

## Instructor Updates and Impact on Class Rosters

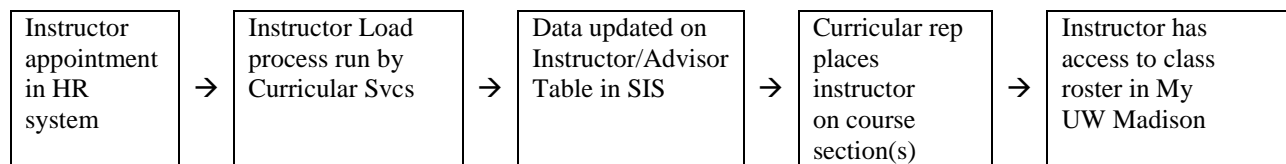
Class rosters may be viewed by the class section instructor via the Faculty Center, which is accessible through My UW Madison. The department representative may also view class rosters in SIS at Curriculum Management > Class Roster > e-Class Roster.

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

In order for an instructor to view 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 the HR system.
- 2) Have instructor data on the Instructor/Advisor Table in SIS
- 3) Be attached to a class section or sections in SIS. Instructors should be entered on the Meetings page in either Schedule Class Meetings or 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.



How does this impact curricular representatives?

- 1) Except for in unique circumstances, curricular reps should not need to request that an instructor be added to SIS.
- 2) Curricular 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 instructional appointment in the HR system
  - No Instructor/Advisor record in SIS
  - Instructor is not attached to the appropriate class section in SIS

The curricular rep may choose to print or download 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.

If you have any concerns or questions about instructors and their access to class rosters, please contact Sherrán Pak (2-4411) at Curricular Services.