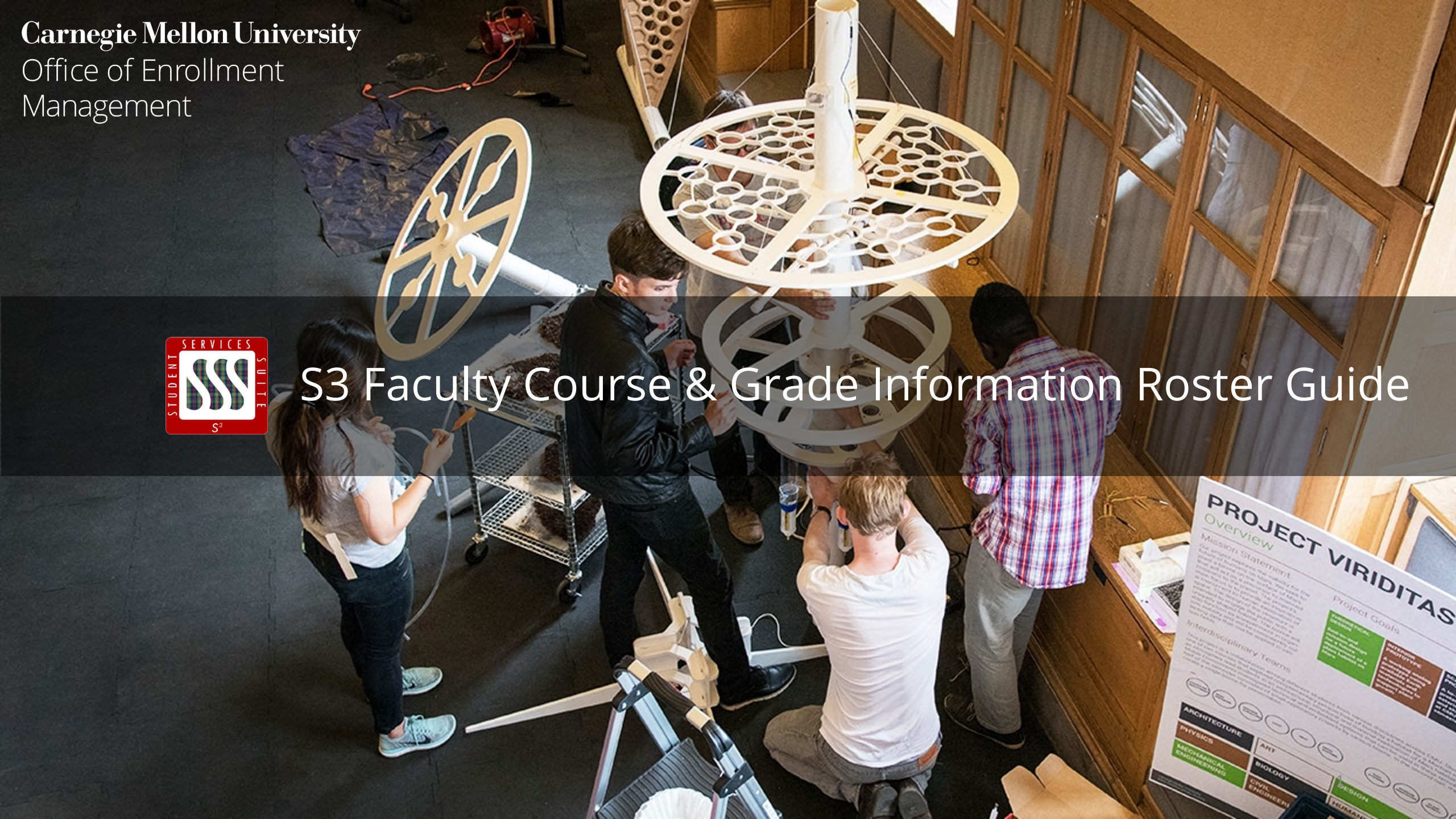




S3 Faculty Course & Grade Information Roster Guide



PROJECT VIRIDITAS

Overview

Mission Statement
The mission of Project Viriditas is to create a sustainable, self-sufficient, and scalable system for water purification and distribution in rural areas of developing countries. The project is a multi-disciplinary effort involving students from various disciplines, including Architecture, Physics, Mechanical Engineering, and Civil Engineering. The goal is to design and build a prototype system that can be used to provide clean water to communities in need.

Project Goals

- Develop a sustainable, self-sufficient, and scalable system for water purification and distribution.
- Design and build a prototype system that can be used to provide clean water to communities in need.
- Conduct field research to assess the needs and challenges of rural communities in developing countries.
- Collaborate with local stakeholders to ensure the system is culturally appropriate and sustainable.

Interdisciplinary Teams

ARCHITECTURE	PHYSICS	MECHANICAL ENGINEERING	CIVIL ENGINEERING	DESIGN	HUMANITIES
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Faculty Course & Grade Info Landing Page

S3 Admin Console Search By Search Student by User ID Go

Prospect Student Course Admission Registrar Student Accounts Campus Life Config

Faculty Course & Grade Info for Kathleen Sloan for **Fall 2024**

Welcome to S3 Faculty Course & Grade Info

S3 Faculty Course & Grade Info allows instructors to see the course-sections that they are assigned for each semester, and to retrieve relevant information about their course-sections.

On this page, you can:

- access your course-section roster(s)
- add, delete, and view a grade proxy
- download photo rosters
- download CSV roster file of your course-section rosters
- enter your grades (hold for later or process) during mid-semester and final grading periods
- obtain the Missing/Change of Grade form
- view delivery mode

- In-person Expectation (IPE) : Delivered in-person (such as in a classroom). Students are expected to be in the classroom during the course's scheduled meeting time.
- In-person only (IPO) : Delivered in-person (such as in a classroom). Students will be in the classroom during the course's scheduled meeting time.
- In-person + remote (IPR) : Uses a combined approach of in-person attendance (such as in a classroom) and remote technology. Students may choose to attend in-person or remotely during the course's scheduled meeting time.
- In-Person + Technology (IPT) : Delivered via synchronous technology while the instructor is at a different location. Students must be in the classroom during the scheduled meeting time. IPT courses meet in-person criteria for international students to align with immigration regulations and remote to align with federal financial aid requirements.
- In-person (rotation) + remote (IRR) : Uses a combined approach of remote technology and rotating in-person attendance (i.e., if a course meets on MW, some attend in-person on M and remotely on W, while others attend remotely on M and in-person on W). Students may choose to attend in-person or remotely during the course's scheduled meeting time.
- In-person Expectation Rotation (PER) : Delivered in-person (such as in a classroom) with students attending on a rotating basis. When "off rotation," students do asynchronous coursework (e.g., watch a video, read/review material); they do NOT attend synchronously via Zoom.
- Remote only (REO) : Delivered remotely via technology. Students will attend remotely during the course's scheduled meeting time.

When you select the course-section, you will be directed to the course roster page on which you can also perform the same functions by selecting them under the gear tool toward the top right of the roster, and in addition, you can:

- email all or a portion of your registered students
- select and view your course waitlist
- select and view your course drops

Course Roster Guide
Grade Upload Guide
Final Exam Schedule

Missing/Change of Grade Form (printable version)
Missing/Change of Grade Form (editable version)

1 course section found

<input type="checkbox"/>	COURSE	DEPT	TITLE	SEC	ACT	MAX	DAYS	BEGIN TIME	END TIME	BLDG/ ROOM	LOC	MODE	GRADE DUE DATE	INSTR/ PROX
<input type="checkbox"/>	01999	MIS	Dissertation Complete	A	0	200	TBA			TBA TBA	PIT	IPE	23 Oct 2024	

The **Faculty Course & Grade Info** landing page displays your semester course sections. On this page, you may:

- Select from the drop-down near the top of the page to view available **prior and future semesters**.
- View various **course delivery mode abbreviations and descriptions**.
- View **Missing and Change Grade forms** by clicking the blue hyperlinks at the bottom of the page.
- View your **Course Roster** page by selecting either the blue hyperlinked course number or title (use the *Back to Faculty Information* link to return to the landing page).
- View **delivery modes for each of your course sections**. When the blue delivery mode text is clicked, a longer description will appear in a pop-out box (this information is also available on the **Course Section Details** page).

Landing Page Gear Wheel Options

Faculty Course & Grade Info for Kathleen Sloan for **Fall 2024**

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- select and view your course drops

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Missing/Change of Grade Form (printable version)
Missing/Change of Grade Form (editable version)

1 course section found

COURSE	DEPT	TITLE	SEC	ACT	MAX	DAYS	BEGIN TIME	END TIME	BLDG/ ROOM	LDC	MODE	GRADE DUE DATE	INSTR/ PROX
01999	MIS	Dissertation Complete	A	0	200	TBA			TBA TBA	PIT	IPE	23 Oct 2024	

Use the **Gear Wheel** on the Faculty Course & Grade Info landing page to:

- Enter and upload grades (during the grading period only).
- Enter missing grades (only available during the 30-day period after final grades are due; this feature is not available for mid-semester grades).
- Assign a grading proxy for your course section: all you need is the person's Andrew

Course Roster Page

S3 Admin Console

Search By Search Course by Course # Go

Prospect Student **Course** Admission Registrar Student Accounts Campus Life Config

15213 - Introduction to Computer Systems

COLLEGE School of Computer Science DEPARTMENT Computer Science DEPARTMENT URL <http://www.csd.cmu.edu>

Summary Sections

Section Info
Summary
Roster
Section Details
Registration
Course Reservations
Waitlist Maintenance
Course Drops
Course Message
Manage Prerequisites
Manage Corequisites

Roster for semester: **Fall 2024** and section: **A**

INSTRUCTORS
Phillip Gibbons
Brian Railing

MINI	ACTIVITY SINCE	REQUIRED SECTION	DAY	BEGIN	END	BLDG/ ROOM	MAX	CAP	ALLOCATE SEATS	SPECIAL PERMISSION
No	S22	1	F	10:00AM	10:50AM	CFA 102	22	22	Yes	No


<input type="checkbox"/>	LAST NAME	PREFERRED/ FIRST NAME	USER ID	COL	DEPT	CLS	UNITS	GRD OPT	OPA SCALE	MID-SEM GRADE	FINAL GRADE	TIME ZONE
<input type="checkbox"/>				CMU	ISP	2	12.0	L	4			i
<input type="checkbox"/>				SCS	HCI	2	12.0	L	4			i
<input type="checkbox"/>				SCS	ROB	2	12.0	L	4			i
<input type="checkbox"/>				SCS	CS	2	12.0	L	4			i
<input type="checkbox"/>				SCS	CS	2	12.0	L	4			i
<input type="checkbox"/>				DC	STA	2	12.0	L	4			i
<input type="checkbox"/>				SCS	CS	2	12.0	L	4			i
<input type="checkbox"/>				CFA	MUS	2	12.0	L	4			i
<input type="checkbox"/>				SCS	CS	3	12.0	L	4			i
<input type="checkbox"/>				CMU	BCA	2	12.0	L	4			i
<input type="checkbox"/>				SCS	SCS	3	12.0	L	4			i
<input type="checkbox"/>				DC	STA	3	12.0	L	4			i
<input type="checkbox"/>				DC	STA	3	12.0	L	4			i

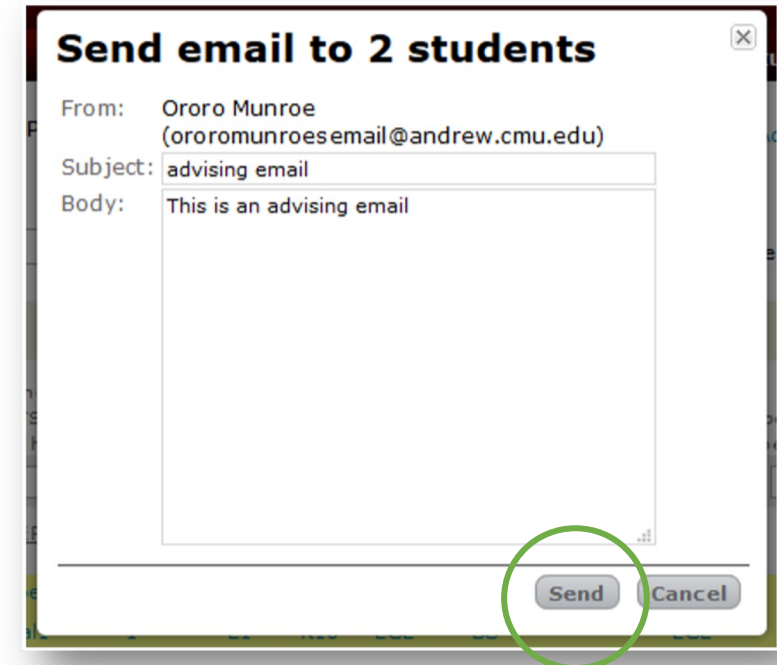
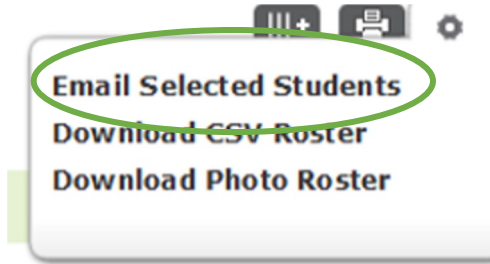
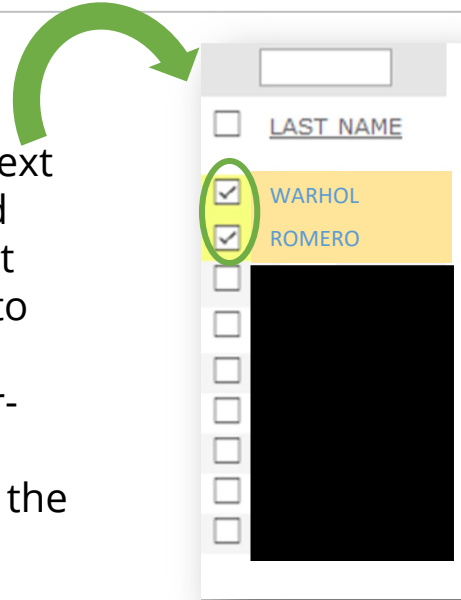
From the **Course Roster page** you may:

- Use the gear wheel to email students and download **course photo rosters and rosters in CSV (comma separated) format**. CSV rosters include the default grade. (Note: you can also access rosters via the gear wheel on the Faculty Course & Grade Info landing page).
- **View course section times:** Course sections display in local time, so Pittsburgh courses will display in Pittsburgh time, Silicon Valley Courses will display in local California time, and Doha courses will display in local Qatar time.
- **Listen to student name recordings.** Click on the speaker icon next to a student's name to listen to a name recording. If a recording has not been provided, the speaker will appear gray.

Roster Page Gear Wheel Options

Email Students

1. On your roster page, check the boxes next to the names of the students you would like to email; to email all students, select the box at the top of the columns next to "Last Name."
2. Click the **Gear Wheel** icon on the upper-right corner of the page. 
3. Choose **Email Selected Students** from the drop-down menu.
4. Enter the subject and text of your email and click **Send**.
5. You will receive a copy of the email, as will each student you have selected.



Thank you for your support of the Student Services Suite (S3). If you need any assistance or have any questions regarding Faculty Course & Grade Information, please contact Kathy Sloan at egrades@andrew.cmu.edu or (412) 268 1949.



Be sure to stay tuned to the [S3 Updates](#) webpage for release summaries, user documentation, training sessions, and more.



Follow [**@CarnegieMellonS3**](#) on Facebook and Instagram, or [**@S3CMU**](#) on Twitter, for news and updates!