SIS

Student Information System

Faculty User’s Manual
<table>
<thead>
<tr>
<th>Chapter Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. FERPA reminder</td>
<td>3</td>
</tr>
<tr>
<td>2. FERPA regulations and your SIS account</td>
<td>4</td>
</tr>
<tr>
<td>3. Introduction</td>
<td>5</td>
</tr>
<tr>
<td>4. Locate forgotten password</td>
<td>6</td>
</tr>
<tr>
<td>5. Accessing your account:</td>
<td>7</td>
</tr>
<tr>
<td>6. List of courses offered for a semester</td>
<td>8</td>
</tr>
<tr>
<td>7. Changing your password</td>
<td>9</td>
</tr>
<tr>
<td>8. Set the semester/term</td>
<td>10</td>
</tr>
<tr>
<td>9. To view a class roster</td>
<td>11</td>
</tr>
<tr>
<td>10. Other elections</td>
<td>12</td>
</tr>
<tr>
<td>11. How to grant consent for a class</td>
<td>13</td>
</tr>
<tr>
<td>12. Sending email to students</td>
<td>14</td>
</tr>
<tr>
<td>13. How to enter grades</td>
<td>15</td>
</tr>
<tr>
<td>14. Entering midterm grades</td>
<td>17</td>
</tr>
<tr>
<td>15. View list of advisees (New York Rabbinical Faculty)</td>
<td>18</td>
</tr>
<tr>
<td>16. Quick instructions – grading</td>
<td>19</td>
</tr>
<tr>
<td>17. Quick instructions – locating a class roster</td>
<td>20</td>
</tr>
<tr>
<td>18. Final note</td>
<td>21</td>
</tr>
</tbody>
</table>
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/
4. Locate forgotten password

- Click on the Forgotten Password tab circled above.
- Enter your HUC-JIR email address. If you have forgotten your HUC email account contact helpdesk@huc.edu for further assistance.
- Once you enter your HUC-JIR email address and date of birth: the SIS will email you your username and password to your HUC-JIR email address.
- You do not need to enter your student ID number.

a. See all the courses offered in each semester using the “Course Catalog” tab.
b. Login to your account using your username and password.
5. 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.
6. 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](http://www.huc.edu/registrar)

SIS:  [www.sis.huc.edu](http://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.
7. 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 Personal Information and then Change Password.

Follow the directions given to change your password to one you can easily remember, but one that is also secure.
8. 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.
9. 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 several 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 on the arrow and open.

Click Yes and the excel sheet will open:
10. **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 student.
11. 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.

If you click Deny/Delete you will have the option of sending an email for further explanation.
12. 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 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...
13. 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).

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 PDF, if this is needed.

At the bottom of the screen a pdf will appear.

Click on open.
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 I for Interim grade or 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
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 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 can 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.