

Shippensburg UNIVERSITY

The Faculty Information System (FIS) provides services to help faculty interact with their students. The FIS is available over the Internet, and uses the same state-of-the-art security as banks, brokerages, and other financial institutions.

Getting Started

Open any web browser and go to <https://info.ship.edu> and choose [Faculty \(FIS\)](#).

Once at the login screen you will be asked for your Shippensburg University E-mail Address and password. If you do not remember your password, you can reset your password using your email ID, SSN, and SU ID at <https://password.ship.edu/reset/> or you can contact the help desk at x3499 to reset your password.

Faculty Information System

Connect to the FIS **securely** at:
<https://info.ship.edu>

Class Lists

The class list option provides basic information for those students enrolled in your classes. The options available will change depending on the time of year. Clicking on a name of a student will provide summary information about that student.

• Email Students

Each class roster has a link to send email to all students in the class. This is done through the use of dynamic aliases that are built with your login and a random number (eg. jmabpl52G4@info.ship.edu) each time you email your class. Once an email is sent, the alias is removed to better provide security and prevent spam.

Failed or returned student email

Student email policy requires students to use or forward from campus email account.

• Download to Excel

The class roster also has a link to download the roster information to a “comma-delimited” text file that can imported into Excel, Access, or other package. To use this feature, click the link and download the file to your PC.

FERPA regulations apply to student data whether in printed or electronic format and it is your responsibility to protect this information.

• Printable Class List

The default view of the class list is inefficient to print. This option provides a printer-friendly display.

• Preliminary Class List

The Registrar will enable this list after the drop/add period is over. Use this interactive class list after drop/add is over until class lists are due to submit students adding to a class and students not attending class.

• Access Blackboard

The class lists are automatically loaded into blackboard on a daily basis.

• Grade Posting

The Registrar will enable collection of early warning and end-of-semester grades. During this

time, the class list will include options to submit grades for each student. You must click on “Post Grades” for grades to be submitted.

• Final Exam Schedule

The Registrar’s Office makes final exam time and room assignments for each course. These assigned dates, times, and locations will automatically appear on the list of classes once the times have been established.

Secure Access – Any Where, Any Time

The FIS is available through the web anywhere – anytime, from your office during the day, from home at 3 a.m. with the same 1024-bit security.

Busy Search Students

This utility helps Faculty choose office hours that their students may attend. This utility allows Faculty to enter candidate office hours and the results will be the number of students that can and cannot attend those hours.

Advisor Info & Release

Academic advising is aided by the availability of up-to-date detailed academic information on each faculty member’s advisees. The academic information can be sorted in several ways to aid the advisor’s review of the information.

Advisors can release the advising hold through the utility as well. To release a hold, simply click the box next to the student’s name, and press the “Submit” button. Advisor’s hold must be released before a student will be permitted to schedule.

Prerequisite Checking

This utility can be used to retrieve information about students enrolled in one course who have or have not taken other courses. It can be used to ensure that students have taken a pre-requisite, or to follow up on how students have performed in successive courses.

Protect Yourself and Your Students

You should **never** give your FIS (or any other) password to anyone. Support personnel should never request it and you should never provide it. Voluntary password sharing is the greatest IT security threat.

Faculty Evaluations

The completed student survey component of the faculty evaluations is available through this utility.

Course Schedules

Faculty can retrieve course schedules through this link.

Research Exchange

This utility allows Faculty to advertise their research interests. Students may browse these posted interests through the Student Information System. This utility is a way to help establish connections between Faculty & Students.

For Technical Assistance, (i.e. browser, PC, mail issues) contact FIXX line at x3499. For administrative issues (i.e. class lists, grades), contact the Office of the Registrar at x1381

Especially for Faculty

<http://www.ship.edu/espfor/faculty>

This links to deadline dates, calendars, FERPA regulations, and many other sources as well as a means for important information to be posted.