

(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 LOGIN SCREEN

The screenshot shows a Netscape browser window titled "Rutgers Central Authentication Service (CAS) - Netscape". The address bar displays 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 has a red header with the text "Rutgers, The State University of New Jersey" and "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!". Below this, a section titled "Enter your Rutgers NetID and Password" contains the following fields: "NetID:" with a text input, "Password:" with a text input, and "Authentication Type:" with a dropdown menu set to "Default". There is also a checkbox labeled "Warn me before logging me into other sites." and a "LOGIN" button, which is circled in red. At the bottom of the login section, a yellow box provides information about NetID: "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](#)." The footer of the page includes links to campus web sites: "Camden, Newark, New Brunswick/Piscataway, Rutgers University" and contact information for the Help Desk. The Rutgers logo is also present in the bottom right corner.

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 Desk in: [Camden](#), [Newark](#), or [New Brunswick/Piscataway](#).

THE STATE UNIVERSITY OF NEW JERSEY
RUTGERS

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 & 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 interface has a red header bar with the text "Rutgers, The State University of New Jersey" and navigation links: "WebCT", "Mailing List", "Help", and "Log Out". Below the header, the title "Rosters & Electronic Grading Information System (REGIS)" is displayed. A navigation bar contains the following links: "View Rosters", "Upload Course", "View Status", and "Grant/Revoke Privileges". The "View Rosters" link is circled in red. The main content area is titled "Class Rosters Drill-down Search". It features a "Quick Search" tab and a "Drill-down Search" tab, with the latter being selected and circled in red. Under the "Drill-down Search" tab, there is a section titled "CHOOSE ROSTER" with several dropdown menus: "Semester" (set to "Fall 2005"), "Unit" (set to "21 : Newark College of Arts & Sciences"), "Subject" (set to "080 : ART"), and "Course" (set to "276 : INTAGLIO PRINTMAKING"). Below these is a "Sections" dropdown menu (set to "ALL") with a note "(Ctrl + click for multiple selections)". A "Retrieve Roster" button is located at the bottom of the form and is circled in red. At the bottom of the page, there are links to campus web sites: "Camden", "Newark", "New Brunswick/Piscataway", and "Rutgers University". A Rutgers University logo is also present.

- 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

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	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												
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 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

Document: Done (0.741 secs)

(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)

Rutgers & 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	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					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** 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

Document: Done (0.741 secs)

(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	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, 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			

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	Mary				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**

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

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

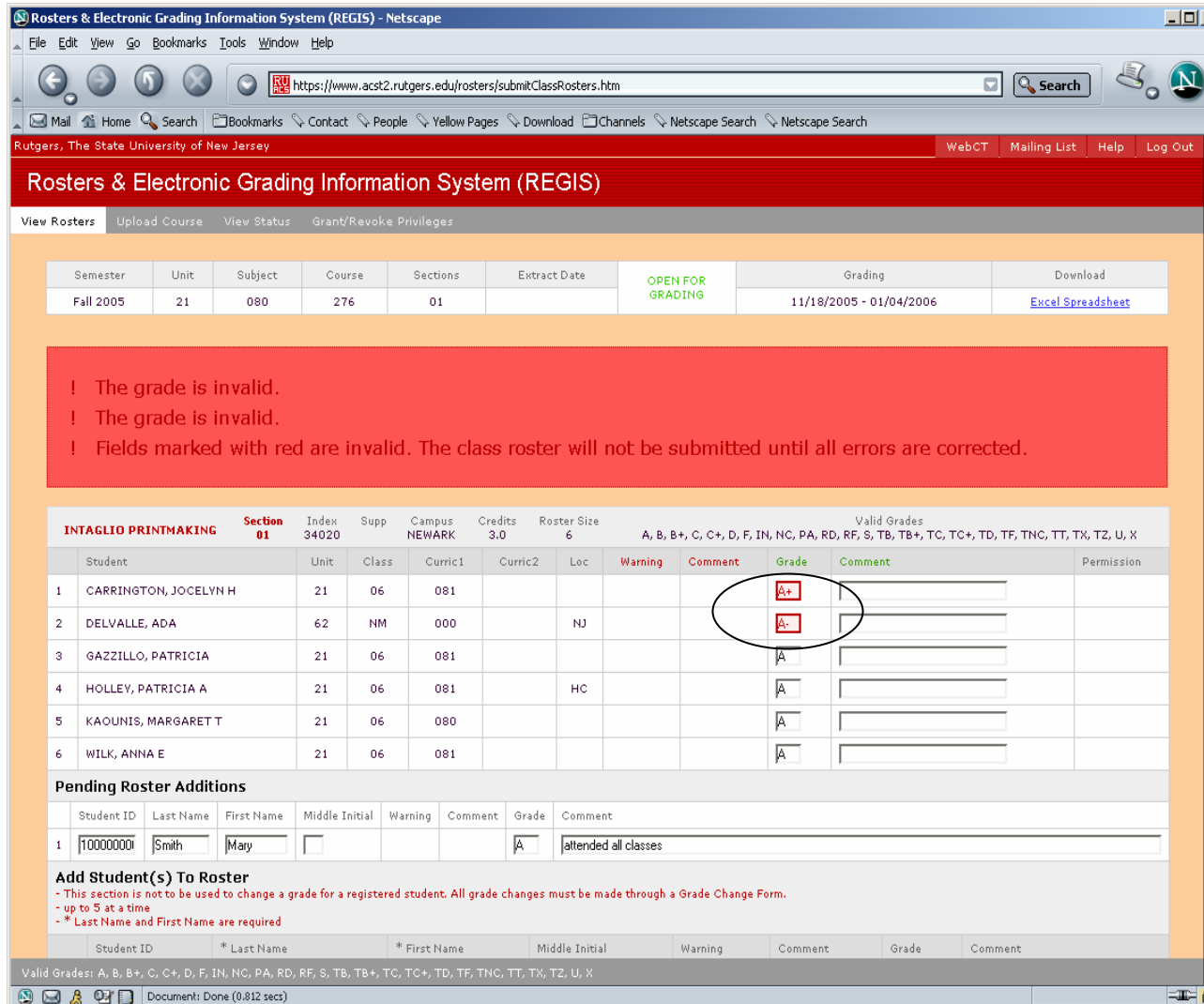
- Enter Student ID
- Enter Last Name
- Enter First Name
- Enter Middle Initial
- Enter Grade
- Enter comment

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

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		11/18/2005 - 01/04/2006	Excel Spreadsheet

! 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.

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		

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
------------	-------------	--------------	----------------	---------	---------	-------	---------

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 the URL: <https://www.acst2.rutgers.edu/rosters/submitClassRosters.htm>. The page title is "Rosters & Electronic Grading Information System (REGIS)". The navigation bar includes links for "View Rosters", "Upload Course", "View Status", and "Grant/Revoke Privileges". The main content area displays a table with the following data:

Semester	Unit	Subject	Course	Sections	Extract Date	Grading	Download
Fall 2005	21	080	276	01		11/18/2005 - 01/04/2006	Excel Spreadsheet

Below the table, a green banner displays the message: "The Class Roster has been successfully saved." Below this, a table displays the roster data for "INTAGLIO PRINTMAKING" (Section 01, Index 34020, Supp, Campus NEWARK, Credits 3.0, Roster Size 6). The table includes columns for Student, Unit, Class, Curric1, Curric2, Loc, Warning, Comment, Grade, and Permission. The data is as follows:

Student	Unit	Class	Curric1	Curric2	Loc	Warning	Comment	Grade	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	

Below the roster table, a section titled "Pending Roster Additions" displays a table with columns for Student ID, Last Name, First Name, Middle Initial, Warning, Comment, Grade, and Comment. The data is as follows:

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

Below the pending additions table, a section titled "Add Student(s) To Roster" displays a table with columns for Student ID, Last Name, First Name, Middle Initial, Warning, Comment, Grade, and Comment. The data is as follows:

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

The footer of the page displays the 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.

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.