
Ranger Portal

Faculty Overview

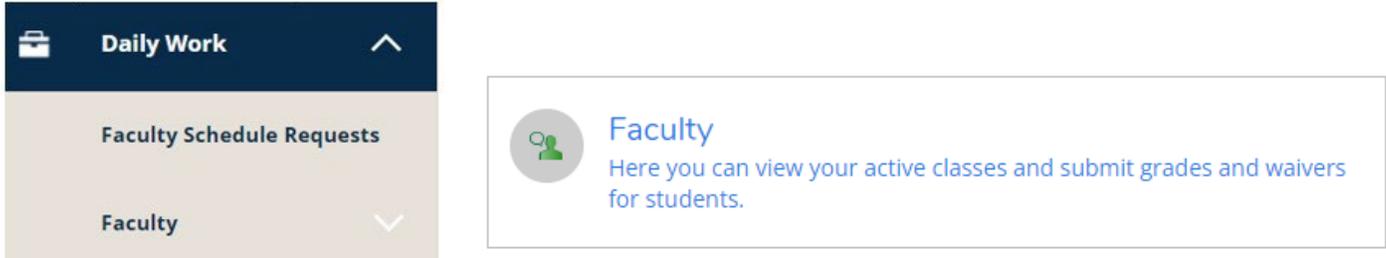
Including Rosters and Grading

Office of the Registrar

August, 2023 *ov*

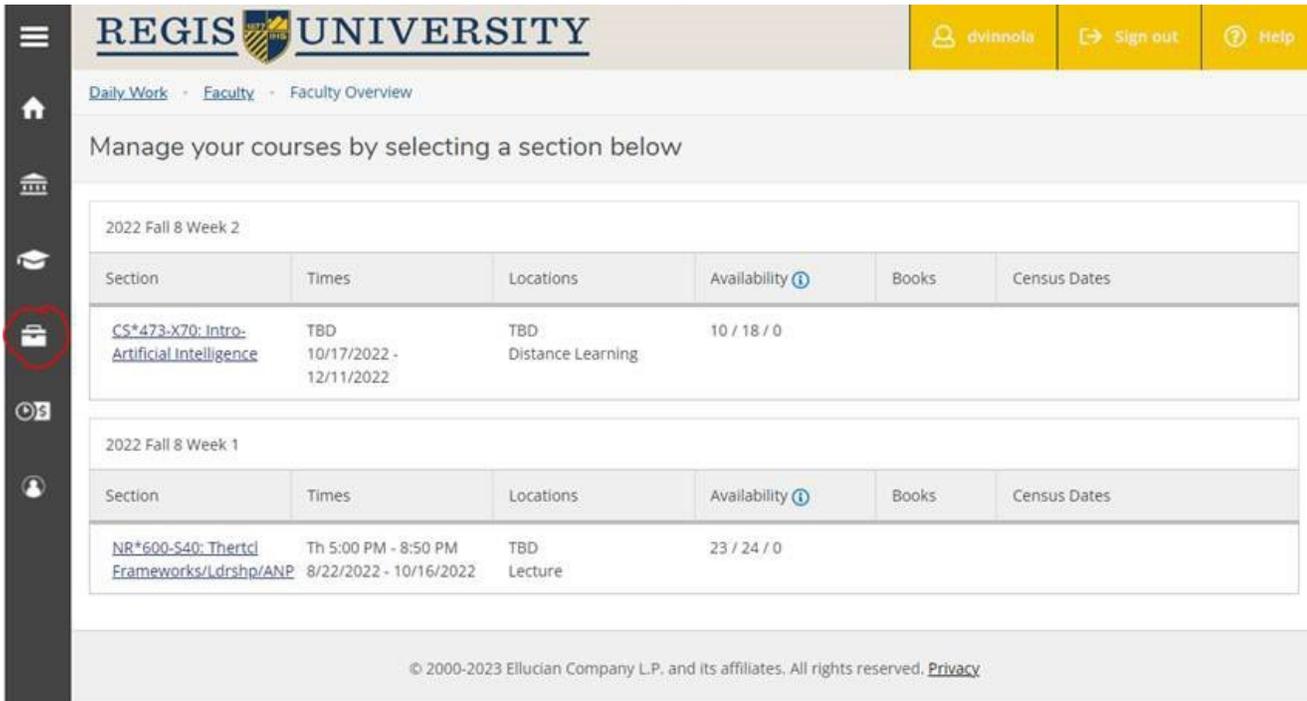
Faculty Overview

Faculty Menus may be accessed from the hamburger button at the top left side of the screen or from the home page:



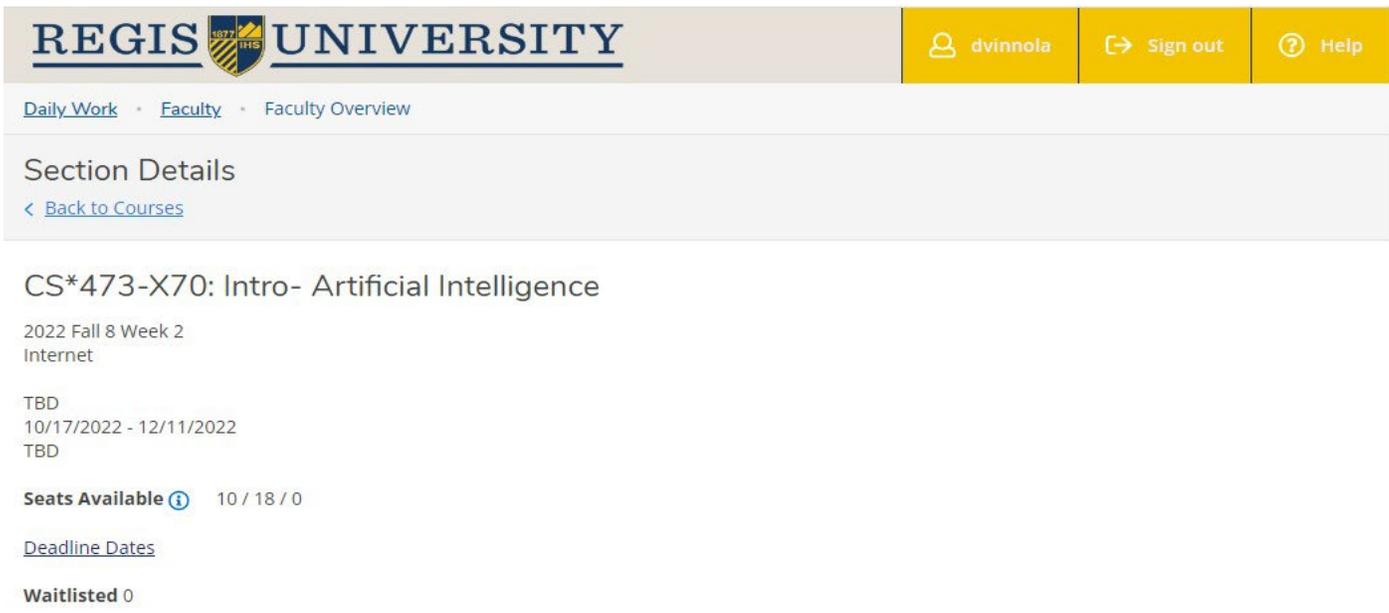
The image shows a dark blue sidebar menu on the left with the following items: 'Daily Work' (with a briefcase icon and an upward arrow), 'Faculty Schedule Requests', and 'Faculty' (with a downward arrow). To the right, a white box contains a circular profile icon with a person and a magnifying glass, followed by the text 'Faculty' and 'Here you can view your active classes and submit grades and waivers for students.'

This will display all course sections assigned to the Faculty member:



The screenshot shows the 'REGIS UNIVERSITY' header with a user profile 'dvinnola', 'Sign out', and 'Help' buttons. The breadcrumb trail is 'Daily Work > Faculty > Faculty Overview'. The main heading is 'Manage your courses by selecting a section below'. There are two course section tables. The first table is for '2022 Fall 8 Week 2' and contains one row for 'CS*473-X70: Intro- Artificial Intelligence' with times 'TBD', dates '10/17/2022 - 12/11/2022', location 'TBD Distance Learning', and availability '10 / 18 / 0'. The second table is for '2022 Fall 8 Week 1' and contains one row for 'NR*600-S40: Thertcl Frameworks/Ldrshp/ANP' with times 'Th 5:00 PM - 8:50 PM', dates '8/22/2022 - 10/16/2022', location 'TBD Lecture', and availability '23 / 24 / 0'. A footer note reads '© 2000-2023 Ellucian Company L.P. and its affiliates. All rights reserved. Privacy'.

Click on the course section for section details:



The screenshot shows the 'Section Details' page for 'CS*473-X70: Intro- Artificial Intelligence'. The header is the same as the previous screenshot. The breadcrumb trail is 'Daily Work > Faculty > Faculty Overview'. The page title is 'Section Details' with a 'Back to Courses' link. The course name is 'CS*473-X70: Intro- Artificial Intelligence'. Below it, the text reads '2022 Fall 8 Week 2' and 'Internet'. Further down, it says 'TBD', '10/17/2022 - 12/11/2022', and 'TBD'. The 'Seats Available' is '10 / 18 / 0'. There are links for 'Deadline Dates' and 'Waitlisted 0'.

Student Name	Student ID	Class Level	Preferred Email
 Ms. Josephine T. Cao	2930822	Junior	jcao002@regis.edu
 Mr. Timothy J. Higginbotham	2952244	Senior	thigginbotham001@regis.edu
 Ms. Nhi H. La	2919943	Junior	nla@regis.edu
 Mr. John M. Lim	2971416	Senior	jljm004@regis.edu
 Mr. Lincoln D. Lorscheider	2954381	Senior	llorscheider@regis.edu

Students may be emailed individually by clicking on the email address or by clicking  Email All



To export class roster to an excel spreadsheet, use the Export function to the upper right of the screen roster and save to desktop or files.

Additional Faculty Tabs:

Attendance is required for all International and VA (Veteran’s Administration) students who are in a classroom-based course.

Update All Select Date 10/13/2022 (Thursday) Export

Student	5:00 PM	Last Attendance Recorded	P	A	E	L
 Mrs. Andrea S. Martinez 0863016 	 Select Attendance Select Attendance Present Absent, no excuse Absent, excused Late	 9/22/2022	1	0	0	0

At this time, Regis does not use Census data from the Ranger Portal.

Grades are posted to Ranger Portal similar to Web Advisor.

Click on a grading term (Midterm, for example), select the earned grade (Midterm, for example grade (A-F, P or N, and incompletes) from the dropdown. ***No need to save this page to successfully enter the grade.**

Overview Midterm 1

Student Name	Student ID	Never Attended	Last Date of Attendance	Midterm Grade	Class Level	Credits
 Ms. Josephine T. Cao	2930822	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Select Grade	Junior	3
 Mr. Timothy J. Higginbotham	2952244	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Select Grade	Senior	3
 Ms. Nhi H. La	2919943	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Select Grade	Junior	3
 Mr. John M. Lim	2971416	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Select Grade	Senior	3
 Mr. Lincoln D. Lorscheider	2954381	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Select Grade	Senior	3
 Ms. Aileen A. Ocampo	2952904	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Select Grade	Junior	3
 Mr. William Sung	2980823	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Select Grade	Junior	3
 Mr. Juan A. Torres Rodriguez	2770492	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Select Grade	Senior	3

The dropdown menu for the Midterm Grade column is open, showing the following options: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, IA-, IB, IB+, IC, IC-, IC+.

When entering a *final* grade... If inputting a grade of "F," the system will require entry of a last date of attendance for reporting purposes. Faculty may also check the "Never Attended" box if the student never attended courses. ***The grade will not save in the system if an "F" grade is not accompanied by a last date of attendance.**

Examples of Last Date of Attendance:

Mr. B's grade is an "F" and his last date of attendance was 6/15/2019 since that was the last date an assignment was received

Ms. C's grade is an "F" and her last date of attendance was 6/30/2019, as she attended all classes, but did not receive a passing grade

If inputting an incomplete grade, the system will require an expiration date. If the coursework is not completed and the grade is not updated by this date, the grade will revert to the earned grade. ***The grade will not save in the system if an incomplete grade is not accompanied by an expiration date.**

Roster

Attendance

Census

Grading

Books

Waitlist

At this time, Regis does not use Colleague for assigned course books and materials, please refer to the [Ranger Station Bookstore website](#).

Roster

Attendance

Census

Grading

Books

Waitlist

Waitlists are managed similar to WebAdvisor.

Questions regarding grading should be directed to The Office of the Registrar at 303-458-4126, option 2 or registrar@regis.edu.