

Faculty Self Service

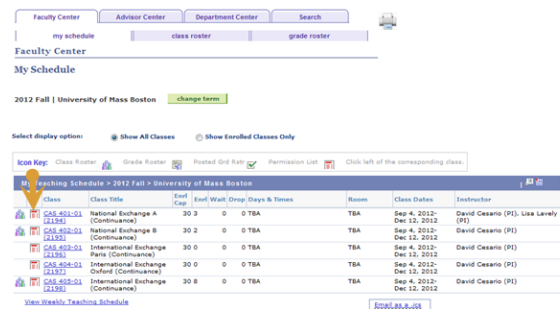
How to Log In

You will use your campus email user ID (firstname.lastname *only*) and password to log in to WISER.

1. Navigate to **wiser.umb.edu** or click on the **WISER** link at the top of the UMB home page. Bookmark this page.
2. Click the **Faculty Log-in** link.
3. Enter your **User ID (firstname.lastname)**.
4. Enter your campus email **Password**.
5. Click on the **Campus** drop-down and select **Boston**.
6. Click the **Sign In** button.

Access the Faculty Center

When you log in, the **my schedule** tab in the Faculty Center should be displayed. If necessary, click **Main Menu** at the top left. Then click **Self Service**, **Faculty Center**, and **My Schedule**. Your teaching schedule will be displayed.



FERPA

All information in a student's record in WISER is governed by the Family Educational Rights & Privacy Act of 1974. Please familiarize yourself with FERPA by clicking on the two FERPA links at the top right of the **my schedule** page of the Faculty Center.

Send Your Schedule to Your Calendar

Click the **iCalendar Help** link below your schedule and follow the instructions to send your schedule to your email or cell phone calendar.

The Class Roster

View a Class Roster:

1. In the **Faculty Center**, select **my schedule**.
2. If necessary, click the **change term** button and select the term you want to view.
3. Click the **Class Roster** icon (👤) next to the appropriate class. The Class Roster page opens



4. Class rosters default to a students chosen name. The chosen name may not match the student campus email address.
5. You can see the students pronouns next to their chosen name.

View Student Photos in the Class Roster

1. The **Select Display Option** above the list of students will default to **Link to Photos**.
2. Click the **Photo Icon** (👤) in a row on the roster to display a box containing that student's photo, if one is available, and related information.
3. Click **View All** to scroll through a list of student photos; click the **Link to Photos** radio button to return to the class roster grid.



Notify Students (Using Campus Email):

1. To email particular students, click the check box to the left of the student ID or, if you are viewing photos, to the right of the photo.
2. Scroll down the page.

3. Click the **notify selected students** or **notify all students** button. The Send Notification page opens.
4. Enter your message. You may also add attachments.
5. Click the **Send Notification** button.

Note: You may also email students from the grade roster and from the list of your advisees.

Print or Email the Roster:

Click the **Printer Friendly Version** link at the bottom right of the page.

Click **Email this roster** above and to the right of the roster, then click OK. The roster will be sent to your campus email.

Access Permission Numbers:

When you wish to allow a student to enroll in a class that is closed, give the student a "permission number."

1. Click the **Permission List** icon to the left of the class on **my schedule** or click the **Class Permission List** link on the **Class Roster** page.
2. Make a note of the permission number as you give it to a student, so that you do not give the same number to more than one student.
3. Please note: not all departments have access to permission numbers. If you have any questions about your departments policy on permission number please contact your college scheduler.

View Your Classroom:

Click on **Classroom Details** on the right of the class roster, above the list of names. You will be able to see a picture of the classroom, along with a detailed list of the contents of the room, including number of chairs and electronic equipment.

The Grade Roster

To Enter Final Grades

1. In the **Faculty Center**, select **my schedule**.
2. If necessary, click the **change term** button and select the term you want to view.
3. Click the **Grade Roster** icon (👤) next to a course. The icon will appear when the grade roster has been generated at the end of the semester for final grades.
4. The Grade Roster page opens.

- For each student click the dropdown in the **Roster Grade** column and select a midterm status or a final grade.
- As you enter grades, click the **Save** button frequently.


Note: You will not have access to enter an incomplete grade (INC). Submit signed INC contracts to get.records@umb.edu for processing. Also, you do not have to enter all grades at once. Just save the updates and come back later to enter more grades.

To Approve Grades:

- When you have entered a grade for every student, click **Save**.
- Click the **Approval Status** list and select **Approved**.
- Click the **Save** button.
- Click the **OK** button.

To Enter Mid-Term Progress Reports

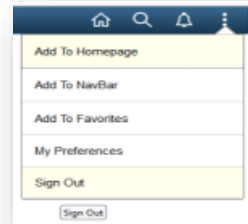
For a period during the first half of the semester, you will have the option of entering an unofficial mid-term progress report in order to identify at-risk students. The student will be able to view the status report in WISER Student Self Service. The student's advisor will also have access to the status report.

- In the **my schedule** tab, click the **Grade Roster** icon () next to a course.
- Make sure the **Grade Roster Type is Mid-Term Grade**.
- For each student, click on the **Roster Grade** dropdown and click on one of the following: **CAU (Caution); FAI (Failing); NA (Never Attended); SAT (Satisfactory)**.
- Click **Save** frequently. You do not need to enter a progress report for every student in one session.
- When you have finished entering progress reports, click **Save**.
- You will receive a confirming email.

- Click the **Advisor Center** tab at the top of the Faculty Center. The Advisor Center page opens with a list of students assigned to you.
- Click the **Other Links** tab at the top of the list to **remove an advising hold**.
- Click the **Student Center** link to access the academic and demographic data of a particular advisee. From the Student Center you can run transcripts and degree audits.
- To access data for a student who is not an advisee, click the **View Data for Other Students** button at the bottom of the list of advisees.
- Follow the Class Roster instructions to **email advisees** and **view their photos**.

How to Sign Out

Once you have completed your self-service transactions, do not simply close your web browser. Expand the menu under the 3 dot icon, click **Sign out**.



Help

For detailed instructions on all Faculty Self Service features, on the WISER home page click on **the WISER Help for Faculty** link.

Faculty Self Service Questions

Please contact Sarah Bartlett:
(sarah.bartlett@umb.edu; 617-287-5807)

Log On/Application Issues

If you are unable to log in, close your web browser, open a new one and clear the cache before trying again.

Please contact the IT Service Desk if you encounter any further problems logging in or viewing WISER pages:
itservicedesk@umb.edu; 617-287-5220.

University of Massachusetts
Boston



WISER
Faculty Self Service

wiser.umb.edu

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