Faculty Guide for BlazerNET

Registration, Class Rosters,

and Grade Submission
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Log in to BlazerNET using your BlazerID and password. All the registration tools you will need can be found on the Faculty Resources tab in the Faculty Registration Tools Channel.

**Viewing the Class Schedule**

The online schedule is easily searchable by a number of different criteria.

**Steps:**

- Log in to BlazerNET using your BlazerID and strong password.
- Click on the Faculty Resources tab.
- Go to the Faculty Registration Tools Channel.
- Select a term to view the schedule.

A screen similar to what is shown below should display. This part of the screen allows you to search the class schedule by **Subject**, **Course Number**, **Course Title**, **Schedule Type** (Clinic, Lab, Lecture, etc...), **Course Level** (Graduate, Undergraduate, etc...), **Credit Range**, etc...
Instructor, Session, Start and End Times and Days. You can filter or expand your search results by using selecting the different search options. Note that Subject is the only required choice.

Select Class Search.
Viewing your Teaching Schedule

Steps:

- Log in to BlazerNET using your BlazerID and strong password.
- Click on the Faculty Resources tab.
- Go to the Banner Self-Service Channel.

Expand the Banner Self-Service and Faculty and Advisors folders by clicking on the folder icon. Then select Faculty Detail Schedule.
• If you are prompted to the following screen below, then select a term from the drop-down list and click Submit.

![Select Term](image)

• A screen similar to what is shown below should display. This screen shows your current detail schedule including location and time. (Note that most room assignments are made about 2 weeks prior to the beginning of the term.)

![Faculty Detail Schedule](image)
Viewing your Class Rosters

Class rosters will no longer be distributed by the Office of Registration and Academic Records. Instead, you can access them easily in BlazerNET or request that administrative personnel in your department print them for you using a BlazerNET tool called Report Viewer.

Steps:

- Log in to BlazerNET using your BlazerID and strong password.
- Click on the Faculty Resources tab.
- Go to the Faculty Registration Tools Channel.

- Select Class Roster.
• A screen similar to what is shown below will display. This screen shows your current class roster of students and their current status in the class (i.e. registered, withdrawn, etc...)

• You can also click on the student's name and get contact information on the student or Enter Grades from here as well (if enabled).

• In addition to viewing the class roster from this screen, you can also see how many students are actually enrolled in your course.

<table>
<thead>
<tr>
<th>Record Number</th>
<th>Student Name</th>
<th>ID</th>
<th>Reg Status</th>
<th>Level</th>
<th>Credits</th>
<th>Final Grade</th>
<th>Grade Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Jones, Daniel W.</td>
<td>0001</td>
<td><strong>Registered</strong></td>
<td>Undergraduate</td>
<td>3.000</td>
<td>Enter</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Terry, Cynthia D.</td>
<td>0002</td>
<td><strong>Registered</strong></td>
<td>Undergraduate</td>
<td>3.000</td>
<td>Enter</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Terry, Jeremy A.</td>
<td>0003</td>
<td><strong>Registered</strong></td>
<td>Undergraduate</td>
<td>3.000</td>
<td>Enter</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Weiss, Thomas</td>
<td>0004</td>
<td><strong>Web Registered</strong></td>
<td>Undergraduate</td>
<td>3.000</td>
<td>Enter</td>
<td></td>
</tr>
</tbody>
</table>
Providing Registration Overrides

There are a number of reasons why you may choose to override a registration restriction and grant a student permission to enroll in your class.

- Prerequisite override
- Co-requisite override
- Classification override (e.g., permission for a junior to take a class open only to seniors)
- Duplicate course approval (e.g., permission to take two SOC 490s)
- Degree level override (e.g., permission for an undergrad to take a 600-level class)
- Linked courses (e.g., permission for a student to exclude one of the courses linked in a freshman learning community)
- Major restriction override (e.g., permission for a non-BY major to take a class open only to BY majors)
- School restriction approval (e.g., permission to a non-Engineering student to take an EGR class)
- Instructor/department approval (permission of instructor)
- Time conflict approval (e.g., permission to take 2 classes meeting at the same time)

While you may grant override permission by your signature on a registration or add/drop form, it is preferable to grant permission electronically in BlazerNET. Giving a student electronic permission will allow the student to complete the enrollment process online rather than in person in the Registrar’s office.

Associate deans in each school have identified administrative staff authorized to grant overrides. If you wish to have administrative assistance with overrides in BlazerNET, please consult the associate dean in your school for a list of those authorized staff.

Steps:

- Log in to BlazerNET using your BlazerID and strong password.
- Click on the Faculty Resources tab.
- Go to the Faculty Registration Tools Channel
  
  ![Faculty Registration Tools]

- Select Registration Overrides.
Select a term from the drop-down list and click Submit.

The next screen requires student information that you need to enter in order to grant the override. You can either type the BlazerID (BlazerID must be in all caps) of the student or you can search for the student by first and last name.

The example below shows how to search for the student you want to give the override.

You may enter:

1. The ID of the Student or Advisee you want to process, or
2. Partial names, a student search type, or a combination of both. Then select Submit.

Note: If you search by name, you must provide at least the last name of the student.

To maximize your search results, use the select All option.
• Press Submit.

• From the drop down list, select the student that you want to grant the override for then press Submit.

• From here, you can select a registration override (i.e. prerequisite override), and then select which course you are giving the override for. You can only grant an override for the classes you are scheduled to teach. Below shows an example of how to grant a prerequisite override.

• Press Submit to finalize your transaction.
Entering Grades

In order for grades to be available to students online on the date published in the Academic Calendar, you must submit them in BlazerNET by the grade submission deadline. Grades cannot be submitted by proxy in BlazerNET but must be submitted by the instructor of record.

Steps:

- Log in to BlazerNET using your BlazerID and strong password.
- Click on the Faculty Resources tab.
- Navigate to the Banner Self-Service Channel.
- Expand the Banner Self-Service and Faculty and Advisors folders. Then select Final Grades.
• Select your course that you want to assign grades to, then press Submit.

![Select a CRN]

• A screen similar to what is shown below should display. Each student who is currently registered in your class will display. Under the “Grade” header, select a grade (i.e. A, B, C, etc...) for each student you want to assign a grade for in the drop-down list.

• When you are finished, click the Submit button to save your changes.

![Submit]

Grades submitted on paper will be posted 24-48 hours after receipt in the Office of Registration and Academic Records; this delay may result in a large volume of calls coming to departmental offices. All original grades submitted on paper must appear on a Class Roster printed from BlazerNET and must be signed by the instructor, the department chair, and the dean or the dean’s representative. Grade changes should be submitted on grade change forms.
If You Need Assistance

For questions pertaining to this guide or for technical assistance navigating within BlazerNET, please contact the AskIT Helpdesk at ASKIT@uab.edu. For urgent issues, contact the Helpdesk by phone at 996-5555.

The AskIT Helpdesk is available to answer your questions during the following hours:
- Monday - Thursday, 6:30am - 11pm
- Friday, 6:30am - 10pm
- Saturday, 9:00am - 6pm
- Sunday, 1:30pm - 10pm

If you have specific questions related to registration or student records, please contact one of the following:
- Gredda Bailey (gbailey@uab.edu) 4-8152
- Daniel Jones (dwjones@uab.edu) 4-7259
- Suzanne Smith (smsmith@uab.edu) 4-8986
- Jennifer Snyder (harri021@uab.edu) 4-8979
- Cynthia Terry (cterry@uab.edu) 4-8112

Registration and Academic Records staff are available during regular office hours.