

Faculty and advisors will be able to assist students using the faculty page on MyRider. Access to MyRider can be obtained by logging into myRider.rider.edu using either Internet Explorer or Firefox.

Once you have logged into myRider, you will be taken to your home screen where you will see various current Rider events and news. Notice your tabs now include a Faculty Tab in addition to your Home and Employee Information tab. The Faculty tab will provide you with links to the functions you will use most in advising and grading students.

The screenshot shows the MyRider faculty dashboard. At the top, there is a navigation bar with the Rider University logo and the text "myRider". Below this, a welcome message reads "Welcome Dr. J. You are currently logged in." To the right of the welcome message are icons for Webmail, Blackboard, Library, Logout, and Help. A green arrow points to the "Faculty" tab in the navigation menu, which is highlighted. The dashboard is divided into several sections:

- Announcements:** "There are no announcements"
- Banner Self-Service:** "Banner Self-Service"
- Quick Links:** A list of links including "View All Faculty Resources", "BRIDGE", "Campus Directory", "Classroom Reassignment Request", "Event Request Form - Reservations", "Facilities Work Orders", "Faculty Directory", "Faculty Office Hours", "Human Resources", "Oracle Calendar", "Overload / Adjunct Contract System (Deans Office only)", "Registrar", "Teaching & Learning Center", "Technology", and "Technology Help Desk".
- Handbooks and Policies:** "Academic Policy Manual", "Collective Bargaining Agreement", "Faculty Handbook", "Human Subjects Research Policy", "RiderNet Faculty & Staff Guide", "Study Abroad Policies", and "The Source".
- Faculty Self-Service Tools:** "Greenlighting", "Office Hours", "Permission Course Approval", "Student Profile", "Submit No Shows", and "Submit Progress Reports".
- Summer 2012 Courses:** "View Open and All Course Lists", "Course Section Search: MyInfo", and "Summer Session Information".
- Fall 2012 Courses:** "View Open and All Course Lists", "Course Catalog Search", and "Course Section Search".
- My Classes:** A table showing classes: "Word Processing: Advanced" (BED 202 Fall 2012) and "Desktop Publishing/Graphics" (BED 203 Fall 2012).
- Grade Submission:** A table showing grades: "Contexts Of Schooling" (EDU 106 Fall 2012) with a checkmark, "Word Processing: Advanced" (BED 202 Fall 2012) with a warning icon, and "Desktop Publishing/Graphics" (BED 203 Fall 2012) with a warning icon. Below the table is a "Final Grades" dropdown and a "Go" button.
- Advisor Dashboard:** "Term: Select Another Term", "ID:" field, "-Or-", "Last Name:" field, "First Name:" field, and buttons for "Student", "Advisees", "Both", and "All".
- Advising Tools:** "Career Services", "eAdvising", "Majors, Minors & Programs", "MyInfo", "Progress Reporting", "Student Advising Handbook", and "Tutoring Services".
- Calendars:** "Academic Calendars" and "Final Exam Schedule".

At the bottom of the page, there is a copyright notice: "Copyright © SunGard Higher Education 1998 - 2010." and the SunGard Higher Education logo.

## Green Lighting Students

Once you navigate to the Faculty Tab, you will notice there is a link to greenlight students in the Faculty Self-Service Tools channel.

The screenshot shows the myRider interface for a faculty member. At the top, there is a red header with the Rider University logo and the text "RIDER UNIVERSITY myRider". Below the header, there is a navigation bar with tabs for "Home", "Employee Information", and "Faculty". The "Faculty" tab is selected. The main content area is divided into three columns. The left column contains "Announcements" (no announcements) and "Banner Self-Service". The middle column is titled "Faculty Self-Service Tools" and contains a list of links: "Greenlighting", "Office Hours", "Permission Course Approval", "Student Profile", "Submit No Shows", and "Submit Progress Reports". The right column is titled "Advisor Dashboard" and contains a "Term:" dropdown menu, an "ID:" input field, and a "Last Name:" input field. A red arrow points from the "Greenlighting" link in the middle column to the "Select Another Term" dropdown menu in the right column.

The screenshot shows a web browser window displaying the "Greenlighting" form. The browser's address bar shows "https://myrider-test.rider.edu/...". The form has a "Personal Information" tab and a "Faculty Services" tab. Below the tabs, there is a "Search" input field and a "Go" button. The "Select Term" section has a "Select a Term:" dropdown menu with "Fall 2012" selected. Below the dropdown is a "Submit" button. A red arrow points from the "Submit" button to the "Select a Term:" dropdown menu. At the bottom of the page, it says "RELEASE: 8.4".

The first selection you must always make is a term from the drop down list on the left side of the page.

Once you have made your selection, click "Submit" and you will be directed to a page to select the student you want to green light.

You can either view your entire list of advisees, or select individual students.

**Personal Information** **Faculty Services**

Search

Student and Advisee ID Selection

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Student or Advisee ID:

OR

*Student and Advisee Query*

Last Name:

First Name:

Search Type:  Students  
 Advisees  
 Both  
 All

To view all of your advisees, leave all of the boxes blank, then click the radio button for Advisees (1) then click Submit (2).

The resulting page will show your advisees and indicate their greenlighting status, as well as who greenlighted the student and on what date. You will note that education majors will be listed twice as they need to be greenlighted by both their education advisor as well as their second major advisor.

**myRider**

[Back to Faculty Tab](#) [Webmail](#) [Blackboard](#) [Library](#) [Logout](#) [Help](#)

**Personal Information** **Faculty Services**

Search   [Module Navigation Links](#) [RETURN TO MENU](#) [SITE MAP](#) [HELP](#)

**Greenlighting Search Results** 009025218 Susan A. Faculty  
Jan 18, 2012 03:22 pm

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**Greenlight Listing**

Student Name	Hold Type	Greenlight Student?
<a href="#">D'Amico, Lyndsay</a>	Advisor Greenlight	<input type="checkbox"/>
Student, Jan	Greenlighted	<input checked="" type="checkbox"/> Greenlighted by WARNERJ on 01/17/2012
Student, Jan	Education Advisor Greenlight	<input type="checkbox"/>
<a href="#">Warncke, Keith</a>	Greenlighted	<input checked="" type="checkbox"/> Greenlighted by WARNERJ on 01/13/2012
<a href="#">Warncke, Keith</a>	Education Advisor Greenlight	<input type="checkbox"/>

Prior to greenlighting students, you should review their transcript, which you can link to by clicking on the students name on the Greenlighting Listing page. The next page will indicate whether the student has any holds and ask what type of transcript you want to see. Transcript Level (1) lets you choose whether you want to see the Undergraduate transcript, Graduate transcript, or a transcript of All Levels of the student. Transcript Type (2) currently only offers the choice of Web Transcript. Click Display Transcript (3) to be taken to the web transcript.

The screenshot shows the top navigation bar of the myRider system. On the left, there is a "Back to Faculty Tab" link. On the right, there are icons for "Webmail", "Blackboard", "Library", "Logout", and "Help". Below the navigation bar, there are tabs for "Personal Information" and "Faculty Services". A search bar with a "Go" button is present. On the right side, there are links for "RETURN TO MENU", "SITE MAP", and "HELP". At the bottom right, the user information "009025218 Susan A. Faculty" and the date "Jan 18, 2012 03:40 pm" are displayed.

Select the transcript level and transcript type.

**X** This student has holds on their Academic Record.

Transcript Level: All Levels **1**

Transcript Type: Web Transcript **2**

Display Transcript **3**

The top of the transcript will again display the greenlighting status of the student, and will permit you to greenlight the student from this screen. Additionally, you can directly link to the Institutional Credits (1) earned by the student, their Transcript Totals (2) and their Courses in Progress (3) by clicking on the appropriate title, or you can scroll the web page to view the entire transcript.

**Transcript Data**

**STUDENT INFORMATION**

Birth Date: 21-AUG

**Curriculum Information**

**Current Program**  
Bachelor of Arts

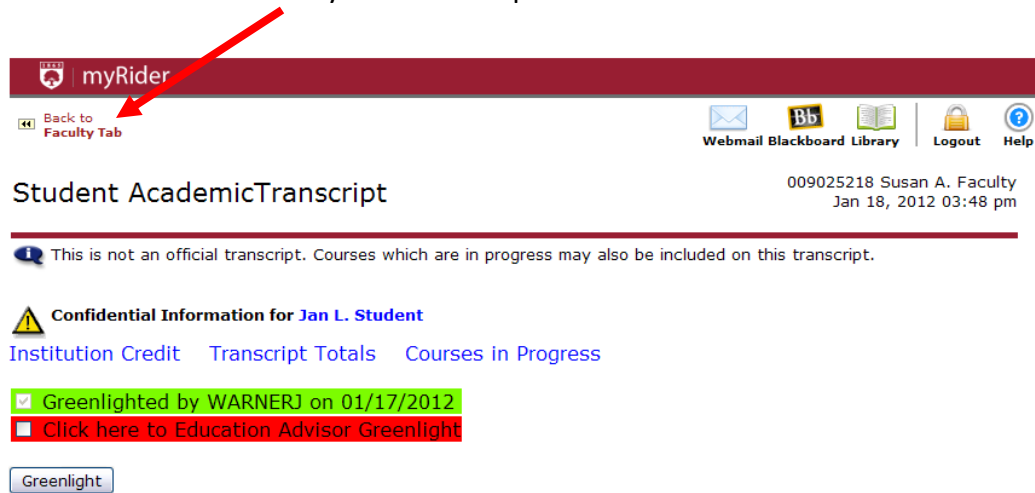
**Program:** BA in Elem Ed and Amr Studies

**College:** Education

There is a link to get back to the top of the transcript at the beginning of each section.

Subject	Course Level	Title	Grade	Credit Hours	Quality Points	R
CMP	120 UG	Expository Writing	B+	3.000	9.9	
HIS	150 UG	World History to 1500	A	3.000	12.0	
MTH	102 UG	Finite Mathematics	W	3.000	0.0	E

Once you have reviewed the transcript, and you have greenlighted the student, you should click the link for Back to Faculty Tab in the top left corner of the screen



The screenshot shows the myRider interface. At the top left, there is a red arrow pointing to a link labeled "Back to Faculty Tab". The top navigation bar includes icons for Webmail, Blackboard, Library, Logout, and Help. The main heading is "Student Academic Transcript" with the user information "009025218 Susan A. Faculty" and the date "Jan 18, 2012 03:48 pm". Below the heading, there is a disclaimer: "This is not an official transcript. Courses which are in progress may also be included on this transcript." A warning icon is followed by the text "Confidential Information for Jan L. Student". There are three links: "Institution Credit", "Transcript Totals", and "Courses in Progress". A green highlight is over the text "Greenlighted by WARNERJ on 01/17/2012". A red highlight is over the text "Click here to Education Advisor Greenlight". At the bottom, there is a button labeled "Greenlight".

To greenlight an individual student without viewing your entire advisee list, either type in the student's BronCID in the Student or Advisee ID box (1), or type in their first and/or last name and select the radio button (2) indicating whether they are a student in your class, your advisee, both a student and advisee or any active student at the university. After either option, click Submit. (3)

The screenshot shows a web form titled "Student and Advisee ID Selection". At the top, there are two tabs: "Personal Information" and "Faculty Services". Below the tabs is a search bar with a "Go" button. The main section contains a "Student or Advisee ID:" label followed by a text input field, which is highlighted with a red box labeled "1". Below this is the word "OR". Underneath is the "Student and Advisee Query" section, which includes "Last Name:" and "First Name:" labels followed by text input fields. The "First Name" field is highlighted with a red box labeled "2". Below the name fields is a "Search Type:" label followed by four radio button options: "Students", "Advisees", "Both", and "All". The "All" option is selected. This entire section is highlighted with a red box labeled "3". At the bottom of the form are "Submit" and "Reset" buttons.

The screenshot shows a web form titled "Student Verification". At the top, there is a dark red header with the "myRider" logo. Below the header is a navigation bar with tabs: "Personal Information", "Student", "Financial Aid", and "Faculty Services". Below the tabs is a search bar with a "Go" button. The main section contains the text "Jo" followed by a text input field and the text " is the name of the student or advisee that you selected." Below the input field is a "Submit" button. A callout box with a light pink background and a black border contains the text "Confirm that the appropriate student has been chosen by clicking Submit." A red arrow points from the callout box to the "Submit" button.

You can either greenlight the student directly from this screen, or click on the student name to view their transcript.

The screenshot shows the 'Greenlighting Search Results' page in the MyRider system. At the top, there is a search bar with a 'Go' button. Below the search bar, the page title is 'Greenlighting Search Results'. On the right side, there is a user identification string: '009025218 Susan R. Faculty Jan 11, 2012 04:25 pm'. The main content area contains a table with the following columns: 'Student Name', 'Hold Type', and 'Greenlight Student?'. There are two rows of data, both with red background highlights. The first row shows 'Student, Jan' with 'Advisor Greenlight' and a checkbox. The second row shows 'Student, Jan' with 'Education Advisor Greenlight' and a checkbox. Below the table are 'Submit' and 'Reset' buttons. At the bottom left, it says 'RELEASE: 8.4'.

Student Name	Hold Type	Greenlight Student?
Student, Jan	Advisor Greenlight	<input type="checkbox"/>
Student, Jan	Education Advisor Greenlight	<input type="checkbox"/>

If you would like to review the student's transcript before green lighting them, click on the student's name. You will be directed to a selection screen to choose the transcript options you would like. Once you have made your selections, click Display Transcript, and the student's transcript will display on your screen.

The screenshot shows the 'myRider' navigation bar. It includes a search bar with a 'Go' button and several tabs: 'Personal Information', 'Student', 'Financial Aid', 'Faculty Services', and 'Employee'. The 'Student' tab is currently selected.

Select the transcript level and transcript type.

Transcript Level: All Levels

Transcript Type: Web Transcript

Display Transcript

Continue to the transcript by clicking Display Transcript.



You can green light the student directly from this transcript page by clicking the check box next to the red message (Click here to Advisor Greenlight) at the top of the transcript, or you can green light back on the Greenlighting Search Results Page.

myRider

Back to Faculty Tab

Webmail Blackboard Library Logout Help

## Student Academic Transcript

009025218 Susan A. Faculty  
Jan 18, 2012 03:48 pm

This is not an official transcript. Courses which are in progress may also be included on this transcript.

**Confidential Information for Jan L. Student**

[Institution Credit](#) [Transcript Totals](#) [Courses in Progress](#)

Greenlighted by WARNERJ on 01/17/2012

[Click here to Education Advisor Greenlight](#)

Greenlight

**Transcript Data**

**STUDENT INFORMATION**

**Birth Date:** 21-AUG

**Curriculum Information**

**Current Program**

Bachelor of Arts

**Program:** BA in Elem Ed and Amr Studies

**College:** Education

While advising students, you can view the sections available each semester by clicking the Course Section Search within the Faculty Self-Service Tools channel. Once again, when you click this link, you will be prompted to select a term from a drop down list and click submit. The resulting page will give you selection criteria from which you can narrow down the number of sections to review. You can search by subject, course number, course title, schedule type (such as applied lessons, independent study, labs, etc.), instructional methods (such as standard, on-line, hybrid, etc.), campus, faculty name and more.