

*****ANNOUNCING*****
ELECTRONIC DELIVERY OF CLASS ROSTERS AND
FINAL GRADE SUBMISISON – FALL 2004

Beginning with the Fall 2004 semester, all faculty members will view or print their class roster(s)-- any time, anywhere-- from a computer with Internet capabilities. In December, faculty will submit their grades electronically – from a computer located in their office, lab, home, or the beach! The Registrar's Office will offer instructional assistance.

Each of you will be provided with instructions on how to access your rosters via Onestart and/or ONCOURSE. You will be able to use either method.

- **All records can be accessed with your regular IUS username and password.**
- Class rosters are accessible to only the *faculty of record* for that class.
- Step-by-step procedures will be provided in time for to get your class rosters for the fall semester.

Look for future announcements and instructions! We look forward to working with and assisting you as we transition to this electronic service.

During the week before and the first week of classes, the ILTE will offer sessions on retrieving your course roster information. They will also be available to provide individual assistance. Be prepared to know your section numbers! More information will be forthcoming. Contact the ILTE at 941.2506 or via email: Katy--kwigley@ius.edu, David-- drrainbo@ius.edu and Leah-- ldcrone@ius.edu.

OVER for important voice mail information.

Important Voice Mail Update!

Please check you voice mail before August 27th. IT Telephone Services is upgrading the voice mail system and messages left on the old system will not be carried over to the new system.

For more information, please contact the Help Desk at 941.2447.

Not on campus, check your voice mail from home. Detailed instructions can be found at: <http://it.ius.edu/PhoneServices/VoiceMail/FacStaff.cfm#13>

Should this date be postponed, you will be notified via e-mail.