Faculty and Advisor Portal Overview
The Fletcher School
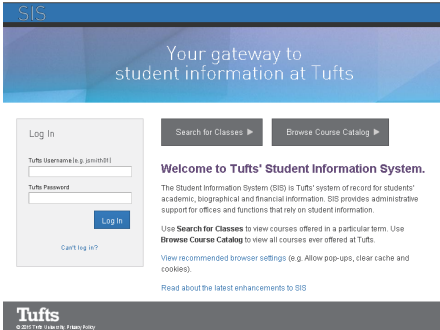
Logging In

Access the SIS Log In page at **http://go.tufts.edu/sis**

Enter your Tufts Username and password (the same as you use for your Tufts e-mail) and click "Sign In". Your customized SIS homepage will appear.

Access issues? Contact FletcherRegistrar@tufts.edu. Username or password problems? Go to http://tuftstools.tufts.edu/.

The log-in takes you directly to your individualized SIS homepage:

> Brings you back to your home page from wherever you are in SIS.

> My Schedule: Shows schedules for classes listed in SIS for which you are faculty of record.

> Icons link to class & grade rosters (grade rosters available during grading periods only)

> My Advisees: Lists all students for whom you are listed as Advisor.

Browse the Course Catalog
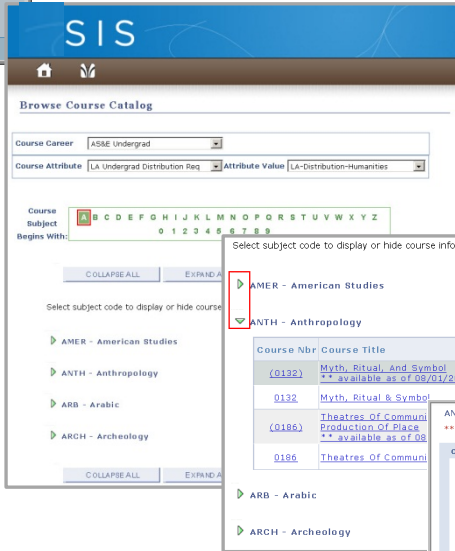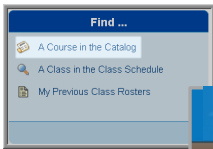
On the Browse Course Catalog page, use the pull down menus to identify a **Career, Attribute,** and **Attribute Value**.
To list alphabetically by course subject, select from the "**Course Subject Begins with**" box.
Subject results appear as you make your selections and are listed below in the same window.
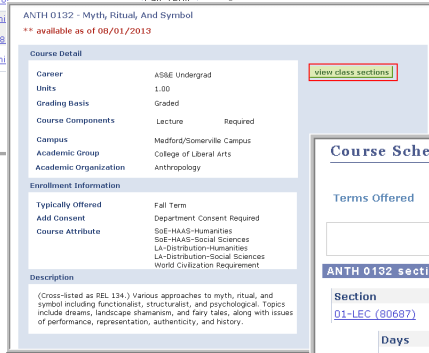
Expand the subject listing to view the list of courses. Select a course by clicking on the **Course Title** to see the course details.

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.
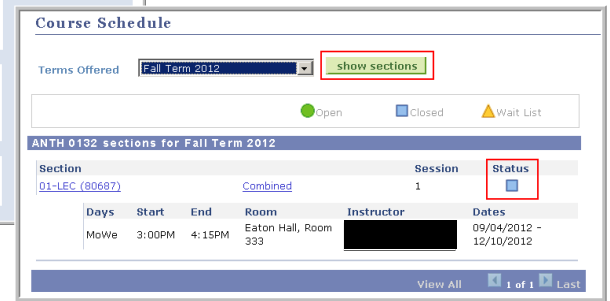
Search the Class Schedule

Select the **Course Career** and **Term** to start your search. You can search for classes by Course Subject or Class Number. Narrow your search further by selecting Course Attributes, Keywords, or Instructor. Once you slick **Search**, other course filters will display.
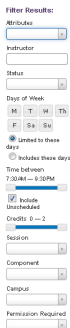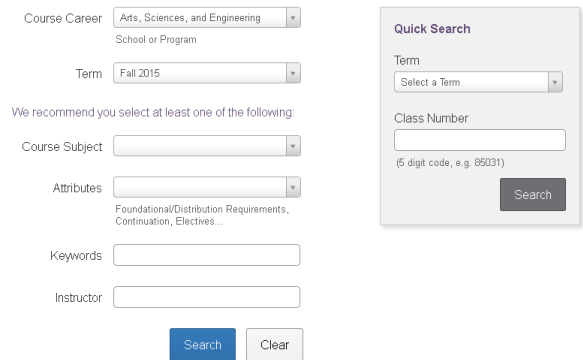
The search results screen appears listing the classes that meet the criteria. Use these additional filters to find Meeting Days/Times, Credits, Campus, etc. When filters are selected, the class results will display immediately.

Days of Week filter: **Limited to these days** with a T/Th selection will show T only, Th only, and T/Th only classes. **Includes these days** will return the same results PLUS any classes that meet within T/Th as well as a meeting on other days.

Once filters are applied, at the top of the page, you may clear them one at a time or all at once. Note that you cannot change anything on the first page of the Search after filters have been applied.

Grade Roster

From the My Classes box on your SIS Homepage, you can access the grade rosters for all of your classes.

Click to expand the appropriate class.

My Classes
Second Summer Term 2013

▸ MBM-0223 Intro To Infect Diseases

* = Combined Section

My Classes
Second Summer Term 2013

▾ MBM-0223 Intro To Infect Diseases

Sect	Type	Max	Enr	Rosters
001	Lecture SKLR	999	22	👥 A+

* = Combined Section

Then, click the A+ icon to access the grade roster for that class. The Grade Roster page will appear.
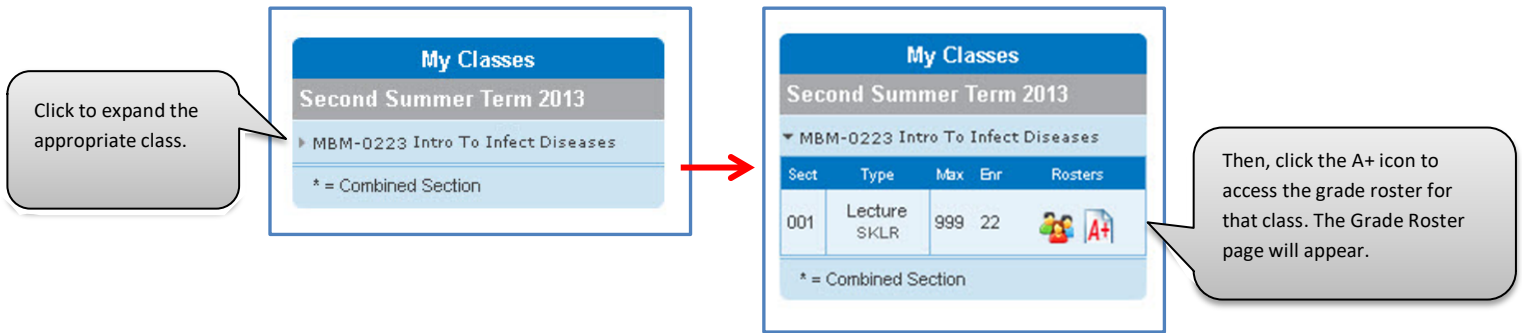
Grade Roster

Second Summer Term 2013 | Regular Academic Session | Tufts University | Sackler School

▽ MBM 0223 - 001 (60200)   change class

Intro To Infect Diseases (Lecture)

Days and Times	Room	Instructor	Dates
TBA	TBA		05/20/2013 - 08/30/2013

Display Options:

*Grade Roster Type   Final Grade ▾

☐ Display Unassigned Roster Grade Only

submit grades

edit submitted grades

Click here for information about grading cross-registered students.

Student Grade		ID	Private	Name	Telephone	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level	Foreign	Advisor Name(s)
☐	1					[▾]		GRD	Sackler PhD Degree - Molecular Microbiology (PHD)	Graduate Year 6	N	
☐	2					[▾]		GRD	Sackler PhD Degree - Molecular Microbiology (PHD)	Graduate Year 2	N	
☐	3					B+	B+	GRD	Physician Asistant Program - Physician Assistant Pgrm (MS)	Graduate Year 1	N	
☐	4					[▾]		GRD	Sackler PhD Degree - Molecular Microbiology (PHD)	Graduate Year 4	N	
☐	5					[▾]		GRD	Sackler PhD Degree - Molecular Microbiology (PHD)	Graduate Year 3	N	
☐	6					[▾]		GRD	Sackler PhD Degree - Molecular Microbiology (PHD)	Graduate Year 5	N	

View All | | Download   ◄ ◄◄ Rows 1 - ▶▶ ▶

Select All   Clear All

[▾]   <- add this grade to selected students

notify selected students   notify all students

submit grades   edit submitted grades

Printer Friendly Version

To assign the same grade to multiple students at the same time, you can also select the checkbox for specific students and then select a grade from this checkbox. Then, click <- add this grade to selected students. You will still need to click Submit Grades.
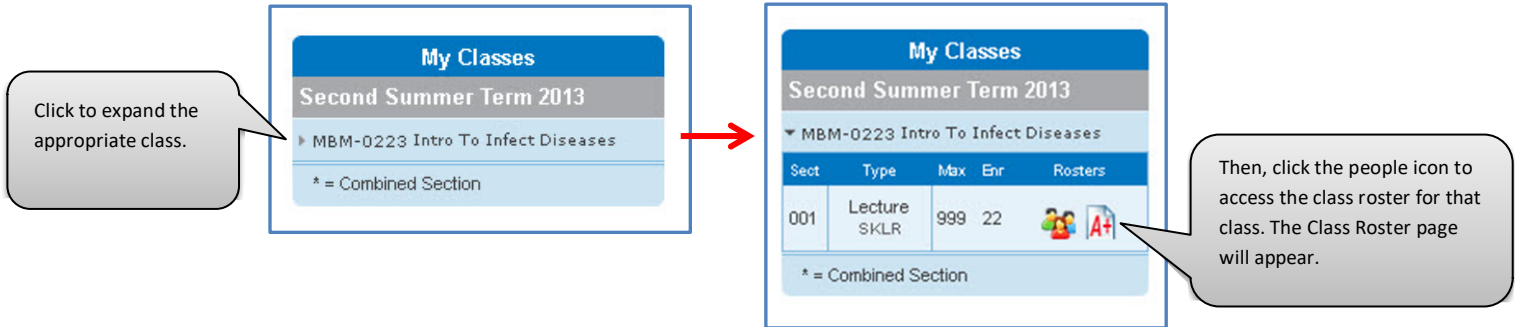

Grading:

1. Next to the appropriate student, select the appropriate Grade from the Roster Grade drop-down menu. Repeat for any additional students as necessary.

2. Click Submit Grades. The Grade will now appear in the Roster Grade column without the drop-down.

3. To make changes to submitted grades, click **Edit Submitted Grades**. The drop-down will reappear in the Roster Grade Column. Select the correct grade and, again, click the Submit Grade Button.

Note: Submitted Grades cannot be edited here after they have been posted to the student's record. Grade posting occurs every fifteen minutes for Fletcher students.

Class Roster

From the My Classes box on your SIS homepage, you can access the class rosters for all of your classes for the current and any future terms, as well as for recently finished terms.

> **Click to expand the appropriate class.**

My Classes
Second Summer Term 2013
▸ MBM-0223 Intro To Infect Diseases
* = Combined Section

→

My Classes
Second Summer Term 2013
▾ MBM-0223 Intro To Infect Diseases

Sect	Type	Max	Enr	Rosters
001	Lecture SKLR	999	22	👥 A+

* = Combined Section

> **Then, click the people icon to access the class roster for that class. The Class Roster page will appear.**

> **Use the built-in column filters to sort students by various criteria.**

> **Click the blue envelope (Email this student) to email a specific student. Or click the white envelope on the toolbar to email selected students.**

> **Click the Filter Rows tool for additional filtering capability.**

> **Click here to download either:**
> **1. A printer friendly PDF version of your class roster, with student pictures included.**
> **or**
> **2. An Excel spreadsheet list.**

Class Roster (Spring 2015 - DHP-D267-01: Central Asia & Caucasus)

		ID	PRIVATE	NAME	TELEPHONE	SECTION	STATUS	GRADE BASIS	UNITS	PROGRAM	PLAN(S)	LEVEL	FOREIGN	ADVISOR NAME(S)
18 (TOTAL)														
						DHP-D267-01	Enrolled	Graded	1.00	Fletcher - MIB Program	International Business	Graduate Year 2	Y	██████
						DHP-D267-01	Enrolled	Graded	1.00	Fletcher - MALD Degree Program	International Relations	Graduate Year 1		██████
						DHP-D267-01	Enrolled	Graded	1.00	Fletcher - MALD Degree Program	International Relations	Graduate Year 1		██████
						DHP-D267-01	Enrolled	Graded	1.00	Fletcher - MALD Degree Program	International Relations	Graduate Year 2		██████
						DHP-D267-01	Enrolled	Graded	1.00	Fletcher - MALD Degree Program	International Relations	Graduate Year 2		██████
						DHP-D267-01	Enrolled	Graded	1.00	Fletcher - MALD Degree Program	International Relations	Graduate Year 2		██████

My Advisees

All of your current advisees appear on the Advisees list.

Questions? Please contact the Fletcher registrar's office:

Email: FletcherRegistrar@Tufts.edu

Phone: 617-627-3055

or contact Nora McMillan at nora.moser@tufts.edu