

ROSTERS & ELECTRONIC GRADING INFORMATION SYSTEM

USER GUIDE

May, 2006

Rosters & Electronic Grading Information System (REGIS)**Table of Contents**

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Part 1: Introduction

Welcome to the Rosters & Electronic Grading Information System. REGIS is a web based system for distributing class rosters and submitting academic warnings and final term grades. Regis is available to all authorized faculty, administrators and registrars across all campuses.

This User Guide is designed to provide detailed information about the REGIS system and to assist faculty and their administrative staff in submitting academic warnings, final grade submission, roster viewing and class roster downloads and uploads.

If you have questions, please contact the Help Desk staff.

Phone: 732-445-4357 - New Brunswick
856-225-6274 - Camden
973-353-5083 - Newark

E-Mail: help@camden.rutgers.edu
help@newark.rutgers.edu
helpdesk@nbcs.rutgers.edu

Supported Browsers:

Internet Explorer 6.0+
Firefox 1.0+
Mozilla 1.5+
Netscape 7.0+
Opera 8.0+
Safari 1.2+

Note: Application should work in browsers not listed above; however the look and feel of the application will vary.

Starting Class Roster:

All Users will be authenticated through the Rutgers Central Authentication Service utilizing their NetId and password.

Logging In

REGIS is located at <https://www.acs.rutgers.edu/rosters>

When you log into REGIS the following web page will appear:

Rutgers, The State University of New Jersey

Rutgers Central Authentication Service

Please Log In

You have requested access to a site that requires Rutgers authentication. This is not a public network and explicit authorization is required. For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!

Enter your Rutgers NetID and Password

NetID:

Password:


Authentication Type:

Warn me before logging me into other sites.

LOGIN

NetID: Most applications are now using the Rutgers NetID for authentication. If you have a NetID and do not remember what it is you may look it up using the [NetID Lookup](#) application. If you do not yet have a NetID you may [Create a Account and NetID](#).

Links to campus web sites: [Camden](#), [Newark](#), [New Brunswick/Piscataway](#), [Rutgers University](#).
For assistance, contact the Help Desks in: [Camden](#), [Newark](#), or [New Brunswick/Piscataway](#).



Enter your NetId and Password and click the 'login' button. If you don't have a NetId click on the link to Create an Account and NetId. If you have a Netid and do not remember what it is click on Netid Lookup.

Part 2: Application Processes

- The Class Roster web-based application has five main functions:
 1. View a roster
 - Quick Search
 - Drill Down Search
 - Alphabetical List
 - Download to Excel (xls), Comma Separated (txt) or Student Photos (PDF)
 - Open For Warnings
 - Open For Grading
 - View Roster Photos
 2. Upload Course
 3. View Roster Status
 4. Grant/Revoke Privileges
 5. Update Control dates

View Roster

A roster can be retrieved using either a Quick Search or Drill Down Search. All faculty/administrators having the proper authorization can view his/her rosters at any time before and during the current semester.

Rutgers, The State University of New Jersey

WebCT Mailing List Help LOG OUT

Rosters & Electronic Grading Information System (REGIS)

View Rosters Upload Course View Status Grant/Revoke Privileges Update Control Dates

Class Rosters Quick Search

Quick Search Drill-down Search

CHOOSE ROSTER

Required information is indicated by *.

Semester * Unit * Subject * Course * Section

Spring 2006

Alphabetical roster

- Section(s) presented in one alphabetical list
- Grades, warnings, comments and new students cannot be added using the alphabetical listing view (web)
- Excel (xls) and Comma Separated Values (txt) downloads available

Retrieve Roster

Links to campus web sites: [Camden](#), [Newark](#), [New Brunswick/Piscataway](#), [Rutgers University](#).

For assistance, contact the Help Desks in: [Camden](#), [Newark](#), or [New Brunswick/Piscataway](#).

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Quick Search:

The Quick search method is presented as the default. The user will select the semester from the drop down menu and will enter a Unit, Subject, Course and Section. If the roster has a supplement code, the supplement code does not need to be entered to retrieve the roster. User can opt to view all sections of a given course by leaving the section field blank.

Rutgers, The State University of New Jersey WebCT Mailing List Help LOG OUT

Rosters & Electronic Grading Information System (REGIS)

View Rosters | Upload Course | View Status | Grant/Revoke Privileges | Update Control Dates

Class Rosters Drill-down Search

Quick Search | **Drill-down Search**

CHOOSE ROSTER

Required information is indicated by *.

Semester * Spring 2006

Unit * ...

Subject * ...

Course * ...

Section(s) *
(Ctrl + click for multiple selections)
ALL

Alphabetical roster

- Section(s) presented in one alphabetical list
- Grades, warnings, comments and new students cannot be added using the alphabetical listing view (web)
- Excel (xls) and Comma Separated Values (txt) downloads available

Retrieve Roster

Links to campus web sites: [Camden](#), [Newark](#), [New Brunswick/Piscataway](#), [Rutgers University](#).

For assistance, contact the Help Desks in: [Camden](#), [Newark](#), or [New Brunswick/Piscataway](#).

Drill Down:

If the user does not know the unit, subject, course or section, he/she can opt to use the drill down method to retrieve their rosters. The user will select the drill-down search tab and will select the unit, subject, course and section from the drop down menus. The drop down menus will display only those rosters that the user has been authorized to view.

When a user selects the section, he/she can opt to see all sections by highlighting the 'ALL' option or he/she can select one section by highlighting a specific section or select multiple sections by pressing the ctrl key and highlighting multiple sections. After selecting section click the "retrieve Roster" button.

Alphabetical Roster:

The alphabetical roster option can be selected in both the Quick Search and Drill Down options. When this option is selected, user will see an alphabetical view of the roster selected. If user opts to see multiple sections of a roster and selects the alphabetical view, all sections will be presented

as one alphabetical list. Selecting the alphabetical roster option will allow the user to then download roster to Excel (xls) or a Comma separated (txt) file format.

Selecting the alphabetical roster option will present the roster in view mode only. Submitting grades or updating comments is restricted using this option. User can download roster to Excel, Comma Separated text file or user can view student photos in PDF format.

When roster is retrieved and alphabetical option selected, roster will display as follows:

Rutgers, The State University of New Jersey

WebCT Mailing List Help LOG OUT

Rosters & Electronic Grading Information System (REGIS)

View Rosters Upload Course View Status Grant/Revoke Privileges Update Control Dates

Student photos and student data on class rosters are education records protected under the Family Education Rights and Privacy Act (FERPA), a federal law. Student photos and other student data are included in class rosters solely to support the instruction of students and may not be used for any other purpose. Only those employees of the University who require access to class rosters to perform the functions of the job may access the information on class rosters, including but not limited to student photos. Faculty downloading any student data from class rosters are responsible to maintain the confidentiality of the data. Any such student information should only be maintained as long as it remains valid and useful and must be destroyed in a secure manner. Student photos and other student data should never be posted to any other website without student consent or appropriate security precautions to ensure that only those with access privileges can view the photos or other data. For more information on FERPA, see the [Office of Compliance and Student Policy website](#). For more information on proper records disposal consult the [University's Records Management Coordinator](#).

Semester	Unit	Subject	Course	Extract Date	Download
Spring 2006	01	078	118	02/22/2006	Excel Spreadsheet (xls) Comma Separated Values (txt) Roster Photos (pdf)

Sec.	Index	Rutgers ID	Student Name	Unit	Class	Curric1	Curric2	Loc	Warning	Comment	Grade	Comment	Permission	BA
1	01	73513 035007947	BEDROSIAN, JENNIFER N	12	07	192								
2	01	73513 066001237	BLANKENBERG, JONATHAN H	12	08	830								
3	01	73513 007005585	MINASSIAN, HAIG D.	12	07	119								
4	01	73513 048007297	SALBASHIAN, LISA	12	09	001								

Links to campus web sites: [Camden](#), [Newark](#), [New Brunswick/Piscataway](#), [Rutgers University](#).
For assistance, contact the Help Desks in: [Camden](#), [Newark](#), or [New Brunswick/Piscataway](#).

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Download Student Photos:




- To view individual photo, click on the student name.
- To view or download all student photos for a given roster, click on 'Roster Photos (PDF)'

Note:

If a student has not taken his/her ID photo, or the photo has not been posted to the photos database, a question mark will display in place of student photo. Schedule for posting student photos to the photos database is as follows:

Early August	Mid April
Mid September (Fall)	Mid June (Summer)
Early December	Mid July (First Year Students)
Mid February (Winter, Spring)	

When the roster is retrieved without the alphabetical option the user will see the following web page:

Rutgers, The State University of New Jersey WebCT  Mailing List  Help  LOG OUT

Rosters & Electronic Grading Information System (REGIS)

View Rosters | Upload Course | View Status | Grant/Revoke Privileges | Update Control Dates

Student photos and student data on class rosters are education records protected under the Family Education Rights and Privacy Act (FERPA), a federal law. Student photos and other student data are included in class rosters solely to support the instruction of students and may not be used for any other purpose. Only those employees of the University who require access to class rosters to perform the functions of the job may access the information on class rosters, including but not limited to student photos. Faculty downloading any student data from class rosters are responsible to maintain the confidentiality of the data. Any such student information should only be maintained as long as it remains valid and useful and must be destroyed in a secure manner. Student photos and other student data should never be posted to any other website without student consent or appropriate security precautions to ensure that only those with access privileges can view the photos or other data. For more information on FERPA, see the [Office of Compliance and Student Policy website](#). For more information on proper records disposal consult the [University's Records Management Coordinator](#).

Semester	Unit	Subject	Course	Extract Date	GRADING PERIOD	Early Warning	Warning	Grading	Download
Spring 2006	01	078	118	02/22/2006	GRADING PERIOD OPEN	02/01/2006 - 05/20/2006	05/21/2006 - 05/22/2006	05/23/2006 - 09/01/2006	Excel Spreadsheet (xls)

You are not authorized to update this roster. Although the grading/warning period may be open, you do not have the privileges to make changes. To view your access privileges [search course access privileges](#) using your name. To request upgraded privileges, contact your department head.

Section	Index	Supp	Campus	Credits	Roster Size	Valid Grades	Download
INTERMED ARMENIAN	01	73513	COLLEGE	3.0	4	A, B, B+, C, C+, D, F, H, NC, PA, S, TB, TB+, TC, TC+	Section Photos

Rutgers ID	Student Name	Unit	Class	Curric1	Curric2	Loc	Warn	Comment	Grade	Comment	Permission
1	035007947 BEDROSIAN, JENNIFER N	12	07	192							
2	066001237 BLANKENBERG, JONATHAN H	12	08	830							
3	007005585 MINASSIAN, HAIG D	12	07	119							
4	048007297 SALBASHIAN, LISA	12	09	001							

Section	Index	Supp	Campus	Credits	Roster Size
INTERMED ARMENIAN	01	73513	COLLEGE AVENUE	3.0	4

Links to campus web sites: [Camden](#), [Newark](#), [New Brunswick/Piscataway](#), [Rutgers University](#).
For assistance, contact the Help Desks in: [Camden](#), [Newark](#), or [New Brunswick/Piscataway](#).

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This page will display the following:

- If the system is open for warning submission, the open for warning message will appear and the user can submit academic warnings. If the system is open for grade submission the open for grading message will appear and the user can submit final grades.
- Dates for Early Warning Submission (Camden Units)
- Dates for Regular Warning Submission (All Units)

- Dates for Final Grade Submission
- All valid grades for a given unit.
- Download Link
- Links to create a Course Mailing List and Create a Course WebCT Environment.
- Student Photos

This page will also have a section for adding a student to the roster. User can add up to five students to the roster with each pass. There is no limit to how many students can be added overall. Students added to a roster will display in the pending section.

The following are the rules governing warning and grade submissions:

Warnings:

- Academic warnings can be submitted any time during the open warning period. The dates for warning submission are displayed on this page.
- Student names can be added to the roster during the open warning period.
- Warning roster can be submitted multiple times.

Final Grading:

- Final grades can be submitted any time during the open grading period. The dates for grade submission are displayed on this page.
- Student names can be added to the roster during the open grading period.
- Final grades can not be submitted multiple times. All grade changes must be submitted to the registrar's office using a grade change form.
- Rosters can be submitted with blank grades. Users will be allowed to enter a grade at any time during the grading period for those that are blank.

Note: Open For Grading

If the roster retrieved is available for grading, the "Open for Grading" message will be displayed. The grading and comments fields are displayed with a blank box. This blank box indicates that the field is open for updating. Users can update grades and enter comments. User can also add a student to the roster in the Add Student Section. User can add up to five additional names to the roster with each pass.

Rosters & Electronic Grading Information System (REGIS)

View Rosters Upload Course View Status Grant/Revoke Privileges Update Control Dates

Semester	Unit	Subject	Course	Extract Date	GRADING PERIOD OPEN	Warning	Grading	Download
Spring 2006	08	081	524	03/01/2006		02/27/2006 - 03/09/2006	05/01/2006 - 05/12/2006	Excel Spreadsheet (xls)

Section	Index	Supp	Campus	Credits	Roster Size	Valid Grades
SCULPTURE I	02	66594	LIVINGSTON	3.0	4	A, B, B+, C, C+, F, IN, NC, PA, S, U

[Roster Photos for section: 02](#)

Student ID	Student Name	Unit	Class	Curric1	Curric2	Loc	Warning	Comment	Grade	Comment	Permission	Arr
1	042003459 BENDICK, DAWN	08	10	081					<input type="text"/>	<input type="text"/>		0.0
2	109004934 FIFFE, JORGE	08	10	081					<input type="text"/>	<input type="text"/>		0.0
3	103007144 HENDERSON, JOHN M	08	10	081					<input type="text"/>	<input type="text"/>		0.0
4	102001294 HENSON, JESSIE S	08	10	081					<input type="text"/>	<input type="text"/>		0.0

ADD STUDENT(S) TO SECTION

- This section is not to be used to change a grade for a registered student. All grade changes must be made through a Grade Change Form.
- Up to five students may be added at a time.
- Last Name and First Name are required.

Student ID	Last Name	First Name	Middle Initial	Warning	Comment	Grade	Comment
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Valid Grades: A, B, B+, C, C+, F, IN, NC, PA, S, U

SCULPTURE I	Section	Index	Supp	Campus	Credits	Roster Size	<input type="button" value="Submit Section"/>	TOP
	02	66594		LIVINGSTON	3.0	4		

Section	Index	Supp	Campus	Credits	Roster Size	Valid Grades
SCULPTURE I	03	73763	LIVINGSTON	3.0	2	A, B, B+, C, C+, F, IN, NC, PA, S, U

[Roster Photos for section: 03](#)

Student ID	Student Name	Unit	Class	Curric1	Curric2	Loc	Warning	Comment	Grade	Comment	Permission	Arr
1	101009638 BALAN, DANIEL A	08	10	081					<input type="text"/>	<input type="text"/>		0.0
2	109003037 FRANKLIN, VICTORIA L	08	10	081					<input type="text"/>	<input type="text"/>		0.0

ADD STUDENT(S) TO SECTION

- This section is not to be used to change a grade for a registered student. All grade changes must be made through a Grade Change Form.
- Up to five students may be added at a time.
- Last Name and First Name are required.

Student ID	Last Name	First Name	Middle Initial	Warning	Comment	Grade	Comment
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

SCULPTURE I	Section	Index	Supp	Campus	Credits	Roster Size	<input type="button" value="Submit Section"/>	TOP
	03	73763		LIVINGSTON	3.0	2		

Valid Grades: A, B, B+, C, C+, F, IN, NC, PA, S, U

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 For assistance, contact the Help Desks in: [Camden](#), [Newark](#), or [New Brunswick/Piscataway](#).



Valid Grades: A, B, B+, C, C+, F, IN, NC, PA, S, U

Note:

User can opt to retrieve multiple sections of a course by leaving the section field blank. Only those sections that the user has privilege for will be displayed. User must click on the ‘Submit Roster’ button after grading each section or that section of the course will not be submitted. User can view student photos at each section break. To view student photos for all students in a given course, user must leave section field blank and click on alpha listing. To view photo for individual students, click on the underlined student name.

Rosters & Electronic Grading Information System (REGIS)

View Rosters Upload Course View Status Grant/Revoke Privileges Update Control Dates

Semester	Unit	Subject	Course	Extract Date	Grading	Download
Spring 2006	16	710	877		03/14/2006 - 04/14/2006	Excel Spreadsheet (xls)



! The grade is invalid.
! Fields marked with red are invalid. The class roster will not be submitted until all errors are corrected.

TCHNG ASSISTANTSHIP										Section	Index	Supp	Campus	Credits	Roster Size	Valid Grades
										01	70261			0.0	6	A, B, B+, C, C+, F, IN, NC, PA, S, U
	Id	Student	Unit	Class	Curric1	Curric2	Loc	Warning	Comment	Grade	Comment	Permission				
1	039007919	HAN, YU	16	40	710					X	<input type="text"/>					
2	039007734	HU, TIANJING	16	40	710					<input type="text"/>	<input type="text"/>					
3	111007615	KOMLOS, DANIEL	16	40	710					<input type="text"/>	<input type="text"/>					
4	019002325	QIN, MEI	16	40	710					<input type="text"/>	<input type="text"/>					
5	080005003	WANG, SHENG	16	50	710					<input type="text"/>	<input type="text"/>					
6	045009819	ZHANG, JING	16	40	710					<input type="text"/>	<input type="text"/>					

ADD STUDENT(S) TO SECTION

- This section is not to be used to change a grade for a registered student. All grade changes must be made through a Grade Change Form.
- Valid Grades: A, B, B+, C, C+, F, IN, NC, PA, S, U
- Last Name and First Name are required.

	Student ID	Last Name	First Name	Middle Initial	Warning	Comment	Grade	Comment
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="text"/>	<input type="text"/>

TCHNG ASSISTANTSHIP Section: 01 Index: 70261 Credits: 0.0 Roster Size: 6 TOP

Links to campus web sites: [Camden](#), [Newark](#), [New Brunswick/Piscataway](#), [Rutgers University](#).
 For assistance, contact the Help Desks in: [Camden](#), [Newark](#), or [New Brunswick/Piscataway](#).



Valid Grades: A, B, B+, C, C+, F, IN, NC, PA, S, U

Note:

A roster submitted with an invalid grade will be flagged and the roster will not be submitted until all errors have been corrected.

Rutgers, The State University of New Jersey WebCT Mailing List Help Log Out

Rosters & Electronic Grading Information System (REGIS)

View Rosters Upload Course View Status Grant/Revoke Privileges Update Control Dates

Semester	Unit	Subject	Course	Extract Date	WARNING PERIOD OPEN	Warning	Grading	Download
Spring 2006	16	710	877	03/01/2006		03/01/2006 - 03/20/2006	05/04/2006 - 05/12/2006	Excel Spreadsheet (xls)

TCHNG ASSISTANTSHIP												
Section	Index	Supp	Campus	Credits	Roster Size	Valid Grades						
01	70261			0.0	6	A, B, B+, C, C+, F, IN, NC, PA, S, U						
Id	Student	Unit	Class	Curric1	Curric2	Loc	Warning	Comment	Grade	Comment	Permission	
1	039007919 HAN, YU	16	40	710			<input type="checkbox"/>	<input type="text"/>	S			
2	039007734 HU, TIANJING	16	40	710			<input type="checkbox"/>	<input type="text"/>	S			
3	111007615 KOMLOS, DANIEL	16	40	710			<input type="checkbox"/>	<input type="text"/>	S			
4	019002325 QIN, MEI	16	40	710			<input type="checkbox"/>	<input type="text"/>	S			
5	080005003 WANG, SHENG	16	50	710			<input type="checkbox"/>	<input type="text"/>	S			
6	045009819 ZHANG, JING	16	40	710			<input type="checkbox"/>	<input type="text"/>	S			

PENDING SECTION ADDITIONS

- All students added to a section will display in the "Pending Section Additions" list until the students are registered for the course.

Student ID	Last Name	First Name	Middle Initial	Warning	Comment	Grade	Comment
1	123456789	noname	Amy	<input type="checkbox"/>	<input type="text"/>	B	

ADD STUDENT(S) TO SECTION

Valid Grades: A, B, B+, C, C+, F, IN, NC, PA, S, U

- Last Name and First Name are required.

Student ID	Last Name	First Name	Middle Initial	Warning	Comment	Grade	Comment
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>		
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>		
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>		
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>		
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>		

TCHNG ASSISTANTSHIP Section: 01 Index: 70261 Credits: 0.0 Roster Size: 6
Submit Section
↑ TOP

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 For assistance, contact the Help Desks in: [Camden](#), [Newark](#), or [New Brunswick/Piscataway](#).

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RUTGERS

Valid Grades: A, B, B+, C, C+, F, IN, NC, PA, S, U

Note: Open For Warnings

If the roster retrieved is available for warning submissions, the “Open for Warnings” message will be displayed. The warning and comments fields are displayed with a blank box. This blank box indicates that the field is open for warning submission. Users can enter warnings and comments. User can also add a student to the roster in the Add Student Section. User can add up to five additional names to the roster with each pass. Students added to the roster will display in the Pending Roster section.

Rutgers, The State University of New Jersey WebCT Mailing List Help Log Out

Rosters & Electronic Grading Information System (REGIS)

View Rosters Upload Course View Status Grant/Revoke Privileges Update Control Dates

Semester	Unit	Subject	Course	Extract Date	GRADING PERIOD OPEN	Warning	Grading	Download
Spring 2006	08	081	524			03/01/2006 - 03/09/2006	03/14/2006 - 03/22/2006	Excel Spreadsheet (xls)

The Section has been successfully submitted.

Section	Index	Supp	Campus	Credits	Roster Size	Valid Grades
SCULPTURE I	03	73763	LIVINGSTON	3.0	2	A, B, B+, C, C+, F, IN, NC, PA, S, U

	Id	Student	Unit	Class	Curric1	Curric2	Loc	Warning	Comment	Grade	Comment	Permission
1	101009638	BALAN, DANIEL A	08	10	081					B		
2	109003037	FRANKLIN, VICTORIA L	08	10	081					<input type="text"/>	<input type="text"/>	

PENDING SECTION ADDITIONS

- All students added to a section will display in the "Pending Section Additions" list until the students are registered for the course.

	Student ID	Last Name	First Name	Middle Initial	Warning	Comment	Grade	Comment
1	<input type="text" value="123456789"/>	<input type="text" value="noname"/>	<input type="text" value="Amy"/>	<input type="text"/>			B	

ADD STUDENT(S) TO SECTION

- This section is not to be used to change a grade for a registered student. All grade changes must be made through a Grade Change Form.
- Up to five students may be added at a time.
- Last Name and First Name are required.

	Student ID	Last Name	First Name	Middle Initial	Warning	Comment	Grade	Comment
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="text"/>	<input type="text"/>

Valid Grades: A, B, B+, C, C+, F, IN, NC, PA, S, U

Section	Index	Supp	Campus	Credits	Roster Size	Submit Section
SCULPTURE I	03	73763	LIVINGSTON	3.0	2	<input type="button" value="Submit Section"/>

[TOP](#)

Links to campus web sites: [Camden](#), [Newark](#), [New Brunswick/Piscataway](#), [Rutgers University](#).
 For assistance, contact the Help Desks in: [Camden](#), [Newark](#), or [New Brunswick/Piscataway](#).

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Valid Grades: A, B, B+, C, C+, F, IN, NC, PA, S, U

Note:

Once the grade or warning roster is submitted, the user will see the message ‘The class roster has been successfully saved’. User can add student(s) to roster during warning or grade submission. All students added to a roster will display in the Pending Roster Additions section until the roster is posted to the database.

Download Roster (Excel)

In addition to viewing a roster, the user can download a roster by selecting the download link. The roster is downloaded to an Excel format.

Semester	Unit	Subject	Course
Fall 2005	16	118	877

Title	Section	Index	Supp	Campus	Credits	Roster Size
TCHNG ASSISTANTSHIP	01	36071			0	4

Sec	Index	Id	Student	Grade	Comment	Warning	Comment	Email	Unit	Comp	Curric1	Curric2	Loc	Permission
01	36071	138154129	BILAL, ERHAN	A				ebilal@eden.rutgers.edu	16	40	118			412102
01	36071	099722747	NORTON, KERRIANN	B				kemin@eden.rutgers.edu	16	40	118			512103
01	36071	069708685	SOTERO, STEVENJ	A				steboc@eden.rutgers.edu	16	40	118			210123
01	36071	154088196	TADIGOTLA, VASISHT R	B				vasisht@eden.rutgers.edu	16	50	118			310124

Note:

Save the downloaded file as an 'XLS' file type. Do not save the downloaded file as a 'CSV'. If you download your roster and are planning to upload your final grades, the first six data fields on the downloaded file must be included as the first six data fields of the upload file. Upload file must have a 'CSV' file type. User can opt to remove the file headings before uploading. The upload process will accept a file with or without headings. The file must include section, Index number, student ID, student name, grade, and comment as the first six data fields.

Download Roster (comma separated)

User can download roster to a comma separated file. User can get to this option by selecting the alphabetical roster option in the View roster section.

Upload Course:

The upload feature allows users to request to upload one or more final grade rosters. In this release only multiple sections of a given course will be allowed for upload. You can not upload multiple course uploads in this release.

Academic departments requesting upload must prepare file. File to be uploaded must be in the correct format. (CSV file type).

Process will work as follows:

- User will select upload link.
- User will enter roster information (Unit, Subject, Course #, Section)
- User will then indicate file to be uploaded.(CSV file type)
- User clicks on upload course button
- Summary of upload is displayed
- The user verifies course upload information
- User clicks on Upload Roster
- Roster is submitted and displayed back to user.

Note:

- One upload format for all users. File type (CSV)
- Format will be the same as the download roster format (e.g. Section, Index# , Student ID, Student Name, Grade and Comments)
- Uploads can only be requested during the open grading window.
- Multiple upload of a roster is allowed for blank grades only.
- User can upload grades that were not entered on the first load and have been posted as an 'NG'. User can opt to enter these grades on-line or submit another upload file.
- No grade validation. Grades submitted via the upload will be validated prior to grade submission to the student's official record.
- Additional student names can be included in upload file and will appear in the pending section when the roster is viewed via the web.

Rutgers, The State University of New Jersey WebCT Mailing List Help LOG OUT

Rosters & Electronic Grading Information System (REGIS)

View Rosters | **Upload Course** | View Status | Grant/Revoke Privileges | Update Control Dates

Upload Course

1. CHOOSE COURSE TO UPDATE

Required information is indicated by *.

Semester *	Unit *	Subject *	Course *	Section
Spring 2006	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

2. CHOOSE COURSE FILE TO UPLOAD

Please upload plain text files in comma separated format (csv or txt).
The column order of the file must be:
Sec (section number), Index, Id (RUID), Student ("last name, first name middle initial" ex. "Rutgers, Henry C"), Grade, "Comment"
Fields with embedded commas must be delimited with double-quote characters. Please note the "" around the student and comment fields.

Roster File *

Links to campus web sites: [Camden](#), [Newark](#), [New Brunswick/Piscataway](#), [Rutgers University](#).
For assistance, contact the Help Desks in: [Camden](#), [Newark](#), or [New Brunswick/Piscataway](#).

Note:

- File format must be 'CSV'
- First six data fields in the file must be, Section, Index #, Student ID, Student Name, Grade and comment.

- If you use the download feature you must save the downloaded file as a 'XLS' file type. Input your final grades and save the file as a 'CSV' file type. When you download a roster and you use the same file for uploading, you can opt to delete file headers or leave them on the file. The system will bypass file headers.

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WebCT Mailing List Help Log Out

Rosters & Electronic Grading Information System (REGIS)


View Rosters
Upload Course
View Status
Grant/Revoke Privileges
Update Control Dates

Verify Course Upload Information

Semester	Unit	Subject	Course	Sections	Extract Date
Fall 2005	16	148	866	01	11/27/2005

Grades Uploaded	Records Skipped	Students Added	NG Grades Applied	Rosters Skipped
7	0	0	6	

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For assistance, contact the Help Desks in: [Camden](#), [Newark](#), or [New Brunswick/Piscataway](#).



Note:

- User must click the Upload Roster button for grades to be uploaded
- Only those grades entered in the current pass will be counted as grades uploaded. (Grades Uploaded)
- Those records that were already submitted in a different pass will be counted in the records skipped total. (Records Skipped).
- Only those students added to the roster in the current pass will be included in the Students Added total. (Students Added)
- Blank grades submitted in the current pass will be counted in the NG Grades Applied total. (NG Grades Applied)
- If uploading a roster with multiple sections and the system detects an error in one of the sections, only the roster in error will be skipped. (Rosters Skipped)

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WebCT Mailing List Help LOG OUT

Rosters & Electronic Grading Information System (REGIS)

View Rosters Upload Course **View Status** Grant/Revoke Privileges Update Control Dates

Class Roster Status

CHOOSE ROSTER

 Required information is indicated by *.

Semester * Unit * Subject Course Section

Spring 2006

Links to campus web sites: [Camden](#), [Newark](#), [New Brunswick/Piscataway](#), [Rutgers University](#).

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View Status:

The View Status feature will show the users the status of a given roster. This feature will allow the administrators in the registrar's offices to verify if a roster is still outstanding.

User will select a semester and will enter the unit, subject, Course # and section for a given roster, and click the 'View Status' button. User can opt to leave section blank, and all sections for the given entry will be displayed. Users must have the proper authorization to check in a roster. If authorization has not been granted user can only view the status of a roster.

Rutgers, The State University of New Jersey WebCT Mailing List Help Log Out

Rosters & Electronic Grading Information System (REGIS)


View Rosters Upload Course **View Status** Grant/Revoke Privileges

Class Roster Status

STATUS FOR FALL 2005 01 : 198 : 112

Total Rosters Received = 0							Total Outstanding Rosters = 3				
Unit	Subject	Course	Section	Supp	Date Received	Method	Unit	Subject	Course	Section	Supp
							01	198	112	01	
							01	198	112	02	
							01	198	112	05	

Links to campus web sites: [Camden](#), [Newark](#), [New Brunswick/Piscataway](#), [Rutgers University](#).
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Note:

All outstanding rosters will display on the right side of the web page. All rosters received will display to the left. All users will have the ability to view the status of their rosters.

Grant/Revoke Privileges:

View Access:

To view users own access, he/she must enter their own SSN or name in the search by page. User will see all access by semester that he/she has been granted. Users can not update their own access, they can only view it. Users are encouraged to check out their own access if they are having a problem viewing their rosters. If the users checks his/her access and sees that the roster he/she wants to grade is not listed, they should contact their department administrator to have the access granted.

Rutgers, The State University of New Jersey

WebCT Mailing List Help Log Out

Rosters & Electronic Grading Information System (REGIS)

View Rosters Upload Course View Status **Grant/Revoke Privileges** Update Control Dates

Search Course Access Privileges

SEARCH BY

SSN Last Name First Name

OR AND/OR

Links to campus web sites: [Camden](#), [Newark](#), [New Brunswick/Piscataway](#), [Rutgers University](#).

For assistance, contact the Help Desks in: [Camden](#), [Newark](#), or [New Brunswick/Piscataway](#).

THE STATE UNIVERSITY OF NEW JERSEY
RUTGERS

Note:

There are several roles that can be assigned to each user by course or by section.

- Read Only: User can View and Download Class Roster
- Grader: User can Grant/Revoke read privileges, grade and upload rosters.
- Manager: User has the ability to Grant/Revoke Read, Grader, and Manager Privileges. Cannot grade Rosters.
- Controller: User has the ability to Grant/Revoke Read, Grader, manager, and Controller Privileges. Controller can grade rosters.

Users can be assigned multiple roles for a given term.

Rutgers, The State University of New Jersey WebCT Mailing List Help Log Out

Rosters & Electronic Grading Information System (REGIS)

View Rosters Upload Course View Status **Grant/Revoke Privileges** Update Control Dates

Search Course Access Privileges

SEARCH BY

SSN OR Last Name AND/OR First Name

6 SEARCH RESULTS FOUND

Name	Employee Type	Department
CANDACE GRACE	STAFF	FOOD SCIENCE
MARIA GRACE	STAFF	BUSINESS OFFICE
MICHELE GRACE	STAFF	IMCS
NORMA GRACE	STAFF	ADMIN COMPTNG SRVCS
PATRICK GRACE	STAFF	PSYCHOLOGY
THOMAS GRACE	STAFF	PSYCHOLOGY

Note: User will click on a name from the search results

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Rosters & Electronic Grading Information System (REGIS)

View Rosters Upload Course View Status Grant/Revoke Privileges Update Control Dates

Maintain Course Access Privileges

REVOKE COURSE ACCESS PRIVILEGES FROM NORMA GRACE

Revoke	Term	Year	Role	Granted By	Unit	Subject	Course	Section	Supplement
<input type="checkbox"/>	Fall	2005	CONTROLLER	HRYVNIAK, GEORGE	ALL	ALL	ALL	ALL	ALL
	Winter	2005	CONTROLLER	SEAMAN, LORIE	ALL	ALL	ALL	ALL	ALL
<input type="checkbox"/>	Summer	2005	CONTROLLER	WRIGHT, DIANA	ALL	ALL	ALL	ALL	ALL
<input type="checkbox"/>	Spring	2005	CONTROLLER	WRIGHT, DIANA	ALL	ALL	ALL	ALL	ALL

GRANT COURSE ACCESS PRIVILEGES TO NORMA GRACE


1. Choose a course to grant access to

Semester	Unit	Subject	Course	Section	Supplement
Winter 2005	null	null	null	null	null

2. Choose Role

- Read Only - View and download class rosters
- Grader - Grant/revoke read only privileges and grade class rosters
- Manager - Grant/revoke read only, grader, and manager privileges (can not grade class rosters)
- Controller - Grant/revoke read only, grader, manager, and controller privileges (can grade class rosters)

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Revoke Access:

To revoke a user access, check the revoke box for a given roster and click the 'Revoke Access Privilege' button. User's access can be revoked in one pass by checking the revoke box for all rosters.

Grant Access:

To grant user access, choose a role and enter the course to grant access to. Select a semester and enter unit, subject, course #, section and course supplement. If a course has a supplement code, this supplement code must be entered otherwise leave supplement code blank. Click on the 'Grant Access Privileges' button. User can be granted global access to all rosters in a given semester by entering 'ALL' in the unit, subject, course, section and supplement fields. Users who are assigned the 'All' privilege in a given semester will automatically retain those assigned privileges for the next semester, all others privileges will be terminated.

Part 3: System Administration

The system administrators in the Registrar's offices across the three campuses will have the ability to setup the system control dates for their campuses. Only those administrators with the proper authorization will be able to use this function. Each campus can have their own start and end dates for warnings and final grade submissions.

Update Control Dates:

Rutgers, The State University of New Jersey

WebCT Mailing List Help LOG OUT

Rosters & Electronic Grading Information System (REGIS)

View Rosters Upload Course View Status Grant/Revoke Privileges Update Control Dates

Maintain Course Action Periods

— SELECT SEMESTER AND CAMPUS —

 Required information is indicated by *.

Semester *

Campus *

Links to campus web sites: [Camden](#), [Newark](#), [New Brunswick/Piscataway](#), [Rutgers University](#).

For assistance, contact the Help Desks in: [Camden](#), [Newark](#), or [New Brunswick/Piscataway](#).

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Note: User will enter the semester and campus and will click on Retrieve Dates.

Set Global Control Dates:

After selecting a semester and campus, user can opt to input global control dates by filling in the start and end dates for Early Warning, Warning and Grading. When using the global setting, user must enter start and end dates for grading and extended grading end date. When using the global date setting, all dates will be applied to all units for the selected campus.

Rutgers, The State University of New Jersey
WebCT Mailing List Help LOG OUT

Rosters & Electronic Grading Information System (REGIS)

View Rosters
Upload Course
View Status
Grant/Revoke Privileges
Update Control Dates

Maintain Course Action Periods

SELECT SEMESTER AND CAMPUS

Required information is indicated by *.

Semester *

Campus *

INPUT GLOBAL CONTROL DATE SETTINGS

Global settings change control dates for all units of a selected campus. Subsequent global updates will **RESET** all unit updates. Please input start and end date and time in "mm/dd/yyyy HH:mm" format.

Early Warning -

Warning -

Grading * - Extended End *

PERFORM UNIT UPDATES

Unit	Early Warning	Warning	Grading *	Extended End *
24	<input type="text"/> - <input type="text"/>	10/01/2006 00:00 - 10/31/2006 00:00	12/01/2006 08:30 - 01/03/2007 17:00	01/15/2007 17:00
50	<input type="text"/> - <input type="text"/>	10/01/2006 00:00 - 10/31/2006 00:00	12/01/2006 08:30 - 01/03/2007 17:00	01/15/2007 17:00
52	<input type="text"/> - <input type="text"/>	10/01/2006 00:00 - 10/31/2006 00:00	12/01/2006 08:30 - 01/03/2007 17:00	01/15/2007 17:00
53	<input type="text"/> - <input type="text"/>	10/01/2006 00:00 - 10/31/2006 00:00	12/01/2006 08:30 - 01/03/2007 17:00	01/15/2007 17:00
56	<input type="text"/> - <input type="text"/>	10/01/2006 00:00 - 10/31/2006 00:00	12/01/2006 08:30 - 01/03/2007 17:00	01/15/2007 17:00

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 For assistance, contact the Help Desks in: [Camden](#), [Newark](#), or [New Brunswick/Piscataway](#).

Set Control Dates By Unit:

Setting control dates by unit is optional. User can set control dates globally and then opt to change a given unit to a different control date.