iSIS for Faculty and Advisors

Log in to iSIS with your Tufts Username and password: [http://go.tufts.edu/isis](http://go.tufts.edu/isis)

The Faculty and Advisor Homepage View

Once logged in, your individualized iSIS homepage displays your schedule, classes, search capabilities, and links to Tufts & your school’s news. Advisors will also see the “My Advisee” box below.

The Menu Bar:

- **Link to your personal iSIS homepage**
- **Link to the Trunk site**

The Pagelets:

- **Find ...**
  - Search for a class, find a course in the catalog, or view a previous class roster.
- **My Classes**
  - View current term class and grade rosters.
- **My Schedule**
  - See your weekly class schedule.
- **My Advisees**
  - From a complete list of your advisees, access their academic information, approve them for registration, and email one or more at the same time.

Note: Student pictures appear here

Click on a name to view the student’s academic and personal information (see page 2)

Select one or all to approve for registration.

Links to class & grade rosters

HELP is available at the top of each iSIS page
View Advisee Information in iSIS

- Select a student from the list of Advisees.

- Once in the Advisee Student Center page, view the student’s academic record, personal information, holds, and enrollment dates from the student center tab.

  - The This Week’s Schedule box displays the selected student’s schedule for the current week. To view a different week, select a different date using the calendar icon or use the arrows to scroll forward week by week.

  - If there is a hold on the student’s record, the message “Active Hold(s)” will be listed under Holds. The My Planner link shows the courses a student may be planning on taking over the course of his/her years at Tufts.

- Course History
  The course history screen provides a snapshot of the courses and grades a student has taken while at Tufts, including transfer credits. (Note: A transcript feature will be available in iSIS in the near future. Please continue to use the old SIS for transcripts.)

  The table can be sorted by either clicking on the column heading or using the sort feature in the upper right. You can sort using up to two search criteria.

  The Description following the course lists the course name. It is also a link which when clicked, brings up more detail on the course.

  The Term displays a code used for administrative purposes and is followed by its Description.

  The icons in the last column indicate the status of the course: taken (previously), from a transfer credit, or in progress.
Browse the Course Catalog

On the Browse Course Catalog page, use the pull down menus to identify a Career, Attribute, and Attribute Value. To list alphabetically by course subject, select from the “Course Subject Begins with” box. Subject results appear as you make your selections and are listed below in the same window.

Expand the subject listing to view the list of courses. Select a course by clicking on the Course Title to see the course details.

On the course detail screen, click the view class sections button to see the class schedule for that course.

Choose a term offered from the list, click the show sections button and to view when the class is or was offered. Icons indicate the enrollment status of class.

Search the Class Schedule

Select the Term and Class Career to start your search. You can search for classes by Course Subject or Number. Narrow your search further by expanding the Additional Search Criteria section to view all available search criteria i.e. Class Meeting Time/Days, Instructor, Keywords, Campus, Course Attributes, etc.

Enter appropriate search criteria and click Search. Note that you must enter at least 2 search criteria to proceed.

The search results screen appears listing the classes that meet the criteria. Collapse or expand the results by heading by clicking the arrow to the left. Expanded, the classes are listed with days, times, location, instructor, and duration. The status icon indicates whether the class is open for enrollment, closed, or has a wait list.

A link to the campus bookstore to purchase books and materials for this class