



HEBREW UNION COLLEGE – JEWISH INSTITUTE OF RELIGION

היברו יוניון קולג' – מכון למדעי היהדות

● CINCINNATI

● JERUSALEM

● LOS ANGELES

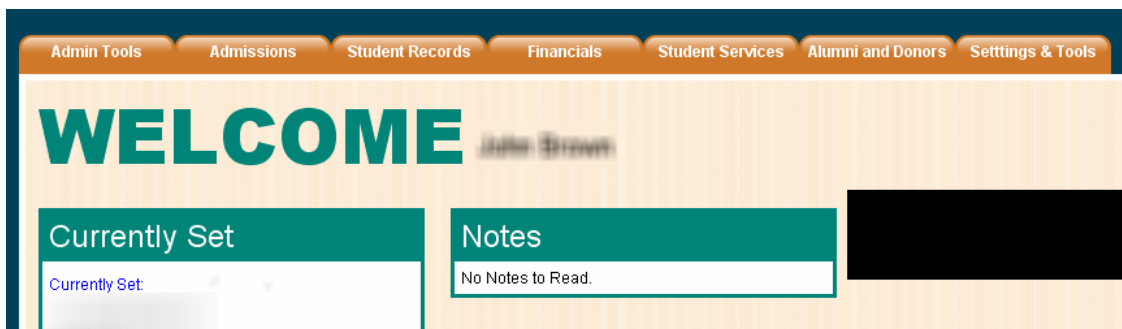
● NEW YORK

Office of the Registrar

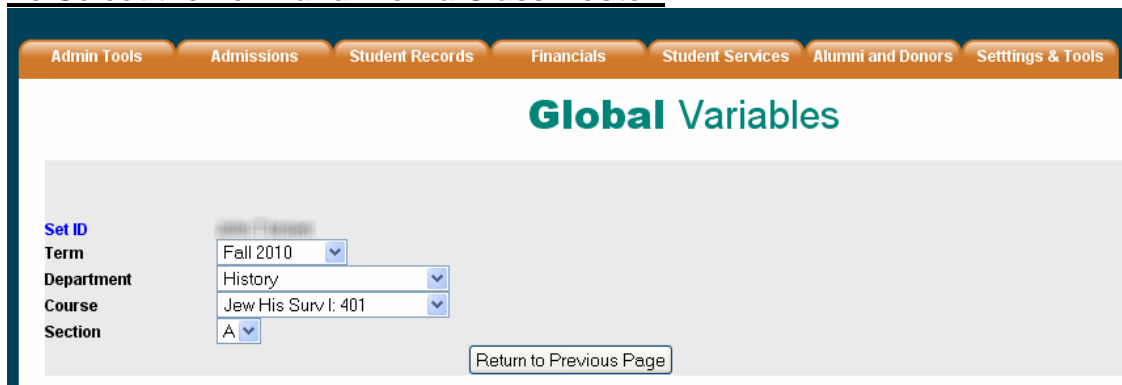
FACULTY INSTRUCTIONS FOR THE STUDENT INFORMATION SYSTEM

How to Access the Student Information System (S.I.S.) through the HUC-JIR Website:

- ◆ Go to www.huc.edu/registrar
- ◆ Click on your campus **SIS** Link.
- ◆ Enter your **Username and Password**



To Select the Term and View a Class Roster:



- ◆ Click on **Currently Set**
- ◆ Click on **Term**
- ◆ Click on **Department**
- ◆ Click on **Course**
- ◆ Click on **Section**

- ◆ Click on **Student Records**
- ◆ Click on **Class Roster**

Results filtered with:
User: [redacted] **Term:** 2010FA **Dept:** HIS **Crse:** 401 **Sect:** A
[Change filter parameters.](#)

Results for 2010FA HIS

Coll	Sess	Dept	Crse	Sec	Title	CrHrs	Instr	Days	Start	End	Location
RAB	CNFA	HIS	401	A	Jew His Surv I	3	[redacted]	MW	09:20AM	10:35AM	Cincinnati Campus

ID	Name	Type	Cls	MJ 1	Adv 1	Phone	W ?	E-mail
1	[redacted]	CR	MA	HL			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	[redacted]	CR	MA	HL			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	[redacted]	CR	MA	HL		[redacted]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	[redacted]	CR	MA	HL		[redacted]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	[redacted]	CR	MA	HL		[redacted]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6	[redacted]	CR	DR	HCS			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7	[redacted]	CR	MA	HL		[redacted]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8	[redacted]	CR	MA	HL		[redacted]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
9	[redacted]	CR	MA	HL		[redacted]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

[Send Out Selected Email](#)

To View a Grade Roster (and enter grades):

WELCOME John Brown

Currently Set
 Currently Set: [redacted]

Notes
 No Notes to Read.

- ◆ Click on **Currently Set** (On the homepage)
- ◆ Click on **Term**
- ◆ Click on **Department**
- ◆ Click on **Course**
- ◆ Click on **Section**
- ◆ Click on **Student Records**
- ◆ Click on **Class Roster**
- ◆ In the top middle of grade roster.

Admin Tools Admissions Student Records Financials Student Services Alumni and Donors Settings & Tools

Class Grade List

Results filtered with:
User: [redacted] **Term:** 2010FA **Dept:** HIS **Crse:** 401 **Sect:** A
[Change filter parameters.](#)

- Select type of grading, then enter grades
- Click the "Submit Grades" Button to save the grades. Entered Grades will not be saved unless the "Submit Grades" Button is clicked

Coll	Sess	Dept	Crse	Sec	Descr	CrHrs	Instr	Days	Start	End	Location	Bldg	Room
RAB	CNFA	HIS	401	A	Jew His Surv I	3	[redacted]	MW	09:20AM	10:35AM	Cincinnati Campus	CNAC	4A

[Printable Version](#)

Type of Grading:		Select Interim / Final		Interim Grade	Final Grade	Input Grade
Type	Class/Div	Degree Date	Name			
1 CR	Master's Student		[redacted]			Final
2 CR	Master's Student		[redacted]			Final
3 CR	Master's Student		[redacted]			Final
4 CR	Master's Student		[redacted]			Final
5 CR	Master's Student		[redacted]			Final
6 CR	Doctoral Student		[redacted]			Final
7 CR	Master's Student		[redacted]			Final
8 CR	Master's Student		[redacted]			Final
9 CR	Master's Student		[redacted]			Final

- ◆ Select Grade Type **Final**
- ◆ Click on drop down arrow to assign grades. Some students have requested **Letter Grades**. For example, A, B, or C are letter grades. Some students opt for Pass, Fail grades. You will see the preference when you click on the drop down box to assign the grade.
- ◆ Click on **Submit Grades** button at the bottom of roster page to submit grades.
- ◆ (Note: You do not need to print out and sign the roster.)

How To Send an E-mail to the Students in Your Class:

Admin Tools Admissions Student Records Financials Student Services Alumni and Donors Settings & Tools

Class List

Results filtered with:
User: [redacted] **Term:** 2010FA **Dept:** HIS **Crse:** 401 **Sect:** A
[Change filter parameters.](#)

Results for 2010FA HIS

Coll	Sess	Dept	Crse	Sec	Title	CrHrs	Instr	Days	Start	End	Location
RAB	CNFA	HIS	401	A	Jew His Surv I	3	[redacted]	MW	09:20AM	10:35AM	Cincinnati Campus

ID	Name	Type	Cls	MJ 1	Adv 1	Phone	W ?	E-mail
1	[redacted]	CR	MA	HL			<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	[redacted]	CR	MA	HL			<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	[redacted]	CR	MA	HL			<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	[redacted]	CR	MA	HL			<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	[redacted]	CR	MA	HL			<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	[redacted]	CR	DR	HCS			<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	[redacted]	CR	MA	HL			<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	[redacted]	CR	MA	HL			<input type="checkbox"/>	<input checked="" type="checkbox"/>
9	[redacted]	CR	MA	HL			<input type="checkbox"/>	<input checked="" type="checkbox"/>

- ◆ After locating your class as we did previously.

- ◆ Click on **Student Records** tab.
- ◆ Click on **Class Roster**
- ◆ Use the check box to select the students you want to receive the e-mail. The boxes are located underneath "**E-mail**" located on the right side of the roster.
- ◆ Click on **Send Out Selected E-mail**
- ◆ Type the message, add any attachments and click **Send**

To Change Your Password to the S.I.S.:

The screenshot shows a web interface with a navigation bar containing 'Admin Tools', 'Admissions', 'Student Records', 'Financials', 'Student Services', 'Alumni and Donors', and 'Settings & Tools'. The 'Change Password' form is centered on the page. It features a red warning message: 'Your password must be at least 6 characters. it is advised to use a combination of letters, numbers, and case.' Below this, there are four input fields: 'Username' (with a masked input), 'Current Password', 'New Password', and 'Confirm New Password'. A 'Submit' button is positioned at the bottom right of the form.

- ◆ Click on **Settings & Tools**
- ◆ Click on **Change Password**
- ◆ Enter current password.
- ◆ Enter new password and reconfirm new password.
- ◆ Click on **Submit**

*******IMPORTANT NOTE*******

Please remember to log out of this application and close the browser after you are done as your information might be available to others.