Faculty
SLCM Overview
SLCM_WP_230

IRIS Integrated Resource Information System

Course Content

- Unit 1 – Student Administration Tab
- Unit 2 – Class Rolls
- Unit 3 – Grading
- Unit 4 – Advising Services
- Summary

Learning Objectives

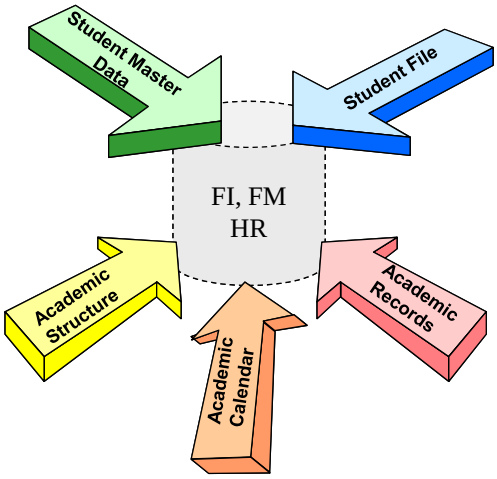
- Understand an overview of the components in the Student Lifecycle Management (SLCM) module in IRIS
- Understand the myUK Portal as it relates to Student Administration
- Understand the process of grading
- Understand the process of lifting holds
- Understand how to display a student's record

Student Lifecycle Management (SLCM)

- SLCM is the module within IRIS that includes Student Recruitment, Admissions, Registration, Academic History, Student Accounting, and other Student Services.
- SLCM is integrated with other IRIS modules which provides:
  - Data that flows immediately throughout the system,
  - Real-time access of common information in SLCM,
  - Virtual elimination of duplicate entries and the errors they can produce.

Integration Across IRIS

- SLCM data integrates with other IRIS modules.
  - Student ID is integrated with Human Resource Person ID.
    - If a student is also an employee the Student ID and the employee Person ID will be the same.
  - Student accounts are integrated with the Financial accounts.

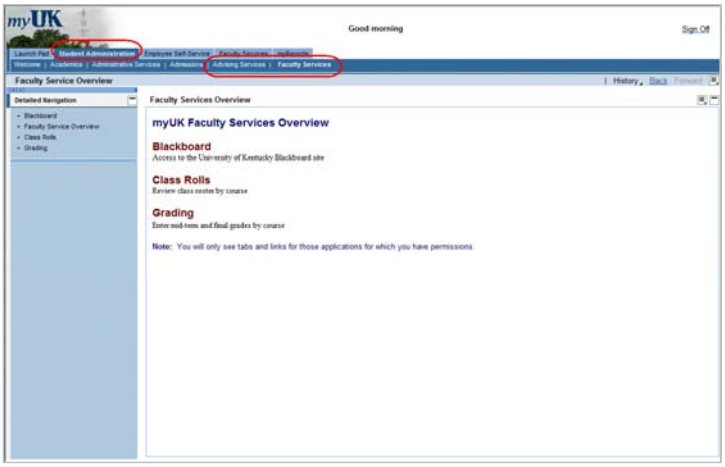


SLCM Access and Roles

- Each SLCM class taken will allow different access (roles) for different users, based on each user's job and the IRIS functionality needed to perform that job.
- After taking this Faculty Overview class, you will be able to:
  - Run class rolls,
  - Enter grades,
  - Display and remove advisor holds,
  - Create unofficial transcripts,
  - Display student program of study.

SLCM Access and Roles

- Your role gives you access to the **Student Administration** tab on the *myUK* portal which includes access to the **Faculty Services** and **Advising** subtabs.

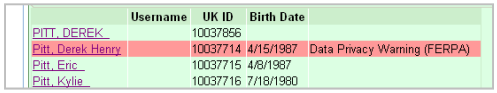


Statement of Responsibility

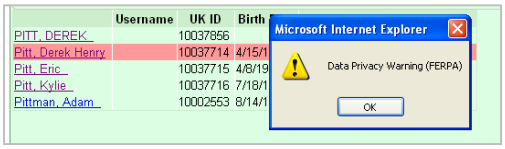
- Security for Student Lifecycle Management is tied to the functionality.
- Completion of the **Statement of Responsibility** is required for those employees who have not yet reviewed and submitted the form.
- To sign the Statement of Responsibility (SOR)
  - Instructions are available at: http://www.uky.edu/IRIS/train/SOR_Information.html.
  - If you have signed the SOR in UK_100, you do not need to sign it a second time.
  - **REMEMBER!** You must **Confirm Participation** to complete the submission of the form.
- You **will not** be able to get access until your Statement of Responsibility is signed.

FERPA

- Under the Family Educational Rights and Privacy Act (FERPA), a student can request that their directory information not be shared.
- This means absolutely no information can be released on this student.
- You may still access the data if you have a professional need to know.



- When you select the student, a message box will appear.



Key Terminology

Terminology	Definition
Student Number	The student is a system-assigned 8-digit ID number. This number is the key to student records.
Portal	The *myUK* portal is the gateway to accessing several systems including IRIS and the Student Administration tab.
Student Administration Tab	The Student Administration tab provides access to basic student information and to various online administrative tasks for students, faculty, and staff.

Key Terminology

Terminology	Definition
Program of Study	The Program of Study code consists of a combination of the program of study and the college. Example: BA-AS is the program of study Bachelor of Arts in the College of Arts and Sciences.
Module	A course in the IRIS system is called a module. Example: BIO 103
Booking	Class registration in the IRIS system is called booking.
Sessional Registration	A student will have a sessional registration for each term of enrollment. This is roughly equivalent to "term record" and basically means the student is eligible to register.

Unit 1

Student Administration Tab

Unit 1– Student Administration Tab

- Student Administration Tab
- Navigation
- Student Administration News
- Faculty Services
- Advising Services

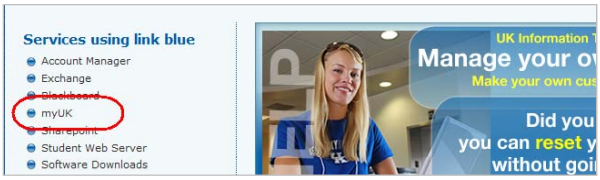
Student Administration

- The Student Administration tab is the easiest way for staff and faculty to access basic student SLCM information.
- You will **ONLY** see tabs and links for applications for which you have permission.
- **Student Administration** tab contains several subtabs:
  - Academics
  - Administrative Services
  - Admissions
  - Advising Services
  - Faculty Services

myUK Portal

- To get to the myUK portal, go to UK's home page and click on **link blue**

- Click **myUK**



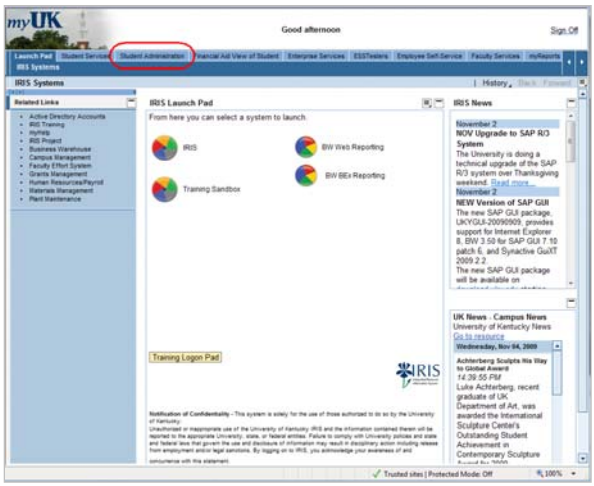
myUK Log On

- Enter your **link blue ID (AD User ID)** and **Password**

- Click **Sign On**

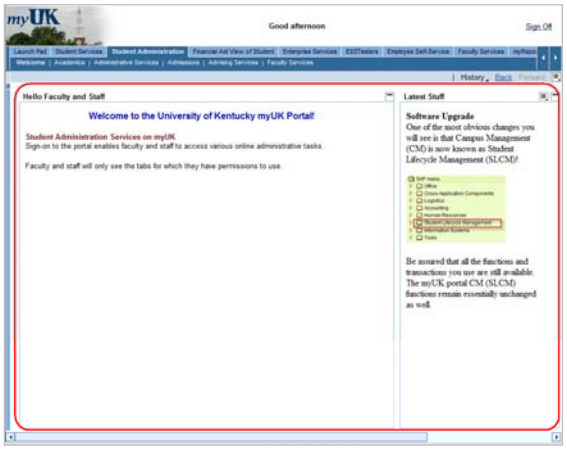
Student Administration Navigation

- Depending upon your access role in the system, your login screen may look different than this screen.
- Click on **Student Administration**



Student Administration News

- The **Student Administration Welcome** page provides current news for Student Lifecycle Management users.



Faculty Services Tab

- The **Faculty Services** tab provides access to the following areas:
  - Blackboard
  - Class Rolls
  - Grading

Advising Services Tab

- The **Advising Services** tab provides access to the following areas:
  - Advisee Record
  - Historical Course Changes
  - Unofficial Transcript
  - Registration
  - Appointment Manager
  - Appointment Scheduler
  - Degree Planner (APEX)
  - Print Student Schedule

Unit 1 Summary

- Student Administration Tab
- Navigation
- Student Administration News
- Faculty Services
- Advising Services

Unit 2

Class Rolls

Unit 2 – Class Rolls

- Class Rolls Navigation
- Displaying Class Rolls
- Printing Class Rolls

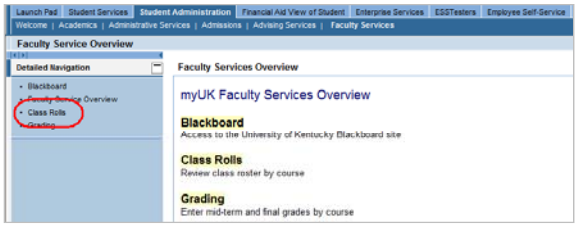
Class Rolls

- Class rolls can be viewed and printed by authorized faculty and staff from the *myUK* portal.
- The procedure may be performed at various times before and during the semester to have up-to-date information about students who are officially enrolled in a course.

Class Rolls Navigation

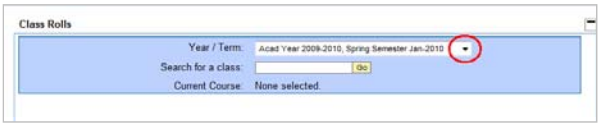
- To view or print a class roll, click **Faculty Services**

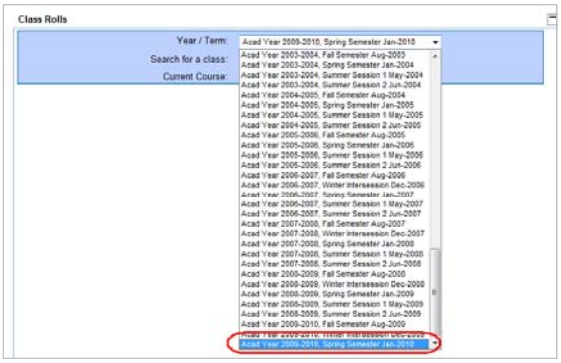
- Click **Class Rolls**



Year/Term Selection

- To choose the appropriate Academic **Year/Term**, click the drop-down arrow

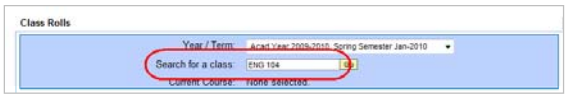


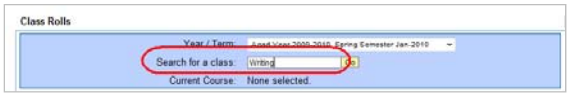


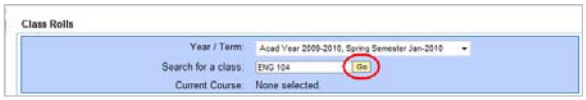
- Double-click the appropriate year and term

Course Selection

- You can search for the course in one of the following ways:
  - Course subject and number, such as **ENG 104**,
  - Course subject, such as **ENG**,
  - Part of the title, such as **Writing**.
- Click **Go**

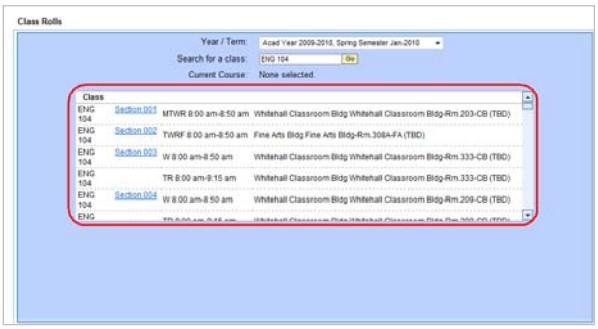






Section Information

- A list of all possible class rolls for the course will display.
- Section information includes:
  - Meeting Times
  - Location
  - Instructor



Class Roll

- To view a class roll, click on the section link.

- The class roll will display with basic information about the class.

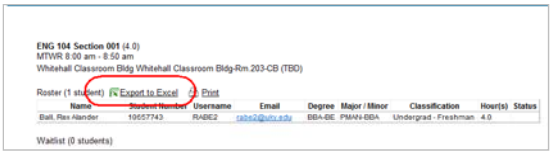
Class Roll

- The class roll information includes:
  - Student name and number
  - User name
  - Email
  - Degree
  - Major/Minor
  - Classification
  - Hours

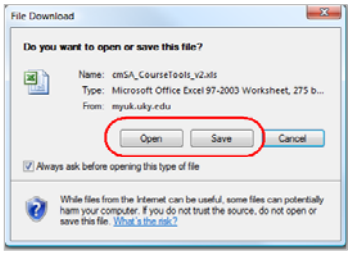
- If there are students on the waitlist, they will be listed below the class roll.

Exporting Class Rolls

- To export the class roll to Excel, click **Export to Excel**

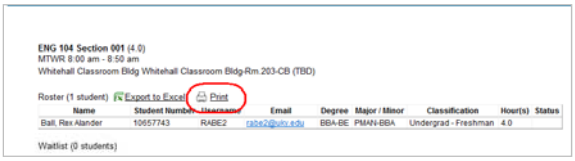


- When the message box displays, you can choose to either open the Excel file or save it.

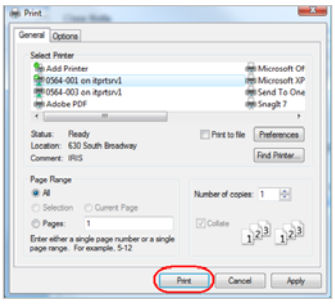


Printing Class Rolls

- To print the class roll, click **Print**



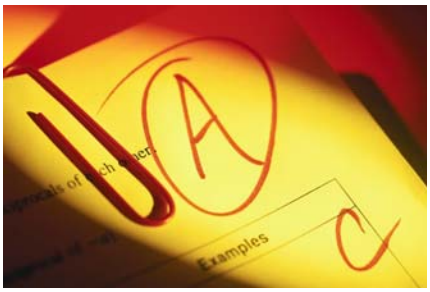
- Select your printer and click **Print**



Unit 2 Summary

- Class Rolls Navigation
- Displaying Class Rolls
- Printing Class Rolls

Unit 3



Grade Submission

Unit 3- Grade Submission

- Grading Information
- Navigation
- Entering Grades
- Correcting Errors
- Submitting Grades
- Blackboard
- Grade Changes

Grading Windows

- As a vital part of the Provost's efforts to promote student retention and graduation, all instructors and administrative staff members (including part-time instructors and graduate teaching assistants) must be able to enter mid-term and final grades directly to the Registrar via web-based procedures.

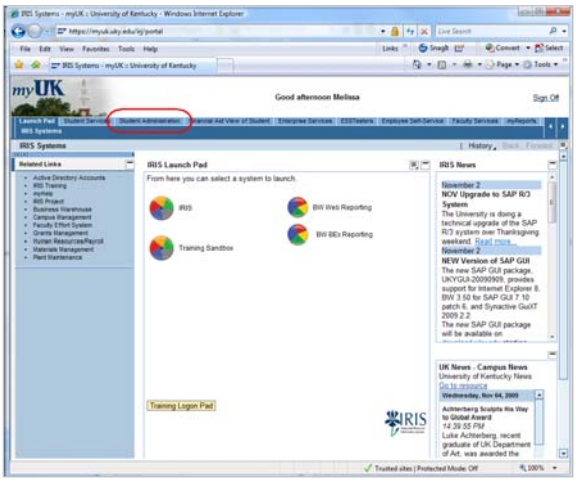
- There are two grading windows for each session/semester during which grades can be entered and submitted:
  - Mid-Term Grading Window
  - Final Grading Window

Web Grade Submission Rules

- All students **MUST** be assigned a grade in the final grading period **BEFORE** the electronic grade roster may be submitted to the Registrar's Office.
- For mid-term grades, all undergraduate students are required to have a grade entered and submitted to the Registrar's Office.
- Grades can be saved **before** submission to the Registrar's Office.
  - This will permit the grader to come back at a later date/time and complete the grading process.

Grading Navigation

- Depending upon your access role in the system, your login screen may look different than this screen.
- To grade a course, click on **Student Administration**



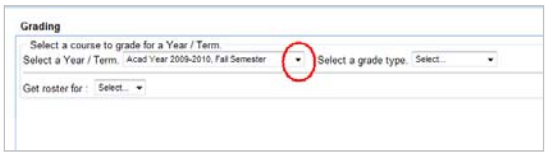
Grading Navigation

- Click **Faculty Services**

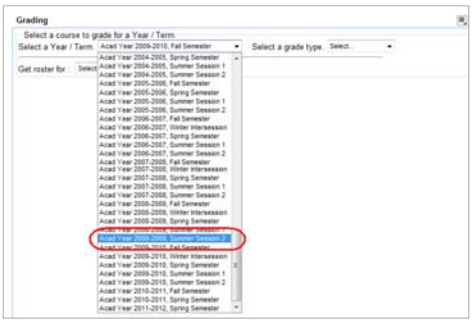
- Click **Grading**

Academic Year & Term

- Click on the drop-down icon



- Click to select the appropriate Academic **Year/Term**

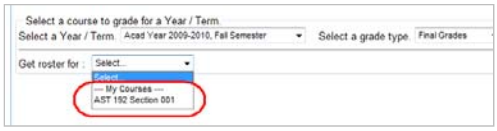


Grading Type & Instructor of Record

- Click the drop-down in **Grade Type** and select either **Mid Term Grades** or **Final Grades**

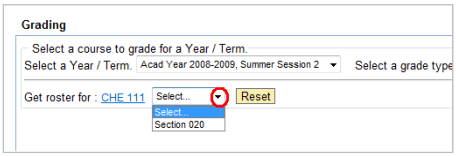
- To search for a roster, use the **Select** field to select the course

- **Note:** If you are the Instructor of Record for a course section, your course will display under **My Courses**.

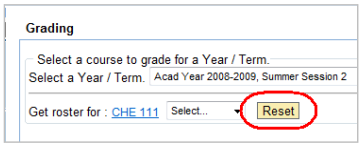


Roster Search

- Select the section



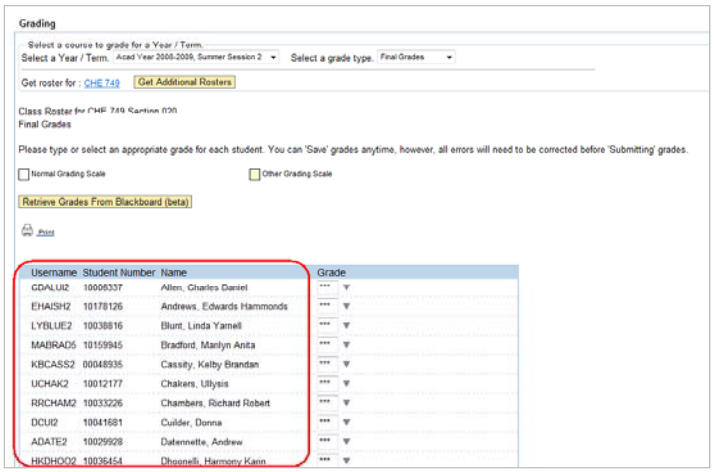
- To select a different course, click **Reset**



- **Note:** If your courses/sections are not listed, please contact your College Contact and let them know!

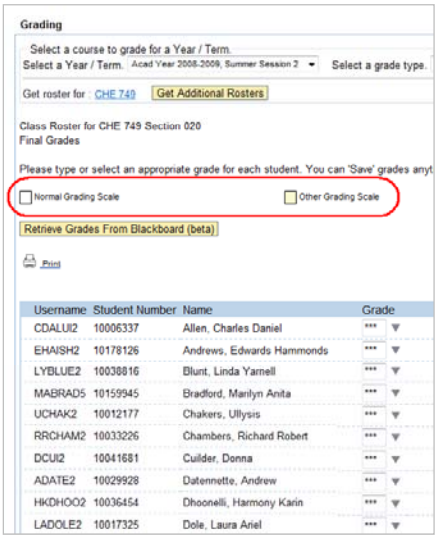
Enrolled Student Display

- The class roster will display with the enrolled students in alphabetical order, including username and student number.



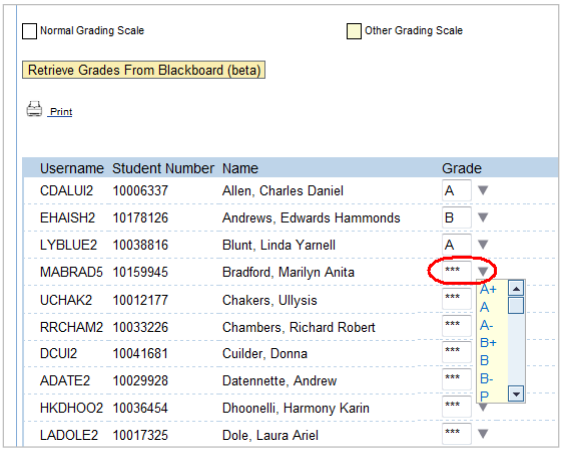
Color Coding

- Students will be color coded according to the grading scale, either **Normal** or **Other**.
- Normal is relevant to the course.
  - If the course is a letter grade course, "normal" is letter grade.
  - If the course is a pass/fail course, "normal" is pass/fail.



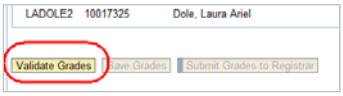
Entering Grades

- Enter the grade manually into the **Grade** field or click on the arrow and select the grade
- Continue the process until all grades have been entered



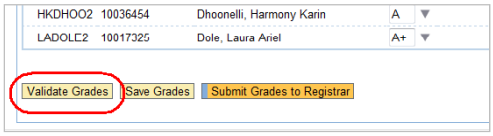
Entering Grades

- Click **Validate Grades**



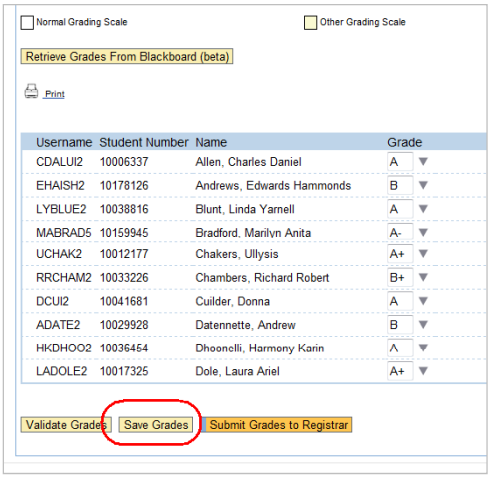
- If any grade is not valid, an error message will display.

- The error must be corrected, and the grades validated again before you can submit them to the Registrar's office.



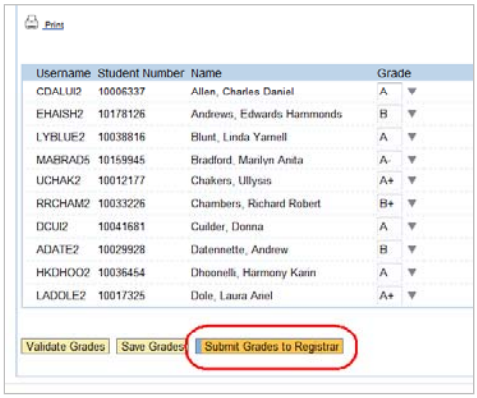
Entering Grades

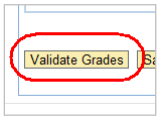
- You may use the **Save Grades** functionality when you are entering grades.
- This feature allows you to come back at a later date to continue grade entry or make any necessary changes **BEFORE** submitting the grades.



Entering Grades

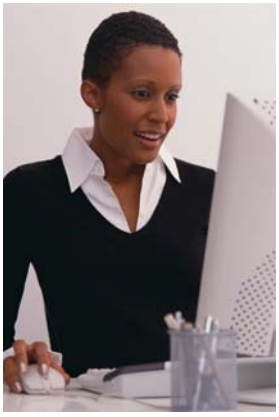
- Once the grading process is complete, click **Submit Grades to Registrar**
- **IMPORTANT!** You must validate the grades and correct any errors before submission of the grades.





Submission to Registrar

- Mid-term grades are **required** to be entered and submitted for all undergraduate students, but they are not required for all graduate students
  - Once grades are submitted, grade "changes" must be submitted for any blank grades
- Submission of grades during the **Final Grade** window is **NOT** permitted unless every student has been assigned a valid grade



Submission to Registrar

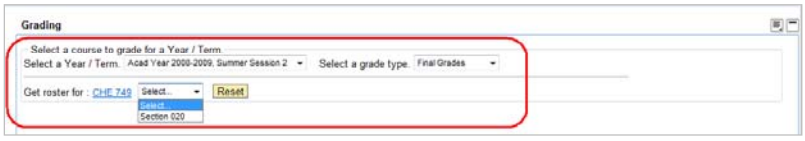
- After grades have been submitted to the Registrar's Office, a grade change request must be submitted to change a grade
- Once grades are submitted to the Registrar's Office, the instructor(s) will receive an email confirmation stating that grades have been submitted for that module/event package (course/section)

Importing Grades from Blackboard

- A future function will be importing grades from Blackboard (Bb).
  - If the course has been officially established using Bb, an icon, "Retrieve Grades from Blackboard", will be displayed at the top of the screen.
  - If selected, this icon will retrieve grades as recorded (real-time) from the Bb environment.
  - These grades will be brought into the drop-down area for each student.
  - The instructor will then have the opportunity to make any desired changes.
  - These grades **must be validated** using the process described in Unit 2.

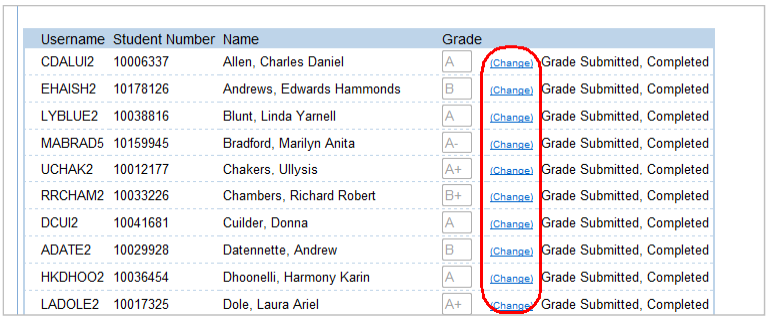
Request a Grade Change

- ***Note:*** Please be aware that students will be able to log onto the myUK portal and view grades immediately, after submission to the Registrar's Office has occurred.
- To request a grade change, navigate to **Grading**
- Enter the Academic **Year/Term**, **Grade Type**, and pull up the roster



Request a Grade Change

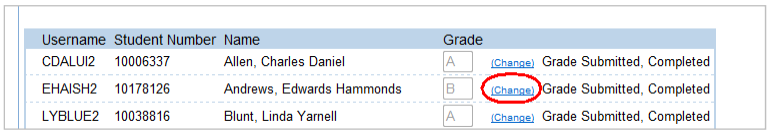
- The **Grade** column will display the grades which were submitted, but the grades will be grayed out.
- The **Change** link will be located to the right of each student's grade.



Username	Student Number	Name	Grade		
CDALUI2	10006337	Allen, Charles Daniel	A	(Change)	Grade Submitted, Completed
EHAISH2	10178126	Andrews, Edwards Hammonds	B	(Change)	Grade Submitted, Completed
LYBLUE2	10038816	Blunt, Linda Yarnell	A	(Change)	Grade Submitted, Completed
MABRAD5	10159945	Bradford, Marilyn Anita	A-	(Change)	Grade Submitted, Completed
UCHAK2	10012177	Chakers, Ullysis	A+	(Change)	Grade Submitted, Completed
RRCHAM2	10033226	Chambers, Richard Robert	B+	(Change)	Grade Submitted, Completed
DCUI2	10041681	Cuilder, Donna	A	(Change)	Grade Submitted, Completed
ADATE2	10029928	Datennette, Andrew	B	(Change)	Grade Submitted, Completed
HKDHOO2	10036454	Dhoonelli, Harmony Karin	A	(Change)	Grade Submitted, Completed
LADOLE2	10017325	Dole, Laura Ariel	A+	(Change)	Grade Submitted, Completed

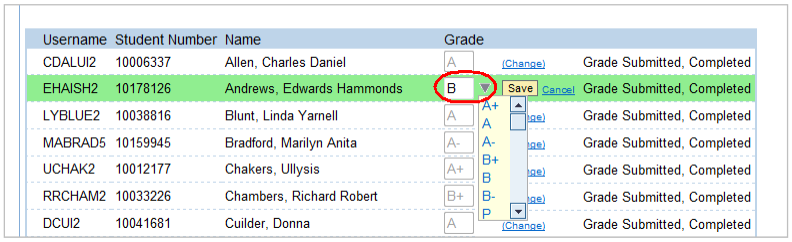
Request a Grade Change

- To change a grade, click **Change**



Username	Student Number	Name	Grade		
CDALUI2	10006337	Allen, Charles Daniel	A	(Change)	Grade Submitted, Completed
EHAISH2	10178126	Andrews, Edwards Hammonds	B	(Change)	Grade Submitted, Completed
LYBLUE2	10038816	Blunt, Linda Yarnell	A	(Change)	Grade Submitted, Completed

- Enter the grade or select from the drop down list



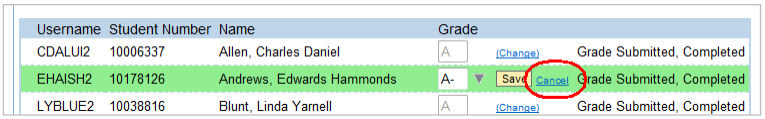
Username	Student Number	Name	Grade		
CDALUI2	10006337	Allen, Charles Daniel	A	(Change)	Grade Submitted, Completed
EHAISH2	10178126	Andrews, Edwards Hammonds	B	Save Cancel	Grade Submitted, Completed
LYBLUE2	10038816	Blunt, Linda Yarnell	A		Grade Submitted, Completed
MABRAD5	10159945	Bradford, Marilyn Anita	A-		Grade Submitted, Completed
UCHAK2	10012177	Chakers, Ullysis	A+		Grade Submitted, Completed
RRCHAM2	10033226	Chambers, Richard Robert	B+		Grade Submitted, Completed
DCUI2	10041681	Cuilder, Donna	A	(Change)	Grade Submitted, Completed

A+ A A- B+ B B- P

Request a Grade Change

- Click **Save**

- To cancel the request, click **Cancel**



- The Grade Change Request will be sent via workflow to the Registrar's Office, where the grade change will be reviewed and processed.

E-mail Notification

- Once a grade change has been processed by the Registrar's Office, an email notification will be sent to the Instructor of Record, the person who submitted the grade change request (if different), and to the student.

- This email will **not** contain the actual grade or course information due to FERPA regulations, but will give the student name, Student ID number, and academic year/session.

Unit 3 Summary

- Grading Information
- Navigation
- Entering Grades
- Correcting Errors
- Submitting Grades
- Blackboard
- Grade Changes

Unit 3

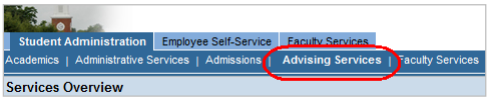
Advising Services

Unit 3- Advising Services

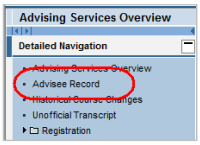
- Advising Record Navigation

Advising Record Navigation

- To view an advisee's records, click **Advising Services**

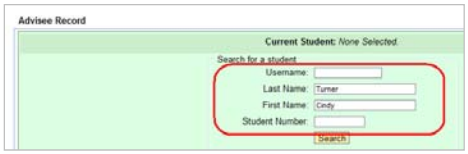


- Click **Advisee Record**



Student Search

- To open a student record for a student who appears on your advisee list, click on the student's name.
- If a student does not appear on your list, you may conduct a search.
  - Enter the **Username**, **Last Name**, **First Name**, or **Student Number** for the student
  - Click **Search**
  - Click on the student's name

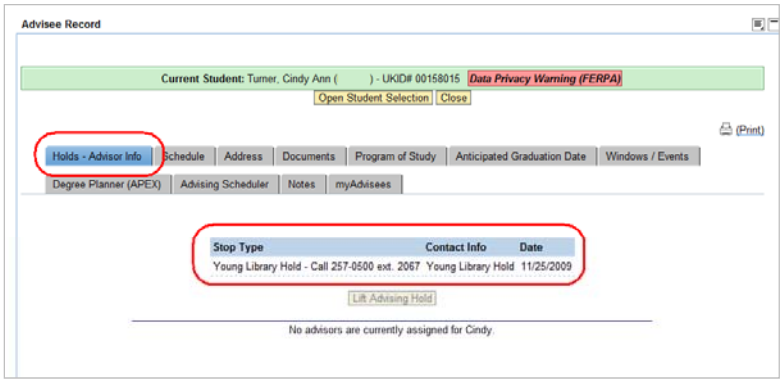


Advisee Record

- A tabbed list of available information will be displayed.
- The tabs include:
  - Holds – Advisor Info
  - Schedule
  - Address
  - Documents
  - Program of Study
  - Anticipated Graduation Date
  - Windows/Events
  - Degree Planner (APEX)
  - Advising Scheduler
  - Notes
  - myAdvisees

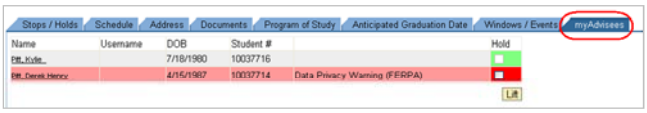
Holds – Advisor Tab

- The **Holds – Advisor Info** tab is the default for the Advisee Record.
- Each stop type includes contact information about the hold.

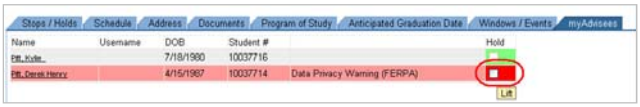


myAdvisees Tab

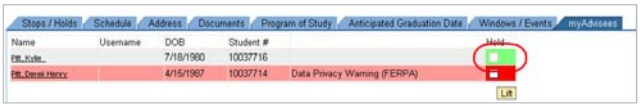
- The **myAdvisees** tab provides a list of the students you advise.



- Students with holds will display a red box in the **Hold** column.

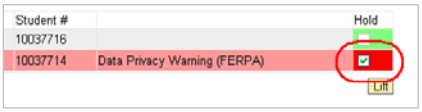


- Students without holds will display a green box in the **Hold** column.

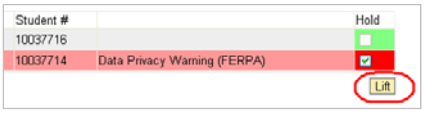


Lifting Advisor Holds

- To lift an advisor hold, click in the red box



- Click **Lift**

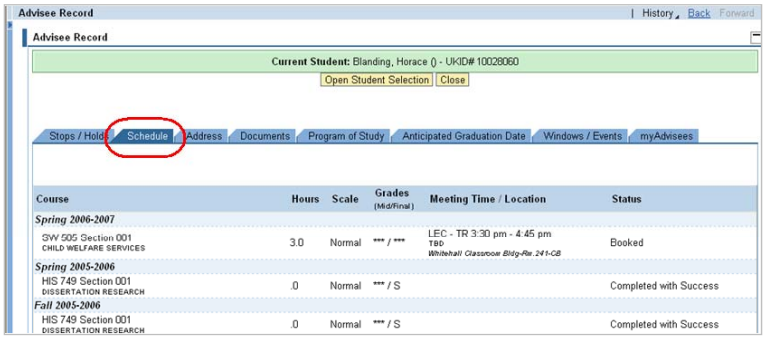


- To lift the hold on a series of students, you may click more than one red box to select and then click the lift button to lift the hold as a group.

- Once an Advisor hold has been lifted, the red box becomes green.

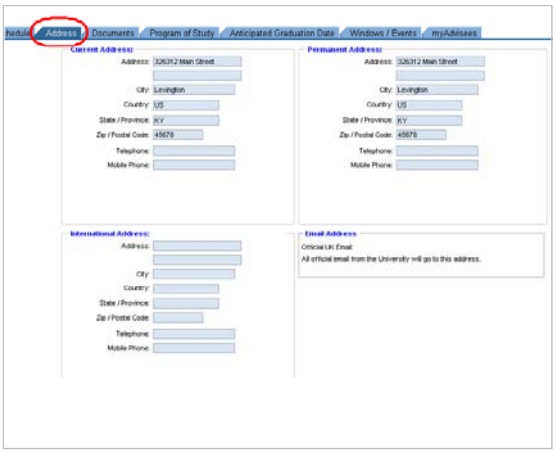
Schedule Tab

- The **Schedule** tab will display the student's current academic record.



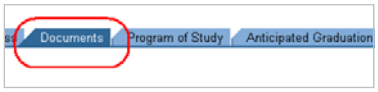
Address Tab

- The **Address** tab provides the student's address(es):
  - Current
  - Permanent
  - International
  - Email



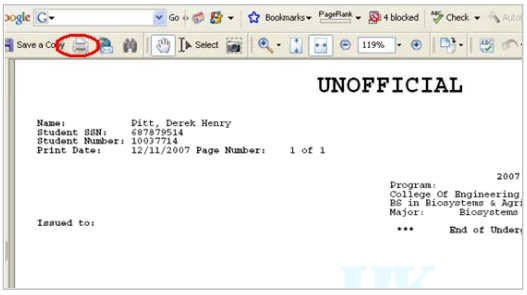
Documents Tab

- To display an unofficial transcript for a student, click **Documents**



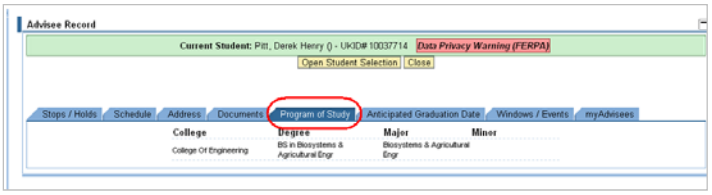
- Click **Unofficial Transcript**

- To print the transcript, click on the **Printer** icon



Program of Study Tab

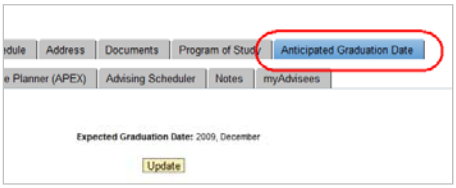
- Click on the **Program of Study** tab to display the student's Program(s) of Study, including Major and Minor (if applicable).



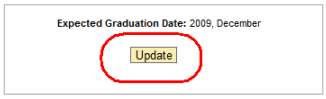
- The student's College, Degree, Major, and Minor will be displayed.

Anticipated Graduation Date Tab

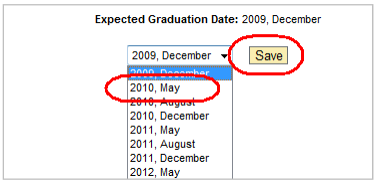
- To view the student's anticipated Graduation Date, click **Anticipated Graduation Date**



- To enter an anticipated Graduation date, click **Update**

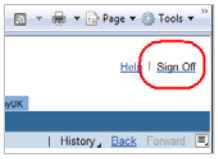


- Click on the appropriate date to select, then click **Save**.



myUK Portal Sign Off

- When you are finished with your work in Student Administration, you will want to log off the Portal.
- To log off the portal, click **Sign Off**
- To confirm, click **Yes**



- Be sure you log out, so that no one is able to access student data using your ID!

Help Websites

- For Quick Reference Cards
  - Click on **Attachment** (upper right corner)
  - Click on QRC
  - Print

- myHelp website:
  - http://myHelp.uky.edu/rwd/HTML/index.html
  - Contains Quick Reference Cards (QRCs), updated course manuals, Simulations, Frequently Asked Questions, and other job aids
- IRIS website
  - http://www.uky.edu/IRIS/train/welcome.html
  - Contains Information Directory, Forms, and other references

SLCM Courses

- Classroom Lab Courses
  - SLCM_AD_300 Event Planning
  - SLCM_AD_340 Programs of Study & Majors
  - SLCM_CA_310 Student Account Balance Display
- SLCM Web Courses
  - SLCM_200 Student Lifecycle Management Overview
  - SLCM_AD_310 Student Records
  - SLCM_AD_315 Booking Rules
  - SLCM_AD_320 Booking
  - SLCM_WP_210 Grading
  - SLCM_WP_220 Overrides
  - SLCM_WP_310 Advising

Course Summary

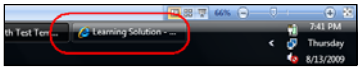
You now

- Understand an overview of components in the Student Lifecycle Management (SLCM) module in IRIS
- Understand the myUK Portal as it relates to Student Administration
- Understand the process of grading
- Understand the process of lifting holds
- Understand how to display a student's record

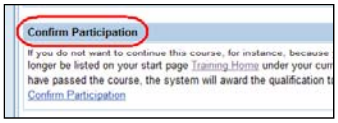
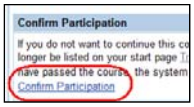
Course Completion Instructions

- Click **Logoff** (lower right corner)

- When the WBT window closes, it should go back to your original browser window
  - If not, click on the browser window in your taskbar



- Wait for the screen to refresh which may take a minute
- Scroll down the page until you see the **Confirm Participation** section



- To complete the course, click **Confirm Participation**