



## Web for Faculty Early Warning Reports

Web Grading at: [UM-Dearborn Connect](#)



<https://web-sis.umd.umich.edu>

*The University of Michigan–Dearborn faculty report Early Warning and final grades using the UM-Dearborn Connect system. The information and instructions that follow explain how to use web grading for Early Warning Report.. If you need assistance with this process, please contact the Office of Enrollment Services/Registration and Records (313-583-6500).*

*Please see Web for Faculty Resources website for system availability and Early Warning Report deadline(s)*

[http://www.umd.umich.edu/fac\\_web-resources](http://www.umd.umich.edu/fac_web-resources)

## Preliminary/General Web Grading Information:

**Requirements to utilize Web grading:** User ID, PIN, and assignment as course Instructor.

### UM-Dearborn Connect Login

**\*\*User ID:** Your User ID is your UMID/EMPL ID.

**\*\*PIN:** For security purposes, your PIN for entering the [UM-Dearborn Connect](#) secure site is a random six-digit number. Your PIN may be obtained in-person at the Office of Registration and Records (1169 UC) or via e-mail at [registrars@umd.umich.edu](mailto:registrars@umd.umich.edu).

Once you have logged into the [UM-Dearborn Connect](#) secure site, you may change your PIN (do not use your birth date) by clicking on “**Change Your PIN**,” located under the **Personal Information** main menu.

**\*\*You have three tries to login correctly.** If unsuccessful, your PIN will be disabled. You must contact the Office of Registration and Records to reactivate your PIN.

**\*\*Security Q & A** – During your first login into the system, you will be required to enter a security question and answer. If you forget your PIN, this **Q&A** will enable you to reset your PIN and gain access to your information.

**\*\*During the Grading period, the Web “idle” time-out is extended to 30 minutes.** The system will automatically log out after 30 minutes of inactivity. **To ensure your Early Warning Marks are being submitted (saved), please click the *Submit* button often to save your grades!**

**\*\*The web Early Warning Report sheet lists 25 students per page.** If your course has more than 25 students, click the **Submit** button to save any entered marks, then click one of the **Current Record Set** buttons to advance to the next page. **It is essential that you click the *Submit* button to save your grades prior to advancing to the next page.**

**Failure to do so will cause a loss of all marks entered on the page.** The **Current Record Set** buttons are located directly above and below the list of students.

**\*\*Electronic Signature** – Your PIN is your electronic signature in the online system. If you wish, you may print a copy of your Early Warning sheet(s) for your records.

**\*\* Early Warning Marks** – Marks used for Early Warning are not the traditional grade marks students will be given at the end of the semester during final grading. Following is the Report Key that should be used.

### Report Key:

- Z1 Has never attended/Stopped Attending
- Z2 Poor grade—missing or poor performance on assignments
- Z3 Poor grade—poor performance on exams
- Z4 Poor grade—poor attendance
- Z5 Poor grade—poor class participation
- Z6 Poor grade—missing assignment(s) & sporadic attendance
- Z7 Poor grade—missing assignment (s) & lack of background
- Z8 Not prepared for class

### Help

If at any point you need help entering Early Warning marks, contact Enrollment Services / Registration and Records at (313) 583-6500.

# Online Early Warning Reports

through



## Step 1

To Access [UM-Dearborn Connect](#) From the University Home Page ([www.umd.umich.edu](http://www.umd.umich.edu)) Click on Faculty and Staff Resources, Click on the [UM-Dearborn Connect](#) logo

or

Go directly to the web site:

<https://web-sis.umd.umich.edu>

- ❑ Click on **Enter Secure Area**
- ❑ Enter your **USER ID** and six-digit **PIN** in the designated boxes
- ❑ Click **Login** button

## Step 2

### Main Menu

- ❑ Select **Faculty & Advisors** Menu

## Step 3

### Faculty and Advisors Menu

- ❑ Click on **Early Warning Reports**
- ❑ Select **Term** and click **Submit**
- ❑ Select a gradable CRN/Course from the pull down list and click **Submit**

## Step 4

### Faculty Early Warning Reports

- ❑ Click the arrow in the **Grade** field
- ❑ Select the Early Warning mark from the pull down menu (The Early Warning Marks will be found at the bottom of the list. All Early Warning Marks begin with the letter Z. Also see Report Key in next column.), or manually enter an Early Warning mark for applicable students. *You may press the tab key to move from student to student, or use your mouse to click on the grade box for the student.*

- ❑ Click the **Submit** button to save your entries. Please remember to Click **Submit often**. **There is a 30-minute timeout for inactivity.**
- ❑ If your class has more than 25 students, click the **Submit** button to save any entered Early Warning marks, then click one of the **Current Record Set** buttons to advance to the next page. **It is essential that you click the Submit button to save your grades prior to advancing to the next page. Failure to do so will cause a loss of all grades entered on the page.**

After the Submit button is clicked, the message: **The changes you made were saved successfully** will be returned near the top of the first page of the worksheet.

## Step 5

### To select the next course for grading:

- ❑ At the bottom of the Early Warning Report worksheet, click the link: **CRN Selection**
- ❑ Select your next gradable **CRN/Course** from the pull down list. Click **Submit**
- ❑ Select **Early Warning Reports** from Faculty Services Menu
- ❑ Follow Steps 4 through Step 5 until all of your marks have been entered.

When completed with all course grading, log out of the system by clicking the **Exit** button in the upper right corner of your screen.

## Report Key:

- Z1 - Not Attending
- Z2 - Attending sporadically
- Z3 - Not prepared for class and/or assignments not submitted
- Z4 - Writing Skills and/or Oral Communication Skills
- Z5 - Lack of Background to Succeed
- Z6 - Currently receiving low grades(s)

## Tips for Successful Web Grading

- Once you login to [UM-Dearborn Connect](#) and begin entering Early Warning marks, remember to **submit** your marks often. If you are logged in to [UM-Dearborn Connect](#) for more than 30 minutes without clicking on a link or a button, your login will expire. If your login expires, re-enter your User ID and PIN.
- Review your entered marks carefully. If you notice an error, enter the corrected grade as soon as possible.
- Only instructors assigned to a course will be able to utilize [UM-Dearborn Connect](#) to enter Early Warning marks. All instructors assigned to team-taught courses should coordinate the entry of Early Warning marks. If you are teaching a course that has not been assigned to you in the Banner Student Information System, please contact your Department. For your convenience, you may refer to the **Faculty Course Assignments** listing to review your course assignments. This listing is located on the **Web for Faculty Resources** web site: [http://www.umd.umich.edu/registration/faculty/faculty\\_home.htm](http://www.umd.umich.edu/registration/faculty/faculty_home.htm)
- If a student is on your roster who has never attended or stopped attending during the term without explanation, after entering the appropriate mark (Z1-Not Attending), you may enter the date of last attendance in the Last Attend Date column.