SIS

Student Information System

Faculty User’s Manual

January 24, 2020
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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/

The opening page of the website looks like this:
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 user name 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:

![Image of Internet Explorer window](image1)

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

![Image of Microsoft Excel window](image2)

Click Yes and the excel sheet will open:

![Excel spreadsheet](image3)

* Indicates the students included from cross referenced courses.
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 Get Course 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 Grant CONSENT to the student or to deny the request.

If you select Consent + Process, 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 - No Emailing.
Email:

Course Consent

From: Theodore T. Seuss <tbraggeman@huc.edu>
Bcc: Sponge Bob <studentbilling@huc.edu>

Subject: Request approved for 2020SP BIB 451 B - Biblical Prose...

Message:

Class Roster

From: dr.seuss@huc.edu
To: b.sponge@huc.edu

Subject: Consent is completed for AKK 511 A Akkadian Readings

Attachment: Consent is completed for AKK 511 please add this class under Courses Registration and hit the button labeled Reprocess Pending

Send | Cancel

No file chosen
If you click Deny/Delete you will have the option of sending an email for further explanation.
11. Sending email to students

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

This gives you the roster as shown below.
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.
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.

On the left-hand side 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, and I).

Grading Roster

There are 2 students (Final Grade) not Graded
Click the "Submit Grades" button to save the grades, otherwise it won’t be saved.

Coll  RAB  20SP  Course  BIB-401-R  Biblical Prose
Chrs  3  Days  S  Start  End  Location  Cincinnati Campus  CNAC TBA

Select Interim / Final
Final

Total (2 records found)

<table>
<thead>
<tr>
<th>Name</th>
<th>Interim Grade</th>
<th>Final Grade</th>
<th>Input Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bob, Sponge</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Explorer, Don T.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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, F and I.

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

What is Rubric Ratings/Assessment and Narrative Assessment?

Rubric Assessment or Rubric Ratings is an assessment of Institutional Learning. In other words, it’s a faculty led evaluation of learning that students have imbibed from the pedagogy. It’s an internal tool to assess the effectiveness of our programs, courses and course objectives. The output is a criteria-based feedback of how students are developing competencies and traits that make them successful Rabbis, Cantors, Educators or Pastoral Counselors. The output is useful to map effectiveness of courses and serve as vital input to curricular review, course updates and other strategic measures. This assessment is a summative qualitative review of students. The process is guided by rubrics specific to each programs. Faculty members who teach a class provide feedback with an assessment of the level of student’s competence against a set criterion or a narrative to support the level assessed or both.

New York Narrative Assessment: There is also an additional rubric based assessment of students on the New York campus for Rabbinic and Education students. This assessment is an evaluation of the student’s performance across a range of criteria and serves as important tool to gather feedback from faculty about a student’s progress.

FAQs

Listed below are the answers to some common questions:

1. Are these assessments shared with students?
   The assessments specific to the programs are not shared with the students. They are shared with the program directors. However Narrative Assessments for New York are shared with student advisors who may use the same to discuss progress with the students.

2. Suppose I am teaching a Rabbinic class with a mix Rabbinic, Education and Cantorial students. Which rubric shall I use?
   Generally, students of specific programs are assessed as per their program major. However, faculty who believe their course is broad enough to cover competencies of students from different programs like reading and understanding of religious texts may use the rubric of the program to which the class belongs.

3. For multiple rubrics is the tool being used equipped to handle?
   Yes, the tool is equipped to offer multiple rubrics. Generally, the rubric for a specific program to which the course belongs will be listed. However multiple rubrics can be made available to the same course upon request. To request such or any other changes please email to smajumdar@huc.edu.
4. Where can I see the actual rubrics to understand ratings better?

The rubrics are available here.

**Process**

The tool being used is Empower. It’s the same Student Information System from Compusec used for registration and grading students. The link “Narratives” in blue font would be visible in the same page as Grading Roster of a course.

Some important points:

- Faculty can assess either way - One criteria - All students or One Student - All Criteria

- If a criteria is not applicable for the course, faculty can either skip (no need to enter anything) or use default box to enter N/A and then press Submit Narratives.

- Once done you can either press Submit Narratives/Update Narratives or I will return later. Save & Close. But preferably “Submit Narratives” or “Update Narratives” button. Please note clicking Submit Narratives will definitely save the data and the same data can be modified later till the due date. So, you can submit the ratings without any issue about changing it later on.

- When entering assessments or ratings, selecting an assessment level is pre-requisite for entering comments in narratives. In other words, if you enter comments in narrative boxes for a student while leaving the assessment level blank, then the data would not be saved. So please select an assessment level for the criteria you are assessing for the student and then enter the narrative comments in the narrative box.

- Student Advisors (NY): I would extract the narratives and distribute, and you can share with students. Please let students know that they shouldn’t be logging into livetext anymore.

- In future I would try and make NY Narratives visible to Student Advisors in SIS as well.

- For NY Faculty, the NY Narrative rubric and Rabbinic/Education Rubric have been combined into one Rubric with all the criteria listed. NY Narrative criteria would be prefixed with NY-

**Important:** Till the due date the faculty can edit, modify & re-submit an assessment already submitted.
The following pages will have screenshots of the tool and serve as guide to enter and submit the ratings/assessments.

**Screenshot 1:** 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.

**Screenshot 2:** 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), □-Partial (means Saved or not submitted for all students) & ☐ All-Submitted (means assessments have been submitted for All students)
Screenshot 3: Single Student – Multiple Criteria

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:
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.
Alternative Way:

**All Students - Single Criteria**

**Screenshot 1:**

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.
Screenshot 2:

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. 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:

Grade Report
Please remember that the interim grades will not appear on the student’s unofficial or official transcript.
15. 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 this 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.
16. 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.

17. 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.

18. 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.