Step-by-Step Instructions
1) Log in to UDSIS.
2) Navigation: from the Faculty and Advisors Home page, select the Faculty Center icon
3) You will be presented with your Schedule and Rosters, for example:

4) Click the Class Roster Icon next to the section you wish to view. If you do not see your class, see Appendix A for some helpful hints below.
5) On the class roster, during the two weeks following drop/add you have two options:
   • Option 1: A few students have not attended
• **Option 2: Option 1: All students attended**

![Image showing option 2 being selected]

6) **Making Changes to No-show notations**
- No-Show information is immediately saved on the Class Roster
- If you prematurely mark a student as a No-Show and they end up coming to a later class session during the drop/add period, you can un-check the “No-Show” box next to their name on the Class Roster. You must do this the end of the two week no-show notification period.

7) **What to do after No-Show notification options are removed from the class roster:**
- If a student stops attending later in the semester, you will have the opportunity to provide this information at grading time.
- Z and F Grading: a Z grade should be used if a student stops attending after the free drop/add period. Effective Fall 2018, when giving an F or Z grade, faculty will be required to provide the level of participation, and in the event of partial participation, the last date the student participated/had activity in the course.

8) **Additional Resources**
- Registrar Website: [http://www1.udel.edu/registrar/](http://www1.udel.edu/registrar/)
- Grading information: [http://www1.udel.edu/registrar/faculty_staff/gradeinfo.html](http://www1.udel.edu/registrar/faculty_staff/gradeinfo.html)
- Contact page: [http://www1.udel.edu/registrar/contact-us/](http://www1.udel.edu/registrar/contact-us/)
- UDSIS Help for Faculty/Staff: [http://www1.udel.edu/registrar/helpdocs/facstaff.html](http://www1.udel.edu/registrar/helpdocs/facstaff.html)

**Appendix A: What to do if you do not see your course:**

1) You may need to edit the “display option” to “show all classes.”

2) Your Schedule may have defaulted to a previous term. If you see the incorrect term displayed, use the “Change Term” box to see the correct term.
3) If you are teaching many sections, the section may be on another page.
   a. You can change which sections you are seeing by using the arrows to change the page you are on:

   ![Image 1]

   b. You can also ask to “view all” so all sections are on one page:

   ![Image 2]

4) If the term is right, and you’ve tried to expand the list using the methods above, and you still do not see it, there may be a class set up issue, contact your SOC to see if you are listed as an instructor on the course.