Case Western Reserve University
EST. 1826

Faculty Guide

Student Information System · www.case.edu/projects/erp/sis

The Student Information System (SIS) provides a secure, flexible, web-based environment for creating and managing academic records.

Detailed definitions of terminology displayed in **bold** throughout the guide can be found on pages 14 and 15.

NOTE

The system is frequently being updated and improved. At the time of this publication, all features and screen shots are current.

An electronic version of this guide and other manuals and guides can be found at www.case.edu/projects/erp/sis

Dear Colleagues,

Welcome to Case Western Reserve University's Student Information System (SIS).

The SIS is a secure, flexible, and powerful web-based environment for managing and maintaining academic records. Special features include:

- Class and advisee rosters with photos and e-mailing options
- Semester schedule and configurable weekly schedule
- On-line grade entry for instructors with proxy options
- Pre-requisite/co-requisite checking at registration
- Convenient access to grant permissions, overrides, and release advising holds

I hope this user guide provides good information about using the SIS. If you have any questions regarding the system, please direct them to the SIS project team listed in the Contact Information section of this guide.

DONALD L. FEKE
Executive Sponsor for the Student Information System
Vice Provost for Undergraduate Education

Sign in is simple and secure.

The URL to access the system is **www.case.edu/sis**

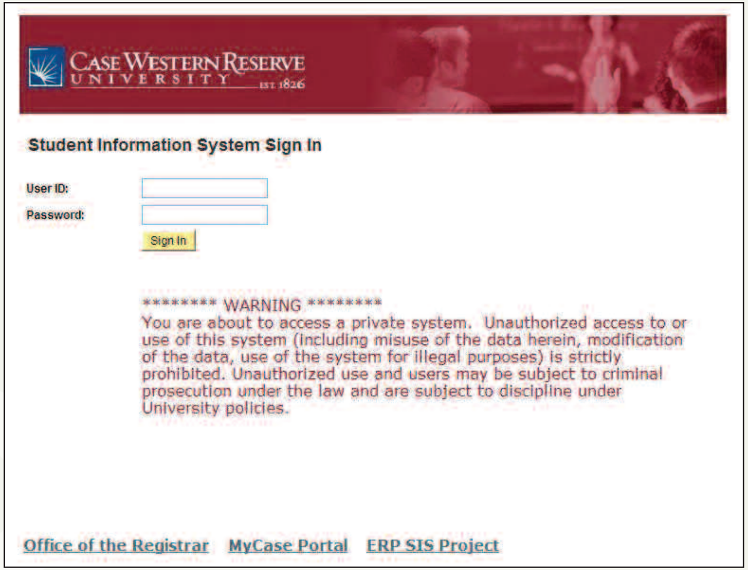
Sign in using your Case Network ID and the associated password.

TIP User ID and password are case sensitive. The user ID must be entered in lowercase letters (example: abc123).

Save the URL as a favorite.

No VPN required.

Once in the SIS, please **do not** use the Internet browser's **Back** button—this could cause loss of information.



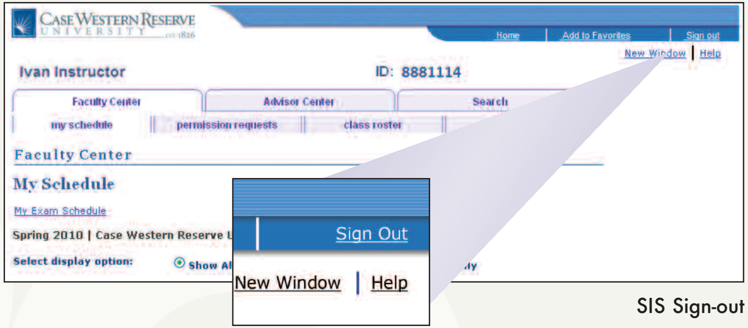
SIS Sign-in

Sign out.

Sign out of the system by clicking the Sign Out link on the blue tab in the upper-right corner of any screen.

IMPORTANT SECURITY FEATURE The SIS automatically signs you out after 60 minutes of inactivity.

TIP Always sign out, especially if you are using a public computer.



SIS Sign-out

Faculty Center.

1 Faculty Center Tab. The main launching point for accessing both teaching and advising information.

2 Advisor Center Tab. Click on this tab to connect to your advisee roster and advising tools.

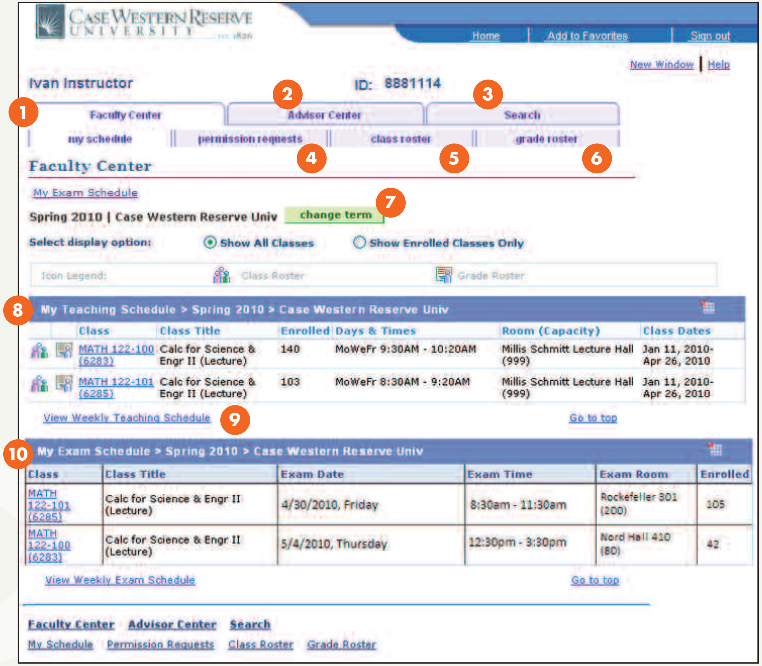
3 Search Tab. Click on this tab to perform the following searches:

Class Search. Search the schedule of classes.

Browse Catalog. Search and view the course catalog.

Faculty Search. Search and view faculty information.

4 Permission Requests Tab. Click on this tab to override prerequisites, class limits, and grant consent to students to enroll in your class. (Refer to page 8 & 9 for more information.)



Faculty Center

5 Class Roster. Click on this icon to view a class list, e-mail students, and view student photos. (Refer to page 6 for more information.)

6 Grade Roster. Click on this icon to review and submit grades online. (Refer to page 7 for more information.)

7 Change Term. Click this button to view a different term.

8 My Teaching Schedule. The grid from which instructors can access materials related to their courses, such as, the Class Schedule, Class Roster and Grade Roster (when applicable).

9 View Weekly Teaching Schedule. Click this link to see your schedule organized by week rather than by class number and title.

10 My Exam Schedule. Displays the final exam schedule for your classes as soon as they are published.

Class Roster.

Class Roster streamlines the process of viewing student data and communicating with students.

1 To view student photos with the Class Roster list, click the Include Photos in List radio button. The photo of the first student in Class Roster will appear (1a). To see all student photos click the View All link. To return to the Class Roster without photos click the Link to Photos radio button.

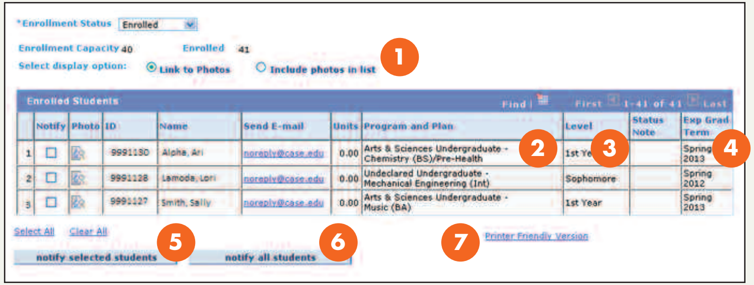
2 Each student's **Academic Program** is listed under **Program and Plan**.

3 Each student's academic level is listed under Level.

4 Each student's expected grad term is listed under Exp Grad Term.

5 E-mail one student or a group of students by clicking the check box next to their name(s) and clicking the Notify Selected Students button.

6 E-mail all students on the Class Roster by clicking the Notify All Students button.



Class Roster

Class Roster with student photos

7 To print the Class Roster, click the Printer Friendly Version link and print using your browser's delivered print functionality.

Grade Roster.

You have the ability to select certain students and enter a grade to be added to those selected students. Also, if all students are to receive the same grade (e.g. P), you can click the "Select All" link at the bottom of the page, choose the grade to be added from the drop down box and click the "add this grade to selected students" button.

1 Final grades will be entered and submitted in the SIS. Use the Approval Status dropdown menu to indicate the status of the grade roster.

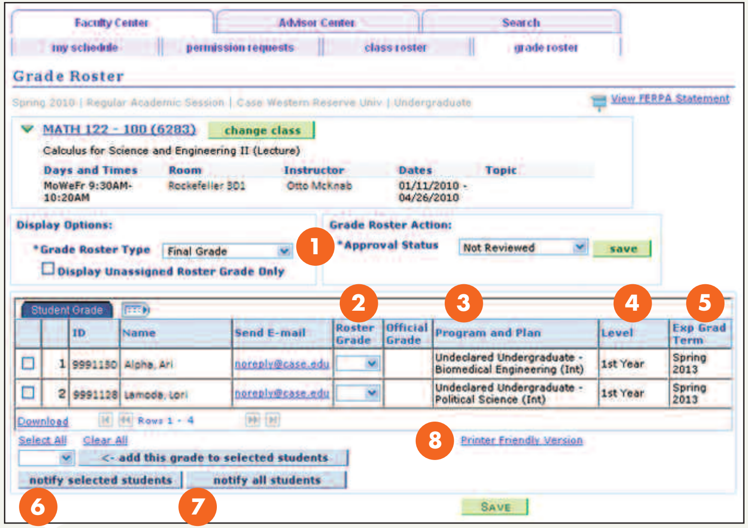
2 The Roster Grade dropdown menu contains the applicable grades for each student.

3 Each student's **Academic Program** is listed under **Program and Plan**.

4 Each student's academic level is listed under Level.

5 Each student's expected grad term is listed under Exp Grad Term.

6 E-mail one student or a group of students by clicking the check box next to their name(s) and clicking the Notify Selected Students button.



Grade Roster

7 E-mail all students on the Grade Roster by clicking the Notify All Students button.

8 To print the Grade Roster, click the Printer Friendly Version link and print using your browser's delivered print functionality.

Permissions.

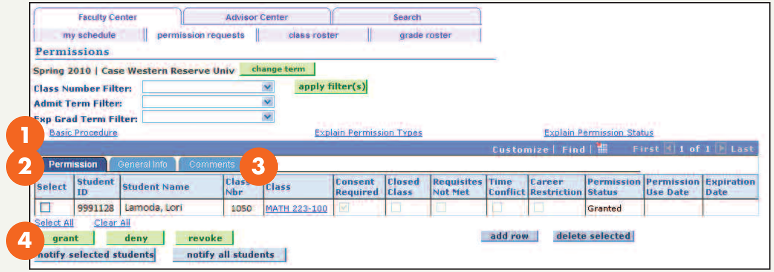
The Permission Requests tab allows instructors to both act on permission requests initiated by students and also to create permits for students. In various circumstances, permission by instructor is needed to allow students to enroll in (or drop) a class. The most common reasons for which a permission is required are when: a class is set up by the department to require instructor or department consent, a class has reached enrollment capacity, a class causes a time conflict with another class on the student's schedule, or if a student wishes to take a class for which the student has not met prerequisites.

1 Click on the Basic Procedure link for specific directions on using the Permission Requests tab.

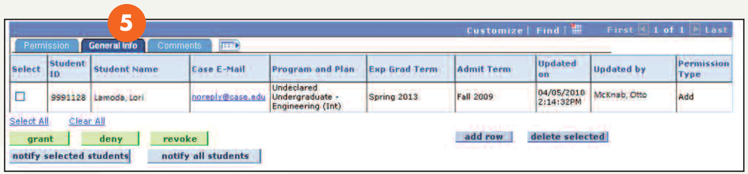
2 Use the Permission tab to view the permission(s) requested by the student or to select the appropriate permit(s) for a student. Click the Explain Permission Types link for more information. Assign an expiration date to a granted permission request if desired.

3 Use the Comments tab to see messages from students and attach messages to permission requests.

4 Issue a permit by selecting the student and clicking the Grant button. Deny a permit by clicking the Deny button. Revoke a granted permission by clicking the Revoke button.



Permission Tab



General Information Tab

5 Use the General Info tab to view the permission requests submitted by students, or to create permits for students.

IMPORTANT NOTE Requesting and receiving Permission to Add does not automatically enroll a student in the class. Similarly, requesting and receiving Permission to Drop does not automatically drop a student from a class. Once a student receives permission, the student must complete the appropriate registration process to add or drop the course.

Permission Type	Explanation
Consent Required	A class may be coded by the department as requiring either instructor or department consent. Consent type required may be either add consent or drop consent. Details regarding whether or not a class requires add or drop consent are available on the searchable schedule of classes.
Closed Class	Classes that reach their enrollment limits require permission to override the limit. If all seats are taken, students will not be allowed to register unless a Closed Class permission is granted. Even if a class shows a status of "open" or it appears as if there are seats available, it still may be closed to students not meeting the Reserve Capacity* requirements. **Reserve Capacity—departments may set aside seats for a particular type of student (e.g., juniors, biology majors etc.) For more information about reserve capacity, contact the registrar's office at courses@case.edu.*
Requisites Not Met	Departments determine whether or not a course requires pre-requisites, co-requisites or other requirement conditions. If the student has not met these requirements, registration for the course is not allowed unless "Requisites Not Met" permission is granted.
Time Conflict	Students may not register for classes that have any meeting day/time overlaps with each other. Permission may be granted by instructor/department for *either* course. Even if permission is granted for time conflict, students must still register for course(s) in person.
Career Restriction	Some schools have restrictions on students such that they may not register for courses outside of their own career without receiving permission from either the student's registrar or dean or the course career's registrar or dean. E.g., Law students may not register for Applied Social Science courses without permission from the law school registrar or applied social science school registrar.

Advisor Center.

The Advisor Center tab allows access to the Advisee Roster—your tool for emailing advisees, releasing advisee holds, and seeing advisees' Student Centers.

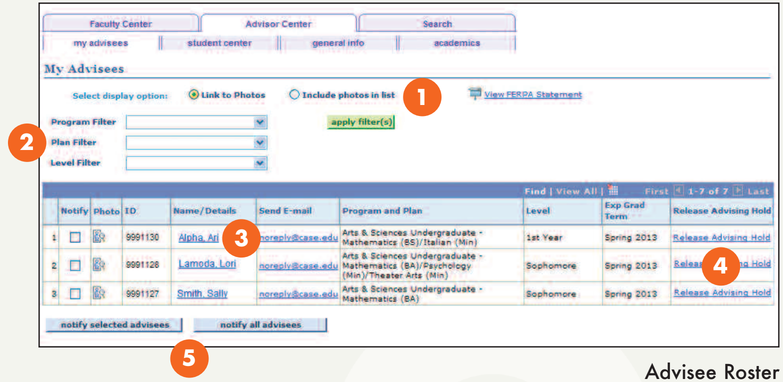
1 Click the Include Photos in List radio button to see photos of advisees.

2 Use the **Program**, **Plan** and Level filters to select the type of advisee that appears in the roster.

3 Click a student's name link to see an advisee's Student Center, where you can access tools like **My Planner**, **Shopping Cart**, and **Advisement Reports** *(Refer to page 11 for further details)*.

4 Click a student's Release Advising Hold link each semester to permit registration for classes.

5 E-mail one advisee or a group of advisees by clicking the check box next to their name and clicking the Notify Selected Advisees button. E-mail all advisees in the Advisee Roster by clicking the Notify All Advisees button.



Advisee Roster

From the Advisee Roster screen, click a student's name link to access these features in the Student Center:

1 Navigate to another advisee's student center by selecting them from the Change Advisee drop down list.

2 View an advisee's **Shopping Cart** of class choices prior to enrollment. *(Refer to page 13 for full screen view.)*

3 View an advisee's **Planner**.

4 View an advisee's class schedule.

5 View holds on an advisee's record.

6 View an advisee's **Enrollment Appointments**.

7 Find your advisee's contact information.

8 View an **Advisement Report** of an advisee's academic requirements. *(Settings for pop-up blockers may need to be adjusted to view this report.)*

9 View the Course History for an advisee. *(Refer to page 12 for full screen view.)*

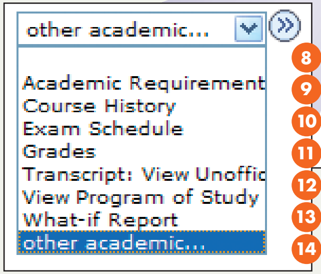
10 View an advisee's final exam schedule.

11 View an advisee's grades.

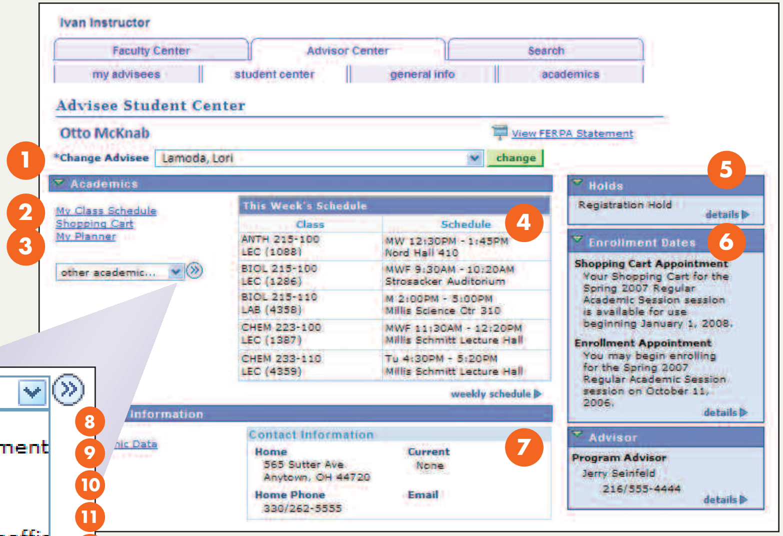
12 View an advisee's unofficial transcript.

13 Approve a graduate student's **Planned Program of Study**. *(Refer to page 13 for full screen view.)*

14 Create a **What-if Report** that shows progress toward a degree if a student chooses a different **Program** or **Plan**.



Other Academic dropdown box



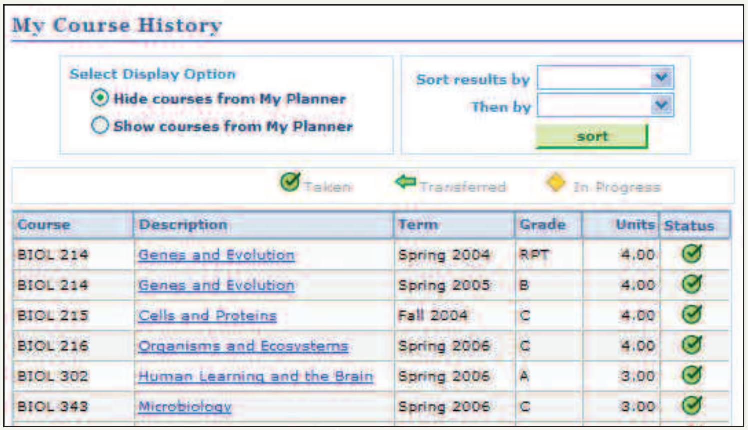
Advisor view of an advisee's Student Center

Advising Resources.

The Course History, Shopping Cart, My Planner and My Program of Study features allow advisors to see their Advisee's past, present and future enrollment plans.

Course History

The **Course History** screen displays courses that the student has transferred, taken, or is currently taking.

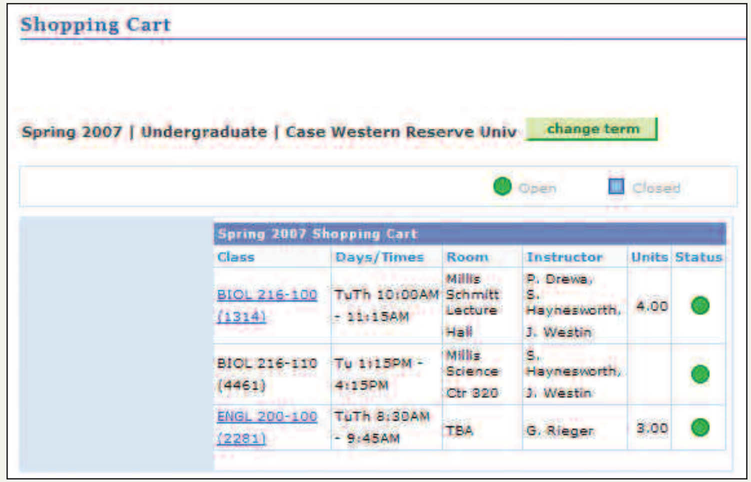


Course	Description	Term	Grade	Units	Status
BIOL 214	Genes and Evolution	Spring 2004	RPT	4.00	
BIOL 214	Genes and Evolution	Spring 2005	B	4.00	
BIOL 215	Cells and Proteins	Fall 2004	C	4.00	
BIOL 216	Organisms and Ecosystems	Spring 2006	C	4.00	
BIOL 302	Human Learning and the Brain	Spring 2006	A	3.00	
BIOL 343	Microbiology	Spring 2006	C	3.00	

View an advisee's Course History

Shopping Cart

The **Shopping Cart** displays the class(es) in which a student wants to register prior to the enrollment request being submitted. Students can begin placing classes in their Shopping Cart prior to their advising hold being removed and before their **Enrollment Appointment** begins.



Class	Days/Times	Room	Instructor	Units	Status
BIOL 216-100 (1314)	TuTh 10:00AM - 11:15AM	Millis Schmitt Lecture Hall	P. Drewa, S. Haynesworth, J. Westin	4.00	
BIOL 216-110 (4461)	Tu 1:15PM - 4:15PM	Millis Science Ctr 320	S. Haynesworth, J. Westin		
ENGL 200-100 (2281)	TuTh 8:30AM - 9:45AM	TBA	G. Rieger	3.00	

View an advisee's Shopping Cart

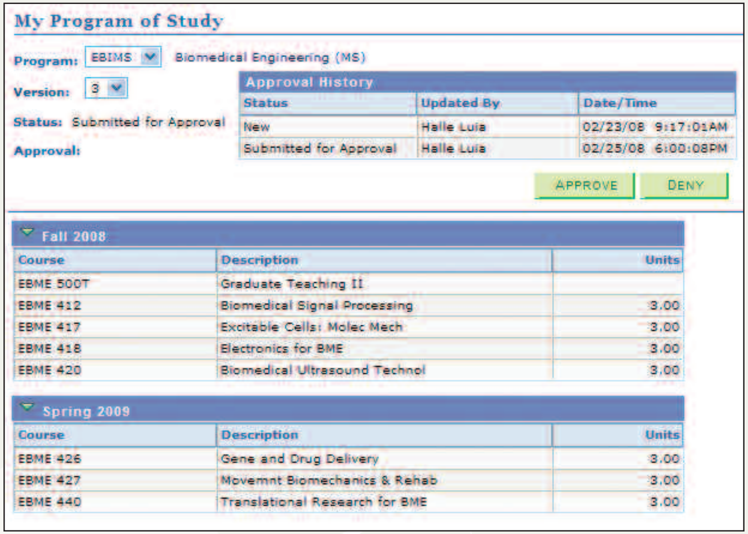
My Planner

My Planner is an optional feature for the convenience of students who wish to plan ahead. Please note that courses may not actually be offered for the term(s) selected.

View an advisee's My Planner

My Program of Study

The My Program of Study feature is used by students in the School of Graduate Studies to submit The Planned Program of Study (PPOS), which consists of a list of courses required for degree completion. Once submitted, advisors and departmental representatives use My Program of Study to approve the course plan. A revised program of study must also be submitted via the SIS when any change in the original plan occurs.



View and approve or deny a graduate student's Planned Program of Study

SIS TERM	ALSO KNOWN AS...	DEFINITION
Academic Career	N/A	Term that classifies both students and curricula as belonging to one of nine categories: Undergraduate, Graduate, Management, Law, Medicine, Applied Social Sciences, Nursing, Dental, and Non-degree.
Academic Organization	Departments	Colleges, schools, and departments that conduct curricular studies at Case Western Reserve University. Academic Organizations are responsible for maintaining their class schedules in SIS each term.
Academic Plan (Plan)	Majors, Minors	The method by which a student pursues their studies. For undergraduate students, majors and minors are Academic Plans. In the School of Graduate Studies, Plan A and Plan B options are Academic Plans.
Academic Program (Program)	School or College	The program to which a student is admitted and/or from which he or she graduates. For example, there is an undergraduate Academic Program in the College of Arts and Sciences. In the School of Graduate Studies, an **Academic Program** is the scholarly pursuit to which the student is admitted; for example, the doctorate program in Astronomy.
Advisement Report	Degree Progress Report	Compares the classes and benchmarks that a student has achieved towards fulfilling graduation requirements. Advisement Reports list each class a student has completed, grades achieved (if applicable), credits earned (if applicable), and classes yet to be taken to fulfill requirements.
Class Components	N/A	The primary format of a class or class section; for example, lecture, lab, recitation, seminar, clinical.
Class Number	N/A	Each class offering of a course is assigned a unique four or five digit number when created.

Class Section	N/A	Each class offering is assigned a class section number that makes it easily identifiable within the course. The first scheduled class section of a course is generally 100.
Enrollment Appointment	Registration Start Date	The date a student may begin to register for classes
Planner (My Planner)	N/A	A self-service tool that enables students to select courses they want to take in upcoming semesters from the Course Catalog. For students in the School of Graduate Studies, the Planner is attached to My Program, which allows students, advisors, and the School to view, approve, or deny changes to a student's Planned Program of Study (PPOS).
Service Indicators ⊘ Negative Service Indicator ★ Positive Service Indicator	Holds	Also known as Holds on the Student Center screen. Can be positive or negative. Negative service indicators may prevent students from enrolling in upcoming terms. Advising Holds, for example, are negative and are applied to students who are required to see an advisor prior to registration. Advisors can remove the Advising Hold once they have met with a student.
Shopping Cart	N/A	Works with the Schedule of Classes and holds the classes in which a student wants to enroll before submitting an enrollment request. Students enroll in classes via their shopping cart once their enrollment appointment (or open enrollment) arrives. Advisors can view their advisees' Shopping Carts before enrollment.
Sub-Plan	Tracks, Concentrations	A track or concentration that the student is following within an Academic Plan.
What-If Report	N/A	A report that asks, "What if this student were to change majors?" Compares the student's current curriculum and benchmark achievements with a proposed major and minor combination, and lists the requirements that would and would not be satisfied if the student were to make a change.
Term	Semester	The internal name for a semester and year. For example, Fall 2008 is a term.

SPOT stands for Self-Paced Online Training. It's available while you work in the system.

To get started, just click the blue, underlined Help link that appears in the upper right-hand corner of the Faculty Center home page. This launches SPOT in a new window.

In the upper right-hand corner you will see four options for learning: **See It!**, **Try It!**, **Do It!** and **Print It!** Click on the one you would like to activate.

About the SPOT help features in SIS:

1 Find the topic you want to learn more about, and click on it. This highlights the topic name.

2 See It! enables you to learn by watching an animated demonstration of operations in a simulated environment. All the required activities (moving the mouse, entering data, etc.) are completed automatically.

3 Try It! enables you to learn interactively. SPOT prompts you to perform mouse clicks or keystrokes as you complete tasks in a simulated environment.

4 Do It! enables you to learn interactively while you work with actual data in the live system. You are presented a small window that displays each step for a particular task. As you complete a step, click the Next Step button to display the next step in the process.

5 Print It! displays a Quick Reference Guide with step by step instructions. The document will launch in Adobe Acrobat and allow you to view the document online or print it.

Table of Contents in SPOT

TIP SPOT opens in a new window. Settings for pop-up blockers may need to be adjusted to use this tool.

Contact Us.

sishelp@case.edu

This address is monitored by the ERP Student Information System (SIS) team. General questions about the SIS should be directed to this address.

reghelp@case.edu

This address is monitored by the University Registrar's Office to answer questions about self-service and student system functionality.

courses@case.edu

This address is monitored by the University Registrar's Office to help answer any questions relating to the schedule of classes, classrooms, and courses.

registrar@case.edu

This address is monitored by the University Registrar's Office to help answer any questions relating to registration, records, and policies.

As always, you can contact the Help Desk 24/7 at 368-HELP.

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http://www.case.edu/projects/erp/sis

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