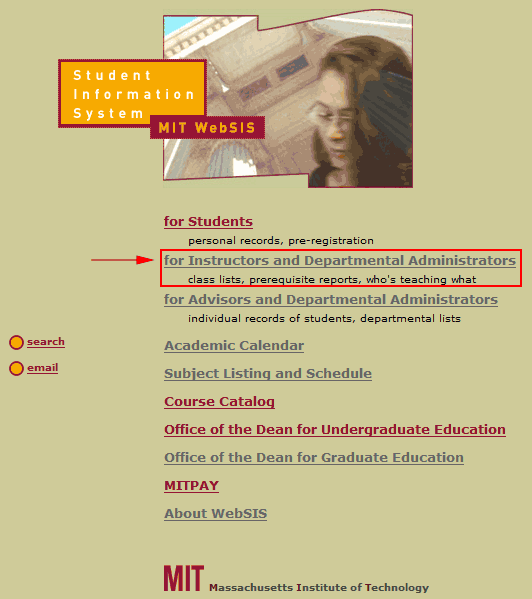
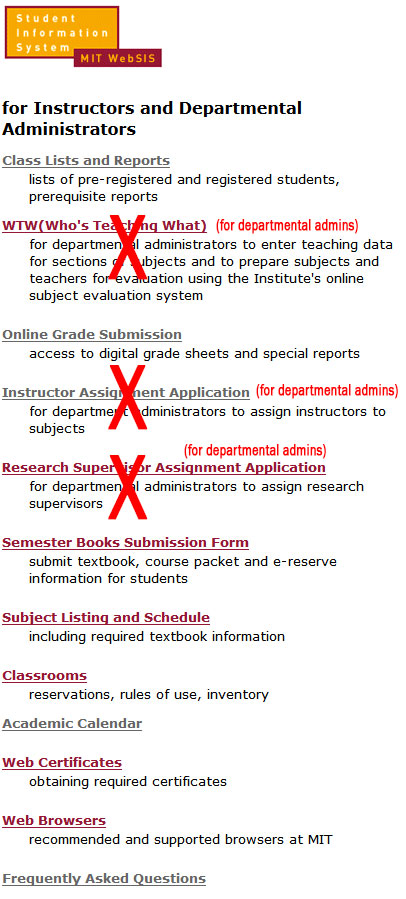
WebSIS for Instructors

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



### WebSIS – Instructor-specific area

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



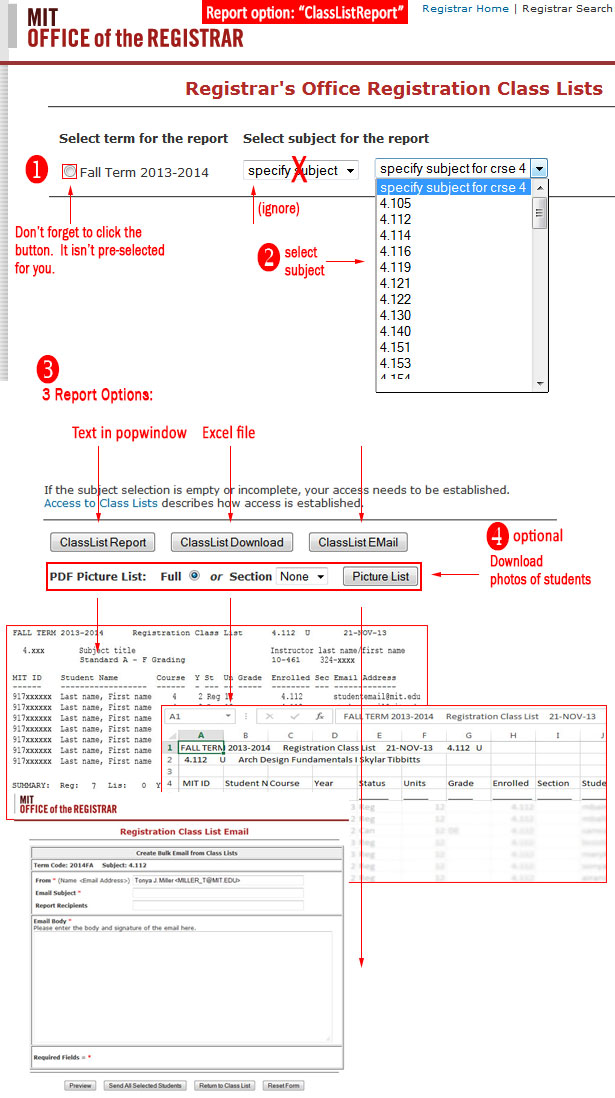
#### Class Lists and Reports for Instructors <https://student.mit.edu/cgi-docs/sfprwscl.html>

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



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

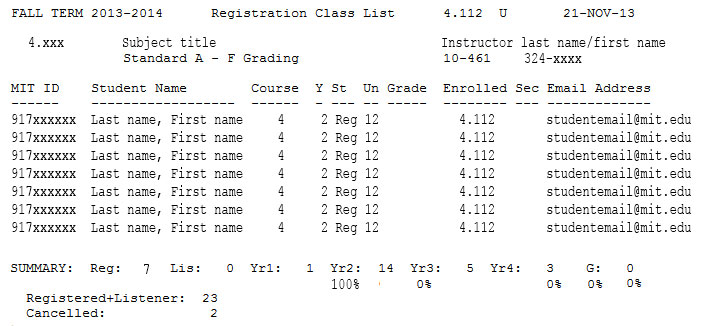
<https://student.mit.edu/cgi-bin/sfprwlst_sel.sh> - Search for a class list,/send email to class/download photos.



#### Snapshots of available report formats

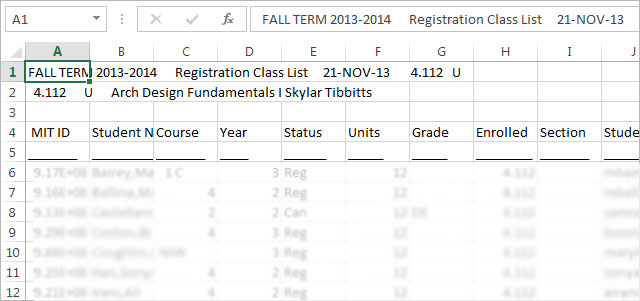


This appears in a pop-up window in your browser:



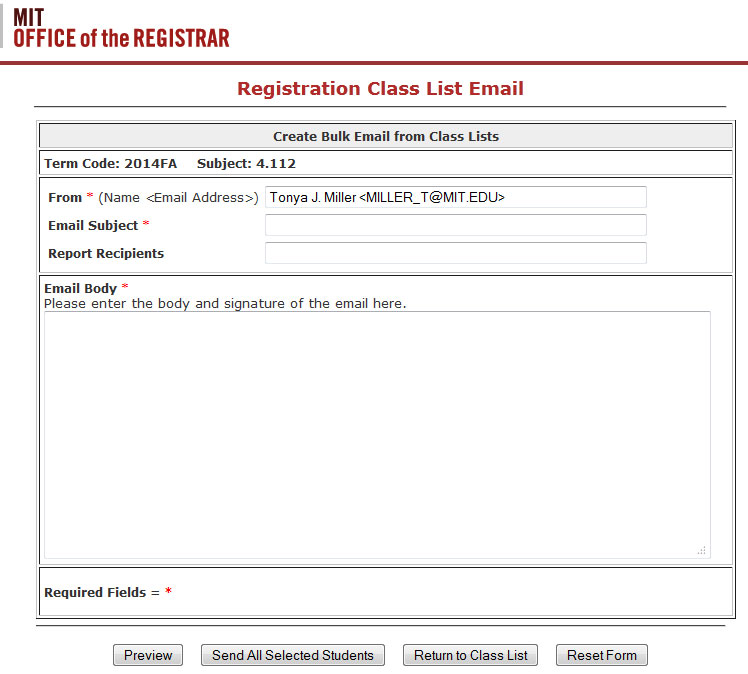


Results in an Excel file:





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:

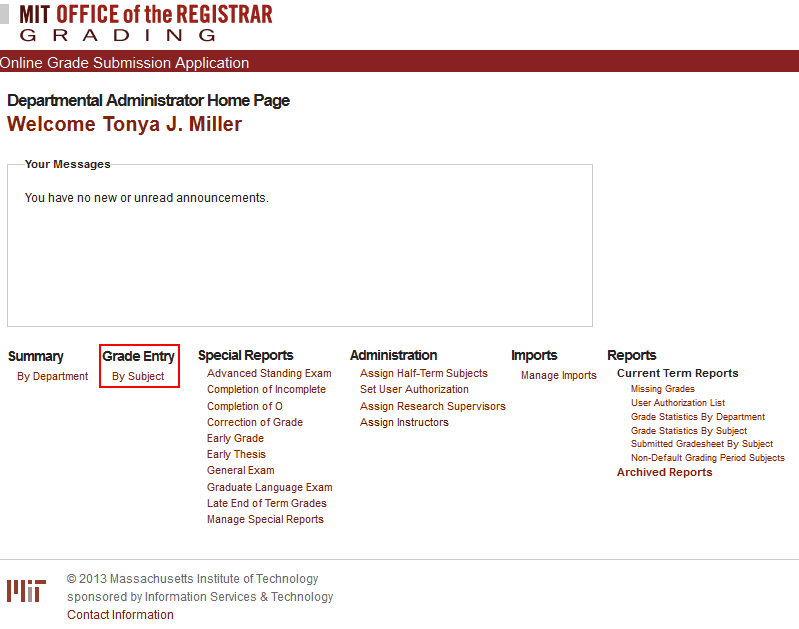


### [END Class Lists and Reports for Instructors]



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

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



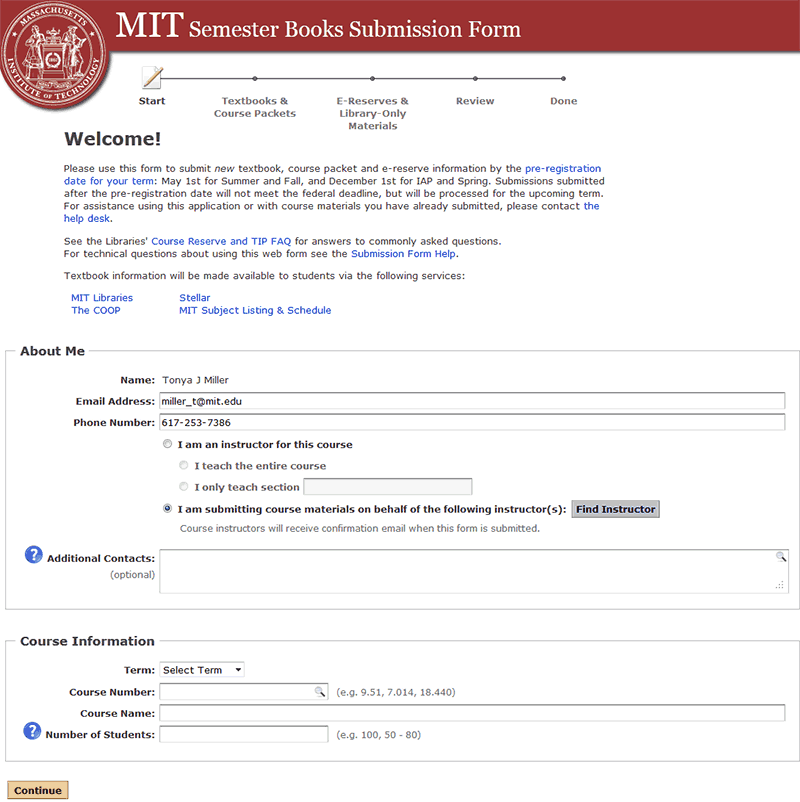
### [END Online Grade Submission for Instructors]



### [END Grading for Instructors]

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

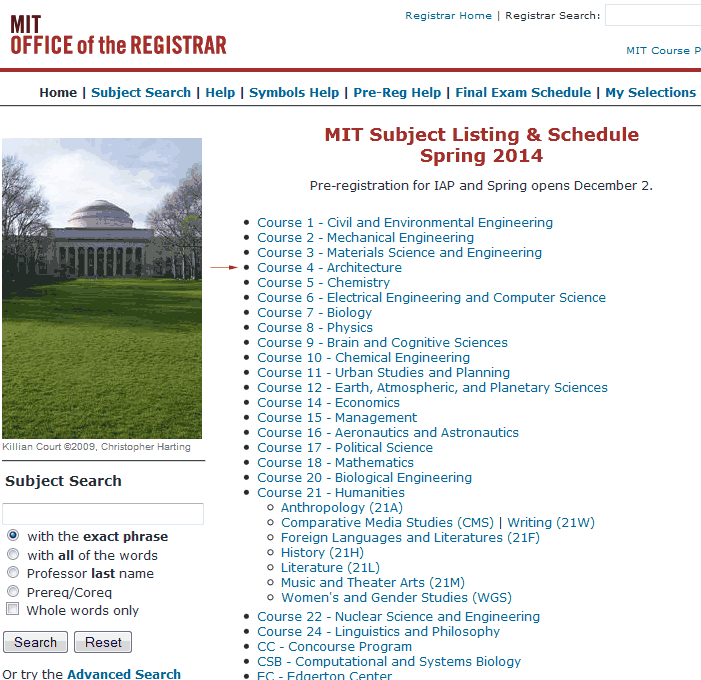
See [TIP detailed instructions](http://arch-fac-site.scripts.mit.edu/faculty/wp-content/themes/twentytwelve-child/docs/TIP/TIP-Instructions-Faculty.pdf) (PDF)



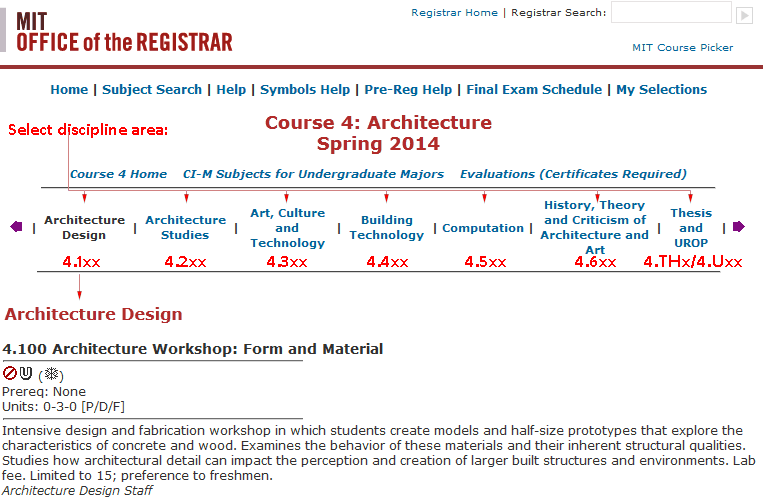
### [END Semester Books Submission (TIP) for Instructors]

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

Click “Course 4 – Architecture”



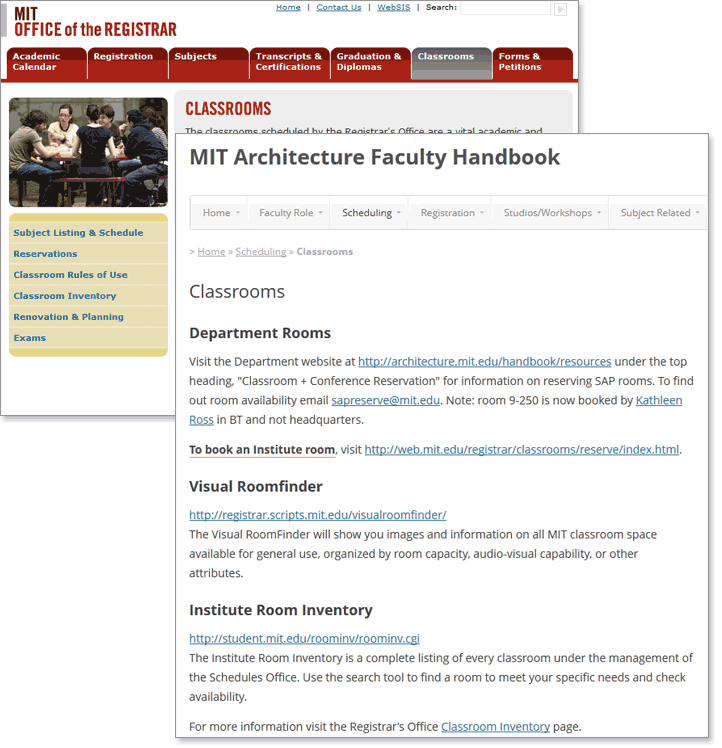
There are links to each of the Department’s Discipline areas (see below). The descriptions here are the catalog descriptions we ask for when a new class is listed. These are short and very generic versus the subject description for the Department website.



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

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

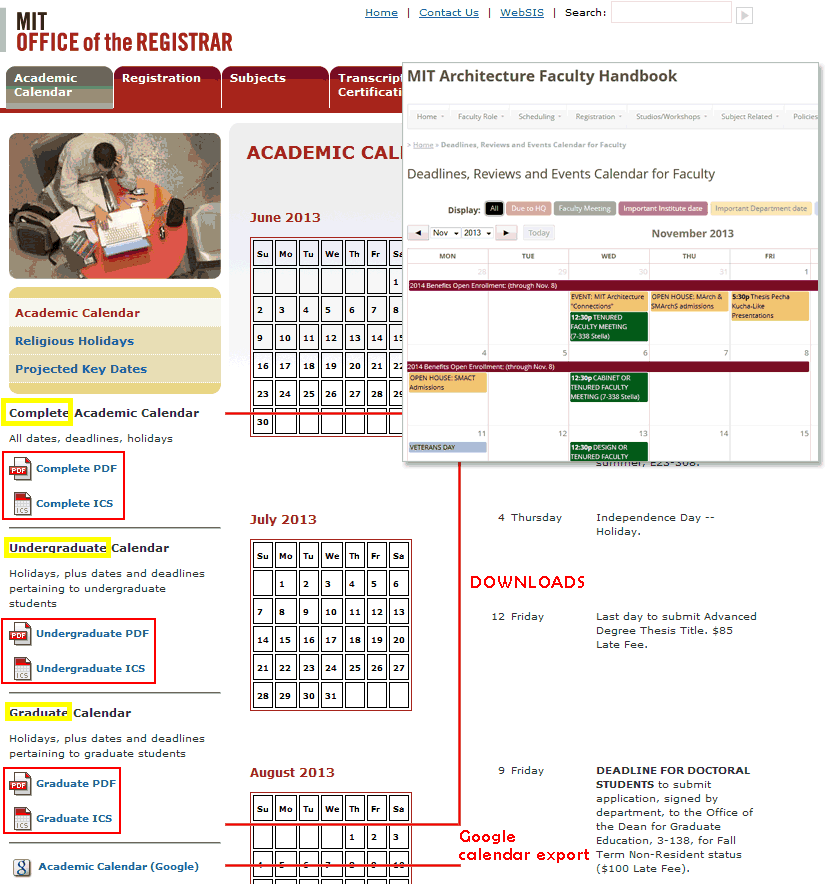
There is a page on the Department’s Faculty Handbook website which is more succinct - <http://arch-fac-site.scripts.mit.edu/faculty/scheduling/classrooms/>. It includes information on Department rooms as well and has a direct link to the Institute’s room reservation form.



### [END Classrooms for Instructors]

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

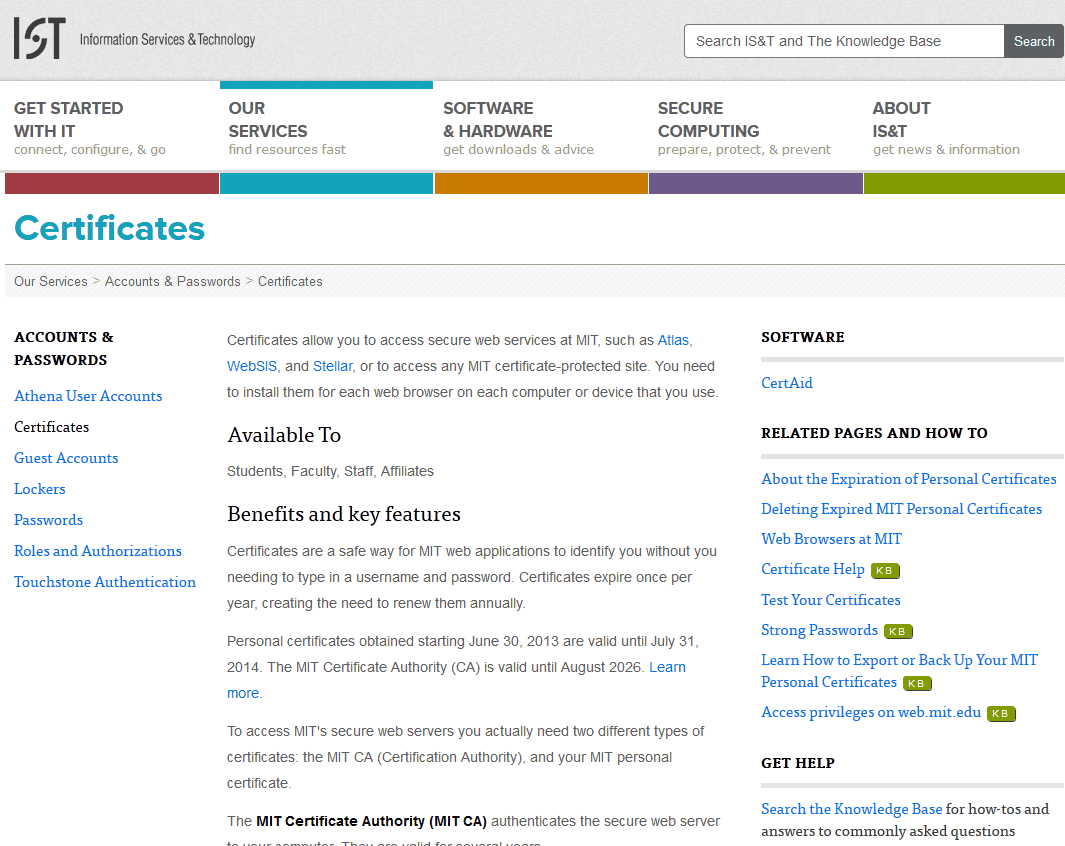
View and/or download Institute academic calendars in various forms. There is also a [Department-specific calendar](http://arch-fac-site.scripts.mit.edu/faculty/deadlines-reviews-and-events-calendar/) on the Faculty Handbook website that lists important Department dates/deadlines with major Institute 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]

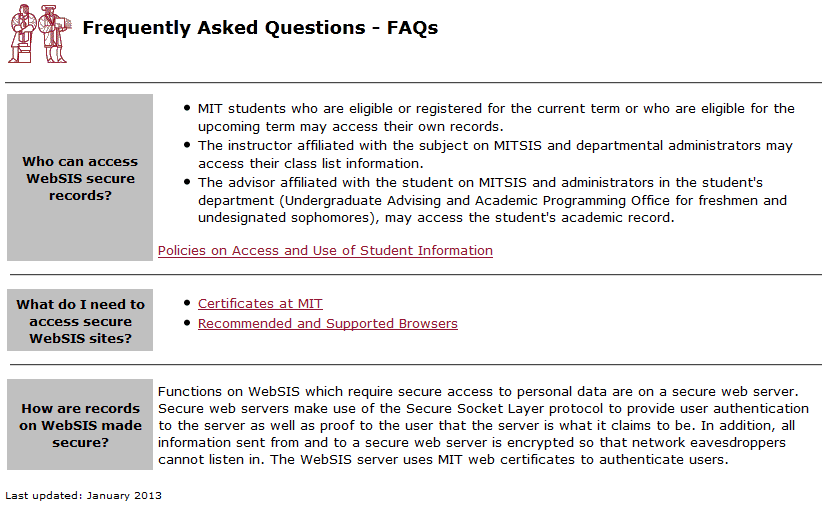
Web Certificates  
[*http://ist.mit.edu/certificates*](http://ist.mit.edu/certificates)

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)

**

### [END WebSIS FAX for Instructors]

## [END WebSIS for Instructors