UDSIS 9.0 Faculty Center

Use these pages to view, download or print class rosters, see your teaching schedule, communicate with students by e-mail and enter or approve grades. (The green numbered boxes on the diagrams correspond with explanatory text below.)

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Log into UDSIS

- Go to http://www.udel.edu/udsis or hover over My UD in the top right of the page, under the Search box, and click on UDSIS-staff.

- At the UD Central Authentication Service window, enter your UDelNet ID and password. (Your UDelNet ID is your email name that goes with @udel.edu).

- Click the Submit form button.

Menu Navigation

Once logged in, you see a UDSIS Menu box.

Security Note: The number of entries listed below the Search box or within any function is dependent upon your UDSIS security access.
1. **Self Service** contains your UDSIS home page functions. Click the Self Service triangle icon to access the functions inside. Then click the Faculty Center triangle icon to open up **Faculty Center**.

![Menu](image)

2. **Within Faculty Center:**

   **Forms** *(open this area by clicking the triangle)*
   - Clicking sub-links **will log you in** to webforms in another browser window on top of your UDSIS window.
   - Here you find links to webforms related to grading and textbooks. The **Other forms** link takes you to your webforms InBasket, where all available forms can be found under **BLANKS**.

   **Tools** *(open this area by clicking the triangle)*
   - Clicking sub-links will open another browser window on top of your UDSIS window and log you in, if required.
   - Here you find links to related UDSIS applications or webpages:
     - UD Undergraduate & Graduate Academic Catalog
     - POBOX - to send email to class or majors/minors lists
     - Course Evaluations
     - Courses Search
     - Final Exams
     - UDSIS Faculty Help – Click here for help using UDSIS or related applications.

   **My Schedule**
   - Click this to view your class and exam schedules in UDSIS.
My Teaching Schedule > 2011 Fall Semester

1. **Change Term** – this defaults to the current term, but can be changed to another term using the green *change term* button.

2. **Show All Classes** – this is the default setting and displays all classes available for enrollment for this term.

3. **Show Enrolled Classes Only** – click to filter out the classes with *no enrollment*.

4. **My Exam Schedule** – When this information is made available (usually mid-October for Fall semester and mid-March for Spring semester), click to view your exam schedule, which appears below your class list.

5. Legend for **Class Roster** and **Grade Roster**. These icons will appear in the left column of the teaching schedule when they are available.

6. The Approval Status of Grade Rosters appear, so instructors can quickly review grading status for their classes.

7. Click the link in the **Class** column to see the **Class Detail**. Then click the **Return to Faculty Center** link to return to **My Schedule**.

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**Faculty Center**

**Class Detail**

**BISC 403 - 010  Genetic and Evolutionary Biology**

*University of Delaware | 2011 Fall Semester | Lecture*

**Class Details**

- **Status**: Open
- **Class Number**: 2741
- **Session**: Regular Academic Session
- **Units**: 3 units
- **Instruction Mode**: In Person
- **Class Components**: Lecture - Required

**Meeting Information**

- **Days & Times**: TuTh 8:00AM - 9:15AM
- **Room**: Grkboro Hall Room 106
- **Instructor**: YOUR NAME
- **Meeting Dates**: 08/30/2011 - 12/07/2011

**Class Availability**

- **Class Capacity**: 170
- **Enrollment Total**: 112
- **Available Seats**: 58

**Description**

The physical and chemical basis of heredity, the nature and mechanisms of gene action, genes in populations, speciation. PREREQ: BISC207 and one semester of organic chemistry

**Return to Faculty Center**
Class Roster

1. Click the Class Roster icon to view or print a class list.

2. Your class roster appears, with the default view of enrolled students, listed alphabetically by primary name, with the student’s preferred first name in parenthesis.

   The order of the students in the roster can be changed by clicking ANY of the column headings.

3. View FERPA Statement – this “window shade” icon and link are a reminder for how to handle confidential information on a student’s record.

4. Photos: Click the image icon to view the student’s photo.

5. Audit Indicator: If the student is auditing the course, you will see AUD in this column.

6. Printing a Class Roster: (2 ways)

   - To print the class roster screen, including email addresses:
     * Internet Explorer: Use the browser’s print function.
     * Firefox: Right-click in the white area below the course information, and choose This Frame > Print Frame.

   - OR Click the Printer-Friendly Version link at the bottom of the list.
     Note: The Printer-Friendly version does NOT include student email addresses

Then....

   * Internet Explorer: Use the browser’s print function to print the page.

   * Firefox: Right-click in the white area on the screen that appears and choose This Frame > Print Frame.

Click the Return link at the bottom of the screen to return to the previous page.
7. **Download to Excel:** This icon allows you to download a Class Roster to MS Excel.

**One-time Internet Explorer setup:** Complete steps at [http://www.udel.edu/itwebdev/help/ietips.html](http://www.udel.edu/itwebdev/help/ietips.html). You may need to close all Internet Explorer windows and re-open it to cause this change to take effect.

**Firefox:** In the informational warning at the top of the screen, click **Allow pop-ups** for this site. (See [http://www.udel.edu/it/help/popups.html](http://www.udel.edu/it/help/popups.html) for the entire list of UD sites to allow.)

It may take a few moments for the download process to happen.
Grade Roster

- Only instructor(s) and TA(s) listed on the course in UDSIS can enter or approve grades.

- Grade Rosters are available in Faculty Center at mid-term, for students who were admitted as freshman to UD and are in their first or second UD semester, and at the end of each semester or session for final grading.

- Classes that have multiple components (e.g. lecture, lab, discussion) have only one component as “grade-able”.

Grading for a course where a graduate teaching assistant enters the grades and the faculty member approves them:

NOTE: The Graduate TA must have Grade access on the course. Then he/she follows these steps:

1. Grade Roster Type – Select Final Grade or Mid-Term Grade (freshmen only).
2. In the Roster Grade column, enter a grade for each student using the dropdown. Hit the SAVE button at the bottom of the list periodically as you enter grades. The system will respond with a SAVED message in the top right corner of the screen.

You will receive a warning noting that you have unsaved information on the page. Continue adding grades and click the SAVE button at the bottom of the screen OR next to Approval Status.

3. There is a new option: add this grade to selected students. Click the checkbox in the first column next to the student to add, or select all. Then enter the grade and click the button.

4. Display Unassigned Roster Grade Only – (optional) click this box to find any blank grades. Note that it re-numbers the students.

5. When complete, go to the Approval Status dropdown and change it to Ready for Review. The faculty instructor will review and finalize the roster.

Click the SAVE button next to Approval Status and note the SAVED message briefly appears in the top right corner of the screen.

Faculty approval of the Grade Roster:

- Faculty must have Approve access on the course in UDSIS. Then follow these steps:
- Go to My Schedule and click the Grade Roster icon next to the desired course.
- Review grades and make any changes if needed.
- If grades were entered by a Grad TA, verify all grades were entered and are correct (change grades if necessary) OR enter the grades yourself using the dropdown
- When complete, go to the Approval Status dropdown and change the status to Approved and hit the SAVE button.

NOTE: If you receive the error “All students must be graded” when trying to set the Approval status to Approved, this could be for one of two reasons:

1. Some grades were left blank. (Try clicking View All, or click Next to view more students on the roster).
2. Grade Roster Approval Status for course sections with multiple grading instructors (such as Dissertations or Independent Studies) cannot be set to Approved by faculty. Faculty having to grade students in these sections need only to enter a grade, and hit Save (leaving the roster status as Not Reviewed). Registrar staff review and post these grades throughout grading periods. To verify if the grade was saved, exit and return to the roster, if the save was successful, the grade will still be present.
• This change in status should now appear on the course row when you return to My Schedule.

NOTE: If you discover you need to change grades after you have “approved” them, but before they have been posted:

1. Change the Approval Status to Ready for Review,
2. The dropdown grades become available again; change the grade(s) as needed, and
3. Change the Approval Status back to Approved.

• The Roster Grades will become the Official Grades after the grades are posted by a process run by the Registrar’s Office nightly during grading periods. Students will be able to see the grade posted the following day.