iROAR Faculty Services Menu

After logging into iROAR, you will be at the Portal. Click on the Registration tab then on the iROAR button.

It will take you to the **Main Menu**. Click on the **Faculty Services** Menu option.

The **Faculty Services** menu will open.
iROAR provides faculty and staff members with the opportunity to look up and enter a variety of information regarding to students, courses, grades, overrides and other tasks. This document will walk you through the Faculty Services menu explaining the options available.

**Student Information Menu**

The first option, **Student Information Menu**, has an additional drop down menu and it assists faculty and staff members with looking up information regarding to students.

1. **Term Selection**: Use the drop down arrow to select a term and click Submit. iROAR will remember your choice until you log out or change to a different term.

2. **ID Selection**: enter the student's **ID number** in the first blank field or **Last** and/or **First Name** in the fields below and click **Submit**. If you do not know the exact name, use the % sign to replace any number of characters. You will use this option to change from one student to the next.
iROAR will search for the student. List of matches will open. Click the drop down arrow to see them all and select the student you wish to see. Then click **Submit** again.

The **Student Information Menu** will open again. You can click on any of the options once term and student have been selected.
3. **Student Information**: shows student’s basic academic and curriculum information.

4. **Student Address and Phones**: contact information provided by the student
5. **Student E-mail Address**: shows multiple emails but indicates which one is the preferred.

![Student E-mail Address](image1.png)

6. **Student Schedule**: shows the courses the student registered for one by one with all details of the sections.

![Student Schedule](image2.png)

7. **Registration Overrides**: is used only by Instructors to approve the student’s enrollment in a class with a restriction or conflict that prevents the student from registration. Please look up our training video titled “Providing Overrides Using iROAR” for more information!

![Registration Overrides](image3.png)
8. **Academic Transcript**: allows viewing of a student’s transcript. Choose **Transcript Level** and **Type**, then click on the **Display Transcript** button.

   ![Select the transcript level and transcript type.](image)

   Transcript will display:

   ![Transcript Data](image)

9. **Degree Evaluation**: another view of curriculum information

   ![Degree Evaluation](image)
10. **Active Registrations**: detailed information on courses the student registered for in the selected term.

![Active Registrations](image)

11. **Registration History**: shows all classes the student registered for in each term. iROAR history starts with fall 2013.

![Registration History](image)

12. **Advisee Listing**: is used by advisors only. Please look up the training video titled “Clearing Students for Registration” for more information about the process.

![Advisee Listing](image)
13. **View test Scores**: shows available test scores for students

![Test Scores](image)

14. **View Holds**: check to see if the student has any holds which would prevent her or him from registration.

![Administrative Holds](image)

15. **Concise Student Schedule**: a concise and detailed view of the student’s class schedule.
16. **Student Week at a Glance:** organizes student’s schedule in a timetable. Click Next or Previous Week to navigate through the term.

17. **Clear students for registration:** please watch our training video titled clearing students for registration for more information.

18. **View Transfer Credits:** shows transfer credits for students assigned to you. Enter ID number and click on **View Transfer Credits** to display them. Only the student’s assigned advisor will be allowed to view a student’s transfer work.
Faculty Services Menu

The Faculty Services Menu allows users to enter a CRN and see all information regarding that course such as enrollment, waitlist, assignments, section overview. It also shows the faculty’s schedule and this is also the place to go to enter and view grades and give students overrides.

1. **Term Selection**: allows you to select a default term for the remaining menu options.
2. **CRN Selection**: select the course for which you need information. If you are an instructor, click on **CRN Selection** to see a list of your courses from which you can select as appropriate. If you are a staff member, click on **CRN Selection**, enter the CRN for the section and click **Submit**. This allows you to see class roll, waitlist, and grades.

![Select a CRN](image)

3. **Faculty Detail Schedule**: gives an overview of the courses you are assigned to.

![Faculty Detail Schedule](image)

4. **Week at a Glance**: provides a graphic schedule of the classes you teach. This is the same view students have for their classes. Navigate by using the **Previous** and **Next Week** links to see more than just one given week. Since classes start mid-week, it is useful to go to the following week for a complete schedule.

![Week at a Glance](image)
5. **Detail Class List:** shows class enrollment; displays all available information student by student. There is an email button next to each student’s name that allows you to email each student.

6. **Summary Class List:** shows class enrollment; displays lists only the students’ name, ID Number, Registration Status, and Level. There is also an option to **Display Email List** that will provide a complete list if you wish to send a message to the entire class.

7. **Detail Wait List:** lists all students on a section’s waitlist one by one
8. **Summary Wait List**: lists all students on a section’s waitlist without detailed student information

![Summary Wait List](image1.png)

9. **Final Grades**: see the **Entering Final Grades** manual.

10. **Incomplete Grades Summary**: will list students who have been assigned an incomplete grade

11. **Registration Overrides**: Only instructors can use this feature in iROAR to provide a student with an override, and only for their own classes. For more information about the process, see our video entitled “Providing Overrides in iROAR.” Registration Coordinators must use INB to provide overrides. A video entitled “Providing Overrides in INB” is also available.

![Registration Overrides](image2.png)
12. **Active Assignments**: shows the details for CRNs that have active students enrolled.

13. **Assignment History**: shows all CRNs you are assigned to for a given term.

14. **Section Overview**: select a course to see a detailed overview of a variety of enrollment and course details.

15. **Course Catalog**: is an electronic version of the printed catalog and shows course title, description, level, schedule type, department, and course attributes.
16. **Syllabus Information:** You can add the syllabus to each of your sections. Once it is added, students will be able to see the syllabus under Class Schedule.

![Syllabus Information Image]

17. **Office Hours:** See office hours for a section you selected earlier or add office hours for students to see under Active registration.

![Office Hours Image]

18. **Advisee Grade Summary:** shows grades for all students assigned to you as an advisor.

![Advisee Grade Summary Image]
19. **Faculty Grade Summary**: displays grades for all students in the class you selected in the CRN Selection option.

20. **Section Migration**: This tool is only available to registration coordinators. It provides assistance when sections need to be moved.

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**Section Migration Analysis**

This application pulls information from Clemson’s student system and performs analyses about the suitability of opening a new class section at various times. It does this by considering the schedules of students in existing sections and the wait list that might be placed in the new course section.

**Section Migration Assist Tool**

This application pulls information and alters student schedules on the university student system. It is designed to assist department chairs or administrators in moving students from one class section to another. Analyses are performed on the class schedule of the students to avoid schedule conflicts in the section change.

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**NOTES**