

Teaching and Advising—Your Schedule & Advisees

Your Teaching Schedule

Your teaching schedule is available in two formats:

- a Class Schedule, which lists the courses you are teaching
- a Weekly Schedule, which displays a calendar of your class times

To view your class schedule:

1. Log in to PeopleSoft.
2. Click the [Teaching & Advising](#) link.
3. Your teaching schedule is displayed for the current term. If you want to see the schedule for another term, select the term you want. Your class schedule for the selected term will be displayed.

Class Roster	Class	Class Title	Enrolled	Days & Times	Room
AAS 201-101 (20613)	AAS 201-101	Introduction to the Study of A (Lecture)	236	MoWe 3:30PM - 4:20PM	TBA
AAS 300-301 (20531)	AAS 300-301	Introduction to African-American (Seminar)	15	Tu 7:30PM - 10:20PM	TBA

To view your weekly schedule: On the Teaching & Advising page, click [View Weekly Teaching Schedule](#) to display a calendar of your class times.

Time	Monday Sep 22	Tuesday Sep 23	Wednesday Sep 24	Thursday Sep 25	Friday Sep 26	Saturday Sep 27	Sunday Sep 28
8:00AM							
9:00AM							
10:00AM							
11:00AM							
12:00PM							
1:00PM							
2:00PM							
3:00PM	AAS 201-101 Lecture 3:30PM - 4:20PM		AAS 201-101 Lecture 3:30PM - 4:20PM				
4:00PM	AAS 201-101 Lecture 3:30PM - 4:20PM		AAS 201-101 Lecture 3:30PM - 4:20PM				
5:00PM							
6:00PM							

Your Advisees

Your advisee roster is built based on an association between you and your advisees in the PeopleSoft system. If an advisee does not appear on your list, it may be because he or she is not associated with you in the system; contact your departmental administrator or the Residential College secretary to correct the association.

Viewing Your Advisee Roster

1. Log in to PeopleSoft and, if necessary, click the [Teaching & Advising](#) link.
2. Click the [My Advisees](#) link on the Teaching & Advising page.
3. All the students for whom you are listed as an adviser will be displayed in your Advisee Roster in View All mode.
4. If you want to see your advisee list with student photos (when available), click the **Include Photos In List** checkbox, or click the Photo icon in any student row.

Sorting Your Advisee Roster

Your Advisee Roster can be sorted in the way most natural to you by clicking on the column heading of the field you want to sort by.

Options for sorting your roster include:

- Student ID
- Name (Last, First)
- Class Year/Year of Study
- Program (AB, BSE, or graduate department)
- Residential College

Student Data Information

The student data information follows the icons on each student's row.

The **ID** field is the student's University ID number (sometimes called EmpIID or UAID).

Name appears next. Clicking on the student's name will initiate an e-mail message to the student.

Class Year/YOS is the next field displayed. This designates the student's class year for Undergraduates or Year of Study for Graduate students.

Program is next, and designates the selected department for the student's career (AB, BSE, or graduate department).

Residential College is next, showing the student's residential college affiliation.

For More Information About the Student

Click the links in the last three columns to see more information about the student:

[StuView](#) - view biographic, demographic, and academic information for the student. On the Academic Plans tab you can access the student's Academic Planning Form, where you can review the student's

- academic interests,
- possible concentrations and certificates,
- general education requirements status, and
- proposed courses on this term's course queue.

AB and BSE students must complete the Academic Planning Form, until they have declared a concentration (Normally, this would be the end of the first year for BSE students, and the end of the second year for AB students.)

[Class Schedule](#) - view the student's class schedule for the term.

[Exam Schedule](#) - view the student's exam schedule.



Teaching and Advising—Using StuView

StuView pulls together information about a student, so you can see or access all the information you need from a single source. The information is presented on multiple pages, with a header area that repeats on every page.

The **General** page shows biographic and demographic information about the student as well as some information on their academic history. Independent work advisers see only this page.

The **Courses** page lists all courses the student has taken, up to and including the courses the student is currently enrolled in, and has enrolled in for the next term.

- Grades are included for all courses that have been completed (mid-term grades appear in parenthesis).
- A completed study abroad term or approved summer course taken elsewhere is shown with transfer courses and grades of T (unless the course was taken before Fall of 2005).
- Any special form of study, such as study abroad or field study, is indicated below the term header.
- If a graduate student is active for the term but not enrolled in any courses, the note **Enrolled Student Pursuing No Courses** is displayed under the term header.
- If applicable, **Assistantships in Instruction** and **Assistantships in Research** will also appear under the term header.

The **Advisers** page lists the student's advisers, and the department representative, with e-mail links for each.

The **Actions** page lists by date the actions that have been taken on the student's record, such as declaration of concentration, study abroad, leave of absence, and so on.

The **Academic Plans** page provides buttons that display the student's Academic Planning Form and, either AB or BSE Matriculation Information.

Displaying Service Indicators

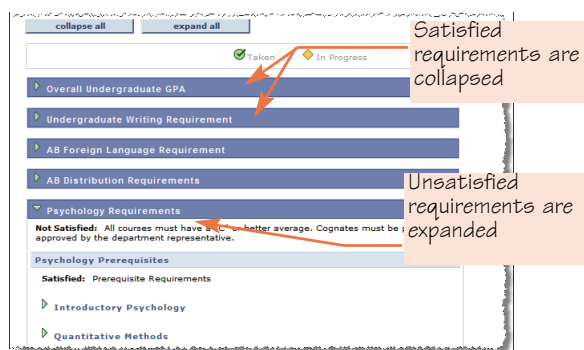
If a student has any negative service indicators (holds), an icon will be displayed in the header area of each page in StuView. Click on the icon to see the Negative Service Indicators page.

Displaying FERPA Restrictions

If a student has restricted the publication of any of their personal information, the FERPA window shade icon will be displayed in the header area of each page in StuView. To see what the student has designated as releasable, click on the window shade icon to display the FERPA pages.

Undergraduate Student Linked Pages

[Degree Progress](#) displays the Degree Progress Report, which shows the academic requirements, and how courses may be used to fulfill the degree and program requirements. Satisfied requirements are collapsed by default, and unsatisfied requirements are expanded.



Use your browser **Print** button to print this report. Click the **Cancel** button at the bottom of the report to return to StuView.

[Relationships](#) shows the student's parents or guardian, with addresses and telephone numbers where they can be reached. If there are multiple addresses, there will be multiple records. Use the navigation controls in the header bar to page through the records, if necessary.

[Honors and Awards](#) shows the honors and awards the student has been given. If the student has multiple honors and awards, you can display them all on one page by clicking the [View All](#) link.

[General Education](#) shows the General Education Requirements page for the student, listing the requirements, the course counts, and showing any alternative language requirements. This link is only available on the Actions page.

Graduate Student Linked Pages

The [Student Milestones](#) page shows the student's progress on the milestones, such as the general exam, the dissertation, the language requirement, and so on.

[Assistantships and Fellowships](#) shows the student's fellowships, assistantships, and other awards. If the student has multiple awards, you can scroll through the records using the navigation header.

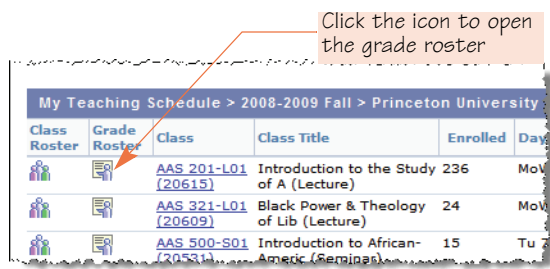
[Emergency Contacts](#) shows the name, address, and telephone number of the student's designated emergency contact.



Teaching and Advising—Entering Grades

You will be notified by the Office of the Registrar when your mid-term and final grade rosters are available for grade entry.

1. Log in to PeopleSoft, and, if necessary, click the [Teaching & Advising](#) link.
2. On the Teaching & Advising page, locate the class for which you want to enter or approve grades. The grade roster icon appears just before the course name.



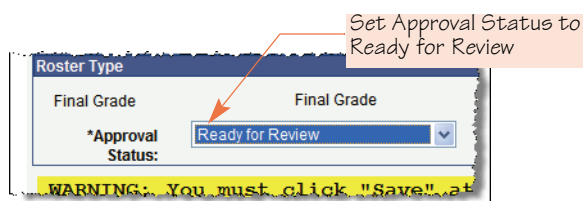
3. Click the Grade Roster icon for the course you want to grade. The grade roster will be displayed.

Note: When you are entering mid-term grades (100 and 200 level courses only), the roster will open to the MIDTERM page. However, when you are entering final grades, the roster will open to the FINAL page.

4. Enter grades for each student on the roster. Click **Save** at the bottom of the roster to save your work as you progress through the roster. When prompted, click **Yes** if you are finished for this session, or **No** if you want to continue entering grades for this course.

Note: There is a 60-minute time-out period during the grading period, and any unsaved data will be lost. You may save a roster as many times as you wish. Save early and often.

5. When all grades have been entered, set the Approval Status to **Ready for Review**.



- If you are not the instructor-in-charge of the course, but have entered all grades for your section(s) and consider the roster ready for the approval of the instructor-in-charge, change the Approval Status to **Ready for Review**.
- If you are the instructor-in-charge of the course, and have entered all of your grades, but would like to return at a later time for a final review, set the Approval Status to **Ready for Review**.
- If you are the instructor-in-charge of the course (or departmental representatives for 900-level courses in your department), you are authorized to approve grades through the web. To approve the grades, set the Approval Status to **Approved**.

Note: Set the Approval Status for rosters to **Approved** only when you are ready for the Registrar's Office to post the grades, since this indicates that you have completed the input, final review, and approval of the roster, and that the Registrar's Office should proceed with posting grades to students' records.

6. Click **Save** one final time to commit the grades, and click **Yes** when prompted to unlock the roster and return to the Teaching and Advising page. You will be returned to your course list.

Important! To avoid locking the roster inadvertently, you **must** click **Save** and then **Yes** when leaving the roster page.

7. To enter grades for another course, simply complete steps 2 through 6 for each course you are grading.
8. If you have not made any changes on the grade roster, or want to abandon any changes you have made, click the [Return to Teaching and Advising](#) link at the bottom of the roster.

Note: Any changes you made will be lost if you return to the Teaching and Advising page without saving your changes. You will not be prompted to verify that you want to abandon your changes.

Rosters Are Locked While Being Updated

Once a grade roster is accessed, the roster will be locked to any other authorized person. This feature prevents users from overwriting one another's grade entries. Other authorized persons may access the roster while you are updating it, but they will have view-only access to it. The grade roster will remain locked until you click Save or Select a Different Course. Exiting the roster in any other manner will leave the roster locked, making it unavailable for update by other authorized persons.

If you attempt to access a roster and it is in use by another person, you will get a message that it is currently being updated. The name of the person updating the roster will display as part of the message. Once that person is done and exits the roster page, the roster will be available for updating.

Having Trouble?

What do I do if a roster is locked when I try to enter grades? You will have to wait until that person is finished updating the roster. If there is an urgent matter with the roster, contact the person who is using the roster, or, if you can't reach that person, contact the Office of the Registrar (258-3360).

I approved grades in a course, but students tell me they can't see them in SCORE. What should I tell them? Once grades have been entered in a roster and the roster marked as Approved by the instructor in charge, a process of review begins in the Office of the Registrar. This process results in grades being posted to a student's permanent record in SCORE. Since this posting affects each student's permanent academic record, the grades are not posted immediately. If your students have questions about their grade postings, please have them contact the Office of the Registrar (258-3360).

Teaching and Advising—Using PeopleSoft

The PeopleSoft Student Administration system allows faculty and advisers to

- Enter grades
- View advisee information
- View teaching schedules

Accessing the System

You access the Teaching and Advising pages in PeopleSoft through your web browser. To make sure your browser is compatible with PeopleSoft, check the OIT KnowledgeBase at

<http://kb.princeton.edu/9449>.

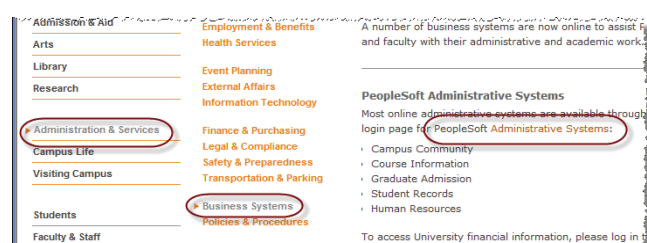
The system is available from 7:00 a.m. to 11:59 p.m. The system is not available from midnight to 7:00 a.m. to allow for routine maintenance.

The OIT Help Desk (609) 258-4357 (8-HELP) is available at any time to assist you with questions on accessing the system. For questions about using the system, call the Help Desk during business hours only, and select option 3.

Logging In

To log into the system, navigate to the PeopleSoft Student Administration login page. This page is available from the Princeton home page by following these links:

Administration & Services > Business Systems > PeopleSoft Administrative Systems



1. On the PeopleSoft Administrative Systems page, click the [LOG IN HERE](#) link.
2. Enter your netID in the **User ID** field.
3. Enter your LDAP password in the **Password** field.

Logging Out

When you are finished with a PeopleSoft session, it is important that you use the [Sign Out](#) link in the upper right corner to end your session. This ensures that your identity (and associated access) within the system is released from your web browser until you log in again.

Navigating in PeopleSoft

When PeopleSoft opens, you will see a menu on the left, and a navigation page with one link on the right.

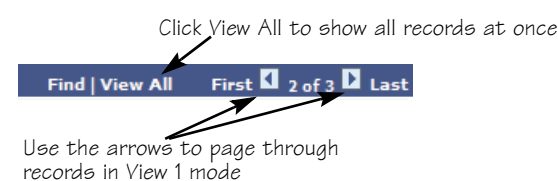


You can access your self-service functions, such as your personal information updates, through the Self Service menu, but most of your teaching and advising functions will be available from the Teaching & Advising link on the right.

Viewing Multiple Rows of Data

If you choose to include photos in the advisee roster, you can use the navigation header bar to view information in two ways:

View 1: (the default) Shows records one at a time. Use the Previous and Next icons to advance forward or backward one record at a time. If you are in this view, the navigation header will have a link to [View All](#).



View All: Shows all the records at the same time. Use the scroll bar to scroll down through the records. If you are in this view, the navigation header will show a link to [View 1](#).

Confidential Record Privacy

The records contained in the PeopleSoft Student Administration system are confidential and intended for use in connection with your teaching and advising responsibilities. They are protected under the Federal Family Educational Rights and Privacy Act of 1974 (FERPA) and may not be disclosed to third parties without written permission from the student.

Please contact the Office of the Registrar with questions about FERPA.

Due Dates for Grades and Written Work

You may consult the academic calendar at <http://registrar1.princeton.edu/acad/acad.cfm> for due dates for grades and written work. You will also be notified of the due dates for grades for your particular course by the Registrar's Office at the time your grade roster is made available to you.