

Manage your SIS Introductory Seminars

FAQs for proposing and editing an SIS Introductory Seminar

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Upon login, the Home page will appear--



CREATE: This will direct you to **Create a New Course** screen. If a course has never been offered as an Introductory Seminar, use this button. If it may have been, use Renew.

RENEW: Search for a past course offering. CLEAR SEARCH then only enter one criteria, such as last name, SEARCH.*

EDIT: After the initial submission, use this button to reenter the course record to change or update**

*NOTE on Renew: if the course has been offered before, be aware of the year of the record you are selecting. In this screen you may update, change or edit a course detail and the instructor bio sketch. If you want to return

later, click the SAVE button to upload this record. The next screen is a confirmation of submission.

**NOTE on Edit: after the course record review deadline, any changes or updates may be sent to introsems@stanford.edu. Be aware of the information in Term and Status column.

View

–This screen will start with a search toolbox similar to the one in Renew. Here all course records may be previewed but not changed. Preview the details of a course record in a single page.

Select

– In preparation for teaching, student applications will be available here. The quarter's course record(s) will be displayed based on log in.

- Click **Review Apps** which appear in the Select column, to the left of the Catalog column. This will open a new screen showing a summary list of student applications to your course. Clicking on a student name (highlighted in red) will display their application.

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How do I use the Search Tool Box?

one Enter search criteria to find a course or proposal

Instructor SUID	Instructor First Name	Instructor Last Name:	Start Term:
<input type="text"/>	<input type="text"/>	<input type="text" value="berman"/>	--select-- 2011 - 2012
Course Title	Course Type	Course Subject	End Term:
<input type="text"/>	--select--	--select--	--select-- 2011 - 2012
Course Department	Course ID	Catalog	<input type="button" value="Search"/> <input type="button" value="Clear Search"/>
--select--	<input type="text"/>	<input type="text"/>	

- (1) Click the **Clear Search** button.
- (2) Enter the Start academic year and End academic year
- (3) Enter just ONE criteria—not multiple—a last name, select a course subject, a course title, or SUID
- (4) Click the Search button
- (5) To find a course offered before 2008, set the Start Term to “2000-2001” which will dial the database to search beyond the default of 2008-09

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Why does the website say “No courses found affiliated with your login. If you feel you should be affiliated with a course, please contact your department administrator.”?

- If you attempt to edit **before** submitting any course proposals, you will see this.
 - Please see [RENEW](#) or [CREATE](#) above.
- If you go to select your students **before** the start of the quarter's faculty review period, you will see this.
 - Student applications for the current quarter will not be viewable until the start of the review period.
- If you are looking for a course last taught **before** 2008, and you did not CLEAR SEARCH, you will see this.
 - See [How do I use the Search Tool Box?](#)

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Why can't I edit the details of my course?

The option to edit or update ends on the deadline. When students are applying or after the quarter of an offering, the course record is may be viewed but not changed. Please email any updates or changes to introsems@stanford.edu

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A course that I taught is not showing up in the list of past courses. Why?

All proposed, current, and past courses associated with you since 2001 (and occasionally before that) will appear on a search (see [How do I use the Search Tool Box?](#))

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Why can't I review my applications? When will I be able to do this?

Students may begin to apply for intro sems of any quarter starting August 2. Before the deadline for student applications, the Introductory Seminars Program will send a message to the instructors for the quarter with specific guidelines for student selection. On the deadline for student applications, those instructors may begin to review applications. The following table is a summary for the 2011-12 academic year.

Action	Autumn	Winter	Spring
Receiving student apps	2011: August 2 to September 6	2011: August , to November 29	2011-2012: August 2 to March 5
Deadline for student apps	Tuesday, September 6 2011, 5pm	Tuesday, November 29, 2011, 5pm	Monday, March 5, 2012, 5pm
Faculty Review of student apps	September 6 - 12, 2011, 5pm	November 29 to December 5, 2011, 5pm	March 5 - 12, 2012, 5pm
Optimize then enroll accepted students into AXESS class roster	*By September 15, 2011	*By December 8, 2011	*By March 15, 2012
Resume receiving student applications	September 16, 2011	December 9, 2011	March 16, 2012

*If you do not enter your selections by these dates, the application statuses will remain *Unreviewed* and students are advised to attend the first class meeting to determine whether they may enroll. You may also email selections to introsems@stanford.edu

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How do I change application review statuses?

You can either mark a student as accepted/ineligible/waitlisted(#)/not admitted in the individual application page using the radio buttons at the top of the page, or use the drop down lists in the applications summary page (showing the overall list of student applicants).

Make sure to click -Save This Session or -Submit Final Roster when you are finished.

You can sort applications by any of the headings; just click on the heading to re-sort.

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Can I mark all remaining unreviewed applications "not admitted" without clicking on each one?

Yes, simply choose -Save Session Final, and all remaining unreviewed applications will be changed to "Not admitted".

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How do I print applications?

In SELECT view - At both the top and bottom of the summary screen is an **Applications Print View** – to bring up a PDF style view of all your applications in a singled document. You may also print the individual application from within the review pages.

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How do I produce an email list of students?

In SELECT view - At both the top and bottom of the summary screen are buttons that say—

- o **Summary Print View** – will provide a columnar list of applicant names and their email
- o **Export to Excel** -- will trigger a script to copy the summary page details on to an Excel spreadsheet.

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For my course listings, what do the statuses mean?

In the summary of your courses, some of the table columns include –

First Column: Edit, View

Catalog: Peoplesoft Subject Code and catalog number

Course Title: should match that in Peoplesoft

Term: when the course will or was offered

Status:

- o Proposal – course has been submitted and proposed to be offered.
- o Approved – course has been approved to be offered.
- o Open – course may receive applications
- o Released – students may view their application status
- o Past – course was offered in a past quarter
- o Cancelled – course was cancelled after having been approved and offered.

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A course that I taught is not showing up in the list of past courses. Why?

All proposed, current, past and cancelled courses associated with you in our files since 2001 (and occasionally before that) will automatically appear here. Please let us know about any anomalies as we are still working to convert our records to the new system.

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