Log in to SIS with your Tufts Username and password: [http://go.tufts.edu/sis](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.

**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.

Links to class & grade rosters.

Select one or all to approve for registration.

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

- 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 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**.

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

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).

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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.

First, select *Transcript: View Unofficial* from the drop-down menu.

Second, click the >> button.

Select the appropriate unofficial transcript option from the Report Type drop-down list based on your school and/or program. Then click View Report.

The student’s Unofficial Transcript will appear as a PDF in a new window or tab.
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.

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.

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

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 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.

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

- 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.