# Faculty Documentation

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Sage Access

Log into Sage with your UNET user id and password (the same way you log into your Brandeis email). You must have a Brandeis email account before you can be given a Sage account. Navigate to sage.brandeis.edu to log in:

User ID: 
Password: 
Sign in

If you or someone in your department is new and needs a Sage account, please follow these steps to request access:

1. The person requesting access should learn about FERPA by studying the FERPA Training.
2. The person requesting access must pass the FERPA Quiz. A perfect score is required to pass.
3. The supervisor must complete the Sage Access Request Form. Please note that the requests can only be made for staff who have already completed the FERPA Training and successfully completed the FERPA Quiz.

Semester Term Codes in Sage

Most requests in Sage require a term (semester) code. Brandeis term codes are 4-digit codes which are broken down as follows:

<table>
<thead>
<tr>
<th>Always the digit 1</th>
<th>Last two digits of the year - as in 2013</th>
<th>Represents the semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>13</td>
<td>1 = Spring</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2 = Summer</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3 = Fall</td>
</tr>
</tbody>
</table>

Examples:

Summer 2013 = 1132
Fall 2013 = 1133
Spring 2014 = 1141

You can always look up the term code with the looking glass (🔍) if you forget it.

FERPA Holds

Symbol identifying a student who has requested a FERPA hold

Faculty and staff have access to a great deal of student information that is private and protected by federal laws (specifically the Family Educational Rights and Privacy Act – FERPA). This document provides a simple guide to how departments and individuals should handle student information in a manner that will be consistent with
FERPA. The full Brandeis University Educational Records Policy may be found at http://www.brandeis.edu/registrar/bulletin/EducRecordsPolicy.html

FERPA divides student information into two categories – directory versus non-directory – which are subject to different restrictions.

Directory Information
Brandeis University considers the following to be public directory information:

- Name
- Address (including electronic address)
- Telephone number
- Date of birth
- Year and registration type
- Dates of attendance
- Previous institutions attended
- Awards and honors
- Photographs
- Dates of attendance and field of concentration at Brandeis
- Past and present participation in officially recognized sports and activities
- Weight and height of members of athletic teams

The University makes student directory information available electronically (as an online directory at the start of the fall semester).

While this directory information may be disclosed by the University for any purpose at its discretion — unless the student has requested the information not be disclosed — faculty and staff should generally refrain from doing so. If directory information is to be released, then you must first check for restrictions preventing release – see Checking for Restrictions below.

Non-Directory Information
All other information regarding a student’s academic record is considered non-directory information. This information cannot be released outside of Brandeis University unless there is prior, written permission from the student. Examples of non-directory information include, but are not limited to: grades, GPA, class schedules, test scores, id numbers, and financial, medical, and disciplinary records.

Checking for Restrictions
Students may use the personal privacy settings within Sage to restrict disclosure of directory information, all or in part, at any time. Faculty and staff may see whether students have placed FERPA restrictions on directory information by consulting Sage. When you view student records through the “Students by major/minor” page, or through the “View Advisees Information” page, the presence of restrictions are indicated with a window shade icon to the left of the student’s name in Sage. By clicking on the icon you may view the directory information that the student has chosen to release. Brandeis University assumes that failure on the part of any student to specifically request the withholding of public directory information indicates individual approval for disclosure.

Guideline #1 – Do not disclose/release any student information to an individual or organization from outside Brandeis.
If you receive such a request, refer the requestor to the Registrar’s Office. Individually identifiable information contained in a student’s records may be disclosed to a third party outside of Brandeis University only with a student’s prior written consent. Departments should not disclose any information regarding a student record to a third party. All third-party related inquiries should be directed to the Registrar’s office.

Guideline #2 – Do not place or post student information in a public location (physical or virtual) without the consent of the student.
Note that this includes the web and print publications, as well as hallways and lounges. Departments and programs that wish to post information about individual students must receive authorization from the student before posting.
Guideline #3 – Sharing student information with Brandeis colleagues should be limited to legitimate educational purposes.
For example, a PE instructor would likely have no educational purpose for getting a list of the students in the Chemistry PhD program; however, an undergraduate advising head does have an educational purpose in asking how majors are performing in courses in the major, and an advisor would have reason for asking about performance in all courses.

Guideline #4 – Health and safety concerns override FERPA restrictions – you do not need to obtain prior consent when there are concerns regarding the health and safety of a student.
In the event that you are placed in such a situation, the safety and health of students and others is the priority. Offices that should be consulted, even after the fact, are Public Safety, the Dean of Students, Academic Services, and the Registrar’s office.

Guideline #5 - Privacy and FERPA concerns apply to the coursework and tools used in the virtual classroom.
If you are using online tools that would expose student coursework to parties outside the class, then you must include a statement like the following on your syllabus and provide appropriate safeguards: “This class requires the use of tools that may disclose your coursework and identity to parties outside the class. To protect your privacy you may choose to use a pseudonym/alias rather than your name in submitting such work. You must share the pseudonym/alias with me and any teaching assistants as needed. Alternatively, with prior consultation, you may submit such work directly to me.”

Frequently Asked Questions

What if a Brandeis parent calls to inquire about their child’s educational records?
When a student turns 18, or attends a post-secondary institution regardless of their age, the rights associated with FERPA are transferred to the student. Therefore, a parent can find out information regarding their child if the student has given the parent written consent. For students who are still claimed as dependents, FERPA allows the university to share information with parents/guardians without the student’s explicit permission. However, unless there are health and/or safety concerns, we advise obtaining the student’s consent prior to speaking with the parent in any detail.

How are letters of recommendation handled under FERPA? Information regarding a student’s academic career may be included in a recommendation; however, the student must provide the instructor with written consent, which would normally be part of the student making the request to the instructor in the first place.

Is it necessary to have students’ permission before posting pictures on the departmental website?
If the student has restricted access to his/her photograph in Sage, then yes, you must obtain the student’s permission. This means that you must check in Sage to see if such a restriction has been placed. Courtesy would also suggest that you allow all students the choice of whether pictures they appear in are posted.

Are there any special circumstances or legal concerns of privacy pertaining to international students?
FERPA does not distinguish between international and non-international students; the confidentiality of all student records is protected.

Class Lists? Where can you post them?
Nowhere that is public – class lists (enrollment information) are protected and confidential. Students enrolled in a particular class can have access to the names and email of their fellow students in the class and that can be handled through the online version of the class in LATTE.
The Faculty Center

When you log in to Sage, most of what you need to do is accessible in the Faculty Center. You will first be asked to select the semester for which you wish to perform your activities. If you wish to perform activities that are not semester-based (such as academic advising under Advisor Center tab or entering Faculty Activity Report data), you do not need to select a semester, but can click directly to that tab.

Select a semester and click continue.
When you view “My Teaching Schedule” for the semester selected, you have several options depending on the time of the semester. The icons in the box at the top help you determine which option to select for each course. The icon will appear only if it is a valid option for that course.

When you view "My Teaching Schedule" for the semester selected, you have several options depending on the time of the semester. The icons in the box at the top help you determine which option to select for each course. The icon will appear only if it is a valid option for that course.

<table>
<thead>
<tr>
<th>Class</th>
<th>Class Title</th>
<th>Enrolled</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Class Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 7A-1 (2266)</td>
<td>DISCOVERIES IN ARCHAEOLOGY</td>
<td>24</td>
<td>MoWeTh 10:00AM - 10:50AM</td>
<td>TBA</td>
<td>Aug 30, 2017- Dec 8, 2017</td>
</tr>
<tr>
<td>ANTH 39A-3 (3044)</td>
<td>SENIOR RESEARCH</td>
<td>0</td>
<td>TBA</td>
<td>TBA</td>
<td>Aug 30, 2017- Dec 8, 2017</td>
</tr>
<tr>
<td>ANTH 115B-1 (3210)</td>
<td>SPACE PLACE LANDSCAPE</td>
<td>13</td>
<td>MoWe 3:30PM - 4:50PM</td>
<td>TBA</td>
<td>Aug 30, 2017- Dec 8, 2017</td>
</tr>
<tr>
<td>ANTH 220A-1 (4020)</td>
<td>RDGS/RES; ANTHROPOLOGY</td>
<td>0</td>
<td>TBA</td>
<td>TBA</td>
<td>Aug 30, 2017- Dec 6, 2017</td>
</tr>
<tr>
<td>ANTH 300A-1 (3146)</td>
<td>MASTER'S PAPER</td>
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<td>TBA</td>
<td>TBA</td>
<td>Aug 30, 2017- Dec 6, 2017</td>
</tr>
<tr>
<td>ANTH 338A-3 (3200)</td>
<td>PRE-DISSERTATION RESEARCH</td>
<td>1</td>
<td>TBA</td>
<td>TBA</td>
<td>Aug 30, 2017- Dec 8, 2017</td>
</tr>
<tr>
<td>ANTH 400D-4 (3078)</td>
<td>DISSERTATION RESEARCH</td>
<td>0</td>
<td>TBA</td>
<td>TBA</td>
<td>Aug 30, 2017- Dec 8, 2017</td>
</tr>
</tbody>
</table>

No information will appear in the “Final Exam Schedule” box until exams have been reported to the Registrar’s Office and officially scheduled.
Searching for a Course

The Registrar’s Office public website offers a display of courses by department that includes cross-listed courses and electives. It is the simplest way to see all the information about a class in one place: class status (open/closed), link to course description, meeting times, enrollment, instructor (links to Faculty Guide), notes (i.e., instructor permission required, etc.) and a link to view course materials in the Bookstore. This page also has a space at the top for important departmental notes.

You can access the public search page by following this navigation: Go to www.brandeis.edu/registrar. Under Registration and Enrollment, click on “Schedule of Classes” and select the semester you wish to search. Use the drop-down menu to select a department. Select “graduate,” “undergraduate,” or “all” and click “Go.” There is a check-box to view independent instructional courses.

Sample of results:

Schedule of Classes — Undergraduate / Fall 2010 / African and Afro-American Studies

Notes for Undergraduate Students

To view course description, please click on the course # link. To see which University requirement(s) a course fulfills, hold the mouse over each code within the brackets under the course title.

(1-99) Primarily for Undergraduate Students

(100-199) For Both Undergraduate and Graduate Students

Cross-Listed in African & Afro-American Studies
# Class Consent (Permission) Codes

There are consent codes to *add* courses and consent codes to *drop* courses. They function in exactly the same way they used to function — there are just two sets of them.

**Permission to Add** codes are used for the following:

- To allow a student to add a course if instructor permission is required
- To allow a student to add a course if the course is closed (full)
- To allow an undergraduate student to add a graduate course (200 and above)
- To allow graduate students to add undergraduate courses (below 90)

**Permission to Drop** codes are used to do the following:

- To allow a student to drop a course that requires instructor permission to drop before the add/drop deadline
- To allow an undergraduate student to drop a course after the add/drop deadline (both with and without a "W" grade, depending on the date in the Academic Calendar). **NOTE:** Graduate students cannot drop classes in Sage after the add/drop periods ends. Graduate students should complete the appropriate paperwork and refer to the Academic Calendar for deadlines to drop or audit a class.

Consent codes are unique and can be used only once. They also have an expiration date so that codes given during early registration cannot be used when final registration begins.

Both faculty and administrators have the ability to track in Sage to whom consent codes are given to prevent giving out duplicate codes (since they can be used only once). And Sage will let you know when the codes have been used, by whom they have been used and when a student who previously used a code has dropped the course (for the case of low-limit, high-demand courses). Faculty and administrators have the same view of this data, so they can both give out codes for courses (if needed and authorized) and not worry about giving out the same codes as long as they each check the “issued” box. Don’t forget to save!

To access the consent codes for your course, click on the Consent Code icon in the Faculty Center:
Here are two sample screenshots of the Permission to Add and Permission to Drop tabs:

**Permission to Add**

**Codes for Permission to Add**

**Academic Institution:** BRANU

**Class Information**
- **Class No:** 3162
- **Term:** Fall Semester 2017
- **Subject:** Anthropology
- **Instructor(s):** Anita Hannig

Consent-to-add codes signify permission for both graduate students and undergraduate students to add either a signature required course or a closed course during a registration period.

The following manual enrollment activities require a specific paper form and a student visit to the Office of the Registrar:

Graduate students enrolling in a course numbered below 100 excluding language courses.

Undergraduate students enrolling in courses with overlapping meeting times.

Undergraduate students enrolling in individualized instructor courses.

<table>
<thead>
<tr>
<th>Perm.</th>
<th>Empl ID</th>
<th>Name</th>
<th>Status</th>
<th>Use Dt</th>
<th>Expire Dt</th>
<th>Issued</th>
<th>Issued By</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>10061</td>
<td>10061</td>
<td>Antonio</td>
<td>Used</td>
<td>03/30/17</td>
<td>04/04/17</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>134970</td>
<td>134970</td>
<td>Luz</td>
<td>Used</td>
<td>03/29/17</td>
<td>04/04/17</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>650325</td>
<td>650325</td>
<td>Isabella</td>
<td>Used</td>
<td>03/31/17</td>
<td>04/04/17</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>151200</td>
<td>151200</td>
<td>Jessica</td>
<td>Used</td>
<td>03/30/17</td>
<td>04/04/17</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>219787</td>
<td>219787</td>
<td>Elena</td>
<td>Used</td>
<td>03/30/17</td>
<td>04/04/17</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>364533</td>
<td>364533</td>
<td>Emma</td>
<td>Used</td>
<td>04/02/17</td>
<td>04/04/17</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>339635</td>
<td>339635</td>
<td>Isabella</td>
<td>Used</td>
<td>04/01/17</td>
<td>04/04/17</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>217620</td>
<td>217620</td>
<td>Nina</td>
<td>Used</td>
<td>04/01/17</td>
<td>04/04/17</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>151335</td>
<td>151335</td>
<td>Gabrielle</td>
<td>Used</td>
<td>04/01/17</td>
<td>04/04/17</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Permission to Drop**

**Codes for Permission to Drop**

**Academic Institution:** BRANU

**Class Information**
- **Class No:** 3162
- **Term:** Fall Semester 2017
- **Subject:** Anthropology
- **Instructor(s):** Anita Hannig

Consent-to-drop codes signify permission for undergraduate students to drop a course following the deadlines specified in the Academic Calendar.

Consent-to-drop codes are generated each registration period for most courses. Each code is unique, can be used only once, and has an expiration date. Distribution of codes can be tracked by checking the "issued" box. Once a consent code has been used by a student, the student name, and the date the code was used will display on this page.

Graduate students dropping a class after the final registration period must use a paper form, obtain the instructor and advisor signatures, and visit the Office of the Registrar.

<table>
<thead>
<tr>
<th>Perm.</th>
<th>Empl ID</th>
<th>Name</th>
<th>Status</th>
<th>Use Dt</th>
<th>Expire Dt</th>
<th>Issued</th>
<th>Issued By</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Used</td>
<td>Not Used</td>
<td>Not Used</td>
<td>Not Used</td>
<td>Not Used</td>
<td>Not Used</td>
<td>Not Used</td>
<td>Not Used</td>
<td>Not Used</td>
</tr>
</tbody>
</table>
Class Rosters

To view the most up-to-date list of students in your class, click on the “Class Roster” icon in the Faculty Center.

You can use the class roster to view a student’s major, expected graduation date and to create an email list of enrolled, dropped and demand-list students. To create an email list, select the population you wish to email from the drop-down list and click “Create email list.”

A new screen will appear with the email data. Copy and paste the information into your email program.

***Please use the BCC email function for privacy***
Online Grade Submission

To enter your grades, select the “Grade Roster” icon in the Faculty Center.

You can click the “Display Seniors Only” box to view only the graduating students whose grades need to be turned in early. You can also click the “Display Ungraded Students Only” box to see all ungraded students. When all of the grades that you wish to submit at any given time have been entered, you MUST click “SAVE.” Then click the “Approve Posting” box (on top or bottom) and click “SAVE” again.

If your grades disappear, unclick the “Approve Posting” box and click “SAVE.” Then re-enter the grades, click “SAVE,” click the “Approve Posting” box and click “SAVE” once more.
If you award a grade below a C-, an NG, or an NC to an undergraduate, please fill out the Undergraduate Academic Performance Report, the Office of Academic Services needs the details of why the student was awarded an unsatisfactory grade. Such students are reviewed by the Committee on Academic Standing after each term, and may be placed on probation and/or withdrawn from the University and your information may be crucial to the committee’s decisions.

The Student Center

All information about a student, including their degree audit, transcript and personal information is available on or through the Student Center. Faculty can access the Student Center in several places, depending on their security in Sage. After going to the “Advisor Center” tab, you can view the Student Center of your own advisees on the “View Advisees Information” tab and click on “View Student Details”. If you are a Department Chair or Undergraduate Advising Head, you can view the Student Center of other students through the Students by Major/Minor Page or by clicking on “New/Drop-in Advisees.”
There are several sections on the Student Center to which you must pay attention. At the very top, it indicates if a student has a hold and displays the FERPA privacy indicator. Any holds are further explained in the "Holds" box in the right column.

**Academics**: These are Links to all of a student’s academic records. Click each one to be directed to another page to view the academic information you are accustomed to seeing about a student.

**Personal Information**: Most of the information you want to know about a student is already visible in the box. Some students have given Brandeis Emergency Contact information and you can view this by clicking on the link.

**Major/Minor Lists**

Lists of students in your major or minor may be obtained on the Students by Major/Minor Page. There are many options on this page including selecting students by the year they entered Brandeis, expected graduation date, status (active, withdrawn, leave of absence), and lists of students who already have a degree.

Once you select a group of students to view, you can access the information and use the resulting list to create an email list or a spreadsheet. You can also click into each student’s Student Center to view their academic and personal information.

Basic required fields to obtain a list:
Sample of results: These results can be sorted in a variety of ways to suit your needs. To create an email list from these results, click “Create Email list” and follow the instructions above under “Class Rosters.” To go to the student’s Degree Audit, click on “Degree Audit”, or Student Center, click on student’s name under “View Student Details”.

Student data from the “Student List/Excel” tab can be copied and pasted into an Excel spreadsheet. Highlight all of the data, then in the blank Excel spreadsheet, right click and select “Paste Special.” Select “Unicode” and click OK.

To obtain a specialized list, such as graduating students in a particular semester or newly admitted students, use the additional search criteria boxes to narrow your search. For example, here is a search for students graduating in Spring 2010 who are graduate students in American History:
Undergraduate Degree Audit

The Undergraduate Degree Audit displays a student’s progress toward completion of his major/minor, as well as his Brandeis course history and transfer credit. The first page is a summary that indicates the year of the student’s major requirements and his expected graduation date, along with the links to his major/minor degree audit.
The Transfer Course History tab shows all transfer credit that has been approved and accepted by Brandeis. A department cannot count toward a major or minor any credit that does not appear on this page.

“Units earned” is related to university residency and is not relevant for whether or not courses count toward major or minor credit. As long as a course appears on this page it is eligible to count toward a major or minor.
Making Major/Minor/Advisor Changes directly in Sage

Departments can now add and drop majors and minors, change degrees (BA/BS), change advisors, and change tracks/specializations directly in Sage for undergraduate students. No more paper forms to keep track of! Department Chairs should notify the Registrar’s Office of whom they would like to be authorized to submit these updates in Sage.

To find it, click on “Major/Minor Change Requests” from the Advisor Center.

**Step 1:**

Enter the name or ID number of the student for whom you would like to make the major/minor changes and click “Search.”

![Search Criteria](image)

**Step 2:**

Any majors or minors that the student has already declared are displayed in the box at the top. From the drop down menu, select the action you would like to do on behalf of this student and then click “Go.”

![Major/Minor Change Request](image)
Adding a Major or Minor:
Select “Add Major/Minor” from the drop down menu and click “Go.” When the “Add” screen comes up, fill in the 4 required fields and click “Submit.”

1) Degree – BA or BS (for majors only)
2) Plan Type – Major or Minor
3) In – Select the major or minor you are declaring
4) Advisor – Enter the advisor’s name

There are two optional fields:
1) Track/Specialization
2) Comments – If there is any information that may be helpful for the Registrar’s Office in processing your request, please enter it here.
Dropping a Major or Minor:

Select “Drop Major/Minor” from the drop down menu and click “Go.” When the “Drop” screen comes up, select the major or minor you wish to drop and click “Submit.”

![Drop Major/Minor](image)

Changing Advisor:

Select “Change Advisor” from the drop down menu and click “Go.” When the “Change Advisor” screen comes up, there are 2 required fields:

1) Academic Plan – the major or minor for which you wish to change the advisor
2) The NEW advisor (the current advisor is listed in the box at the top)

If you wish to make any comments, enter those in the “Comments” field. Click “Submit” to submit your request for processing.

![Change Advisor](image)
**Changing Degree:**

Note: This option applies only to those majors that can change between BA and BS (in the School of Science and HSSP).

Select “Change Degree” from the drop down menu and click “Go.” When the “Change Degree” screen comes up, there are 2 required fields:

1) Change from – The degree that the student currently has declared for their first major automatically appears. In the drop down menu, select the degree that you would like to change to.
2) In – select the major for which you would like to change the degree.

If you wish to make any comments, enter those in the “Comments” field.

Click “Submit” to submit your request for processing.

**Changing Track:**

Note: This option applies only to those majors which have tracks or specializations.

Select “Change Track” from the drop down menu and click “Go.” When the “Change Track” screen comes up, there are 2 required fields:

1) Major – Select the major for which you wish to change the track or specialization.
2) From and To – If the student currently has a track, it will appear under “From.” Use the drop down menu to select the student’s new track.

If you wish to make any comments, enter those in the “Comments” field. Click “Submit” for processing.
Below are the Majors and Minors that this student has declared. For majors, the degree (BA or BSc) is indicated on the right.

<table>
<thead>
<tr>
<th>Plan Type</th>
<th>Acad Plan</th>
<th>Degree Advisor Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major</td>
<td>International &amp; Global Studies</td>
<td>BA: Nwogho, Wellington</td>
</tr>
<tr>
<td>Major</td>
<td>Politics</td>
<td>Hindley, Donald</td>
</tr>
<tr>
<td>Major</td>
<td>Economics</td>
<td>Taylor, Patricia</td>
</tr>
<tr>
<td>Minor</td>
<td>Business</td>
<td>Gates, Cassandra, Benjamin</td>
</tr>
</tbody>
</table>

If you wish to change a student’s degree from BA to BSc or BSc to BA, use the drop down menus to select the new degree and the major and then click the submit button.

Include any comments that will be helpful in processing this request.
Entering Faculty Guide Data

Faculty can enter Profile, Honors and Awards, Scholarship (Publications) information and View Activity Report Submissions by clicking on the “Faculty Data” tab.

1. Click on the third tab, Faculty Data.

Faculty Center

Select Term

Select a term then click Continue.

<table>
<thead>
<tr>
<th>-</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Spring Semester 2018</td>
</tr>
<tr>
<td></td>
<td>Fall Semester 2017</td>
</tr>
<tr>
<td></td>
<td>Spring Semester 2017</td>
</tr>
<tr>
<td></td>
<td>Fall Semester 2016</td>
</tr>
<tr>
<td></td>
<td>Spring Semester 2016</td>
</tr>
</tbody>
</table>

[View FERPA Statement] [Continue]
Select the area you would like to edit:

A. Publications
   - You may add or edit “Publications.”
   - You can either add a publication directly or import your publications from an EndNote Library.
   - If you choose “Add Publication,” click on the radio button that corresponds to the correct publication type and fill in the yellow highlighted fields.
   - Click on the “Forthcoming” button as appropriate.
   - Publications will appear in the Faculty Guide unless you select the “No” option under “Include in Faculty Guide.”
   - If you choose to import an EndNote Library, step-by-step instructions are provided to help you with importing your publications.
   - After you save your information, the program will return you to the list of your publications. At this point, you can either continue adding or editing “Publications” or click on “Return to Faculty Data” to edit “Honors and Awards” or “Expertise and Profile.”

B. Honors and Awards
   - You may add or edit “Honors and Awards.”
   - Month and Year issued are mandatory fields.
   - Please type the full name of the Honor or Award.
   - The Honor or Award will appear in the Faculty Guide unless you select the “No” option under “Include in Faculty Guide.”
   - After you save your information, the program will return you to the list of your Honors and Awards. At this point, you can either continue adding or editing “Honors and Awards” or click on “Return to Faculty Data” to edit “Publications” or “Expertise and Profile.”

C. Expertise and Profile
   - You may enter information into the special text boxes provided.
   - “Expertise” is a mandatory field, please be as specific as possible.
• Your “Profile” is a short bio and may also include information about your research, scholarship and/or teaching.
• After you save your information, click on the link “Return to Faculty Data” to edit “Publications” or “Honors and Awards.”

2. Once you have finished editing your information, be sure to sign-out by clicking on the sign-out button in the upper-right-hand corner of your screen.

Edited information will be refreshed several times a day. Please check back after 24 hours. Please notify the Provost’s Office if you have any questions or problems.
Adding a Web Link to your Faculty Guide Page

If you would like to add a link to your lab or home page please follow the steps below.

1. Go to [unet.brandeis.edu](http://unet.brandeis.edu) and click on the link “Identify self-service” and this will take you to the UNet Login screen.
2. Please log in using your UNet id and password.
3. Under “Your UNet Account” select “Set your mail options”
4. At the bottom of the screen is a box “Personal Home Page URL.” This is where you will enter the URL for the web link that you would like to appear on your faculty guide page. The link will appear underneath your contact information.

5. After you have added the URL, you must hit the submit change button for it to save.
Final Exam Planning

Faculty are required to submit their plans for giving a final exam early in the semester so that the Registrar’s Office can prepare the final exam schedule, order bluebooks and hire proctors. This is done through the Final Exam Planning Page in Sage. Faculty will be notified when the planning page is available to view. Some academic administrators assist faculty with providing us this information or assist us with contacting faculty who have not completed the Planning Page. Faculty access the Final Exam Planning page through the Faculty Center.

To access the Final Exam Planning page, click on “Final Exam Planning” from the Admin Center.

Select the term for which you need to either enter or view final exam data for and click enter. All of the exams you have the ability to view, will appear.

Sample of search results:

<table>
<thead>
<tr>
<th>Term Subject Area</th>
<th>Catalog Nbr</th>
<th>Class Nbr</th>
<th>Course ID</th>
<th>Class Section</th>
<th>Long Course Title</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1001</td>
<td>AMST</td>
<td>100A</td>
<td>4371</td>
<td>006195</td>
<td>Classic Trade in American Culture to 1700</td>
<td>Castine, Brian M</td>
</tr>
<tr>
<td>1001</td>
<td>AMST</td>
<td>100B</td>
<td>1048</td>
<td>006138</td>
<td>Twentieth-Century American Culture</td>
<td>Castile, Thomas</td>
</tr>
<tr>
<td>1001</td>
<td>AMST</td>
<td>1111</td>
<td>1034</td>
<td>006134</td>
<td>Foundations of American Civilization</td>
<td>Castile, Jacob</td>
</tr>
<tr>
<td>1001</td>
<td>AMST</td>
<td>1244</td>
<td>4016</td>
<td>006133</td>
<td>American Indian and Native American Heritage</td>
<td>Castile, Jacob</td>
</tr>
<tr>
<td>1001</td>
<td>AMST</td>
<td>1400</td>
<td>4017</td>
<td>006210</td>
<td>America in World</td>
<td>Castile, Stephen J</td>
</tr>
<tr>
<td>1001</td>
<td>AMST</td>
<td>1500</td>
<td>4018</td>
<td>006234</td>
<td>Violence and Nonviolence in American Culture</td>
<td>Castile, Jacob</td>
</tr>
<tr>
<td>1001</td>
<td>AMST</td>
<td>1611</td>
<td>4634</td>
<td>006237</td>
<td>Sports and American Culture</td>
<td>Castile, Jacob</td>
</tr>
<tr>
<td>1001</td>
<td>AMST</td>
<td>1811</td>
<td>4972</td>
<td>006246</td>
<td>Granting the Way: Improving Environmental Sustainability of Brandeis and the Community</td>
<td>Castile, Laura J</td>
</tr>
<tr>
<td>1001</td>
<td>AMST</td>
<td>1911</td>
<td>1056</td>
<td>006253</td>
<td>Film Workshop: Reclaiming American History</td>
<td>Castile, Jacob</td>
</tr>
<tr>
<td>1001</td>
<td>AMST</td>
<td>2611</td>
<td>4013</td>
<td>006356</td>
<td>Environmental Issues</td>
<td>Castile, Jacob</td>
</tr>
<tr>
<td>1001</td>
<td>AMST</td>
<td>1634</td>
<td>4016</td>
<td>006556</td>
<td>The History of Childhood and Youth in America</td>
<td>Castile, Jacob</td>
</tr>
</tbody>
</table>

Click on the course you wish to view or make final exam selections for and this screen will appear. If you select “Yes” you will be given a set of questions to answer for the Registrar’s Office to prepare for the exam. If you answer “No,” no other information is needed. If you have additional courses, you can click “Next in List” to go to the next course.” When all the data has been entered, you must click “Save.”
Select each course

Donahue, Brian M

Classic Texts in American Culture to 1900

AMST 100A 1

Using the drop down menu, select yes or no to indicate whether or not you will have a 3-hour final exam during final exam week. If you select yes, answer the accompanying questions. Click save at the bottom of the page to save your entries.

If you have indicated yes, the exam will be scheduled: Thursday, May 8, 2008 09:15 AM - 12:15 PM

Please answer the following questions.

There are 22 students enrolled in this course.

Number of bluebooks (0 if you do not need any bluebooks) 22

Number of TAs assigned to this course (answer required)
(Please note: Faculty and TAs are required to attend the final exam) 0

Number of additional proctors requested (answer required)
(Please note: Courses with enrollments over 40 will be considered, taking into account the number of TAs who will be assisting with the exam as well as proctor availability) 0

Room Request: NONE

Equipment, accessibility needs: NONE

Comments:

For additional concerns or questions about final exams, please contact Richard Cunnane in the Registrar's Office at cunnane@brandeis.edu or x62018.