

(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

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. The page header is "Rutgers, The State University of New Jersey" and "Rutgers Central Authentication Service".

Please Log In

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!

Enter your Rutgers NetID and Password

NetID:

Password:

Authentication Type:

Warn me before logging me into other sites.

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](#).

Links to campus web sites: [Camden](#), [Newark](#), [New Brunswick/Piscataway](#), [Rutgers University](#).
For assistance, contact the Help Desks in: [Camden](#), [Newark](#), or [New Brunswick/Piscataway](#).

THE STATE UNIVERSITY OF NEW JERSEY
RUTGERS

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

- Enter your Net Id
- Enter your 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/Piscataway](#) [Rutgers University](#).
For assistance, contact the Help Desks in: [Camden](#) [Newark](#), or [New Brunswick/Piscataway](#).

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”**

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

RETRIEVING ROSTER USING DRILL-DOWN METHOD

The screenshot shows a Netscape browser window displaying the Rutgers & Electronic Grading Information System (REGIS) interface. The browser's 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), and "Course" (276 : INTAGLIO PRINTMAKING). The "Sections" dropdown menu is open, showing "ALL" and "section : 01", with "section : 01" selected and circled in red. Below the dropdown menus is a "Retrieve Roster" button, which is also 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”

DOWNLOADING ROSTER

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

Rutgers & 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	Excel Spreadsheet

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					<input type="checkbox"/>		
2 DELVALLE, ADA	62	NM	000		NJ			<input type="checkbox"/>		
3 GAZZILLO, PATRICIA	21	06	081					<input type="checkbox"/>		
4 HOLLEY, PATRICIA A	21	06	081		HC			<input type="checkbox"/>		
5 KAOUNIS, MARGARET T	21	06	080					<input type="checkbox"/>		
6 WILK, ANNA E	21	06	081					<input type="checkbox"/>		

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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

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, TF, TNC, TT, TX, TZ, U, X

- 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)

The screenshot shows a Microsoft Excel spreadsheet titled "displayClassRosters-2". The spreadsheet contains the following data:

Semester		Unit	Subject	Course										
Fall 2005		21	080	276										
Title		Section		Index	Supp	Campus	Credits	Roster Size						
INTAGLIO PRINTMAKING		01		34020		NEWARK	3	6						
Sec	Index	Id	Student	Grade	Comment	Warning	Comment	Email	Unit	Comp	Curric1	Curric2	Loc	Permission
01	34020	100000000	CARRINGTON, JOCELYN H	a	great work				21	06	081			
01	34020	200000000	DELVALLE, ADA	a					62	NM	000		NJ	
01	34020	300000000	GAZZILLO, PATRICIA	a					21	06	081			
01	34020	400000000	HOLLEY, PATRICIA A	a					21	06	081		HC	
01	34020	500000000	KAOUNIS, MARGARET T	a					21	06	080			
01	34020	600000000	WILK, ANNA E	a					21	06	081			

- 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)

The screenshot shows the Microsoft Excel interface with the 'File' menu open. The 'Save As...' option is highlighted. The spreadsheet contains the following data:

Unit	Subject	Course
21	080	276

Index	Supp	Campus	Credits	Roster Size
34020		NEWARK	3	6

Grade	Comment	Warning	Comment	Email	Unit	Comp	Curric1	Curric2	Loc	Permission
a	great work				21	06	081			
a					62	NM	000		NJ	
a					21	06	081			
a					21	06	081		HC	
a					21	06	080			
a					21	06	081			

- 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)

The screenshot shows the Microsoft Excel interface with a 'Save As' dialog box open. The spreadsheet in the background has the following data:

Semester	Title	Section	Sec	Index	Id	Student
Fall 2005	INTAGLIO PRINTMAKING	01	01	34020	100000000	CARRINGTON, JOCELY
			01	34020	200000000	DELVALLE, ADA
			01	34020	300000000	GAZZILLO, PATRICIA
			01	34020	400000000	HOLLEY, PATRICIA A
			01	34020	500000000	KAOUNIS, MARGARET
			01	34020	600000000	WILK, ANNA E

The 'Save As' dialog box shows the following details:

- Save in: Desktop
- Save as type: Web Page
- File name: 2108027601
- Page title: Rutgers Electronic Grading Informatio...
- The 'Save' button is circled in red.

- 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)

The screenshot shows the Microsoft Excel 2003 interface. The spreadsheet contains the following data:

Semester	Unit	Subject	Course
Fall 2005	21	080	276

Title	Section	Index	Supp	Campus	Credits	Roster Size
INTAGLIO PRINTMAKING	01	34020		NEWARK	3	6

Sec	Index	Id	Student	Grade	Comment	Warning	Comment	Email	Unit	Comp	Curric1	Curric2	Loc	Permission
01	34020	100000000	CARRINGTON, JOCELYN H	a	great work				21	06	081			
01	34020	200000000	DELVALLE, ADA	a					62	NM	000		NJ	
01	34020	300000000	GAZZILLO, PATRICIA	a					21	06	081			
01	34020	400000000	HOLLEY, PATRICIA A	a					21	06	081		HC	
01	34020	500000000	KAOUNIS, MARGARET T	a					21	06	080			
01	34020	600000000	WILK											

A warning dialog box is displayed over the spreadsheet, titled "Microsoft Excel". The message reads: "2108027601.csv may contain features that are not compatible with CSV (Comma delimited). Do you want to keep the workbook in this format?" Below the message are three buttons: "Yes", "No", and "Help".

(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

Rosters & Electronic Grading Information System (REGIS) - Netscape

File Edit View Go Bookmarks Tools Window Help

https://www.acst2.rutgers.edu/rosters/courseUpload.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

Upload Course

1. CHOOSE COURSE TO UPDATE

Semester	Unit	Subject	Course	Section
Fall 2005	21	080	276	01

2. CHOOSE COURSE FILE TO UPLOAD

Please upload CSV file, student name (Last, first, middle initial, Rutgers ID)

Browse...

Verify Course Upload

File Upload

Look in: Desktop

My Documents My Computer My Network Places Adobe Reader 6.0 Netscape 7.0 NJIT RealPlayer Rutadmin SSH Ftp SSH Telnet Games

2108027601 Internet Explorer Netscape Mail & Newsgroups Presentation2-Uploading Roster-pmc RUheader Shortcut to Supplies 2004-2005 Web Roster Presentation-pmc Webshots Desktop Windows Media Player

File name: 2108027601

Files of type: All Files

Open Cancel

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

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

THE STATE UNIVERSITY OF NEW JERSEY
RUTGERS

- 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)

The screenshot shows a Netscape browser window displaying the 'Rosters & Electronic Grading Information System (REGIS) - Upload Course' page. The browser's address bar shows the URL <https://www.acst2.rutgers.edu/rosters/courseUpload.htm>. The page has a red header with the title 'Rosters & Electronic Grading Information System (REGIS)' and navigation links for 'WebCT', 'Mailing List', 'Help', and 'Log Out'. Below the header, there are tabs for 'View Rosters', 'Upload Course', 'View Status', and 'Grant/Revoke Privileges'. The main content area is titled 'Upload Course' and is divided into two sections:

- 1. CHOOSE COURSE TO UPDATE**: This section contains a form with five input fields: 'Semester' (dropdown menu showing 'Fall 2005'), 'Unit' (text box with '21'), 'Subject' (text box with '080'), 'Course' (text box with '276'), and 'Section' (text box with '01').
- 2. CHOOSE COURSE FILE TO UPLOAD**: This section includes a 'Browse...' button with a file path 'C:\Documents and Se...' and a 'Verify Course Upload' button. Below these is a text instruction: 'Please upload CSV (Comma Delimited) files only. The column order of the file must be: section number, reg index number, rutgers id, student name (last name, first name, middle initial), grade, comment.'

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

- Click on “Verify Course Upload”

UPLOADING .CSV FILE ROSTER (continued)

Rutgers & Electronic Grading Information System (REGIS) - Netscape

File Edit View Go Bookmarks Tools Window Help

https://www.acst2.rutgers.edu/rosters/courseUpload.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

Verify Course Upload Information

Semester	Unit	Subject	Course	Sections	Extract Date
Fall 2005	21	080	276	01	11/27/2005

Grades Uploaded	Records Skipped	Students Added	NG Grades Applied	Rosters Skipped
0	0	6	0	

Links to campus web sites: [Camden](#), [Newark](#), [New Brunswick/Piscataway](#), [Rutgers University](#).
For assistance, contact the Help Desks in: [Camden](#), [Newark](#), or [New Brunswick/Piscataway](#).

(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)

Rutgers & 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
----------	------	---------	--------	----------	--------------	------------------	---------	----------

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, T2, 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				

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							

Valid Grades: A, B, B+, C, C+, D, F, IN, NC, PA, RD, RF, S, TB, TB+, TC, TC+, TD, TF, TNC, TT, TX, T2, U, X

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.)