



S3 Faculty Course & Grade Information Roster Guide



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Faculty Course & Grade Info Landing Page

The screenshot shows the S3 Faculty Course & Grade Info landing page. At the top, there is a navigation bar with 'Prospect', 'Student', and 'Course' tabs, and a sub-navigation bar with 'Admission', 'Registrar', 'Student Accounts', 'Campus Life', and 'Config'. The main content area is titled 'Faculty Course & Grade Info for Kathleen Sloan for Fall 2020'. Below the title, there is a welcome message and a list of actions users can perform on the page. A green box highlights the 'view delivery mode' section, which lists various modes like ASY, FSS, IRR, IPR, IPO, REO, and SYN. Another green box highlights the 'Missing/Change of Grade Form' links. A third green box highlights the '1 course section found' message and the table below it. The table has columns for COURSE, DEPT, TITLE, SEC, ACT, MAX, DAYS, BEGIN TIME, END TIME, BLDG/ROOM, LOC, MODE, GRADE DUE DATE, and INSTR/PROX. The first row shows course 01999, department MIS, title 'Dissertation Complete', section A, with a mode of IPR. A gear icon is visible next to the IPR mode.

The **Faculty Course & Grade Info** landing page displays your semester course sections. On this page you may:

- Select from the drop-down near the top of the page to view available **prior and future semesters**.
- View various **course delivery mode abbreviations and descriptions**.
- View **Missing and Change Grade forms** by clicking the blue hyperlinks at the bottom of the page.
- View your **Course Roster** page by selecting either the blue hyperlinked course number or title (use the *Back to Faculty Information* link to return to the landing page).
- View **delivery modes for each of your course sections**. When the blue delivery mode text is clicked, a longer description will appear in a pop-out box (this information is also available on the **Course Section Details** page).

Landing Page Gear Wheel Options

Faculty Course & Grade Info for Kathleen Sloan for **Fall 2020**

Welcome to S3 Faculty Course & Grade Info
S3 Faculty Course & Grade Info allows instructors to see the course-sections that they are assigned for each semester, and to retrieve relevant information about their course-sections.

On this page, you can:

- access your course-section roster(s)
- add, delete, and view a grade proxy
- download photo rosters
- download CSV roster file of your course-section rosters
- enter your grades (hold for later or process) during mid-semester and final grading periods
- obtain the Missing/Change of Grade form
- view delivery mode
 - Asynchronous Delivery (ASY) : Learning from pre-recorded material
 - Faculty-Student Same Location (FSS) : Faculty and Student are in the same physical location
 - In-person (rotation) + remote (IRR) : Uses a combined approach of remote technology and rotating in-person attendance (i.e., If a course meets on MW, some attend in-person on M and remotely on W, while others attend remotely on M and in-person on W). Students may choose to attend in-person or remotely during the course's scheduled meeting time.
 - In-person + remote (IPR) : Uses a combined approach of in-person attendance (such as in a classroom) and remote technology. Students may choose to attend in-person or remotely during the course's scheduled meeting time.
 - In-person only (IPO) : Delivered in-person (such as in a classroom). Students will be in the classroom during the course's scheduled meeting time.
 - Remote only (REO) : Delivered remotely via technology. Students will attend remotely during the course's scheduled meeting time.
 - Synchronous Delivery (SYN) : Real-time instruction using technology where faculty and student are separated from each other.

When you select the course-section, you will be directed to the course roster page on which you can also perform the same functions by selecting them under the gear tool toward the top right of the roster, and in addition, you can:

- email all or a portion of your registered students
- select and view your course waitlist
- select and view your course drops

[Course Roster Guide](#)
[Grade Upload Guide](#)
[Final Exam Schedule](#)

[Missing/Change of Grade Form \(printable version\)](#)
[Missing/Change of Grade Form \(editable version\)](#)

1 course section found

<input type="checkbox"/>	COURSE	DEPT	TITLE	SEC	ACT	MAX	DAYS	BEGIN TIME	END TIME	BLDG/ ROOM	LOC	MODE	GRADE DUE DATE	INSTR/ PROX
<input type="checkbox"/>	01999	MIS	Dissertation Complete	A	0	200	TBA			TBA TBA	PIT	IPR	22 Oct 2020	

- Enter Grades
- Upload Grades
- Add Proxy
- Delete Proxy
- Download Photo Roster
- Download Roster CSV
- Enter Missing Grades

Use the **Gear Wheel** on the Faculty Course & Grade Info landing page to:

- Enter and upload grades (during grading period only).
- Enter missing grades (only available during the 30-day period after grading).
- Assign a grading proxy for your course section: all you need is the person's Andrew ID (see below).

Add Proxy for 01999 - M, Summer 1/All 2014

User ID:

Name:

If you do not know the User ID, please use the (CMU) Username

Course Roster Page


The screenshot shows the S3 Admin Console interface. At the top, it displays the Carnegie Mellon logo, 'S3 ADMIN CONSOLE', and the user 'Kathy Sloan' with the date '19 Jul 2020'. Below this is a navigation bar with tabs for 'Prospect', 'Student', 'Course', 'Admission', 'Registrar', 'Student Accounts', 'Campus Life', and 'Config'. The main heading is '15213 - Introduction to Computer Systems'. Underneath, it shows 'COLLEGE: School of Computer Science', 'DEPARTMENT: Computer Science', and 'DEPARTMENT URL: http://www.csd.cs.cmu.edu'. There are tabs for 'Summary' and 'Sections'. The 'Sections' tab is active, showing 'Roster for semester: Fall 2020 and section: A'. The roster table includes columns for 'INSTRUCTORS' (Brandon Lucia, Brian Railing), 'UNITS' (12), 'TYPE' (R), 'STUDENT(S)' (18), and 'CROSS-LIST' (18213 A, 15213 A). Below this is a table with columns: 'MINI ACTIVITY SINCE', 'REQUIRED SECTION', 'DAY', 'BEGIN', 'END', 'BLDG/ROOM', 'MAX CAP', 'ALLOCATE SEATS', and 'SPECIAL PERMISSION'. The first row shows 'No F20', '1', 'M', '10:40AM', '11:30AM', 'TBD TBD', '20 24 Yes', and 'No'. At the bottom, there is a student list table with columns: 'LAST NAME', 'PREFERRED/FIRST NAME', 'USER ID', 'COL', 'DEPT', 'CLS', 'UNITS', 'GRD OPT', 'OPA SCALE', 'MID-SEM GRADE', 'FINAL GRADE', and 'TIME ZONE'. The 'TIME ZONE' column shows 'EST' for several students. A tooltip for 'Eastern Standard Time (GMT-5:00)' is visible over one of the 'EST' entries. Speaker icons are present next to the student names in the 'PREFERRED/FIRST NAME' column.

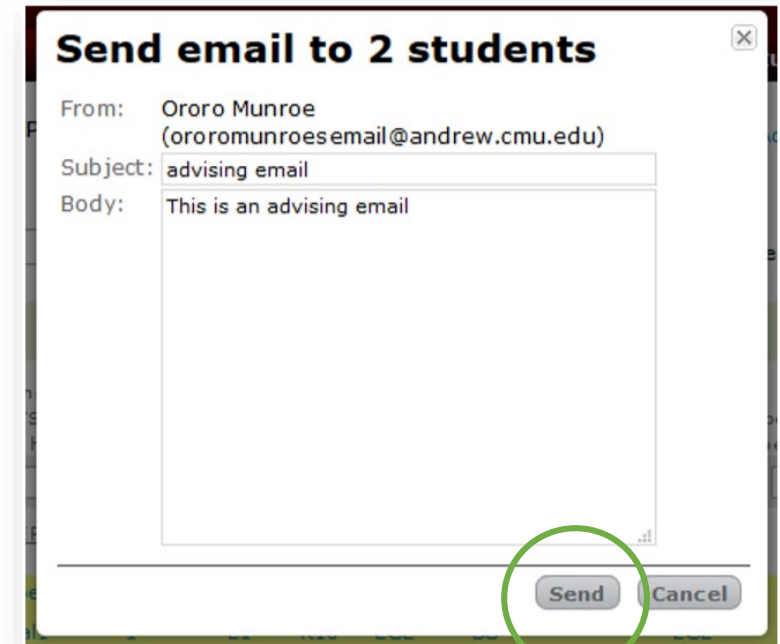
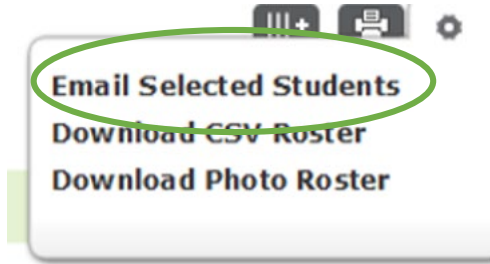
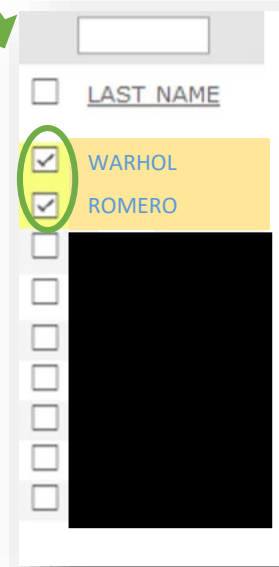
From the **Course Roster** page you may:

- Use the gear wheel to email students and download **course photo rosters and rosters in CSV (comma separated) format**. CSV rosters include the default grade. (Note: you can also access rosters via the gear wheel on the Faculty Course & Grade Info landing page).
- **View course section times:** Course sections display in local time, so Pittsburgh courses will display in Pittsburgh time, Silicon Valley Courses will display in local California time, and Doha courses will display in local Qatar time.
- **View student time zones.** The Time Zone field, which has replaced the default grade field, displays the students' self-reported time zones. Click the three-letter abbreviation to view a description of the student's time zone. All time zones are in relation to Greenwich Mean Time (GMT).
- **Listen to student name recordings.** Click on the speaker icon next to a student's name to listen to a name recording. If a recording has not been provided, the speaker will appear gray.

Roster Page Gear Wheel Options

Email Students

1. On your roster page, check the boxes next to the names of the students you would like to email; to email all students, select the box at the top of the columns next to "Last Name."
2. Click the **Gear Wheel** icon on the upper-right corner of the page. 
3. Choose **Email Selected Students** from the drop-down menu.
4. Enter the subject and text of your email and click **Send**.
5. You will receive a copy of the email, as will each student you have selected.



S3 Time Zones

Code	Description
ACT	Australia Central Time (GMT + 9:30)
AET	Australia Eastern Time (GMT + 10:00)
AGT	Argentina Standard Time (GMT - 3:00)
ART	(Arabic) Egypt Standard Time (GMT + 2:00)
AST	Alaska Standard Time (GMT - 9:00)
BET	Brazil Eastern Time (GMT - 3:00)
BST	Bangladesh Standard Time (GMT + 6:00)
CAT	Central African Time (GMT - 1:00)
CNT	Canada Newfoundland Time (GMT - 3:30)
CST	Central Standard Time (GMT - 6:00)
CTT	China Taiwan Time (GMT + 8:00)

S3 Time Zones

Code	Description
EAT	Eastern African Time (GMT + 3:00)
ECT	European Central Time (GMT + 1:00)
EET	Eastern European Time (GMT + 2:00)
EST	Eastern Standard Time (GMT - 5:00)
GMT	Greenwich Mean Time
HST	Hawaii Standard Time (GMT - 10:00)
IET	Indiana Eastern Time (GMT - 5:00)
IST	India Standard Time (GMT + 5:30)
JST	Japan Standard Time (GMT + 9:00)
MET	Middle East Time (GMT + 3:30)
MIT	Midway Islands Time (GMT - 11:00)

S3 Time Zones

Code	Description
MST	Mountain Standard Time (GMT - 7:00)
NET	Near East Time (GMT + 4:00)
NST	New Zealand Standard Time (GMT + 12:00)
PLT	Pakistan Lahore Time (GMT + 5:00)
PNT	Phoenix Standard Time (GMT - 7:00)
PRT	Puerto Rico/US Virgin Islands Time (GMT - 4:00)
PST	Pacific Standard Time (GMT - 8:00)
SST	Solomon Standard Time (GMT + 11:00)
UTC	Universal Coordinated Time (GMT)
VST	Vietnam Standard Time (GMT + 7:00)

Thank you for your support of the Student Services Suite (S3). If you need any assistance or have any questions regarding Faculty Course & Grade Information, please contact Kathy Sloan at egrades@andrew.cmu.edu or (412) 268 1949.



Be sure to stay tuned to the [S3 Updates webpage](#) for release summaries, user documentation, training sessions, and more.



Follow [@CarnegieMellonS3](#) on Facebook and Instagram, or [@S3CMU](#) on Twitter, for news and updates!