(REGIS) ROSTERS & ELECTRONIC GRADING INFORMATION SYSTEM

To All Faculty and Academic Department Administrators,

Welcome to the REGIS system training guide.

REGIS is the latest enhancement of the Rutgers web grading system. As of Fall 2005, REGIS will replace WEBROSTER as the official on-line grading system.

The following Power Point slide presentation will describe how to maintain access to departmental rosters by Granting, Revoking and Viewing user privileges using the on-line REGIS system.
REGIS LOG IN SCREEN

- Go to URL: [https://www.acs.rutgers.edu/rosters](https://www.acs.rutgers.edu/rosters)
- Type in your Net Id
- Password
- Click on “LOGIN”
Granting Privileges

- Click on the Grant/Revoke Privileges selection
Search for Users to Grant-Revoke or View Privileges

Note: A new feature implemented with REGIS is the ability to view user's privileges including one's own privileges.

- Enter the faculty member's SSN
- Or Last Name
- And/Or First Name
- Click on Search
Granting Privilege to Course

- Select Semester Term/Year

Enter the course numbers.

- **Unit**: is the School code of the school offering the course.

- **Subject**: is the Subject code or department offering the course (eg. Math = 640).

- **Course**: is the Course code for the particular course.

- **Section**: is the Section code for the specific course in cases where there are multiple sections for the same course.

- **Supplement: {if any}** is a unique identifier signifying that the course is conducted under special circumstances (such as a location other than the home campus).
Choose Appropriate Role

- **READ** privileges allows a user to view and download rosters. This privilege is designated for Teaching Assistants and others who simply need to view the roster but are not permitted to submit final grades.

- **GRADER** privileges allows the ability to grant/revoke "Read" privileges to authorized users; view and download class rosters; and submit grade rosters on-line. This privilege is reserved for instructors responsible for submitting final grades.

- **MANAGER** privileges gives the user the ability to grant/revoke "Read", "Grader" and "Manager" privileges, and also view and download class rosters. This type of access cannot however submit grade rosters on-line. This privilege is designated for departmental administrators who are given the task of granting and revoking privileges for each semester.

- **CONTROLLER** privileges gives the user the ability to grant/revoke "Read", "Grader", "Manager" and "Controller" privileges; view and download class rosters; and also submit grades on-line. This privilege is reserved for Deans, Department Chairs and Registrar personnel responsible for granting and revoking upper level privileges.

- **Note** that two of these categories allow the electronic submission of final grades on the Web Rosters and two do not. The only people who should be granted Grader or Controller privileges are those who will actually be submitting the grades electronically. Roughly speaking,

- Click **Grant Access Privileges**
Verify Privilege Granted

Once the privilege has been granted review the privilege, course number and section is correct.

- If incorrect, you may Revoke the incorrect course/access by checking the “Revoke” box next to the line containing the incorrect information.

- Click Revoke Access Privileges

- If correct, you may Grant privileges to additional courses as described on the previous slide.

- Click Grant Access Privileges
It is imperative that roster privileges be maintained as faculty members and TA-GAs are released or depart the department or the university completely in order to prevent unauthorized access to class rosters.

To “Revoke” privileges

- Enter the faculty member’s SSN
- Or Last Name
- And/Or First Name
- Click on Search
Revoking Privileges

Note: It is possible that some faculty members may be teaching for more than one school or department, so please verify the courses that are being revoked.

- Click on the “Revoke” box next to the appropriate course being Revoked.

- Click on Revoke Access Privileges
Verify Privilege has been Revoked

- Verify that the proper course(s) have been revoked (no longer appear on the list of courses).

- If a course was incorrectly revoked the course can be added at the “Grant Course Access Privileges” section on this same webpage by simply following the “Granting Privileges” instructions at the previous slide.

- If no additional maintenance is needed click on Logout at the top right hand corner of the page.