

Downloading Rosters

Daylight

Center for Teaching and Learning (CTL)

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Phone: 901.678.8888

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[Center for Teaching and Learning Website](#)

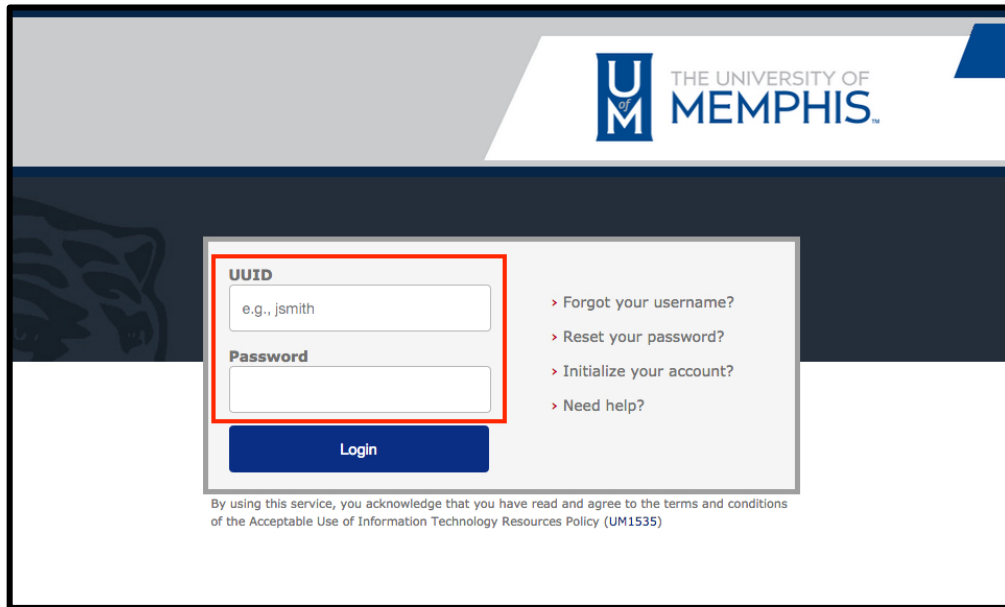
5/16/2018

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umTech & The Center for Teaching & Learning

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1. Go to [myMemphis](#) and enter your UUID and password (this is the same information you enter to access your campus email or umDrive).



THE UNIVERSITY OF
MEMPHIS

UUID
e.g., jsmith

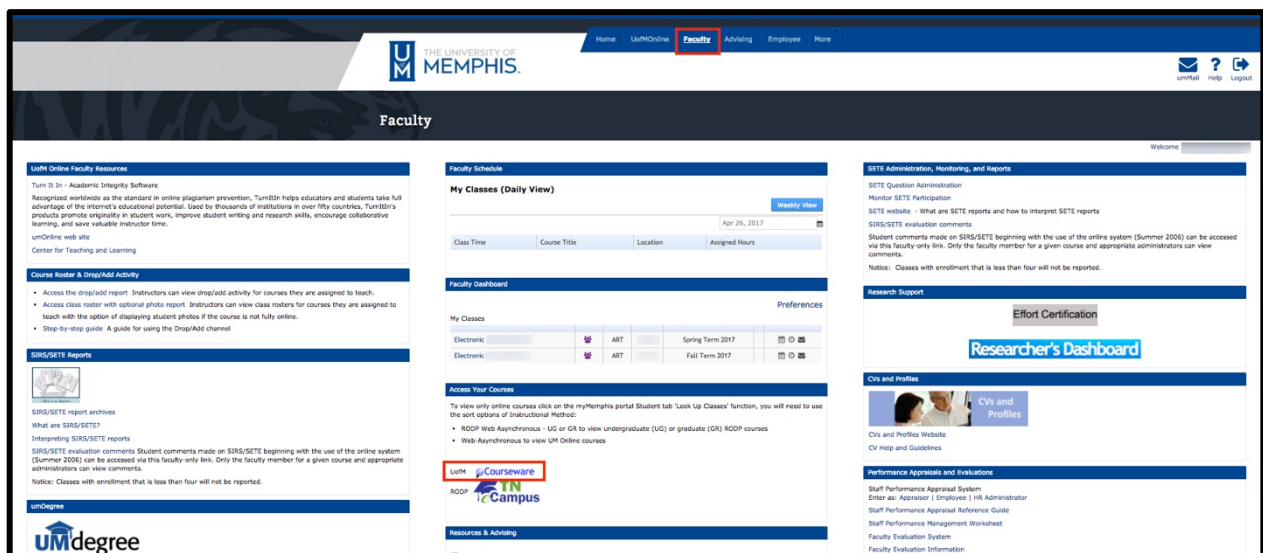
Password

Login

- > Forgot your username?
- > Reset your password?
- > Initialize your account?
- > Need help?

By using this service, you acknowledge that you have read and agree to the terms and conditions of the Acceptable Use of Information Technology Resources Policy (UM1535)

2. Select the Faculty Page, and then click the eCourseware logo. Your My Home page of eCourseware will display.



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MEMPHIS

Home LuminaOnline **Faculty** Advising Employees More

umMail Help Logout

Faculty

Welcome

Lumina Online Faculty Resources

Turn It In - Academic Integrity Software
Recognized worldwide as the standard in online plagiarism prevention, TurnItIn helps educators and students take full advantage of the internet's educational potential. Used by thousands of institutions in over fifty countries, TurnItIn's products promote integrity in student work, improve student writing and research skills, encourage collaborative learning, and save valuable instructor time.

umOnline web site
Center for Teaching and Learning

Course Roster & Drop/Add Activity

- Access the drop/add report. Instructors can view drop/add activity for courses they are assigned to teach.
- Access class roster with optional photo report. Instructors can view class rosters for courses they are assigned to teach with the option of displaying student photos if the course is not fully online.
- Step-by-step guide. A guide for using the Drop/Add channel.

SIRS/SETE Reports

SIRS/SETE report archives
What are SIRS/SETE?
Interpreting SIRS/SETE reports
SIRS/SETE evaluation comments Student comments made on SIRS/SETE beginning with the use of the online system (Summer 2006) can be accessed via this faculty-only link. Only the faculty member for a given course and appropriate administrators can view comments.
Notice: Classes with enrollment that is less than four will not be reported.

umDegree

Faculty Schedule

My Classes (Daily View)

Weekly View

Apr 26, 2017

Class Time	Course Title	Location	Assigned Hours
	Electronic	ART	Spring Term 2017
	Electronic	ART	Fall Term 2017

Faculty Dashboard

Preferences

My Classes

To view only online courses click on the myMemphis portal Student tab 'Look Up Classes' function, you will need to use the sort options of Instructional Method:

- ROOP Web Asynchronous - UG or GR to view undergraduate (UG) or graduate (GR) ROOP courses
- Web Asynchronous to view UM Online courses

Access Your Courses

Lumina eCourseware

ROOP
umCampus

SETE Administration, Monitoring, and Reports

SETE Question Administration
Monitor SETE Participation
SETE website - What are SETE reports and how to interpret SETE reports
SIRS/SETE evaluation comments
Student comments made on SIRS/SETE beginning with the use of the online system (Summer 2006) can be accessed via this faculty-only link. Only the faculty member for a given course and appropriate administrators can view comments.
Notice: Classes with enrollment that is less than four will not be reported.

Research Support

Effort Certification

Researcher's Dashboard

CVs and Profiles

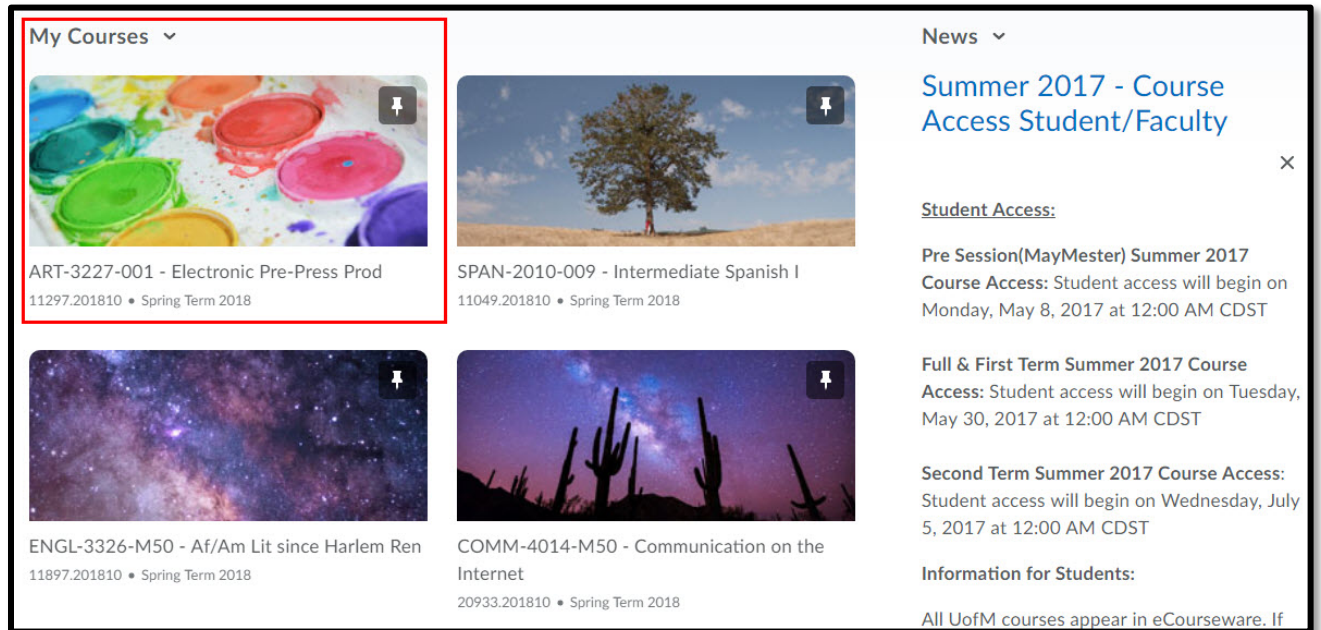
CVs and Profiles Website
CV Help and Guidelines

Performance Appraisals and Evaluations

Staff Performance Appraisal System
Enter as: Appraiser | Employee | HR Administrator
Staff Performance Appraisal Reference Guide
Staff Performance Management Worksheet
Faculty Evaluation System
Faculty Evaluation Information

- In the center column, under My Courses, you will see a list of all courses you are assigned to as faculty. You may need to scroll down to see the My Course area.

Note: Before each semester, Banner will automatically create a course shell for each offering in the catalog and populate the course with faculty and students (populations are updated nightly).



My Courses ▾

ART-3227-001 - Electronic Pre-Press Prod
11297.201810 • Spring Term 2018

SPAN-2010-009 - Intermediate Spanish I
11049.201810 • Spring Term 2018

ENGL-3326-M50 - Af/Am Lit since Harlem Ren
11897.201810 • Spring Term 2018

COMM-4014-M50 - Communication on the Internet
20933.201810 • Spring Term 2018

News ▾

[Summer 2017 - Course Access Student/Faculty](#)

Student Access:

Pre Session(MayMester) Summer 2017 Course Access: Student access will begin on Monday, May 8, 2017 at 12:00 AM CDST

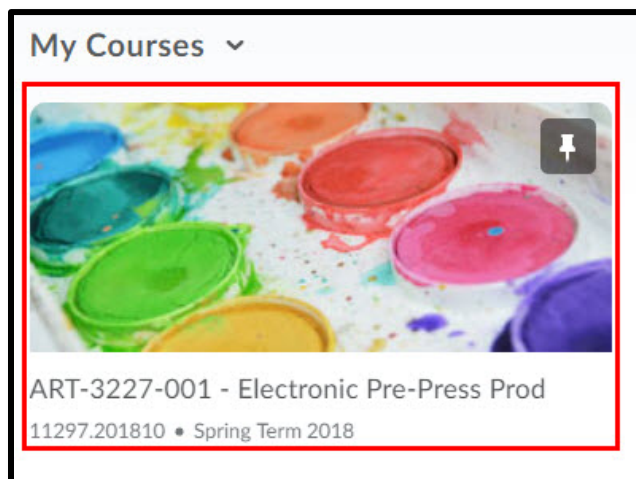
Full & First Term Summer 2017 Course Access: Student access will begin on Tuesday, May 30, 2017 at 12:00 AM CDST

Second Term Summer 2017 Course Access: Student access will begin on Wednesday, July 5, 2017 at 12:00 AM CDST

Information for Students:

All UofM courses appear in eCourseware. If

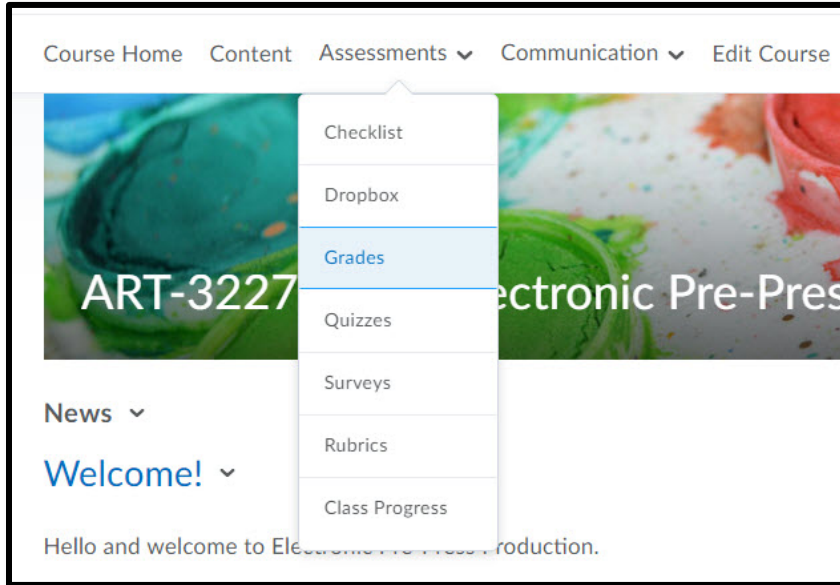
Find the title of the class you need a roster for and click on it; your class site will appear.



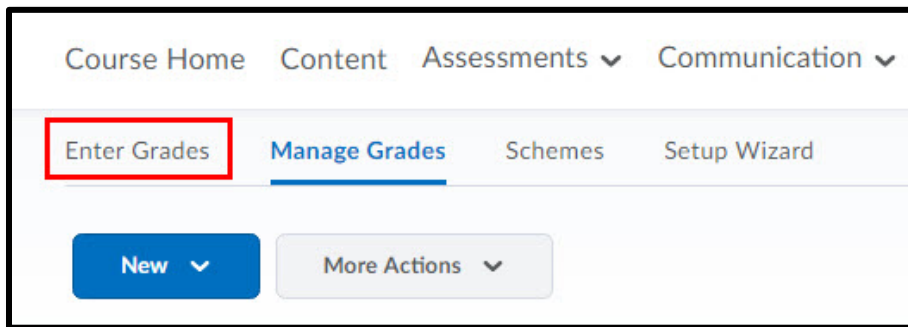
My Courses ▾

ART-3227-001 - Electronic Pre-Press Prod
11297.201810 • Spring Term 2018

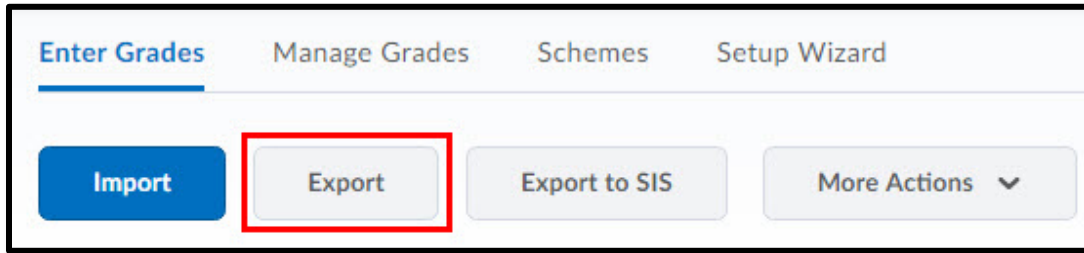
4. Near the top of the screen, above the class title, from the drop-down menu under assessments click **Grades**; the Manage Grades page will display.



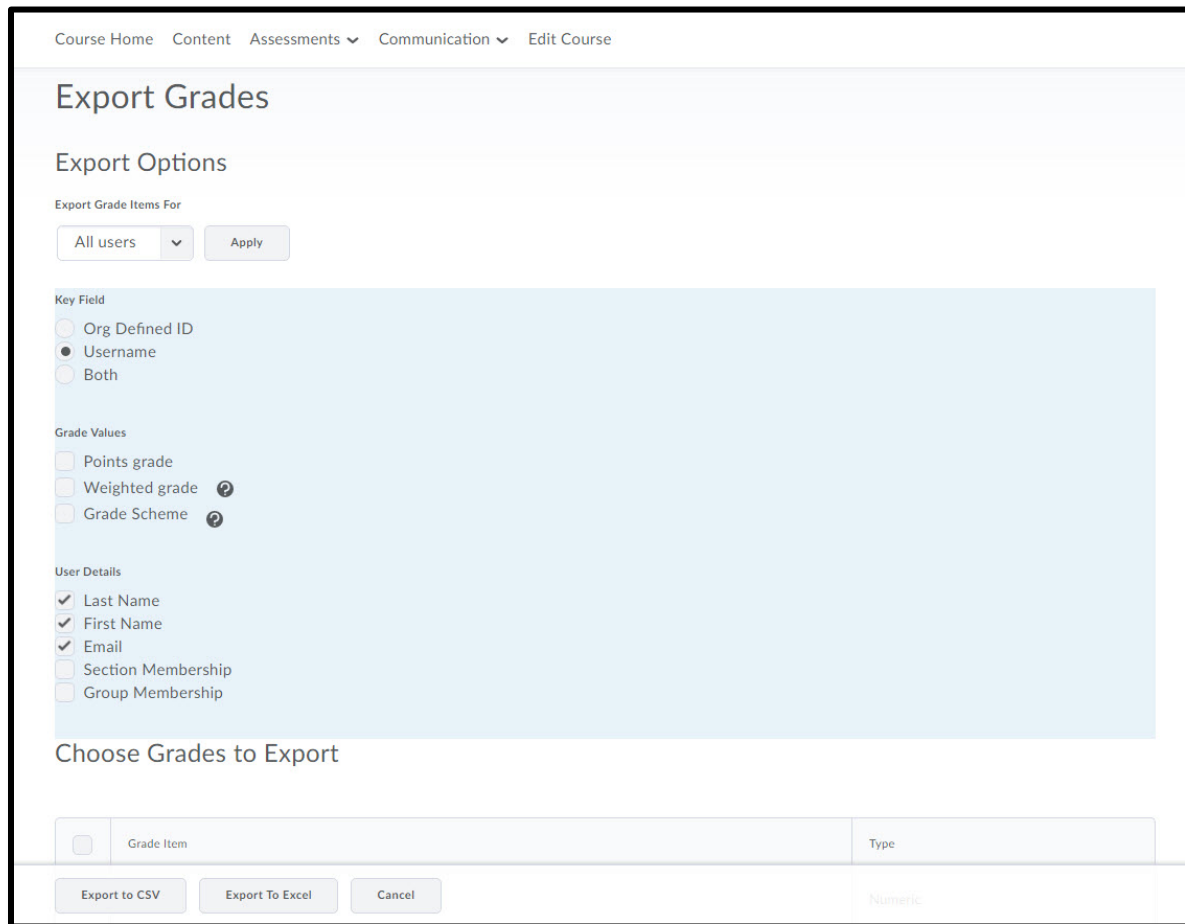
5. On the left side, under Grades Area, click Enter Grades; the User List screen will display.



6. Select the Export Grades button; the Export Grades screen will display.



7. Under Export Options:

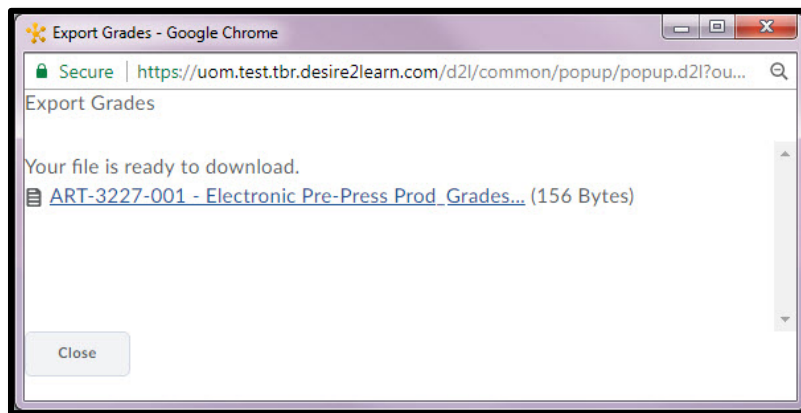


- Under the Export Options:
 - Export Grade Items For: All users should be selected in the dropdown
 - Key Field: Click the User name radio button; this is their UUID
 - Grade Values: Remove all checkmarks
 - User Details: This is your preference; choose the checkbox(es) appropriate for your needs; select what you would like to show up in the CSV file in addition to the students' UUID.

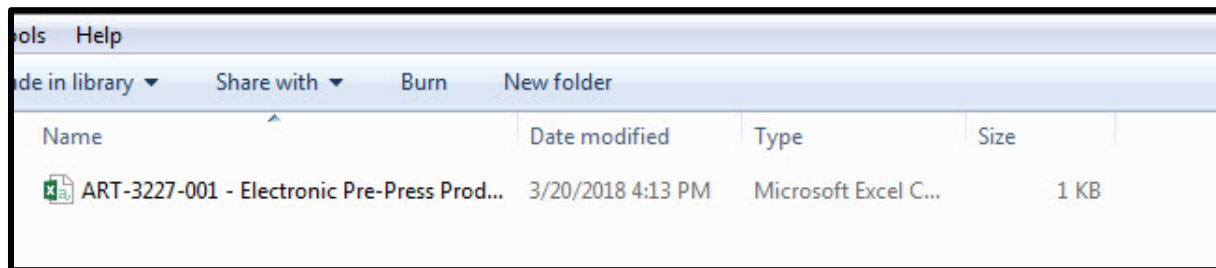
Remove all checkmarks, if any exist, from the Choose Grades to Export and Grade Item areas

Click the Export to CSV button at the top or bottom of the options box. An Export Grades box will appear letting you know your file is now ready to download.

8. Within the Export Grades box, click the link and a box will open and the file will appear.



9. Download the file and open in Excel and you can save it to the location of your choice, you may work with it as you would any .csv file.



Locating Help Resources

The Center for Teaching and Learning offers support to faculty, staff, and students. Upon completing the training covered in this course; faculty, staff and students are able to receive additional training help and resources. Such help can be located as follows:

Service Desk Request

Submitting a Ticket

- Login URL:
 - [Here is a link to our service desk ticketing system](#)
 - After logging in, choose the link **Request Help or Services**.
 - Choose Request Help or Services.

Call the ITS Service Desk (901.678.8888) any day of the week! (Excluding Some Holidays)

- The ITS Service Desk is available from 8:00 a.m. - 11:59 p.m., seven days a week (excluding some holidays). You can contact the Service Desk for assistance with technical login problems or issues. Incoming calls after hours will be handled by voicemail services. If you require assistance after 12:00 a.m., please leave a message or submit a service request.
- Messages will be checked regularly and receive priority response the following business day. You may also email The Center for Teaching and Learning, umtech@memphis.edu (using this email will automatically generate a help desk ticket).

Important Links

- [Explore the umTech Website](#)
- [Center for Teaching and Learning \(CTL\) Website](#)
- [Search our Training and Documentation](#)