Rutgers The State University of New Jersey

(REGIS) ROSTERS & ELECTRONIC GRADING INFORMATION SYSTEM

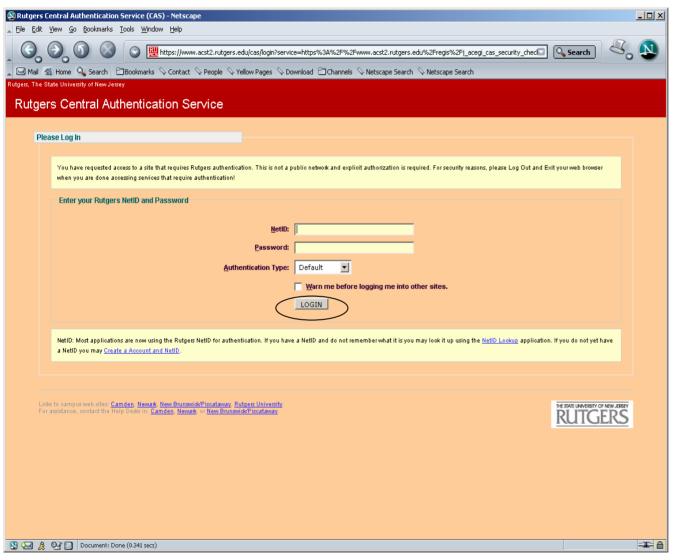To All Faculty and Academic Department Administrators,

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 REGIS system has enhanced the download roster feature so that the downloaded file may be graded and uploaded to the REGIS system for final grades submission.

The following Power Point slide presentation will describe how to download a roster as an Excel file, prepare it and upload it for final grade submission.
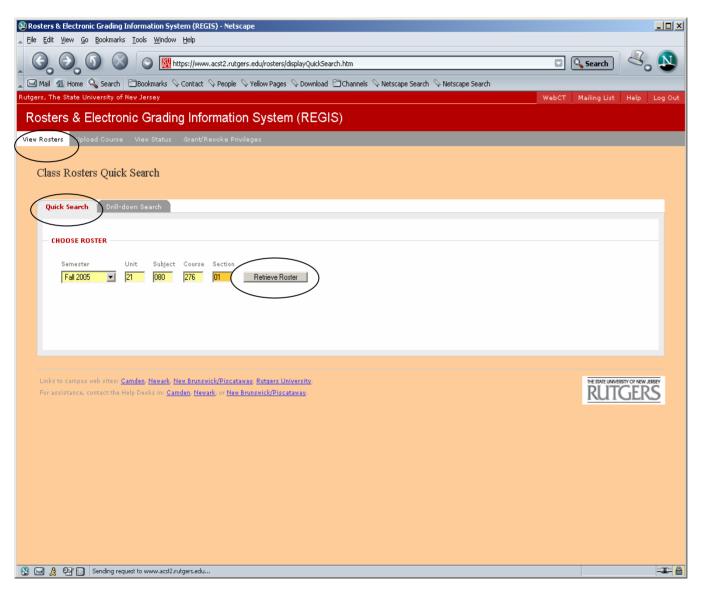
REGIS LOG IN SCREEN

Go to URL:
https://www.acs.rutgers.edu/rosters

- **Enter your Net Id**

- **Enter your password**
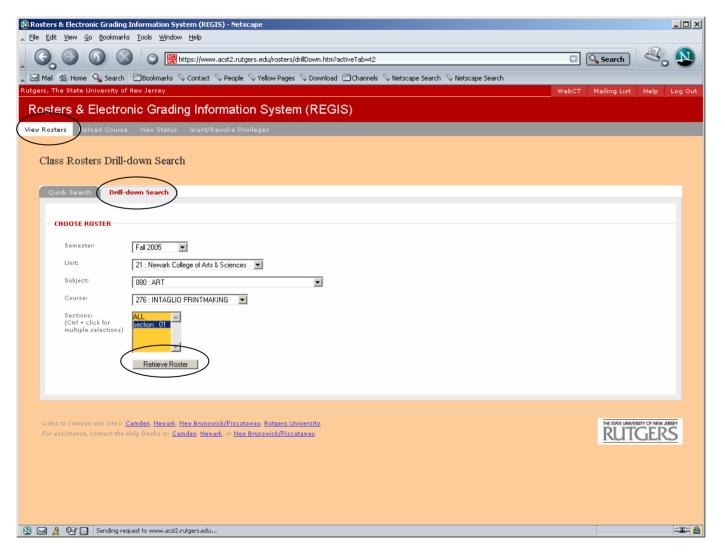
- **Click on "LOGIN"**

RETRIEVING ROSTER

- **Select Semester**

- **Type in the Unit-Subject-Course-Section#**

(Note: Supplement codes are no longer necessary.)

- **Click on "Retrieve Roster"**
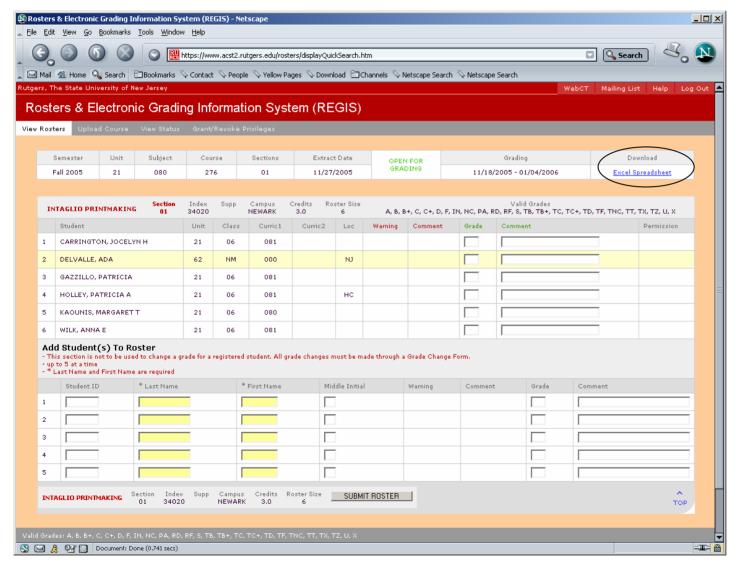
(Note: The system will log out users after one hour.)

RETRIEVING ROSTER USING DRILL- DOWN METHOD

- **Select Semester**

- **Select Unit**

- **Select Subject**

- **Select Course**

- **Select Section**

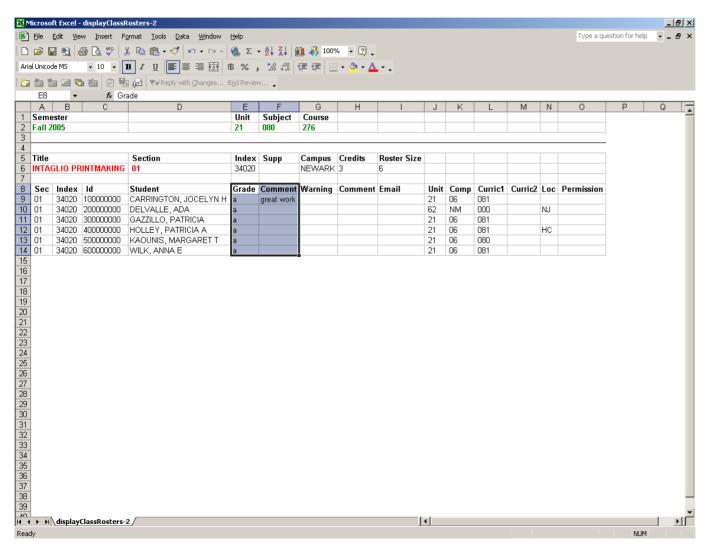- **Click on "Retrieve Roster"**

DOWNLOADING ROSTER

(Note: Information on display is strictly for instructional purposes and does not reflect actual grading)

- Click on **"Excel Spreadsheet"** on the top right hand corner of the roster

EXCEL SPREADSHEET

(Note: Information on display is strictly for instructional purposes and does not reflect actual grading)
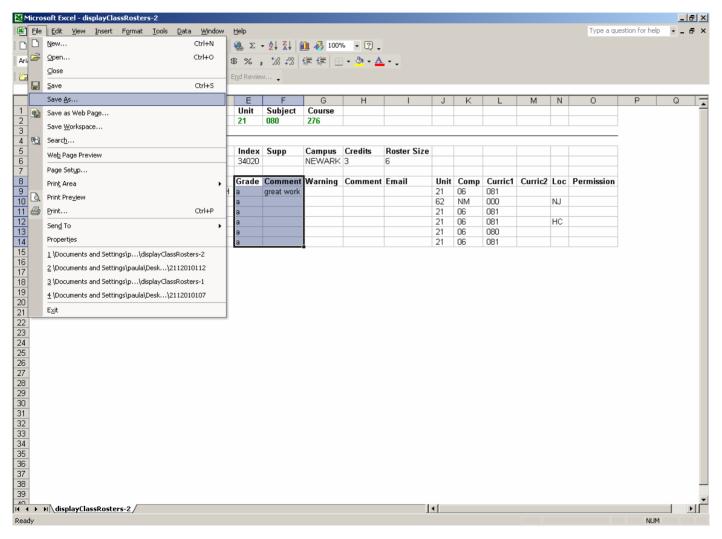

- **Type in grades in Grade box**

- **Type comments in comment box, next to the students grade**

(Note: You can not add Students to an Excel File, however, you can add them to the REGIS grading system.)
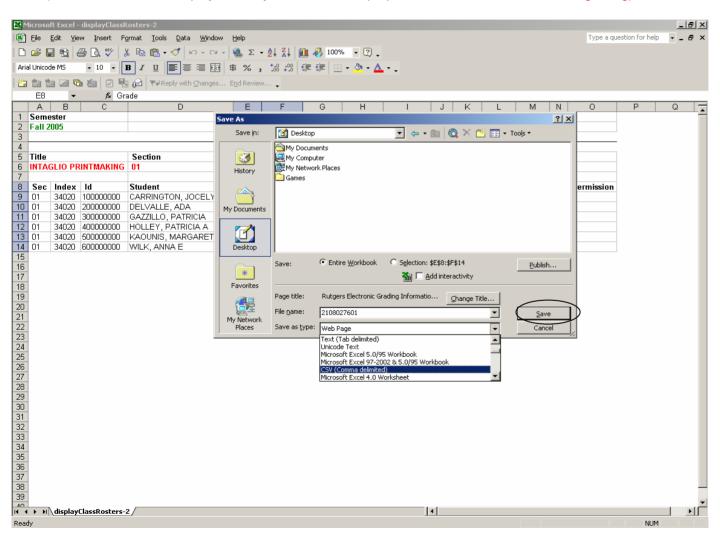
SAVING EXCEL SPREADSHEET FOR UPLOAD

(Note: Information on display is strictly for instructional purposes and does not reflect actual grading)

- **Click on " File" on the drop down menu**

- **Select "Save As"**

SAVING EXCEL SPREADSHEET FOR UPLOAD (continued)

(Note: Information on display is strictly for instructional purposes and does not reflect actual grading)

- **Type in File Name**

(Note: we suggest that you use a naming convention that will reflect the specifics of the course such as title or course number and section.)

- **Select "Save As Type" .CSV (Comma delimited)**

- **Click on Save**

SAVING EXCEL SPREADSHEET FOR UPLOAD (continued)

(Note: Information on display is strictly for instructional purposes and does not reflect actual grading)
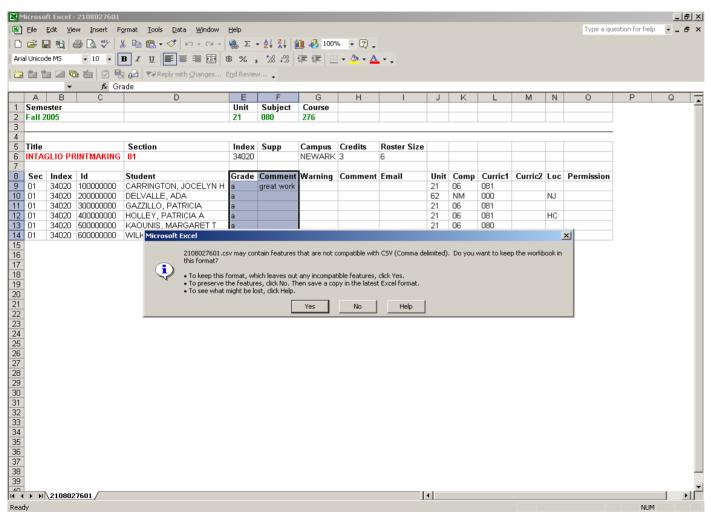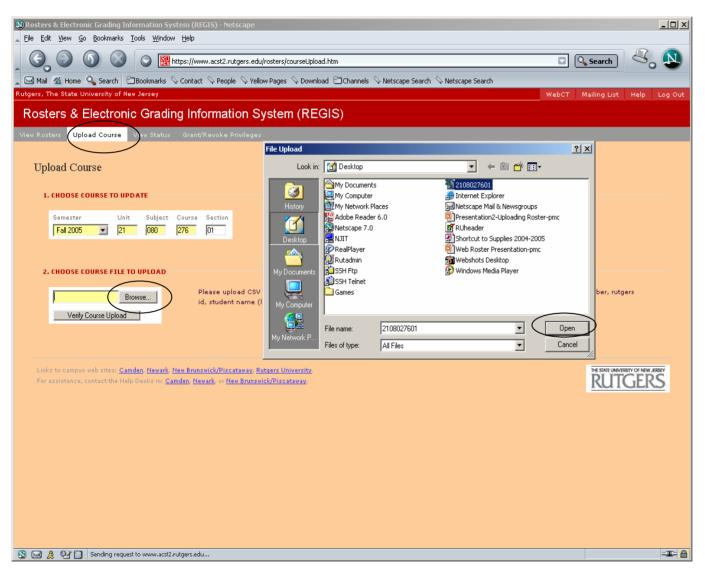

(Note: After you click on "save", you may receive a dialogue box, alerting incompatibility with comma delimited files, click "Yes" to proceed.)
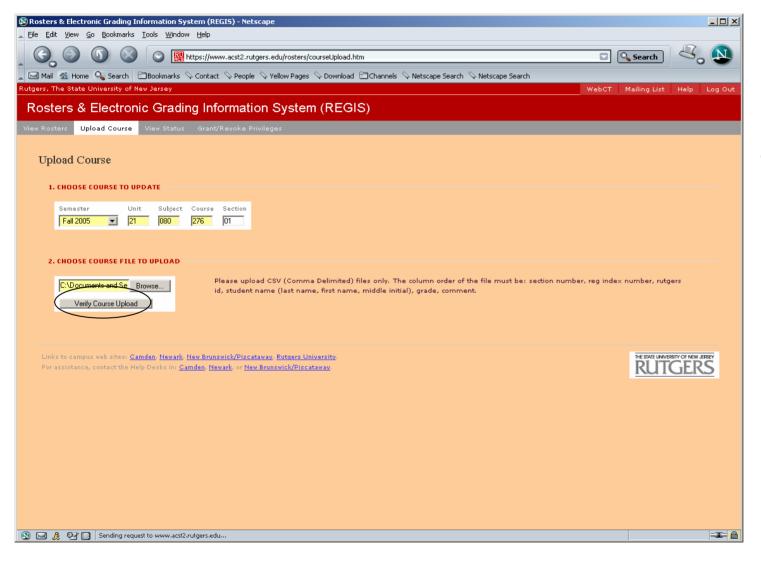
UPLOADING .CSV FILE ROSTER

- **Click on Upload Roster**

- **Type in Unit-Subject-Course-Section#**

- **Click on Browse**

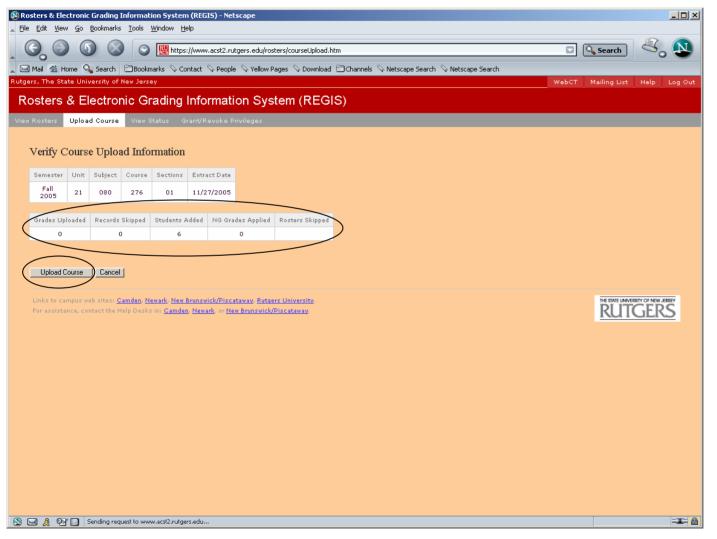**(Note: File Upload window will appear.)**

- **Select location of the previously saved .CSV file**

- **Select appropriate file to be uploaded**

- **Click on Open**

UPLOADING .CSV FILE ROSTER (continued)

- **Click on "Verify Course Upload"**
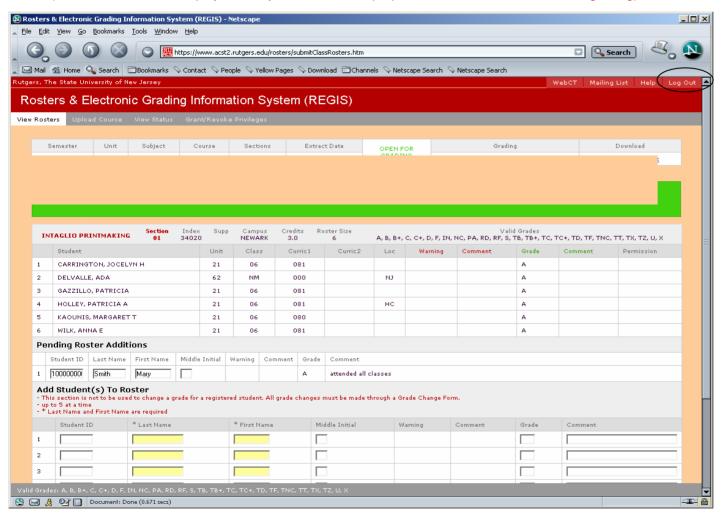
UPLOADING .CSV FILE ROSTER (continued)

(Note: The subsequent page verifies the "matched" information that was entered in the uploaded File.)

- **Verify that the statistics match the roster data uploaded**

- **Click on "Upload Course"**

UPLOADING .CSV FILE ROSTER (continued)

(Note: Information on display is strictly for instructional purposes and does not reflect actual grading)

This page presents a saved view of the grades just uploaded in the .CSV file.

- **Verify that your grades have been uploaded correctly.**

- **Once finished you may view/grade another roster or click on "LOGOUT" on the upper right hand corner of the screen.**

(Note: Grades on uploaded rosters will be available for student view 24 hours after upload was processed.)