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1. FERPA reminder

Student records are protected by the Family Educational Rights and Privacy Act (FERPA.) You may not release to a third party any of the academic information that you have access to in the Student Information System (SIS) without the written permission of the student. Should you have any questions, please do not hesitate to contact the National Registrar’s Office. For your reference, the FERPA statement is on the College-Institute website:

http://huc.edu/sites/default/files/registrar/Student%20privacy/FERPA%20Annual%20Notice%20to%20Students%202012%20-%20v2.pdf

2. FERPA regulations and your SIS account

Please do not release your username and password to others. Activity in the SIS can be traced back to the person’s username. You are responsible for the security of your account information and the security of the information in the SIS accessed through your account. The U.S. Family Educational Rights and Privacy Act (FERPA) prevents you from releasing any student information in the SIS to any other party without the student’s written consent. Sanctions for violation can be severe. If you have any questions about this Federal law, please contact Clyde Parrish, the National Registrar, at cparrish@huc.edu.

3. Introduction

The website for SIS, our Student Information System, can be found at:

sis.huc.edu

There is also a quick link to the Student Information System on the National Registrar’s webpage:

http://huc.edu/registrar/

From here you can find information on how to:

a. Locate forgotten password –
   
   • Click on the Forgotten Password tab circled above.
   • Enter the email address that you have on file with the College Institute, or your HUC email address.
   • Once you enter your email address and date of birth, the SIS will email you your username and password to the email listed.
   • You do not need to enter Student ID Number.
b. See all the courses offered in a given semester using the “Course Catalog” tab.
c. Login to your account using your username and password.

4. Accessing your account:

a. Enter your username in the textbox above the label: username.
   • Your username is not case sensitive.
b. Enter your password in the textbox.
   • Your password is case sensitive.
   (If you do not remember your username or password, and the Forgotten Button option is not working please e-mail registrar@huc.edu for assistance.)

After you enter your username / password and are logged in, you will see a screen similar to this:

5. List of courses offered for a semester

You may locate all courses through the National Registrar’s page and click on ALL Campus Courses or go through the Student Information System (SIS).

Registrar: www.huc.edu/registrar

SIS: www.sis.huc.edu

You must choose a term and location for anything to populate. Enter as much information as you like, but again the minimum populated must be term and location.

Detail is an important and often overlooked link that will show the following:

1. Course Detail – Title and Number of the course
2. Course Notes – Description of the course itself
3. Location – Which campus this course is being offered
4. Seats Offered
5. Seats Available
6. Course details can also list other information about a course including additional expenses if needed and if consent of the instructor is required.

When a red exclamation is shown next to the class (see image above) this means the course has met its capacity and students will need consent from the instructor to add more seats.

Off = Offered
Avail = Available
The number immediately to the left of Detail, is the number of seats available/empty in the course at a given time and the number to the left of that is the number seats offered.

6. Changing your password

The first thing you should do once you login to SIS is change your password using the Settings and Tool tab and selecting Change Password.

Follow the directions given to change your password to one you can easily remember, but one that is also secure.

7. Set the semester/term

To locate the term for the information you wish to view click on the drop-down menu on the home screen, which can be found under Faculty Classes.

8. To view a class roster

Select a term from the drop-down menu located on the home page. After clicking on the correct term, a list of classes will appear. Click on the blue Class Roster for each class.

This gives you the roster as shown below.

Please note that now you will know the date your student will be earning their degree.

There are a number of options on this page that may be helpful. You can get a printable version of the class roster by clicking on the blue Printable Version link in the upper right-hand corner of the list. There is also an option of exporting your roster into an excel sheet.
Click on the Export to Excel button and immediately this will appear:

Once you click on the option you prefer this image will appear:

Click Yes and the excel sheet will open:

9. Other elections

If there are students listed below the class roster under (Other Elections), these students are NOT enrolled in this class.

These students are listed here due to a time conflict with another course that is being offered at the same day and time, or they have exceeded the 18 credits per semester policy that is contained in the National Student Academic Handbook. Please contact the student and the Office of the National Registrar registrar@huc.edu if this occurs.

You can email the student from this screen to let them know that they are not enrolled in this course.

Click on the Send Out Selected Email at the bottom of the list to send email to all (or some) students in this class. Clicking on an individual student's email address will allow you to send email to that particular student.

10. How to grant consent for a class

If you are offering a course that is “By Permission Only,” you can grant the permission yourself without contacting the National Registrar’s Office.

First, set the term in which the course is being offered, click on Class Roster.

Select Student Records - Course Tools - Course Consent.

Select Grant CONSENT to get to the next screen. You will now have a list of students who are waiting for your consent to get into this course.

At this point, you have the option to Add the student to the class or to Send Reject Email.

If you select Add, then the following screen appears after the student has been added to your class. Your options are to Send a notice Email or click Done.
If you select Done, there is an option whereby you can change your mind and deny consent. There is no need to add an expiration date or a comment.

Select Student Records – Course Tools – Course Consent.

Lastly, please email the student and tell him/her that you have given consent and they can now add the class in Course Registration. The student will not be enrolled in your class until the student goes into their SIS account under Course Registration and clicks on Reprocess Pending. Once the student has completed this process their name will automatically appear on your class roster and their student schedule.

Once the student enters SIS, he/she will need to click on the Reprocess Pending button, which will allow them to officially enroll in the course. You will have to let your student know that they have been approved to register for your course; otherwise they will have no knowledge that they are able to add this course through SIS.

11. Sending email to students

Set the Term on the home page and click on the Class Roster in blue.

At the bottom of the screen there is an option to Send Out Selected Email to students. You may click on all of the student’s email by checking the box at the top of the email list listed as E-mail Show Hide button.

You can be as selective as to how many emails you send by clicking the box located under E-mail, and to the left of the students email address.

If you wish to send an attachment to your student or students through SIS, please note that there should be no spaces in the title of the attachment. You will need to save your document without a space in the title. Please remember that Word will automatically save the title with a space.

For example:

C:\Documents and Settings\My favorite syllabus.docx = NOT VALID

C:\files\myfavorsylabus.docx = VALID
Remember that these areas must be populated, or the email will not be sent:

1. Subject matter
2. Message
3. Attachment (if you are sending one)

To attach a file, click on the bottom of the screen underneath Attach Files: Browse...

12. How to enter grades

Set the Term on the home page and click on the Grade Roster in blue.

In the middle of the screen you will need to select (F) for final grade. Please note that nothing will populate under Input Grades if you do not select Final under Select Interim / Final.

After selecting (F) Final, located under Select Interim / Final, there is a pull-down menu for each student to allow you to select their grade. If the student has withdrawn from the class, there will be a “W” entered as the grade and this cannot be changed by the instructor.

If the student is listed as wanting letter grades this is what their option will look like when you click to input their grades. A+, A, A-, B+, B, B-, C+, C, C-, F, I

If the student requested Pass/Fail, this is what their option will look like when you click to input their grades.

Pass/Fail option only lists P, LP, I and F.

The default grading system for students will be Pass/Fail. Students may change from one grading system to the other annually, prior to the beginning of the Fall semester.

As new courses are developed, the faculty member will be asked whether the course is to be graded on a letter grade basis only, Pass/Fail only or either. This decision overrides the student’s grading preference.

Program faculty may designate courses as Pass/Fail only, letter grade only or either. This decision overrides the student’s grading preference. Where a course exists on more than one campus, the grading system should be the same.

Be sure to click on Submit Grades at the bottom of the screen for your grades to be submitted.
You do not need to print out the completed form and turn it in to anyone. There are no signatures needed. Submitting grades via SIS is considered as official.

After submitting a grade, you are not able to go back and change the grade. After final grades are made visible to students, a “Change of Grade” form must be completed and signed by the Dean before a grade can be changed.

If you have more than one course to grade you can easily locate another class by clicking on the blue Home button at the top of the page. Then click on the course you need to grade.

The Student Records – Grade Roster option gives a “printer-ready” listing of students and their grades, listed under Printable Version in blue, if this is needed.

This is what the printable version looks like.

13. Learning assessment

Landing Page. Same as you’d encounter while grading. To start Narrative Evaluation, click on Narrative to move to next screen and start entering assessments. Please note Signatures are not required.

The criteria for Rubrics appear on the top of the page. Competence levels appear against every student as drop-down menu. You can click on different criteria and select the competence levels. The status symbols follow the rule as shown in the header of the screenshot X-None (means awaiting assessment), Â–Partial (means Saved or not submitted for all students) & þ All-Submitted (means assessments have been submitted for All students)

1. Here, if you believe all students for the selected criteria deserve the same competence level or maybe an N/A from the drop-down menu, you can select the same from the “Default All Level” box.
2. Narratives/comments etc. can be entered in the boxes under Narrative column. You can continue to insert multiple comments or split your narratives across multiple boxes.

Lastly, please don’t forget to Submit the assessments when you have navigated through all the criteria for all the students.

However, if you want to return later you can always click “I will Return-Save & Close”. Pressing Exit would close the screen without saving anything.
14. Assessing one student across all rubrics

1. In the main screen where the student roster is displayed, at the extreme right of the screen, for every student row, there would be a right chevron under the title-All Categories. Clicking on that chevron creates a pop-up window where for that student all criteria & comment boxes are visible:

2. Next pop-up window shows the criteria & comment placeholders for that student - Dora, Explorer (1st row). Here, once done, click Update Narratives. This should close the window. If it doesn’t for some reason, then Click the button that reads-Click to close the window. This would close the popup window and bring you back to main screen with student roster. Then you can proceed to assess the next student.

15. Entering midterm grades

Set the Term on the home page and click on the Grade Roster in blue.

In the middle of the screen you will need to select (M) for Midterm grade. Remember to click on the Submit Grades button after entering all midterm grades.

This is how the interim grade will appear for the student:

Please remember that the interim grades will not appear on the student’s unofficial or official transcript.

16. View list of advisees (New York Rabbinical Faculty)

Beginning in Fall 2015, New York Rabbinical faculty who also serve as academic advisors will test the new advising function tab. If this is successful, all campuses will be able to utilize this feature beginning in Fall 2016. Until then, nothing will populate for any other campus under the Advising tab.

The Advising tab is located at the top of the Home page on the far-right hand-side.

To get a list of your current advisees, select the Advising tab and click on Students by advisor. Once on the Students by advisor screen, located below, set the term and click on Get List.

A list will populate of all of your advisees. Click on the student’s name in blue on the far left hand-side of the page, for example we are using Bob, Sponge.

By clicking on the students name you will be taken to the Current Filter Settings page, listed below. As their advisor, you now “become the student” and are able to look at their schedule based on the specific term or their entire career at HUC-JIR. To look at a different student’s account, click on Return to Previous Page, which will take you back...
to the Students by advisor screen. By clicking on the Home button this will take you back to the class and grade rosters on the home page.

After picking the student you would like to view, you will need to go to the Advising tab and then Student Schedule.

By clicking on the Printable Version in blue you will be able to see an entire transcript of your advisee.

This will give you an unofficial transcript of the student’s entire time at HUC-JIR. Please keep in mind FERPA policies when handling student transcripts. FERPA information is located on page 3 of this handbook.

17. Quick instructions - grading

1. Once you enter SIS you will need to locate a Term, located under Faculty Classes on the Home page.

2. Click on the blue Grade Roster button.

3. You will need to click on the middle of the screen for Final (F).

4. After you click Final (F) the types of grades will populate for your students on the right-hand side.

5. Make sure after you enter the grades that you hit submit grades or nothing will be saved.

6. You will need to do this for each course that you are offering by going to the Home button and clicking on the correct Grade Roster.

18. Quick instructions - locating a class roster

1. Once you enter SIS you will need to locate a Term, located under Faculty Classes on the Home page.

2. Click on the blue Class Roster button.

19. Final note

You are encouraged to explore other options available in SIS. If you believe that any functions need to be added to the Faculty SIS Instructions, please contact the National Registrar’s Office at registrar@huc.edu and let us know.