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 in / Log out

- From the UD Home page under Quick Links in the top right, click MyUD and then the UDSIS for Staff tile to access UDSIS.

- 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) and click the Log in button.

- To logout, click the “hamburger” icon in the top right corner, and then Sign out.

Menu Navigation

Once logged in, you see a UDSIS Menu box, similar to that above.

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
     - Class Mailing Lists (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 UD Business** - to find links to UD forms or applications

   **Photo Rosters** - a picture collage of students in your class or a student you have taught.

   **My Schedule**

   - Click this to view your class and exam schedules in UDSIS.

   If your class is not listed here, check with your UDSIS SOC department contact. This person sets up your department’s classes in UDSIS.

   - The picture below explains the information displayed at My Schedule.
My Teaching Schedule > 2011 Fall Semester

1. **Change Term** – The schedule displayed 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 that you are teaching 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.

![Class Detail](image-url)
Class Roster

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

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.

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

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

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

5. Print a Class Roster: Click on the Printer Friendly Version button at the bottom, and then print the page from your browser.
6. **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/it/webdev/help/ietips.html](http://www.udel.edu/it/webdev/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.

7. Additional information about Class Rosters is available on the Registrar’s web site at [http://www.udel.edu/registrar/faculty_staff/roster.html](http://www.udel.edu/registrar/faculty_staff/roster.html)

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**Photo Roster**

1. Under Faculty Center OR at *Faculty Center > My Schedule & Rosters* in the box on the right, opposite the term, click the Photo Roster link.

2. Choose a term and a course to see a full class list of photos. **NOTE:** this may take a while if it is a large lecture class. The photos are to be treated as PNPI.

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*These photos are to be treated as Personal Non-Public Information (PNPI) as defined by the Federal Family Rights and Privacy Act (FFRPA) and by University of Delaware policy. Unauthorized duplication is prohibited without written consent from the Registrar’s Office. UD faculty and staff may use this image only in support of instruction and advisement. For more information, please see UD’s PNPI Policy.*
The pictures are listed alphabetically by primary name, with the student’s preferred first name in parenthesis.

3. To view a particular student, enter the name or UDID. This will search any course the instructor has ever taught for that student. A student will not show in the results if the instructor has never taught that student.

4. Instructors can also access their class photo rosters outside of UDSIS:

   - Directly at [http://www.udel.edu/phot roster](http://www.udel.edu/phot roster)
   - Through My UD ([www.udel.edu/myud](http://www.udel.edu/myud)) and search for “roster”. It will be one of the tiles returned in the search.
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/session for final grading.

► Additional information on Grading, Grade Rosters and Deadlines is available on the Registrar’s web site at [http://www.udel.edu/registrar/faculty_staff/gradeinfo.html](http://www.udel.edu/registrar/faculty_staff/gradeinfo.html).

► 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.

**Faculty Senate approved change-October 2018**: Instructors are now required, for all grades of F or Z, to enter a “Level of Participation” value. If the student’s participation level was “Partial”, a “Last Date of Participation” must be provided listing the last date of class attendance or the date of the last graded assignment. For more information, see details/definitions.

3. For the 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:**
NOTE: Faculty must have Approve access on the course in UDSIS. Then follow these steps:

a. Go to My Schedule and click the Grade Roster icon next to the desired course.
b. Review grades and make any changes if needed.
c. 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.
d. When complete, go to the Approval Status dropdown and change the status to Approved and hit the SAVE button.
e. This change in status should now appear on the course row when you return to My Schedule.

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

NOTE: If 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.