

ROSTERS & ELECTRONIC GRADING INFORMATION SYSTEM

USER GUIDE

August 2024

Rosters & Electronic Grading Information System (REGIS)

Table of Contents

Part 1:

- Introduction**..... 3
- Logging In**..... 4

Part 2:

- Application Process**..... 5
- View Roster**..... 5
 - Quick Search..... 6
 - Drill Down Search..... 6
 - Alphabetical Roster..... 7
 - Download Student Photos..... 7
 - Roster Open for Grade submission..... 9
 - Retrieve Multiple Rosters..... 10
 - Grade Validation..... 10
 - Roster Open for Warning submission..... 11
 - Add Student(s) to Roster..... 11
 - Pending Roster Additions..... 11
 - Download Class Roster..... 12
- Upload Course**..... 13
 - Verify Upload Information..... 14
- View Roster Status**..... 15
- Grant/Revoke Privileges**..... 16
 - View Access..... 16
 - Revoke Access..... 17
 - Grant Course Access..... 17

Part 3:

- System Administration**..... 18
- Update Control Dates**..... 18
 - Set Global Control Dates..... 18
 - Set Control Dates By Unit..... 19

Part 1: Introduction

Welcome to the Rosters & Electronic Grading Information System. REGIS is a web-based system for distributing class rosters and submitting academic warnings and final term grades. REGIS is available to all authorized faculty, administrators, and registrars across all campuses.

This User Guide provides detailed information about REGIS to assist faculty and administrative staff with submitting academic warnings, final grade submissions, roster viewing, and class roster downloads and uploads.

For assistance, contact the OIT Help Desk:

Phone: 848-445-4357 - New Brunswick or email helpdesk@nbc.rutgers.edu

Phone: 856-225-6274 – Camden or email help@camden.rutgers.edu

Phone: 973-353-5083 - Newark or email help@newark.rutgers.edu

For all other assistance, contact the OneStop:

Phone: 848-445-4636 - New Brunswick or

Phone: 856-225-6053 - Camden

Phone: 973-353-1766 x1 - Newark

Contact Form: <https://emnb.rutgers.edu/contact-us/> - New Brunswick

Contact Form: <https://rutgers.my.site.com/OneStopPortal/s/Camden> - Camden

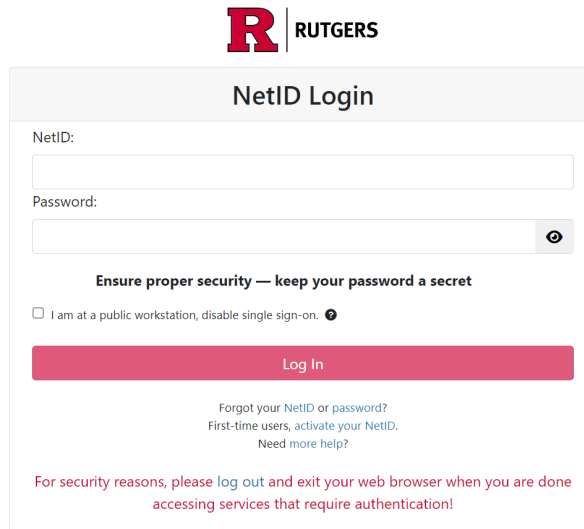
Contact Form: <https://go.rutgers.edu/myrunsupport> - Newark

Starting Class Roster:

All users will be authenticated through the Rutgers Central Authentication Service utilizing their NetId, password, and DUO security.

Logging In

REGIS is located at <https://sims.rutgers.edu/rosters/displayQuickSearch.htm>



The screenshot shows the Rutgers NetID Login page. At the top, there is the Rutgers logo (a red 'R' followed by the word 'RUTGERS'). Below the logo is a white box with a grey border containing the login form. The form has a title 'NetID Login' at the top. It includes two input fields: 'NetID:' and 'Password:'. The password field has a toggle icon to its right. Below the password field is a security notice: 'Ensure proper security — keep your password a secret'. There is a checkbox labeled 'I am at a public workstation, disable single sign-on.' with a radio button next to it. A red 'Log In' button is centered below the checkbox. At the bottom of the form, there are three links: 'Forgot your NetID or password?', 'First-time users, activate your NetID.', and 'Need more help?'. A red warning message at the very bottom of the form reads: 'For security reasons, please log out and exit your web browser when you are done accessing services that require authentication!'.

- Enter your NetId and Password and click the 'Login'.
 - If you don't have a NetId, click on the link to create an account and NetId.
 - If you have a NetId but do not remember it, click on NetId Lookup.

Part 2: Application Processes

- The Class Roster web-based application has five main functions.
Please note, that function availability is based upon user access and privileges.
 1. View a roster
 - Quick Search
 - Drill Down Search
 - Alphabetical List
 - Download to Excel (xls), Comma Separated (txt), or Student Photos (PDF)
 - Open For Warnings
 - Open For Grading
 - View Roster Photos
 2. Upload Roster
 3. View Roster Status
 4. View & Grant/Revoke Privileges
 5. Update Control Dates

View Roster

You can retrieve a roster using either Quick Search or Drill Down Search. All authorized faculty/administrators can view their rosters before and during the current semester.

Blackboard Canvas Sakai Mailing List Help Upload & Download Help LOG OUT

R RUTGERS Rosters & Electronic Grading Information System (REGIS)

Main Menu View Rosters Upload Roster View Roster Status View & Grant/Revoke Privileges

Class Rosters Quick Search

Quick Search Drill-down Search

CHOOSE ROSTER

Required information is indicated by *.

Semester * Unit * Subject * Course * Section

Summer 2024

Alphabetical roster (not for grading)

- Section(s) presented in one alphabetical list
- Grades, warnings, comments and new students cannot be added using the alphabetical listing view (web)
- Excel (xls) and Comma Separated Values (txt) downloads available

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](#)

R RUTGERS

Quick Search:

The Quick Search method is the default. Select the semester from the drop-down menu and enter the Unit, Subject, Course, and Section. If the roster has a supplement code, it does not need to be entered. To view all sections of a course, leave the section field blank.

Class Rosters Drill-Down Search

Quick Search | **Drill-down Search**

CHOOSE ROSTER

Required information is indicated by *.

Semester * Summer 2024

Unit *

Subject *

Course *

Section(s) *
(Ctrl + click for multiple selections) ALL

Alphabetical roster (not for grading)

- Section(s) presented in one alphabetical list
- Grades, warnings, comments and new students cannot be added using the alphabetical listing view (web)
- Excel (xls) and Comma Separated Values (csv) downloads available

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](#)

R RUTGERS

Drill Down:

If you do not know the unit, subject, course, or section, use the Drill Down method. Select the drill-down search tab and choose the unit, subject, course, and section from the drop-down menus. You can select all sections or multiple sections using the 'Ctrl' key. Click the “Retrieve Roster” button after selection.

Alphabetical Roster:

This option is available in both Quick Search and Drill Down methods. It presents an alphabetical view of the selected roster, which can be downloaded as an Excel spreadsheet (xls) or a Comma-separated (txt) file. Selecting this option restricts grade submission or comment updates.

When the roster is retrieved and the alphabetical option is selected, the roster will display as follows:

The screenshot shows the REGIS interface with a red header bar containing the Rutgers logo and the text "RUTGERS Rosters & Electronic Grading Information System (REGIS)". Below the header is a navigation menu with options like "Main Menu", "View Rosters", "Upload Roster", "View Roster Status", and "View & Grant/Revoke Privileges".

A privacy notice is displayed, stating that student photos and data are protected under FERPA and should be used only for instructional purposes. It provides a link to the "Office of Compliance and Student Policy website" for more information.

Below the notice is a table with the following data:

Semester	Unit #	Subject	Course	Extract Date	Download
Fall 2024	01	078	115	06/06/2024	Roster as Excel/CSV Comma Separated Values (txt) Roster Photos (pdf)

Below this is a larger table with columns: Sec, Index, Rutgers ID, Net ID, Name, Absence, Unit, Class, Curric1, Opt1, Curric2, Loc, Bill, Grad Pref, Warn, Comment, Grade, Comment, Perm, BA. The table contains four rows of student data, with names redacted by black bars.

At the bottom of the page, there are links to campus web sites (Camden, Newark, New Brunswick/Discipline, Rutgers University) and contact information for the Help Desk. The Rutgers logo is also present in the bottom right corner.

Download Student Photos:

- To view individual photos, click on the student's name.
- To download all student photos, click on 'Roster Photos (PDF)'.

Note:

If a student photo is unavailable, a question mark will be displayed.

For additional information around photo submissions, please refer to the IPO website: <https://ipo.rutgers.edu/publicsafety/iam/online-photo-submission>

When the roster is retrieved without the alphabetical option the user will see the following web page:

Student photos and student data on class rosters are education records protected under the Family Education Rights and Privacy Act (FERPA), a federal law. Student photos and other student data are included in class rosters solely to support the instruction of students and may not be used for any other purpose. Only those employees of the University who require access to class rosters to perform the functions of the job may access the information on class rosters, including but not limited to student photos. Faculty downloading any student data from class rosters are responsible to maintain the confidentiality of the data. Any such student information should only be maintained as long as it remains valid and useful and must be destroyed in a secure manner. Student photos and other student data should never be posted to any other website without student consent or appropriate security precautions to ensure that only those with access privileges can view the photos or other data. For more information on FERPA, see the [Office of Compliance and Student Policy website](#). For more information on proper records disposal consult the [University's Records Management Coordinator](#). [See less](#)

Semester	Unit	Subject	Course	Extract Date	GRADING & WARNING PERIODS CLOSED	Warning	Grading	(Help - Download Roster)
Fall 2024	01	078	115	06/08/2024		10/07/2024 08:00 AM - 10/18/2024 05:00 PM	12/16/2024 08:00 AM - 01/03/2025 05:00 PM	Excel/CSV

ELEM ARMENIAN I Section 02		Index	Susp	Campus	Credits	Roster Size	Total Withdrawn	Valid Grades										Valid Warnings			Download Roster	Download Roster
		06224		Online	3.0	4	0	A, B, B+, C, C+, D, F, H, NC, PA, S, TD, TE+, TC, TC+, TD, TR, TRC, TP, T2, U	W1, W2, W3	Section Inlets	Excel, CSV	PDF										
Rutgers ID	NetID	Name	Abbr	Unit	Class	Curric1	Opt1	Curric2	Lee	Est	Grad Pref	Warn	Comment	Original Grade	Comment	Perm						
1	[REDACTED]	[REDACTED]		01	27	001				N				change								
2	[REDACTED]	[REDACTED]		01	26	220		940		N				change								
3	[REDACTED]	[REDACTED]		01	26	001				N				change								
4	[REDACTED]	[REDACTED]		16	40	082				N				change								

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

This page will display the following:

- If the system is open for warning submission, the open for warning message will appear and the user can submit academic warnings. If the system is open for grade submission the open for grading message will appear and the user can submit final grades.
 - Dates for Early Warning Submission (Camden Units)
 - Dates for Regular Warning Submission (All Units)
 - Dates for Final Grade Submission
 - All valid grades for a given unit.
 - Download Link
 - Links to create a Course Mailing List and Create a Course WebCT Environment.
 - Student Photos

This page will include a section for adding a student to the roster. Users can add up to five students to the roster at a time, and there is no limit to the total number of students that can be added. The students added to the roster will be displayed in the pending section.

The following are the rules governing warning and grade submissions:

Warnings:

- You can submit academic warnings at any time during the open warning period. The dates for warning submission are shown on this page.
- Student names can be added to the roster during the open warning period.
- You can submit the warning roster multiple times.

Final Grading:

- During the open grading period, you can submit final grades at any time. The dates for grade submission are shown on this page.
- You can add student names to the roster throughout the open grading period.
- Final grades cannot be submitted multiple times. Any grade changes must be requested through the [Electronic Grade Change System](#).
- You can submit rosters with blank grades. Users will be allowed to enter a grade at any time during the grading period for those that are blank.

Open for Grade Submission

When the roster is available for grading, the "Open for Grading" message will be shown. The grading and comments fields will appear as blank boxes, indicating that they can be updated. Users can update grades, add comments, and include up to five more students to the roster in the "Add Student" section.

Retrieve Multiple Rosters

Users have the option to retrieve multiple sections of a course by leaving the section field blank. Only the sections for which the user has privileges will be displayed. After grading each section, users must click on the ‘Submit Roster’ button, otherwise that section will not be submitted.

Users can view student photos at each section break. To view photos of all students in a course, the user should leave the section field blank and click on the alpha listing. To view photos of individual students, users can click on the underlined student name.

RUTGERS Rosters & Electronic Grading Information System (REGIS)

Student photos and student data on class rosters are education records protected under the Family Education Rights and Privacy Act (FERPA), a federal law. ... See more

Semester	Unit	Subject	Course	Extract Date	Grading Period	Help
Summer 2024	16	560	673		06/01/2024 08:00 AM - 08/16/2024 05:00 PM	Help / Download Roster

The grade is invalid.
Fields marked with red are invalid. The class roster will not be submitted until all errors are corrected.

Rutgers ID	Net ID	Name	Absc	Unit	Class	Credits	Opt1	Curric1	Loc	Bill	Grad Pref	Warn	Comment	Original Grade	Comment	Perm
1	[Redacted]	[Redacted]		16	40	560				Y				X		926510
2	[Redacted]	[Redacted]		16	40	560				Y						474264
3	[Redacted]	[Redacted]		16	40	560				Y						294774

ADD STUDENT(S) TO SECTION

- 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 five students may be added at a time.
- Last Name and First Name are required *

Rutgers ID	Last Name *	First Name *	MI	Warn	Comment	Grade	Comment
1				<input type="checkbox"/>			
2				<input type="checkbox"/>			
3				<input type="checkbox"/>			
4				<input type="checkbox"/>			
5				<input type="checkbox"/>			

LITERARY RELATIONSHIPS Section: A1 Index: 05991 Supp: Campus: Credits: 3.0 Roster Size: 3 Total Students Withdrawn: 0

Note:

A roster submitted with an invalid grade will be flagged and the roster will not be submitted until all errors have been corrected.

Note: Open For Warnings

If the roster is available for warning submissions, you will see the message "Open for Warnings." You will also see blank boxes for warnings and comments. These blank boxes mean that you can submit warnings. You can enter warnings and comments in these boxes. Additionally, you can add a student to the roster in the "Add Student" section. Each time, you can add up to five additional names to the roster. The names of students added to the roster will be displayed in the "Pending Roster" section.

- W1 Poor Performance
- W2 Poor Attendance
- W3 Poor Performance and Attendance

Note:

Once the grade or warning roster is submitted, the user will see the message, "The class roster has been successfully saved."

Download Roster (Excel)

In addition to viewing a roster, the user can download a roster by selecting the download link. The roster is downloaded in an Excel format.

Semester	Unit	Subject	Course	Suppl	Section	Index	Title	Campus	Credits	Roster Size	Total Students Withdrawn					
Fall 2024	16	070	502		01	15920	PROSEM IN ANTHRO	DOUGLAS/CODD	3.0	2	0					
Sec	Index	Id	Student	Grade	Comment	Warning	Comment	Email	Unit	Comp	Curric1	Opt1	Curric2	Loc	Permission	Net Id
01	13920	[REDACTED]	[REDACTED]					[REDACTED]	16	40	070					[REDACTED]
01	13920	[REDACTED]	[REDACTED]					[REDACTED]	16	40	070					[REDACTED]

Downloading Procedure:

- Save the downloaded file as an 'Excel' file type.
 - Do not save the downloaded file as a 'CSV'.
- If you download your roster and are planning to upload your final grades, the first six data fields on the downloaded file must be included as the first six data fields of the upload file.
- Upload file must have a 'CSV' file type.
 - Users can opt to remove the file headings before uploading. The upload process will accept a file with or without headings.
 - The file must include a section, Index number, student ID, student name, grade, and comment as the first six data fields.

Download Roster (comma separated)

Users can download the roster to a comma-separated file. Users can get to this option by selecting the alphabetical roster option in the View roster section.

Upload Course Procedure:

The upload feature enables users to request the upload of one or more final grade rosters. In this release, only multiple sections of a given course will be allowed for upload. It is not possible to upload multiple courses in this release.

Academic departments requesting upload must prepare the file. The file to be uploaded must be in the correct format. (CSV file type).

Process will work as follows:

- User will select upload link.
- User will enter roster information (Unit, Subject, Course #, Section)
- User will then indicate file to be uploaded.(CSV file type)
- User clicks on upload course button
- Summary of upload is displayed
- The user verifies course upload information
- User clicks on Upload Roster
- Roster is submitted and displayed back to user.

Note:

- One upload format for all users. File type (CSV)
- Format will be the same as the download roster format (e.g. Section, Index# , Student ID, Student Name, Grade and Comments)
- Uploads can only be requested during the open grading window.
- Multiple upload of a roster is allowed for blank grades only.
- User can upload grades that were not entered on the first load and have been posted as an ‘NG’. User can opt to enter these grades on-line or submit another upload file.
- No grade validation. Grades submitted via the upload will be validated prior to grade submission to the student’s official record.
- Additional student names can be included in upload file and will appear in the pending section when the roster is viewed via the web.

Note:

- File format must be ‘CSV’
- First six data fields in the file must be, Section, Index #, Student ID, Student Name, Grade and comment.

- If you use the download feature you must save the downloaded file as a 'XLS' file type. Input your final grades and save the file as a 'CSV' file type. When you download a roster and you use the same file for uploading, you can opt to delete file headers or leave them on the file. The system will bypass file headers.

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 Update Control Dates


Verify Course Upload Information

Semester	Unit	Subject	Course	Sections	Extract Date
Fall 2005	16	148	866	01	11/27/2005

Grades Uploaded	Records Skipped	Students Added	NG Grades Applied	Rosters Skipped
7	0	0	6	

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](#).

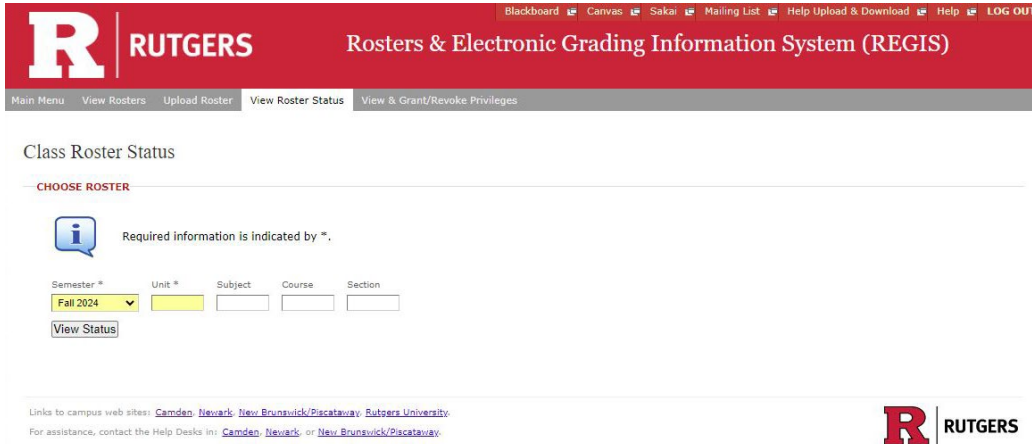


Note:

- User must click the Upload Roster button for grades to be uploaded
- Only those grades entered in the current pass will be counted as grades uploaded. (Grades Uploaded)
- Those records that were already submitted in a different pass will be counted in the records skipped total. (Records Skipped).
- Only those students added to the roster in the current pass will be included in the Students Added total. (Students Added)
- Blank grades submitted in the current pass will be counted in the NG Grades Applied total. (NG Grades Applied)
- If uploading a roster with multiple sections and the system detects an error in one of the sections, only the roster in error will be skipped. (Rosters Skipped)

View Status:

The View Status feature will show the users the status of a given roster. This feature will allow the administrators in the registrar’s offices to verify if a roster is still outstanding. User will select a semester and will enter the unit, subject, Course # and section for a given roster, and click the ‘View Status’ button. User can opt to leave section blank, and all sections for the given entry will be displayed. Users must have the proper authorization to check in a roster. If authorization has not been granted user can only view the status of a roster.



Note:

All outstanding rosters will display on the right side of the web page. All rosters received will display to the left. All users will have the ability to view the status of their rosters.

Grant/Revoke Privileges

View Access:

To view users own access, he/she must enter their own SSN or name in the search by page. User will see all access by semester that he/she has been granted. Users can not update their own access, they can only view it. Users are encouraged to check out their own access if they are having a problem viewing their rosters. If the users checks his/her access and sees that the roster he/she wants to grade is not listed, they should contact their department administrator to have the access granted.

The screenshot shows the REGIS interface for viewing and managing course access privileges. The header includes the Rutgers logo and navigation options like 'Main Menu', 'View Rosters', 'Upload Roster', 'View Roster Status', and 'View & Grant/Revoke Privileges'. The main content area is titled 'Search Course Access Privileges' and contains a search form with three input fields: 'NetId', 'Last Name', and 'First Name', separated by 'OR' and 'AND/OR' labels, and a 'Search' button. Below the search form, there are links to campus web sites and a Rutgers logo.

Note:

There are several roles that can be assigned to each user by course or by section.

- Read Only: User can View and Download Class Roster
- Grader: User can Grant/Revoke read privileges, grade and upload rosters.
- Manager: User has the ability to Grant/Revoke Read, Grader, and Manager Privileges. Cannot grade Rosters.
- Controller: User has the ability to Grant/Revoke Read, Grader, manager, and Controller Privileges. Controller can grade rosters.

Users can be assigned multiple roles for a given term.

REGIS Rosters & Electronic Grading Information System (REGIS)

Main Menu View Rosters Upload Roster View Roster Status View & Grant/Revoke Privileges

Search Course Access Privileges

SEARCH BY

NetId OR Rutgers AND/OR First Name

5 SEARCH RESULTS FOUND

Name	Employee Type	Department
CAROL RUTGERS	STAFF	SAS - MATHEMATICS
HENRY RUTGERS	GUEST	OFFICE ADV RESEARCH COMPUTING
SCHOOL RUTGERS LAW SCHOOL	GUEST	NEWARK LAW LIBRARY
CAREER CENTER RUTGERS-CAMDEN	GUEST	CAREER CENTER - CMD
STEVEN RUTGERSON	FACULTY STAFF	MECH & AEROSPACE E O F

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: User will click on a name from the search results

Revoke Access:

To revoke a user access, check the revoke box for a given roster and click the ‘Revoke Access Privilege button. User’s access can be revoked in one pass by checking the revoke box for all rosters.

Grant Access:

To grant user access, choose a role and enter the course to grant access to. Select a semester and enter unit, subject, course #, section and course supplement. If a course has a supplement code, this supplement code must be entered otherwise leave supplement code blank. Click on the ‘Grant Access Privileges’ button. User can be granted global access to all rosters in a given semester by entering ‘ALL’ in the unit, subject, course, section and supplement fields. Users who are assigned the ‘All’ privilege in a given semester will automatically retain those assigned privileges for the next semester, all others privileges will be terminated.

REGIS Rosters & Electronic Grading Information System (REGIS)

Main Menu View Rosters Upload Roster View Roster Status View & Grant/Revoke Privileges

Maintain Course Access Privileges

GRANT COURSE ACCESS AND GRADE CHANGE PRIVILEGES TO HENRY RUTGERS

1. Choose a course to grant access to

Semester 2024 Unit Subject Course Section Supplement

2. Choose Role

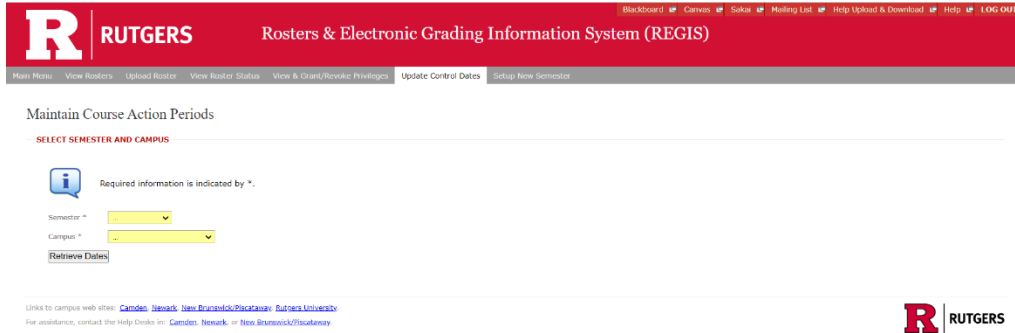
- Read Only - View and download class rosters
- Grader - Grant/revoke read only privileges, grade class rosters and request grade changes
- Manager - Grant/revoke read only, grader, and manager privileges (can not grade class rosters or request grade changes)
- Controller - Grant/revoke read only, grader,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

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](#)

Part 3: System Administration

The system administrators in the Registrar’s offices across the three campuses will have the ability to setup the system control dates for their campuses. Only those administrators with the proper authorization will be able to use this function. Each campus can have their own start and end dates for warnings and final grade submissions.

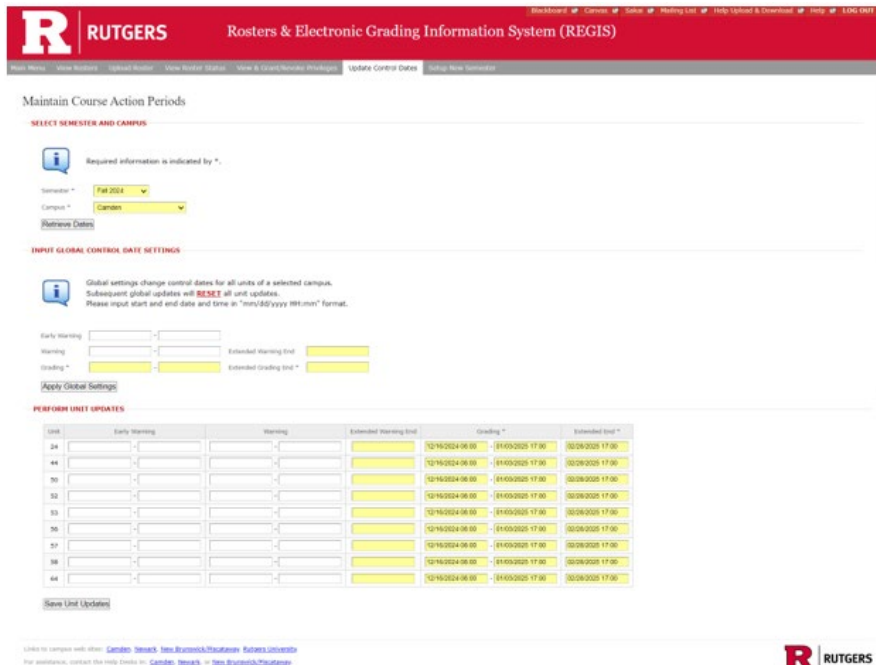
Update Control Dates:



Note: User will enter the semester and campus and will click on Retrieve Dates.

Set Global Control Dates:

After selecting a semester and campus, user can opt to input global control dates by filling in the start and end dates for Early Warning, Warning and Grading. When using the global setting, user must enter start and end dates for grading and extended grading end date. When using the global date setting, all dates will be applied to all units for the selected campus.



Set Control Dates By Unit:

Setting control dates by unit is optional. User can set control dates globally and then opt to change a given unit to a different control date.

