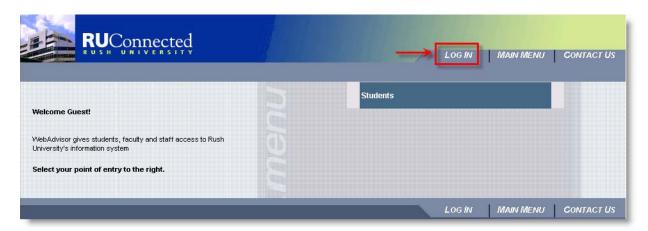# Faculty

RUConnected is Rush University's new web-based information system. It will provide Rush University a single site for managing information and communications related to recruitment, admissions, academic data, financial data, student life, and campus housing. For faculty, this will eventually offer one online location in which to view course rosters, enter grades, and view information about academic advisees. As new parts of the system become available, links to those services will become available within ***RUConnected***. This handout is designed to help you access ***RUConnected***.
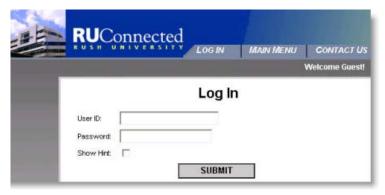
Enter http://www.rushu.rush.edu/ruconnected into a web browser to connect to the main RUConnected information page. Click the **RUConnected button** to access the system (or go there directly via https://ruconnected.rush.edu).

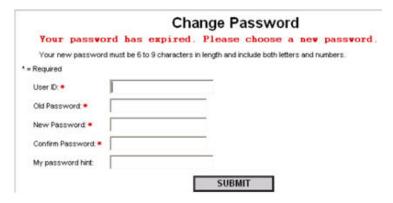On the welcome page, click **Log In**.

Sign in with your **User Name** and **Password** (provided to you via email or in a letter mailed to you).

The first time you log into ***RUConnected***, you will be asked to change your password on the next screen.

You will be asked to create a password hint to be used if you forget your password. Please choose something you can easily remember, but which would be hard for others to guess. A hint is not required, but we **very strongly recommend** you create one. [You cannot use your password as your hint.].

After selecting a new password, you will reach the Faculty **Welcome** screen.

Click the bar marked **Faculty**. If you are also a student at Rush, there will be an additional bar to access the Students Menu (you can view and accept financial aid awards, register for courses, view current charges, make payments, etc.). You will be taken to the **Faculty Menu Screen**. Most screens you will need to access are provided under **Faculty Information**.

RUConnected
RUSH UNIVERSITY

My Advisees

Faculty Information

→ My Advisees
Advisees
Class Roster
Grading
Search for Sections
My Class Schedule
Student profile

When you click **My Advisees** under **Faculty Information**, the following screen appears.

You can click **Submit** to see all your academic advisees. To restrict your advisee list, select a term or date range (as illustrated here).

In this example, this range limits the display to just two students.

RUConnected
RUSH UNIVERSITY

Faculty
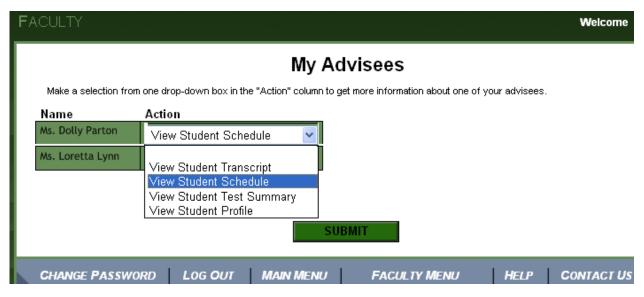
When *RUConnected* is fully implemented, you will be able to take a variety of actions. View an unofficial student transcript, view a student's schedule, view a student's test summary, express register, search and register, drop sections, and view a student profile. Click the blue drop-down menu under **Action** to see the choices for each advisee.

Advisees
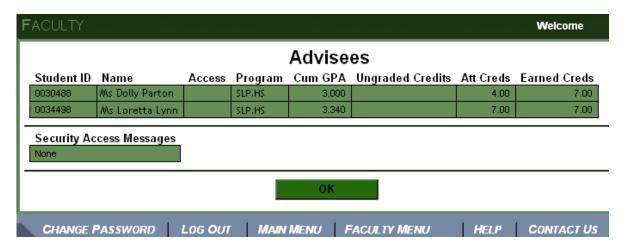
To view a list of your advisees (without the opportunity to drill down for more information), click on **Advisees** under **Faculty Information**. You will see their:

- Program
- Cumulative GPA
- Ungraded Credits
- Attempted Credits
- Earned credits
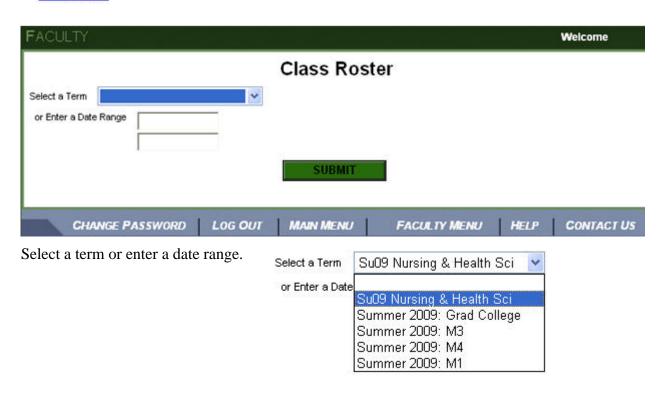
Click **OK** and you will be returned to the **Faculty Menu** screen.

Class Roster

To view a list of students enrolled in your courses, click on **Class Roster.**

Faculty Information

My Advisees
Advisees
➜ Class Roster
Grading
Search for Sections
My Class Schedule
Student profile

Select a term or enter a date range.

Click the button for the class you want to view and the click **Submit**. See the next page for a sample roster.

RUConnected
RUSH UNIVERSITY

FACULTY   **Welcome**

Class Roster

Course Name and Title
NUR-501-W Theor Foundations-Adv Prac Nsg

Instructors
Daniel R. Weber

Student	ID	Access	E-mail address	Pass Aud	Class	Status	Credits	CEUs	Student Profile
Evans, Sarah L.	0031770		Sarah_Evans@rush.edu		3	New	2.00		☐
Fargo, Donna A.	0029707		Donna_Fargo@rush.edu		5	New	2.00		☐
Murrary, Anne R.	0035959		Anne_Murrary@rush.edu		S	New	2.00		☐
Rimes, LeAnn M.	0033223		LeAnn_Rimes@rush.edu		5	New	2.00		☐
Urban, Keith C.	0031779		Keith_Urban@rush.edu		5	New	2.00		☐

Security Access Messages
None

SUBMIT

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If you want more information on a specific student in your course, click the box for Student Profile and click **Submit**.

If you would like to get your class roster into Excel, it is possible but we regret greatly that it is not a simple export process. Please follow the nine steps below.

1) Using your mouse, select the row beginning with student and drag your mouse down and across to select all the students in the course as shown here.

2) Copy your selection to your clipboard:

Class Roster

Course Name and Title
NUR-501-W Theor Foundations-Adv Prac Nsg

Instructors
Daniel R. Weber

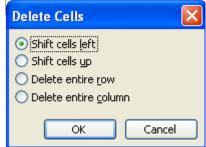| Student	ID	Access	E-mail address	Pass Aud	Class	Status	Credits	CEUs	Student Profile
Evans, Sarah L.	0031770		Sarah_Evans@rush.edu		3	New	2.00		☐
Fargo, Donna A.	0029707		Donna_Fargo@rush.edu		5	New	2.00		☐
Murrary, Anne R.	0035959		Anne_Murrary@rush.edu		S	New	2.00		☐
Rimes, LeAnn M.	0033223		LeAnn_Rimes@rush.edu		5	New	2.00		☐
Urban, Keith C.	0031779		Keith_Urban@rush.edu		5	New	2.00		☐

3) Unfortunately, most all users will not be able to paste this directly into Excel without getting a Javascript error. Here is the workaround – open a blank Microsoft Word document. First, set the document to landscape and then paste in your selection. It will appear as a table:

Student	ID	Access	E-mail address	Pass Aud	Class	Status	Credits	CEUs	Student Profile	
	Evans, Sarah L	0031770		Sarah_Evans@rush.edu		3	New	2.00		☐
	Fargo, Donna A	0029707		Donna_Fargo@rush.edu		5	New	2000		☐
	Murray, Anne R.	003959		Anne_Murrary@rush.edu		5	New	2000		☐
	Rimes, LeAnn M.	0033223		LeAnn_Rimes@rush.edu		5	New	2000		☐
	Urban, Keith	0031779		Keith_Urban@rush.edu		5	New	2000		☐

4) Notice that the column headings are off by one from the student roster. Select the table cells to the left of the students name and hit the **Backspace** key.

5) You will get a popup asking if you want to shift the cells to the left. Click **OK**.

6) Now, highlight the column Student Profile and hit the **Backspace** key.

Delete Cells

- ◉ Shift cells left
- ○ Shift cells up
- ○ Delete entire row
- ○ Delete entire column

[OK] [Cancel]

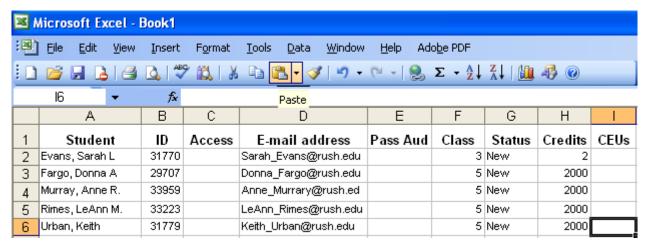| Student	ID	Access	E-mail address	Pass Aud	Class	Status	Credits	CEUs	Student Profile
Evans, Sarah L	0031770		Sarah_Evans@rush.edu		3	New	2.00		☐
Fargo, Donna A	0029707		Donna_Fargo@rush.edu		5	New	2000		☐
Murray, Anne R.	003959		Anne_Murrary@rush.edu		5	New	2000		☐
Rimes, LeAnn M.	0033223		LeAnn_Rimes@rush.edu		5	New	2000		☐
Urban, Keith	0031779		Keith_Urban@rush.edu		5	New	2000		☐

7) Even more unfortunately, you're still not quite done. You will see that the columns above are *still* not quite lined up with the label cells in the top row. If you just copy and paste the table as is into Excel, you will also import empty columns and will see labels spanning multiple columns. Take the time to carefully line up each column so that the dividing bars are perfectly vertical, as in this example below:

Student	ID	Access	E-mail address	Pass Aud	Class	Status	Credits	CEUs	Student Profile
Evans, Sarah L	0031770		Sarah_Evans@rush.edu		3	New	2.00		☐
Fargo, Donna A	0029707		Donna_Fargo@rush.edu		5	New	2000		☐
Murray, Anne R.	003959		Anne_Murrary@rush.edu		5	New	2000		☐
Rimes, LeAnn M.	0033223		LeAnn_Rimes@rush.edu		5	New	2000		☐
Urban, Keith	0031779		Keith_Urban@rush.edu		5	New	2000		☐

8) Now, delete the Student Profile column (highlight the column and hit the **Backspace** key).

9) Finally, you are ready to select all the cells of the table and paste them into a blank Microsoft Excel worksheet.

We realize this process is quite tedious. Staff from the Office of the Registrar are already working with our consultants to try to identify an alternate means of generating class rosters ready to import into Excel. This manual will be updated if we are successful in finding another method (or find a means that is less labor-intensive).
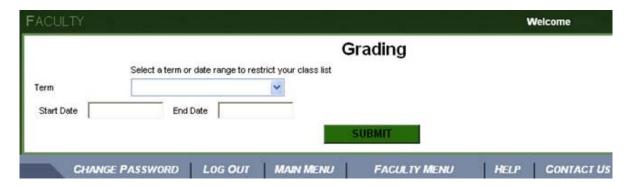
When you have finished viewing the roster, click **Submit** and you will be returned to the Faculty Menu.

Grading

RUConnected now offers Rush faculty a means to directly enter their grades from their courses. To access this module, click **Grading** under **Faculty Information**.
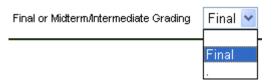
You will be taken to a screen (see below) to select the term or date range to restrict your class list. Use the pull down menu by **Term** (the recommended approach) or enter the start and end dates. Then click **Sumit**.
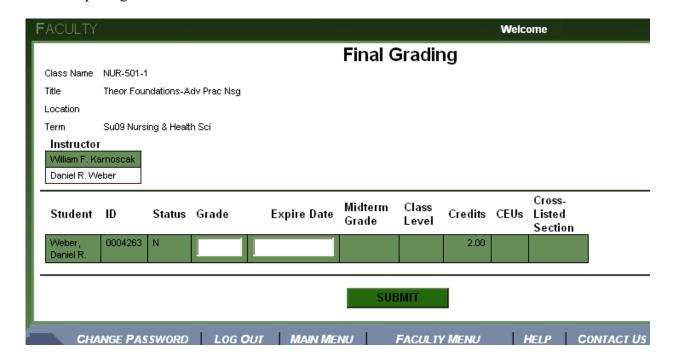
We are not using this system to collect Midterm or Intermediate grades. You can utilize the RULearning Learning Management System for those purposes). You must select **Final** from the pulldown menu before clicking **Submit**. Failure to do so will result in an an error and generate a reminder to select from the **Final or Midterm Grading** menu.

The next screen shows the class roster and allows you to assign final grades to these students. Simply enter the grade into the **Grade** field and click **Submit.** You can also enter an incomplete grade and specify when that grade expires (i.e., turns into a failure). Please refer to your college's policy on incomplete grades to assign an appropriate length of time for the student to complete an incomplete grade.
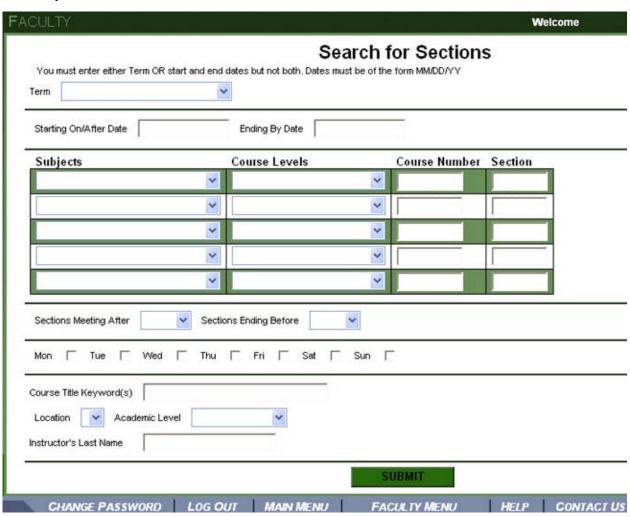
RUConnected
RUSH UNIVERSITY

Search for Sections

Faculty Information

My Advisees
Advisees
Class Roster
Grading
→ Search for Sections
My Class Schedule
Student profile

To find sections of courses, click on **Search for Sections.** For upcoming terms, this is available prior to when registration opens. This option allows you to preview courses being offered in an upcoming term. Note complete course information may not be loaded into *RUConnected* until right before registration opens. So, please consider this as strictly a preview of coming attractions.

When you select **Search for Sections**, this is the initial screen. You will not have to complete all fields on this screen to locate a course. Typically **Term** and **Subjects** will help you locate the courses you want.

FACULTY   Welcome

Search for Sections

You must enter either Term OR start and end dates but not both. Dates must be of the form MM/DD/YY

Term [▼]

Starting On/After Date [   ]   Ending By Date [   ]

Subjects	Course Levels	Course Number	Section
[▼]	[▼]	[ ]	[ ]
[▼]	[▼]	[ ]	[ ]
[▼]	[▼]	[ ]	[ ]
[▼]	[▼]	[ ]	[ ]
[▼]	[▼]	[ ]	[ ]

Sections Meeting After [▼]   Sections Ending Before [▼]

Mon □ Tue □ Wed □ Thu □ Fri □ Sat □ Sun □

Course Title Keyword(s) [   ]

Location [▼] Academic Level [▼]

Instructor's Last Name [   ]

[SUBMIT]

CHANGE PASSWORD | LOG OUT | MAIN MENU | FACULTY MENU | HELP | CONTACT US
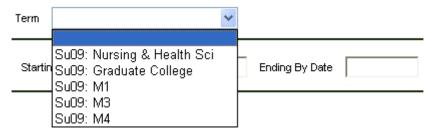
First, you need to select a **Term**. Here, **Term** means the quarter, followed by the year, followed by the college. (Note: For RMC courses, college is replaced by class level, M1, M2, etc.). Use the pull-down menu to select the appropriate **Term** (see next page). Alternatively, you can enter start and end dates (using the format MM/DD/YY). You will get an error, though, if you try to enter *both* a term and specific dates. Use one or the other. We recommend using **Term**.
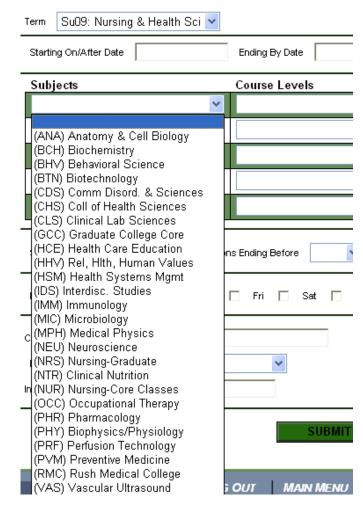
You must enter either Term OR start and end dates but not both. Dates must be of the form MM/DD/YY

Term ▼

Su09: Nursing & Health Sci
Su09: Graduate College
Su09: M1
Su09: M3
Su09: M4

Startin... Ending By Date

After you enter the term, then select a subject from the pull-down subject menu. If you like, you can also select a course level and enter a specific course number (or just the course prefix under course number). We expect most faculty will just enter the subject area and select from the courses that appear on the next screen. Once you get more familiar with the system, more specific searches will be easier.

Remember, while the Ph.D. in Nursing is administratively under the Graduate College, you will find the courses for this program in **RUConnected** under either **(NRS) Nursing-Graduate** or under **(NUR) Nursing Core**. These students should select the **Nursing & Health Sci** Term when searching for courses.

Term Su09: Nursing & Health Sci ▼

Starting On/After Date   Ending By Date

Subjects   **Course Levels**

(ANA) Anatomy & Cell Biology
(BCH) Biochemistry
(BHV) Behavioral Science
(BTN) Biotechnology
(CDS) Comm Disord. & Sciences
(CHS) Coll of Health Sciences
(CLS) Clinical Lab Sciences
(GCC) Graduate College Core
(HCE) Health Care Education
(HHV) Rel, Hlth, Human Values
(HSM) Health Systems Mgmt
(IDS) Interdisc. Studies
(IMM) Immunology
(MIC) Microbiology
(MPH) Medical Physics
(NEU) Neuroscience
(NRS) Nursing-Graduate
(NTR) Clinical Nutrition
(NUR) Nursing-Core Classes
(OCC) Occupational Therapy
(PHR) Pharmacology
(PHY) Biophysics/Physiology
(PRF) Perfusion Technology
(PVM) Preventive Medicine
(RMC) Rush Medical College
(VAS) Vascular Ultrasound

ns Ending Before ▼

☐ Fri ☐ Sat ☐

SUBMIT

G OUT | MAIN MENU

After you have made your selections of both **Term** and **Subject**, scroll to the bottom of the screen and click **Submit**.

Keep in mind that while you and your students can view all the available courses from this course, students *cannot* register for these courses in **Search for Sections**. The screen capture on the next page will give you an idea of what the results might like look if you had searched for **(NRS) Nursing-Graduate** courses for the **Summer 2009 Nursing & Health Sci** Term.
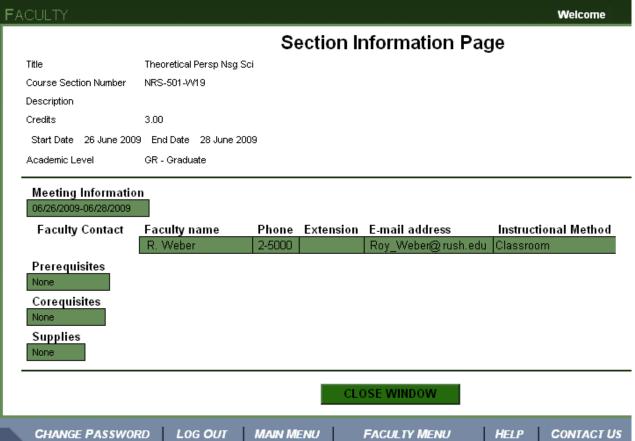
RUConnected
RUSH UNIVERSITY

FACULTY   Welcome

Section Selection Results

FIRST PREV NEXT LAST [   ] JUMP   Page 1 of 1

Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity	Credits	Academic Level
Su09 Nursing & Health Sci	Open	NRS-490-W Transition-Systems Leadership		06/22/2009-08/28/2009	To be Announced	8 / 10	4.00	Undergraduate
Su09 Nursing & Health Sci	Open	NRS-490P-1 Transition-Syst Ldrshp Pract.		06/22/2009-08/28/2009	To be Announced	9 / 10	2.00	Undergraduate
Su09 Nursing & Health Sci	Open	NRS-501-W Theoretical Persp Nsg Sci		06/26/2009-08/28/2009 Web/Distance Friday, Sunday Times to be Announced, Room to be Announced	To be Announced		3.00	Graduate
Su09 Nursing & Health Sci	Open	NRS-501-W1 Theoretical Persp Nsg Sci		06/26/2009-08/28/2009 Web/Distance Friday, Sunday Times to be Announced, Room to be Announced	To be Announced		3.00	Graduate
Su09 Nursing & Health Sci	Open	NRS-501-W19 Theoretical Persp Nsg Sci		06/26/2009-06/26/2009	To be Announced		3.00	Graduate
Su09 Nursing & Health Sci	Open	NRS-505-1 Pathophysiology-Adv Gen		06/22/2009-08/28/2009	To be Announced	24 / 25	4.00	Graduate
Su09 Nursing & Health Sci	Open	NRS-506-1 Pharmacology-Adv Gen		06/22/2009-08/28/2009	To be Announced	21 / 25	4.00	Graduate
Su09 Nursing & Health Sci	Open	NRS-506-3 Pharmacology-Adv Gen		06/22/2009-08/28/2009	To be Announced		4.00	Graduate
Su09 Nursing & Health Sci	Open	NRS-514-1 Public Hlth Psy Mntl Hlth Nsg		06/22/2009-08/28/2009	To be Announced	7 / 10	5.00	Graduate
Su09 Nursing & Health Sci	Open	NRS-541-1 Anethesia Nursing		06/22/2009-08/28/2009	To be Announced	1 / 2	3.00	Graduate
Su09 Nursing & Health Sci	Open	NRS-541-2 Community & Mental Health		06/22/2009-08/28/2009	To be Announced		3.00	Graduate
Su09 Nursing & Health Sci	Open	NRS-600PA-01 Residency in Anesthesia		06/22/2009-08/28/2009	D. Weber		1.00	Graduate
Su09 Nursing & Health Sci	Open	NRS-999-1 Continuous Enrollment		06/22/2009-08/28/2009	To be Announced		0.00	Graduate

FIRST PREV NEXT LAST [   ] JUMP   Page 1 of 1

OK

CHANGE PASSWORD | LOG OUT | MAIN MENU | FACULTY MENU | HELP | CONTACT US

The **Status** column indicates if a course is open. We do not currently use the **Location** identifier for Rush courses. **Meeting Information** indicates the dates that a course will be offered. To learn what time of day a particular course section is being offered, just click on the link under **Section Name and Title** (see next page for a sample screen). Please note sections labeled **W** are offered via the Web and will not include time/day information.

Note: Interdisciplinary courses can be listed under multiple departments. If you choose a specific program, the section of an interdisciplinary course specified for that program will appear in your search results.

You may find that some sections do not have complete information. The Office of the Registrar may still be working with an academic program to locate appropriate classroom space. Other aspects of a course may change.

After reviewing the section information, close the window and select **OK** on the **Section Selection Results** screen.
You will be returned to the main **Faculty Menu** page.

My Class Schedule

To view your teaching schedule, click **My Class Schedule** under **Faculty Information**. Your teaching schedule will appear on the next screen.

Please note that for some courses, this will not be completely accurate. Complexities in class schedules are not always fully displayed in **RUConnected**.

After you have finished viewing your class schedule, click **OK**. You will be returned to the **Faculty Menu**.
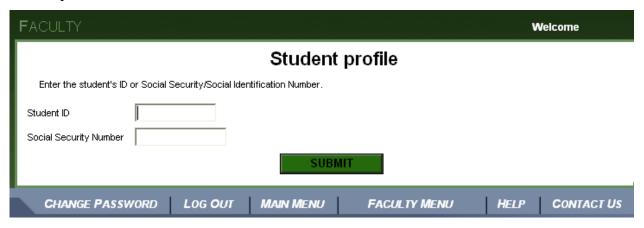
Student Profile

As a student's instructor or academic advisor, you have access to additional information. The **Student Profile** will give you the student's email address, home address, and primary phone number, as well as provide some minimal information about the student's academic program. Please note this information is protected by FERPA and must **only** be used for authorized or assigned tasks.

To access the student profile, click **Student Profile** under **Faculty Information**. On the next screen, enter his or her **Student ID number** and click **Submit**. Remember, you can also access student profiles from the **Class Roster** screen for each student in that class.
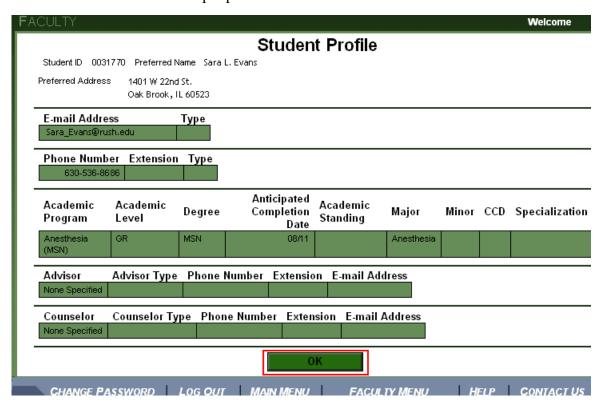

If you are not authorized to access this profile, you will see the following message:

Student Profile cannot be displayed because you're neither an advisor nor instructor to this student.

If you **are** the academic advisor or an instructor for this student, his or her profile will appear on the next screen. Here is a sample profile.

When finished viewing this profile, click **OK**. You will be returned to the **Faculty Menu**.

Logging out

One final request: Whenever you're done using *RUConnected*, please click **LOG OUT** before closing your browser window. This lets the system "clean up," delete temporary files, and release memory allocated to work with your data. This will make the system run more efficiently and with fewer errors for everyone. To ensure security of your data, after logging out, you should then **close your browser window** (especially when using a public computer). You will be given a prompt to do so.

As *RUConnected* continues to grow, so will your options. Check back for future enhancements. Questions? Problems logging in or using the system? Please email us at: RU_Connected_Help@rush.edu.