



MICHIGAN STATE
UNIVERSITY

CUMREC 2005 Annual Conference

Above and Beyond: Building Faculty Tools and Relationships

Michael T. Buchanon, Information Technologist,
Academic Computing & Networking Services

buchanon@msu.edu

Kristin Schuette, Information Technologist
Office of the Registrar

schuett1@msu.edu

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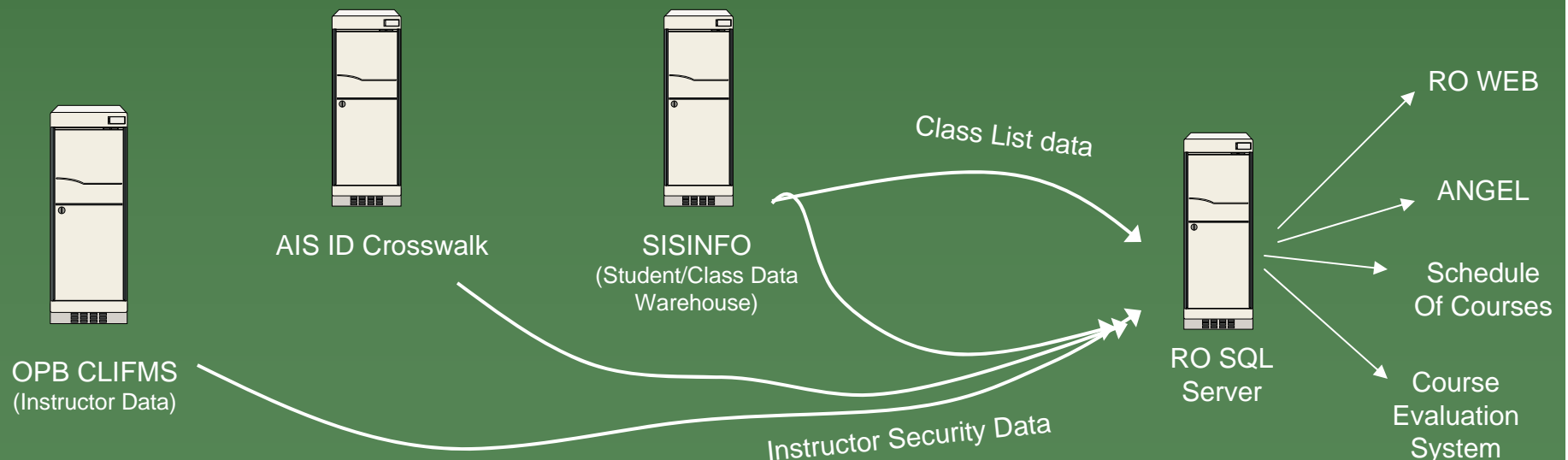
Overview

- LMS – ANGEL
 - Reasons for ANGEL
 - ANGEL <-> Attendance System
 - ANGEL <-> Scoring office
 - ANGEL Gradebook enhancements
- Registrar – Instructor Systems
 - Class List with Images
 - Exam Coversheets with Images
 - Grade Upload



Instructor Security

- Office of Planning and Budgets (OPB): Course Load, Instruction, Funding and Modeling System (CLIFMS)
 - Departments do not have to enter Instructor information more than once
 - OPB gets better data by having more “buy-in”
- Administrative Information Services (AIS): Employee ID-MSU NetID crosswalk
- Faculty and TA’s identified on section-by-section basis
- Access “follows” users throughout web site in session variables
- Security updated daily, along with Class Lists from SISINFO





Intro to ANGEL

ANGEL -> A New Global Environment for Learning

- Replaced Blackboard at MSU in May 2003
- 1,929 Courses for Spring Semester 2005
 - Made up of 2,575 different sections
- 1,967 Faculty actively using the system
- 51,412 Students active
 - With 100,455 member-course enrollments



Reasons for ANGEL

Many factors went into choosing ANGEL

- Newer Technology
- Ease of use
- Excellent customer support
- Ability to **customize** LMS code!



The ANGEL System

Main Portal Page

MICHIGAN STATE UNIVERSITY

[ANGEL Help Guide](#) | [Display](#) | [Log On](#)

Information

- [ANGEL Course Search](#)
- [ANGEL Group Search](#)

MSU Links

- [Contact Us](#)
- [MSU Library](#)
- [Academic Calendar](#)
- [MSU Homepage](#)

Log On

ANGEL Help Guide



Log On

MSU NetID

Password

[I forgot my password](#)

MSU Links

- [MSU Libraries](#)
- [Academic Calendar](#)
- [MSU Homepage](#)

Information

- [ANGEL Course Search](#)
- [ANGEL Group Search](#)
- [ANGEL Help Guide](#)
- [Contact Us](#)

System Status

Scheduled Maintenance

- ANGEL: May not be available during 2-hour maintenance window (Tue, Feb 15 5:30 AM - 7:30 AM) ([Details](#))

Recent Events

- MAIL.MSU.EDU: Emergency maintenance is needed on mail.msu.edu front ends (Mon, Feb 07 10:25 AM - 11:30 AM) ([Details](#))



The ANGEL System

Instructor's My Page Starting Point

MICHIGAN STATE UNIVERSITY Help | Display | Log Off
Spartan Instructor

My Page Refresh

My ANGEL Courses Refresh
Find a Course Develop a Course
▣ **SS05-MTH-106-001 Significance of Mathematics**
[Disabled] Role: Course Administrator

What's New Refresh
Career Information Group
📄 (2) Forms
🗨️ (1) Discussion Forum
📄 (18) Pages

My ANGEL Groups Refresh
Find a Group Create a Group
▣ **Career Information Group**
[Unsubscribe] Role: Member

My Tasks
Add/Edit Tasks

Bookmarks
Add/Edit Links
There are no bookmarks to display.

Toolbox

New ANGEL Messages
There is no unread mail.

Files
Upload files for easy access from anywhere.

My Announcements
View: Past **Present** All | Sort: Descending
There are no announcements.

ANGEL Messages
Access your MSU and Internet mail.

Calendar
Keep track of important personal events.

Today's Calendar
There are no events for today.

My Content
A personal filing cabinet for your reusable course and group materials.

Preferences
Edit your personal information, change your password and more.

Merged Roster Manager
Create a new course that merges the roster of two or more other courses.

My Page
My ANGEL Courses
My ANGEL Groups
Bookmarks
Files
ANGEL Messages
Tasks
Calendar
My Content
Preferences

Information

MSU Links
Contact Us
MSU Library
Academic Calendar
MSU Homepage

Log Off

Help



Attendance

Campus Wide Attendance Scanning System

- 19 Faculty active for Spring Semester 2005
- 179 Sections of Courses
- 235,296 Scans for Spring Semester 2005



ANGEL ↔

Attendance

Needed link between disparate systems

- Crossed group/departmental boundaries
- Strong desire for automated process



ANGEL ↔

Attendance

Instructor's view of Attendance data in ANGEL

[Syllabus](#) | [Calendar](#) | [Lessons](#) | [Class](#) | [In Touch](#) | [Tools](#) | [Show Map](#) | [Help](#) | [Log Off](#) | [My Page](#)
 Spartan Instructor

SS05-MTH-106-001 Significance of Mathematics

Tools > Attendance Manager

Attendance Manager

SS05-MTH-106-001 Significance of Mathematics

[Preferences](#) | [Export](#) | Mode: [Grid](#) | [List](#) | Sort: [Name](#) | [Username](#) | [Date](#)

Note: Click on today's date below to enter today's attendance. To enter attendance for another date click on the date below. You can give the PIN listed below to your class to allow them to mark themselves as present.

Today is Friday, April 29, 2005

March 2005

Change: [Jan](#) | [Feb](#) | [Mar](#) | [Apr](#) | [May](#) | [Jun](#) | [Jul](#) | [Aug](#) | [Sep](#) | [Oct](#) | [Nov](#) | [Dec](#) | [2004](#) | [2005](#) | [2006](#)

#	Name	Username	1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31
			Tu	We	Th	Fr	Mo	Tu	We	Th	Fr	Mo	Tu	We	Th	Fr	Mo	Tu	We	Th	Fr	Mo	Tu	We	Th
1.	Student, Aaron	stu001@msu.edu	P	P	-	P	-	-	-	-	P	P	P	-	-	P	P	P	-	P	P	P	-	-	
2.	Student, Abigail	stu002@msu.edu	P	-	-	-	-	-	-	-	P	P	P	-	-	P	-	P	-	-	P	P	P	-	
3.	Student, Morgan	stu084@msu.edu	P	P	-	-	-	-	-	-	P	P	P	-	-	P	P	P	-	P	P	P	P	-	
4.	Student, Natalie	stu085@msu.edu	P	P	-	P	-	-	-	-	P	P	P	-	-	P	P	P	-	P	P	P	P	-	
5.	Student, Nathan	stu086@msu.edu	P	P	-	-	-	-	-	-	P	P	P	-	-	P	P	P	-	-	P	-	P	-	
6.	Student, Nicholas	stu087@msu.edu	P	P	-	-	-	-	-	-	P	-	P	-	-	P	-	-	-	-	-	-	P	P	
7.	Student, Nicole	stu088@msu.edu	P	P	-	P	-	-	-	-	P	P	-	-	-	P	P	P	-	P	P	P	P	-	
8.	Student, Noah	stu089@msu.edu	-	P	-	-	-	-	-	-	-	P	-	-	-	P	-	-	-	-	-	-	-	P	
9.	Student, Olivia	stu090@msu.edu	-	-	-	-	-	-	-	-	-	P	-	-	-	-	-	-	-	-	-	P	P	P	
10.	Student, Paige	stu091@msu.edu	-	P	-	-	-	-	-	-	-	P	P	P	-	-	P	P	-	-	P	P	P	P	
11.	Student, Rachel	stu092@msu.edu	-	-	-	-	-	-	-	-	-	P	P	-	-	-	-	P	-	-	-	P	P	P	
12.	Student, Robert	stu093@msu.edu	P	-	-	-	-	-	-	-	-	P	-	-	-	-	-	-	-	-	-	P	-	-	
13.	Student, Ryan	stu094@msu.edu	P	P	-	P	-	-	-	-	-	P	P	P	-	-	P	P	-	-	P	P	P	P	
14.	Student, Samantha	stu095@msu.edu	P	P	-	P	-	-	-	-	-	P	P	P	-	-	P	P	P	-	P	P	P	P	
15.	Student, Thomas	stu096@msu.edu	P	P	-	P	-	-	-	-	-	P	P	P	-	-	P	P	P	-	P	P	P	P	



Scoring Office

Campus Scoring Office AKA 'that bubble sheet place' statistics for 2004

- 3,302 Tests scored with feedback emailed to students
- 951 Courses using service
- 1,660,217 Sheets Scanned



ANGEL ↔ Scoring Office

Scoring Office Data Import Process

Student, Aaron	A00000001	101	*	306.10	14.0		14.0	6.0
Student, Abigail	A00000002	101		257.50	11.0	8.0	10.0	7.0
Student, Morgan	A00000004	101		289.50	15.0	4.0	12.0	6.0
Student, Natalie	A00000005	101		178.50	9.0	5.0		8.0
Student, Nathan	A00000006	101		230.20	14.0	6.0	6.0	
Student, Nicholas	A00000008	101		252.80	15.0	8.0	8.0	9.0
Student, Nicole	A00000008	101		333.40	14.0	8.0	14.0	7.0
Student, Noah	A00000009	101		347.00	16.0	9.0	14.0	9.0
Student, Olivia	A00000090	101		293.90	12.0	5.0	12.0	7.0
Student, Paige	A00000091	101		290.90	15.0	7.0	14.0	
Student, Rachel	A00000092	101		306.10	14.0		8.0	4.0
Student, Robert	A00000093	101		339.00	13.0	9.0	4.0	7.0
Student, Ryan	A00000094	101		383.80	13.0	8.0	6.0	10.0
Student, Samantha	A00000095	101		262.10	10.0	8.0	12.0	
Student, Thomas	X00000096	101		7.00				7.0

test of drag and drop issues

Tools

Import Grades

SS05-MTH-106-001 Significance of Mathematics

Import Settings

File to Upload

structor/tots00002.dat

Delimiter

Comma Tab TOTS File Other:

SS05-MTH-106-001 Significance of Mathematics

Name	Username	Overall	Uncategorized				Problems Sets		
			A1	B1	B2	B3	B4	C1	C2 (100)
Student, Aaron	stu001@msu.edu	84.29% ()				F14	84.86% ()	100.00% ()	96.00% ()
Student, Abigail	stu002@msu.edu	69.84% ()				E7	87.14% ()	95.00% ()	84.00% ()
Student, Morgan	stu084@msu.edu	83.20% ()				D3	87.00% ()	100.00% ()	74.00% ()
Student, Natalie	stu085@msu.edu	90.39% ()				B10	93.43% ()	96.00% ()	96.00% ()
Student, Nathan	stu086@msu.edu	61.22% ()				J10	80.71% ()	100.00% ()	79.00% ()
Student, Nicholas	stu087@msu.edu	87.17% ()				H4	96.71% ()	100.00% ()	96.00% ()
Student, Nicole	stu088@msu.edu	80.78% ()				E10	90.29% ()	100.00% ()	95.00% ()
Student, Noah	stu089@msu.edu	81.76% ()				D14	90.14% ()	100.00% ()	90.00% ()
Student, Olivia	stu090@msu.edu	65.67% ()				J14	51.86% ()	100.00% ()	93.00% ()
Student, Paige	stu091@msu.edu	76.19% ()				K2	81.00% ()	95.00% ()	85.00% ()
Student, Rachel	stu092@msu.edu	84.92% ()				J1	92.71% ()	100.00% ()	95.00% ()
Student, Robert	stu093@msu.edu	91.21% ()				B13	91.57% ()	100.00% ()	95.00% ()
Student, Ryan	stu094@msu.edu	80.76% ()				D1	84.14% ()	100.00% ()	78.00% ()
Student, Samantha	stu095@msu.edu	72.65% ()				K1	73.00% ()	100.00% ()	0.00% ()
Student, Thomas	stu096@msu.edu	82.62% ()				D5	83.71% ()	100.00% ()	83.00% ()



ANGEL Gradebook Enhancements

- Highly configurable
- Import/Export from/to file for outside manipulation of grade data
- Enhanced to export CSV-Simple format required by Registrar's Office online grade submission application



ANGEL Gradebook Enhancements

Exporting to CSV-Simple format

Course Gradebook
SS05-MTH-106-001 Significance of Mathematics

View: Menu Grades Assignments

Category People
All Categories Everyone View

Gradebook Management

Assignments
Edit or delete existing gradebook assignments.

Categories
Edit or delete existing gradebook categories.

Macros
Create macros to convert letter grades into numeric scores.

Grading Scale
Edit the grading scale used for displaying grades.

Preferences
Modify gradebook preferences.

Import Grades
Import grades from file.

Export Grades
Export grades to a file.

eGrades Export
Export grades in a format that can be uploaded to the Registrar's system.

Exit Gradebook

eGrades Export
SS05-MTH-106-001 Significance of Mathematics

Please select an assignment to represent the final grade for this section and click "Get Grades".
For information on how to upload the exported file into the Registrar's Instructor Systems, please see these [instructions](#).

Note: The format of the file exported by ANGEL is known as CSV-Simple on the Registrar's Instructor Systems.
Note: Please be sure to export an assignment which is graded upon the MSU 4.0 scale.
Note: Please verify results before submitting them to the Registrar's Instructor Systems.

Overall Grade Get Grades Cancel

	A	B	C	D	E	F	G	H
1	Term Subj Code	Crse Code	Sctn Code	PID	Grade	Reason	Date	
2	SS05 MTH	106	1	A00000001	3.5			
3	SS05 MTH	106	1	A00000002	2			
4	SS05 MTH	106	1	A00000084	1.5			
5	SS05 MTH	106	1	A00000085	3			
6	SS05 MTH	106	1	A00000086	3.5			
7	SS05 MTH	106	1	A00000080	4			
8	SS05 MTH	106	1	A00000088	0			
9	SS05 MTH	106	1	A00000089	2.5			
10	SS05 MTH	106	1	A00000090	2.5			
11	SS05 MTH	106	1	A00000091	3			
12	SS05 MTH	106	1	A00000092	4			
13	SS05 MTH	106	1	A00000093	3.5			
14	SS05 MTH	106	1	A00000094	3			
15	SS05 MTH	106	1	A00000095	2.5			
16	SS05 MTH	106	1	A00000096	4			



Office of the Registrar

Office of the Registrar

MICHIGAN STATE
UNIVERSITY

General Information

Enrollment/Term End Reports
Frequently Asked Questions
Privacy Guidelines (FERPA)
More topics...

Calendars

Academic Calendar
Classroom Events Calendar and
Request System
Final Exam Schedule
More topics...

Curriculum and Catalog

Academic Programs catalog
Schedule of Courses
More topics...

Enrollment/Registration

Co-Sponsored Study Abroad
Programs
Enrollment
Guest Application for Another
Institution
Lifelong Education at MSU
Online Learning & Continuing Ed
Readmissions
SummerStudy
More topics...

Faculty/Staff

Course Scheduling - Overview
Instructor Systems Menu
Online Courses
Online Forms Menu
More topics...

Graduation/Honors

Dean's List
Graduation Application
More topics...

Student Services

Address Changes
Transcripts
More topics...

Other MSU Resources

[MSU Home Page](#)

[Admissions](#)

[Financial Aid](#)



[Sitemap](#)

[Contact Us](#)

[Search](#)



Summer Semester Begins Monday, May 16, 2005

Celebrating 150 Years: Michigan State University's Sesquicentennial

“RO” home page

Authorized users enter the
Instructor Systems Menu
through a link under
“Faculty/Staff”.





RO Instructor Systems

Secure Login
With MSU NetID
and password

Instructor Access
from same
source as
ANGEL system

Office of the Registrar

MSU Home Site Map Contact Us Search

Authentication Required

Please enter your MSUNet ID and password in the boxes below. Your MSUNet ID is all the characters before the "@" of your MSU email address.

If you cannot remember your MSUNet ID and/or password, visit the [MSUNet ID Account Request and Password Reset Information](#) page for information and instructions.

If you experience login problems, please read about [common login problems](#).
If you are still having problems, please contact the Administrative Information Services (AIS) Help Desk at (517) 353-4420 ext 311.

NOTE: In order to use this application your browser must accept cookies.

Please do not bookmark this page.

MSU NetID:	<input type="text"/>
Password:	<input type="password"/>
Authenticator:	MSU Net <input type="button" value="v"/>

Please supply your MSU NetID such as: *neufeld1*

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RO Instructor Systems

RO Instructor Systems Menu

Welcome to the RO Instructor Systems Menu [Log Out](#)

Spartan Instructor Monday, 4/25/2005.

INSTRUCTOR ACCESS
You are listed as an instructor for the following:

SS05; MTH 106-001; MTH 106-002; MTH 106-004; MTH 106-005; MTH 106-006; MTH 106-007; MTH 106-011; MTH 106-012

[View access for all terms](#)

If the classes listed above are not correct, please contact the department offering the course.

ADMINISTRATOR ACCESS
You do not have administrator access.

If you are an administrator and need access to this system, contact your [college security administrator](#).

FERPA
This information is released to you in compliance with the Family Educational Rights and Privacy Act (FERPA) and MSU's Guidelines Governing Privacy and Release of Student Records. You are solely responsible for maintenance of the confidentiality of said information.

Instructor Systems minimum browser requirements

Help:

- Frequently Asked Questions
- Instructions for Online Grades
- Instructions for Grade Upload

Academic Progress Reports:

- Form Submission (Instructors Only)
- Results (Support Staff Only)
- Status & Archive

Class Information:

- Class Lists and Graded Class Lists
- Class Lists with Student Images
- Email Students in a Class
- Exam Cover Sheets with Student Images

INSTRUCTORS ARE URGED TO SUBMIT THEIR GRADES WITHIN 72 HOURS AFTER THE FINAL EXAMINATION.
[Grade Reporting Schedule](#)

Grades:

- Grade Reporting Form
- Grade Upload
- Grade Submission Summary (Administrators Only)
- Grade Reporting Form Archive
- Outstanding NGR/Conditional Grades Report (Administrators Only)

Other Links:

- Administrative Action Form System
- Agreement for Completion of (I)Incomplete (pdf form)
- Department Administrator Information
- Online Forms Menu
- Questions/Comments
- SIRS-SOCT
- Textbook Order System



RO Instructor Systems

Class Lists with Student Images

- ID Image Policy Review
- Must Indicate Agreement
- Classes listed from Security profile
- Select class or classes to view

Spartan Instructor 4/25/2005

Student ID Image Policy

In accordance with the guidelines put forth under the University's administrative ruling governing the release of student data, and the University Committee on Security and Confidentiality, student digitized images are to be considered confidential data.

As such, student digitized images are provided to appropriate University personnel for these specific purposes: inclusion in various academic processes (e.g. personalized homework assignments, personalized examinations, etc.), for student face/name recognition (e.g., a seating chart), or, for inclusion in an adviser file.

The following requirements must be understood and adhered to:

- Images will only be used for one of the above purposes.
- Images will not be re-transmitted, shared or otherwise reproduced.
- Images will be purged at the end of the term, or other shorter time period.
- If individual students request their images not be used, such requests will be honored.
- If images are used for identification purposes during exams, provisions will be made such that the photo is always separated or detached from the exam itself before grading (preferably by the student or in the student's presence).

By using this Image Class List system to view Student Images, you are held responsible for adhering to the above policy.

I AGREE

Instructor Access

Semester: SS05

Subject	Course	Section	Check section(s)
MTH	106	001	<input checked="" type="checkbox"/>
MTH	106	002	<input type="checkbox"/>
MTH	106	004	<input type="checkbox"/>
MTH	106	005	<input type="checkbox"/>
MTH	106	006	<input type="checkbox"/>
MTH	106	007	<input type="checkbox"/>
MTH	106	011	<input type="checkbox"/>
MTH	106	012	<input type="checkbox"/>

If you are having problems printing the student images, please see the [FAQs](#).

Administrator Access










You do not have access as an administrator.

" - " indicates that no students are enrolled in the section

[Return To Instructor Menu](#)



RO Instructor Systems

CONFIDENTIAL		Michigan State University Office of the Registrar CLASS LIST with IMAGES			CONFIDENTIAL	
Subject	Course	Section	Semester	Course Title	Instructor	
MTH	106	001	SS05	Significance of Mathematics	Sparty Instructor	
						
A00000001 Student, Aaron		A00000002 Student, Abigail		A00000084 Student, Morgan		
						
A00000085 Student, Natalie		A00000086 Student, Nathan		A00000087 Student, Nicholas		
						
A00000088 Student, Nicole		A00000089 Student, Noah		A00000090 Student, Olivia		

Class Lists with Student Images

- On-the-fly Images from Student ID Image System
- Page breaks
- Prints 3x3 per page



RO Instructor Systems

Exam Cover Sheets with Student Images

- ID Image Policy Review
- Must Indicate Agreement
- Classes listed from security profile
- Select class or classes to generate exam cover sheets

Spartan Instructor 4/25/2005

Student ID Image Policy

In accordance with the guidelines put forth under the University's administrative ruling governing the release of student data, and the University Committee on Security and Confidentiality, student digitized images are to be considered confidential data.

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- Images will be purged at the end of the term, or other shorter time period.
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- If images are used for identification purposes during exams, provisions will be made such that the photo is always separated or detached from the exam itself before grading (preferably by the student or in the student's presence).

By using this Image Class List system to view Student Images, you are held responsible for adhering to the above policy.

I AGREE

Instructor Access

Semester: **SS05**

Subject	Course	Section	Check section(s)
MTH	106	001	<input checked="" type="checkbox"/>
MTH	106	002	<input type="checkbox"/>
MTH	106	004	<input type="checkbox"/>
MTH	106	005	<input type="checkbox"/>
MTH	106	006	<input type="checkbox"/>
MTH	106	007	<input type="checkbox"/>
MTH	106	011	<input type="checkbox"/>
MTH	106	012	<input type="checkbox"/>

If you are having problems printing the student images, please see the [FAQs](#).

Administrator Access

You do not have access as an administrator.

" - " indicates that no students are enrolled in the section

Return To Instructor Menu



RO Instructor Systems

Spartan Instructor 4/25/2005

Instructions for Exam Cover Sheets with Student Images

- Exam Cover Sheets with Student Images are generated in Adobe PDF. You must have [Adobe Reader](#) installed on your computer before you can view and print the generated PDF file.
- If you are creating exam pages for a large class, the file may take some time to display in your Adobe Reader.
- Enter the text for the exam title area and select what student attributes you would like to see. Click on the 'Generate Exam Cover Sheets' button. The exam cover sheets will display in Adobe Reader in a **new** browser window.
- Printing: Use the Adobe Reader print functions **not** your browser print button.

Exam Cover Sheets will be generated for:
SS05: MTH 106-001

Exam Text
This text will display on center of each page.

Display Term & Class

Other Exam Title Text

Final Exam

Student Details
To display student details, select a display location from the drop-down boxes below.

Student Image	Top Right
PID	Top Right
Student Name	Bottom Right
Signature and Date Line	Bottom Right

Generate Exam Cover Sheets

[Return To Exam Cover Sheet Class List](#)

[Return to Instructor Menu](#)

Exam Cover Sheets with Student Images

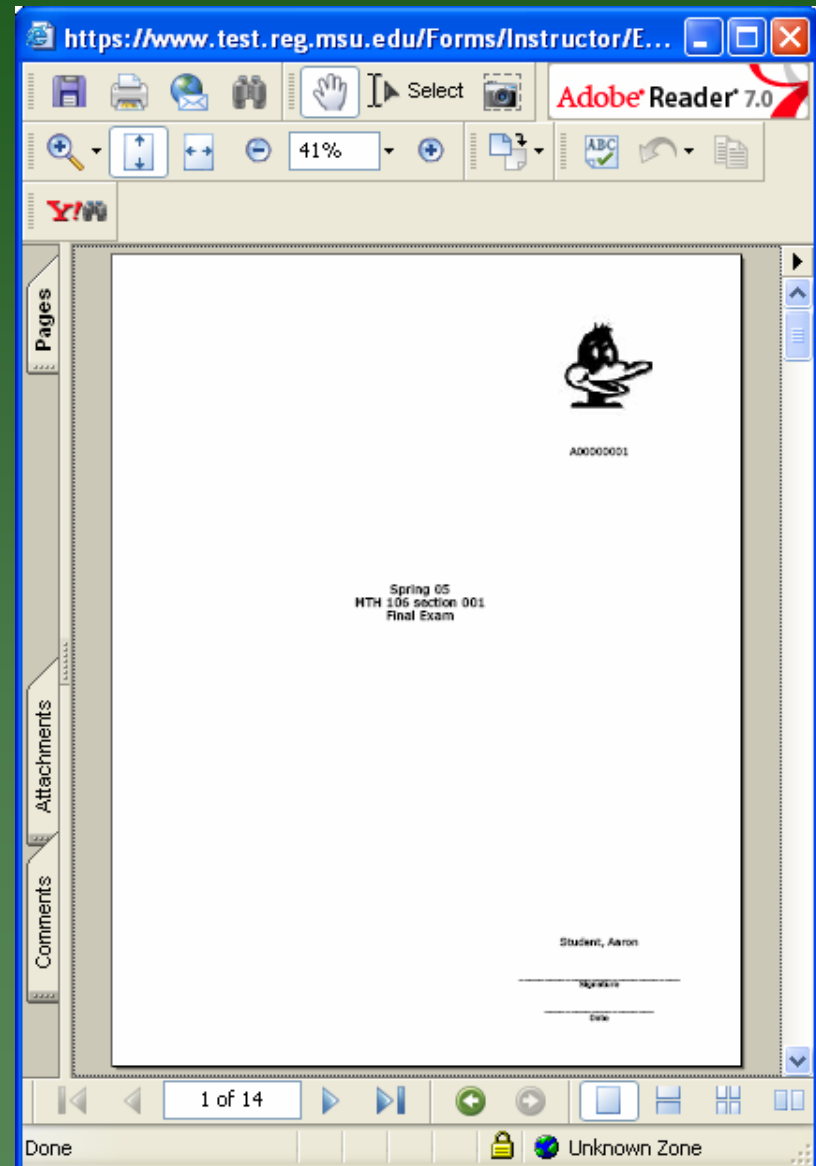
- Adobe PDF link
- Auto-text
 - Term
 - Class
 - Student Name
 - Student Number
- Instructor Supplied Text
 - "Final Exam"



RO Instructor Systems

Exam Cover Sheets with Student Images

- New window
- PDF File
 - Term
 - Class
 - Student Name
 - Student Number
- On-the-fly Images from Student ID Image System
- Page breaks





RO Instructor Systems

Spartan Instructor 4/25/2005

Instructor Access

Semester: SS05

Subject	Course	Section	Check section(s)
MTH	106	001	<input checked="" type="checkbox"/>
MTH	106	002	<input type="checkbox"/>
MTH	106	004	<input type="checkbox"/>
MTH	106	005	<input type="checkbox"/>
MTH	106	006	<input type="checkbox"/>
MTH	106	007	<input type="checkbox"/>
MTH	106	011	<input type="checkbox"/>
MTH	106	012	<input type="checkbox"/>

Administrator Access

You do not have access as an administrator.

" - " indicates that no students are enrolled in the section

[Return To Instructor Menu](#)

Class Lists

- Classes listed from security profile
- Display or Download



RO Instructor Systems

Class Lists - Display

- “Traditional” Class List look
- Page break between multiple sections

Michigan State University Office of the Registrar CLASS LIST									
Subject	Course	Section	Semester	Course Title					Instructor
MTH	106	001	SS05	Significance of Mathematics					Instructor
No.	Name	PID	MSUNet ID	Hnr	Lvl	Cl	Prmry Mjr	Cr	Grade
1	Student, Aaron	A00000001	stu001		UN	3	CRIM JUST	3	
2	Student, Abigail	A00000002	stu002		UN	4	INT S S-PS	3	
3	Student, Morgan	A00000084	stu084		UN	4	INTL REL	3	
4	Student, Natalie	A00000085	stu085		UN	3	ENGLISH	3	
5	Student, Nathan	A00000086	stu086		UN	4	CRIM JUST	3	
6	Student, Nicholas	A00000087	stu087		UN	3	ENGLISH	3	
7	Student, Nicole	A00000088	stu088		UN	3	ENGLISH	3	
8	Student, Noah	A00000089	stu089		UN	3	POL SCI	3	
9	Student, Olivia	A00000090	stu090		UN	1	ENGLISH	3	
10	Student, Paige	A00000091	stu091		UN	1	JOURNALISM	3	
11	Student, Rachel	A00000092	stu092		UN	1	NO PREF	3	
12	Student, Robert	A00000093	stu093		UN	1	CRIM JUST	3	
13	Student, Ryan	A00000094	stu094		UN	1	NO PREF	3	
14	Student, Samantha	A00000095	stu095		UN	2	INT DESIGN	3	
Total Students: 14			Total Credits: 42						
Generated: 4/25/2005 4:06:17 PM									

Michigan State University Office of the Registrar CLASS LIST									
Subject	Course	Section	Semester	Course Title					Instructor
MTH	106	002	SS05	Significance of Mathematics					Instructor
No.	Name	PID	MSUNet ID	Hnr	Lvl	Cl	Prmry Mjr	Cr	Grade
1	Student, Aidan	A00000003	stu003		UN	2	JOURNALISM	3	
2	Student, Alexander	A00000004	stu004		UN	1	NO PREF	3	
3	Student, Alexander	A00000005	stu005		UN	1	ENGLISH	3	



RO Instructor Systems

Spartan Instructor	4/25/2005
Class List Download	
<ul style="list-style-type: none">• The download file name is dependent on the class(es) chosen for download.• The download file is a 'comma separated values' format that has a file extension .csv. Files in this format can be copied to your computer (downloaded), and read into Excel and other popular spreadsheet or database programs.• To complete the download, you will be prompted to open an application or save the file.• If you choose Save File..., you can then open the saved file with Excel, or with another spreadsheet or database program.• If prompted to Pick App..., Excel is recommended. If you do not have Excel, choose another spreadsheet or database application.• Download field order: Term, Subject Code, Course Code, Section Code, Section ID, Course Title, Instructor, Student Number (PID), Student Name, MSUNetID, Honors Student Indicator, Student Level, Class Code, Primary Major, Credits, Grade.	
Click the Download button below to start the download.	
MTH 106-001; MTH 106-002 ready for download.	
Sort: <input checked="" type="radio"/> Name <input type="radio"/> Pid	
<input type="button" value="Download"/>	
Return To Class List	
Return To Instructor Menu	

Class Lists - Download

- CSV format – compatible with many, if not all, systems
- Sort order choice

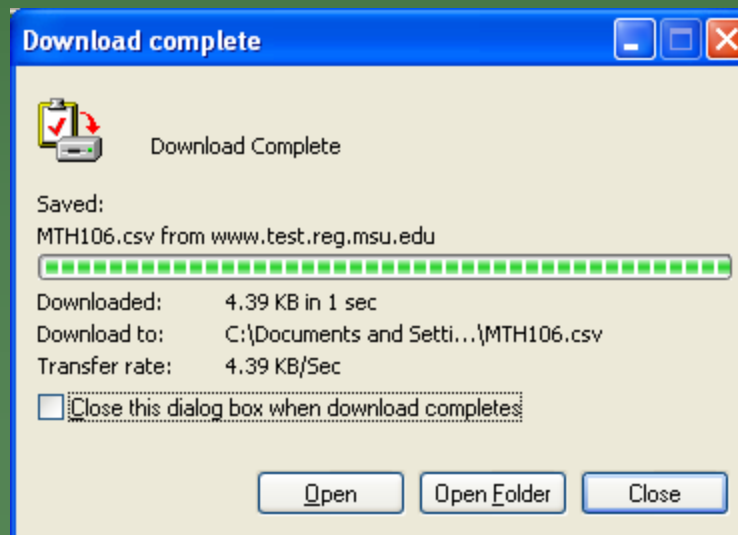
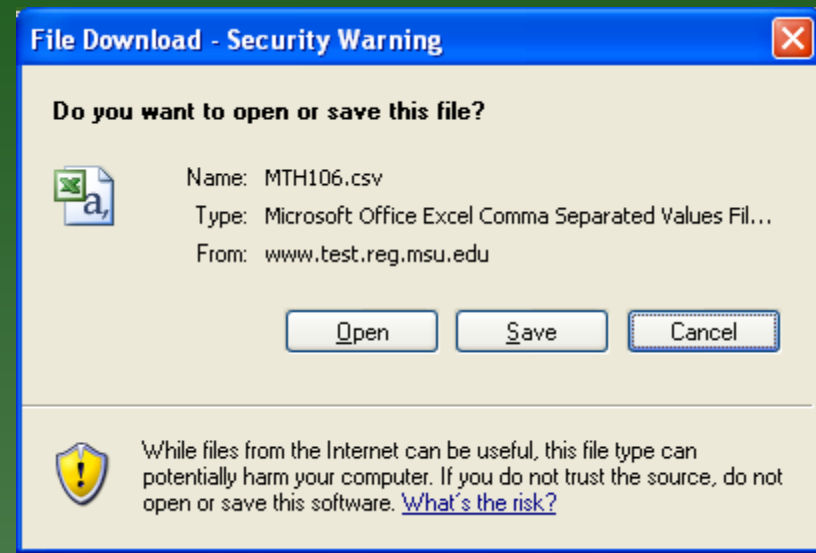


RO Instructor Systems

Class Lists

- Download

- Typical file download
- Option to 'Open' or 'Save'





RO Instructor Systems

Term	Subj_Code	Crse_Code	Sctn_Code	Sctn_Id	Course_Tit	Instructor	PID	Student_N	MSUNet	Honor	Student_L	Class_Coc	Primary_M	Credit	Grade
SS05	MTH	106	1	711610	Significan	Instructor	A0000000	Student, A	stu001		UN	3	CRIM JUS	3	
SS05	MTH	106	1	711610	Significan	Instructor	A0000000	Student, A	stu002		UN	4	INT S S-P	3	
SS05	MTH	106	1	711610	Significan	Instructor	A0000008	Student, N	stu084		UN	4	INTL REL	3	
SS05	MTH	106	1	711610	Significan	Instructor	A0000008	Student, N	stu085		UN	3	ENGLISH	3	
SS05	MTH	106	1	711610	Significan	Instructor	A0000008	Student, N	stu086		UN	4	CRIM JUS	3	
SS05	MTH	106	1	711610	Significan	Instructor	A0000008	Student, N	stu087		UN	3	ENGLISH	3	
SS05	MTH	106	1	711610	Significan	Instructor	A0000008	Student, N	stu088		UN	3	ENGLISH	3	
SS05	MTH	106	1	711610	Significan	Instructor	A0000008	Student, N	stu089		UN	3	POL SCI	3	
SS05	MTH	106	1	711610	Significan	Instructor	A0000009	Student, C	stu090		UN	1	ENGLISH	3	
SS05	MTH	106	1	711610	Significan	Instructor	A0000009	Student, P	stu091		UN	1	JOURNALI	3	
SS05	MTH	106	1	711610	Significan	Instructor	A0000009	Student, R	stu092		UN	1	NO PREF	3	
SS05	MTH	106	1	711610	Significan	Instructor	A0000009	Student, R	stu093		UN	1	CRIM JUS	3	
SS05	MTH	106	1	711610	Significan	Instructor	A0000009	Student, R	stu094		UN	1	NO PREF	3	
SS05	MTH	106	1	711610	Significan	Instructor	A0000009	Student, S	stu095		UN	2	INT DESIG	3	
SS05	MTH	106	2	711611	Significan	Instructor	A0000000	Student, A	stu003		UN	2	JOURNALI	3	
SS05	MTH	106	2	711611	Significan	Instructor	A0000000	Student, A	stu004		UN	1	NO PREF	3	
SS05	MTH	106	2	711611	Significan	Instructor	A0000000	Student, A	stu005	H	UN	1	ENGLISH	3	
SS05	MTH	106	2	711611	Significan	Instructor	A0000009	Student, S	stu096		UN	4	COMMUNI	3	
SS05	MTH	106	2	711611	Significan	Instructor	A0000009	Student, S	stu097		UN	4	CRIM JUS	3	
SS05	MTH	106	2	711611	Significan	Instructor	A0000009	Student, S	stu098		UN	4	JOURNALI	3	
SS05	MTH	106	2	711611	Significan	Instructor	A0000009	Student, S	stu099		UN	4	ANTHRPO	3	
SS05	MTH	106	2	711611	Significan	Instructor	A0000010	Student, S	stu100		UN	4	ART EDUC	3	
SS05	MTH	106	2	711611	Significan	Instructor	A0000010	Student, S	stu101		UN	1	NO PREF	3	
SS05	MTH	106	2	711611	Significan	Instructor	A0000010	Student, T	stu102		UN	3	SOC WOF	3	
SS05	MTH	106	2	711611	Significan	Instructor	A0000010	Student, T	stu103		UN	1	HISTORY	3	
SS05	MTH	106	2	711611	Significan	Instructor	A0000010	Student, T	stu104		UN	2	HISTORY	3	
SS05	MTH	106	2	711611	Significan	Instructor	A0000010	Student, V	stu105		UN	1	POL SCI	3	
SS05	MTH	106	2	711611	Significan	Instructor	A0000010	Student, V	stu106		UN	1	ZOOLOGY	3	
SS05	MTH	106	2	711611	Significan	Instructor	A0000010	Student, Z	stu107		UN	1	FRENCH	3	

Class Lists
Download

CSV
example

Instructor can
complete
'Grade' field
and upload
grades to the
system



RO Instructor Systems

Grade Reporting Form

- Traditional "Bubble" Sheet

Michigan State University Office of the Registrar Grade Reporting Form																					
Subject	Course	Section	Semester	Course Title																	
MTH	106	001	SS05	Significance of Mathematics																	
No	Name	PID	Lvl	Grade							If 0.0, did student complete course? (NR = No Record)	If no, last attendance date? (MM/DD/YY)									
When entering many grades at one time, remember to "Save for later" often (button below).																					
1	Student, Aaron	A00000001	UN	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	Student, Abigail	A00000002	UN	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	Student, Morgan	A00000084	UN	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	Student, Natalie	A00000085	UN	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13	Student, Ryan	A00000094	UN	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14	Student, Samantha	A00000095	UN	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Save for later						Submit final grades to Office of the Registrar															
Note: When submitting final grades, the system will automatically check for errors and allow you the opportunity to correct any problems before final submission.																					



RO Instructor Systems

Spartan Instructor 4/25/2005

Select Upload File Type

- Please select an upload file type.
- The upload file must *exactly* match the specifications below or the upload will fail.
- The first row of the upload file must be field names as specified below.
- Only sections belonging to the same course may be uploaded in the same file.
- Distinct courses must be uploaded separately.
- Click browse to select a file.
- Click upload to load the file.
- More information on upload specifications. [Click here!](#)

Upload File Type	Specifications
<input type="radio"/> CSV-Simple	Field Titles: Term, Subj_Code, Crse_Code, Sctn_Code, PID, Grade, Reason, Date Fields: Term(4), Subject(4), Course(5), Section(3), PID(9), Grade(3), Reason(3), Date(8) Sort Order: Subject, Course, Section, PID (All in ascending)
<input type="radio"/> Fixed Text	Field Titles: Term, Subj_Code, Crse_Code, Sctn_Code, PID, Grade, Reason, Date Fields: Term(4), Subject(4), Course(5), Section(3), PID(9), Grade(3), Reason(3), Date(8) Sort Order: Subject, Course, Section, PID (All in ascending)
<input checked="" type="radio"/> CSV-Classlist	Fields: Same as download file from the Instructor System Classlist . Sort Order: Subject, Course, Section, PID (All in ascending)

Instructor Access - Select Course/Section

Semester: SS05

Subject	Course	Section	Check section(s)
MTH	106	001	<input checked="" type="checkbox"/> Due: 5/4/2005 4AM
MTH	106	002	<input type="checkbox"/> Due: 5/4/2005 4AM
MTH	106	004	<input type="checkbox"/> Due: 5/4/2005 4AM
MTH	106	005	<input type="checkbox"/> Due: 5/4/2005 4AM
MTH	106	006	<input type="checkbox"/> Due: 5/4/2005 4AM
MTH	106	007	<input type="checkbox"/> Due: 5/4/2005 4AM
MTH	106	011	<input type="checkbox"/> Due: 5/4/2005 4AM
MTH	106	012	<input type="checkbox"/> Due: 5/4/2005 4AM

Upload File

C:\\My Documents\\MTH106.csv

Grade Upload

- 3 Formats
 - CSV-Simple (ANGEL)
 - Fixed Text
 - CSV – Class list



RO Instructor Systems

Grade Upload

- Fills in “Bubble” Sheet
- Error Checking
 - Extra/Missing Students
 - Supplied grade – valid option
 - Grades can be saved at any time, but cannot be “submitted” until all errors are cleared
 - Can ‘re-upload’ if needed
- “Save for Later” Option
- Upon submission, email verification to Instructor

Michigan State University Office of the Registrar Grade Reporting Form																
Subject	Course	Section	Semester	Course Title												
MTH	106	001	SS05	Significance of Mathematics												
No	Name	PID	Lvl	Grade						If 0.0, did student complete course? (NR = No Record)	If no, last attendance date? (MM/DD/YY)					
When entering many grades at one time, remember to "Save for later" often (button below).																
1	Student, Aaron	A00000001	UN	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Yes No NR	<input type="text"/>
2	Student, Abigail	A00000002	UN	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Yes No NR	<input type="text"/>
3		A00000080		Invalid student.												
4	Student, Morgan	A00000084	UN	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Yes No NR	<input type="text"/>
5	Student, Natalie	A00000085	UN	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Yes No NR	<input type="text"/>
6	Student, Nathan	A00000086	UN	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Yes No NR	<input type="text"/>
7	Student, Nicholas	A00000087	UN	Not found in your file please enter grade.						<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Yes No NR	<input type="text"/>		
8	Student, Nicole	A00000088	UN	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Yes No NR	<input type="text"/>
9	Student, Noah	A00000089	UN	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Yes No NR	<input type="text"/>



RO Instructor Systems

System Stat's

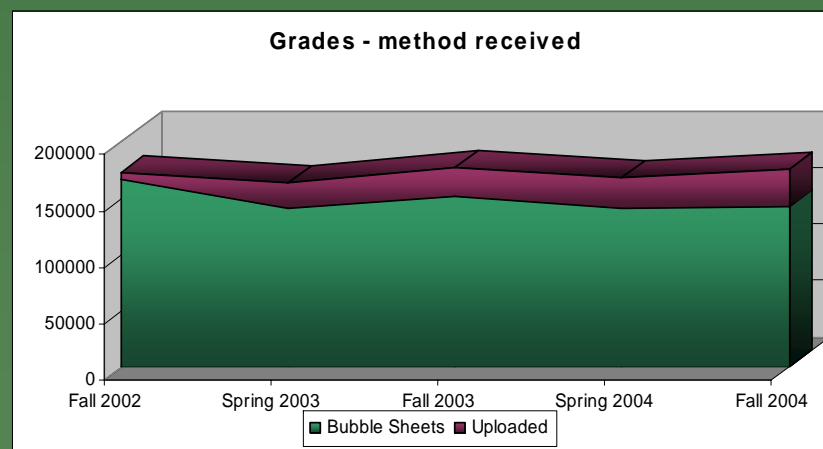
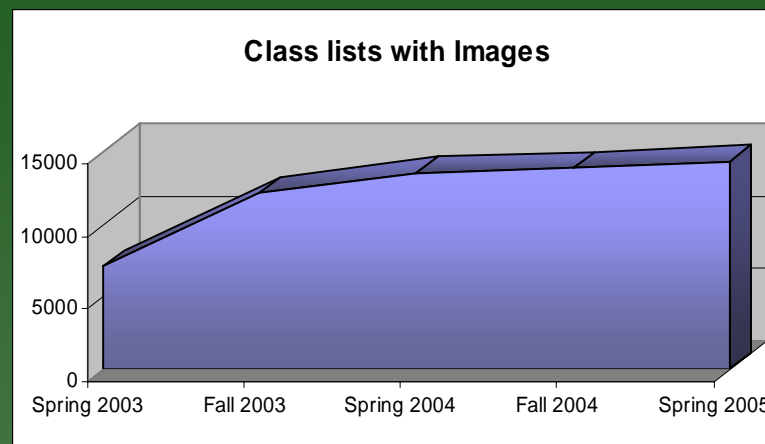
Average 10,000 Sections per Term (Fall/Spring only)

- **Class lists with Images, number of views**
 - 7,069 Spring 2003
 - 12,150 Fall 2003
 - 13,574 Spring 2004
 - 13,942 Fall 2004
 - 14,391 Spring 2005*
- **Exam Cover Sheets with Student Images**
 - 113 Fall 2004
 - 326 Spring 2005

Average 172,000 Grades Records per Term (Fall/Spring only)

- **Grades received via upload facility**
 - 3% Fall 2002 (pilot with 2 colleges)
 - 14% Spring 2003
 - 15% Fall 2003
 - 17% Spring 2004
 - 19 % Fall 2004

* Semester still in progress





MICHIGAN STATE
UNIVERSITY



Questions??

Michael T. Buchanon
Information Technologist
Academic Computing & Networking Services
buchanon@msu.edu

Kristin Schuette
Information Technologist
Office of the Registrar
schuett1@msu.edu