WebSIS for Instructors

# [**http://student.mit.edu/**](http://student.mit.edu/)



### WebSIS – Instructor-specific area

### <https://student.mit.edu/cgi-docs/sfprwscl.html>



#### Class Lists and Reports for Instructors<https://student.mit.edu/cgi-docs/sfprwscl.html>

There are several options in the Class Lists & Reports area:



### Class Lists and Reports → Registered Student Class Lists

<https://student.mit.edu/cgi-bin/sfprwlst_sel.sh> - Search for a class list,/send email to class/download photos.



#### Snapshots of available report formats



This appears in a pop-up window in your browser:



 

Results in an Excel file:





Results in an email form where you may email your entire class:







Results in a pop-up window showing your students’ photos and general information:



### [END Class Lists and Reports for Instructors]



#### Online Grade Submission<https://ogs.mit.edu/ogs/>

You will most likely only use the “Grade Entry” section



### [END Online Grade Submission for Instructors]



### [END Grading for Instructors]

#### Semester Books Submission Form (aka TIP)<http://tip.mit.edu/>

See [TIP detailed instructions](http://arch-fac-site.scripts.mit.edu/faculty/wp-content/themes/twentytwelve-child/docs/TIP/TIP-Instructions-Faculty.pdf) (PDF)



### [END Semester Books Submission (TIP) for Instructors]

#### Subject Listing and Schedule<http://student.mit.edu/catalog/m4a.html>

Click “Course 4 – Architecture”



There are links to each of the Department’s Discipline areas (see below). The descriptions here are the catalog descriptions we ask for when a new class is listed. These are short and very generic versus the subject description for the Department website.



### [END Subject Listing and Schedule for Instructors]

#### Classrooms<http://web.mit.edu/registrar/classrooms/index.html>

There is a page on the Department’s Faculty Handbook website which is more succinct - <http://arch-fac-site.scripts.mit.edu/faculty/scheduling/classrooms/>. It includes information on Department rooms as well and has a direct link to the Institute’s room reservation form.



### [END Classrooms for Instructors]

Academic Calendar
[*http://web.mit.edu/registrar/calendar/index.html*](http://web.mit.edu/registrar/calendar/index.html)

View and/or download Institute academic calendars in various forms. There is also a [Department-specific calendar](http://arch-fac-site.scripts.mit.edu/faculty/deadlines-reviews-and-events-calendar/) on the Faculty Handbook website that lists important Department dates/deadlines with major Institute dates included. Also on the Handbook website is a PDF download of “[Key Dates for Faculty](http://arch-fac-site.scripts.mit.edu/faculty/wp-content/themes/twentytwelve-child/docs/admin/key-dates.pdf)”.



### [END Academic Calendar for Instructors]

 Web Certificates
[*http://ist.mit.edu/certificates*](http://ist.mit.edu/certificates)

You will need web certificates to access many administrative areas of WebSis.



### [END Certificates for Instructors]

Frequently Asked Questions
[*http://student.mit.edu/cgi-docs/webfaqs.html*](http://student.mit.edu/cgi-docs/webfaqs.html)

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### [END WebSIS FAX for Instructors]

## [END WebSIS for Instructors