



JENZABAR ONE

Accessing Course Rosters and Grade Entry

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Jenzabar One (J1) Course Rosters and Grade Entry

Logging into J1 Web

J1 Web Training Site: <https://testmyssu.shawnee.edu/J1Web>

Login with your SSU network username and password.

When a faculty member logs in, they will see the following on their J1Web Home Page.

The screenshot displays the Jenzabar One (J1) Home Page interface. At the top, there is a navigation bar with the Jenzabar logo and several utility links: Bookmarks, Page Pins, Recent, Messages (with a notification of 3), To Dos (with a notification of 84), and Calendar. The main content area is divided into several sections:

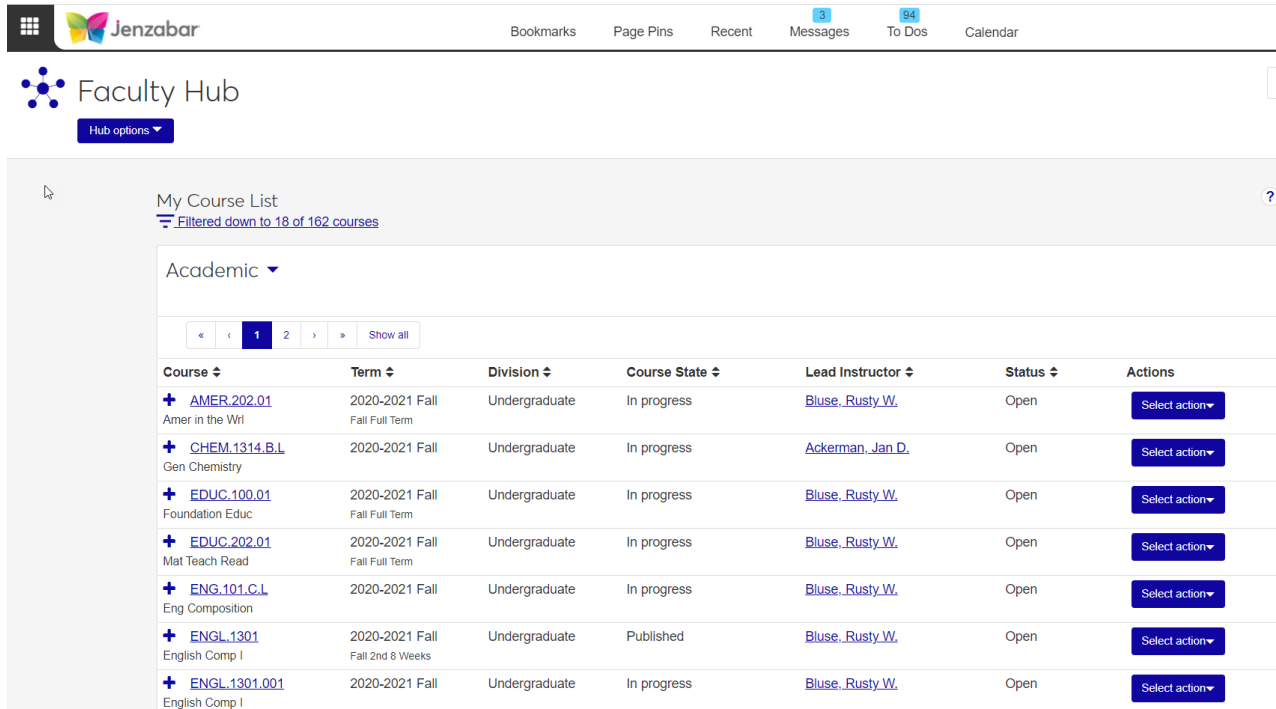
- Recent Messages:** A list of three unread messages from the system regarding final grade closing and opening for AMER.202.001 and ECON.201.001 courses.
- To Dos:** A list of tasks categorized into 'Upcoming' and 'Recently Assigned'. Tasks include final grade opening for EPOM.6001.01, EPOM.6002.01, and SPAN.101.01, with due dates over one week ago.
- My Calendar:** A calendar view for September 2020, showing no items for the current time period.
- Holds by Jenzabar Academic Advisor:** A table showing holds for an advisee named Elmer W. Fudd, including one registration hold and one registration warning.

Advisee	Issue	Needed Action
Elmer W. Fudd	1 registration hold 1 registration warning	View details

They will see any recent messages (which include the automated grade and census reporting messages), their tasks (To Dos – which also include the automated grade and census reporting tasks), their calendar which will show their course schedule, and if they are an academic advisor, they will also see which of their advisees have holds.

Accessing Course Rosters

They will then click on the hub (rubic's cube) in the upper left-hand corner and click on faculty and select "Manage My Course List." This will bring up the window below:



My Course List
[Filtered down to 18 of 162 courses](#)

Academic ▾

« < 1 2 > » Show all

Course ↕	Term ↕	Division ↕	Course State ↕	Lead Instructor ↕	Status ↕	Actions
+ AMER.202.01 Amer in the Wrl	2020-2021 Fall Fall Full Term	Undergraduate	In progress	Bluse, Rusty W.	Open	Select action ▾
+ CHEM.1314.B.L Gen Chemistry	2020-2021 Fall	Undergraduate	In progress	Ackerman, Jan D.	Open	Select action ▾
+ EDUC.100.01 Foundation Educ	2020-2021 Fall Fall Full Term	Undergraduate	In progress	Bluse, Rusty W.	Open	Select action ▾
+ EDUC.202.01 Mat Teach Read	2020-2021 Fall Fall Full Term	Undergraduate	In progress	Bluse, Rusty W.	Open	Select action ▾
+ ENG.101.C.L Eng Composition	2020-2021 Fall	Undergraduate	In progress	Bluse, Rusty W.	Open	Select action ▾
+ ENGL.1301 English Comp I	2020-2021 Fall Fall 2nd 8 Weeks	Undergraduate	Published	Bluse, Rusty W.	Open	Select action ▾
+ ENGL.1301.001 English Comp I	2020-2021 Fall	Undergraduate	In progress	Bluse, Rusty W.	Open	Select action ▾

This will bring in all of the courses they have access to view. This will include previous semesters as well. They can set filters on this list by clicking on the link under the My Course List to set filters.

Faculty Hub

Hub options

Recently Visited

More recent pages

Most Recent Today

My Course List - Faculty Hub

My Course List

Filtered down to 18 of 162 courses

Course Filter

Saved Filters

Active Courses

Edit

Reset filters Clear all

Keyword

Course State

Department

Division

Enrollment Status

Faculty

Location

Time Frame

Active Courses

Date Range

Term

Academic

1 2 Show all

Course	Term	Division	Course State	Lead Instructor	Status	Actions
+ AMER.202.01 Amer in the Wr Fall Full Term	2020-2021 Fall	Undergraduate	In progress	Bluse, Rusty W.	Open	Select action
+ CHEM.1314.B.1 Gen Chemistry	2020-2021 Fall	Undergraduate	In progress	Ackerman, Jan D.	Open	Select action
+ EDUC.100.01 Foundation Educ Fall Full Term	2020-2021 Fall	Undergraduate	In progress	Bluse, Rusty W.	Open	Select action
+ EDUC.202.01 Mat Teach Read Fall Full Term	2020-2021 Fall	Undergraduate	In progress	Bluse, Rusty W.	Open	Select action
+ ENG.101.C.1 Eng Composition	2020-2021 Fall	Undergraduate	In progress	Bluse, Rusty W.	Open	Select action
+ ENGL.1301 English Comp I Fall 2nd 8 Weeks	2020-2021 Fall	Undergraduate	Published	Bluse, Rusty W.	Open	Select action
+ ENGL.1301.001 English Comp I	2020-2021 Fall	Undergraduate	In progress	Bluse, Rusty W.	Open	Select action

In the Course Filter window, there are multiple options for searching for a specific course or all courses in a specific year and term. To add a filter, click on the radio button before the filter and select the value you wish to search for. An example of this would be to click on the time frame and then the term to select the year and term you wish to use as a filter.

- Department
- Division
- Enrollment Status
- Faculty
- Location
- Time Frame
 - Active Courses
 - Date Range
 - Term

i

Transcript Note Transcript Note

2021-2022 Fall First Term

2021-2022 Spring

2020-2021 Academic Year Fall First Term

Once you have the courses in the window you wish to work with, you can then click on the “select action” drop down on the far-right side of the course to pick one of these options.

Academic ▾

« < 1 2 > » Show all

Course ⇅	Term ⇅	Division ⇅	Course State ⇅	Lead Instructor ⇅	Status ⇅	Actions
+ AMER.202.01 Amer in the Wrld	2020-2021 Fall Fall Full Term	Undergraduate	In progress	Bluse, Rusty W.	Open	<div style="background-color: #0070c0; color: white; padding: 2px 5px; display: inline-block;">Select action ▾</div>
+ CHEM.1314.B.L Gen Chemistry	2020-2021 Fall	Undergraduate	In progress	Ackerman, Jan D.	Open	<div style="background-color: #0070c0; color: white; padding: 2px 5px; display: inline-block;">View roster</div> <div style="background-color: #0070c0; color: white; padding: 2px 5px; display: inline-block;">Manage attendance</div> <div style="background-color: #0070c0; color: white; padding: 2px 5px; display: inline-block;">Manage grades</div>
+ EDUC.100.01 Foundation Educ	2020-2021 Fall Fall Full Term	Undergraduate	In progress	Bluse, Rusty W.	Open	<div style="background-color: #0070c0; color: white; padding: 2px 5px; display: inline-block;">Select action ▾</div>

View Roster will allow you to view the roster of students in the course.

AMER.202.01
Amer in the Wrld
Term: 2020-2021 Fall Fall Full Term
Dates: 8/1/2020 - 12/31/2020
Faculty: [Elmer Wilbur Fudd](#) [More](#)

Section options ▾

Course Roster Sort by: Student ▾

1 filter applied
3 students displayed

Roster Filter ✕

Clear all Reset filters

Keyword

Athletics

Classification

Cross-Listed

Degree Period

Graduating Students

Major

Registration Status

Student ?

Viewing 1 to 3 of 3

Prev 1 ... Page 1 ... 1 Next Show all

Options ▾

<input type="checkbox"/> All	Student ▾	ID ▾	Status ▾	Classification ▾	Major	Actions
<input type="checkbox"/>	Bluse, PeeWee L.	510988	Registered	Freshman	Undeclared	Contact ▾
<input type="checkbox"/>	Hofstader, Penny	511015	Registered	None	Arts/Graphic Arts A.A.	Contact ▾
<input type="checkbox"/>	Wollowitz, Howie A.	511006	Registered	Freshman	Agriculture A.A.S.	Contact ▾

By clicking on the contact information, you are able to view the following information on your students.

Roster Filter ✕

Clear all Reset filters

Keyword

Athletics

Classification

Cross-Listed

Degree Period

Graduating Students

Major

Registration Status

Awaiting Approval

Awaiting Payment

Student ?

Viewing 1 to 3 of 3

Prev 1 ... Page 1 ... 1 Next Show all

Options ▾

<input type="checkbox"/> All	Student ▾	ID ▾	Status ▾	Classification ▾	Major	Actions
<input type="checkbox"/>	Bluse, PeeWee L.	510988	Registered	Freshman	Undeclared	Contact ▾
<input type="checkbox"/>	Hofstader, Penny	511015	Registered	None	Arts/Graphic Arts A.A.	Contact ▾
<input type="checkbox"/>	Wollowitz, Howie A.	511006	Registered	Freshman	Agriculture A.A.S.	Contact ▾

Prev 1 ... Page 1 ... 1 Next Show all

Can't receive messages
ladykiller@hotmail.com
(218) 339-0201 (mobile)

Faculty also have the ability to filter their roster in multiple ways including those students who are athletes (which pulls information from sports tracking), their classification, their major and if they are upcoming graduates (which uses the graduation stage information).

Grade Entry

Grade entry is also done in J1Web by selecting “Manage Grades” on the section hub of the course.

The screenshot shows the Jenzabar J1Web interface. At the top, there is a navigation bar with icons for Bookmarks, Page Pins, Recent, Messages (3), To Dos (94), and Calendar. Below this, the course information for AMER.202.01 is displayed, including the term (2020-2021 Fall), dates (8/1/2020 - 12/31/2020), and faculty (Elmer Wilbur Fudd). A "Section options" dropdown menu is visible.

The main content area shows the "Grade Entry for" window. It includes a dropdown menu for "Final Grade (Open through 9/15/2020)". Below this, there is a toolbar with buttons for Save, Undo, Redo, and Email selected students, along with a "Cancel unsaved changes" button. A message提示 suggests clicking the "Grading Type" column label to sort the list.

	Student	ID	Letter	Numeric	Comments	Remark	Narrative	Grading Type	Credits	Last Date of
1	<input type="checkbox"/> Bluse, PeeWee L.	510986	▼		Manage			Standard Grade Scale / Credit	3.00	
2	<input type="checkbox"/> Hofstader, Penny	511015	▼		Manage			Standard Grade Scale / Credit	3.00	
3	<input type="checkbox"/> Wollowitz, Howie A.	511006	▼		Manage			Standard Grade Scale / Credit	3.00	

Faculty will enter the required grades (which right now is only the letter grade for Shawnee State), by either entering the grade or using the drop-down box to select the grade. Once they have entered grades, they will click the save button and the grade will automatically be populated on the student course history information in the database. Faculty will be able to update graded and ungraded courses, they will also be able to come back into the window and make a grade change during the designated grading period for that year and term.

Managing Course Overrides (formerly known as course authorizations)

Designated faculty may also have the ability to do course overrides based on the course being full, the student not meeting the prerequisite, a course that requires authorization or a time conflict.

This is done in the faculty hub by selecting “Manage Course Overrides.”

Course Overrides Filter X

Saved Filters

Most Recent Overrides v

Edit

Repeat Filter Clear all

- SOCI.100.01 | 2019-2021 - Fall First Term
- SPAN.101.01 | 2018-2019 - Spring
- WCIV.102.01 | 2020-2021 Fall
- WCIV.102.01 | 2019-2020 - Fall First Term
- WCIV.102.02.L | 2020-2021 Fall

Date Entered

Entered By

Keyword

Reason

Status

Student

+ Create override

< 1 2 3 > Show all
Options v

	Course	Term	Student	Type	Status	Actions
<input type="checkbox"/>	+ ECON.322.01 Managerial Econ	Fall 2007-08	Bluse, William	Course Requisite	Granted	Select action v
<input type="checkbox"/>	+ ECON.322.01 Managerial Econ	Spring 2008	Bluse, William	Course Requisite	Granted	Select action v
<input type="checkbox"/>	+ ACTG.102.01 Accounting II	Fall 2008	Fudd, Elmer W.	Course Requisite	Granted	Select action v
<input type="checkbox"/>	+ ART.211.01 DRAWING I	Fall 2008	Bluse, William	Course Requisite	Granted	Select action v
<input type="checkbox"/>	+ PT.001.01 Papermaking	Fall 2008	Held, Bob J.	Course Full	Granted	Select action v
<input type="checkbox"/>	+ ACTG.102.01 Accounting II	Fall 2009 Fall - 1st 8 weeks	Fudd, Elmer W.	Course Requisite	Granted	Select action v
<input type="checkbox"/>	+ ACTG.100.03 Accounting I	2012-2013 Academic Year - Fall	Bluse, Susie	Schedule Conflict	Granted	Select action v
<input type="checkbox"/>	+ ACTG.101.01 Accounting I	2012-2013 Academic Year - Fall	Bluse, PeeWee L.	Schedule Conflict	Granted	Select action v
<input type="checkbox"/>	+ ACTG.101.01 Accounting I	2012-2013 Academic Year - Fall	Bluse, Susie	Course Requisite	Granted	Select action v

In the upper-right hand corner, the faculty member will click on the “Create Override” button to bring up the window below:

Create Override X

i When you receive a request from a student for a registration override, you may grant an override for the types that appear in the Type drop-down list.

Required *


Term *

2019-2020 - Fall First Term ✕


Course *

EDUC.100.01 ✕


Student *

Shelly Einstein Cooper 

Type *

Course Requisite (R) 

Reason *

Past Experience in Coursework 

Note

Grant

Select the course in the drop-down box, select the student, select the override type and the override reason. Then click the “Grant” button to assign the override. NOTE: THIS DOES NOT REGISTER THE STUDENT IN THE COURSE, THE STUDENT STILL NEEDS TO GO INTO MYSSU AND REGISTER.

Once the override is granted, the faculty member will see a window that allows them to send an automatic email to the student letting them know they have been granted the permission and to go and register for the course.

Override Granted

Do you want us to send an email informing the student that the override has been granted?

Yes, send email

No