ROSTERS & ELECTRONIC GRADING INFORMATION SYSTEM

USER GUIDE

May, 2006

Rosters & Electronic Grading Information System (REGIS)

Table of Contents

Part 1:	Introduction	3
	Supported Browsers	3
	Logging In	3
Part 2:	Application Processes	5
	View Roster	6
	Quick Search	6
	Drill Down Search	7
	Alphabetical Roster	7
	Download Student Photos	8
	Roster Open for Grade submission	9
	Retrieve Multiple Rosters	11
	Grade Validation	12
	Roster Open for Warning submission	13
	Add Student(s) to Roster	14
	Pending Roster Additions	14
	Download Class Roster	15
	Upload Course	. 15
	Verify Upload Information	
	View Roster Status	18
	Grant/Revoke Privileges	20
	View Access	22
	Revoke Access	. 22
	Grant Course Access	. 22
Part 3:	System Administration	23
	Update Control Dates	23
	Set Global Control Dates	24
	Set Control Dates By Unit.	24

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: <u>help@camden.rutgers.edu</u>

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:

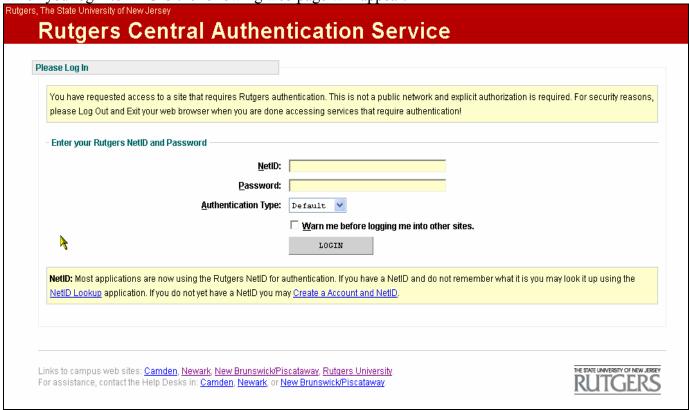
All Users will be authenticated through the Rutgers Central Authentication Service utilizing their NetId and password.

Logging In



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

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



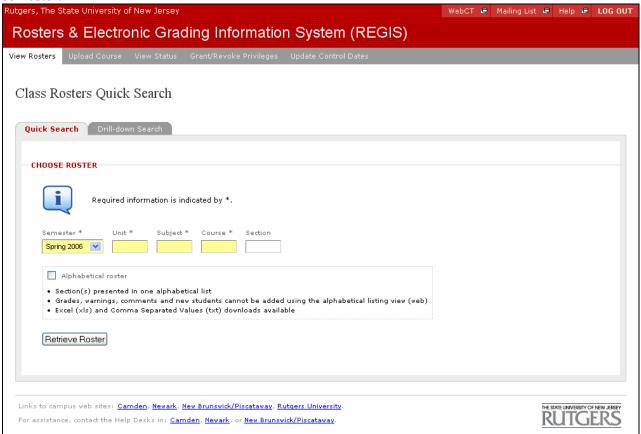
Enter your NetId and Password and click the 'login' button. If you don't have a NetId click on the link to Create an Account and NetId. If you have a Netid and do not remember what it is click on Netid Lookup.

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

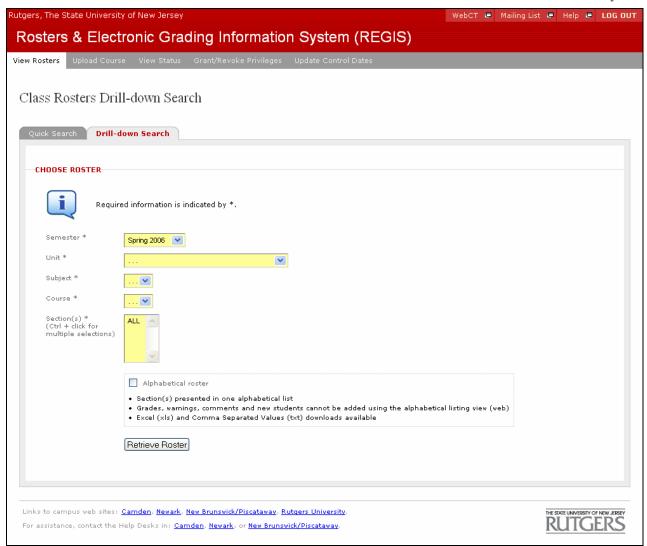
View Roster

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.



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.



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.

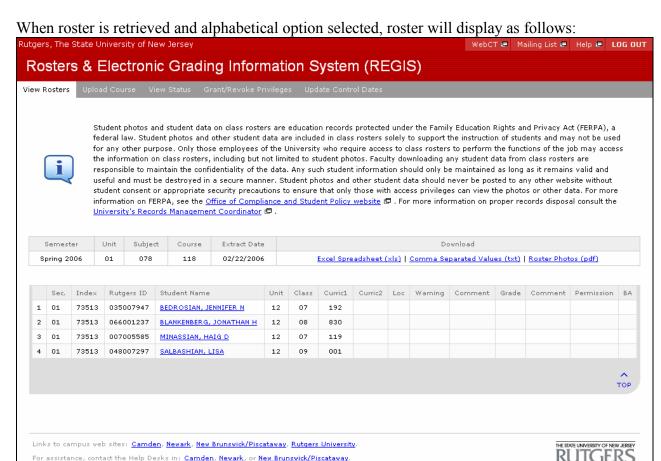
When a user selects the section, he/she can opt to see all sections by highlighting the 'ALL' option or he/she can select one section by highlighting a specific section or select multiple sections by pressing the ctrl key and highlighting multiple sections. After selecting section click the "retrieve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



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:

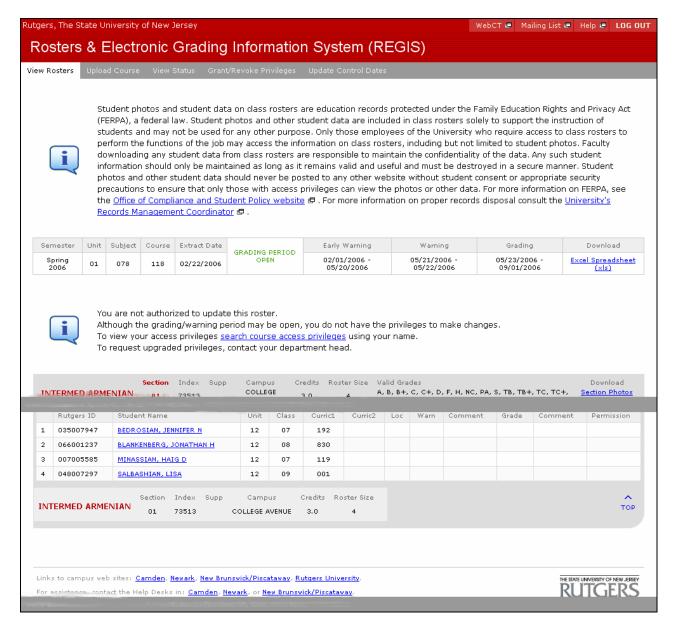
Early August Mid April

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:



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:

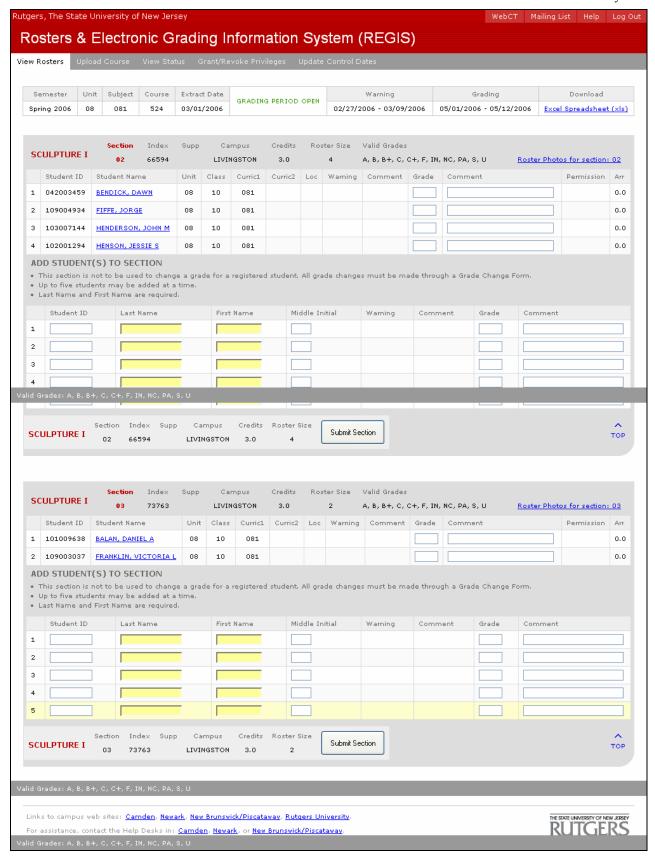
- Academic warnings can be submitted any time during the open warning period. The dates for warning submission are displayed on this page.
- Student names can be added to the roster during the open warning period.
- Warning roster can be submitted multiple times.

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.

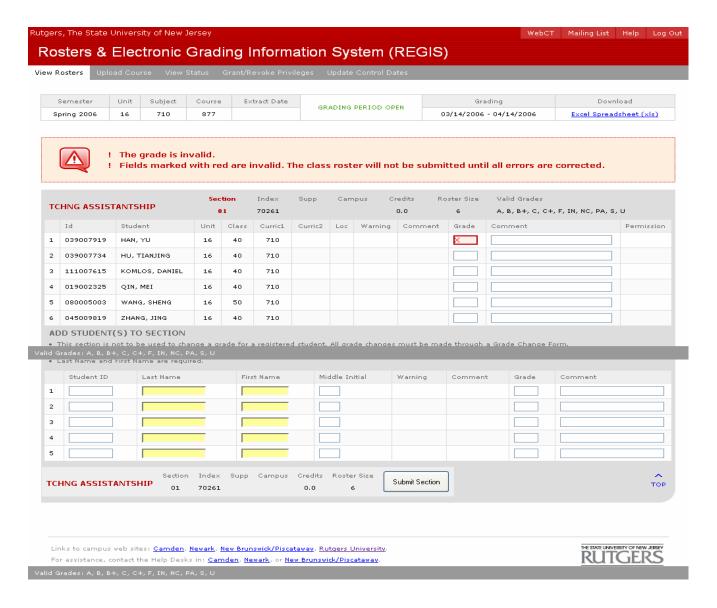
Note: Open For Grading

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.



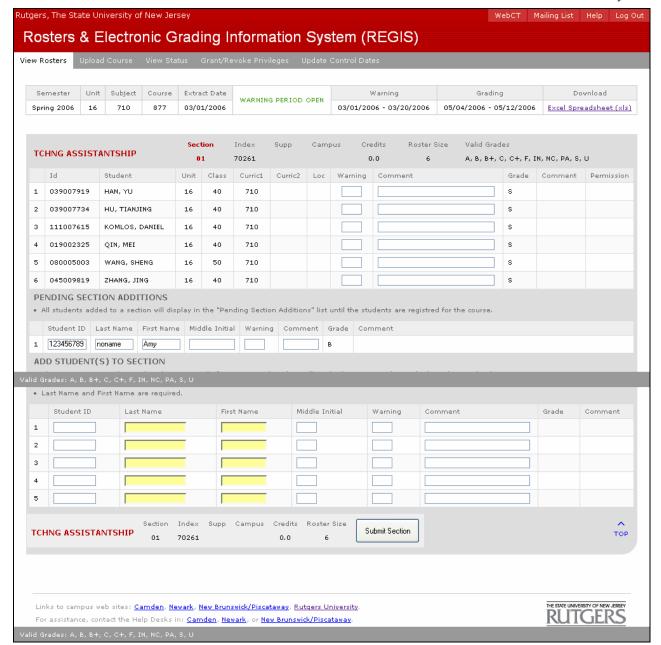
Note:

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.



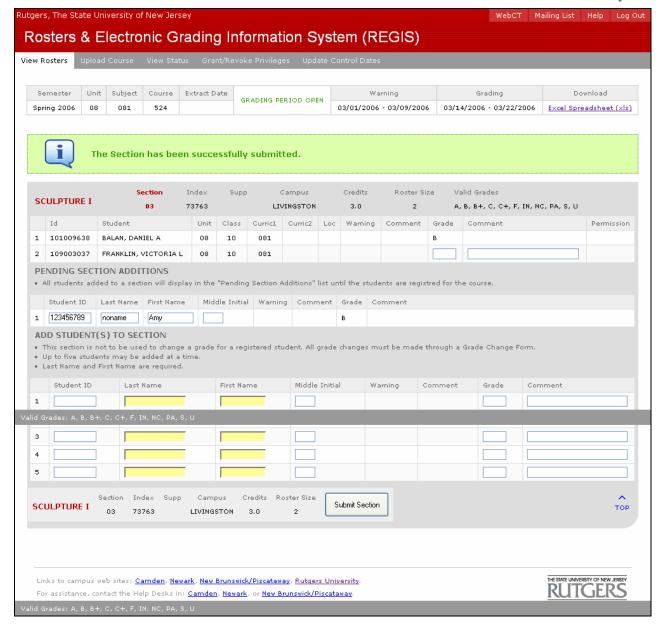
Note:

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



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.



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.

Seme	ster			Unit	Subject	Course								
Fall 2005				16	118	877								
					-									
Title			Section	Index	Supp	Campus	Credits	Roster Size						
TCHNG ASSISTANTSHIP		STANTSHIP	01	35071			0	4						
Sec	Index	ld	Student	Grade	Comment	Warning	Comment	Email	Unit	Comp	Curric1	Curric2	Loc	Permission
01	35071	138154129	BILAL, ERHAN	Α				ebilal@eden.rutgers.edu	16	40	118			412102
01	35071	099722747	NORTON, KERRIANN	В				kerrin@eden.rutgers.edu	16	40	118			512103
01	35071	069708685	SOTERO, STEVENJ	Α				steboo@eden.rutgers.edu	16	40	118			210123
01	35071	154088196	TADIGOTILA, VASISHI'R	В				væsisht@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.

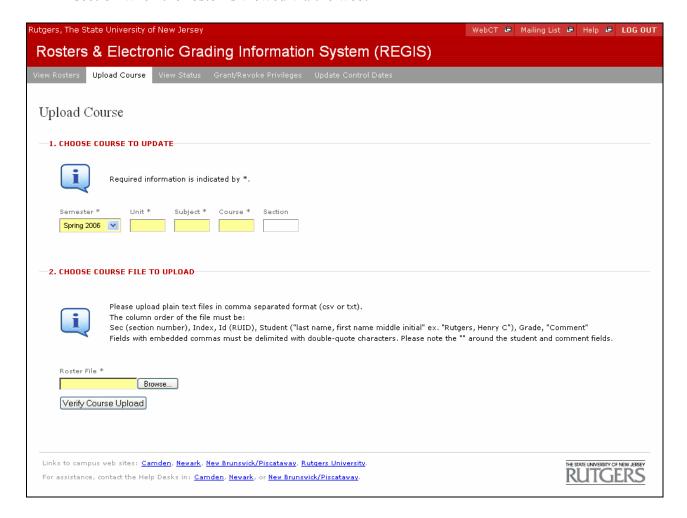
Academic departments requesting upload must prepare file. File to be uploaded must be in the correct format. (CSV file type).

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:

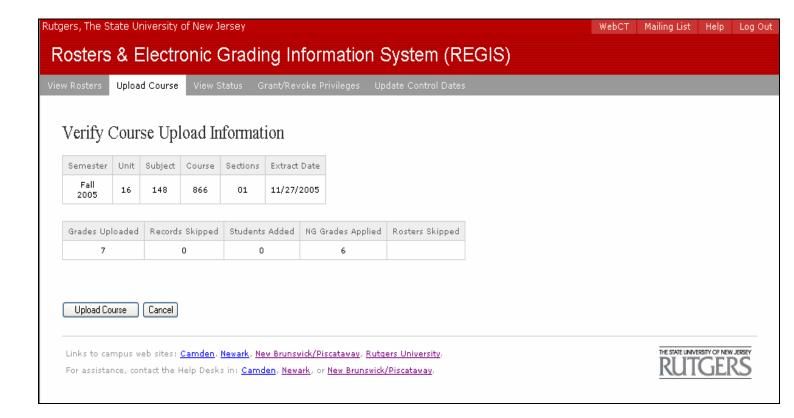
- One upload format for all users. File type (CSV)
- Format will be the same as the download roster format (e.g. Section, Index#, Student ID, Student Name, Grade and Comments)
- Uploads can only be requested during the open grading window.
- Multiple upload of a roster is allowed for blank grades only.
- 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.



Note:

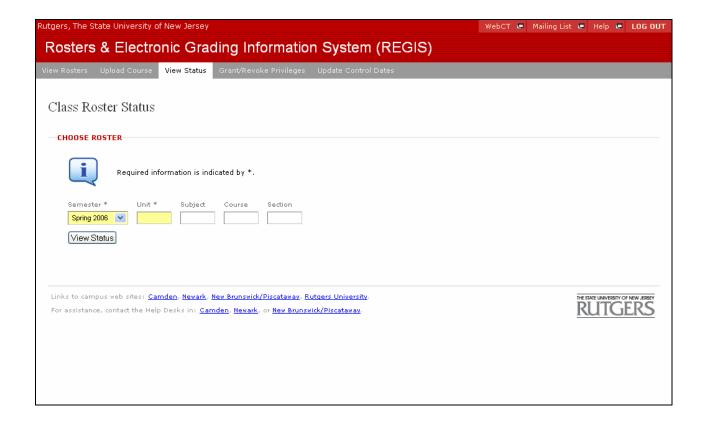
- File format must be 'CSV'
- First six data fields in the file must be, Section, Index #, Student ID, Student Name, Grade and comment.

• 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.



Note:

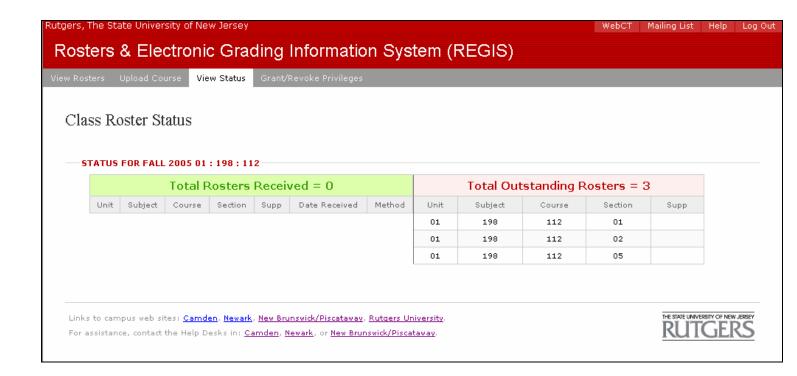
- User must click the Upload Roster button for grades to be uploaded
- Only those grades entered in the current pass will be counted as grades uploaded. (Grades Uploaded)
- Those records that were already submitted in a different pass will be counted in the records skipped total. (Records Skipped).
- 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)



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.



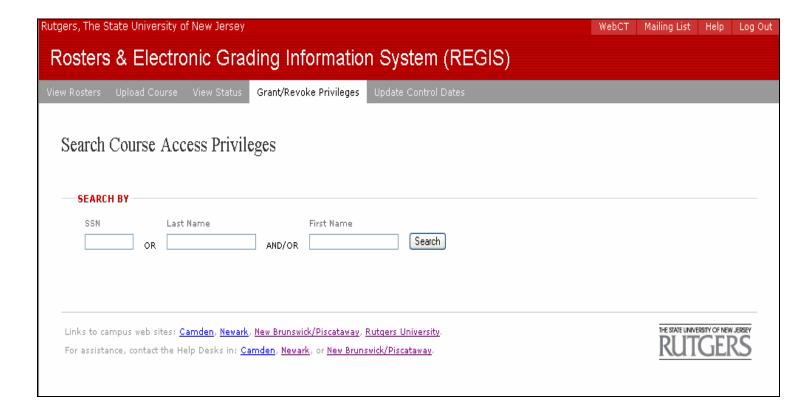
Note:

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.

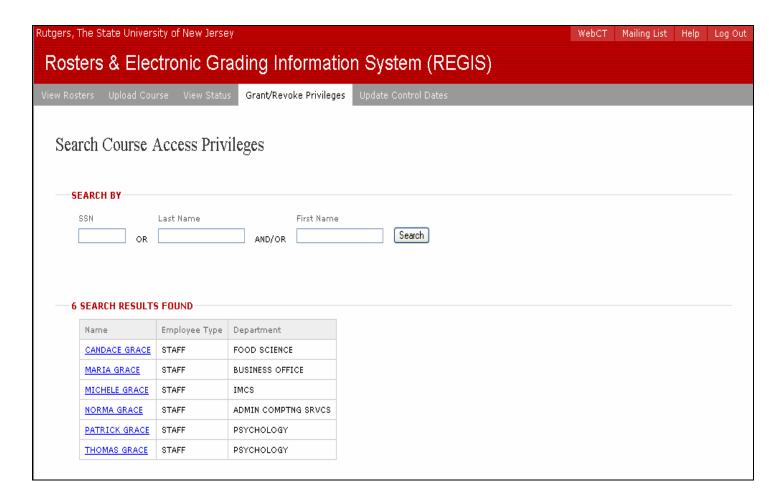


Note:

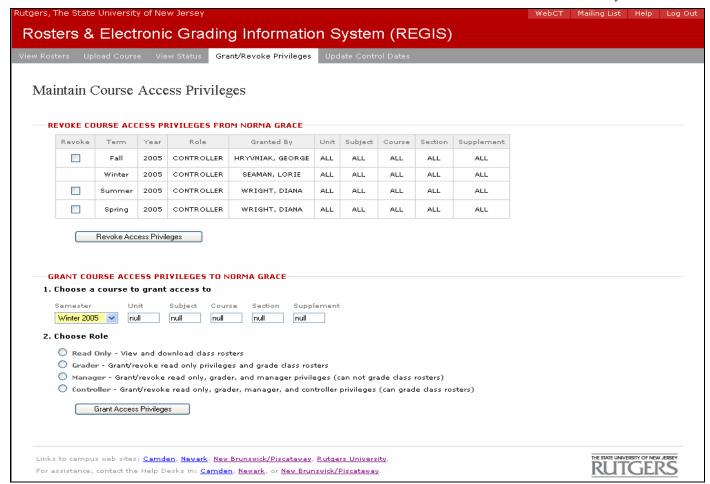
There are several roles that can be assigned to each user by course or by section.

- 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.



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



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.

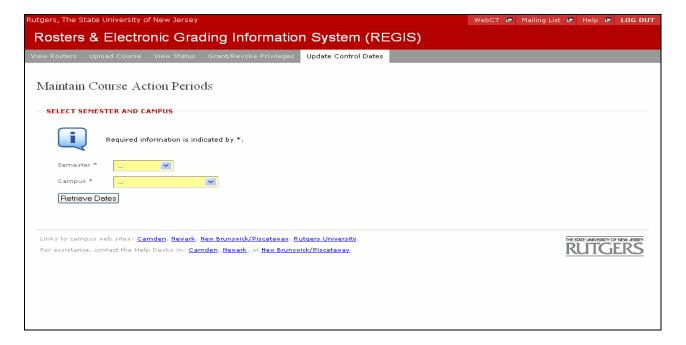
Grant Access:

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.

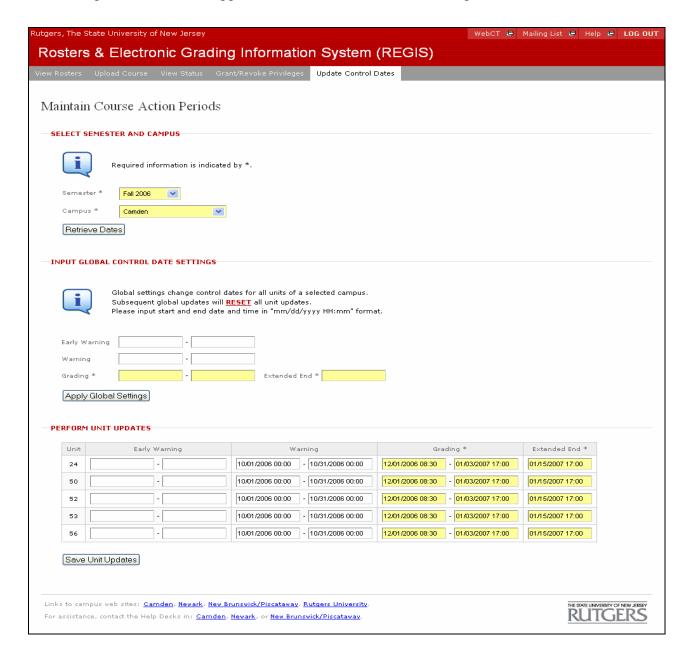
Update Control Dates:



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.



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.