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Changes With iRoar

- Faculty and Staff cannot add or drop students from a course. To have a student dropped from a course, a registration correction form can be filled out: [http://www.registrar.clemson.edu/secure/f2/regForm_Curr.htm](http://www.registrar.clemson.edu/secure/f2/regForm_Curr.htm) or [http://www.registrar.clemson.edu/secure/f2/regForm_CurrMultiple.htm](http://www.registrar.clemson.edu/secure/f2/regForm_CurrMultiple.htm)

- Pre-requisites checks now consist of a report pulled by the registrar’s office. All students who fail the check are listed. The reason for the student failing the pre-req must be manually looked up. Please contact Jessica (jjacks4) if you need pre-requisite reports generated.

- Blackboard is still in use. For information on connecting your iRoar courses with BB, please visit this website: [http://www.clemson.edu/ccit/learning_tech/blackboard_learn/index.html](http://www.clemson.edu/ccit/learning_tech/blackboard_learn/index.html)

- Only the instructors listed on a course will have the ability to enter grades for a course. This means that Jan or Jessica will NOT be entering the grades for your classroom or research courses. We will send reminder emails the week grades are due, but entering the grades is the responsibility of the TEACHING FACULTY.

- All faculty and registration coordinating staff (EEES – Jessica, Cindy & Jan) can pull the transcript of any student in the university. With this expanded access, please ensure that all FERPA laws are respected. For a reminder of FERPA regulations, please visit: [http://www.registrar.clemson.edu/ferpa/ferpa.htm](http://www.registrar.clemson.edu/ferpa/ferpa.htm)

- Class assignments are being automatically generated through a university scheduling system.

- If you have any questions about navigating iRoar, please talk to Jessica

- If you have any complaints about iRoar, please contact Jan Murdoch.
Navigating iRoar

1. Go to http://iroar.clemson.edu
2. After logging in you are at the Main Menu

3. On the Main Menu, choose Faculty Services

The Faculty Services Tab is where you will go to access all information about your teaching schedule and course information.
Important links to make note of:

**Faculty Detail Schedule**: Shows complete details of faculty teaching load for the semester selected.

**Summary Class List**: allows access to class roll and to email students.

**Summary Wait List**: See students currently on waitlist for course. The waitlist is not the same as the old request log and we cannot add and drop students from the list. If a student is #1 on the waitlist, and a seat opens up in the course, the student is notified and given 24 hours to add themselves to the course. If they do not, the next person on the list is contacted.

**CRN Selection**: This link allows option to switch between courses.

**Enter Grades**: Coming soon!

**Section Overview**: Allows pulling of a list of all courses that meet a particular description. For example, you could pull all courses being taught within the EEES department.

**Student Information Menu**: Opens the menu for student information including Academic transcript, schedule and student information. This will also be the page used by advisors. Expect this menu to change in coming months as DegreeWorks (replacement for DPR) is developed.
Faculty Detail Schedule

1) Shows:
   - courses being taught in the semester,
   - the enrollment numbers,
   - meeting times
   - meeting locations
   - Options to add a syllabus or office hours
1) Select a CRN/course from the drop-down menu
2) You will see a concise list of all the students enrolled in the course
3) The envelope button to the right of each student allows you to email the students
4) To email the entire class roll, scroll to the bottom and choose Display Email List
5) The class email listing can be copied and pasted
Summary Wait List

- Allows access to see what students are on wait list
- Option to email students on the waitlist
- Can see total enrollment numbers
CRN Selection

Choose **CRN selection** from main menu or from the bottom of a different page (see below)

On the **Select a CRN** page, there is a drop-down menu of all the courses you are listed as instructor

Choose the course you are looking for

**Important: Picking a course will return you to the main menu. If you then select a link (ex: Summary Class List), it will show you the course you selected.**
Enter Grades

Coming Soon!
1) Choose **Section Overview** from the main menu

2) You will see a screen full of options. Chose the appropriate options from the drop-down menus. You can “Ctrl-Click” to select multiple options at the same time

3) For this list, I chose subject: ENSP and left every other option to default. You can now see all courses being offered with the subject code ENSP, as well as most course information including schedule, enrollment, instructor and classroom.

*The ability to choose many different criteria to pull classes by is especially helpful for advisors trying to help students find classes. Options can be chosen including time of day and university requirement met (ex: Literature courses being taught at 9:30 – 10:45 TTH). Students also see a version of this search option.*
Important Links:

**ID Selection:** Similar to CRN selection (previously described), this needs to be made. After choosing a student ID, you will be returned to menu to select what information you want to view.

**Academic Transcript:** Shows student GPR, and courses taken, including details of transfer credits. All faculty should be able to see this information for all students.

**Concise Student Schedule:** Best view to see what courses a student is currently taking

**Student Information:** Necessary information on student including program, level, advisor, expected graduation date, catalog term etc.
Student and Advisee ID Selection

- Enter student’s ID (starting with capital “C”) if known
- If not known, enter the student’s last name. You will be taken to a drop-down menu. Select the appropriate student

- You will be returned to the main menu. Now select information you would like to see.
Academic Transcript

1) Choose the appropriate transcript level and type (most students only have one option)

2) View transcript. Transcript shows transfer credit details, institution credit and courses currently in progress
Concise Student Schedule

- Shows students classification and major
- Course information for current semester

```
<table>
<thead>
<tr>
<th>CRN</th>
<th>Course</th>
<th>Title</th>
<th>Campus</th>
<th>Credits</th>
<th>Level</th>
<th>Start Date</th>
<th>End Date</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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<tbody>
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<td>80361</td>
<td>BIOL 4430</td>
<td>Freshwater Ecology</td>
<td>Clemson (Main Campus)</td>
<td>3.00</td>
<td>UG</td>
<td>Aug 21, 2013</td>
<td>Dec 13, 2013</td>
<td>MWF</td>
<td>9:05 am - 9:55 pm</td>
<td>Long Hall 216</td>
<td>Hains</td>
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<td>80266</td>
<td>EES 4100</td>
<td>Environmental Radiation Protection I</td>
<td>Clemson (Main Campus)</td>
<td>3.00</td>
<td>UG</td>
<td>Aug 21, 2013</td>
<td>Dec 13, 2013</td>
<td>MW</td>
<td>2:30 pm - 3:45 pm</td>
<td>Brackett Hall 220</td>
<td>Powell</td>
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<td>80301</td>
<td>EES 4300</td>
<td>Air Pollution Engineering</td>
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<td>3.00</td>
<td>UG</td>
<td>Aug 21, 2013</td>
<td>Dec 13, 2013</td>
<td>TR</td>
<td>2:00 pm - 3:15 pm</td>
<td>Brackett Hall 224</td>
<td>Overcamp</td>
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<td>EES 4500</td>
<td>Professional Seminar</td>
<td>Clemson (Main Campus)</td>
<td>1.00</td>
<td>UG</td>
<td>Aug 21, 2013</td>
<td>Dec 13, 2013</td>
<td>T</td>
<td>5:00 pm - 6:15 pm</td>
<td>Brackett Hall 214</td>
<td>Overcamp</td>
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<td>EES 4600</td>
<td>Environmental Risk Assessment</td>
<td>Clemson (Main Campus)</td>
<td>3.00</td>
<td>UG</td>
<td>Aug 21, 2013</td>
<td>Dec 13, 2013</td>
<td>TR</td>
<td>9:30 am - 10:45 am</td>
<td>Brackett Hall 114</td>
<td>Devol</td>
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<td>80313</td>
<td>EES 4860</td>
<td>Pollution Prevention and Industrial Ecology</td>
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<td>Dec 13, 2013</td>
<td>TR</td>
<td>12:30 pm - 1:45 pm</td>
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<td>Ancil</td>
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</table>
```

Total: 16.00

Information for Jennie

This page lists the classes for which you are registered for the term. All of the detail information about the class is included.

Classification: Senior
Level: Undergraduate
College: Engineering and Science
Major and Department: Environmental Engr, Environmental Engr & Earth Sc Engineering and Science
Student Information

Great source for the following information:

- Advisor
- University Start Date
- Expected Graduation
- Major
- Catalog Year

<table>
<thead>
<tr>
<th>Student Information effective from Fall 2012 to The End of Time</th>
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</thead>
<tbody>
<tr>
<td><strong>Registered for Term:</strong> Yes</td>
</tr>
<tr>
<td><strong>First Term Attended:</strong> Fall 2010</td>
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<tr>
<td><strong>Last Term Attended:</strong> Spring 2013</td>
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<tr>
<td><strong>Status:</strong> Active</td>
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<tr>
<td><strong>Residence:</strong> In-state Resident Standard</td>
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<td><strong>Citizenship:</strong> US Citizen</td>
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<tr>
<td><strong>Student Type:</strong> Continuing Undergraduate</td>
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<tr>
<td><strong>Class:</strong> Senior</td>
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<tr>
<td><strong>Primary Advisor:</strong> Jessica L. Economy</td>
</tr>
<tr>
<td><strong>Primary Advisor Type:</strong> Academic Advisor</td>
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<tr>
<td><strong>Expected Graduation Date:</strong> May 09, 2014</td>
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<td><strong>Expected Graduation Term:</strong> Spring 2014</td>
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<td><strong>Expected Graduation Year:</strong> 2013-2014</td>
</tr>
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Curriculum Information

<table>
<thead>
<tr>
<th>Current Program</th>
</tr>
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<tbody>
<tr>
<td>Bachelor of Science</td>
</tr>
<tr>
<td><strong>Level:</strong> Undergraduate</td>
</tr>
<tr>
<td><strong>Program:</strong> BS Environmental Engr</td>
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<tr>
<td><strong>Admit Term:</strong> Fall 2012</td>
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<tr>
<td><strong>Catalog Term:</strong> Fall 2012</td>
</tr>
<tr>
<td><strong>College:</strong> Engineering and Science</td>
</tr>
<tr>
<td><strong>Campus:</strong> Clemson (Main Campus)</td>
</tr>
<tr>
<td><strong>Major and Department:</strong> Environmental Engr, Environmental Engr &amp; Earth Sci</td>
</tr>
</tbody>
</table>