

# Faculty Guide for BlazerNET



*Registration, Class Rosters,  
and Grade Submission*

# 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

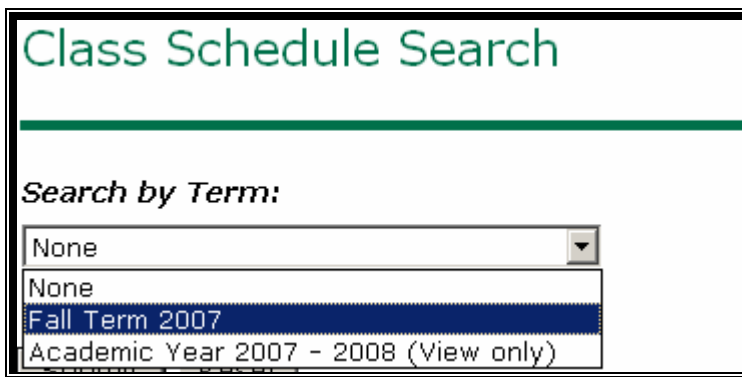
The online schedule is easily searchable by a number of different criteria.

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**,

**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.

<b>Subject:</b>	<input type="text" value="AAS-African American Studies"/> <input type="text" value="AC-Accounting"/> <input type="text" value="AEL-Area Educ Leadership"/>	
<b>Course Number:</b>	<input type="text"/>	
<b>Title:</b>	<input type="text"/>	
<b>Schedule Type:</b>	<input type="text" value="All"/> <input type="text" value="Clinic (Optometry use only)"/> <input type="text" value="Clinical"/>	
<b>Credit Range:</b>	<input type="text"/> hours to <input type="text"/> hours	
<b>Course Level:</b>	<input type="text" value="All"/> <input type="text" value="Dentistry"/> <input type="text" value="Graduate"/>	
<b>Part of Term:</b> Non-date based classes only	<input type="text" value="All"/> <input type="text" value="Dentistry 1st Year"/> <input type="text" value="Dentistry 2nd Year"/>	
<b>Instructor:</b>	<input type="text" value="All"/> <input type="text" value="Aban, Inmaculada"/> <input type="text" value="Abbott, Darrin R"/>	
<b>Session:</b>	<input type="text" value="All"/> <input type="text" value="Afternoon"/> <input type="text" value="Evening"/>	
<b>Attribute Type:</b>	<input type="text" value="All"/> <input type="text" value="Area I Written Composition"/> <input type="text" value="Area II American Literature"/>	
<b>Start Time:</b>	Hour <input type="text" value="00"/> Minute <input type="text" value="00"/> am/pm <input type="text" value="am"/>	
<b>End Time:</b>	Hour <input type="text" value="00"/> Minute <input type="text" value="00"/> am/pm <input type="text" value="am"/>	
<b>Days:</b>	<input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thur <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	



- Select Class Search.

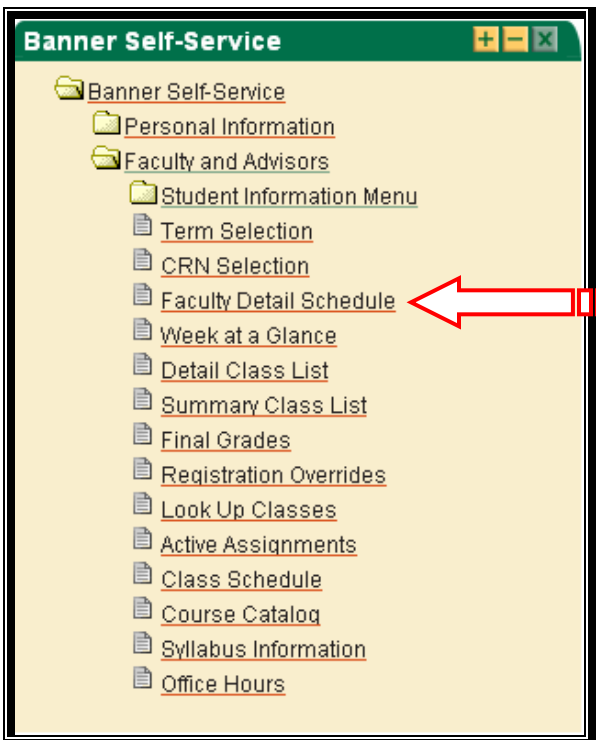
## Viewing your Teaching Schedule

### 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

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Select a Term: Fall Term 2007 ▼

- 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

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**Principles of Accounting II - 50314 - AC 201 - 2D**

<b>Status:</b>	Active/Available
<b>Available for Registration:</b>	Mar 13, 2007 - Dec 13, 2007
<b>College:</b>	Business
<b>Department:</b>	Accounting and Information Sys
<b>Part of Term:</b>	1
<b>Course Credits:</b>	3.000
<b>Course Levels:</b>	Undergraduate
<b>Campus:</b>	UAB Main Campus
<b>Override:</b>	No
<b>Syllabus:</b>	<a href="#">Add</a>
<b>Rosters:</b>	<a href="#">Classlist</a>
<b>Office Hours:</b>	<a href="#">Add</a>

*Enrollment Counts*

	Maximum	Actual	Remaining
<b>Enrollment:</b>	76	4	72
<b>Cross List:</b>	0	0	0

*Scheduled Meeting Times*

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	12:30 pm - 1:45 pm	TR	TBA	Aug 22, 2007 - Dec 13, 2007	Lecture	Sean Tomlinson (P)

## 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.

### Summary Class List

 An asterisk will appear next to the appropriate field if any of the following conditions exist: 1) The student has more than one major or department in his/her primary or secondary curriculum. 2) The student has a program, level, college, or degree in the secondary curriculum that is different from that in his/her primary curriculum.

If the word Confidential appears next to a student's name, the personal information is to be kept confidential.

**Course Information**  
**Marketing Research - MK 408 2D**  
**CRN:** 50316  
**Duration:** Aug 22, 2007 - Dec 13, 2007  
**Status:** Active/Available

**Enrollment Counts**

	Maximum	Actual	Remaining
Enrollment:	36	4	32
Cross List:	0	0	0

**Summary Class List**

Record Number	Student Name	ID	Reg Status	Level	Credits	Final	Grade Detail
1	Jones, Daniel W.		**Registered**	Undergraduate	3.000	Enter	
2	Terry, Cynthia D. Confidential		**Registered**	Undergraduate *	3.000	Enter	
3	Terry, Jeremy A.		**Registered**	Undergraduate	3.000	Enter	
4	Weiss, Thomas		**Web Registered**	Undergraduate	3.000	Enter	



## 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



- 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.



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

**Student and Advisee ID Selection**

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Select the Student or Advisee that you wish to process and choose Submit Name.

**Student or Advisee:** Terry, Cynthia D.

- 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.

**Registration Overrides**

**⚠ Confidential Information for Cynthia D. Terry**

*Registration Overrides*

Override	Course
Prerequisite Override	50314 - AC 201 2D
Classification Override	None
Corequisite Override	None
Degree Restriction Override	None
Duplicate Course Approval	
Degree Level Override	
Linked Courses	
Major Restriction Override	
Prerequisite Override	
School Restriction Approval	
Instructor/Department Approval	
Time Conflict Approval	

There are no current overrides for the selected student and term.



- Press Submit to finalize your transaction.

## Entering Grades

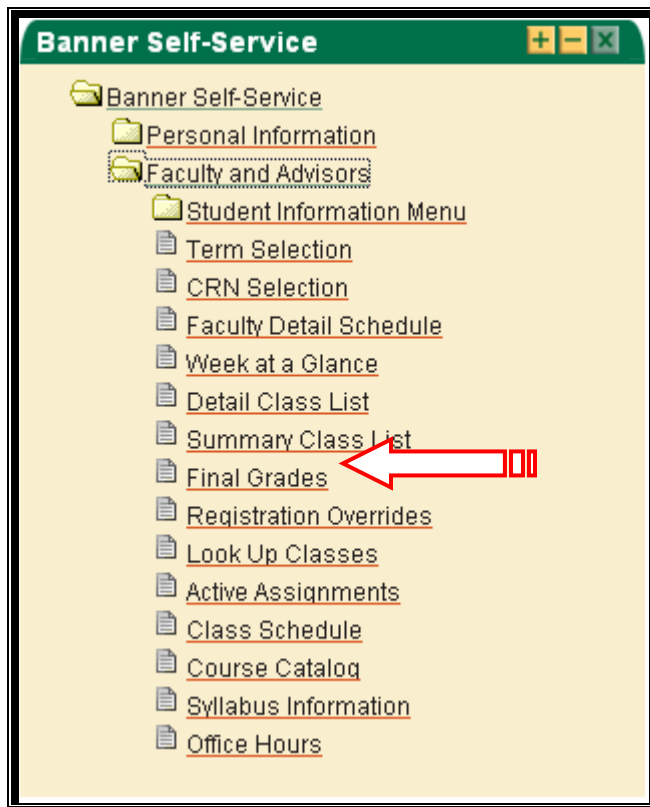
In order for grades to be available to students online on the date published in the Academic Calendar, you must submit them in BlazerNET by the grade submission deadline. Grades cannot be submitted by proxy in BlazerNET but must be submitted by the instructor of record.

### 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**.

- 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.

Enter final grades and last attendance date and hours. If Confidential appears next to a student's name, the personal information is kept confidential.

**Course Information**  
**Intro Differential Equations - MA 252 4B**  
 CRN: 50320  
 Students Registered: 3

Please submit the grades often. There is a 20 minute time limit starting at 12:40 am on Apr 27, 2007 for this page.

**Final Grades**

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	Jones, Daniel W.		3.000	**Registered** Apr 27, 2007	None	N			3
2	Terry, Cynthia D. Confidential		3.000	**Registered** Apr 27, 2007	None	N			1
3	Terry, Jeremy A.		3.000	**Registered** Apr 27, 2007	None	N			2

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](mailto: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](mailto:gbailey@uab.edu)) 4-8152

Daniel Jones ([dwjones@uab.edu](mailto:dwjones@uab.edu)) 4-7259

Suzanne Smith ([smsmith@uab.edu](mailto:smsmith@uab.edu)) 4-8986

Jennifer Snyder ([harri021@uab.edu](mailto:harri021@uab.edu)) 4-8979

Cynthia Terry ([cterry@uab.edu](mailto:cterry@uab.edu)) 4-8112

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