Teaching and Advising—Your Schedule & Advisees

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 Advisesee

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 View 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
- General Information: Name (Last, First)
- Class Year/Year of Study
- Program (AB, BSE, or graduate department)
- Residential College
- Assistantships and Fellowships
- Student Degree Progress

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 UAID).

Teaching and Advising—Using StuView

StuView pulls together information about a student, so you can see or access all the information you need from a single source. The information is presented on multiple pages, with a header area that repeats on every page.

The General page shows biographic and demographic information about the student as well as some information on their academic history. Independent work advisers see only this page.

The Courses page lists all courses the student has taken, up to and including the courses the student is currently enrolled in, and has enrolled in for the next term.
- Grades are included for all courses that have been completed (mid-term grades appear in parenthesis).
- A completed study abroad term or approved summer course taken elsewhere is shown with transfer courses and grades of T (unless the course was taken before Fall of 2005).
- If the student is on a special form of study such as study abroad or field study, it will be indicated below the term header.
- If a graduate student is active for the term but not enrolled in any courses, the note Enrolled Student Pursuing No Courses is displayed under the term header.
- If the student has multiple academic addresses and telephone numbers where they can be reached, if there are multiple addresses, there will be multiple records. Use the navigation header to page through the records, if necessary.

The Advisers page lists the advisers associated with that student, and the department representative, with e-mail links for each.

The Actions page lists by date the actions that have been taken on the student's record, such as declaration of concentration, study abroad, leave of absence, and so on.

Displaying Service Indicators

If a student has any negative service indicators (holds), an icon [ ] will be displayed in the header area of each page in StuView. Click on the icon to see the Negative Service Indicators page.

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

Request Internal Transcript allows you to view or print the unofficial, internal transcript, which shows the courses the student has taken, including grades, test credit, transfer courses, and departments.
1. Click the Request Internal Transcript link at the bottom of any StuView page.
2. Click the View Report link to display the report in Acrobat in a new browser window.
- To print the report, click the Print button on the Acrobat toolbar.
- To view the report online, adjust the magnification using the Acrobat toolbar.
3. When you have finished, close the browser window to return to the Transcript Request Detail page, and click OK to return to StuView.

Degree Progress displays the Degree Progress Report, which shows the 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.

Relationships shows the student’s parents or guardian, with addresses and telephone numbers where they can be reached. If there are multiple addresses, there will be multiple records. Use the navigation header to page through the records, if necessary.

Honors and Awards shows the honors and awards the student has been given. If the student has multiple honors and awards, you can display them all on one page by clicking the View All link.

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 Internal Transcript shows the courses the student has taken, including grades and instructors. This is an unofficial transcript.

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.

For More Information About the Student

Click the links in the last three columns to see more information about the student:

StuView - view biographic, demographic, and academic information for the student.
Class Schedule - view the student’s class schedule for the term.
Exam Schedule - view the student’s exam schedule.

PeopleSoft Student Administration—Teaching and Advising

8/01/08
Teaching and Advising—Entering Grades

You will be notified by the Office of the Registrar when your mid-term and final grade rosters are available for grade entry.

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.

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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.

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Having Trouble?

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). If you are not the instructor-in-charge of the course, but have entered all grades for your section(s) and wish to continue entering grades for this course, please have them contact the Office of the Registrar (258-3360).

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View All: Shows all the records at the same time. 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://registrar.princeton.edu/academic calend 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.

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Teaching and Advising—Using PeopleSoft

The PeopleSoft Student Administration system allows faculty and advisers to

- Enter grades
- View advisee information
- View teaching schedules

Accessing the System

You access the Teaching and Advising pages in PeopleSoft through your web browser. To make sure your browser is compatible with PeopleSoft, check the OIT KnowledgeBase at http://kb.princeton.edu/9449.

The system is available from 7:00 a.m. to 11:59 p.m. The system is not available from midnight to 7:00 a.m. to allow for routine maintenance.

The OIT Help Desk (609-258-4357 [8-HELP]) is available at any time to assist you with questions on accessing the system. For questions about using the system, call the Help Desk during business hours only, and select option 3.

Logging In

To log into the system, navigate to the PeopleSoft Student Administration login page. This page is available from the Princeton home page by following these links:

<table>
<thead>
<tr>
<th>Administration &amp; Services</th>
<th>Business Systems</th>
<th>PeopleSoft Administrative Systems</th>
</tr>
</thead>
<tbody>
<tr>
<td>PeopleSoft Administrative Systems</td>
<td>PeopleSoft Student Administration</td>
<td>Teaching and Advising</td>
</tr>
</tbody>
</table>

Logging In

1. On the PeopleSoft Administrative Systems page, click the LOG IN HERE link to
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 best to go to the Teaching and Advising page. You will be returned to the Teaching and Advising page without saving your changes. You will not be prompted to verify that you want to abandon your changes.

View All: Shows all the records at the same time. 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.

View 1: Shows records one at a time only. Use Previous [ ] and Next [ ] icons to advance forward or backward one record at a time. If you are in this view, the navigation header will have a link to View All.