Student Information System Training

Introduction to PeopleSoft:
Faculty Center Overview

http://rit.edu/sistraining
Agenda

• Introduction
• Logging In
• Rosters
  – Class Rosters
  – Historic Grade Rosters
• Wait Lists
• Advisor Center
• Academic Structure
• Upcoming Training & Support
• Questions

http://rit.edu/sistraining
How to get to Faculty Center

- [https://sis.rit.edu/facultystaff](https://sis.rit.edu/facultystaff)

![Faculty/Advisor](image_url)
Accessing Faculty Center

1. Click Self-Service
2. Click Faculty Center
3. Click My Schedule
Rosters

• Class Rosters are active
• Historic Grade Rosters are available
• Current Term Grading – coming soon!
• Grade book, Assignments, and Learning Management will not be leveraged for the initial release
Class Rosters

• By default only those students enrolled in classes are displayed.
• Any students on the wait list or those who have dropped the class (since 7/4/12) can also be viewed.
• You can display class rosters with photos.
• Click a students name to email them or use notify all students to email the whole class.
Historic Grade Rosters

• From *My Schedule* click on Change Term
• Select the term for the roster you would like to view and click continue
• Click the grade roster icon next to the class you would like to view
Wait Lists

• Wait Lists have replaced Unmet Needs
• Students can wait list up to 15 units (credits)
• Students can wait list multiple sections of a course, but each section counts towards the wait list maximum
• Students must opt into being placed on the wait list
• A student placing their name on a wait list does not guarantee them enrollment
• Wait lists are managed by academic departments
Advisor Center

• Faculty who also serve as advisors will have access to the Advisor Center tab
• Much of the same info from the Faculty/Staff Information System is available in this tab
• http://www.rit.edu/sistraining/advisor-training-materials
Upcoming Walk-in Support

• Thursday, August 23\textsuperscript{rd} from 2-4pm
  – Gosnell (08) – 1335

• Monday, August 27\textsuperscript{th} from 2-4pm
  – Gosnell (08) - 1335
Questions?
For more information visit:

rit.edu/sistraining

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