



Dear Faculty:

Allow this note to serve as a reminder of how to access the faculty TheSIS system, the student information system on the web.

Login information:

There are two WEB sites to access TheSIS. The main web site located at www.bsc.edu site or the Records and Research site at www.bsc.edu/records, then click on the TheSIS logo.

After you login into TheSIS, you will see the TheSIS main menu. Choose "Faculty" to give you access to the Faculty Main Menu. Click the desired option and follow the instructions on the screen.

Forget your password?

No problem. Simply click on What's my password at the login screen and the system will give you a hint or you can reset your password and a new one will be automatically sent to your campus email address. Passwords must be at least 6, but not more than 9 characters in length and include both letters and numbers. Three unsuccessful attempts to login to your account (due to incorrect login or password) will result in a 20 minute freeze. If this occurs, I would suggest resetting your password and starting over. As mentioned, a new password will be sent to you via email.

Faculty have access to the following:

- ❖ Ability to review advisee information (gpa, earned and attempted credits)
- ❖ Ability to review your class rosters
- ❖ Ability to submit mid-term and final grades
- ❖ Ability to request work orders
- ❖ Ability to review departmental budget (Division Chairs only)

❖ Ability to SEARCH FOR CLASSES:

This function allows you to search for courses in a variety of ways:

By subject: e.g., Accounting, History, Art, etc.

By course number, and or section number

By meeting time or day of week

By course title keyword: e.g., Introduction

By instructor's last name

Additional features and enhancements will follow as we grow into the system.

Students currently have access to the search for classes module as well as grades and grade point average. The ability for students to check their grades online has been a huge success, however, beginning this fall, we plan to only make this function available until after grades are due from professors.

Navigating the screen is similar to web mail.

1.. In the past, you were unable to use the back function on your web browser to go back a screen, however, that function is now available with TheSIS. Keep in mind that the menu key is still probably the best method of navigating around the different screens. The menu key is found in the top right hand corner of the screen.

2.. Just as important as logging into the system is logging off. Please remember to log off the system when you are finished with your work. The time-out function is set at 15 minutes which means after 15 minutes of non-activity within TheSIS, you will be automatically logged out of the system. Obviously, this is a security measure. As an example, if you are in the middle of submitting grades for a course and you are timed-out, you will have to log back in and re-submit your grades, so it's important to work within the 15 minute window.

Please feel free to contact me if you have any questions.

Have a great term.

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