



ISIS Faculty Self-Service

Quick Reference Guide

Getting Started

Logging in for the First Time

1. Using Internet Explorer, go to <http://isis.uml.edu>.
2. Click [Faculty Self Service](#).
3. In the **User ID** field enter your ISIS ID (UMS*****)
4. In the **Password** field enter your default password.
5. Your default password is the first letter of your last name (capitalized) followed by the second letter of your last name, then your birthday, in MMDDYYYY format. Example: Sm07041976

User ID:

Password:

6. Click **Sign In**.

Note: The system will force you to change your password. When prompted, click the link provided to continue with the password change procedure. Carefully read the password rules on the left side of the page.

7. Complete the requested fields and click **Change Password**.
8. Complete the fields to answer the 'Secret Questions' (which are used if you forget your password) and click Submit.

Note: You will be redirected to the login page.

9. Log in again.

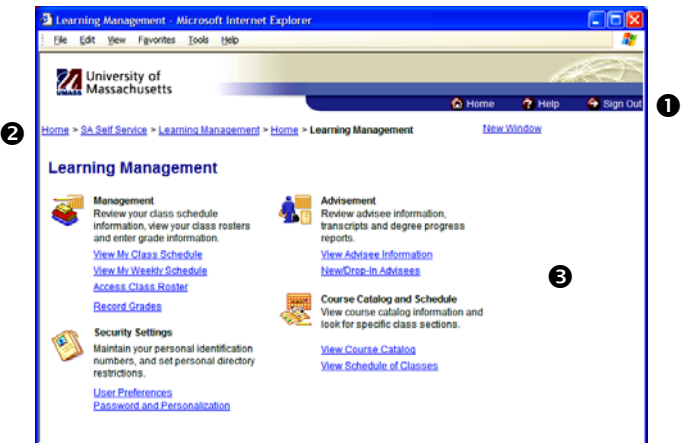
Logging In

1. Using Internet Explorer, go to: <http://isis.uml.edu>.
2. Click on [Faculty Self Service](#).
3. Enter your Username and Password.
4. Click **Sign In**.

Quick Notes

- This guide assumes that you have not set a default term. To verify, click [Password and Personalization](#). Delete any data in the Term field and click **Save**.
- Never use the buttons on your browser toolbar. Use only the links and buttons provided within ISIS Faculty Self-Service.
- The Home link located in the blue area (global navigation) will bring you back to the Learning Management page (the main menu within Self-Service).
- Turn off all pop-up blocking software when using ISIS.

Learning Management



- 1 Global Navigation links (Home, Sign Out) bring you to the main menu or sign you off from ISIS.
- 2 Breadcrumbs indicate your location within the system.
- 3 The Learning Management main menu provides convenient links for most functions.

Manage Enrollment

Understanding UML Course Numbers

UMass Lowell uses a two-digit Subject area + a three-digit Catalog number + a three digit section number to identify classes. You may use these numbers to search for classes.

Example: 92 . 121 . 201
 ↑ ↑ ↑
 Subject Catalog Section

Note: ISIS uses a randomly-assigned unique four-digit class number to ID classes. Example: A section of College Writing may have a UML course number of 42.101.203. ISIS uses Class Number 2601 to identify this course and section.

Class Sections				Description
Class Nbr	Subject	Catlg Nbr	Sect	
2601	42	101	203	College Writing I
Session: Regular				
Time: 8:30AM		9:20AM	MWF	Room: FOX 613

Viewing Class Schedule

1. Click [View My Class Schedule](#).
2. Click the appropriate term (e.g. [Fall 2005](#))



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View Class Rosters

1. Click [Access Class Roster](#).
2. Click the appropriate term (e.g. [Fall 2005](#)).
3. Click the appropriate course title (e.g. [College Writing I](#)).
4. The system will display Enrolled students. To view a different status, select Dropped from the Enrollment Status drop-down.
5. Click [Detail](#) to view more information about that class.

Note: The detail includes meeting times and location; instructor's name; the number of available seats; and enrollment capacity.

Facts about Permission Numbers

What are permission numbers?

Permission numbers are "passwords" that faculty members can distribute to students that will override certain enrollment rules, thus allowing a student to enroll in a class.

How do I use permission numbers?

Each semester, the Records Office will generate a certain quantity of permission numbers for classes. The quantity of permission numbers can be controlled at the course level thus giving faculty more control over their enrollments. Faculty will retrieve their permission numbers via Self-Service and distribute them to students as appropriate.

Permission numbers will override class limits, instructor consent, pre-requisites and career rules. Permission numbers can not be used to override:

- service indicators (holds)
- term unit limits
- enrollment appointments

If additional permission numbers are needed, contact the Records Office.

Quick Facts

- Permission numbers can be used only once.
- Faculty may view the permission numbers generated for a class by accessing their class roster.
- Faculty may view through Self-Service who used the permission numbers.

Using Permission Numbers

Note: Turn off pop-up blockers before attempting to access permission numbers or try holding down the Control key when clicking the Class Permission List link.



1. Click [Access Class Rosters](#).
2. Click the appropriate term (e.g. [Fall 2005](#)).
3. Click the appropriate course title (e.g. [College Writing I](#)).
4. Click [Class Permission List](#).

Note: The **Permissions Available** have not been used by a student. The **Permissions Assigned** have been used by a student to register for the course and can longer be used. Since Permission Numbers can be used only once, instructors should keep track of the Permission Numbers that have been distributed and not yet used.

Advising Students

Note: This section assumes that students are correctly appearing on your advisee list. If a student is not on your advisee list, please see the New/Drop-In Advisee section.

Service Indicators

	Positive Service Indicator Example: A work-study student may have late fees suppressed.
	Negative Service Indicator Examples: The student may have a financial hold, advising hold, etc.

Note: Some negative service indicators may prevent students from registering for classes.

Running Unofficial Transcripts or Degree Progress Reports

Note: Degree Progress Reports are available only for freshmen and transfers entering in Fall 2005 or later.

1. Click [View Advisee Information](#).
2. Select an option (e.g. Unofficial Transcript, Degree Progress) from the Student Details drop-down box next to the appropriate student.
3. Click **Go**.
4. Select the Report Type (e.g. Unofficial Transcript, Advisement Report) from the drop-down menu.
5. Click **Go**.
6. The appropriate report will display.

Removing Advising Service Indicators

Note: This function is not available from the Learning Management menu. You must navigate using the breadcrumbs (see the Getting Started section).

1. Click the [Home](#) link on the breadcrumbs (see below).

[Home](#) > [Self Service](#) > [Learning Management](#) > [Home](#) > [Learning Management](#)

Learning Management



Management
Review your class schedule information, view your class rosters and enter grade information.
[View My Class Schedule](#)
[View My Weekly Schedule](#)
[Access Class Roster](#)
[Record Grades](#)



Advisement
Review advisee information, transcripts and degree progress reports.
[View Advisee Information](#)
[New/Drop-In Advisees](#)



Course Catalog and Schedule
View course catalog information and look for specific class sections.
[View Course Catalog](#)
[View Schedule of Classes](#)



Security Settings
Maintain your personal identification numbers, and set personal directory restrictions.
[User Preferences](#)
[Password and Personalization](#)

2. Follow this navigation:

Home > Build Community > Service Indicators (Student) > Use > Service Indicator Data

3. Enter the student's ISIS ID in the ID field or use the Last Name and First Name fields (full or partial names).




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- Click **Search**.
- If a list of possible matches displays, click the appropriate student link.

Note: Some students may have multiple service indicators. Click [View All](#) link to locate the Advising service indicator.

- Click the  next to the Advising service indicator to be removed.
- A message window will appear asking you to confirm the deletion. Click **OK**.
- Click **Save**.

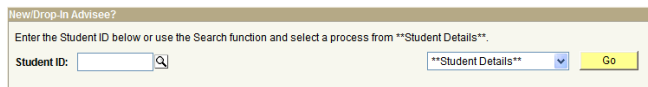
Note: Although the service indicator has been removed, it will still appear at the top of the page until the next time you access the student's record.

New/Drop-In Advisees

Note: This section assumes that students do not appear on your advisee list.

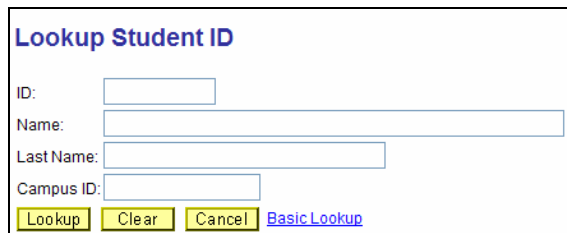
Running Transcripts or Degree Audits

- Click [New/Drop-In Advisee](#).



New/Drop-In Advisee?
Enter the Student ID below or use the Search function and select a process from "**Student Details**".
Student ID: ****Student Details****

- Enter the student's ISIS ID in the Student ID field. If the ID is unknown, click the magnifying glass to look up the student by name.



Lookup Student ID
ID:
Name:
Last Name:
Campus ID:
 [Basic Lookup](#)

*Note: The format for the Name field is **Last,First**. Do not use the Campus ID field.*

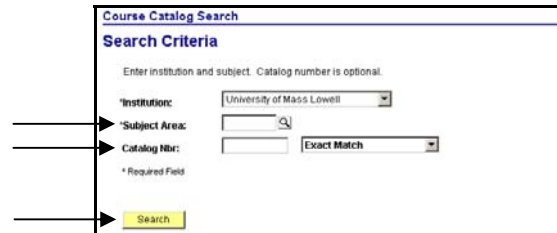
- Click **Lookup**.
 - Click on the link for the appropriate student or search again.
- Note: The student's ID will populate the Student ID field.*
- Select the appropriate action from the Student Details drop-down menu.
 - Click **Go**.

Course Catalog & Schedule

Searching the Course Catalog

- Click [Course Catalog](#).
- Enter the **Subject Area**.

- Enter the **Catalog Number**.



Course Catalog Search
Search Criteria
Enter institution and subject. Catalog number is optional.
*Institution:
*Subject Area:
Catalog Nbr:
* Required Field

- Click **Search**.

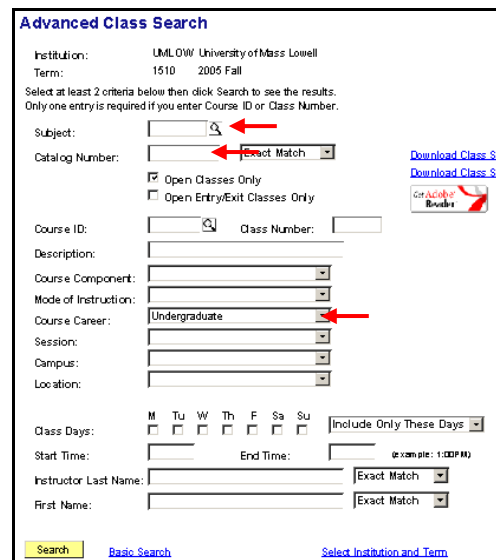
Searching the Schedule of Classes

- Click [View Schedule of Classes](#).
- Verify that **Institution** field is University of Mass Lowell and enter the appropriate term in the **Term** field:

Fall 2005 = 1510	Winter 2005/6 = 1520	Spring 2006 = 1530
Fall 2006 = 1610	Winter 2006/7 = 1620	Spring 2007 = 1630

- Click **Advanced Search**.

*The advanced search allows you to refine your searches by making use of the **Class Days** checkboxes, **Start Time** field & **Instructor Last Name** field. Remember to uncheck the **Open Classes Only** checkbox to find classes that have been closed or cancelled.*



Advanced Class Search
Institution: UML/OW University of Mass Lowell
Term: 1510 2005 Fall
Select at least 2 criteria below then click Search to see the results. Only one entry is required if you enter Course ID or Class Number.
Subject:
Catalog Number:
 Open Classes Only
 Open Entry/Exit Classes Only
Course ID: Class Number:
Description:
Course Component:
Mode of Instruction:
Course Career:
Session:
Campus:
Location:
Class Days: M Tu W Th F Sa Su
Start Time: End Time: (example: 1:00P#)
Instructor Last Name:
First Name:
 [Basic Search](#) [Select Institution and Term](#)

- Enter the two-digit subject number for the course or click the Lookup Tool next to the Subject field and select the subject area from the list. (*Subject field is required for all searches.)
- Enter information in the Catalog Number field, the Description field or other fields.

Note: The Course Career field indicates whether the course is offered in the Undergraduate, Graduate or CSCE careers. You may select the "blank" option if unsure.

- Click **Search**.
- Class details will display.



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Grade Entry

Note: The Records Office will generate grade rosters just prior to the start of each grading period.

Entering Grades

1. Click [Enter Grades](#).
2. Click the appropriate term (e.g. [Fall 2005](#))
3. Click the appropriate course (e.g. [College Writing I](#)).

Note: If grade rosters are unavailable, contact the Records Office.

4. Enter letter grades for each student under the Grade Input column.
5. Please follow the appropriate procedure:

Grades Partially Entered for a Class: If only some grades for a class have been entered, leave the Approval Status as *Not Reviewed*. Click **Save**. Return to the grade roster later to complete.

Grades Fully Entered for a Class: Change the Approval Status drop-down to *Approved*. Click **Save**.

6. To enter grades for another class, click [Select a Different Class](#). Otherwise, click [Home](#) to perform other functions or [Sign Out](#) to log off.

Holds

Note: The following is a list of common service indicators.

Holds	Description	Service Impact
ADD	Incorrect Address Hold	Block All Enrollment Activity Wthdr Allowed, No Add/Drop
ADV	Advising	Block All Enrollment Activity Wthdr Allowed, No Add/Drop
DIS	Disciplinary Action	Block All Enrollment Activity
ENR	Prevent Class Enrollment	Allow drop only
IMM	Immunization Hold	Block All Enrollment Activity Wthdr Allowed, No Add/Drop
LIB	Library Hold	Block All Enrollment Activity
NBL	No Bill – Suppress Bill	No Bill
PD1	PastDue/Late Fees	Block All Enrollment Activity Prevents Transcript
REG	Registrar Hold	Block All Enrollment Activity

Help Desk

- Visit: Olsen Hall, 1st floor
 Website: <http://help.uml.edu>
 Call: (978) 934-4357
 Email: help@uml.edu

Grading Policies

Note: The complete [Grading Policy](#) is available at <http://isis.uml.edu>, under "More Info Faculty".

Undergraduate

Grading Scheme	Valid Grades
GRD	A (4.0), A- (3.7), B+ (3.3), B (3.0), B- (2.7), C+ (2.3), C (2.0), C- (1.7), D+ (1.3), D (1.0) F (0.0)
PNP	P, NC
SUS	S, U
INC	The grade of INC should only be given after the faculty member and student have carefully read and signed the Academic Agreement for Incomplete Grade form.
AUD	designates that the student has registered for a course on an audit basis and has maintained an attendance record throughout the semester which is sufficient to warrant an official recognition of course attendance.
Withdrawal	
W	designates student withdrawal from the University prior to the 50th class day of a semester or from a course during the period from 5th to 50th class day.
X	designates student withdrawal after the 50th class day of a semester for administratively approved reasons of an emergency or medical nature.
Y	designates administrative dismissal for other than academic reasons.

Graduate

Grading Scheme	Valid Grades
GRD	A+ (4.0), A (4.0), A- (3.7), B+ (3.3), B (3.0), B- (2.7), C+ (2.3), C (2.0) and F (0.0)
PNP	S, U
SUS	PR, S
INC	The grade of INC should only be given after the faculty member and student have carefully read and signed the Academic Agreement for Incomplete Grade form.
AUD	designates that the student has registered for a course on an audit basis and has maintained an attendance record throughout the semester which is sufficient to warrant an official recognition of course attendance.
Withdrawal	
W	The student's permanent record will indicate a grade of W for the course(s) from which he or she has withdrawn according to the published Graduate Academic Calendar unless the withdrawal has taken place within the 1st 10 class days of the semester during which time no record will be kept. Only the Graduate School/Record's Office can issue this grade.