

Instructor Tutorials

Request a Sign-In ID and Password

If you do not currently have a sign-in and password (also referred to as PRISM ID) to log-in to PRISM, you will need to complete a PRISM Authorization Form. This form is available from your campus Student Services Office.

- Read the FERPA statement on the form.
- Complete and sign the top section of the PRISM Authorization Form.
- Return it to your campus Student Services Office.
- Your sign-in ID and initial password will be sent to you via e-mail.

Faculty Center Teaching Schedule

Log in to PRISM

Click on **Self Service- Faculty Center**

1. **Select Term** - defaults to current term, to view past or future term use drop down menu

2. **My Teaching Schedule:**

View Options- click to view

Show All Classes – lists class, name, days and times, location, class dates, # enrolled

Only Classes with Enrollment – same as above but only classes with enrolled students

Show Weekly Schedule – schedule in weekly format

Choose display options: am/pm, instructor role, class title, days of week.

Note: click refresh whenever an option is changed.



Gradebook and



Learning Management System are not used.


Class Roster

Log in to PRISM

Click on **Self Service- Faculty Center**

1. **Select Term** - defaults to current term, to view past or future term use drop down menu

2. **My Teaching Schedule** – click on **Show all classes option**

3. Click  to view class roster

4. **Enrollment Status** – defaults to enrolled, use dropdown menu to choose:

- all (includes enrolled, dropped)
- dropped
- waiting (not used)
- enrolled

5. **Student Report** – includes total students, enroll capacity

Student information:

ID

Name

Grade Type – graded, audit, pass/fail

Program and Plan- degree seeking, Youth Options, Special student

Level

Print Roster

1. Click printer Friendly Version button on Student Report
2. On top bar, click File and print


Grade Roster

Log in to PRISM

Click on Self Service- Faculty Center

1. **Select Term** - defaults to current term, to view past or future term use drop down menu
2. **My Teaching Schedule** – click on **Show all classes option**

Step 1: Not Reviewed Stage-initial entering of grades

1. Click  to view grade roster
2. **Grade Roster Type** – choose midterms or final grade
3. **Approval Status** – choose **not reviewed** from drop down menu.
4. **Options:**
 - Access to All Values** – options to use for all students, defaults to blank, leave blank if not applicable
 - **Add this Grade to all students** – use if all students have the same grade, use drop down menu for grade values
5. **Roster Grade** – enter grades for each student, use the drop down menu to select grade
Grade Options:

| | | |
|----|-----|----------------------------------|
| A | *F1 | F12 |
| A- | F2 | F13 |
| B+ | F3 | F14 |
| B | F4 | F15 |
| B- | F5 | I-incomplete |
| C+ | F6 | R- repeat |
| C | F7 | S -satisfactory |
| C- | F8 | U-unsatisfactory |
| D+ | F9 | CO- audited course complete |
| D | F10 | IA -audited course not completed |
| D- | F11 | |

* Note: When reporting a grade of 'F,' the instructor will also report a number corresponding to the student's "week of last participation" in the course. This is the last week of the term for which there is documented evidence of the student's participation in the course. (Ex. F3- student last participated the 3rd week of the semester.) On official transcripts, only the mark 'F' will be reflected. The numeral for "week of last participation" will be reflected on internal, unofficial transcripts and grade reports only.


6. **Click Save** – save your grades often, at this point you do not need to enter grades for all students and can return to the page to continue adding or changing grades.

Note: If Save is successful a message appears in the box below the roster.

When returning to enter additional grades

Display Unassigned Roster Grade Only – check box to show students without any grades entered

Step 2: Approved Stage-final approval of grades

1. Click  to view grade roster
2. **Grade Roster Type** – choose midterms or final grade

3. **Approval Status** – choose **approved** from drop down menu.
4. **Optional: Access to All Values** – options to use for all students, defaults to blank, leave blank if not applicable
 - a. **Add this Grade to all students** – use if all students have the same grade, use drop down menu for grade values
 - b. **Add this requirement designation to all students** – use if all students have the same requirement, use drop down menu to choose – satisfied or not satisfied
5. **Roster Grade – enter grades for each student**, use the drop down menu to select grade.
Note: All students must have a grade from the drop down menu
6. **Check grades for accuracy, after grades are saved in the final step they cannot be changed by you through self service**
7. **Click Save** – grades are final, approved and cannot be changed unless you contact Student Services

Class Search/Browse Catalog

Log in to PRISM

Click on Self Service- Class Search/Browse Catalog

Class Search

1. **Institution** – defaults to UW Colleges
2. **Term** – defaults to current term, to view and choose other terms use drop down menu
3. **Search for Classes** – check to view individual classes
4. **Click Go**
5. **Class Search Criteria** – choose at least 2 search criteria
 - **Course Subject** – use drop down to find subject
 - **Course number** – use drop down to choose criteria
 - **Course Career** – defaults to undergraduate
 - **Show Open Classes Only** –defaults
 - **(Show Open Entry/Exit Classes Only – is this staying in?)**
6. **Additional Search Criteria – narrows the search further**
 - Meeting times
 - Days of Week
 - Instructor
 - Class Number
 - Course Component
 - Session
 - Mode of Instruction
 - Location
7. **Change institution or term** – click to change term only
8. **Clear Criteria** – click to clear form
9. **Search** – click to begin search
10. **Course Subject – use drop down menu to**

Browse Catalog

1. **Institution** – defaults to UW Colleges
 2. **Term** defaults to current term, to view other terms use drop down menu
 3. **Browse Catalog** – check to view individual classes
 4. **Click Go**
- Shows all courses offered in the UW Colleges Catalog in alphabetical order**
5. **Show** – click either all courses or courses with sections offered
 6. **Change Institution or Term** – click to change term only

7. **List of courses with:**

- **Course number**
- **Description** – click to show detail of credits, component, attributes and description
- **View class sections** – clicks to show courses on individual campuses with times, dates etc.