



# **FACULTY AND ADVISORS PORTAL SERVICES**

**<http://myut.utoledo.edu>**

## **Office of the Registrar**

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**Main Campus  
Rocket Hall, Room 1100  
419.530.4830**

**Health Science Campus  
Mulford Library, Room 114  
419.383.3600**

# FACULTY AND ADVISORS PORTAL SERVICES

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## Getting Started

### **Activate your UTAD Account:**

Each faculty member, staff member and students is provided with a UTAD account, which needs to be activated by the individual. If you have not yet activated your UTAD account, you must do so by going to <http://myutaccount.utoledo.edu> and following the steps on that page. If your UTAD account is activated, you may log into the UT Portal.

### **Log in to the UT Portal:**

To enter the portal type <http://myUT.utoledo.edu> in the browser address line or by selecting the myUT web portal link at the UT home page.

To log into the portal, enter your personal UTAD username, which is the same username used to turn on your office computer each day or to access UT email from home. If you do not remember this information, click on the Account Maintenance link on the portal login page or contact the service request line at ext. 2400.

### **Inside the Portal:**

The portal is organized by a series of tabs and channels. The tab names are positioned along the top of the page and tab assignment is directly related to your role at UT. Click on the Faculty & Advisor Tab to display the channels available for this role.

### **Teaching Toolkit:**

The channel displays links that will direct your search to the appropriate area for the information requested such as your Active Assignments, Detail Class List, Detail Schedule, Final or Midterm Grades, Registration Overrides, Summery Class List, Week at a Glance and more. Once inside the portal, remember to use the "RETURN TO MENU" link to display the Faculty Advisor Main Menu. Refer to the detailed information section in this manual regarding links and processes.

### **Advising Toolkit:**

The channel displays links that will direct your search to the appropriate area for the information requested such as your Student Information Menu, Academic Transcript, DARSWeb, Registration History, Student Address and Phones, Student E-mail Address, Student Schedule, View Holds, View Test Scores and more. Once inside the portal, remember to use the "RETURN TO MENU" link to display the Faculty Advisor Main Menu. Refer to the detailed information section in this manual regarding links and processes.

# INSIDE THE PORTAL - FACULTY MAIN MENU

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In the **Teaching Toolkit** section, there are quick links for easy access to areas within the portal. The **Faculty Main Menu** resides under **More Teaching Options**.

1. **Term Selection** allows you to select a term to be the default for the current portal session. This term will carry through until you are prompted to change it or you log out of the portal.
2. **CRN Selection** allows you to select one of your CRNs to be the default for your current portal session. This CRN will carry through until you are prompted to change it or you log out of the portal.

CRN – Course Reference Number – a unique identifying number assigned by Banner to each course section as it is created in each academic term.

3. **Student Information Menu** allows you to access detailed information about a specific student including address, phone number, student's schedule, academic transcript, test scores and holds. This is also where you will enter Registration Overrides.
4. **Week at a Glance** allows you to view your classes for a chosen week in a calendar grid format, including links to Detail Schedule Information.
5. **Detail Class List** allows you to view detailed information about your class list for a chosen term and CRN, including each student's name, registration status, program, major, etc. It also provides the ability to email individual students or the whole class.
6. **Summary Class List** allows you to view a concise class list for a chosen term and CRN that you are teaching, including each student's name, registration status, grades (if entered), etc. It also provides the ability to email individual students or the whole class.
7. **Final Grades** allows you to enter final grades during the open grading period.
8. **Registration Overrides** allows you to override a registration restriction for a course you are teaching so a particular student can enroll in that class via Portal Services. You can override prerequisites, corequisites, major and class restrictions, permission of the instructor, time conflicts and allow graduate students to enroll in an undergraduate course.
9. **Active Assignments** allows you to see your classes that have active students (meaning they have not been rolled to Academic History). The class syllabus and office hours may also be maintained there.
10. **Class Schedule** allows you to search the schedule of sections offered for a chosen term based on subject, attributes, meeting days and times, etc. This link is also available to the public directly from the Registrar's web page.  
Attributes – specific categories of courses, e.g. Core courses, distance learning courses, honors, etc.
11. **Course Catalog** allows you to search the catalog of courses in a chosen term based on subject, title, attributes, etc.
12. **Syllabus Information** allows you to maintain information, learning objectives, required materials and technical requirements for a course you are teaching. This information is then available to students through Student Portal Services.
13. **Office Hours** allows you to post your office hours for a chosen term and course. This information is then available to students through the portal.

# INSIDE THE PORTAL - ADVISOR MAIN MENU

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In the Advising Toolkit, there are quick links for easy access to areas within the portal. Accessing the link to Student Information Menu provides access to the following selections.

1. **Term Selection** allows you to select a term to be the default for the current portal session. This term will carry through until you are prompted to change it or you log out of the portal.
2. **ID Selection** allows you to select a student record. Enter the student Rocket number or search by Last Name First Name (full or partial). Note: When entering the student Rocket Number you must use a capitol R.
3. **General Student Information** allows you to access detailed information about a specific student such as student first and last term attended, status, and curriculum information
4. **Student Address and Phone** allows you to access detailed information about a specific student including address, and phone number.
5. **Student E-Mail Address** allows you to view detailed e-mail information. University business is conducted using the preferred University of Toledo e-mail account.
6. **Student Schedule** allows you to view a specific student class schedule for the selected term. Detailed information included total credit hours enrolled, course title, CRN, Assigned Instructor, and meeting times.
7. **Registration Overrides** allows you to view courses approved for registration override. You can view override prerequisites, co-requisites, major and class restrictions, permission of the instructor, time conflicts and allow graduate students to enroll in an undergraduate course.
8. **Academic Transcript** allows you view student transcript information. You may view the transcript for all or selected levels and select to view advising or unofficial transcript.
9. **Active Registrations** allows you to view student registrations for the selected term granting access to detailed class information. Click on the title of a specific course to view Registration Availability, number of Seats available, Cross List Seats, Base fees and Restrictions and Prerequisites. Also contains active links to View Catalog Entry and prerequisite course details.
10. **Registration History** allows you to view student registration for prior and current terms. Active links to detailed information regarding course information.
11. **View Test Scores** allows you to view specific student test scores.
12. **View Holds** allows you to view holds placed on a specific student with contact information.
13. **DARS web** allows you to generate a degree audit. Select Student ID and select options for Degree Program or What-If audit. You may print the current audit, view online or submit another DARS report. You may generate multiple audits and view up to 7 subsequent days.

# HOW TO VIEW YOUR CLASS LIST

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In the **Teaching Toolkit** section

1. Select **Summary Class List**.
2. Select the desired term from the drop-down list and select **Submit**.
3. Select the **CRN** of the course you wish to view. Only courses you are teaching will be available.
4. The roster will display in alphabetical order.
5. Use the scroll bar on the far right of the screen to view the complete list of students.
6. If you wish to view the class list of a different course, select **CRN Selection** at the bottom of the page, select a **CRN**, select **Summary Class List** and the roster will display.
7. If you wish to view other services, select **Return to Menu** in the upper right corner of the page.
8. When you are done using the Faculty Advisor Portal Services, close the browser window (do not click the Exit link – instead click the red X to close out of the window)

# COPY CLASS LIST INTO EXCEL

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In the **Teaching Toolkit** section

1. Select **Summary Class List** from the menu
2. At the bottom of the **Summary Class List**, click and hold the left mouse button just to the left of where you wish to begin copying information.
3. Still holding the left mouse button, drag up until all the desired information is highlighted.
4. To copy, you may either:
  - Right click the highlighted area and choose Copy; or
  - Press CTRL+C; or
  - Go to the menu bar under Edit and choose Copy
5. With an Excel session open, go to the desired beginning cell and either:
  - Right click and choose Paste; or
  - Press CTRL+V; or
  - Go to the menu bar under Edit and Choose Paste.
6. You will need to format the information by expanding columns and/or deleting undesired columns of information.  
If the data does not appear as you expect, click **Paste Options**  and select one of the following options:
  - **Keep Source Formatting** Makes no changes.
  - **Match Destination Formatting** Matches the existing cell formatting.
7. The hyperlinks for the student names, grades, and e-mail addresses will be copied into the spreadsheet. If you don't want the links, they will have to be disabled on the spreadsheet.
8. The hyperlink for emailing an individual student will work, but emailing the whole class will not work from Excel.

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## Deactivate several hyperlinks at once

- Type the number 1 in a blank cell, and right-click the cell.
- Click Copy on the shortcut menu.
- While pressing CTRL, select each hyperlink you want to deactivate.
- Click Paste Special on the Edit menu.
- Under Operation, click Multiply and then click OK.

# HOW TO ENTER REGISTRATION OVERRIDES

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In the **Teaching Toolkit** section

1. Select **Registration Overrides**.
2. Select the desired term from the drop-down list and select **Submit**.
3. You will be prompted to select a student. Enter the Rocket ID of the student for which you wish to apply an override. If you do not know the ID of the student, use the name query at the bottom of the page.
  - a. Do not change the Search Type default value of **All**.
  - b. Enter partial Last and First name if you are unsure of spelling.
4. Select the correct student from the drop-down menu if necessary and click **Submit**. You will be taken to the **Registration Overrides** page.
5. On the Registration Overrides page, **ONLY** courses for which you are listed as the **primary instructor** will appear in the drop down box. You are only allowed to assign permissions for those courses in which you are listed as the primary instructor.
6. From the Override drop-down menu, select the type of override you wish to apply. Your choices are:
  - a. **Allow to Add for Max Enroll** – This permit overrides the enrollment limit on a course (maximum number of students in a course).
  - b. **Requires Faculty Approval** – This permit allows a student to registers for a course that has been set-up to require faculty permission to enroll.
  - c. **Pre and Co requisite Override** – This waives prerequisite and corequisite course restrictions on a course. This is typically applied by an advisor.
  - d. **Allow to Add for Time Conflict** – This allows a student to register for a course whose time conflicts with another course on the student's schedule. This should be used with caution.
  - e. **Allow Access to Different Level** – Used to allow a graduate student to register for an undergraduate course.
7. From the Course drop-down menu, select the course for which you wish to apply the override. This menu will only contain the courses to which you are assigned as primary instructor for the term selected.
8. You may add more overrides for this student on the same screen by selecting from the drop-down menus on the second and third lines. Click **Submit**.
9. You will be prompted to confirm that you want to apply the override(s). Click Submit. Once you click Submit on this screen, the override can only be removed directly from within Banner by the Registrar's Office or another user authorized to access Internet Native Banner (INB).
10. The student must now go online and register for the course.
11. To enter a **Registration Override** for another student, Click the **Return to Menu** link at the top left of the screen. Click **ID Selection** from the menu to choose another student.
12. When you are done using the portal services, close the browser window (do not click the Exit link – instead click the red x to close out of the window)

# HOW TO SUBMIT MIDTERM GRADES

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Midterm grading is encouraged for all first year undergraduate students.

In the **Teaching Toolkit** section

1. Log in to the myUT Portal using your UTAD username and password.
2. Click the **Faculty and Advisor** tab.
3. From the Faculty Toolkit, select **Midterm Grades**.
4. Select the desired term from the drop-down list and select **Submit**.
5. Select the **Course Title and 5-digit CRN** of the course you wish to grade. Course Reference Number (CRN ) is the code number assigned when the course is created.

Your class roster will display in alphabetical order. For classes with more than 25 students, the list is divided into manageable groups of students called 'Record Sets'. You may select the 'Record Set' link on the top or bottom of the page to access the next Midterm Grade Worksheet of the class. Be sure to **Submit** after entering each set of grades and before selecting the next set.

6. Click in the "Grade" box to use the drop-down list of midterm grades appropriate for each student and select a grade by clicking on it. Do not enter grades of IN or PR.
7. Click in the Grade field for the next student. **Do not use the up or down arrow keys or the mouse scroll wheel, as this will change the grade selected.**
8. Enter a grade for each student on the roster. If the student has officially withdrawn, a 'W' will already appear in the grade field. **Do not remove or change the W grade.**

**Important:** If a grade of W does not appear and the student is no longer attending your course (but did attend at least once), use the **Last Attend Date** box to enter the date the student last attended. After submitting your midterm grades, the system will display an alert that the student has not withdrawn from the class. This does not indicate a system error however; you may wish to contact the student.

If the student stopped attending the course and the student never attended, enter the first day of the term in the **Last Attend Date** box and enter a 0 (zero) in the **Attend Hours** box. After submitting your midterm grades, the system will display an alert that the student has not withdrawn from the class. This does not indicate a system error however; you may wish to contact the student

9. When you are finished entering grades, select Submit. Look for the message "**The changes you made were saved successfully**" – this means the system has accepted your grades. Submitting grades also resets the time-out counter, which is initially set to 120 minutes.
10. To grade additional courses, select **RETURN TO MENU** at the top of the page. Select **CRN Selection** to choose the next course you wish to grade. You will return to the **Main Menu** where you should select **Midterm Grades**. Repeat steps 6-9.
11. When done using Portal Services, select **EXIT**. You should also close your internet browser to ensure security.



### **Additional Important Information**

- ◆ The only course sections that display in the **Select a CRN** box are those to which you have been assigned. If your class is not listed in the drop down box, have your departmental representative contact the Registrar's Office to update the record.
- ◆ If you need assistance with grading during normal business hours, call 419.530.4830 for help. You may also email [Registrar@utoledo.edu](mailto:Registrar@utoledo.edu).

# HOW TO SUBMIT FINAL GRADES

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University of Toledo faculty enters final grades through the myUT Portal (<http://myut.utoledo.edu>).

1. Log in to the myUT Portal using your UTAD username and password.
2. Click the **Faculty and Advisor** tab.
3. From the Faculty Toolkit, select **Final Grades**.
4. Select the desired term from the drop-down list and select **Submit**.
5. Select the **Course Title and 5-digit CRN** of the course you wish to grade. Course Reference Number (CRN ) is the code number assigned when the course is created. In our previous system, we referred to this as a Call number.

6. Your class roster will display in alphabetical order. Click in the "Grade" box for a list of grades appropriate for the course; select a student grade by clicking on it. You may tab to or click in the Grade field for the next student. **Do not use the up or down arrow keys or the mouse scroll wheel, as this will change the grade selected for the student.**

**NOTE:** The system displays a field for a **Last Attend Date** and **Attend Hours** however, this information is not required unless the student meets the criteria in step 7.

7. If the student has officially withdrawn, a 'W' will already appear in the grade field. **Do not remove or change the W grade.**

**To grade a student who never attended one class**, and if a grade of "W" does not appear, enter an F grade, enter first day of term date in the **Last Attend Date** and enter a 0 (zero) in the **Attend Hours** box.

**To grade a student who stopped attending your course**, if a grade of 'W' does not appear assign the appropriate grade the student earned, usually an F. Use the **Last Attend Date** box to enter the date the student last attended or the last date you have a record of any class participation. Leave the **Attend Hours** box blank.

8. Enter a grade for each student on the roster. For classes with more than 25 students, the class list is divided into manageable groups of students called "Record Sets". You may select the "Record Set" link on the top and bottom of the page to access the next Grade Worksheet for that class. Be sure to **SUBMIT** after entering each set of grades and before selecting the next set.
9. When you are finished entering grades, look for the message "**The changes you made were saved successfully**" – this means the system has accepted your grades. The system may display an alert that the student has not withdrawn from the class. This is not an indication of an error. Instead, it means the grades were saved however, one or more student who stopped attending failed to withdraw. Your grades have still been received. Submitting grades also resets the time out counter, which is initially set to 120 minutes.
10. To grade additional courses, select **RETURN TO MENU** at the top of the page. Select **CRN Selection** to choose the next course you wish to grade. You will return to the **Main Menu** where you should select **Final Grades**. Repeat steps 6-9.
11. **Were grades submitted correctly?** To view confirmed grades, scroll to the bottom of the grading page and select **Summary Class List** from the links along the bottom.
12. When done using Portal Services, select **EXIT**. You should also close your internet browser to ensure security.

## Additional Important Information

- **When can students see the grades you have submitted?** Students can view their grades online after grades are rolled from the Final Grade Worksheet to Academic History by the Registrar's Office. The process of rolling grades into Academic History is done nightly throughout the grading period.
- The only course sections that display in the **Select a CRN** box are those to which you have been assigned. If your class is not listed in the drop down box, have your departmental representative update your instructor assignment or contact the Registrar's Office.
- **Can grades be changed online?** You are free to change the grade of any of your students anytime during the end-of-term grading period until grades have been 'rolled' by the Registrar's Office. On the Final Grade Worksheet, if the value in the **Rolled** column is **Y**, that grade has been 'rolled to history' and cannot be changed online. Rolled grades can only be changed by submitting a paper Grade Change Form. The Grade Change form can be found on the Registrar's Website at <http://registrar.utoledo.edu/UTstaff/GradeChange.pdf>.
- **Need assistance with grading during normal business hours?**  
Phone the Registrar's Office at 419.530.4830 or by email to [registrar@utoledo.edu](mailto:registrar@utoledo.edu)
- The only courses (also called CRNs) that display in the **Select a CRN** box are those to which you have been assigned. If your class is not listed in the drop down box, have your departmental representative contact the Registrar's Office to update the record.