Student Information Systems (SIS)
CalCentral: Instructors’ Tour

Features and Functionality through 7/10/16

sis.berkeley.edu/instructors
CalCentral.berkeley.edu

Login page

CalCentral is replacing BearFacts with the Fall 2016 Semester

NOTE: Summer 2016 grading is in BearFacts
My Dashboard

Faculty Resources
This section includes links to helpful web pages, ex: the Schedule of Classes

NEXT: Click on My Academics menu item.
My Academics

Teaching Summary

1. Current semester
2. All semesters Future, current and past

NEXT: Click Fall 2016.
My Academics > Fall 2016

Semester Summary
This lists all the classes you are teaching for the Fall semester.

1. Toggle through previous and future semesters

NEXT: Click on a class to view more details.
My Academics > Fall 2016 > Class Info

Class Information
1. Dates, times and locations of your class and any sections
2. Instructor plus any guest lecturers or GSIs associated with the class

NEXT: Click on the Enrollment button to see your class wait list and enrollments.
My Academics > Fall 2016 > Enrollment

Enrollment

1. **Wait List**
   View all students. Click on a header to sort by position, name, major, etc.

2. **Enrollment List**

3. **All Sections**
   View all students, or those in an individual section.
My Academics > Fall 2016 > Enrollment

Wait List Actions

There are four actions that can be taken on the wait list to support your communication needs.

Select one or more of the students followed by one of the action buttons:

1. Copy Addresses
2. Request to Promote Student(s) to the top of the waitlist
3. Request to Enroll
4. Request to Remove

Notes: Use headers to sort columns. For email links, have bMail open in the same browser as CalCentral.
Wait List Actions

Email communications with your students:

1. **Copy Addresses**
   Select which students you want to communicate with and then click Copy Addresses.

2. **Email**
   Alternatively, clicking on a student’s email directly will open up a new email message in bMail in the same browser.
Wait List Actions

Communicating with your students:

1. **Copy Addresses**
   
   Copy and paste the highlighted information into the *bcc* field of your preferred email client.

NEXT: Click on **Hide Addresses** to return to the wait list.
My Academics > Fall 2016 > Enrollment

Wait List Actions

Enrollment Manager Communications:

Identify the student(s) and action being requested. CalCentral will create the email content that you can send to your enrollment manager.

Wait List
1. Request to Promote
2. Request to Enroll
3. Request to Remove

Enrollment List
4. Request to Drop
My Academics > Fall 2016 > Enrollment

Wait List Actions

Communicating with your class Enrollment Manager

1. **Request to Promote**
   Copy and paste the highlighted information.

Scroll down to see the full message body and an example of the text can be seen on the next slide.
Message Body, ex:

Request to Promote one or more students to the top of the waitlist.

The text contains important information to support your Enrollment Manager’s needs, and sorted by:

1. Student
2. Class section

NEXT: Copy and paste this into an email, edit the subject line if needed, and send it to your Enrollment Manager.
My Academics > Fall 2016 > Roster

Roster
View all students (enrolled + wait listed)

1. **Search** for a student
2. See **all** or an individual **section**
3. **Export** the complete roster
4. **Student summary**, name (with email), SID, Terms and Major
# My Academics > Fall 2016 > Roster

## Roster Export

CSV file

### Content:
- Name & ID
- Role (student or waitlist)
- Email
- Primary and secondary sections
- Major
- Terms in Attendance

<table>
<thead>
<tr>
<th>Name</th>
<th>Student ID</th>
<th>ID</th>
<th>Role</th>
<th>Email Address</th>
<th>Sections</th>
<th>Major</th>
<th>Terms in Attendance</th>
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<td>AACHEN, PAUL</td>
<td>7524557</td>
<td>6424685</td>
<td>Student</td>
<td><a href="mailto:paachen@inst.edu">paachen@inst.edu</a></td>
<td>ASTRO 260 DIS 101, ASTRO 260 LEC 001</td>
<td>Mathematics</td>
<td>6</td>
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<tr>
<td>ALBERS, SID</td>
<td>3453443</td>
<td>67827876</td>
<td>Waitlist Student</td>
<td><a href="mailto:salbers@inst.edu">salbers@inst.edu</a></td>
<td>ASTRO 260 DIS 102, ASTRO 260 LEC 001</td>
<td>Biomedical Information Management</td>
<td>5</td>
</tr>
<tr>
<td>BLACK, MYRA</td>
<td>12043321</td>
<td>7524557</td>
<td>Student</td>
<td><a href="mailto:mblack@inst.edu">mblack@inst.edu</a></td>
<td>ASTRO 260 DIS 101, ASTRO 260 LEC 001</td>
<td>Molecular And Cell Biology</td>
<td>5</td>
</tr>
<tr>
<td>Cuthers, E.</td>
<td>6424585</td>
<td>5353137</td>
<td>Student</td>
<td><a href="mailto:carlens@inst.edu">carlens@inst.edu</a></td>
<td>ASTRO 260 DIS 102, ASTRO 260 LEC 001</td>
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</tr>
<tr>
<td>EMILIE, SARAH</td>
<td>85164456</td>
<td>89021098</td>
<td>Student</td>
<td><a href="mailto:saeleke@inst.edu">saeleke@inst.edu</a></td>
<td>ASTRO 260 DIS 102, ASTRO 260 LEC 001</td>
<td>Molecular And Cell Biology</td>
<td>5</td>
</tr>
<tr>
<td>HARRACH, PAM</td>
<td>13524567</td>
<td>86164455</td>
<td>Student</td>
<td><a href="mailto:pamharrach@inst.edu">pamharrach@inst.edu</a></td>
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<tr>
<td>HENSCH, CAROL</td>
<td>4544564</td>
<td>86362412</td>
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<td><a href="mailto:chensch@inst.edu">chensch@inst.edu</a></td>
<td>ASTRO 260 DIS 101, ASTRO 260 LEC 001</td>
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</tr>
<tr>
<td>Jackson, Marta</td>
<td>23427432</td>
<td>75373345</td>
<td>Waitlist Student</td>
<td><a href="mailto:mjackson@inst.edu">mjackson@inst.edu</a></td>
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<td>Menah, SALLY</td>
<td>68634123</td>
<td>75643212</td>
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<td><a href="mailto:sanders@inst.edu">sanders@inst.edu</a></td>
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<td>45645554</td>
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<td>Romelli, Illy</td>
<td>5553443</td>
<td>9653443</td>
<td>Student</td>
<td><a href="mailto:lozeng@inst.edu">lozeng@inst.edu</a></td>
<td>ASTRO 260 DIS 102, ASTRO 260 LEC 001</td>
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<tr>
<td>Stein, Marcus</td>
<td>9926887</td>
<td>23427432</td>
<td>Student</td>
<td><a href="mailto:mbass@inst.edu">mbass@inst.edu</a></td>
<td>ASTRO 260 DIS 102, ASTRO 260 LEC 001</td>
<td>Molecular And Cell Biology</td>
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<tr>
<td>Strauss, Cass</td>
<td>7537345</td>
<td>9526887</td>
<td>Student</td>
<td><a href="mailto:sbiers@inst.edu">sbiers@inst.edu</a></td>
<td>ASTRO 260 DIS 101, ASTRO 260 LEC 001</td>
<td>Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>Strauss, Petr</td>
<td>6782786</td>
<td>13524567</td>
<td>Waitlist Student</td>
<td><a href="mailto:pstrauss@inst.edu">pstrauss@inst.edu</a></td>
<td>ASTRO 260 DIS 102, ASTRO 260 LEC 001</td>
<td>Chemistry</td>
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</tr>
</tbody>
</table>
Coming this Fall:
Grading
(Mid-Term and Final)
We appreciate your patience and input as the campus goes through this large and very complex Student Information Systems implementation.

Feedback
Your input and ideas are greatly appreciated
email: sis-project@berkeley.edu

Support
email: SIShelp@berkeley.edu

Additional Information
Website: sis.berkeley.edu/instructors