

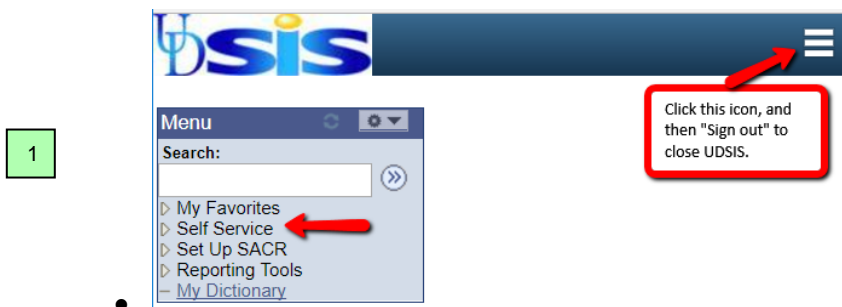
## UDSIS 9.0 Faculty Center

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 **UDeINet ID** and **password**. (Your **UDeINet 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**.



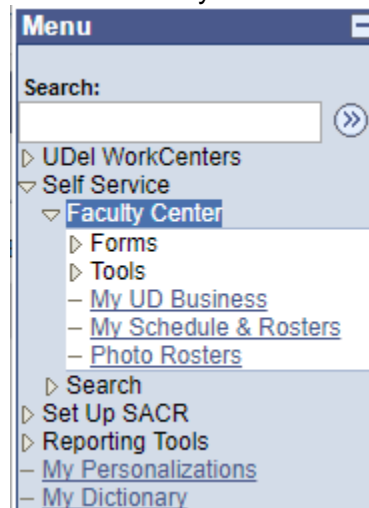
### Menu Navigation

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**.

2



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**.

**1** Fall Semester | University of Delaware [change term](#) [My Exam Schedule](#)

Select display option:  Show All Classes  Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster Learning Management

Class	Class Title	Enrolled	Days & Times	Room	Class Dates	Approval Status
<a href="#">BISC 403-010 (3741)</a>	GENETIC & EVOLUTIONARY BIOL (Lecture)	112	TuTh 8:00AM - 9:15AM	Kirkbride Hall Room 100	Aug 30, 2011- Dec 7, 2011	Not Reviewed
<a href="#">BISC 822-000 (16221)</a>	TEACHING EXPERIENCE (Independent Study)	0	TBA	TBA	Aug 30, 2011- Dec 7, 2011	Not Reviewed
<a href="#">MALS 869-000 (6697)</a>	MASTER'S THESIS (Independent Study)	1	TBA	TBA	Aug 30, 2011- Dec 7, 2011	Not Reviewed
<a href="#">UNIV 101-017D (9321)</a>	FIRST YEAR EXPERIENCE I (Discussion)	23	MoWe 2:30PM - 3:20PM	Allison Hall West Room 206	Aug 30, 2011- Oct 21, 2011	Not Reviewed

[View Weekly Teaching Schedule](#) [Go to top](#)

My Exam Schedule > 2011 Fall Semester > University of Delaware  
You have no final exams scheduled at this time. [Go to top](#)

[Faculty Center](#) [Advisor Center](#) [Search](#)

## My Teaching Schedule > 2011 Fall Semester

- Change Term** – The schedule displayed defaults to the current term, but can be changed to another term using the green **change term** button.
- Show All Classes** – This is the default setting and displays all classes available for enrollment that you are teaching for this term.
- Show Enrolled Classes Only** – Click to filter out the classes with *no enrollment*.
- 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.
- 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**.

7

**Faculty Center**

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**Class Detail**

**BISC 403 - 010 Genetic and Evolutionary Biology**  
University of Delaware | 2011 Fall Semester | Lecture

[Return to Faculty Center](#)

**Class Details**

<b>Status</b>	● Open	<b>Career</b>	Undergraduate
<b>Class Number</b>	3741	<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
TuTh 8:00AM - 9:15AM	Kirkbride Hall Room 100	<b>YOUR NAME</b>	08/30/2011 - 12/07/2011

**Class Availability**

<b>Class Capacity</b>	170	<b>Wait List Capacity</b>	0
<b>Enrollment Total</b>	112	<b>Wait List Total</b>	0
<b>Available Seats</b>	58		

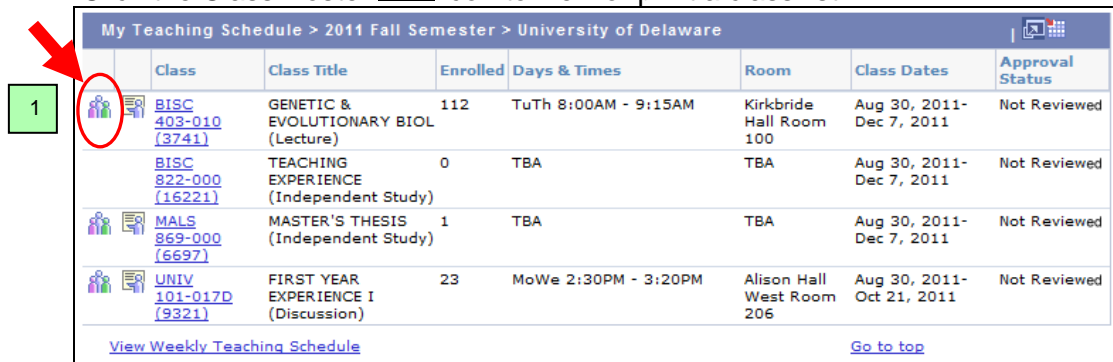
**Description**

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.

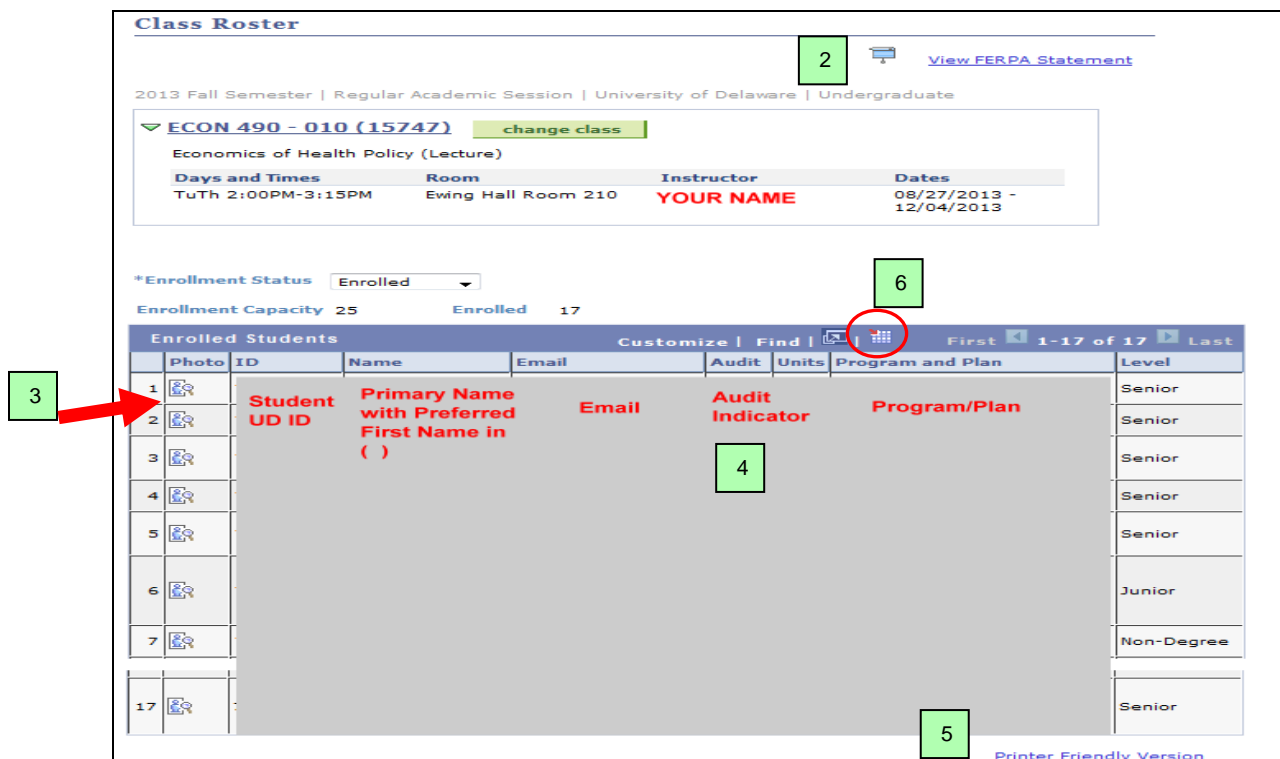


My Teaching Schedule > 2011 Fall Semester > University of Delaware

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates	Approval Status
	<a href="#">BISC 403-010 (3741)</a>	GENETIC & EVOLUTIONARY BIOL (Lecture)	112	TuTh 8:00AM - 9:15AM	Kirkbride Hall Room 100	Aug 30, 2011- Dec 7, 2011	Not Reviewed
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[View Weekly Teaching Schedule](#) [Go to top](#)

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.



**Class Roster** [View FERPA Statement](#)

2013 Fall Semester | Regular Academic Session | University of Delaware | Undergraduate









**ECON 490 - 010 (15747)** [change class](#)

Economics of Health Policy (Lecture)

Days and Times	Room	Instructor	Dates
TuTh 2:00PM-3:15PM	Ewing Hall Room 210	<b>YOUR NAME</b>	08/27/2013 - 12/04/2013


\*Enrollment Status:

Enrollment Capacity: 25    Enrolled: 17

Photo	ID	Name	Email	Audit	Units	Program and Plan	Level
	<b>Student UD ID</b>	<b>Primary Name with Preferred First Name in ( )</b>	<b>Email</b>	<b>Audit Indicator</b>	<b>Program/Plan</b>		Senior
							Senior
							Senior
							Senior
							Senior
							Junior
							Non-Degree
							Senior

[Printer Friendly Version](#)

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/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

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)

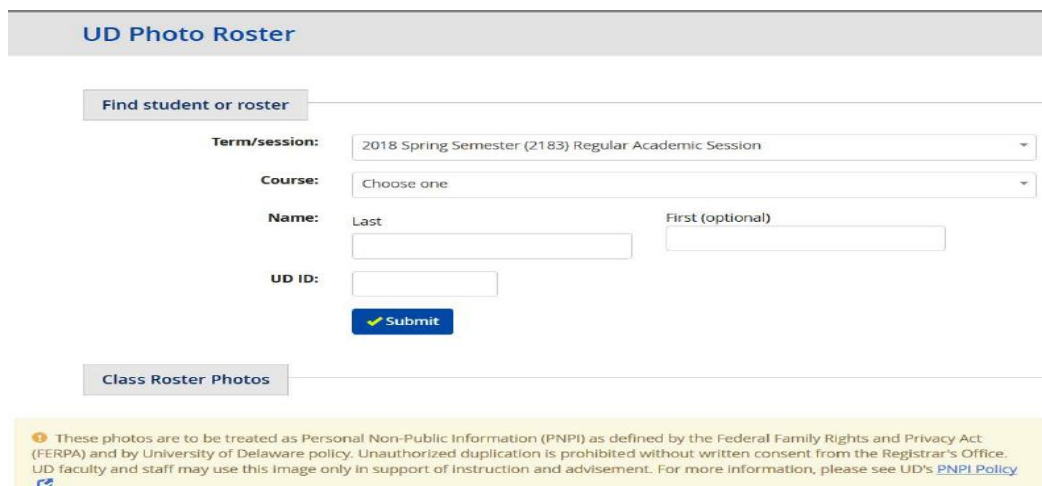
## Photo Roster

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.



The screenshot shows the Faculty Center interface. At the top, there are two tabs: "Faculty Center" and "Search". Below the tabs, the "Faculty Center" section is active. Underneath, there is a "My Schedule" section for the "2006 Fall Semester | University of Delaware". A box on the right contains two links: "My Exam Schedule" and "Photo Roster", with the latter highlighted in yellow. Below this, there are radio buttons for "Show All Classes" (selected) and "Show Enrolled Classes Only". At the bottom, there is an "Icon Legend" with icons for "Class Roster", "Grade Roster", and "Learning Management". A breadcrumb trail at the bottom reads "My Teaching Schedule > 2006 Fall Semester > University of Delaware".

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](#).



The screenshot shows the "UD Photo Roster" search form. It has a title bar "UD Photo Roster" and a section "Find student or roster". The form includes the following fields:

- Term/session:** A dropdown menu with "2018 Spring Semester (2183) Regular Academic Session" selected.
- Course:** A dropdown menu with "Choose one" selected.
- Name:** Two text input fields labeled "Last" and "First (optional)".
- UD ID:** A text input field.
- A blue "Submit" button with a checkmark icon.

Below the form is a section "Class Roster Photos". At the bottom, there is a yellow warning box with a speech bubble icon containing the text: "These photos are to be treated as Personal Non-Public Information (PNPI) as defined by the Federal Family Rights and Privacy Act (FERPA) 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](#)".

Results for 2017 Spring Semester (2173) Regular Academic Session, UNIV402080

Show 25 entries

All courses Search:

<p><b>Course:</b> UNIV402080 <b>Name:</b> Adams, Samuel <b>UD ID:</b> 000000000 <b>Email:</b> sam@udel.edu</p>	<p><b>Course:</b> UNIV402080 <b>Name:</b> Benson, Samuel <b>UD ID:</b> 000000000 <b>Email:</b> sam@udel.edu</p>	<p><b>Course:</b> UNIV402080 <b>Name:</b> Carter, Samuel <b>UD ID:</b> 000000000 <b>Email:</b> sam@udel.edu</p>	<p><b>Course:</b> UNIV402080 <b>Name:</b> Davis, Samuel <b>UD ID:</b> 000000000 <b>Email:</b> sam@udel.edu</p>
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The pictures are listed alphabetically by primary name, with the student's preferred first name in parenthesis.

- 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.
- Instructors can also access their class photo rosters outside of UDSIS:
  - Directly at <http://www.udel.edu/photoroster>
  - 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.

The screenshot shows the My UD interface. A search bar at the top contains the text "photo roster". Below the search bar, the results are displayed under the heading "Search Results: Tasks". Three tiles are visible: "Photo Roster" (highlighted with a red box), "Grade Roster UDSIS", and "Class Roster UDSIS". Each tile includes a star rating (0 stars) and an information icon.

## 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".

**Grade Roster**

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

**BISC 403 - 010 (3741)** [change class](#)

Genetic and Evolutionary Biology (Lecture)

Days and Times	Room	Instructor	Dates
TuTh 8:00AM-9:15AM	Kirkbride Hall Room 100	David Smith	08/30/2011 - 12/07/2011

**Display Options:**

\*Grade Roster Type: Final Grade

Display Unassigned Roster Grade Only

**Grade Roster Action:**

\*Approval Status: Not Reviewed [save](#)

**Student Grade**

ID	Name	Roster Grade	Official Grade	Program and Plan	Level
<input type="checkbox"/>	Student UD ID Name	<input type="text"/>			Senior
<input type="checkbox"/>		<input type="text"/>			Junior
<input type="checkbox"/>		<input type="text"/>			Junior
<input type="checkbox"/>		<input type="text"/>			Senior
<input type="checkbox"/>		<input type="text"/>			Senior
<input type="checkbox"/>		<input type="text"/>			Sophomore
<input type="checkbox"/>		<input type="text"/>			Senior
<input type="checkbox"/>		<input type="text"/>			Junior
<input type="checkbox"/>		<input type="text"/>			Senior
<input type="checkbox"/>		<input type="text"/>			Senior

[View 100](#) | [Download](#) | Rows 1 - 20 - 112

[Select All](#) [Clear All](#) [Printer Friendly Version](#)

<- add this grade to selected students

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

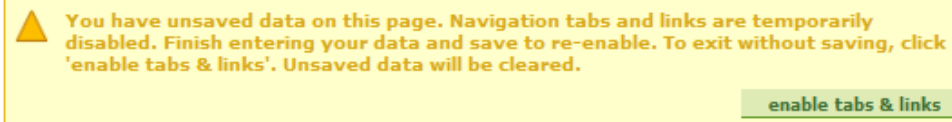
NOTE: The Graduate TA must have **Grade** access on the course. Then he/she follows these steps:

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.

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**.

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.