they were directed to Faculty Detail Schedule. In the upgraded portal, faculty will click on the Course Assignments link on the Faculty Tools card. This will display all active course assignments as well as a tab that shows their historical course assignments.

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Faculty and Advisors » Assignments

Assignments

Active Assignments

Assignment History

The following classes have active (not rolled to Academic History) students. The class syllabus and office hours may also be maintained.

Course: TLT Test Section - 40858 - REG 92000 - TLT

Associated Term	CRN	Status	Schedule Type
Fall 2012(201310)	40858	Active	Individual Study
Instructional Method	Campus	Available for Registration	Credits
	West Lafayette	03/20/2012 to 08/26/2012	0.000
Syllabus	Office Hours	Roster	Detail Schedule
Add	Add	Class list not available	Display
Grade Mode	Course Level		
Regular Grade	Undergraduate		
Non-Graded			

Course: TLT Test Section - 19462 - REG 92000 - TLT

Associated Term	CRN	Status	Schedule Type
Summer 2018(201830)	19462	Active	Individual Study
Instructional Method	Campus	Available for Registration	Credits
	West Lafayette	01/29/2018 to 06/12/2018	0.000
Syllabus	Office Hours	Roster	Detail Schedule
Add	Add	Class list	Display
Grade Mode	Course Level		
Regular Grade	Undergraduate		
Non-Graded			

Course: Introductory Accounting - 22494 - MGMT 20000 - 002

Associated Term	CRN	Status	Schedule Type
Spring 2024(202420)	22494	Active	Lecture
Instructional Method	Campus	Available for Registration	Credits
	West Lafayette	10/16/2023 to 01/12/2024	3.000
Syllabus	Office Hours	Roster	Detail Schedule
Add	Add	Class list	Display
Grade Mode	Course Level		
Audit	Undergraduate		
Regular Grade			
Honors			
Pass/No Pass Option			
Honors Pass/No Pass			

- To see the Faculty Detail Schedule for a course, click on [Display](#) under the Detail Schedule header as shown below.

Course: Introductory Accounting - 22494 - MGMT 20000 - 002

Associated Term Spring 2024(202420)	CRN 22494	Status Active	Schedule Type Lecture
Instructional Method	Campus West Lafayette	Available for Registration 10/16/2023 to 01/12/2024	Credits 3.000
Syllabus Add	Office Hours Add	Roster Class list	Detail Schedule Display
Grade Mode Audit Regular Grade Honors Pass/No Pass Option Honors Pass/No Pass	Course Level Undergraduate		

3. This will bring up several details about the course, including course info, meeting times, enrollment counts, syllabi and office hours.

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Faculty and Advisors

Faculty Detail Schedule

Term: Spring 2024 - 202420

CRN: MGMT 20000 002 Intro Accounting 22494 (270)

Use this page to view your detailed schedule.

Course : MGMT 20000 002 Introductory Accounting 22494

Associated Term Spring 2024	CRN 22494	Status Active	Available for registration 10/16/2023 - 01/12/2024
College School of Management	Department School of Mgmt Adm & Instr	Part of Term 1	Credits 3
Campus West Lafayette	Override No	Instructional Method	Roster Classlist
Course Level Undergraduate, Undergraduate, Graduate, Graduate, Professional, Professional			

Scheduled Meeting Times

Type	From Time	To Time	Days	Where	Start Date	End Date	Schedule Type	Instructors
Class	14:30	15:20	Mon-Wed-Fri	University Church 114	01/09/2024	04/27/2024	Lecture	<input checked="" type="checkbox"/> Terra D Maerbrook (P) <input checked="" type="checkbox"/> Christina A Marneine

Results found: 1

Page 1 of 1

Per Page 100

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	270	270	0
Cross List	0	0	0

Results found: 2

Page 1 of 1

Per Page 100

Syllabus Data

You have no syllabus added yet.

Add Syllabus

Office Hours

From Date	To Date	From Time	To Time	Days	Contact Number	Location
-----------	---------	-----------	---------	------	----------------	----------

Results found: 0

Page 0 of 0

Per Page 100

Add Office Hours

- ii. Roster
1. To see the roster for a course, on the Course Assignments page, click on [Class list](#) under the Roster header as shown below.

Course: Introductory Accounting - 22494 - MGMT 20000 - 002

Associated Term Spring 2024(202420)	CRN 22494	Status Active	Schedule Type Lecture
Instructional Method	Campus West Lafayette	Available for Registration 10/16/2023 to 01/12/2024	Credits 3.000
Syllabus Add	Office Hours Add	Roster Class list	Detail Schedule Display
Grade Mode Audit Regular Grade Honors Pass/No Pass Option Honors Pass/No Pass	Course Level Undergraduate		

2. This will display the list of students enrolled in the course.

PURDUE UNIVERSITY

Faculty & Advisors • [CRN Listing](#) • [Class List](#)

Class List Export Print

Spring 2024 - 202420 **MGMT 20000 | 22494**

Course Information

Intro Accounting - MGMT 20000 002
CRN: 22494
Duration: 01/08/2024 - 05/04/2024
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	270	270	0
Wait List	0	0	0
Cross List	0	0	0

Class List **Wait List** **Summary View**

Summary Class List Search (Alt+Y)

<input type="checkbox"/>	Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
<input type="checkbox"/>			**Registered**	Undergraduate	3	No Access	No Access	Freshman: 15 - 29 hours
<input type="checkbox"/>			**Web Registered**	Undergraduate	3	No Access	No Access	Sophomore: 30 - 44 hours
<input type="checkbox"/>			**Registered**	Undergraduate	3	No Access	No Access	Junior: 60 - 74 hours
<input type="checkbox"/>			**Registered**	Undergraduate	3	No Access	No Access	Freshman: 15 - 29 hours
<input type="checkbox"/>			**Registered**	Undergraduate	3	No Access	No Access	Senior 90 - 104 hours
<input type="checkbox"/>			**Registered**	Undergraduate	3	No Access	No Access	Sophomore: 30 - 44 hours
<input type="checkbox"/>			**Registered**	Undergraduate	3	No Access	No Access	Freshman: 15 - 29 hours
<input type="checkbox"/>			**Registered**	Undergraduate	3	No Access	No Access	Freshman: 15 - 29 hours

3. To see more specific information about the student you can click on the row of the student and more detail will display below.

Class List **Wait List**

Summary Class List

<input type="checkbox"/>	Student Name	ID
<input type="checkbox"/>		

Degree: Degree Seeking

Study Path	
Level	Undergraduate
Program	Management Undecided
Catalog Term	Fall 2023
Admit Term	Fall 2023
College	Daniels School of Business
Campus	West Lafayette
Major	Pre-Finance
Department	

iii. ICP (Initial Course Participation)

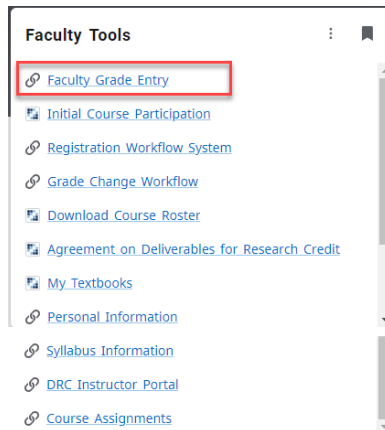
1. The link for ICP is an individual link on the Faculty Tools card. Click on that link and the user is directed to the current ICP update page.

Faculty Tools

- [Faculty Grade Entry](#)
- [Initial Course Participation](#)**
- [Registration Workflow System](#)
- [Grade Change Workflow](#)
- [Download Course Roster](#)
- [Agreement on Deliverables for Research Credit](#)
- [My Textbooks](#)
- [Personal Information](#)
- [Syllabus Information](#)
- [DRC Instructor Portal](#)
- [Course Assignments](#)

iv. Grades

1. The link to enter both midterm and final grades is an individual link on the Faculty Tools card called Faculty Grade Entry. Click on that link and the user is directed to the new Faculty Grade Entry page.



2. Faculty Grade Entry – The following paragraphs describe the new grading functionality delivered with the upgrade to myPurdue.
 - a. After clicking on Faculty Grade Entry from the Faculty Tools card in myPurdue, faculty will see the list of their courses for which grading is available. There are 3 tabs: Midterm Grades, Final Grades and Gradebook. The Grading Status also shows which courses have had all grades entered, i.e. status is Completed and those that still have outstanding grades, i.e. status is Not Started or In Progress if all grades are not yet entered.

Faculty Grade Entry • Final Grades

Faculty Grade Entry							
Midterm Grades Final Grades Gradebook							
My Courses							
Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Completed	Completed	REG - REG-Reg File Maintenance	92000	TLT	TLT Test Section	201930 - Summer 2019	19462
Not Started	Not Started	MGMT - MGMT-Management	20000	002	Intro Accounting	202420 - Spring 2024	22494
Completed	Completed	REG - REG-Reg File Maintenance	92000	TLT	TLT Test Section	202210 - Fall 2021	40858
Completed	Completed	REG - REG-Reg File Maintenance	92000	TLT	TLT Test Section	202310 - Fall 2022	40858
Records Found: 4							
Page 1 of 1 Per Page 10							

- b. To begin entering Final grades, from the Final Grades tab, click on the course you want to grade. Clicking anywhere on the row of the course will open the grading page. This will surface the students registered in the course at the bottom of the page. NOTE: If grading is not yet available, the drop-down menu of grades will not be available in the Final Grade column.
- c. The instructor can either manually enter each grade for the student or they can choose to export the course roster, make grade updates in Excel and then import the grades back into Faculty Grade Entry.
 - i. To manually enter grades, simply choose the correct grade value from the Final Grade drop-down menu and when finished, click Save at the bottom of the page.

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Completed	Completed	REG - REG-Reg File Maintenance	92000	TLT	TLT Test Section	201930 - Summer 2019	19462
Not Started	Not Started	MGMT - MGMT-Management	20000	002	Intro Accounting	202420 - Spring 2024	22494
Completed	Completed	REG - REG-Reg File Maintenance	92000	TLT	TLT Test Section	202210 - Fall 2021	40858
Completed	Completed	REG - REG-Reg File Maintenance	92000	TLT	TLT Test Section	202310 - Fall 2022	40858

Records Found: 4

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Enter Grades

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended	Narrative Grade Comment
						1	
						1	
						1	
						1	
						1	
						1	

- ii. **NOTE: You must save before progressing to the next page!! You will be prompted when you click the arrow button at the bottom of the page to progress to the next page to save your changes. Be sure to always select Yes.**

Faculty Grade Entry • Final Grades

Changes have been made. Do you want to save changes?

Cancel No Yes

Bailey, Aidan B.	035559056			1	
Bair, Courtney J.	035897648			1	
Bakota, Connor J.	035716300			1	
Barry, Liam D.	036188159			1	
Baumgartner, Grace E.	035691988			1	
Bel, Siyi	036711604			1	
Betts, Julia N.	034076643			1	
Bhatt, Priyanshi B.	034498362	A+		1	
Blucher, Macy D.	035990982	A-		1	
Boutros, David	035971655			1	
Bowsher, Mason D.	035971663	FN		1	
Boyd, Eric S.	034774191			1	
Brouwer, Charlotte C.	036044017	C+		1	

Records Found: 270

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Save Reset

- iii. To export the grade entry template and enter grades via the upload feature, first click on the wheel at the top of the page and select Export Template.

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Faculty Grade Entry • Final Grades

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
----------------	--------	---------	--------	---------	-------	------	-----

Language Setting

- About
- Keyboard shortcuts
- Export Template
- Import

1. Choose the desired Microsoft Excel file type. For the newest versions of Excel, choose the Excel spreadsheet(.xlsx) option.

2. This will open a file directory window that will allow you to Save the output template to a directory of your choice and/or it will appear in your downloads area of your browser. The template will look like below when opened.

Term Code	CRN	Full Name	Student ID	Rolled	Confidential	Course	Final Grade	Last Attended Date	Hours Attended
202420	22494			No	No	MGMT-Management			1
202420	22494			No	No	MGMT-Management			1
202420	22494			No	No	MGMT-Management			1
202420	22494			No	No	MGMT-Management			1
202420	22494			No	No	MGMT-Management			1
202420	22494			No	No	MGMT-Management			1
202420	22494			No	No	MGMT-Management			1
202420	22494			No	No	MGMT-Management			1
202420	22494			No	No	MGMT-Management			1

3. Enter the final grades in the Excel spreadsheet for each student and then save the spreadsheet. You can save the file with the same name as the export template or a name of your choosing.

Term Code	CRN	Full Name	Student ID	Rolled	Confidential	Course	Final Grade	Last Attended Date	Hours Attended
202420	22494			No	No	MGMT-Management	A-		1
202420	22494			No	No	MGMT-Management	A-		1
202420	22494			No	No	MGMT-Management	A-		1
202420	22494			No	No	MGMT-Management	A-		1
202420	22494			No	No	MGMT-Management	B		1
202420	22494			No	No	MGMT-Management	B		1
202420	22494			No	No	MGMT-Management	B		1
202420	22494			No	No	MGMT-Management	B		1
202420	22494			No	No	MGMT-Management	B		1

4. When ready to upload grades, click on the wheel at the top of the page and select Import.

5. An import wizard will prompt you through the upload process.
 - a. The first task is to choose the file you wish to upload. Click in the space that says *Browse*. This will open a window where you will choose the file you wish to upload.

- b. Once you have selected your file, click on the Upload button. The tool will prepare the file for upload.

The screenshot shows the 'Import' tool interface at the 'Select' step. The progress bar indicates steps 1 (Select), 2 (Preview), 3 (Map), 4 (Validate), and 5 (Finish). The main heading is 'Select a File for Import'. Below it, a message states: 'You may import a file with faculty grade entry data.' A text input field contains the file path 'C:\fakepath\202420_MG' and an 'Upload' button is to its right. A red box highlights the 'Upload' button. Below the input field, it says 'Supported file types: Excel Spreadsheet (.xls), Microsoft Excel Open XML Spreadsheet (.xlsx)'. At the bottom, a large blue 'Continue' button is visible.

- c. Once the preparation is complete, click on Continue to proceed with the upload process.

This screenshot is identical to the previous one, showing the 'Import' tool at the 'Select' step. The 'Continue' button at the bottom is now highlighted with a red box.

- d. The next step allows you to preview the file that is being uploaded. Click Continue to move to the next step.

The screenshot shows the 'Import' tool at the 'Preview' step. The progress bar shows step 2 (Preview) as the active step. The heading is 'Preview File'. A message says: 'Check the box if your spreadsheet includes headers. Use the grid to preview the data prior to importing.' A checkbox labeled 'My Spreadsheet has headers.' is checked. Below this is a table with the following data:

Row	Term Code	CRN	Full Name	Student ID	Rolled	Confidential	Course	Final Grade	Last Attende Date
1	202420	22494	[REDACTED]	[REDACTED]	No	No	MGMT-Management	A-	
2	202420	22494	[REDACTED]	[REDACTED]	No	No	MGMT-Management	A-	
3	202420	22494	[REDACTED]	[REDACTED]	No	No	MGMT-	A-	

At the bottom, there are 'Go Back' and 'Continue' buttons. The 'Continue' button is highlighted with a red box.

- e. The next step allows you to map additional fields in the file if needed. This step should default to the correct fields already being mapped so the user should only need to click Continue to move forward.

Import
Cancel

1 Select | 2 Preview | 3 Map | 4 Validate | 5 Finish

Map Columns

Use the drop down lists to map the data from your spreadsheet to the appropriate columns on the Faculty Grade Page.

Fields marked with * are required fields. They must be mapped in order to continue the import process.

Term Code*
CRN*
Student ID*
Final Grade
Last Attended Date
Hours Attended
Incomplete Final Grade
Extension Date
Narrative Grade Comment

Map
Term Code*
CRN*
Other
Student ID*
Other
Other
Other

Row	Term Code	CRN	Full Name	Student ID	Rolled	Confidential	
1	202420	22494			No	No	M
2	202420	22494			No	No	M
3	202420	22494			No	No	M

Go Back
Continue

f. The next step will provide a processing summary for the file. This includes how many records are set to be imported, any errors encountered that will not be imported and any unchanged records that will also not be imported.

Import
Cancel

1 Select | 2 Preview | 3 Map | 4 Validate | 5 Finish

Validate

Validate the data in the worksheet. Unchanged data will be ignored; valid changes will overwrite existing data after this step.

The following 12 records will be imported:
0 records containing errors will not be imported.
258 unchanged records will not be imported.
[Download the validation report](#)

Row	Term Code	CRN	Full Name	Student ID	Rolled	Confidential	Course	Final Grade	Last Attende Date
1	202420	22494			No	No	MGMT-Management	A-	
2	202420	22494			No	No	MGMT-Management	A-	
3	202420	22494			No	No	MGMT-	A-	

Go Back
Continue

g. To see the details of this validation, click on the *Download the validation report* link. A new Excel file will open and you can check the errors in that file. Any errors must be corrected and the file should be reloaded once the errors are fixed.

Excel spreadsheet showing a data table with columns: Term Code, CRN, Full Name, Student ID, Rolled, Confidential, Course, Final Grade, Last Attended Date. The table contains 16 rows of data. A red box highlights the first column (A1:A16) which contains error messages: "Error" in A1, "No Errors" in A2-A13, and "No new data. Ignored." in A14-A16.

	Term Code	CRN	Full Name	Student ID	Rolled	Confidential	Course	Final Grade	Last Attended Date
1	Error								
2	No Errors	202420	22494		No	No	MGMT-Management	A-	
3	No Errors	202420	22494		No	No	MGMT-Management	A-	
4	No Errors	202420	22494		No	No	MGMT-Management	A-	
5	No Errors	202420	22494		No	No	MGMT-Management	A-	
6	No Errors	202420	22494		No	No	MGMT-Management	B	
7	No Errors	202420	22494		No	No	MGMT-Management	B	
8	No Errors	202420	22494		No	No	MGMT-Management	B	
9	No Errors	202420	22494		No	No	MGMT-Management	B	
10	No Errors	202420	22494		No	No	MGMT-Management	B	
11	No Errors	202420	22494		No	No	MGMT-Management	C	
12	No Errors	202420	22494		No	No	MGMT-Management	C	
13	No Errors	202420	22494		No	No	MGMT-Management	C	
14	No new data. Ignored.	202420	22494		No	No	MGMT-Management		
15	No new data. Ignored.	202420	22494		No	No	MGMT-Management		
16	No new data. Ignored.	202420	22494		No	No	MGMT-Management		

h. If you click Continue at this time, the wizard will indicate what actions have been taken.

Import

Cancel

1 Select | 2 Preview | 3 Map | 4 Validate | 5 Finish

Import Complete

The import wizard is complete.

12 Records without error have been imported and saved to the database.

Records with errors can be corrected on the [validation report](#) and imported again using this wizard or updated manually using the application.

Finish

i. When satisfied that all grades have been updated in the upload process, click on Finish and you will be taken back to the main Final Grades page.

d. To enter midterm grades, the same steps as defined above can be taken but be sure to click on the Midterm Grades tab.

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Faculty Grade Entry • Midterm Grades

Faculty Grade Entry

Midterm Grades
Final Grades
Gradebook

My Courses

Grading Status

Subject

Course

Section

Title

Term

CRN

Not Started	REG - REG-Reg File Maintenance	92000	TLT	TLT Test Section	201930 - Summer 2019	19462
Not Started	MGMT - MGMT-Management	20000	002	Intro Accounting	202420 - Spring 2024	22494
Not Started	REG - REG-Reg File Maintenance	92000	TLT	TLT Test Section	202210 - Fall 2021	40858
In Progress	REG - REG-Reg File Maintenance	92000	TLT	TLT Test Section	202310 - Fall 2022	40858

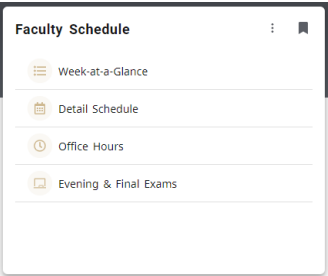
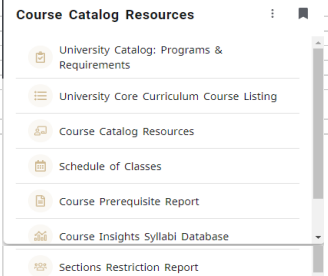
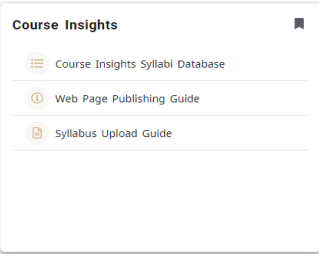
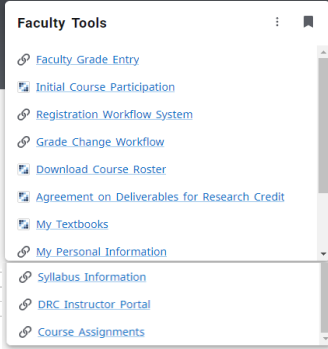

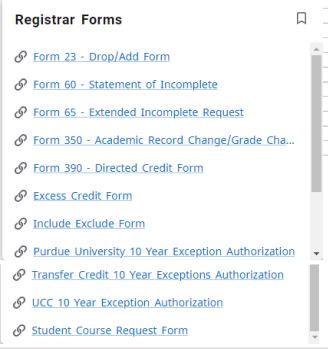
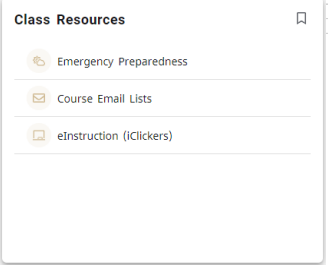

Records Found: 4

Page 1 of 1 Per Page 10

3. Other items in the upgraded portal that have a new look and feel are outlined below. The functionality of these cards is unchanged.

- Week-at-a-Glance (on the Faculty Schedule card)
- Detail Schedule (on the Faculty Schedule card)
- Office Hours (on the Faculty Schedule card)
- Course Catalog and Schedule of Classes (on the Course Catalog Resources card)
- My Personal Information (on the Faculty Tools card) – this corresponds to the current Name Change Info link in the Faculty Tools portlet. The new version allows faculty and staff to see their own personal information as stored in the student information system. This is not connected to the HR information system.
- Syllabus Information (on the Faculty Tools card)

4. This chart provides a crosswalk from the former myPurdue portal (first two columns) to the cards as they exist in the upgraded myPurdue portal. (zoom in to better see the below)

FORMER myPurdue Portlet	Former Name and Link	CURRENT Experience Card Name	SSB9 or External Link	Comments	
My Courses	Week-at-a-Glance	Faculty Schedule	SSB 9	Will not be available in the phase 1 release.	
Faculty Schedule	Detail Schedule	Faculty Schedule	SSB 9		
	Office Hours	Faculty Schedule	SSB 9		
	Evening & Final Exams	Faculty Schedule			
Course Catalog Resources	University Catalog: Academic Programs & Requirements	Course Catalog Resources			
	Course Catalog: Course Descriptions	Course Catalog Resources			
	Schedule of Classes	Course Catalog Resources			
	Course Prerequisite Report	Course Catalog Resources			
	Course Insights Syllabus Archives	Course Insights			
	Sections Restrictions Report	Course Catalog Resources			
	Course Insights Faculty Web Page Publishing Guide	Course Insights			
	Course Insights Faculty Syllabus Upload Guide	Course Insights			
Faculty Tools	Academic Early Alert Reporting	Faculty Help & Web Resources			
	Academic Proposals	Faculty Help & Web Resources			
	Agreement on Deliverables for Research Credit	Faculty Tools			
	Assignment History	Faculty Tools	SSB 9		
	Civics Literacy	Faculty Help & Web Resources			
	Course Catalog	Course Catalog Resources	SSB 9		
	Current Assignments	Faculty Tools	SSB 9		
	Curricula and Course Proposals	Faculty Help & Web Resources			
	DRC Instructor Portal	Faculty Tools			
	Initial Course Participation	Faculty Tools			
	Grade Change Workflow	Faculty Tools			
	Grade Entry SSB - Final	Faculty Tools	SSB 9		
	Grade Entry - Midterm	Faculty Tools	SSB 9		
	Look Up Classes	Course Catalog Resources	SSB 9		
	My Textbooks	Faculty Tools			
	Name Change Info	Faculty Tools	SSB 9		
	Registrar Calendars	Faculty Help & Web Resources			
	Registrar Help Videos	Faculty Help & Web Resources			
	Registration Workflow System	Faculty Tools			
	Schedule of Classes	Course Catalog Resources	SSB 9		
	Student of Concern Reporting	Faculty Help & Web Resources			
	Syllabus Information	Faculty Tools	SSB 9		
Class List	Download Course Rosters	Faculty Tools			
	Detail Class List	Faculty Tools	SSB 9		
	Summary Class List	Faculty Tools	SSB 9		
	Form 23 - Drop/Add form	Registrar Forms			
	Form 60 - Statement of Incomplete	Registrar Forms			
	Form 65 - Extended Incomplete Request	Registrar Forms			
	Form 350 - Academic record change/Grade change	Registrar Forms			
	Form 390 - Directed credit form	Registrar Forms			
	Excess Credit Form	Registrar Forms			
	Include/Exclude Form	Registrar Forms			
	Purdue University 10 Year Exception Authorization	Registrar Forms			
	Transfer Credit 10 Year Exceptions Authorization	Registrar Forms			
	UCC 10 Year Exception Authorization	Registrar Forms			
	Student Course Request Form	Registrar Forms			
Registrar Forms					
Class Resources	Emergency Preparedness	Class Resources			
	Course Email Lists	Class Resources			
	eInstruction (iClickers)	Class Resources			
Research Resources	PRE	Research Resources			
	SPS	Research Resources			
	VP for Research	Research Resources			