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.

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

Your Advises

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 EmpID or UANID).

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 student’s 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.

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

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.

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.

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 process 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).

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 the session. You will then have view-only access to it. If you attempt to access a roster while it is being updated by another user, you will get a message that it is currently being updated.

To avoid locking the roster inadvertently, you may save a roster as many times as you wish. Save early and often.

View All: Shows all the records at once. 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 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/calcfm 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.