

***(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 grade individual on-line REGIS roster.

# REGIS LOG IN SCREEN

The screenshot shows a Netscape browser window titled "Rutgers Central Authentication Service (CAS) - Netscape". The address bar contains the URL: [https://www.acst2.rutgers.edu/cas/login?service=https%3A%2F%2Fwww.acst2.rutgers.edu%2Fregis%2Fj\\_acegi\\_cas\\_security\\_checked](https://www.acst2.rutgers.edu/cas/login?service=https%3A%2F%2Fwww.acst2.rutgers.edu%2Fregis%2Fj_acegi_cas_security_checked). The page header is "Rutgers, The State University of New Jersey" and "Rutgers Central Authentication Service".

The main content area is titled "Please Log In" and contains the following text: "You have requested access to a site that requires Rutgers authentication. This is not a public network and explicit authorization is required. For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!"

Below this is a section titled "Enter your Rutgers NetID and Password" with the following form fields:

- NetID:
- Password:
- Authentication Type:
- Warn me before logging me into other sites.
- 

The "LOGIN" button is circled in red. Below the form is a note: "NetID: Most applications are now using the Rutgers NetID for authentication. If you have a NetID and do not remember what it is you may look it up using the [NetID Lookup](#) application. If you do not yet have a NetID you may [Create a Account and NetID](#)."

At the bottom, there are links to campus web sites: [Camden, Newark, New Brunswick/Piscataway, Rutgers University](#). For assistance, contact the Help Desk in: [Camden, Newark](#) or [New Brunswick/Piscataway](#). The Rutgers logo is also present.

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

- Type in your Net Id
- Password
- Click on “LOGIN”

# RETRIEVING ROSTER

Rosters & Electronic Grading Information System (REGIS) - Netscape

File Edit View Go Bookmarks Tools Window Help

https://www.acst2.rutgers.edu/rosters/displayQuickSearch.htm

Rutgers, The State University of New Jersey

WebCT Mailing List Help Log Out

**Rosters & Electronic Grading Information System (REGIS)**

View Rosters Upload Course View Status Grant/Revoke Privileges

Class Rosters Quick Search

Quick Search Drill-down Search

**CHOOSE ROSTER**

Semester	Unit	Subject	Course	Section	
Fall 2005	21	080	276	01	Retrieve Roster

Links to campus web sites: [Camden](#) [Newark](#) [New Brunswick/Discataway](#) [Rutgers University](#)

For assistance, contact the Help Desks in: [Camden](#) [Newark](#) or [New Brunswick/Discataway](#)

THE STATE UNIVERSITY OF NEW JERSEY  
**RUTGERS**

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

(Note: supplement codes are no longer necessary)

- **Click on “Retrieve Roster”**

# RETRIEVING ROSTER USING DRILL-DOWN METHOD

The screenshot shows the Netscape browser window displaying the Rutgers REGIS website. The address bar shows the URL: <https://www.acst2.rutgers.edu/rosters/drillDown.htm?activeTab=t2>. The page title is "Rosters & Electronic Grading Information System (REGIS)". The navigation menu includes "View Rosters", "Upload Course", "View Status", and "Grant/Revoke Privileges". The "View Rosters" link is circled in red. Below the navigation menu, the page is titled "Class Rosters Drill-down Search". There are two tabs: "Quick Search" and "Drill-down Search", with the latter being selected and circled in red. The "CHOOSE ROSTER" section contains several dropdown menus: "Semester" (Fall 2005), "Unit" (21 : Newark College of Arts & Sciences), "Subject" (080 : ART), "Course" (276 : INTAGLIO PRINTMAKING), and "Sections" (ALL, section : 01). The "Retrieve Roster" button is circled in red. At the bottom of the page, there are links to campus web sites and the Rutgers logo.

- **Select Semester**
- **Select Unit**
- **Select Subject**
- **Select Course**
- **Select Section**
- **Click on  
“Retrieve Roster”**

# GRADING WARNING ROSTER

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

Rosters & Electronic Grading Information System (REGIS) - Netscape

https://www.acst2.rutgers.edu/rosters/displayQuickSearch.htm

Rutgers, The State University of New Jersey

**Rosters & Electronic Grading Information System (REGIS)**

View Rosters | Upload Course | View Status | Grant/Revoke Privileges

Semester	Unit	Subject	Course	Sections	Extract Date	OPEN FOR GRADING	Grading	Download
Fall 2005	21	080	276	01	11/27/2005		11/18/2005 - 01/04/2006	<a href="#">Excel Spreadsheet</a>

**INTAGLIO PRINTMAKING Section 01** Index 34020 Supp Campus NEWARK Credits 3.0 Roster Size 6 Valid Grades A, B, B+, C, C+, D, F, IN, NC, PA, RD, RF, S, TB, TB+, TC, TC+, TD, TF, TNC, TT, TX, TZ, U, X

Student	Unit	Class	Curric1	Curric2	Loc	Warning	Comment	Grade	Comment	Permission
1 CARRINGTON, JOCELYN H	21	06	081							
2 DELVALLE, ADA	62	NM	000		NJ					
3 GAZZILLO, PATRICIA	21	06	081							
4 HOLLEY, PATRICIA A	21	06	081		HC					
5 KAOUNIS, MARGARET T	21	06	080							
6 WILK, ANNA E	21	06	081							

**Add Student(s) To Roster**  
 - This section is not to be used to change a grade for a registered student. All grade changes must be made through a Grade Change Form.  
 - up to 5 at a time  
 - \* Last Name and First Name are required

Student ID	* Last Name	* First Name	Middle Initial	Warning	Comment	Grade	Comment
1							
2							
3							
4							
5							

**INTAGLIO PRINTMAKING Section 01 Index 34020 Supp Campus NEWARK Credits 3.0 Roster Size 6** **SUBMIT ROSTER**

Valid Grades: A, B, B+, C, C+, D, F, IN, NC, PA, RD, RF, S, TB, TB+, TC, TC+, TD, TF, TNC, TT, TX, TZ, U, X

(Note: Warning rosters are generally available between the fourth and seventh week of semester)

- Enter warning grades in the warning column.

(Note: Warning grades are as follows:

**W1 = Warning for poor performance**

**W2 = Warning for poor attendance**

**W3 = Warning for both poor attendance and poor performance)**

- Enter comments next to the warning grades.

- Once all grades and comments are entered click on "Submit Roster".

# GRADING FINAL ROSTER

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

Rosters & Electronic Grading Information System (REGIS) - Netscape

File Edit View Go Bookmarks Tools Window Help

https://www.acst2.rutgers.edu/rosters/displayQuickSearch.htm

Rutgers, The State University of New Jersey

WebCT Mailing List Help Log Out

### Rosters & Electronic Grading Information System (REGIS)

View Rosters Upload Course View Status Grant/Revoke Privileges

Semester	Unit	Subject	Course	Sections	Extract Date	Grading	Download
Fall 2005	21	080	276	01	11/27/2005	11/18/2005 - 01/04/2006	<a href="#">Excel Spreadsheet</a>

**INTAGLIO PRINTMAKING Section 01** Index 34020 Supp Campus NEWARK Credits 3.0 Roster Size 6 Valid Grades A, B, B+, C, C+, D, F, IN, NC, PA, RD, RF, S, TB, TB+, TC, TC+, TD, TF, TNC, TT, TX, TZ, U, X

Student	Unit	Class	Curric1	Curric2	Loc	Warning	Comment	Grade	Comment	Permission
1 CARRINGTON, JOCELYN H	21	06	081					a		
2 DELVALLE, ADA	62	NM	000		NJ			a		
3 GAZZILLO, PATRICIA	21	06	081					a		
4 HOLLEY, PATRICIA A	21	06	081		HC			a		
5 KAOUNIS, MARGARET T	21	06	080					a		
6 WILK, ANNA E	21	06	081					a		

**Add Student(s) To Roster**  
- This section is not to be used to change a grade for a registered student. All grade changes must be made through a Grade Change Form.  
- up to 5 at a time  
- \* Last Name and First Name are required

Student ID	* Last Name	* First Name	Middle Initial	Warning	Comment	Grade	Comment
1							
2							
3							
4							
5							

**INTAGLIO PRINTMAKING** Section 01 Index 34020 Supp Campus NEWARK Credits 3.0 Roster Size 6 **SUBMIT ROSTER**

Valid Grades: A, B, B+, C, C+, D, F, IN, NC, PA, RD, RF, S, TB, TB+, TC, TC+, TD, TF, TNC, TT, TX, TZ, U, X

(Note: The system will log out users after one hour)

- Enter grades in the grade boxes
- Enter comments in the comment boxes next to the student's grade

(Note: grades not submitted will default to blank and may be resubmitted during open grading period.)

(Note: If there is a need to add students to the roster, see next slide before clicking on "Submit Roster")

- Click on "Submit Roster".

# ADDING STUDENTS TO ROSTER

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

**Rosters & Electronic Grading Information System (REGIS)**

View Rosters | Upload Course | View Status | Grant/Revoke Privileges

Semester	Unit	Subject	Course	Sections	Extract Date	OPEN FOR GRADING	Grading	Download
Fall 2005	21	080	276	01	11/27/2005		11/18/2005 - 01/04/2006	<a href="#">Excel Spreadsheet</a>

  

INTAGLIO PRINTMAKING	Section 01	Index 34020	Supp	Campus NEWARK	Credits 3.0	Roster Size 6	Valid Grades: A, B, B+, C, C+, D, F, IN, NC, PA, RD, RF, S, TB, TB+, TC, TC+, TD, TE, TNC, TT, TX, TZ, U, X				
Student	Unit	Class	Curric1	Curric2	Loc	Warning	Comment	Grade	Comment	Permission	
1 CARRINGTON, JOCELYN H	21	06	081					a			
2 DELVALLE, ADA	62	NM	000		NJ			a			
3 GAZZILLO, PATRICIA	21	06	081					a			
4 HOLLEY, PATRICIA A	21	06	081		HC			a			
5 KAOUNIS, MARGARET T	21	06	080					a			
6 WILK, ANNA E	21	06	081					a			

  

**Add Student(s) To Roster**

- This section is not to be used to change a grade for a registered student. All grade changes must be made through a Grade Change Form.  
 - up to 5 at a time  
 - \* Last Name and First Name are required

Student ID	Last Name	* First Name	Middle Initial	Warning	Comment	Grade	Comment
1 00000000	Smith	May				a	attended all classes
2							
3							
4							
5							

**INTAGLIO PRINTMAKING** Section 01 Index 34020 Supp Campus NEWARK Credits 3.0 Roster Size 6 **SUBMIT ROSTER** [TOP](#)

Valid Grades: A, B, B+, C, C+, D, F, IN, NC, PA, RD, RF, S, TB, TB+, TC, TC+, TD, TE, TNC, TT, TX, TZ, U, X

If a student is not on your roster, you may add students at the bottom of the roster (addendum section)

- Enter Student ID
- Enter Last Name
- Enter First Name
- Enter Middle Initial
- Enter Grade
- Enter comment

Once all grades are entered, necessary comments have been made, and added missing students

- Click "Submit Roster"

# INVALID GRADING

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

Rutgers, The State University of New Jersey

**Rosters & Electronic Grading Information System (REGIS)**

View Rosters | Upload Course | View Status | Grant/Revoke Privileges

Semester	Unit	Subject	Course	Sections	Extract Date	Grading	Download
Fall 2005	21	080	276	01		11/18/2005 - 01/04/2006	<a href="#">Excel Spreadsheet</a>

**! The grade is invalid.**  
**! The grade is invalid.**  
**! Fields marked with red are invalid. The class roster will not be submitted until all errors are corrected.**

Student	Unit	Class	Curric1	Curric2	Loc	Warning	Comment	Grade	Comment	Permission
1 CARRINGTON, JOCELYN H	21	06	081					A+		
2 DELVALLE, ADA	62	NM	000		NJ			A-		
3 GAZZILLO, PATRICIA	21	06	081					A		
4 HOLLEY, PATRICIA A	21	06	081		HC			A		
5 KAOUNIS, MARGARET T	21	06	080					A		
6 WILK, ANNA E	21	06	081					A		

**Pending Roster Additions**

Student ID	Last Name	First Name	Middle Initial	Warning	Comment	Grade	Comment
1 100000001	Smith	Mary				A	attended all classes

**Add Student(s) To Roster**  
- This section is not to be used to change a grade for a registered student. All grade changes must be made through a Grade Change Form.  
- up to 5 at a time  
- \* Last Name and First Name are required

Student ID	* Last Name	* First Name	Middle Initial	Warning	Comment	Grade	Comment
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Valid Grades: A, B, B+, C, C+, D, F, IN, NC, PA, RD, RF, S, TB, TB+, TC, TC+, TD, TF, TNC, TT, TX, TZ, U, X

If invalid grades are submitted, the roster will not be processed after the “Submit Roster” is clicked.

- The subsequent screen will display a notation at the top of the roster highlighted in pink and red.
- Students with invalid grades will be highlighted in red.

(Note: Valid grades available for use on roster are displayed at the top of the roster.)

- Correct invalid grades
- Click on “Submit Roster”



# SUCCESSFUL SUBMISSION OF ROSTER

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

The screenshot shows the Netscape browser window for the REGIS system. The address bar displays <https://www.acst2.rutgers.edu/rosters/submitClassRosters.htm>. The page title is "Rosters & Electronic Grading Information System (REGIS)". A navigation menu includes "View Rosters", "Upload Course", "View Status", and "Grant/Revoke Privileges". A table at the top shows course details for Fall 2005, Unit 21, Subject 080, Course 276, Sections 01, with a status of "OPEN FOR GRADING" and a grading period of 11/18/2005 - 01/04/2006. A green banner displays the message: "The Class Roster has been successfully saved." Below this, a table lists students in Section 01 of the course "INTAGLIO PRINTMAKING". The table includes columns for Student ID, Name, Unit, Class, Credits, Roster Size, Valid Grades, and Warning/Comment. The students listed are JOCELYN H. CARRINGTON, ADA DELVALLE, PATRICIA GAZZILLO, PATRICIA A. HOLLEY, MARGARET T. KAOUNIS, and ANNA E. WILK. A "Pending Roster Additions" section shows a form for adding a new student, with the example student ID 100000001, last name Smith, and first name Mary. A note states: "This section is not to be used to change a grade for a registered student. All grade changes must be made through a Grade Change Form." At the bottom, there is a table for adding more students with columns for Student ID, Last Name, First Name, Middle Initial, Warning, Comment, Grade, and Comment.

Semester	Unit	Subject	Course	Sections	Extract Date	Grading	Download
Fall 2005	21	080	276	01		11/18/2005 - 01/04/2006	<a href="#">Excel Spreadsheet</a>

**The Class Roster has been successfully saved.**

Student	Unit	Class	Curric1	Curric2	Loc	Warning	Comment	Grade	Comment	Permission
1 CARRINGTON, JOCELYN H	21	06	081					A		
2 DELVALLE, ADA	62	NM	000		NJ			A		
3 GAZZILLO, PATRICIA	21	06	081					A		
4 HOLLEY, PATRICIA A	21	06	081		HC			A		
5 KAOUNIS, MARGARET T	21	06	080					A		
6 WILK, ANNA E	21	06	081					A		

**Pending Roster Additions**

Student ID	Last Name	First Name	Middle Initial	Warning	Comment	Grade	Comment
1 100000001	Smith	Mary				A	attended all classes

**Add Student(s) To Roster**  
- This section is not to be used to change a grade for a registered student. All grade changes must be made through a Grade Change Form.  
- up to 5 at a time  
- \* Last Name and First Name are required

Student ID	* Last Name	* First Name	Middle Initial	Warning	Comment	Grade	Comment
1							
2							
3							

Once roster has been successfully submitted, a note highlighted in green at the top of the roster will state “The Class Roster has been successfully saved”.

- You may want to print a copy of the Roster for your records at this point, or down load it as an Excel Spreadsheet which will have more complete information.
- Once finished, you may view/grade another roster or click on “LOGOUT” on the upper right hand corner of the screen.