Faculty Center in SIS

Overview

The Faculty Center can be used to manage all of your class, student and advisee related activities such as: viewing your weekly teaching schedule, viewing class details, searching for classes, viewing a class roster, viewing and entering grades in a grade roster and viewing and entering information in a student performance roster. You will also have the ability to see multiple terms and institutions.

Steps

Accessing the Faculty Center via One.IU

1. Navigate to: one.iu.edu.
2. Click and enter your Username and Passphrase.
3. In the Search box, type “Faculty Center.”
4. Click on the Faculty Center (SIS) task.
   The Faculty Center tab in SIS is displayed.

5. If you have information for more than one term, you will see a change term or campus button on this page. Click to select a different term. Select the term and click
   CONTINUE

   If you do not have information for more than one term, you will not see a change term or campus button on this page.

Your Weekly Teaching Schedule

1. To view your weekly teaching schedule, click on the View Weekly Teaching Schedule link. Your schedule will be displayed.
2. To change the week, click << previous week or next week >>.
3. To change the time frame, enter the Start Time and/or End Time, and click refresh calendar.
4. To display other options such as the Class Title or Instructor Role, select the appropriate checkboxes in the Display Options box and click refresh calendar.
5. To print the schedule, click the Printer Friendly Page link.
6. Click Return to Faculty Center to return to the previous screen.
Class Details

1. To view details for a particular class, click the course detail link in the Class column.

2. This will display the Class Details page.

3. Click Return to Faculty Center to return to the previous screen.
Class Rosters

1. To view a roster for a particular class, locate the correct class and click the Class Roster link in the Class Roster column. Note: you can also access class rosters from One.IU.edu.

The Class Roster page is displayed.
NOTE: If the roster is for an online class through IU Online and has students from different campuses in the class, a new Student Campus column will appear. See the next screen shot. This column will not appear for online classes where all of the students are from the campus offering the class.
2. You can email students directly from the class rosters.
   - To send email to an individual student from the class roster, click on the Send E-mail link next to their name. This will open an email message and put that student's email address in the TO line of the email message.
   - To email several students on the roster, select the checkbox next to each student's name and click Notify Selected Students. This will open an email message and put all the students' email addresses (who have a selected checkbox next to their name) in the TO line of the email message.
   - To email all the students on the roster, click Notify Listed Students. This will open an email message and put all the students' email addresses in the TO line of the email message.

   **NOTE:** The instructor must have a Preferred email address in SIS in order to use the Notify buttons. If there is not a Preferred email address, you will receive an error message.

3. The class roster can be sorted by any of the columns. Click on the column header (for example, ID) to sort by that column.

4. To print a class roster, click Printer Friendly Version and print. Click Return to return to the previous screen.

5. To zoom in on the roster, click Click Return to return to the roster.

6. The roster can also be downloaded to Excel. To download the roster to Excel, click .
   - If the roster will not download to Excel, use the following steps to change your defaults in Internet Explorer.
     1. From the Internet Explorer menu bar, select Tools and click Internet Options.
     2. Click the Security tab. In the Security level for this zone box, click the Custom level button.
     3. In the Settings box, scroll down to Downloads.
       - Under Automatic prompting for file downloads, select Enable.
       - Under File download, select Enable.
     4. Click Ok to save the settings.

7. When you are finished viewing the roster, click Return to Faculty Center to return to the previous screen.

**Student Performance Rosters**

Student Performance Rosters are available to update for classes in the current semester from the day after the end of the first week of classes through the beginning of final grade roster production. From that date until the end of the corrected grades period, the Student Performance Rosters are available as view only. The Student Performance Roster will display all students in the class including those who have added or withdrawn from the course since the roster
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was created. It will also display the student’s most recent status (enrolled, dropped, withdrawn). At the top of the page, this roster will show when it was last submitted.

Student performance rosters are dynamic and available to update from the day after the end of the first week of classes for the session until final grade rosters are generated.

Faculty can assign grade proxies (only at Bloomington, IUPUI, and Kokomo campuses) and enrollment assistants to grade the student performance rosters for them.

Updates to the student performance rosters can and should be made, saved and submitted multiple times, whenever there is new student performance data. Submitting a roster (with changes) sends the data to the Student Center so students can view it on their View My Grades page. Submitting a roster by using the “Submit without changes” button does not update the Student Center.

Certain faculty and staff will have access to this information. Depending on the student’s campus and/or program, they may follow up with the student about any concerns that are raised.

There is additional information available on the FLAGS website: http://flags.iu.edu.

Viewing and Updating Student Performance Rosters

1. Please see this document for more information pertaining to Student Performance Rosters.

Grade Rosters

Viewing Grade Rosters

1. To view a grade roster for a particular class, locate the correct class and click the Grade Roster link in the Grade Roster column. Note: you can also access grade rosters from One.IU.edu.

NOTE: The Grade Roster column and links will only be displayed when the grade rosters are available.
The Grade Roster page is displayed.

2. The grade roster can be sorted by any of the columns. Click on the column header (for example, Name) to sort by that column.

3. To print a roster, click .

4. The roster can also be downloaded to Excel. To download the roster to Excel, click .
Entering Grades into the Grade Roster

1. Verify the Term and Roster Type (should be Final Grade).
2. Enter all grades into the Grade Input fields or click Valid Grades to display a list of valid grade values and select an appropriate grade.
   a. If you enter a grade of FN, the column to enter the Last Attendance Date will not appear until the roster is saved. A date is still required if an FN grade is entered, but the place to enter the date will not show up until the instructor deliberately refreshes the roster. The system will not let you enter a date in this field that is not within the Term begin and Term end dates. This should be the last date that you can document that the student attended class (last class attendance, last quiz or exam taken, etc.)

   If the student never attended the class, enter a grade of FNN. It is not necessary to enter a Last Date of Attendance.
   b. Students who dropped during 100% refund period will not appear on the roster.
   c. There will be a “placeholder” grade of ZZ for students who are taking Indiana University classes through another university. No grade is necessary for these students.

   **NOTE:** It is important to SAVE OFTEN in order to not be timed out of SIS. The grade roster is only refreshed when the SAVE button is pressed (and/or when the Approve and Submit to Registrar button is pressed.) The SAVE button is at the top and bottom of the page.

3. Click SAVE. Verify that all grades have been entered and are correct.
4. Once you have verified and saved the grades, click Approve and Submit to Registrar.
   - All students must be assigned a grade before clicking this button.
5. When you are finished with the grade roster, click RETURN to return to the previous screen.

   **NOTE:** To view more information on entering grades in a Grade Roster through One.IU, see the Entering Final Grades via One.IU job aid.

Transferring Final Grades from Canvas to SIS

In December 2014, integration between the Canvas gradebook and the SIS Grade Roster was released. This integration facilitates navigating to the SIS grade roster and transferring final grades from Canvas to SIS where you may then make manual adjustments before submitting. It’s important to note the following:

- **Selecting a course grading scheme** -- Canvas courses do not have a default grading scale (referred to as a grading scheme in Canvas). If you haven’t already selected a grading scheme in your course settings, you’ll need to do so before submitting final grades. For instructions on working with grading schemes, see the following two articles in the Canvas Help Center:

  [http://guides.instructure.com/m/4152/l/57090-how-do-i-create-a-grading-scheme-for-my-course](http://guides.instructure.com/m/4152/l/57090-how-do-i-create-a-grading-scheme-for-my-course)
Manual Grade Adjustments -- It is not possible to make manual adjustments to final grades in Canvas. All grade adjustments (including changing calculated grades to I, FN, FNN, S, etc.) must be made directly in the SIS Grade Roster before final submission. This also applies to Requirement Designation (RD) grades (e.g., intensive writing, RISE course designations, etc.) in Canvas. If your course has a Requirement Designation grade, the RD grade must be set directly in the SIS Grade Roster.

Null/Blank Grades -- Please also note that in Canvas, missing or empty grades do not count toward the calculated final grade. If you want to penalize a student for not completing a graded activity, you must enter a grade of 0 for that activity. To excuse a student from a graded activity, leave the grade blank. Before submitting your final grades, review all empty grades in your gradebook and zero out missing grades if necessary.

Detailed instructions on submitting final grades from Canvas are provided in the IU Knowledge Base (see: https://kb.iu.edu/d/bfdg). For assistance with submitting final grades, contact your campus teaching and learning center (https://kb.iu.edu/d/aitz) or the UITS Support Center (https://kb.iu.edu/d/abxl).

Assigning a Grade Proxy

1. To assign a grade proxy for a particular class, locate the correct class and click the Grade Proxy link in the Grade Proxy column.

   **NOTE:** If you do not see the Grade Proxy link, either your campus does not wish to use this feature, or you are not listed as the primary instructor of this class. Only instructors listed as primary have access to assign grade proxies on their own.

2. Enter the 10 digit University ID for the proxy to be added. Validate that the correct person has been added by confirming the person’s name and Network ID on that page. If you use the Search feature (magnifying glass) to find the 10-digit ID, you should fill in as many fields as possible to narrow the list of results to the correct person.

3. Select either Grade or Approve access in the Grade Roster Access column. Grade access allows a proxy to enter grades, while Approve access allows a proxy to enter grades and to submit the grades to the registrar.

4. To add additional proxies or delete existing proxies, click and/or for those individuals.

5. Click Save. When changes are saved, an automatic email confirmation is sent to the university email address of the primary instructor who made the change. Click Return to go back to the Faculty Center home page.

Class Search

1. Select the Search for Classes tab to search for classes.
2. Select **Institution** from the drop down list.
3. Select a **Term** from the drop down list.
4. Select the **Course Career**.
5. Click **select subject** to access a list of course subjects.
6. Select the letter of the first letter of the course (for example select M for Math courses).

7. Select the Course Subject you would like to view.

8. Enter the Course Number. Specify whether you want the search to be an exact match (is exactly) or a wildcard search (select contains).

9. Be sure the Show Open Classes Only checkbox is selected. The system narrows the search to classes still available for enrollment.

10. (Optional) To use additional search criteria to narrow your search results, select information under the Additional Search Criteria area.

11. Click to see the results.

12. Click next to the class you are searching for to access the Class Search Detail page where you can view additional information about the class.

13. Review the class details.

14. (Optional) Click to return to the Class Search Results page.

15. (Optional) Click to start again.
16. To clear the search criteria and start over, click [CLEAR].

**Browse Course Catalog**

1. Select the *Browse Course Catalog* tab to search the Course Catalog.

![Browse Course Catalog](image)

2. Select **Institution** from the drop down list.

3. Enter a **Subject** or click **search for a subject** to search for a subject.

4. Enter the **Catalog Nbr** (Number). You can also enter just the first number of the **Catalog Number** and select **Begins With** from the drop down list.

5. Click **search**.