

## 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:



**Menu Options**

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

**UD Faculty Center**

Faculty Name: UDID

Faculty Center Search

My Schedule

2019 Fall Semester | University of Delaware

Change Term

Photo Roster

Select display option

Show All Classes  Show Enrolled Classes Only


Icon Legend Class Roster Grade Roster Learning Management

**My Teaching Schedule > 2019 Fall Semester > University of Delaware**

Class	Class Title	Enrolled	Days & Times	Room	Class Dates	Approval Status
MATH 241-011 (3440)	ANALYTIC GEOMETRY & CALCULUS A (Lecture)	84	MoWeFr 12:20PM - 1:10PM	Kirkbride Hall Room 006	Aug 27, 2019-Dec 5, 2019	Not Reviewed
MATH 241-016 (17954)	ANALYTIC GEOMETRY & CALCULUS A (Lecture)	99	MoWeFr 11:15AM - 12:05PM	Wolf Hall Room 100	Aug 27, 2019-Dec 5, 2019	Not Reviewed
MATH 241-0300 (3442)	ANALYTIC GEOMETRY & CALCULUS A (Discussion)	28	TuTh 12:30PM - 1:20PM	Purnell Hall Room 330	Aug 27, 2019-Dec 5, 2019	Not Reviewed

**use to see a schedule for a different term**

**Your Schedule/classes you are teaching during that term**



- 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**

Drop/Add Deadline: 09/10/2019

All students have attended

No Show information is automatically saved when entered. Instructors can enter or edit No Show information for two weeks following the drop/add deadline.

**Enrolled Students**

Personalize | Find |  |  First 1-94 of 94 Last

ID	Email	Name	Audit	Units	Program and Plan	Level	No Show
1				3.00	Arts and Sciences - Biological Science Educ BA	Freshman	<input checked="" type="checkbox"/>
2				3.00	Arts and Sciences - Biological Sciences BA	Sophomore	<input type="checkbox"/>
3				3.00	Agriculture and Nat Rsrcs - Wildlife Ecology Conservat BS	Junior	<input type="checkbox"/>
4				3.00	Arts and Sciences - Biological Science Educ BA	Freshman	<input type="checkbox"/>
5				3.00	Arts and Sciences - Biological Sciences BA	Sophomore	<input checked="" type="checkbox"/>
6				3.00	Agriculture and Nat Rsrcs - Pre-Vet Medicine & Anml Bio BS/Wildlife Ecology Conservat BS/Honors	Sophomore	<input type="checkbox"/>
7				3.00	Agriculture and Nat Rsrcs - Wildlife Ecology Conservat BS	Freshman	<input type="checkbox"/>

**Student data omitted**

**check "No Show" box next to students that have not attended**

- **Option 2: Option 1: All students attended**

The screenshot shows a class roster interface. At the top, there is a dropdown menu for "Enrollment Status" set to "Enrolled". Below this, it displays "Enrollment Capacity: 175" and "Enrolled: 94". A "Drop/Add Deadline: 09/10/2019" is also shown. A red box highlights a checkbox labeled "All students have attended", with a red arrow pointing to it from the text "check to indicate all students on roster have attended". Below the checkbox, a note states: "No Show information is automatically saved when entered. Instructors can enter or edit No Show information for two weeks following the drop/add deadline." At the bottom, there is a navigation bar with "Enrolled Students" and "Personalize | Find | First 1-94 of 94 Last".

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/>
- 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/>
- UDSIS Help for Faculty/Staff: <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."

The screenshot shows a class roster interface for the "2019 Fall Semester | University of Delaware". There is a "Change Term" button. Below it, a "Select display option" dropdown menu is open, showing two options: "Show All Classes" (selected) and "Show Enrolled Classes Only". At the bottom, there are navigation links for "Icon Legend", "Class Roster", and "Grade Roster".

- 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.

Faculty Center


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My Schedule

2019 Fall Semester | University of Delaware

Select different section

Change Term



- 3) If you are teaching many sections, the section may be on another page.
- You can change which sections you are seeing by using the arrows to change the page you are on:

My Teaching Schedule > 2019 Fall Semester > University of Delaware

Class	Class Title	Enrolled	Days & Times	Room	Class Dates	Approval Status
MATH 241-011 (3440)	ANALYTIC GEOMETRY & CALCULUS A (Lecture)	84	MoWeFr 12:20PM - 1:10PM	Kirkbride Hall Room 006	Aug 27, 2019- Dec 5, 2019	Not Reviewed

Personalize | View All | First 1-20 of 23 Last



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

My Teaching Schedule > 2019 Fall Semester > University of Delaware

Class	Class Title	Enrolled	Days & Times	Room	Class Dates	Approval Status
MATH 241-011 (3440)	ANALYTIC GEOMETRY & CALCULUS A (Lecture)	84	MoWeFr 12:20PM - 1:10PM	Kirkbride Hall Room 006	Aug 27, 2019- Dec 5, 2019	Not Reviewed

Personalize | View All | First 1-20 of 23 Last



- 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.