

(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 maintain access to departmental rosters by Granting, Revoking and Viewing user privileges using the on-line REGIS system.

REGIS LOG IN SCREEN

The screenshot shows a Mozilla browser window with the title "Rutgers Central Authentication Service (CAS) - Mozilla". The address bar contains the URL: https://cas.rutgers.edu/login?service=https%3A%2F%2Fwww.acs.rutgers.edu%2Frosters%2Fj_acegi_cas_security. The page features a red header with the text "Rutgers Central Authentication Service". Below the header, there is a "Please Log In" section. A yellow box contains a message: "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!". Another yellow box contains a "Data Center Outage" notice: "The Administrative Services Building (ASB-I) will have an electrical power outage from December 27, 2005 through December 29, 2005 in order to complete the installation of an emergency generator. As a result, all central administrative applications will be unavailable. These include Term Bill payment, credit/debit card processing, and access to grades. The emergency generator will provide continuous electrical support for the computer equipment located in ASB-I in the event of an extended power outage. This will allow the applications and systems directly in support of students, faculty and staff to remain available for use." Below this, there is a section titled "Enter your Rutgers NetID and Password" with input fields for "NetID:" and "Password:". There is also a dropdown menu for "Authentication Type:" set to "Default", a checkbox for "Warn me before logging me into other sites.", and a "LOGIN" button. At the bottom, a yellow box contains a "NetID:" notice: "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 an account and NetID](#)." The browser's status bar at the bottom shows "Done".

- Go to URL: <https://www.acs.rutgers.edu/rosters>
- Type in your Net Id
- Password
- Click on “LOGIN”

Granting Privileges

Rutgers & Electronic Grading Information System (REGIS) - Mozilla

File Edit View Go Bookmarks Tools Window Help

Back Forward Reload Stop <https://www.acs.rutgers.edu/rosters/displayQuickSearch.htm> Search Print

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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 [] [] [] [] 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

- Click on the **Grant/Revoke Privileges** selection

Search for Users to Grant-Revoke or View Privileges

The screenshot shows a web browser window titled "Rosters & Electronic Grading Information System (REGIS) - Mozilla". The address bar shows the URL "https://www.acs.rutgers.edu/rosters/searchCourseAccessUser.htm". The page header includes the Rutgers logo and navigation links: "WebCT", "Mailing List", "Help", and "Log Out". Below the header is a red banner with the text "Rosters & Electronic Grading Information System (REGIS)". A navigation bar below the banner contains links: "View Rosters", "Upload Course", "View Status", and "Grant/Revoke Privileges" (which is circled in red). The main content area is titled "Search Course Access Privileges" and features a "SEARCH BY" section. This section has three input fields: "SSN", "Last Name", and "First Name", each followed by a "Search" button. The "SSN" field is circled in red. Below the search form, there are links to campus web sites and contact information for Help Desks. The Rutgers logo is visible in the bottom right corner of the page content. The browser's status bar at the bottom shows the same URL as the address bar.

Note: A new feature Implemented with REGIS is the ability to view user's privileges including one's own privileges.

- Enter the faculty member's **SSN**
- **Or** Last Name
- **And/Or** First Name
- Click on **Search**

Granting Privilege to Course

Rosters & Electronic Grading Information System (REGIS) - Mozilla

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Rosters & Electronic Grading Information System (REGIS)

View Rosters Upload Course View Status Grant/Revoke Privileges

Maintain Course Access Privileges

GRANT COURSE ACCESS PRIVILEGES TO

1. Choose a course to grant access to

Semester	Unit	Subject	Course	Section	Supplement
Fall 2005					

2. Choose Role

Read Only - View and download class rosters

Grader - Grant/revoke read only privileges and grade class rosters

Manager - Grant/revoke read only, grader, and manager privileges (can not grade class rosters)

Controller - Grant/revoke read only, grader, manager, and controller privileges (can grade class rosters)

Grant Access Privileges

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

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THE STATE UNIVERSITY OF NEW JERSEY
RUTGERS

- Select Semester Term/Year

Enter the course numbers.

- **Unit:** is the School code of the school offering the course.
- **Subject:** is the Subject code or department offering the course (eg. Math = 640).
- **Course:** is the Course code for the particular course.
- **Section:** is the Section code of the specific course in cases where there are multiple sections for the same course.
- **Supplement: {if any}** is a unique identifier signifying that the course is conducted under special circumstances (such as a location other than the home campus).

Choose Appropriate Role

Rosters & Electronic Grading Information System (REGIS) - Mozilla

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Rosters & Electronic Grading Information System (REGIS)

View Rosters Upload Course View Status Grant/Revoke Privileges

Maintain Course Access Privileges

GRANT COURSE ACCESS PRIVILEGES TO

1. Choose a course to grant access to

Semester	Unit	Subject	Course	Section	Supplement
Fall 2005					

2. Choose Role

- Read Only - View and download class rosters
- Grader - Grant/revoke read only privileges and grade class rosters
- Manager - Grant/revoke read only, grader, and manager privileges (can not grade class rosters)
- Controller - Grant/revoke read only, grader, manager, and controller privileges (can grade class rosters)

[Grant Access Privileges](#)

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THE STATE UNIVERSITY OF NEW JERSEY
RUTGERS

- **READ** privileges allows a user to view and download rosters. This privilege is designated for Teaching Assistants and others who simply need to view the roster but are not permitted to submit final grades.
- **GRADER** privileges allows the ability to grant/revoke "Read" privileges to authorized users; view and download class rosters; and submit grade rosters on-line. This privilege is reserved for instructors responsible for submitting final grades.
- **MANAGER** privileges gives the user the ability to grant/revoke "Read", "Grader" and "Manager" privileges, and also view and download class rosters. This type of access cannot however submit grade rosters on-line. This privilege is designated for departmental administrators who are given the task of granting and revoking privileges for each semester.
- **CONTROLLER** privileges gives the user the ability to grant/revoke "Read", "Grader", "Manager" and "Controller" privileges; view and download class rosters; and also submit grades on-line. This privilege is reserved for Deans, Department Chairs and Registrar personnel responsible for granting and revoking upper level privileges.
- **Note** that two of these categories allow the electronic submission of final grades on the Web Rosters and two do not. The only people who should be granted Grader or Controller privileges are those who will actually be submitting the grades electronically. Roughly speaking,
- Click **Grant Access Privileges**

Verify Privilege Granted

The screenshot shows the 'Rosters & Electronic Grading Information System (REGIS)' web application. The browser window title is 'Rosters & Electronic Grading Information System (REGIS) - Mozilla'. The address bar shows the URL 'https://www.acs.rutgers.edu/rosters/grantCourseAccess.htm'. 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 main content area is titled 'Maintain Course Access Privileges'. A green message box states 'Privileges successfully granted.' Below this, there are two sections: 'REVOKE COURSE ACCESS PRIVILEGES FROM' and 'GRANT COURSE ACCESS PRIVILEGES TO F'. The 'REVOKE' section contains a table with columns: Revoke, Term, Year, Role, Granted By, Unit, Subject, Course, Section, Supplement. The table has one row with values: , Fall, 2005, READER, VILLANUEVA, DANIEL, 21, 003, ALL, ALL, ALL. The 'Revoke' checkbox is circled in red. Below the table is a button labeled 'Revoke Access Privileges', also circled in red. The 'GRANT' section has two sub-sections: '1. Choose a course to grant access to' and '2. Choose Role'. Under '1. Choose a course to grant access to', there are dropdown menus for Semester (Fall 2005), Unit (21), Subject (003), Course (ALL), Section (ALL), and Supplement (ALL). Under '2. Choose Role', there are four radio buttons: Read Only - View and download class rosters (selected), Grader - Grant/revoke read only privileges and grade class rosters, Manager - Grant/revoke read only, grader, and manager privileges (can not grade class rosters), and Controller - Grant/revoke read only, grader, manager, and controller privileges (can grade class rosters). Below the radio buttons is a button labeled 'Grant Access Privileges', circled in red. The browser status bar at the bottom shows 'Done'.

Once the privilege has been granted review the privilege, course number and section is correct.

- If incorrect, you may Revoke the incorrect course/access by checking the “Revoke” box next to the line containing the incorrect information.
- Click **Revoke Access Privileges**
- If correct, you may Grant privileges to additional courses as described on the previous slide.
- Click **Grant Access Privileges**

Search for Names to Revoke Privileges

The screenshot shows a web browser window titled "Rosters & Electronic Grading Information System (REGIS) - Mozilla". The address bar shows the URL "https://www.acs.rutgers.edu/rosters/searchCourseAccessUser.htm". The page header includes "Rutgers, The State University of New Jersey" and navigation links for "WebCT", "Mailing List", "Help", and "Log Out". The main heading is "Rosters & Electronic Grading Information System (REGIS)". Below this, there are navigation tabs: "View Rosters", "Upload Course", "View Status", and "Grant/Revoke Privileges", with the latter being circled. The main content area is titled "Search Course Access Privileges". Underneath, there is a "SEARCH BY" section with three input fields: "SSN", "Last Name", and "First Name", separated by "OR" and "AND/OR" labels. A "Search" button is located to the right of the "First Name" field. At the bottom of the page, there are links to campus web sites and help desks, along with the Rutgers logo.

It is imperative that roster privileges be maintained as faculty members and TA-GAs are released or depart the department or the university completely in order to prevent unauthorized access to class rosters.

To "Revoke" privileges

- Enter the faculty member's **SSN**
- **Or** Last Name
- **And/Or** First Name
- Click on **Search**

Revoking Privileges

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

Maintain Course Access Privileges

— REVOKE COURSE ACCESS PRIVILEGES FROM

Revoke	Term	Year	Role	Granted By	Unit	Subject	Course	Section	Supplement
<input type="checkbox"/>	Fall	2005	READER	VILLANUEVA, DANIEL	21	003	ALL	ALL	ALL
<input checked="" type="checkbox"/>	Fall	2005	READER	VILLANUEVA, DANIEL	62	003	ALL	ALL	ALL

Revoke Access Privileges

— GRANT COURSE ACCESS PRIVILEGES TO

1. Choose a course to grant access to

Semester Unit Subject Course Section Supplement

Fall 2005

2. Choose Role

Read Only - View and download class rosters

Grader - Grant/revoke read only privileges and grade class rosters

Manager - Grant/revoke read only, grader, and manager privileges (can not grade class rosters)

Controller - Grant/revoke read only, grader, manager, and controller privileges (can grade class rosters)

Grant Access Privileges

Note: It is possible that some faculty members may be teaching for more than one school or department, so please verify the courses that are being revoked.

- Click on the “**Revoke**” box next to the appropriate course being Revoked.
- Click on **Revoke Access Privileges**

Verify Privilege has been Revoked

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

Maintain Course Access Privileges

Privileges successfully revoked.

REVOKE COURSE ACCESS PRIVILEGES FROM

Revoke	Term	Year	Role	Granted By	Unit	Subject	Course	Section	Supplement
<input type="checkbox"/>	Fall	2005	READER	VILLANUEVA, DANIEL	21	003	ALL	ALL	ALL

Revoke Access Privileges

GRANT COURSE ACCESS PRIVILEGES TO

1. Choose a course to grant access to

Semester	Unit	Subject	Course	Section	Supplement
Fall 2005					

2. Choose Role

- Read Only - View and download class rosters
- Grader - Grant/revoke read only privileges and grade class rosters
- Manager - Grant/revoke read only, grader, and manager privileges (can not grade class rosters)
- Controller - Grant/revoke read only, grader, manager, and controller privileges (can grade class rosters)

- Verify that the proper course(s) have been revoked (no longer appear on the list of courses).
- If a course was incorrectly revoked the course can be added at the “**Grant Course Access Privileges**” section on this same webpage by simply following the “Granting Privileges” instructions a the previous slide.
- If no additional maintenance is needed click on **Logout** at the top right hand corner of the page.