Rutgers The State University of New Jersey

(REGIS) ROSTERS & ELECTRONIC GRADING INFORMATION SYSTEM

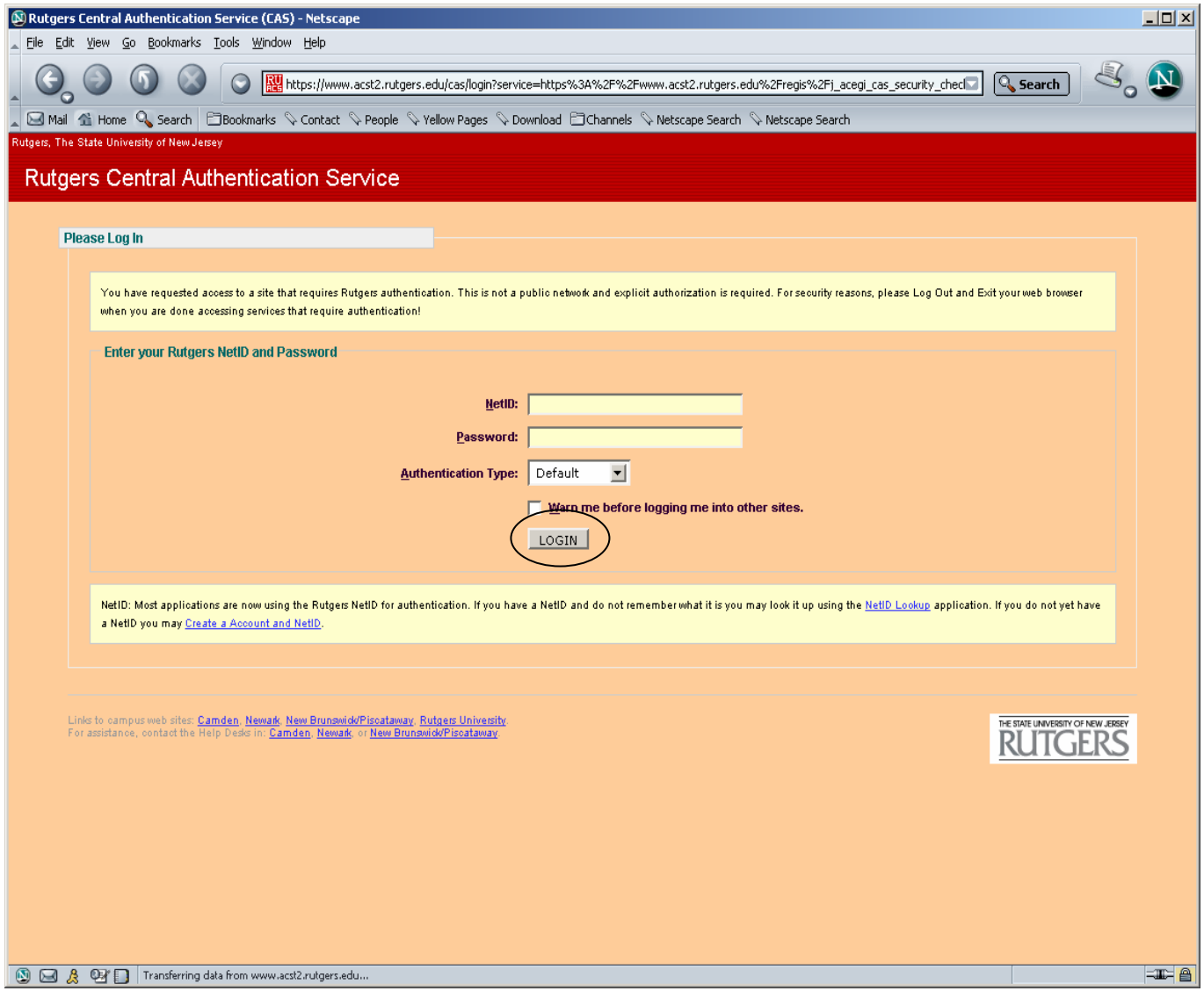
To All Faculty and Academic Department Administrators,

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 following Power Point slide presentation will describe how to grade individual on-line REGIS roster.

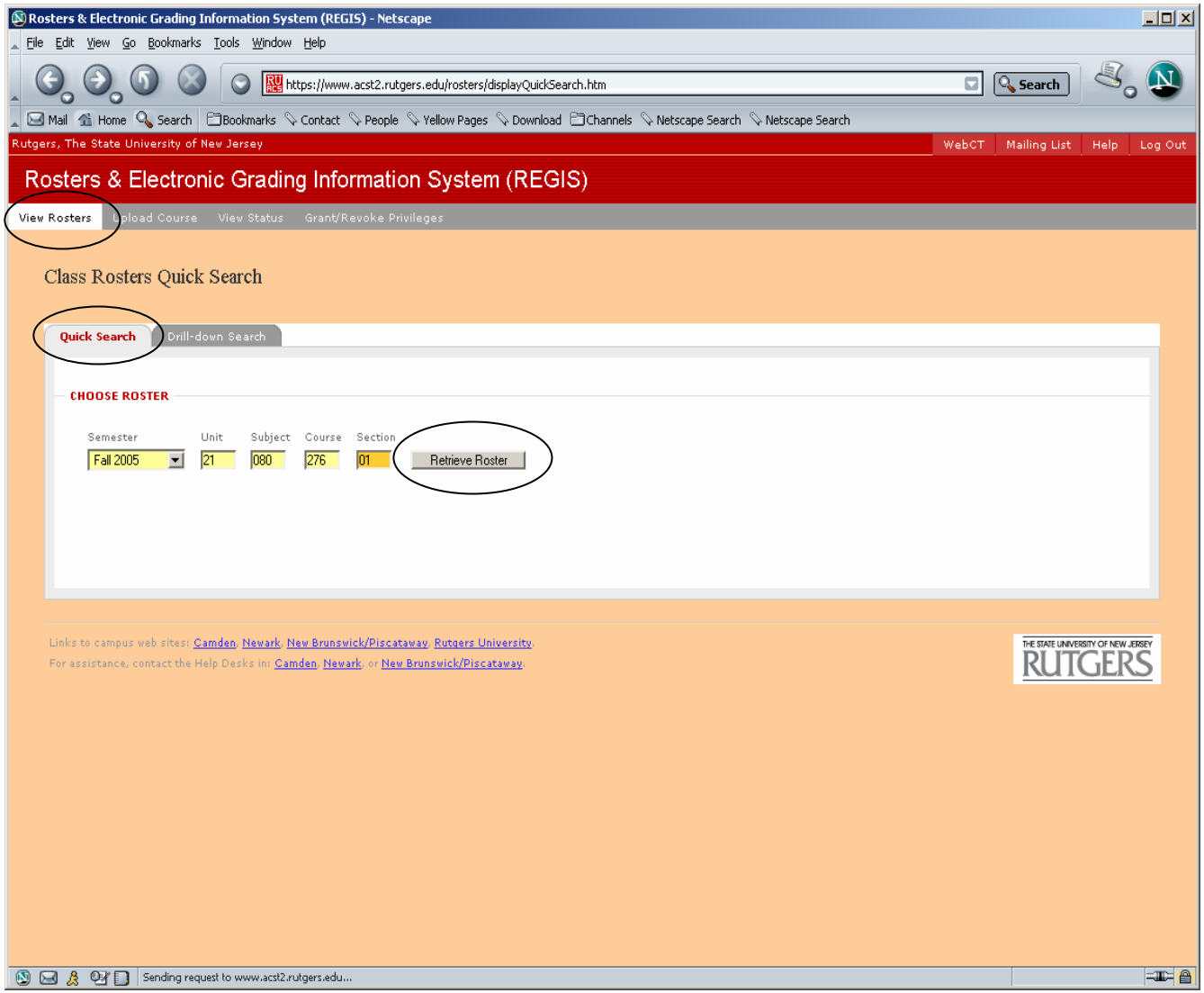
REGIS LOG IN SCREEN



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

- **Type in your Net Id**
- **Password**
- **Click on "LOGIN"**

RETRIEVING ROSTER

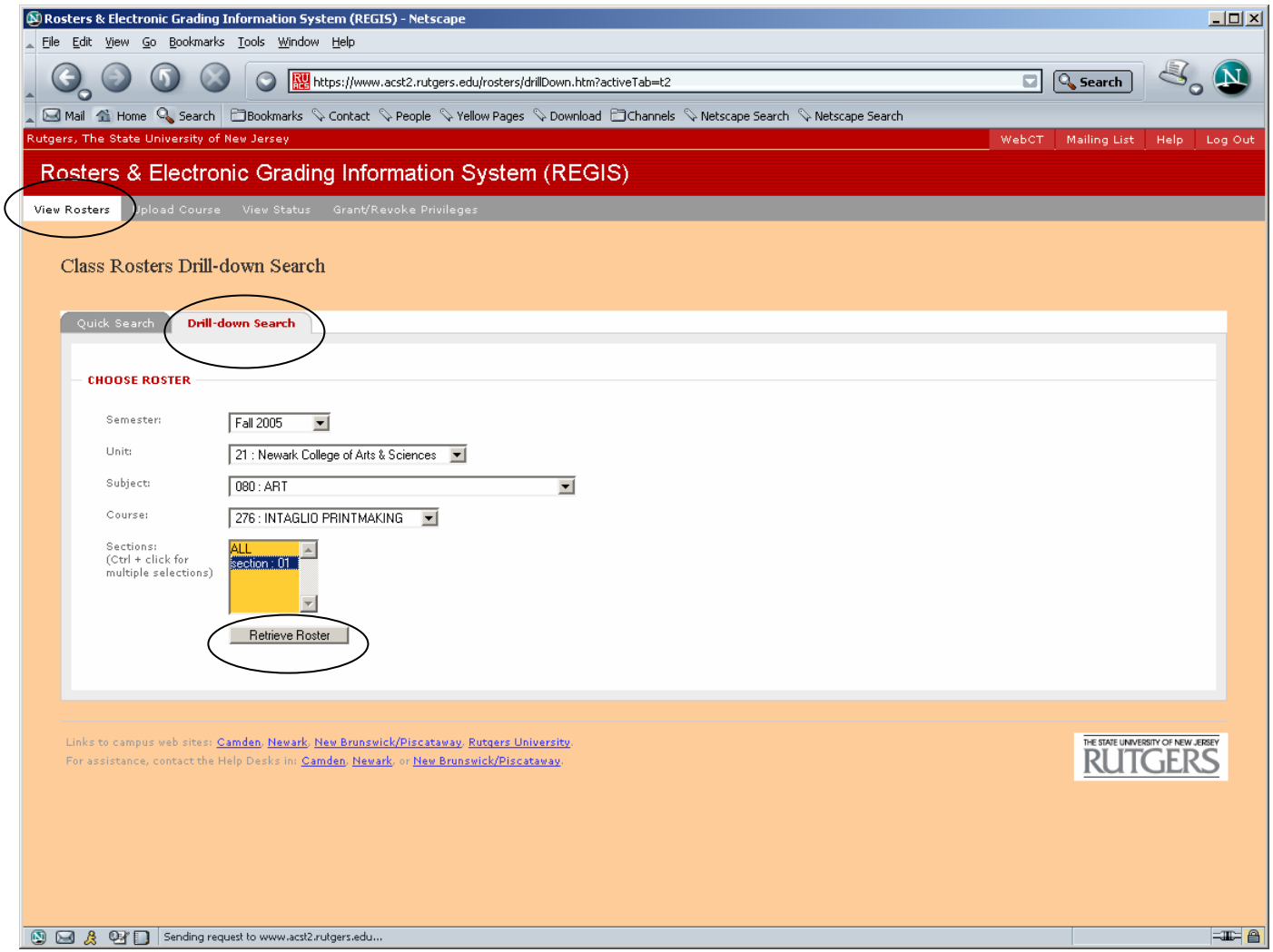


- **Select Semester**
- **Type in the Unit-Subject-Course-Section#**

(Note: supplement codes are no longer necessary)

- **Click on "Retrieve Roster"**

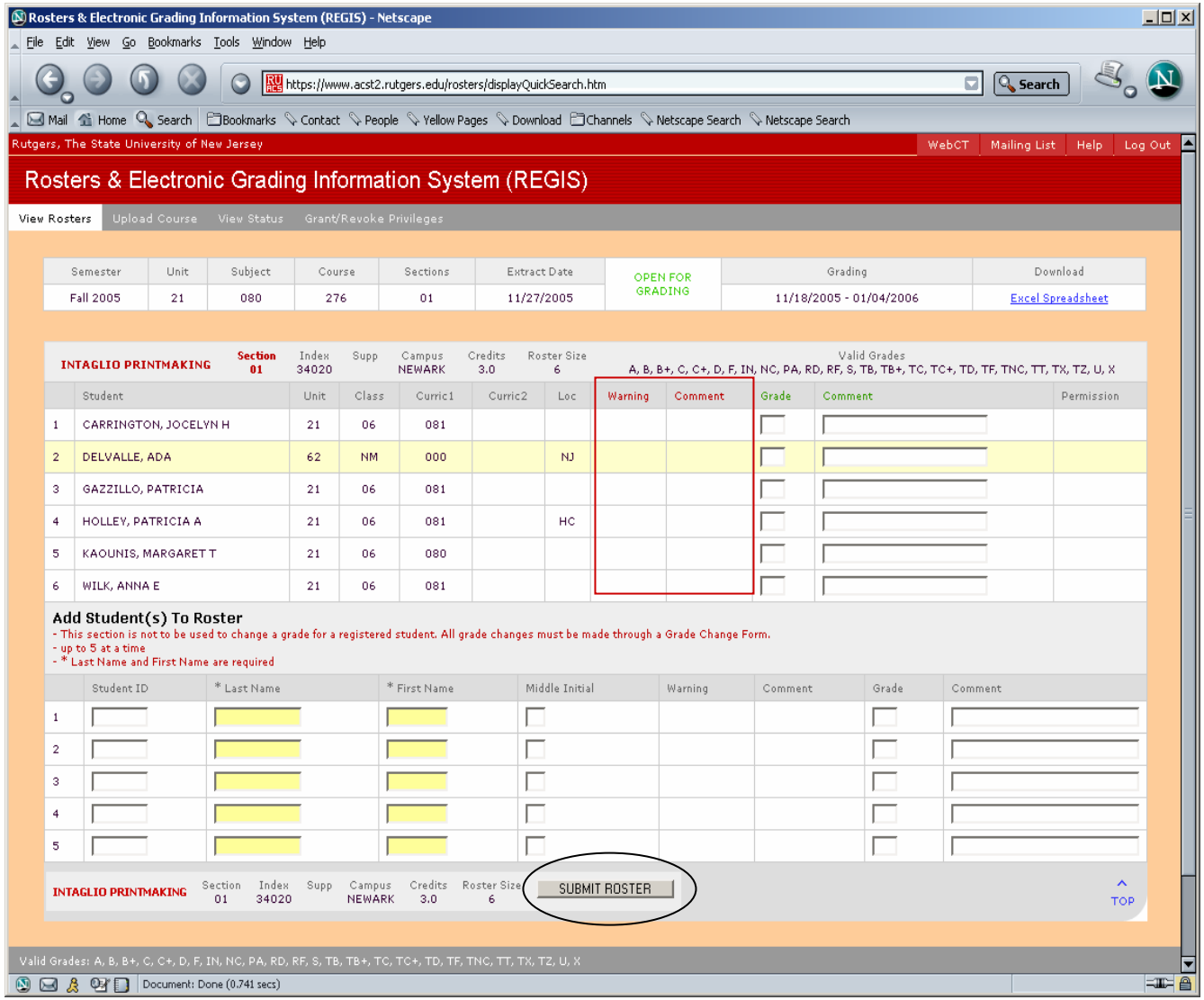
RETRIEVING ROSTER USING DRILL- DOWN METHOD



- **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)



(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

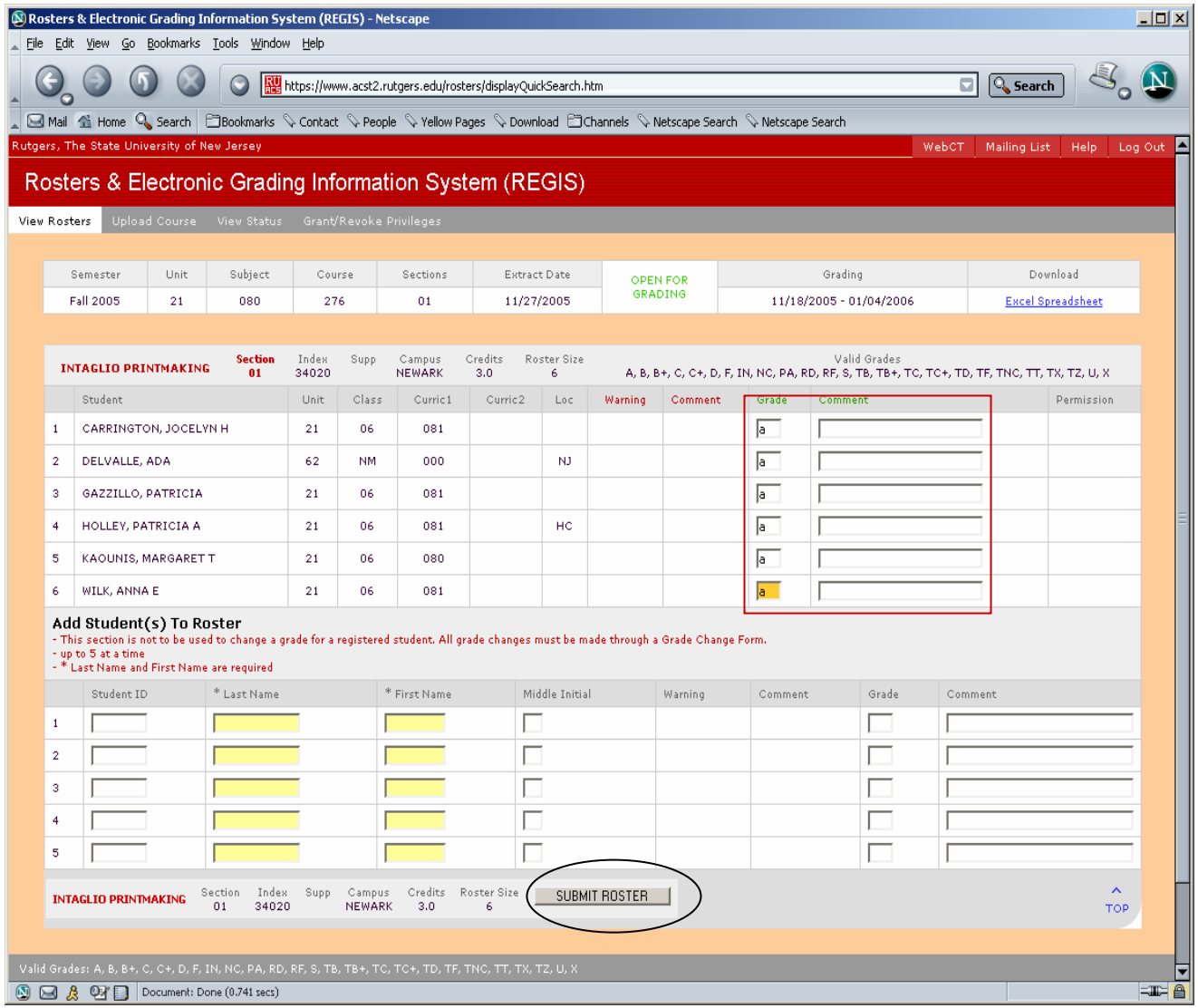
W3 = Warning for both poor attendance and poor performance)

- **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)



(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**

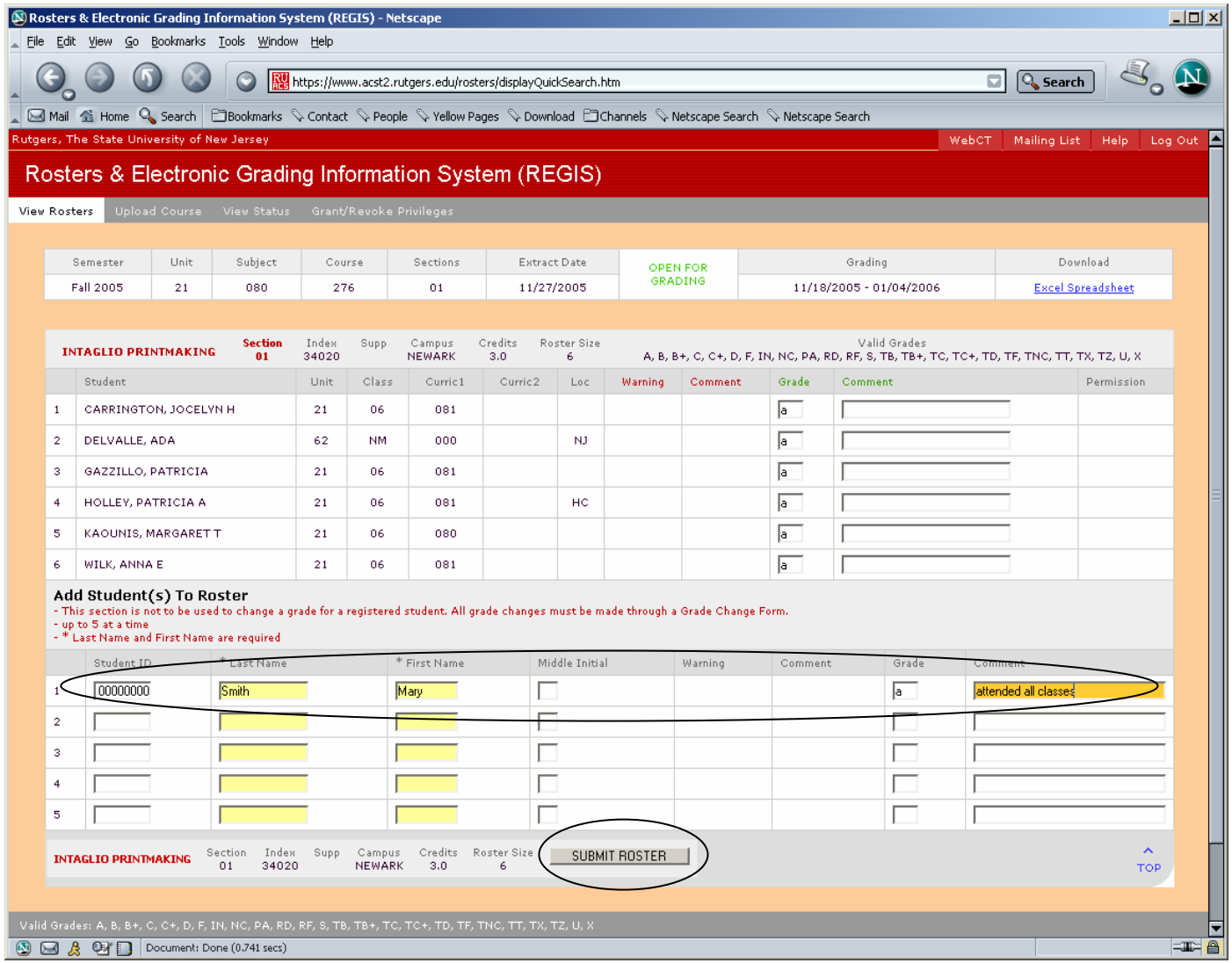
(Note: grades not submitted will default to blank and may be resubmitted during open grading period.)

(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)



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

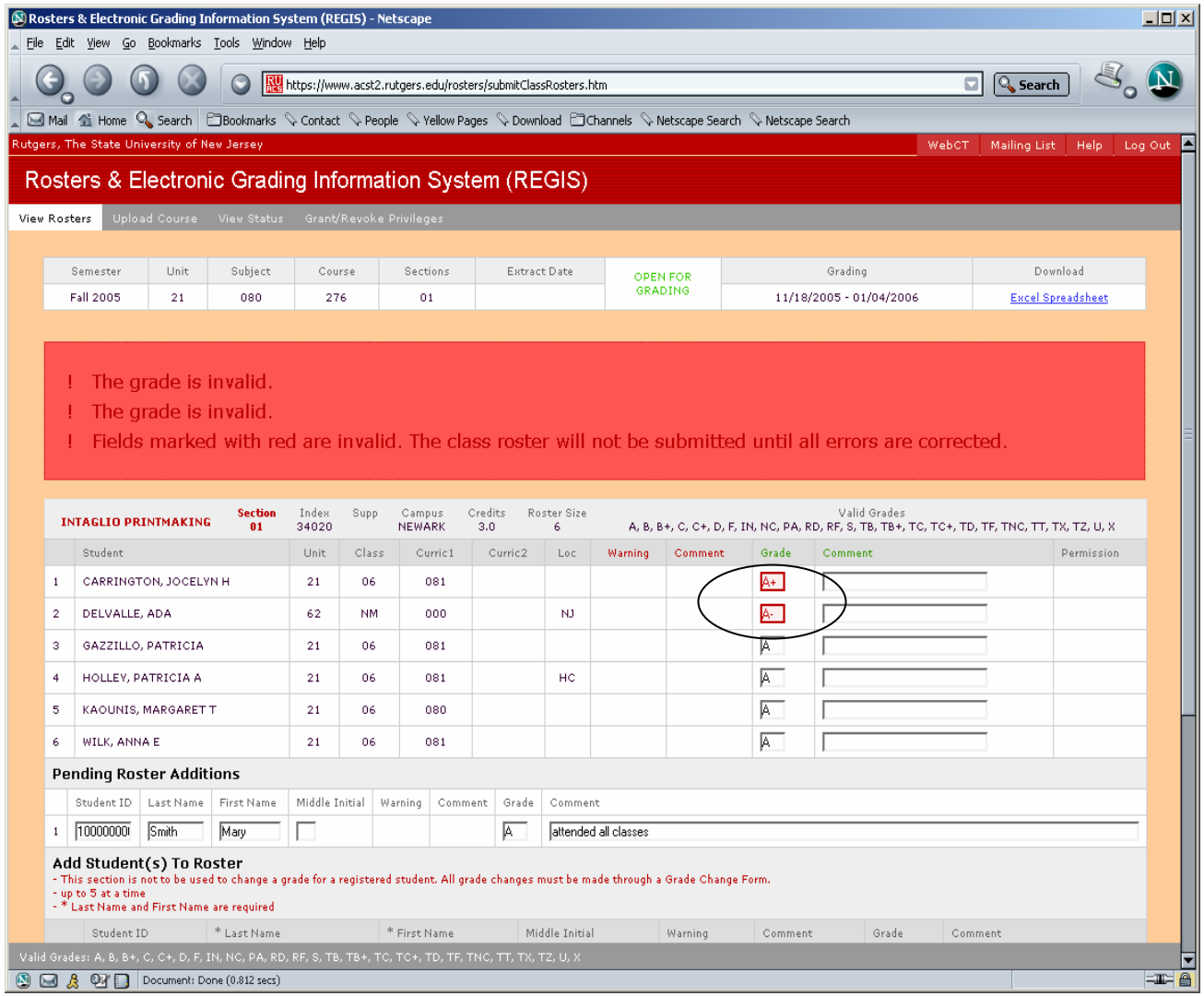
- **Enter Student ID**
- **Enter Last Name**
- **Enter First Name**
- **Enter Middle Initial**
- **Enter Grade**
- **Enter comment**

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)



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

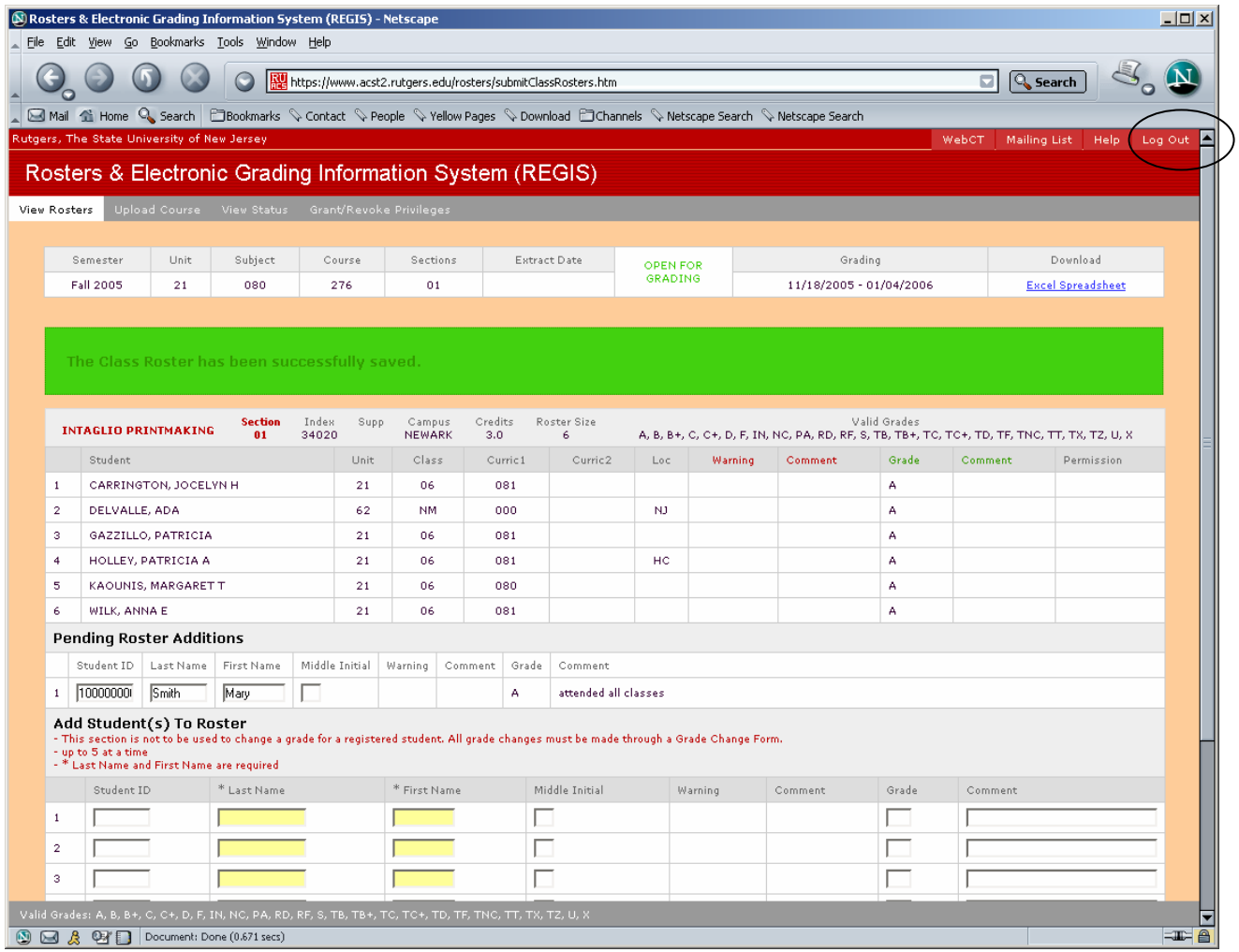
- **The subsequent screen will display a notation at the top of the roster highlighted in pink and red.**
- **Students with invalid grades will be highlighted in red.**

(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)



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.**