FACULTY AND ADVISORS

PORTAL SERVICES

http://myut.utoledo.edu

Office of the Registrar

Main Campus	Health Science Campus
Rocket Hall, Room 1100	Mulford Library, Room 114
419.530.4830	419.383.3600

INSIDE THE PORTAL - FACULTY MAIN MENU

In the **Teaching Toolkit** section, there are quick links for easy access to areas within the portal. The **Faculty Main Menu** resides under **More Teaching Options**.

1. **Term Selection** allows you to select a term to be the default for the current portal session. This term will carry through until you are prompted to change it or you log out of the portal.

2. **CRN Selection** allows you to select one of your CRNs to be the default for your current portal session. This CRN will carry through until you are prompted to change it or you log out of the portal.

    CRN – Course Reference Number – a unique identifying number assigned by Banner to each course section as it is created in each academic term.

3. **Student Information Menu** allows you to access detailed information about a specific student including address, phone number, student's schedule, academic transcript, test scores and holds.

INSIDE THE PORTAL - ADVISOR MAIN MENU

In the Advising Toolkit, there are quick links for easy access to areas within the portal. Accessing the link to Student Information Menu provides access to the following selections.

1. **Term Selection** allows you to select a term to be the default for the current portal session. This term will carry through until you are prompted to change it or you log out of the portal.

2. **ID Selection** allows you to select a student record. Enter the student Rocket number or search by Last Name First Name (full or partial). Note: When entering the student Rocket Number you must use a capitol R.

3. **General Student Information** allows you to access detailed information about a specific student such as student first and last term attended, status, and curriculum information

4. **Student Address and Phone** allows you to access detailed information about a specific student including address, and phone number.

5. **Student E-Mail Address** allows you to view detailed e-mail information. University business is conducted using the preferred University of Toledo e-mail account.

6. **Student Schedule** allows you to view a specific student class schedule for the selected term. Detailed information included total credit hours enrolled, course title, CRN, Assigned Instructor, and meeting times.

7. **Registration Overrides** allows you to view courses approved for registration override. You can view override prerequisites, co-requisites, major and class restrictions, permission of the instructor, time conflicts and allow graduate students to enroll in an undergraduate course.

8. **Academic Transcript** allows you view student transcript information. You may view the transcript for all or selected levels and select to view advising or unofficial transcript.

9. **Active Registrations** allows you to view student registrations for the selected term granting access to detailed class information. Click on the title of a specific course to view Registration Availability, number of Seats available, Cross List Seats, Base fees and Restrictions and Prerequisites. Also contains active links to View Catalog Entry and prerequisite course details.

10. **Registration History** allows you to view student registration for prior and current terms. Active links to detailed information regarding course information.

11. **View Test Scores** allows you to view specific student test scores.

12. **View Holds** allows you to view holds placed on a specific student with contact information.

13. **DARS web** allows you to generate a degree audit. Select Student ID and select options for Degree Program or What-If audit. You may print the current audit, view online or submit another DARS report. You may generate multiple audits and view up to 7 subsequent days.

HOW TO VIEW YOUR CLASS LIST

In the **Teaching Toolkit** section

1. Select **Summary Class List**.

2. Select the desired term from the drop-down list and select **Submit**.

3. Select the **CRN** of the course you wish to view. Only courses you are teaching will be available.

4. The roster will display in alphabetical order.

5. Use the scroll bar on the far right of the screen to view the complete list of students.

6. If you wish to view the class list of a different course, select **CRN Selection** at the bottom of the page, select a **CRN**, select **Summary Class List** and the roster will display.

7. If you wish to view other services, select **Return to Menu** in the upper right corner of the page.

8. When you are done using the Faculty Advisor Portal Services, close the browser window (do not click the Exit link – instead click the red X to close out of the window)

COPY CLASS LIST INTO EXCEL

In the **Teaching Toolkit** section

1. Select

HOW TO ENTER REGISTRATION OVERRIDES

In the **Teaching Toolkit** section

1. Select **Registration Overrides**.

2. Select the desired term from the drop-down list and select **Submit**.

3. You will be prompted to select a student. Enter the Rocket ID of the student for which you wish to apply an override. If you do not know the ID of the student, use the name query at the bottom of the page.
   a. Do not change the Search Type default value of **All**.
   b. Enter partial Last and First name if you are unsure of spelling.

4. Select the correct student form the drop-down menu if necessary and click **Submit**. You will be taken to the **Registration Overrides** page.

5. On the Registration Overrides page, ONLY courses for which you are listed as thedes

HOW TO SUBMIT MIDTERM GRADES

Midterm grading is encouraged for all first year undergraduate students.

In the **Teaching Toolkit** section

1. Log in to the myUT Portal using your UTAD username and password.

2. Click the **Faculty and Advisor** tab.

3. From the Faculty Toolkit, select **Midterm Grades**.

4. Select the desired term from the drop-down list and select **Submit**.

5. Select the **Course Title and 5-digit CRN** of the course you wish to grade. <u>Course Reference Number (CRN) is the code number assigned when the course is created</u>.

> Your class roster will display in alphabetical order. For classes with more than 25 students,

Additional Important Information

- ♦ The only course sections that display in the **Select a CRN** box are those to which you have been assigned. If your class is not listed in the drop down box, have your departmental representative contact the Registrar's Office to update the record.

- ♦ If you need assistance with grading during normal business hours, call 419.530.4830 for help. You may also email Registrar@utoledo.edu.

Additional Important Information

- š **When can students see the grades you have submitted?** Students can view their grades online after grades are rolled from the Final Grade Worksheet to Academic History by the Registrar's Office. The process of rolling grades into Academic History is done nightly throughout the grading period.

- š The only course sections that display in the **Select a CRN** box are those to which you have been assigned. If your class is not listed in the drop down box, have your departmental representative update your instructor assignment or contact the Registrar's Office.

- š **Can grades be changed online?** You are free to change the grade of any of your students anytime during the end-of-term grading period until grades have been 'rolled' by the Registrar's Office. On the Final Grade Worksheet, if the value in the **Rolled** column is **Y**, that grade has been 'rolled to history' and cannot be changed online. Rolled grades can only be changed by submitting a paper Grade Change Form. The Grade Change form can be found on the Registrar's Website at http://registrar.utoledo.edu/UTstaff/GradeChange.pdf