

## UDSIS 9.2- Staff who support Faculty

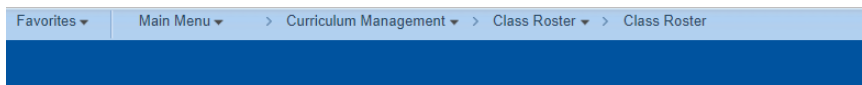
These instructions show staff how to view Instructor class rosters and teaching schedules. The staff view of these pages is different than the view of this information used by instructors and graduate teaching assistants via the Faculty Center. Also included is how to access student information.

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### Class Roster

**Navigation: Main Menu > Curriculum Management > Class Roster > Class Roster**

- 1) **Term** – enter appropriate term 4-digit code or use lookup icon
- 2) **Subject Area** – enter the 3- or 4-character code or use lookup icon
- 3) **Catalog Nbr** – enter the course number
- 4) **Class Section** – enter the Class Section you want to see or click the **Search** button to bring up a list to choose from.



#### Class Roster

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

**Search Criteria**

Academic Institution begins with

Term begins with

Subject Area begins with

Catalog Nbr begins with

Class Nbr =

Class Section begins with

Session =

Course ID begins with

Course Offering Nbr =

Limit the number of results to (up to 300):

[Basic Search](#) [Save Search Criteria](#)

#### Search Results

View All First 1-20 of 20 Last

Academic Institution	Term	Subject Area	Catalog Nbr	Class Nbr	Class Section	Session	Course ID	Course Offering Nbr	Description
UOD01	2198	ACCT	207	1096	010	Regular	000004	1	ACCOUNTING I
UOD01	2198	ACCT	207	1098	011	Regular	000004	1	ACCOUNTING I
UOD01	2198	ACCT	207	1100	012	Regular	000004	1	ACCOUNTING I
UOD01	2198	ACCT	207	1102	013	Regular	000004	1	ACCOUNTING I
UOD01	2198	ACCT	207	1104	014	Regular	000004	1	ACCOUNTING I

Class Roster

2019 Spring Semester | Regular Academic Session | University of Delaware | Undergraduate

ACCT 207 - 012 (1012) <span style="background-color: green; color: white; padding: 2px;">1</span>			
Accounting I (Lecture)			
Days and Times	Room	Instructor	Dates
TuTh 9:30AM-10:45AM	Purnell Hall Room 233B	Instructor Name	02/11/2019 - 05/20/2019
Th 5:00PM-7:00PM	Exam Note	Staff	02/11/2019 - 05/20/2019

\*Enrollment Status

Enrollment Capacity 38 5 Enrolled 38

Enrolled Students Personalize | Find | First 1-38 of 38 Last 3

ID	Email Address	Name	Name	Grade Basis	Units	Program and Plan	Level	
1	UDID	Email address	Student Name	Name with hyperlink to send email	Standard	3.00	Business and Economics - Marketing BS/Entrepreneurial Studies	Sophomore
2	<span style="background-color: green; color: white; padding: 2px;">4</span>				Standard	3.00	Business and Economics - Management Info Systems BS	Sophomore
3					Standard	3.00	Business and Economics - International Bus Studies BS	Junior
4					Standard	3.00	Business and Economics - Hotel, Restmnt & Instnl Mgt BS	Sophomore
5					Standard	3.00	Business and Economics - Hotel, Restmnt & Instnl Mgt BS/Beverage Management	Sophomore
6					Standard	3.00	Business and Economics - Finance BS	Sophomore
7					Standard	3.00	Business and Economics - Economics BA	Sophomore
8					Standard	3.00	Business and Economics - Economics BA	Junior

Clas

General course/section information, along with the Instructor name, is found at the top.

1. For more details about the class, click the class title at the top of the page to bring up the Class Detail page.

## Class Roster

### Class Detail

ACCT 207 - 012 Accounting I  
University of Delaware | 2019 Spring Semester | Lecture

Class Details	
Status	Closed <input type="checkbox"/>
Class Number	1012
Session	Regular Academic Session
Units	3 units
Instruction Mode	In Person
Class Components	Lecture Required
Course ID	000004
Offer Nbr	1
Career	Undergraduate
Dates	2/11/2019 - 5/20/2019
Grading	Student Option
Location	Main Campus
Campus	Newark

Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
TuTh 9:30AM - 10:45AM	Pumell Hall Room 233B		02/11/2019 - 05/20/2019
Th 5:00PM - 7:00PM	Exam Note	Staff	02/11/2019 - 05/20/2019

Enrollment Information	
Enrollment Requirements	PREREQ: Not open to freshmen. DISCLAIMER: Non-BE student exceeding BE credit limit.

Class Availability			
Class Capacity	38	Wait List Capacity	10
Enrollment Total	38	Wait List Total	9
Available Seats	0		

Notes	
Class Notes	Not open to Freshmen. See the Registrar's page for your out of class exam schedule. (Mon-Fri; 5PM-7PM, or Sat morning for some CHEM exams) <a href="http://www.udel.edu/registrar/course-info-registration/exams.html">http://www.udel.edu/registrar/course-info-registration/exams.html</a>

Description
An introduction to financial accounting. Topics: the accounting cycle, merchandise accounting, accounting procedures for cash, receivables, payables, inventories, plant and equipment, stocks and bonds. RESTRICTIONS: Not open to freshmen.

Textbook/Other Materials
Textbook Assignment Pending (assignments not shown to students)

[Return to Class Roster](#)



2. To return to the Class Roster page, click the Return links at the top or bottom of the Detail page.
3. Always check the number of students in the roster (50 in this section). If not all are displayed, click View All.
4. The standard roster is alphabetical by name. You can re-sort the list by clicking on any of the headings.

5. **Download Roster to Excel:** This icon  allows you to download a Class Roster to MS Excel.

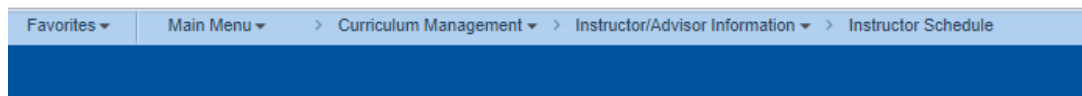
**One-time Internet Explorer setup:** Complete steps at <http://www.udel.edu/itwebdev/help/ietips.html>. You may need to close all Internet Explorer windows and re-open it to cause this change to take effect.

**Firefox:** In the informational warning at the top of the screen, click **Allow pop-ups** for this site. (See <http://www.udel.edu/it/help/popups.html> for the entire list of UD sites to allow.)

It may take a few moments for the download process to happen

6. Printing the list:  
*Internet Explorer:* Use the browser's print function.  
*Firefox:* Right-click in the white area below the course information, and choose **This Frame > Print Frame**.

## Instructor Schedule





### Instructor Schedule

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria


Term: begins with  

ID: begins with  

Last Name: begins with

First Name: begins with

Limit the number of results to (up to 300):

Search Clear Basic Search  Save Search Criteria

### Navigation: Main Menu > Curriculum Management > Instructor/Advisor Information > Instructor Schedule

1. **Term** – enter appropriate 4-digit term code or use lookup icon
2. **ID** – enter the instructor's **Employee ID**
3. OR Use the **Last Name** and **First Name** fields to find the instructor.
4. **Instructor Schedule** tab - shows the **Start/End Times** , **Meeting Days** and **Buildings/Rooms**  
NOTE: This list includes classes with no enrollment or meeting times.

5. Click any column heading to change the sort order on the page.

Click the **Start Time** column to get the schedule in order by time. Then click the **Meeting Days** column to get it by day *and time*.

6. **Instructor Schedule 2** tab - shows class **Start/End Dates**.

7. Click the **Return to Search** button to lookup another instructor's schedule.