

System	HUB Maintain Schedule of Classes Pages	CoursEval (CampusLabs)
Description of System	Screens used in HUB to schedule classes at the University	University-wide tool for student evaluation of courses
Contact	Office of the Registrar at ubsched@buffalo.edu	UB Course Evaluation Help at http://www.buffalo.edu/provost/assessment/UBCE/help.html
Critical dates (<i>Information should be accurate and as complete as possible by these dates.</i>)	Publication of class schedule (January for Summer; March for Fall; August for Winter; October for Spring)	Third week of classes
Instructor Role:		
Primary Instructor	Individual most directly responsible for delivering course content. If more than one instructor teaches the class, primary instructor(s) are any that have responsibility for organizing, administering the class.	Appears to students as an instructor to evaluate; Has access to view evaluation results
Secondary Instructor	If more than one instructor for the class, a secondary instructor also delivers course content, but does not have responsibility for organizing or otherwise administering the class.	Appears to students as an instructor to evaluate; Has access to view evaluation results
TA	Not directly responsible for delivering course content; Assists primary and secondary instructor in delivering course content	Appears to students as an instructor to evaluate; Cannot view evaluation results
Grader	Does not deliver course content; Sole responsibility is to enter grades into HUB.	Does not appear; No access to results
Workload percentages	If class is team taught, insert appropriate percentage of the course that the instructor is responsible for; If class is not team taught, leave blank.	Not used
Important Notes for Instructor Information		Course evaluations require an accurate list of all instructors who should be evaluated. Only those who should be evaluated should be listed as primary instructor, secondary instructor, or TA.

System	UBLearns	SIRI Course Listing
Description of System	Content management system for courses (syllabi, assignments, collaboration, etc.)	Standard report of class lists; used for a variety of purposes, but primarily for department schedulers in the scheduling of classes
Contact	645-6188 or ublearns@buffalo.edu	siri@business.buffalo.edu
Critical dates (<i>Information should be accurate and as complete as possible by these dates.</i>)	Publication of class schedule (January for Summer; March for Fall; August for Winter; October for Spring)	Publication of class schedule (January for Summer; March for Fall; August for Winter; October for Spring)
<u>Instructor Role:</u>		
Primary Instructor	Instructor-level access with access to the UBLearns Class Setup tool	Appears
Secondary Instructor	Instructor-level access, but no access to UBLearns Class Setup tool	Appears
TA	Instructor-level access, but no access to UBLearns Class Setup tool	Appears
Grader	No access	Does not appear
Workload percentages	Not used	Does not appear
Important Notes for Instructor Information	The roles in HUB (primary instructor, secondary instructor, and TA) should only be used for individuals with the defined responsibilities. Others who need access to UBLearns should do so via the following procedures: http://www.buffalo.edu/ubit/service-guides/teaching-technology/teaching-services-for-faculty/ublearns/managing-courses/managing-users-and-groups/enrollments.html	

System	Public Class Schedule	HUB Class Search
Description of System	http://registrar.buffalo.edu/schedules/index.php ; intended for those who are not currently UB students	Ability to search the class schedule from within HUB and enter courses directly into the Shopping Cart. Intended for current students.
Contact	Office of the Registrar at ubsched@buffalo.edu	Office of the Registrar at ubsched@buffalo.edu
Critical dates (<i>Information should be accurate and as complete as possible by these dates.</i>)	Publication of class schedule (January for Summer; March for Fall; August for Winter; October for Spring)	Publication of class schedule (January for Summer; March for Fall; August for Winter; October for Spring)
Instructor Role:		
Primary Instructor	Appears on main search results page and on class detail page (if Print Indicator is checked in HUB)	Does not appear on main search page; Appears on class detail page (if Print Indicator is checked in HUB)
Secondary Instructor	Does not appear on main search results page; Appears on class detail page (if Print Indicator is checked in HUB)	Does not appear on main search page; Appears on class detail page (if Print Indicator is checked in HUB)
TA	Does not appear on main search results page; Appears on class detail page (if Print Indicator is checked in HUB)	Does not appear on main search page; Appears on class detail page (if Print Indicator is checked in HUB)
Grader	Does not appear on main search results page; Appears on class detail page (if Print Indicator is checked in HUB)	Does not appear on main search page; Appears on class detail page (if Print Indicator is checked in HUB)
Workload percentages	Does not appear	Does not appear
Important Notes for Instructor Information		

System	HUB Faculty Center	HUB Study List
Description of System	Faculty self-service: view class rosters; communicate with students; enter mid-term and final grades	Printable list of a student's courses
Contact	Office of the Registrar at ubsched@buffalo.edu	Office of the Registrar at ubsched@buffalo.edu
Critical dates (<i>Information should be accurate and as complete as possible by these dates.</i>)	Start of classes	Student registration (February for Summer; April for Fall; October for Winter and Spring)
<u>Instructor Role:</u>		
Primary Instructor	Has access; Grading access determined by Post field in HUB	Appears
Secondary Instructor	Has access; Grading access determined by Post field in HUB	Appears
TA	Has access; Grading access determined by Post field in HUB	Appears
Grader	Has access; Grading access determined by Post field in HUB	Appears
Workload percentages	Does not appear	Does not appear
Important Notes for Instructor Information		We are aware that this should look at the Print Indicator to determine if an instructor should appear, and we have submitted a service request to Oracle. In the meantime, a class list can be generated using the "Printer Friendly" view of the weekly schedule in the Student Center or Student Services Center.

System	Institutional Reporting (OIA)	SUNYIR Reporting
Description of System	Reporting internal to UB used in university planning and fiscal allocations	Regular reporting to SUNY used in SUNY and SED decision making and fiscal allocations
Contact	Mark Molnar (Institutional Analysis) at mmolnar@buffalo.edu	Mark Molnar (Institutional Analysis) at mmolnar@buffalo.edu
Critical dates (<i>Information should be accurate and as complete as possible by these dates.</i>)	Third week of classes	End of term
<u>Instructor Role:</u>		
Primary Instructor	Appears	Appears
Secondary Instructor	Appears	Does not appear
TA	Appears	Does not appear
Grader	Appears	Does not appear
Workload percentages	Workload percentages must be completed	Not used
<i>Important Notes for Instructor Information</i>	Instructor information from HUB is a critical component of USI (the University Service Inventory). Departments should include all people the unit deems important in the delivery of classes.	Need to have accurate instructor information per SUNY mandate