

UNTHSC Faculty Frequently Asked Questions

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Frequently Asked Questions about EIS Faculty Center

Class Roster

Q. How do I print my class roster?

A. *When logged in to your EIS Faculty Center, click on the "class roster" icon next to each class you are teaching. You can print from the File/Print menu, or click "printer-friendly version" at the bottom of the roster and print that view.*

Q. Can I download my class roster into Excel?

A. *Yes you can, from the "checkerboard" icon on the blue bar above the roster. Be sure pop-ups are allowed in your browser, and that you know where your browser is set to send downloads.*

Q. What's the difference between "All" and "Dropped" as "Enrolled" views?

A. *"All" includes students who are enrolled as well as those who dropped the course.*

The "Dropped" view only includes those students who dropped the course. The "Enrolled" view includes only those students who are actively enrolled in the course.

Q. How will students who drop my class be shown on the class roster?

A. *The class roster is dynamically updated and will always give you the up-to-the-minute record of enrollment for your classes. When looking at the roster, you can select different views, including "dropped" students only.*

Q. What are some **troubleshooting tips for printing and or downloading class rosters?**

A. *Here are some suggestions, listed in the order of most likely to occur (so try them one at a time).*

1. **Printing or Downloading:** *Enable popups in your browser*

2. **Printing:** *Don't use Control + P. Instead, print using File/Print*

3. **Printing:** *If you get only a partially-printed roster when using the "printer -friendly version" button, try not using that button and just print the view you see (or "largest frame").*

4. **Downloading:** Check your browser preferences to see where your download is going.

5. **Downloading:** If you get no response when you click the Excel icon at the top of the roster when trying to download, hold down the Control button on your keyboard when you click the icon.

6. **Downloading:** If you're using Mozilla Firefox, try installing an "IE (Internet Explorer)" tab" and using that.

Grading and Grade Roster

Q. When will we be able to enter grades?

A. A Grade Roster icon will appear next to the Class Roster icon for each class that is available for grading.

Q. Can grades be entered manually, or will we have to use the drop-down menu of grades?

A. You can do either. You can type in each grade, or select the grade from the drop-down menu. If you choose to type in each grade, note that if you mistype a letter (for example, you type an X instead of a C), you will receive an error message when you select "Save" because X is not a valid value. The grades entered must correspond to the grading option designated for your class. No "W" grades will go on the final grade sheet.

Q. Can a TA or other extended authority enter grades for me?

A. Yes, if they have been put into EIS as "extended authority" for your class by your department class scheduler and if you tell the scheduler that you want the "extended authority" to have that option. Persons graded "extended authority" may be allowed to "enter" grades, but only the instructor of record can "approve" the grades. Instructors not allowed to enter grades will have the same view as the instructors with grading authority, but without the Grade Roster icon.

Q. What do I do if I want to change a grade?

A. Before you hit the button that "approves" the grades, you can go in and out of the grade roster, changing grades as you wish (and "save" each time you do). Once you have "approved" the grades, you can no longer make changes online, but will need to submit a Change of Grade form (paper) in your department.

Q. What do I do if I am late submitting my grades?

A. *A grade of "not reported" will automatically be assigned to your students; you will need to submit a Change of Grade form (paper) for each student.*

Notifying Students

Q. Can students' email addresses be downloaded?

A. *Yes. From the Class Roster view, select "Notify All Students" (button at bottom of screen), then cut and paste the email addresses.*

Q. Can we send attachments with emails to students?

A. *No.*

Q. When I send an email to student(s) in Faculty Center, and a student replies to my email, where does that reply go to?

A. *It goes to your HSC Campus email address.*

Q. Can a student utilize email in Student Center to email a faculty member?

A. *No—students may only receive email from a faculty member, and reply to it.*

View Courses

Q. Can I also see the grades I gave those students in past semesters?

A. *Yes.*

Q. If I look at the students in a course I taught a prior semester, are those students' emails updated?

A. *Only if a student is still active at the university and has an up-to-date email address or if, for any other reason, they have chosen to keep their email information updated with UNTHSC.*

Q. Under "View Sections" of a course, can we see the number of students enrolled in each section?

A. *Not on the initial view. But, when you click on class detail, you can see the quota, the number of enrolled students, and number of seats available.*

Student Advisees

Q. Will I be able to see academic records of students other than my assigned Advisees?

A. No. In order to see the academic records of a new advisee, you must notify your department of the new advisee. The department will link the new advisee to you as his or her advisor.

Q. Can I see a student's entire academic history on one screen?

A. Yes, you can view an unofficial transcript for any of your advisees.

Please note that academic records are protected with FERPA regulations.

Q. Will a student's Unofficial Transcript include transfer credit? =

A. Yes. You can also see transfer credit by using the "Transfer Credit Report."

Class Search

Q. During Class Search, do I have to enter Course Subject? Or can I simply search by Instructor (under Additional Search Criteria)?

A. Yes, Course Subject is always one of the two required selection criteria. This restriction avoids overloading the system.

Q. In "Class Detail", is there be a link to the catalog?

A. Yes, the class detail links to the course catalog data.

General

Q. Can the screen be enlarged? Some of the typeface in PS Student Admin is rather small.

A. Yes, you can change your browser settings. For Internet Explorer go to Start>Programs>Accessories>Accessibility>Magnifier (up to 9X magnification). For Firefox or Safari (for Mac), go to "View" at the top menu bar and increase or decrease text size.

Q. Is a student's view of Class Detail the same as the faculty view?

A. Yes

Q. Do students see their grades?

A. Yes, in Student Center.

Q. Why does EIS time me out after 30 minutes?

A. Users are timed out if they do nothing with the screen for 30 minutes in order to keep server speed at a maximum level.

Q. Is it a security violation if faculty share their password information for EIS?

A. *Yes!! (Additionally, someone could go in and change your direct-deposit Information to their bank account!)*

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