

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

UD Faculty Center

Faculty Name: UDID

My Schedule

2019 Fall Semester | University of Delaware

Change Term


Photo Roster

use to see a schedule for a different term

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 241-030D (3442)	ANALYTIC GEOMETRY & CALCULUS A (Discussion)	28	TuTh 12:30PM - 1:20PM	Purnell Hall Room 330	Aug 27, 2019- Dec 5, 2019	Not Reviewed

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, **from September 11th-25th** 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

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 web interface for a class roster. 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 before September 25th.

7) **What to do after September 25th**

- 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
- 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 the "Select display option" section of the interface. It has two radio buttons: "Show All Classes" (which is selected) and "Show Enrolled Classes Only". Below this, there are three tabs: "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.

The screenshot shows the "My Schedule" section of the interface. At the top, it says "Faculty Center" and "My Schedule". Below this, it displays "2019 Fall Semester | University of Delaware". A red arrow points down to a "Change Term" button. To the right of the button is a small square icon.

- 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
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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.