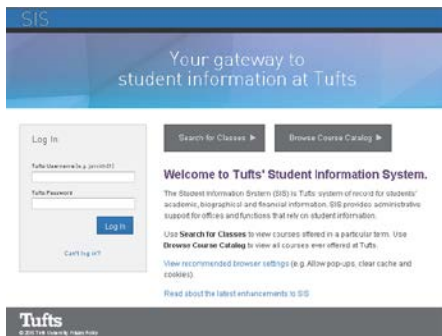


SIS for Faculty and Advisors

Log in to SIS with your Tufts Username and password: <http://go.tufts.edu/sis>

The Faculty and Advisor Homepage

Once logged in, your individualized SIS homepage displays your schedule, classes, search capabilities, and other useful links. Advisors will also see the “My Advisees” area in the lower portion of the page.



Links to class & grade rosters.

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

Select one or all to approve for registration.

The Pagelets:

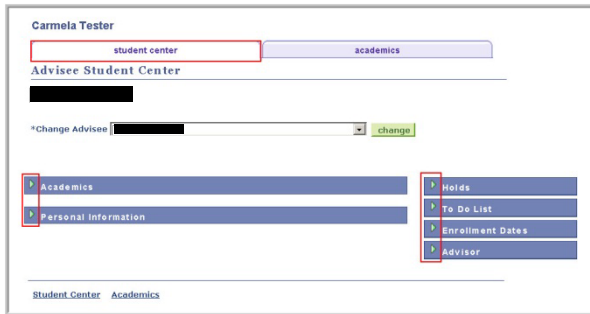
- Find ...** Search for a class, find a course in the catalog, or view a previous class roster.
- My Classes** View current term class and grade rosters.
- My Schedule** See your weekly class schedule.
- My Advisees** From a complete list of your advisees, access their academic information, approve them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

View Advisee Information in SIS

- ❖ Select a student from the list of Advisees by clicking their name link. The Student Center page opens.

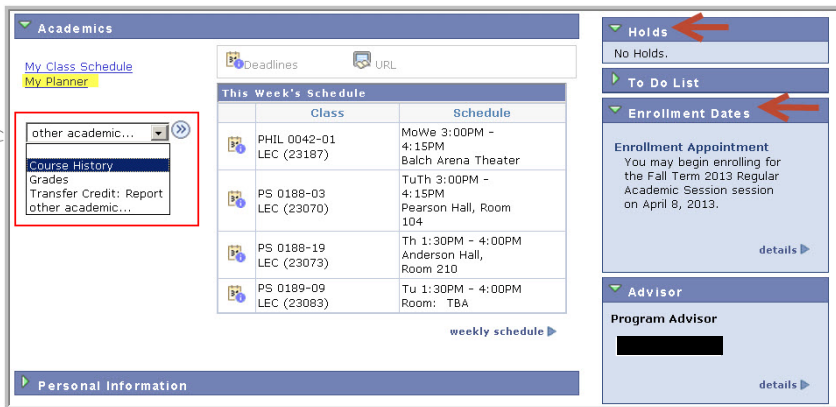


- ❖ Once in the **Advisee Student Center** page, view the student's academic record, personal information, holds, and enrollment dates from the student center tab.



Click the arrows to left of the headings to expand or collapse the options.

- ❖ 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.



Once an enrollment date and time has been assigned it will appear in the Enrollment Dates box.

To see a student's **course history, grades, or transfer credit report**, use the pull-down menu (highlighted in red).

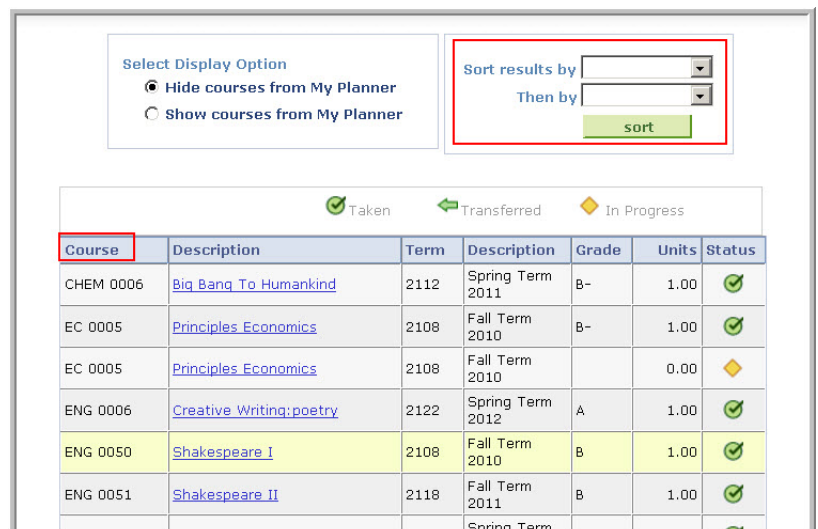
❖ Course History

The course history screen provides a snap shot of the courses and grades a student has taken while at Tufts, including transfer credits.

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.

View a Student's Unofficial Transcript

Unofficial Transcripts cannot be used for official purposes; however it can be a valuable tool for reference purposes as it lists class history, credits, and grades.

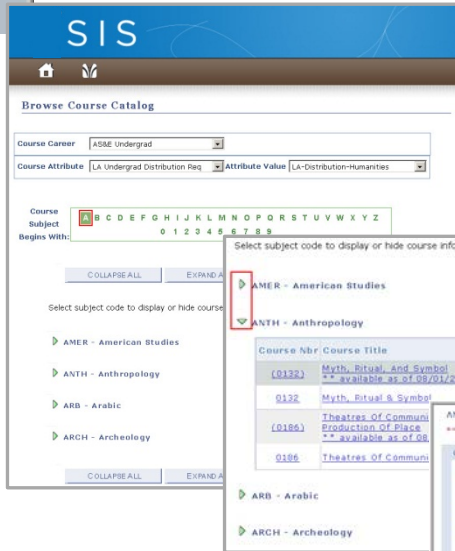
You can access a student's Unofficial Transcript from the **Advisee Student Center** page.

The screenshot shows the 'Advisee Student Center' page. At the top, there is a '*Change Advisee' dropdown menu and a 'change' button. Below this, there are several sections: 'Academics' with links for 'My Class Schedule', 'Shopping Cart', and 'My Planner'; a message stating 'You are not enrolled in classes.'; 'Holds' showing 'No Holds.'; 'To Do List' showing 'No To Do's.'; 'Enrollment Dates' with a link for 'Open Enrollment Dates'; and 'Advisor' with a 'Program Advisor' section and a 'details' link. A callout box points to a dropdown menu with the text: 'First, select **Transcript: View Unofficial** from the drop-down menu.' Another callout box points to a '>>' button with the text: 'Second, click the >> button.'

The Advisee Unofficial Transcript page will appear.

The screenshot shows the 'Advisee Unofficial Transcript' page. It features a header with a redacted name, followed by the instruction: 'Choose an institution and report type and press View Report'. A note states: '**this process may take a few minutes to complete. please do not press any other buttons or links while processing is taking place**'. Below this, there is a form with two dropdown menus: 'Academic Institution' (set to 'Tufts University') and 'Report Type'. A red box highlights the 'Report Type' dropdown, and a callout box points to it with the text: 'Select the appropriate unofficial transcript option from the Report Type drop-down list based on your school and/or program. Then click View Report.' A 'view report' button is highlighted with a red box. At the bottom, there is a 'VIEW ALL REQUESTED REPORTS' button. A callout box points to this button with the text: 'Clicking View All Requested Reports brings you to a page listing previous times when...'

Browse the Course Catalog



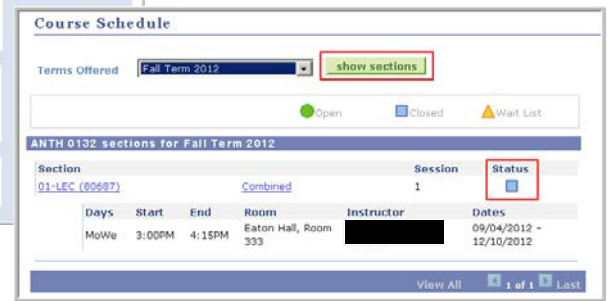
On the Browse Course Catalog page, use the pull down menus to identify a **Career**, **Attribute**, and **Attribute Value**. To list alphabetically by course subject, select from the “**Course Subject Begins with**” box. Subject results appear as you make your selections and are listed below in the same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



Search for Classes

Course Career: Arts, Sciences, and Engineering
 School or Program: _____
 Term: Fall 2015
 We recommend you select at least one of the following
 Course Subject: _____
 Attributes: _____
 Keywords: _____
 Instructor: _____

Search Clear

Quick Search
 Term: Select a Term
 Class Number: _____
 (5 digit code, e.g. 65031)
 Search

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.

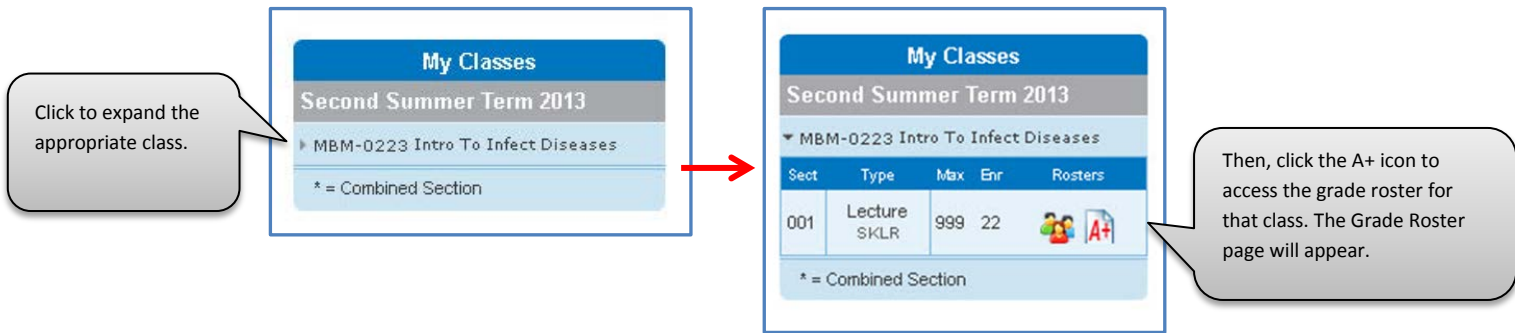
Days of Week filter: **Limited to these days** with a T/Th selection will show T only, Th only, and T/Th only classes. **Includes these days** will return the same results PLUS any classes that meet within T/Th as well as a meeting on other days.

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.



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.](#)

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 Assistant 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 | [Printer Friendly Version](#)

▼ <- add this grade to selected students

submit grades edit submitted grades

Grading:

- Next to the appropriate student, select the appropriate Grade from the Roster Grade drop-down menu. Repeat for any additional students as necessary.
- Click Submit Grades. The Grade will now appear in the Roster Grade column without the drop-down.
- 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 nightly for ASE students.

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**.

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	👤 📧 📄

* = Combined Section

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

Class Roster (Fall 2018 - PSY-0013-01: Social Psychology)													
142 (TOTAL)	ID	PRNATE	NAME	TELEPHONE	SECTION	STATUS	GRADE BASIS	UNITS	PROGRAM	PLAN(S)	LEVEL	FOREIGN	ADVISOR
<input type="checkbox"/>	1238888		[Name]	[Phone]	PSY-0013-01	Enrolled	Graded	3.00	College of Liberal Arts	Undecided (BA), Entrepreneurial Leader (MIN)	Sophomore		<input type="checkbox"/>
<input type="checkbox"/>	1209488		[Name]	[Phone]	PSY-0013-01	Enrolled	Graded	3.00	School of Engineering	Computer Science (BSCS)	Junior		<input type="checkbox"/>
<input type="checkbox"/>	1279186		[Name]	[Phone]	PSY-0013-01	Enrolled	Graded	3.00	School of Engineering	Undecided (BS)	Freshman		<input type="checkbox"/>
<input type="checkbox"/>	1195722		[Name]	[Phone]	PSY-0013-01	Enrolled	Graded	3.00	School of Engineering	Mechanical Engineering (BSME), Computer Science (MIN)	Senior		<input type="checkbox"/>
<input type="checkbox"/>	1293630		[Name]	[Phone]	PSY-0013-01	Enrolled	Graded	3.00	College of Liberal Arts	Psychology (BA)	Junior		<input type="checkbox"/>
<input type="checkbox"/>	1239139		[Name]	[Phone]	PSY-0013-01	Enrolled	Graded	3.00	College of Liberal Arts	Undecided (BA)	Sophomore		<input type="checkbox"/>
<input type="checkbox"/>	1247768		[Name]	[Phone]	PSY-0013-01	Enrolled	Graded	3.00	College of Liberal Arts	Undecided (BA)	Sophomore		<input type="checkbox"/>
<input type="checkbox"/>	1282430		[Name]	[Phone]	PSY-0013-01	Enrolled	Graded	3.00	College of Liberal Arts	Undecided (BA)	Freshman		<input type="checkbox"/>
<input type="checkbox"/>	1238808		[Name]	[Phone]	PSY-0013-01	Enrolled	Graded	3.00	College of Liberal Arts	Undecided (BA)	Sophomore		<input type="checkbox"/>
<input type="checkbox"/>			[Name]	[Phone]					College of				<input type="checkbox"/>

- Check this box to select all students in the class, or use the checkboxes to the left of the pictures to select individual students.
- Click the envelope to email the students you selected.
- Click the funnel to filter the class roster on any column (by keyword).
- Click the down arrow to export the roster to a PDF or to an Excel file.