

## UDSIS 9.0 - Staff who support Faculty

These instructions show staff how to view Instructor class rosters and teaching schedules. The staff view of these pages is different than the view of this information used by instructors and graduate teaching assistants via the Faculty Center. Also included is how to access student information.

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### Class Roster

Navigation: **Main Menu > Curriculum Management > Schedule of Classes > Class Roster**

- 1) **Term** – enter appropriate term 4-digit code or use lookup icon
- 2) **Subject Area** – enter the 3- or 4-character code or use lookup icon
- 3) **Catalog Nbr** – enter the course number
- 4) **Class Section** – enter the Class Section you want to see or click the **Search** button to bring up a list to choose from.

**Class Roster**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

Maximum number of rows to return (up to 300): 300

Academic Institution: begins with UOD01

Term: begins with 2118

Subject Area: begins with ACCT

Catalog Nbr: begins with 207

Class Nbr: =

Class Section: begins with

Session: =

Course ID: begins with

Course Offering Nbr: =

Search Clear Basic Search Save Search Criteria

**Search Results**

View All	First	1-18 of 18	Last						
Academic Institution	Term	Subject Area	Catalog Nbr	Class Nbr	Class Section	Session	Course ID	Course Offering Nbr	Description
UOD01	2118	ACCT	207	3061	010	Regular	000004	1	ACCOUNTING I
UOD01	2118	ACCT	207	3063	011	Regular	000004	1	ACCOUNTING I
UOD01	2118	ACCT	207	3065	012	Regular	000004	1	ACCOUNTING I

UBsis  
 Favorites | Main Menu > Curriculum Management > Class Roster > Class Roster

### Class Roster

2011 Fall Semester | Regular Academic Session | University of Delaware | Undergraduate

▼ **ACCT 207 - 010 (3061)** 1  
 Accounting I (Lecture)

Days and Times	Room	Instructor	Dates
MoWeFr 10:10AM-11:00AM	TBA	<b>INSTRUCTOR NAME</b>	08/30/2011 - 12/07/2011
Fr 5:00PM-7:00PM	See Note	<b>INSTRUCTOR NAME</b>	08/30/2011 - 12/07/2011

\*Enrollment Status:

Enrollment Capacity: 50    **Enrolled: 50**    5    3

**Enrolled Students**    Customize | Find |    First **1-50 of 50** Last

ID	Name	Units	Program and Plan	Level
1	<b>Student UD ID    Name</b>		<b>Program / Plan</b>	Junior
2				Sophomore
3				Sophomore
4				Sophomore
5				Junior
6				Sophomore
7				Sophomore

General course/section information, along with the Instructor name, is found at the top.

1. For more details about the class, click the class title at the top of the page to bring up the Class Detail page.

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[Favorites](#) | [Main Menu](#) > [Curriculum Management](#) > [Class Roster](#) > [Class Roster](#)

## Class Roster

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### Class Detail

**ACCT 207 - 010 Accounting I**  
University of Delaware | 2011 Fall Semester | Lecture

[Return to Class Roster](#)

Class Details			
<b>Status</b>	<input type="checkbox"/> Closed	<b>Career</b>	Undergraduate
<b>Class Number</b>	3061	<b>Dates</b>	8/30/2011 - 12/7/2011
<b>Session</b>	Regular Academic Session	<b>Grading</b>	Student Option
<b>Units</b>	3 units	<b>Location</b>	Main Campus
<b>Instruction Mode</b>	In Person	<b>Campus</b>	Newark
<b>Class Components</b>	Lecture	Required	

Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
MoWeFr 10:10AM - 11:00AM	TBA	<b>INSTRUCTOR NAME</b>	08/30/2011 - 12/07/2011
Fr 5:00PM - 7:00PM	See Note	<b>INSTRUCTOR NAME</b>	08/30/2011 - 12/07/2011

**Enrollment Information**

**Enrollment Requirements** PR:ACCT207

Class Availability			
<b>Class Capacity</b>	50	<b>Wait List Capacity</b>	0
<b>Enrollment Total</b>	50	<b>Wait List Total</b>	0
<b>Available Seats</b>	0		

**Notes**


**Class Notes** Not open to Freshmen.  
ACCT207, SECTIONS 010, 011, 023 WILL BE EXAMINED ON COMMON DATES: FRIDAYS, OCT. 7, NOV 4 AND DEC. 2 FROM 5:00PM-7:00PM.

**Description**

An introduction to financial accounting. Topics: the accounting cycle, merchandise accounting, accounting procedures for cash, receivables, payables, inventories, plant and equipment, stocks and bonds.  
RESTRICTIONS:  
Not open to freshmen.

[Return to Class Roster](#)

- To return to the Class Roster page, click the Return links at the top or bottom of the Detail page.
- Always check the number of students in the roster (50 in this section). If not all are displayed, click **View All**.
- The standard roster is alphabetical by name. You can re-sort the list by clicking on any of the headings.

5. **Download Roster to Excel:** This icon  allows you to download a Class Roster to MS Excel.

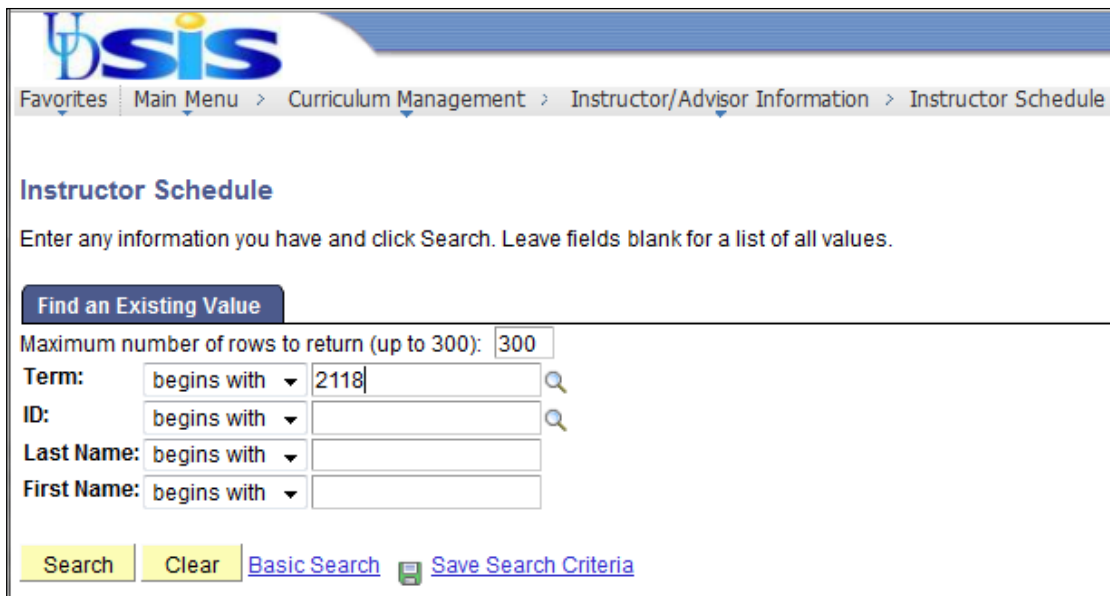
**One-time Internet Explorer setup:** Complete steps at <http://www.udel.edu/itwebdev/help/ietips.html>. You may need to close all Internet Explorer windows and re-open it to cause this change to take effect.

**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> for the entire list of UD sites to allow.)

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

6. Printing the list:  
*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**.

## Instructor Schedule



The screenshot shows the BSIS web interface for the Instructor Schedule search. At the top is the BSIS logo and a breadcrumb trail: Favorites | Main Menu > Curriculum Management > Instructor/Advisor Information > Instructor Schedule. Below the breadcrumb is the title "Instructor Schedule" and a prompt: "Enter any information you have and click Search. Leave fields blank for a list of all values." There is a button labeled "Find an Existing Value". Below this is a form with the following fields: "Maximum number of rows to return (up to 300):" with a text input containing "300"; "Term:" with a dropdown menu set to "begins with" and a text input containing "2118" and a search icon; "ID:" with a dropdown menu set to "begins with" and an empty text input and a search icon; "Last Name:" with a dropdown menu set to "begins with" and an empty text input; "First Name:" with a dropdown menu set to "begins with" and an empty text input. At the bottom of the form are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria".

**Navigation: Main Menu > Curriculum Management > Instructor/Advisor Information > Instructor Schedule**

1. **Term** – enter appropriate 4-digit term code or use lookup icon
2. **ID** – enter the instructor's **Employee ID**
3. OR Use the **Last Name** and **First Name** fields to find the instructor.
4. **Instructor Schedule** tab - shows the **Start/End Times** , **Meeting Days** and **Buildings/Rooms**  
NOTE: This list includes classes with no enrollment or meeting times.

5. Click any column heading to change the sort order on the page.

Click the **Start Time** column to get the schedule in order by time.

Then click the **Meeting Days** column to get it by day *and time*.

6. **Instructor Schedule 2** tab - shows class **Start/End Dates**.

7. Click the **Return to Search** button to lookup another instructor's schedule.