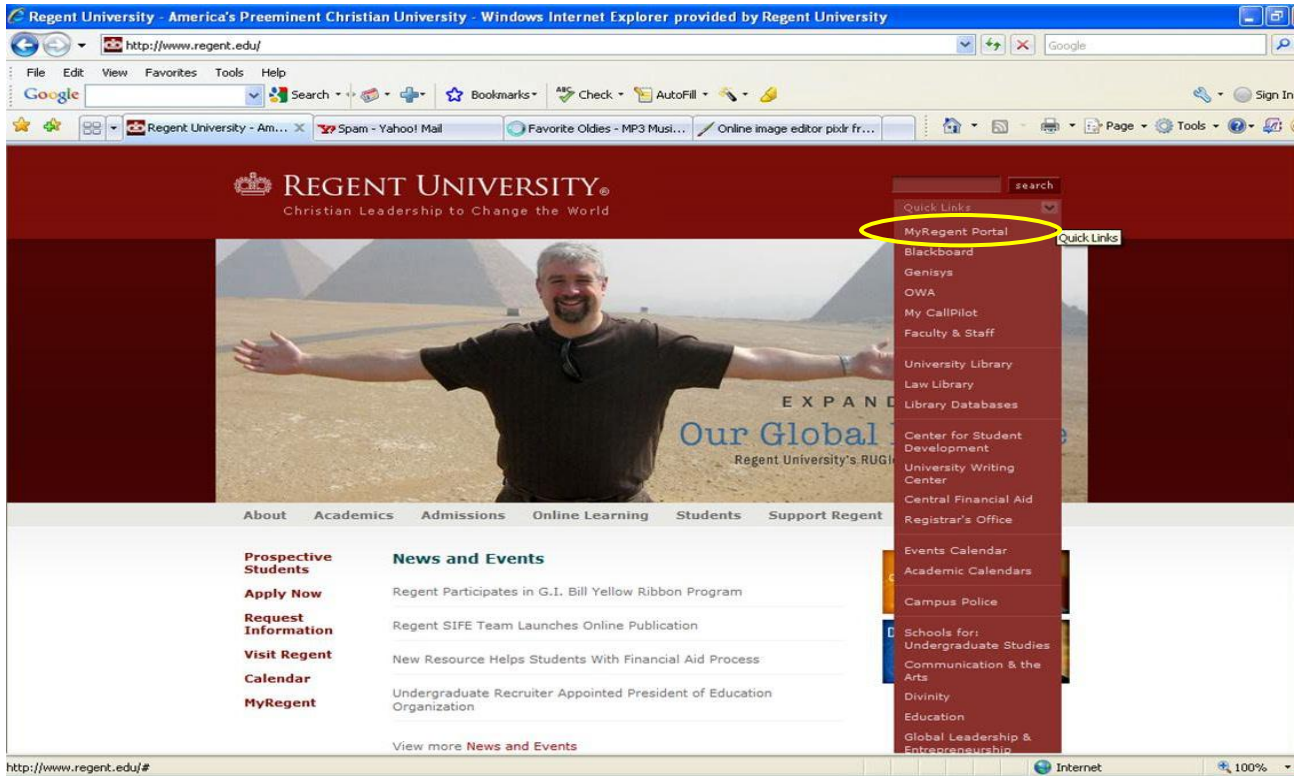


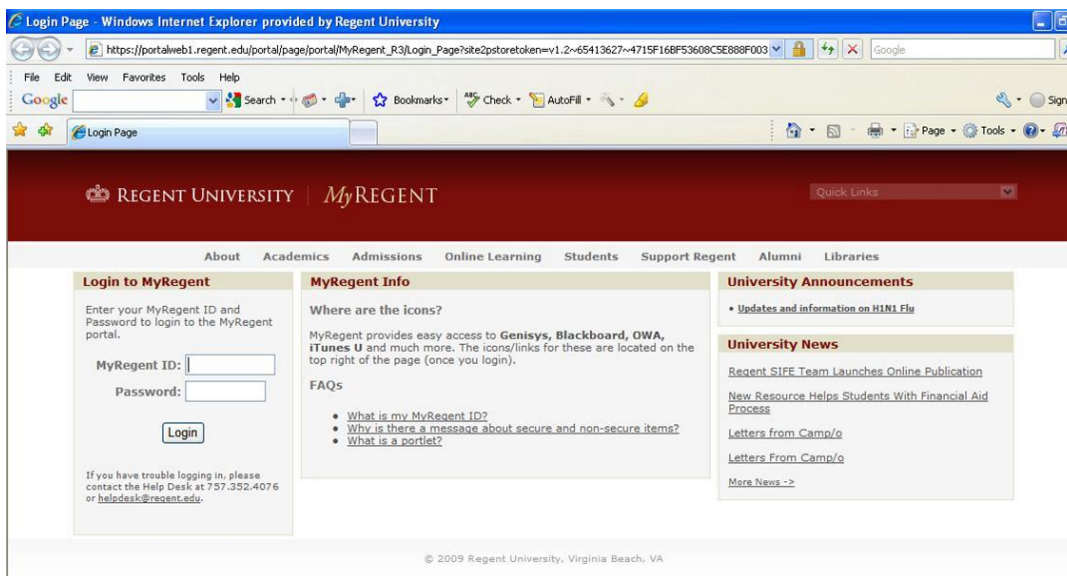
GENISYS GUIDE FOR FACULTY

Banner information can be accessed through a Web browser such as Internet Explorer. Regent calls this interface, GENISYS (General Information System). Faculty members can see class information, class lists, student advisory information and enter grades from home, office, or anywhere using the Web.

To login to GENISYS as a faculty member, choose 'MyRegent Portal' from the Quick Links menu on the Regent homepage.

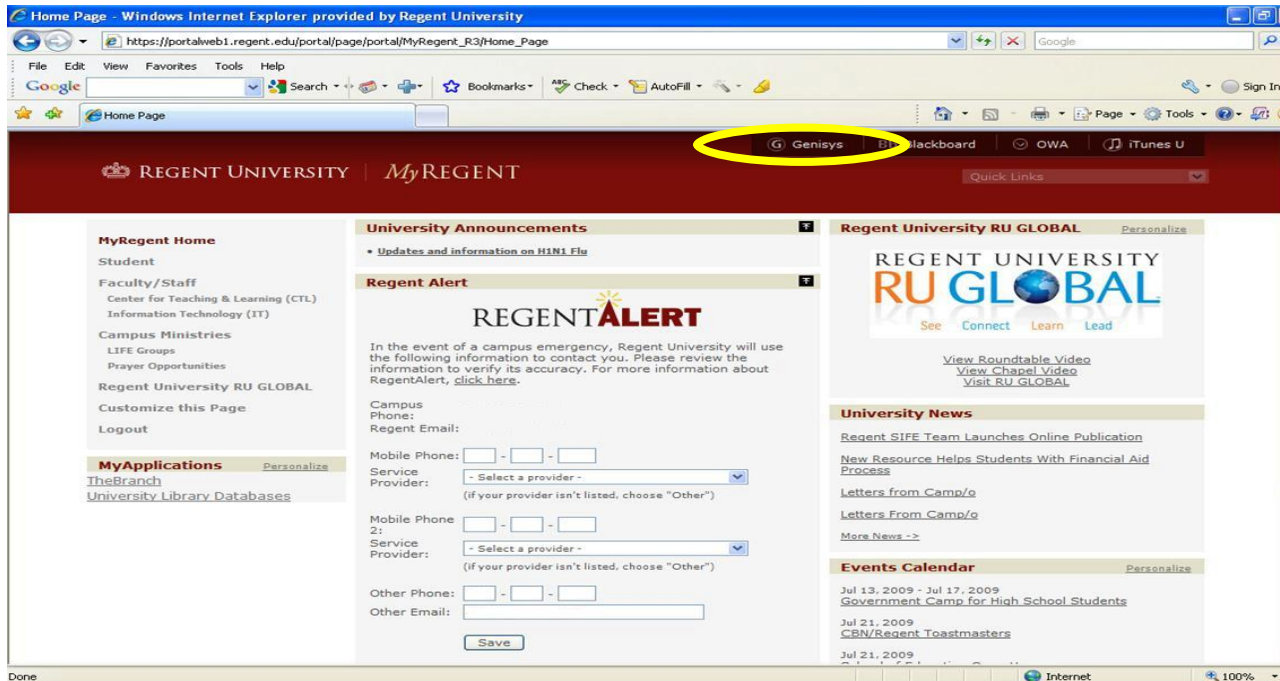


You will see the following screen. Enter your MyRegent USER ID and PIN. If you do not have an ID and PIN, contact Regent University Helpdesk at Ext. 4076 (off campus 757-352-4076).

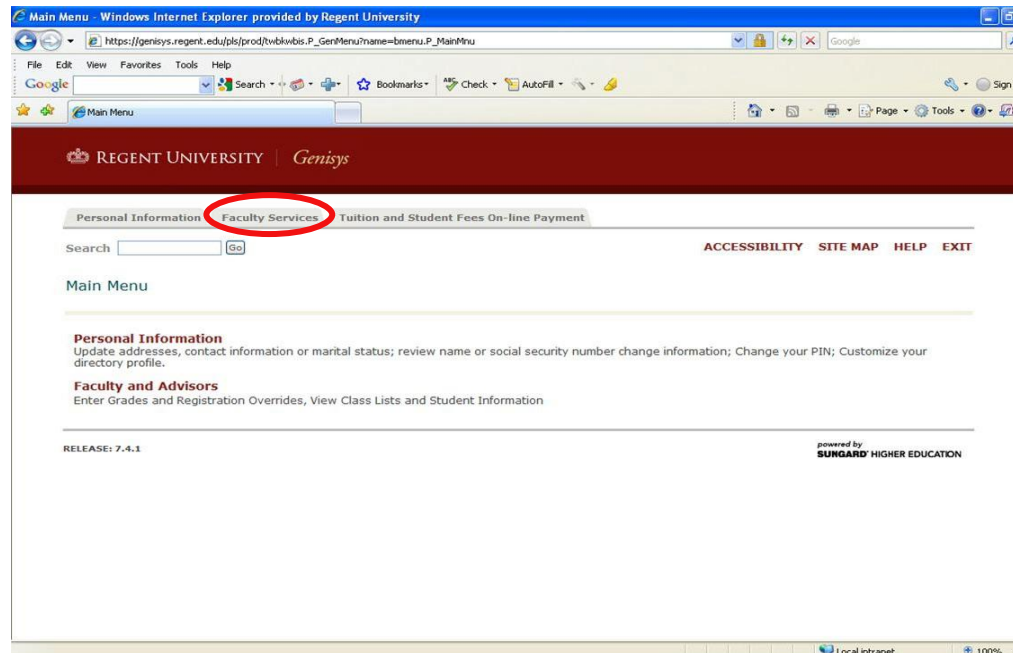


LOGIN TO GENISYS

Select the GENISYS link at the top of the page (see below). NOTE: The first time you use GENISYS you will be prompted to change your PIN for security reasons. Choose any 6 digit number you can remember easily.



You will now see the GENISYS Faculty menu (figure below). Choose Faculty Services.



FACULTY SERVICES MENU

Faculty and Advisors

Personal Information **Faculty Services** Tuition and Student Fees On-line Payment

Search Go [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Faculty and Advisors

Semester Selection ← SELECT THE TERM (ACADEMIC SEMESTER)

CRN Selection (Course Selection) ← SELECT THE COURSE YOU WANT TO WORK WITH

Faculty Detail Schedule ← VIEW ENROLLMENT FIGURES & DATE RANGES FOR YOUR COURSES
Shows day, time, location and other detailed info.

Your Schedule Overview ← VIEW FACULTY SCHEDULE FOR ALL COURSES IN THE SEMESTER
General Schedule Overview

Detail Class List ← VIEW STUDENTS PROGRAM, DEPARTMENT, CLASS, LEVEL, DEGREE, CREDITS, COLLEGE, MAJOR, REG. DATE & STATUS, ADDRESS, PHONE, EMAIL
Display list of students enrolled in a course

Summary Class List ← VIEW STUDENT'S BANNER ID, LEVEL, DEGREE, PROGRAM, MAJOR, CLASS, CREDIT HOURS, AND REGISTRATION STATUS

Detail Wait List ← WAIT LIST INFORMATION

Summary Wait List ← WAIT LIST INFORMATION

Enter Final Grades ← ENTER FINAL GRADES HERE

Registration Add/Drop ← THIS AREA IS NOT BEING USED

Faculty and Advisor Security Information

Local intranet 100%

EXAMPLES OF EACH OPTION FOLLOW:

Choose SEMESTER SELECTION and you will see the following. You must select the semester (term) before entering another area. If you desire to view a different term later in the session, merely come back here and re-select.

Select Term - Windows Internet Explorer provided by Regent University

https://genisys.regent.edu/pls/prod/bwlkostm.P_FacSelTerm

File Edit View Favorites Tools Help

Google Search Bookmarks Check AutoFill

Select Term

REGENT UNIVERSITY | Genisys

Personal Information **Faculty Services** Tuition and Student Fees On-line Payment

Search Go [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Select Term Jul 17, 2009 10:58 am

Select the Term for processing then press the Submit Term button.

Select a Term:

CHOOSE SEMESTER TERM BY CLICKING DROP-DOWN BOX
CLICK ON SUBMIT TERM

RELEASE: 6.1 powered by SUNGARD HIGHER EDUCATION

Done Local intranet 1

Choose CRN SELECTION and you will see the following. You can select the CRN (Course Reference Number) before entering another area or you will be prompted later. If you desire to view a different course later in the session, merely come back here and re-select. You will be prompted to choose a semester (term). Use the drop down box to choose the course.

The screenshot shows a web browser window titled "Select CRN - Windows Internet Explorer provided by Regent University". The address bar shows the URL "https://genisys.regent.edu/pls/prod/bwlkocrn.P_FacCrmSel". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The search bar contains "Google". The page header features the Regent University logo and the "Genisys" brand name. Below the header, there are navigation tabs: "Personal Information", "Student Services & Financial Aid", "Faculty Services" (which is active), "Employee Services", and "Tuition and Student Fees On-line Payment". A search bar is present with a "Go" button. To the right of the search bar are links for "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". The main content area is titled "Select a CRN" and shows the date and time "Summer 2009 Jul 17, 2009 11:15 am". A message icon indicates a prompt: "Please enter the CRN you wish to access, or select a different term from the menu." Below this is a "CRN:" label and a dropdown menu. The dropdown menu is open, showing a list of course options: "TeachingMath&Science/ElemSchoo - 70785", "TeachingMath&Science/ElemSchoo - 70785", "SpTop: Islam in European Politi - 70912", "SpTop: AngloAmer Constitutional - 70915", and "Quality - 71169". A red arrow points to the dropdown menu with the label "SELECT COURSE FROM DROP-DOWN BOX". To the left of the dropdown is a "Submit" button, with a red arrow pointing to it and the label "CLICK SUBMIT". Below the dropdown is a link: "[Enter Section Identifier (CRN) Directly]". At the bottom left, it says "RELEASE: 7.3". At the bottom right, it says "powered by SUNGARD HIGHER EDUCATION". The browser's status bar at the very bottom shows "Local intranet" and "100%".

Choose FACULTY DETAIL SCHEDULE and you will see the following.

Faculty Detail Schedule - Windows Internet Explorer provided by Regent University

https://genisys.regent.edu/pls/prod/bwll/fac_P_FacSched

Personal Information Student Services & Financial Aid **Faculty Services** Employee Services Tuition and Student Fees On-line Payment

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Faculty Detail Schedule Summer 2009
Jul 17, 2009 11:19 am

Welcome to the Faculty Detail Schedule display. Listed below is your schedule for the selected term.

Special Topics (Oxford): Biblical & Qur'anic Law - 70912 - GOVT 475 - 01

Status: Active
 Available for Registration: Mar 17, 2009 - May 10, 2009
 College: School of Undergrad. Studies
 Department: No department designated
 Part of Term: 18
 Course Credits: 3.000
 Course Levels: Undergraduate, Non-Degree Seeking, Undergraduate
 Campus: Oxford Univ.- Traditional
 Override: No
 Syllabus: [Add](#)
 Rosters: [Classlist](#) [Waitlist](#)
 Office Hours: [Add](#)

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	25	0	25
Cross List:	30	7	23

Choose YOUR SCHEDULE OVERVIEW and you will see the following. If you have online classes, they will be listed at the bottom of the screen since there are no times associated with those sections.

Faculty Schedule by Day and Time - Windows Internet Explorer provided by Regent University

https://genisys.regent.edu/pls/prod/bwll/fac_P_FacDaySched

Personal Information Student Services & Financial Aid **Faculty Services** Employee Services Tuition and Student Fees On-line Payment

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Faculty Schedule by Day and Time Jul 17, 2009 11:22 am

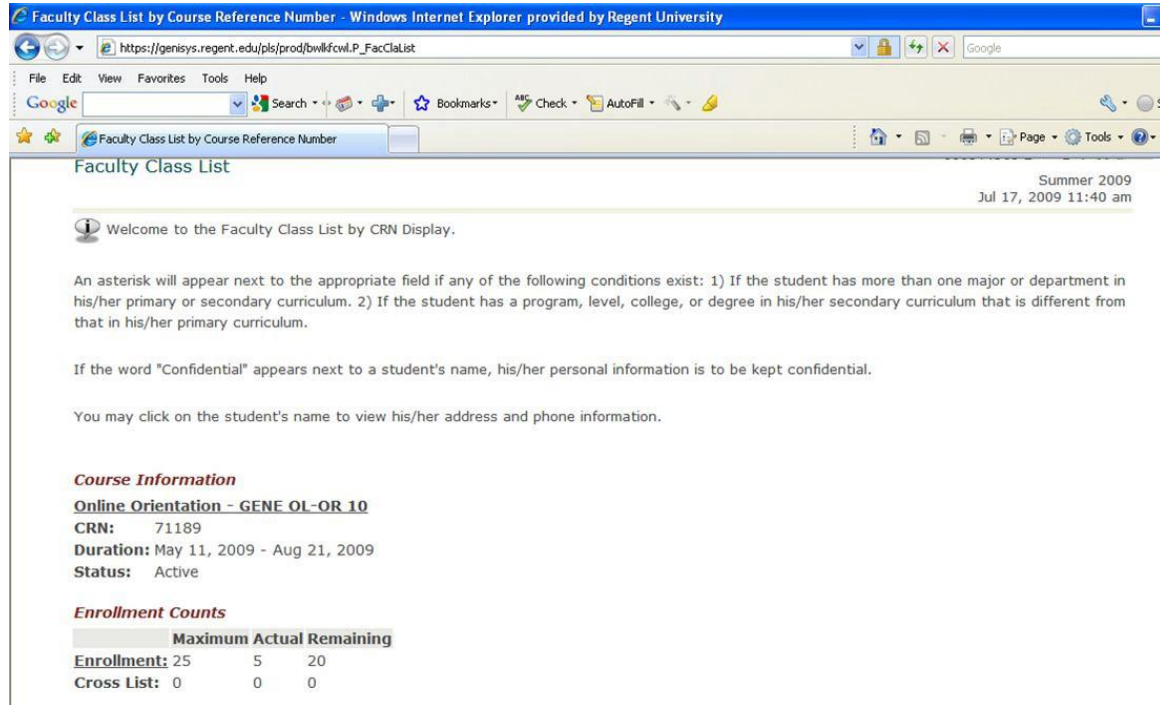
Welcome to the Faculty Schedule display. Listed below is your schedule for the selected term.

Go to (MM/DD/YYYY):

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9am						UIS 401-01 70785 Class 9:00 am-1:00 pm ADM 218	
10am							
11am							

Choose DETAIL CLASS LIST and you will see the following.

(top of the screen)



Faculty Class List

Summer 2009
Jul 17, 2009 11:40 am

Welcome to the Faculty Class List by CRN Display.

An asterisk will appear next to the appropriate field if any of the following conditions exist: 1) If the student has more than one major or department in his/her primary or secondary curriculum. 2) If the student has a program, level, college, or degree in his/her secondary curriculum that is different from that in his/her primary curriculum.

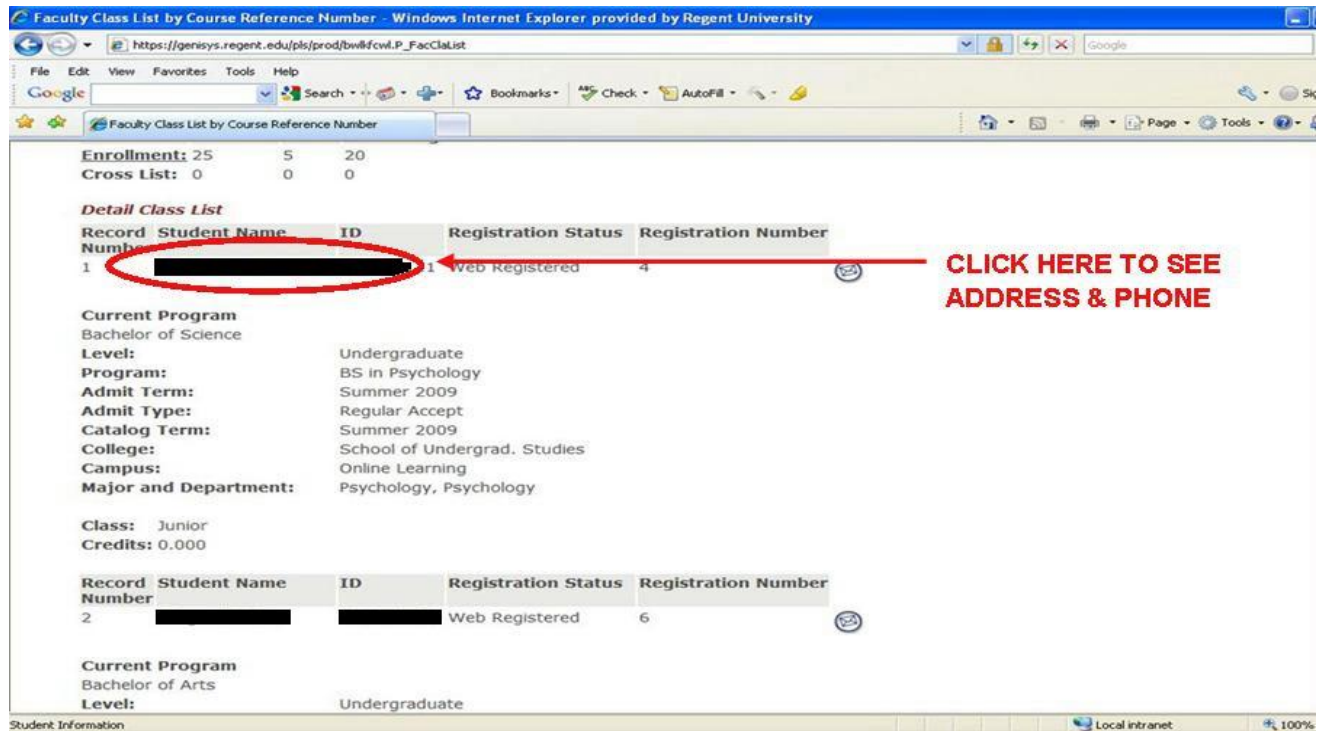
If the word "Confidential" appears next to a student's name, his/her personal information is to be kept confidential.

You may click on the student's name to view his/her address and phone information.

Course Information
Online Orientation - GENE OL-OR 10
CRN: 71189
Duration: May 11, 2009 - Aug 21, 2009
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	25	5	20
Cross List:	0	0	0



Enrollment: 25 5 20
Cross List: 0 0 0

Detail Class List

Record Number	Student Name	ID	Registration Status	Registration Number
1	[Redacted]	[Redacted]	Web Registered	4

Current Program
Bachelor of Science
Level: Undergraduate
Program: BS in Psychology
Admit Term: Summer 2009
Admit Type: Regular Accept
Catalog Term: Summer 2009
College: School of Undergrad. Studies
Campus: Online Learning
Major and Department: Psychology, Psychology

Class: Junior
Credits: 0.000

Record Number	Student Name	ID	Registration Status	Registration Number
2	[Redacted]	[Redacted]	Web Registered	6

Current Program
Bachelor of Arts
Level: Undergraduate

Student Information Local intranet 100%

Choose SUMMARY CLASS LIST and you will see the following.

(top of the screen)

Course Information
Online Orientation - GENE OL-OR 10
CRN: 71189
Duration: May 11, 2009 - Aug 21, 2009
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	25	5	20
Cross List:	0	0	0

Summary Class List

Record Number	Student Name	ID	Reg Status	Level	Credits	Final	Grade Detail
1	[REDACTED]	[REDACTED]	Web Registered	Undergraduate	0.000	P	[Icon]
2	[REDACTED]	[REDACTED]	Web Registered	Undergraduate	0.000	P	[Icon]
3	[REDACTED]	[REDACTED]	Web Registered	Undergraduate	0.000	P	[Icon]
4	[REDACTED]	[REDACTED]	Web Registered	Undergraduate	0.000	P	[Icon]
5	[REDACTED]	[REDACTED]	Web Registered	Undergraduate	0.000	P	[Icon]

[Email class](#) [Icon]

[Return to Previous](#)

[[Term Selection](#) | [CRN Selection](#) | [Detail Class List](#) | [Mid Term Grades](#) | [Final Grades](#) | [Faculty Detail Schedule](#) | [Detail Wait List](#) | [Summary Wait List](#)]

RELEASE: 7.4.0.1

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Local intranet 100%

DETAIL WAIT LIST and SUMMARY WAIT LIST do not have information to be shown.

ENTERING FINAL GRADES

Who can enter grades?

Only the individual designated as the primary instructor for a course has access to enter grades. The other instructors for the course can view the grades but do not have access to the drop down list to enter grades.

1. Choose Semester - If you have not already chosen the semester (term), you will be prompted to do so now.

Select Term - Windows Internet Explorer provided by Regent University

https://genisys.regent.edu/pls/prod/bwlkostm.P_FacSelTerm

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Personal Information **Faculty Services** Tuition and Student Fees On-line Payment

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Jul 17, 2009 10:58 am

Select Term

Select the Term for processing then press the Submit Term button.

Select a Term: **CHOOSE SEMESTER TERM BY CLICKING DROP-DOWN BOX**

CLICK ON SUBMIT TERM

RELEASE: 6.1 powered by
SUNGARD HIGHER EDUCATION

Done Local intranet

2. Choose Course - If you have not already chosen a course, you will be prompted to do so now.

Select CRN - Windows Internet Explorer provided by Regent University

https://genisys.regent.edu/pls/prod/bwlocoorn.P_FacCrnSel

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Personal Information | Student Services & Financial Aid | **Faculty Services** | Employee Services | Tuition and Student Fees On-line Payment

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Select a CRN

Summer 2009
Jul 17, 2009 11:15 am

Please enter the CRN you wish to access, or select a different term from the menu.

CRN:

SELECT COURSE FROM DROP-DOWN BOX

CLICK SUBMIT

[[Enter Section Identifier \(CRN\) Directly](#)]

RELEASE: 7.3

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Local intranet 100%

3. ENTER GRADES - To enter a grade, choose the drop down box beside the student's name and click on the desired grade. Click on Submit Grades. NOTE: Please remember while entering grades that GENISYS has a 60 minute time limit on the screen. Please click the Submit Grades button at the bottom the page often so it does not time out. Grade choices vary by degree program. See the Grading System in the university catalog for more information. After entering grades, print a copy for your records. To print, choose File from the menu, choose Print.

Final Grade Worksheet - Windows Internet Explorer provided by Regent University

https://genisys.regent.edu/pls/prod/bwlfkfgd.P_FacFinGrd

Final Grade Worksheet

Personal Information Student Services & Financial Aid **Faculty Services** Employee Services Tuition and Student Fees On-line Payment

Search [] Go RETURN TO MENU SITE MAP HELP EXIT

Final Grade Worksheet Fall 2009
Jul 17, 2009 12:30 pm

- Enter changes to final grades and attendance hours, then click Submit Grades.
 - If the word "Confidential" appears next to a student's name, information is to be kept confidential.
 - Click on a student's name to view the student's address(es) and phone(s).

Course Information
Online Orientation - GENE OL-OR 18
 CRN: 10854
 Students Registered: 25

Please submit the grades often. There is a 60 minute time limit starting at 12:30 pm on Jul 17, 2009 for this page.

Final Grades

CLICK STUDENT'S NAME TO VIEW ADDRESS, PHONE & EMAIL CLICK DROP-DOWN BOX & SELECT GRADE

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	[REDACTED]	[REDACTED]		**Registered** Jul 14, 2009	None	N			19
2	[REDACTED]	[REDACTED]		**Registered** Jul 13, 2009	None	N			17
3	[REDACTED]	[REDACTED]		Web Registered Jul 16, 2009	None	N			25
4	[REDACTED]	[REDACTED]		**Registered**	None	N			9

Final Grade Worksheet - Windows Internet Explorer provided by Regent University

https://genisys.regent.edu/pls/prod/bwlfkfgd.P_FacFinGrd

Final Grade Worksheet

16	[REDACTED]	[REDACTED]		Web Registered Jul 10, 2009	None	N			23
17	[REDACTED]	[REDACTED]		**Registered** Jul 15, 2009	None	N			18
18	[REDACTED]	[REDACTED]		**Registered** Jul 09, 2009	None	N			11
19	[REDACTED]	[REDACTED]		**Registered** Jul 13, 2009	None	N			16
20	[REDACTED]	[REDACTED]		Web Registered Jul 08, 2009	None	N			8
21	[REDACTED]	[REDACTED]		**Registered** Jul 09, 2009	None	N			10
22	[REDACTED]	[REDACTED]		**Registered** Jul 15, 2009	None	N			21
23	[REDACTED]	[REDACTED]		**Registered** Jul 07, 2009	None	N			3
24	[REDACTED]	[REDACTED]		**Registered** Jul 07, 2009	None	N			2
25	[REDACTED]	[REDACTED]		**Registered** Jul 07, 2009	None	N			1

Submit After entering grades, click on 'Submit Grades' button. NOTE: Click on Submit Grades often since there is a 60 minute time limit.

Please submit the grades often. There is a 60 minute time limit starting at 12:30 pm on Jul 17, 2009 for this page.

[Return to Previous](#)

[[Term Selection](#) | [CRN Selection](#) | [Class List](#) | [Faculty Detail Schedule](#) | [Mid-Term Grades](#) | [Student Menu](#) | [Summary Class List](#)]

RELEASE: 7.5.2 powered by **SUNGARD** HIGHER EDUCATION

Rolled Grades

After the grade deadline, the Registrar's Office 'rolls' the grades to Academic History and they cannot be changed in GENISYS. Once rolled, the 'Rolled' column will indicate 'Yes.' Grades can be viewed but not changed. Any changes must be submitted to the Registrar's Office once grades have been rolled. 'Rolled' grades have been moved to the students' academic histories and are available on student transcripts and for students to see online through the student view of GENISYS.

Grade Changes

Grades can be changed in GENISYS by the instructor until they have been 'rolled.' Grades are not seen by the student until they have been 'rolled.' Once the Registrar's Office has 'rolled' grades to Academic History, instructors will need to submit grade changes to the Registrar's Office using the traditional Grade Change Form. Grade change forms can be accessed through the Registrar's Office or the administrative offices of the schools. Grades are only updated on the student's transcript. The original grade posted on the roster by the instructor is not updated when grade changes are made.