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# Faculty Course & Grade Info Landing Page

The screenshot shows the S3 Faculty Course & Grade Info landing page. At the top, there is a navigation bar with 'Prospect', 'Student', and 'Course' tabs, and a sub-navigation bar with 'Admission', 'Registrar', 'Student Accounts', 'Campus Life', and 'Config'. The main content area includes a welcome message, a list of actions users can perform, a detailed list of delivery modes, and a table of course sections. Green arrows highlight the semester drop-down menu, the delivery mode list, the 'Missing/Change of Grade Form' links, and the 'IPR' mode in the course section table.

**Faculty Course & Grade Info** for Kathleen Sloan for **Fall 2020**

Welcome to S3 Faculty Course & Grade Info  
S3 Faculty Course & Grade Info allows instructors to see the course-sections that they are assigned for each semester, and to retrieve relevant information about their course-sections.

On this page, you can:

- access your course-section roster(s)
- add, delete, and view a grade proxy
- download photo rosters
- download CSV roster file of your course-section rosters
- enter your grades (hold for later or process) during mid-semester and final grading periods
- obtain the Missing/Change of Grade form
- view delivery mode
  - Asynchronous Delivery (ASY) : Learning from pre-recorded material
  - Faculty-Student Same Location (FSS) : Faculty and Student are in the same physical location
  - In-person (rotation) + remote (IRR) : Uses a combined approach of remote technology and rotating in-person attendance (i.e., If a course meets on MW, some attend in-person on M and remotely on W, while others attend remotely on M and in-person on W). Students may choose to attend in-person or remotely during the course's scheduled meeting time.
  - In-person + remote (IPR) : Uses a combined approach of in-person attendance (such as in a classroom) and remote technology. Students may choose to attend in-person or remotely during the course's scheduled meeting time.
  - In-person only (IPO) : Delivered in-person (such as in a classroom). Students will be in the classroom during the course's scheduled meeting time.
  - Remote only (REO) : Delivered remotely via technology. Students will attend remotely during the course's scheduled meeting time.
  - Synchronous Delivery (SYN) : Real-time instruction using technology where faculty and student are separated from each other.

When you select the course-section, you will be directed to the course roster page on which you can also perform the same functions by selecting them under the gear tool toward the top right of the roster, and in addition, you can:

- email all or a portion of your registered students
- select and view your course waitlist
- select and view your course drops

Course Roster Guide  
Grade Upload Guide  
Final Exam Schedule

Missing/Change of Grade Form (printable version)  
Missing/Change of Grade Form (editable version)

1 course section found

<input type="checkbox"/>	COURSE	DEPT	TITLE	SEC	ACT	MAX	DAYS	BEGIN TIME	END TIME	BLDG/ ROOM	LOC	MODE	GRADE DUE DATE	INSTR/ PROX
<input type="checkbox"/>	01999	MIS	Dissertation Complete	A	0	200	TBA			TBA TBA	PIT	IPR	22 Oct 2020	

The **Faculty Course & Grade Info** landing page displays your semester course sections. On this page you may:

- Select from the drop-down near the top of the page to view available **prior and future semesters**.
- View various **course delivery mode abbreviations and descriptions**.
- View **Missing and Change Grade forms** by clicking the blue hyperlinks at the bottom of the page.
- View your **Course Roster** page by selecting either the blue hyperlinked course number or title (use the *Back to Faculty Information* link to return to the landing page).
- View **delivery modes for each of your course sections**. When the blue delivery mode text is clicked, a longer description will appear in a pop-out box (this information is also available on the **Course Section Details** page).

# Gear Wheel Options

**Faculty Course & Grade Info** for Kathleen Sloan for Fall 2020

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[Course Roster Guide](#)      [Missing/Change of Grade Form \(printable version\)](#)  
[Grade Upload Guide](#)      [Missing/Change of Grade Form \(editable version\)](#)  
[Final Exam Schedule](#)

1 course section found

COURSE	DEPT	TITLE	SEC	ACT	MAX	DAYS	BEGIN TIME	END TIME	BLDG/ ROOM	LOC	MODE	GRADE DUE DATE	INSTR/ PROX
<input type="checkbox"/>	01999	MIS	Dissertation Complete	A	0	200	TBA		TBA TBA	PIT	IPR	22 Oct 2020	

- Enter Grades
- Upload Grades
- Add Proxy
- Delete Proxy
- Download Photo Roster
- Download Roster CSV
- Enter Missing Grades

Use the **Gear Wheel** on the Faculty Course & Grade Info landing page to:

- Enter and upload grades (during grading period only).
- Enter missing grades (only available during the 30-day period after grading).
- Assign a grading proxy for your course section: all you need is the person's Andrew ID (see below).

**Add Proxy for 01999 - M, Summer 1/All 2014**

User ID:

Name:

If you do not know the User ID, please use the CMU ID number

# Course Roster Page

**Carnegie Mellon** | S3 ADMIN CONSOLE | Kathy Sloan 19 Jul 2020  
Permissions | Help | Feedback | Logout

Prospect Student **Course** Admission Registrar Student Accounts Campus Life Config

## 15213 - Introduction to Computer Systems

COLLEGE: School of Computer Science | DEPARTMENT: Computer Science | DEPARTMENT URL: <http://www.csd.cs.cmu.edu>

Summary Sections

Section Info  
Summary  
Roster  
Section Details  
Registration  
Course Reservations  
Waitlist Maintenance  
Course Drops  
Course Message  
Manage Prerequisites  
Manage Corequisites

Roster for semester: **Fall 2020** and section: **A**

INSTRUCTORS: Brandon Lucia, Brian Railing  
UNITS: 12 | TYPE: R | STUDENT(S): 18 | CROSS-LIST: 18213 A, 15213 A

MINI	ACTIVITY	REQUIRED	DAY	BEGIN	END	BLDG/ ROOM	MAX	CAP	ALLOCATE	SPECIAL	
No	F20	SECTION				TBD	20	24	Yes	No	
		1	M	10:40AM	11:30AM	TBD	TBD	20	24	Yes	No

  

LAST NAME	PREFERRED/FIRST NAME	USER ID	COL	DEPT	CLS	UNITS	GRD	OPA	MID-SEM	FINAL	TIME ZONE
							OPT	SCALE	GRADE	GRADE	
			SCS	CS	2	12.0	L	4			EST
			SCS	CS	2	12.0	L	4			EST
			SCS	CS	2	12.0	L	4			EST
			CFA	MUS	2	12.0	L	4			PST
			SCS	CS	2	12.0	L	4			EST
			SCS	SCS	2	12.0	L	4			EST
			SCS	CS	2	12.0	L	4			EST
			SCS	CS	2	12.0	L	4			EST
			CFA	ART	2	12.0	L	4			EST
			SCS	CS	2	12.0	L	4			EST
			SCS	CS	2	12.0	L	4			EST
			SCS	CS	2	12.0	L	4			EST
			DC	STA	3	12.0	L	4			EST

Time Zone  
Eastern Standard Time (GMT-5:00)

From the **Course Roster** page you may:

- Use the gear wheel to download **course photo rosters and rosters in CSV (comma separated) format**. CSV rosters include the default grade. (Note: you can also access rosters via the gear wheel on the Faculty Course & Grade Info landing page).
- **View course section times**: Course sections display in local time, so Pittsburgh courses will display in Pittsburgh time, Silicon Valley Courses will display in local California time, and Doha courses will display in local Qatar time.
- **View student time zones**. The Time Zone field, which has replaced the default grade field, displays the students' self-reported time zones. Click the three-letter abbreviation to view a description of the student's time zone. All time zones are in relation to Greenwich Mean Time (GMT).
- **Listen to student name recordings**. Click on the speaker icon next to a student's name to listen to a name recording. If a recording has not been provided, the speaker will appear gray.

## S3 Time Zones

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Code	Description
ACT	Australia Central Time (GMT + 9:30)
AET	Australia Eastern Time (GMT + 10:00)
AGT	Argentina Standard Time (GMT - 3:00)
ART	(Arabic) Egypt Standard Time (GMT + 2:00)
AST	Alaska Standard Time (GMT - 9:00)
BET	Brazil Eastern Time (GMT - 3:00)
BST	Bangladesh Standard Time (GMT + 6:00)
CAT	Central African Time (GMT - 1:00)
CNT	Canada Newfoundland Time (GMT - 3:30)
CST	Central Standard Time (GMT - 6:00)
CTT	China Taiwan Time (GMT + 8:00)

## S3 Time Zones

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Code	Description
EAT	Eastern African Time (GMT + 3:00)
ECT	European Central Time (GMT + 1:00)
EET	Eastern European Time (GMT + 2:00)
EST	Eastern Standard Time (GMT - 5:00)
GMT	Greenwich Mean Time
HST	Hawaii Standard Time (GMT - 10:00)
IET	Indiana Eastern Time (GMT - 5:00)
IST	India Standard Time (GMT + 5:30)
JST	Japan Standard Time (GMT + 9:00)
MET	Middle East Time (GMT + 3:30)
MIT	Midway Islands Time (GMT - 11:00)

## S3 Time Zones

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Code	Description
MST	Mountain Standard Time (GMT - 7:00)
NET	Near East Time (GMT + 4:00)
NST	New Zealand Standard Time (GMT + 12:00)
PLT	Pakistan Lahore Time (GMT + 5:00)
PNT	Phoenix Standard Time (GMT - 7:00)
PRT	Puerto Rico/US Virgin Islands Time (GMT - 4:00)
PST	Pacific Standard Time (GMT - 8:00)
SST	Solomon Standard Time (GMT + 11:00)
UTC	Universal Coordinated Time (GMT)
VST	Vietnam Standard Time (GMT + 7:00)



Thank you for your support of the Student Services Suite (S3).

If you need any assistance or have any questions regarding the S3 roster, please email [egrades@andrew.cmu.edu](mailto:egrades@andrew.cmu.edu).



Be sure to stay tuned to the [S3 Updates webpage](#) for release summaries, user documentation, training sessions, and more.



Follow [@CarnegieMellonS3](#) on Facebook and Instagram, or [@S3CMU](#) on Twitter, for news and updates!