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.

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:

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.

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.

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.

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

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

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.

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."

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

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