Instructor Updates and Impact on Class Rosters

You may continue to update instructor information, including grade access, during term shutdown periods by going to Curriculum Management > Instructor/Advisor Information > Class Meetings – Instructor. This page also displays the graded component. Instructor grade access will default to ‘Approve’, so be sure to update that field, if necessary, when adding or changing other instructor information.

Class rosters may be printed by the class section instructor via the Faculty Center, which is accessible through My UW Madison. The department representative may also print class rosters in ISIS at Curriculum Management > Class Roster > e-Class Roster.

We are sending this information to all Timetable Reps because we believe most instructors will want to print real-time class rosters for their first class meeting. Any instructor wishing to print his/her class roster through My UW Madison must have an instructor appointment in IADS and be attached to the specific class section in ISIS, as explained below.

In order for an instructor to be able to print out his/her class rosters in My UW Madison and access his/her grade rosters at the end of the semester the following criteria must be met:

1) Have an active or future appointment in IADS, also known as the Integrated Appointment Data System.
2) Have instructor data on the Instructor/Advisor Table in ISIS
3) Be attached to a class section or sections in ISIS. Instructors should be entered on the Meetings page in Maintain Schedule of Classes. Do not enter instructors on the Basic Data page.

The following illustrates the process involved in adding a new instructor to a class.

Instructor appointment in IADS → Instructor Refresh process run by TACS (3x/week) → Data updated on Instructor/Advisor Table in ISIS → Timetable Rep places instructor on course section(s) → Instructor may print class roster in My UW Madison

How does this impact Timetable Representatives?

1) Except for unique circumstances, Timetable Reps should not need to request instructor updates in ISIS via the Instructor Add form. TACS runs the Instructor Refresh process 3 times per week, on Monday, Wednesday, and Friday, so that instructors with active instructor appointments in the IADS system will be updated in ISIS on a timely basis.
2) Timetable Reps may receive calls from instructors concerning the use of class rosters. Generally, an instructor’s inability to view class rosters will result from one or more of the following:
   - No appointment in IADS
   - No Instructor/Advisor record in ISIS
   - Instructor is not attached to the appropriate class section in ISIS

   The Timetable Rep may choose to print a class roster for the instructor until all the above conditions have been met and the instructor can access class rosters through My UW Madison.

Please call Enrollment Services (2-0920) with any concerns/questions you may have regarding class rosters. Contact Sherrán Pak (2-4411) at TACS with any instructor-related issues.

December 27, 2005