

UDSIS 9.2 Faculty Center

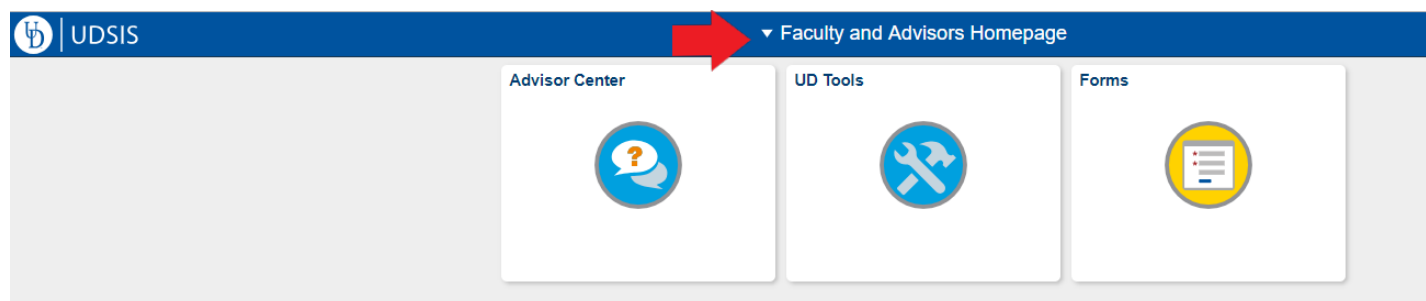
Use these pages to view, download or print class rosters, see your teaching schedule, communicate with students by e-mail and enter or approve grades. *(The green numbered boxes on the diagrams correspond with explanatory text below.)*

Contents

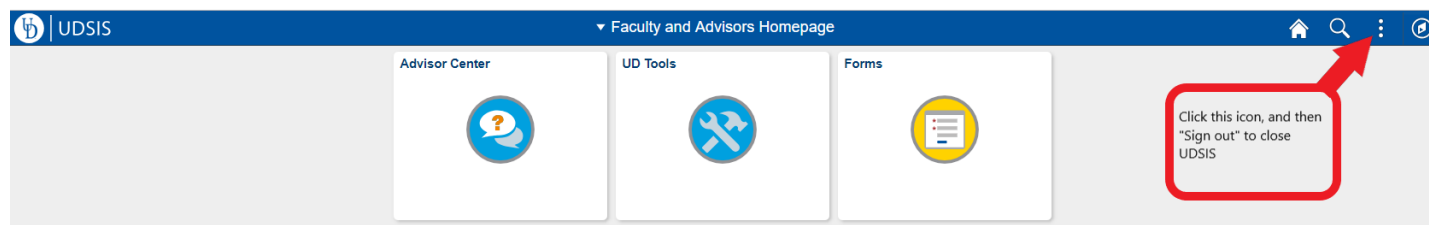
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Log in / Log out

- 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.
- When UDSIS loads, be sure you are on the “Faculty and Advsiors Homepage.” If the page does not default to the “Faculty and Advsiors Homepage” you can use the drop down to find the correct homepage.

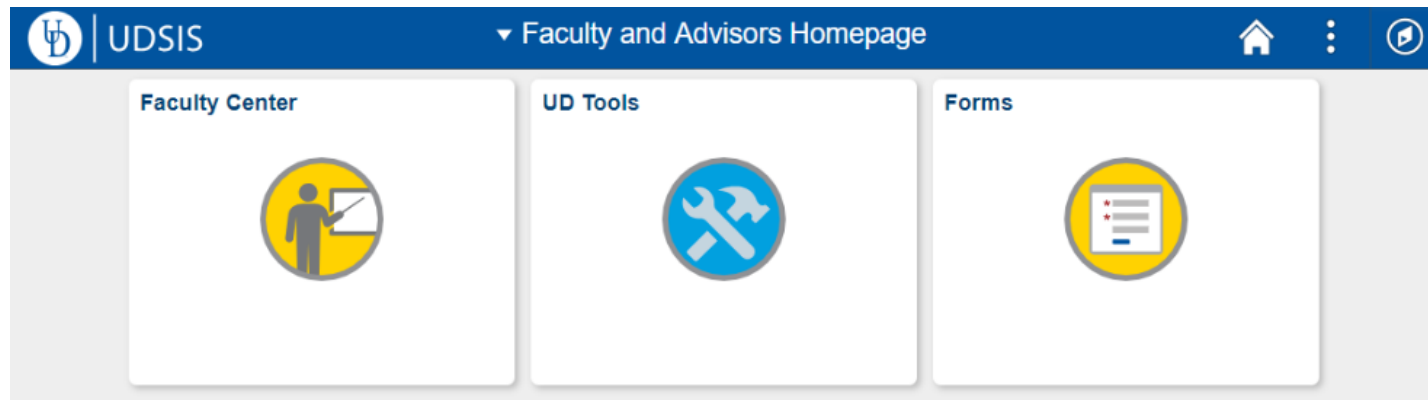


- To logout click the Action List- 3 dots- in the top right corner, and then **Sign out**.



Menu Navigation

From your Homepage, you can use the Faculty Center, UD Tools, and Forms tiles to navigate.

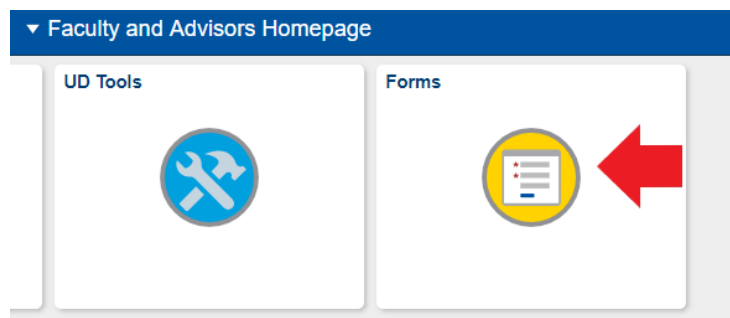


For more help with navigation, see [UDSIS 9.2 Navigation Help for Faculty / Staff](#)

Forms

From the Faculty and Advisors Homepage, select the Forms tile to access webforms related to grading and textbooks.

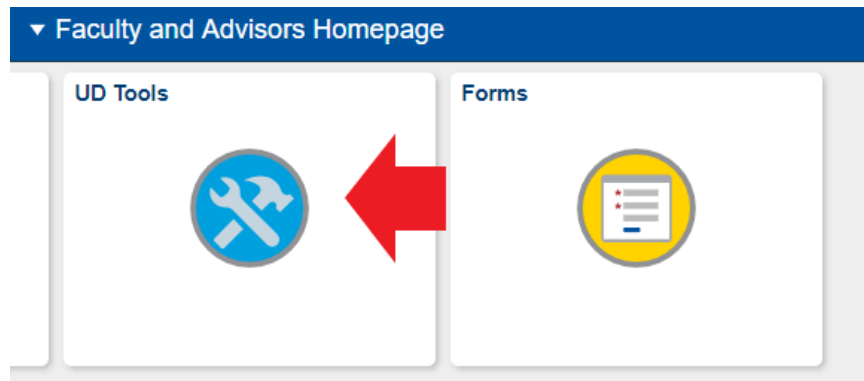
- Clicking forms on the menu **will log you in** to webforms in another browser window on top of your UDSIS window.
- The **Other forms** option takes you to your webforms InBasket, where all available forms can be found under **BLANKS**.



UD Tools

Select the UD Tools tile to access additional resources. When you select an option from the menu, another browser window will open up on top of your UDSIS window and log you in, if required. Here you find links to related UDSIS applications or webpages:

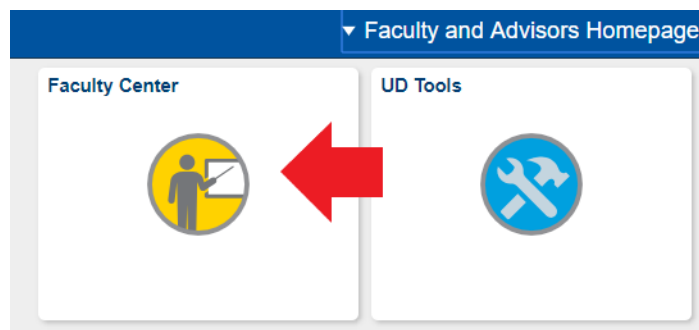
- UD Undergraduate & Graduate Academic Catalog
- Catalogs
- Courses Search
- Supplemental Courses
- Final Exams
- UDSIS Faculty Help – Click here for help using UDSIS or related applications.



Faculty Center

The **Faculty Center** tile will take you to your

- **Schedule & Rosters**- Click this to view your class and exam schedules in UDSIS.
- **Photo Rosters** - a picture collage of students in your class or a student you have taught.
- **Key Links**- List of resources for faculty
- **Class Mailing Lists**- to send an email to class or majors/minors lists
- **Course Evaluations**
- **Curriculog-Curriculum Mgmt**- Click here for information about Curriculog-Curriculum Management, and related forms
- **UDSIS Help for Faculty & Staff**- Click here for help using UDSIS or related applications



Schedules & Rosters

- 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.
- See picture and the following explanations for information about what is displayed on My Teaching Schedule.

UD Faculty Center

My Schedule & Rosters

- Photo Rosters
- Key Links
- Class Mailing Lists
- Course Evaluations
- Curriculum-Curriculum Mgmt
- UDSIS Help for Faculty/Staff

Instructor Name & UDID

Faculty Center Search

Faculty Center

My Schedule

2019 Spring Semester | University of Delaware

Change Term

My Exam Schedule Photo Roster

Select display option

☒ Show All Classes ☐ Show Enrolled Classes Only

Icon Legend Class Roster Grade Roster Learning Management

My Teaching Schedule > 2019 Spring Semester > University of Delaware

Class	Class Title	Enrolled	Days & Times	Room	Class Dates	Approval Status
ACCT 207-012 (1012)	ACCOUNTING I (Lecture)	35	TuTh 9:30AM - 10:45AM Th 5:00PM - 7:00PM	Pumell Hall Room 233B	Feb 11, 2019 - May 20, 2019	Not Reviewed
ACCT 207-080 (12252)	ACCOUNTING I (Lecture)	25	TuTh 11:00AM - 12:15PM Fr 5:00PM - 7:00PM	Pumell Hall Room 233B	Feb 11, 2019 - May 20, 2019	Not Reviewed
ACCT 800-196 (19238)	FINANCIAL REPORTING & ANALYSIS (Lecture)	45	TBA	TBA	Feb 11, 2019 - Mar 29, 2019	Not Reviewed
ACCT 800-197 (12088)	FINANCIAL REPORTING & ANALYSIS (Lecture)	8	TBA	TBA	Feb 11, 2019 - Mar 29, 2019	Not Reviewed
ACCT 800-198 (12248)	FINANCIAL REPORTING & ANALYSIS (Lecture)	5	TBA	Online Course	Apr 8, 2019 - May 24, 2019	Not Reviewed
ACCT 800-199 (10738)	FINANCIAL REPORTING & ANALYSIS (Lecture)	7	TBA	Online Course	Apr 8, 2019 - May 24, 2019	Not Reviewed

View Weekly Teaching Schedule

Go to top

Annotations:

- 1: Faculty Center Search
- 2: My Teaching Schedule > 2019 Spring Semester > University of Delaware
- 3: Show All Classes
- 4: My Exam Schedule Photo Roster
- 5: Grade Roster
- 6: Approval Status
- 7: ACCT 207-080 (12252)

My Teaching Schedule Explanations

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.

[Faculty Center](#)

[Faculty Center](#)

[Class Detail](#)

ACCT 800 - 196 Financial Reporting and Analysis
University of Delaware | 2019 Spring Semester | Lecture

Class Details			
Status	Closed	<input type="checkbox"/>	
Class Number	19238		
Session	7-Week Session A		
Units	3 units		
Instruction Mode	Online		
Class Components	Lecture Required		
Career	Graduate		
Dates	2/11/2019 - 3/29/2019		
Grading	Student Option		
Location	UD Online		
Campus	Newark		

Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
TBA	TBA	Instructor Name	02/11/2019 - 03/29/2019

Class Availability			
Class Capacity	25	Wait List Capacity	25
Enrollment Total	45	Wait List Total	0
Available Seats	0		







Notes	
Class Notes	This class is restricted to students in the Online MBA Program. This is an Online course.

Description
<p>Surveys concepts underlying financial accounting and external reporting. Provides an understanding of accounting methods, standards, and terminology so that students can interpret and evaluate financial statements. Students are encouraged to participate in class and group discussions involving contemporary investment issues and decisions.</p> <p>RESTRICTIONS: Not open to M.S. in Accounting students.</p>

Class Roster

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

My Teaching Schedule > 2019 Spring Semester > University of Delaware

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates	Approval Status
	ACCT 207-012 (1012)	ACCOUNTING I (Lecture)	38	TuTh 9:30AM - 10:45AM	Purnell Hall Room 233B	Feb 11, 2019-May 20, 2019	Not Reviewed
				Th 5:00PM - 7:00PM	Exam Note	Feb 11, 2019-May 20, 2019	Not Reviewed
	ACCT 207-080 (12252)	ACCOUNTING I (Lecture)	25	TuTh 11:00AM - 12:15PM	Purnell Hall Room 233B	Feb 11, 2019-May 20, 2019	Not Reviewed
				Fr 5:00PM - 7:00PM	Exam Note	Feb 11, 2019-May 20, 2019	Not Reviewed
	ACCT 800-196 (19238)	FINANCIAL REPORTING & ANALYSIS (Lecture)	45	TBA	TBA	Feb 11, 2019-Mar 29, 2019	Not Reviewed
	ACCT 800-197 (12086)	FINANCIAL REPORTING & ANALYSIS (Lecture)	8	TBA	TBA	Feb 11, 2019-Mar 29, 2019	Not Reviewed
	ACCT 800-198 (12248)	FINANCIAL REPORTING & ANALYSIS (Lecture)	5	TBA	Online Course	Apr 8, 2019-May 24, 2019	Not Reviewed
	ACCT 800-199 (10736)	FINANCIAL REPORTING & ANALYSIS (Lecture)	7	TBA	Online Course	Apr 8, 2019-May 24, 2019	Not Reviewed

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.

1

View FERPA Statement

2019 Spring Semester | 7-Week Session B | University of Delaware | Graduate

Change Class

ACCT 800 - 198 (12248)
Financial Reporting and Analysis (Lecture)


Days and Times	Room	Instructor	Dates
TBA	Online Course	Instructor name	04/08/2019 - 05/24/2019

*Enrollment Status

Enrollment Capacity 25 Enrolled 5

2

Enrolled Students

Personalize | Find | 

First 1-5 of 5 Last


ID	Email	Name	Audit	Units	Program and Plan	Level
1	UDID e-mail	Primary Name with preferred first name in ()	3	3.00	Business and Economics - Business Administration-Online	Master's Level
2				3.00	Business and Economics - Business Administration-Online	Master's Level
3				3.00	Business and Economics - Business Administration-Online	Master's Level
4				3.00	Business and Economics - Business Administration-Online	Master's Level
5				3.00	Business and Economics - Business Administration-Online	Master's Level

4

Printer Friendly Version

Please note the gray box was used to remove student data

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

2. **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.)

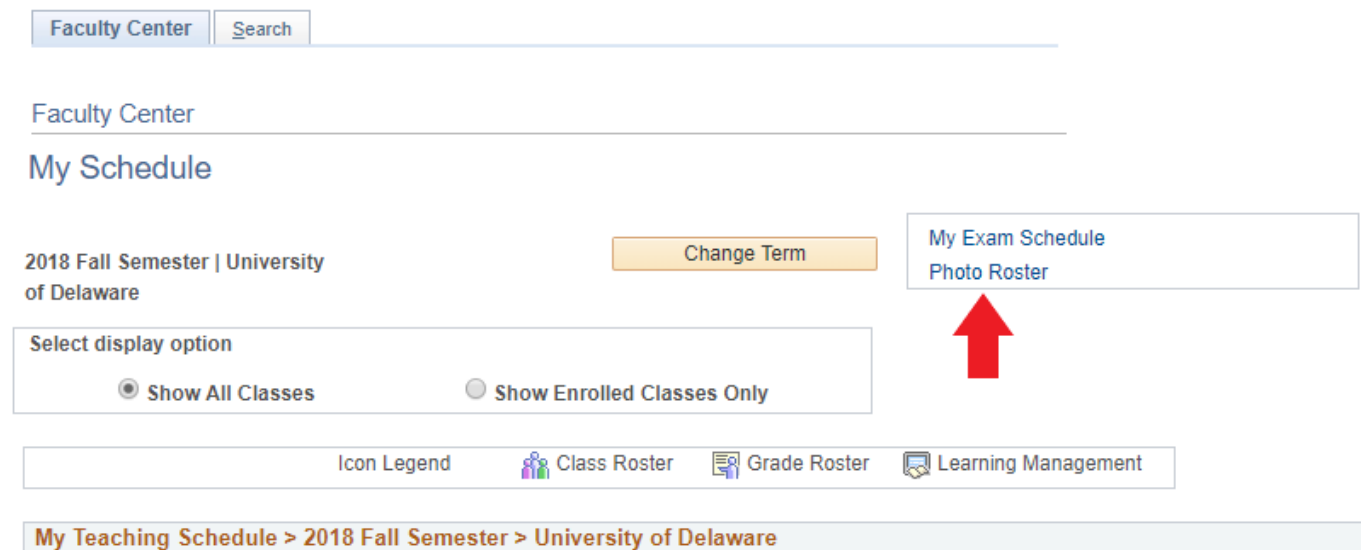
It may take a few moments for the download process to happen

3. **Audit Indicator:** If the student is auditing the course, you will see AUD in this column.
4. **Print a Class Roster:** Click on the Printer Friendly Version button at the bottom, and then print the page from your browser.

Additional information about Class Rosters is available on the Registrar’s web site at 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 is a search bar with "Faculty Center" and a "Search" button. Below this, the "Faculty Center" section is visible, followed by "My Schedule". Under "My Schedule", the text "2018 Fall Semester | University of Delaware" is displayed. To the right of this text is a "Change Term" button. Further right, there is a box containing "My Exam Schedule" and "Photo Roster". A red arrow points to the "Photo Roster" link. Below this box, there is a "Select display option" section with two radio buttons: "Show All Classes" (selected) and "Show Enrolled Classes Only". At the bottom, there is a navigation bar with links: "Icon Legend", "Class Roster", "Grade Roster", and "Learning Management". A breadcrumb trail at the bottom reads: "My Teaching Schedule > 2018 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](#).

UD Photo Roster

Find student or roster

Term/session: 2018 Spring Semester (2183) Regular Academic Session

Course: Choose one

Name: Last First (optional)

UD ID:

Submit





Class Roster Photos

ⓘ 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:

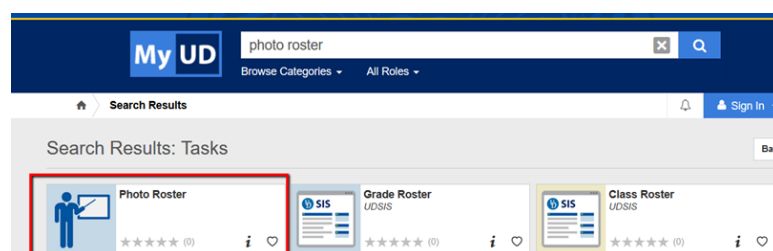
 <p>Course: UNIV402080 Name: Adams, Samuel UD ID: 000000000 Email: sam@udel.edu</p>	 <p>Course: UNIV402080 Name: Benson, Samuel UD ID: 000000000 Email: sam@udel.edu</p>	 <p>Course: UNIV402080 Name: Carter, Samuel UD ID: 000000000 Email: sam@udel.edu</p>	 <p>Course: UNIV402080 Name: Davis, Samuel UD ID: 000000000 Email: 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) and search for "roster". It will be one of the tiles returned in the search.



Grade Roster

Click on the grade roster icon  to view/edit the 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.
- Classes that have multiple components (e.g. lecture, lab, discussion) have only one component as "gradeable".

Grade Roster [View FERPA Statement](#)

2019 Spring Semester | Regular Academic Session | University of Delaware | Undergraduate

HIST 100 - 013 (14752)
U.S. History Since 1805 (Lecture)

Days and Times: MoWe 3:35PM-4:50PM | Room: Gore Hall Room 304 | Instructor: | Dates: 02/11/2019 - 05/20/2019

[Change Class](#)

Display Options

*Grade Roster Type:

☐ Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status: [Save](#)

ID	Name	Roster Grade	Official Grade	Program and Plan	Level
1	Student Name	<input type="text" value=""/>		Arts and Sciences - Biological Sciences BS	Junior
2	UDID	<input type="text" value=""/>		Business and Economics - Marketing BS-History	Junior
3		<input type="text" value=""/>		University Studies - University Studies	Freshman
4		<input type="text" value=""/>		Business and Economics - Sport Management BS	Freshman
5		<input type="text" value=""/>		Education & Human Development - Elementary Teacher Educ BSED	Senior
6		<input type="text" value=""/>		Engineering - Mechanical Engineering BME	Sophomore
7		<input type="text" value=""/>		Engineering - Computer Science BS	Freshman
8		<input type="text" value=""/>		Business and Economics - Accounting BS	Sophomore
9		<input type="text" value=""/>		University Studies - University Studies	Freshman
10		<input type="text" value=""/>		Engineering - Environmental Eng BENE	Freshman
11		<input type="text" value=""/>		Arts and Sciences - Communication Interest	Freshman
12		<input type="text" value=""/>		Engineering - Mechanical Engineering BME	Freshman
13		<input type="text" value=""/>		Arts and Sciences - Political Science BA/Legal Studies	Senior
14		<input type="text" value=""/>		Arts and Sciences - Political Science BA	Senior
15		<input type="text" value=""/>		Education & Human Development - Elementary Teacher Educ BSED	Sophomore
16		<input type="text" value=""/>		Arts and Sciences - Communication Interest/Interactive Media	Sophomore
17		<input type="text" value=""/>		University Studies - University Studies	Freshman
18		<input type="text" value=""/>		University Studies - University Studies	Sophomore
19		<input type="text" value=""/>		Health Sciences - Medical Lab & Diagnostics Int	Sophomore
20		<input type="text" value=""/>		Arts and Sciences - Psychology BA/Biological Sciences/Neuroscience	Sophomore

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

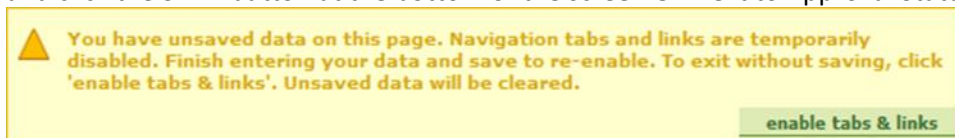
[Add this grade to selected students](#)

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.