

RAIL Functions for Faculty

Shepherd University's Remote Access Information Line (RAIL) is the primary portal for faculty and students to access registration, course, and student information.

All student information viewed through RAIL is sensitive data protected by the Family Educational Rights and Privacy Act (FERPA), as amended.

RAIL offers faculty/advisors:

- Access to class rosters for up-to-the-second enrollments and information on students enrolled in your courses;
- Online mid-term and final grading;
- Access to advisee lists, including their schedules, Alternate PINs, unofficial transcripts, and in-progress degree evaluations; and
- One-click e-mail access to individuals as well as to a group (one student in my class, all students in my class, etc.).

How Do I Begin?

- Access the Internet from any computer. Microsoft's Internet Explorer browser will give you the best results.
- Go to *http://www.shepherd.edu/rail*.
- Click on *Next Stop—All Aboard!*
- At the Login Screen, you will be asked for two numbers to identify yourself. Your

User ID is the last nine digits of your Rambler Card ID number. Your *PIN* is initially set to your six-digit date of birth (February 8, 1966 = 020866). However, the first time you access RAIL, you will be required to change it to a more secure six-digit PIN.

- Follow the prompts to establish a new six-digit PIN (first time only).
- Establish your *Security Question* and *Answer*. In the event you forget your new PIN, you can answer your Security Question and RAIL will reset your PIN to its original date of birth setting. Be careful with this question and answer, please. Use a question whose answer you will easily remember, but someone can't easily guess. You will have to answer the question in exactly the same manner that you used when creating the answer (first time only).
- (First time only) Read and accept the *Terms of Usage*.
- Select *Faculty Services*.

Faculty Services Menu

1. **Select your option. Some of the most immediately useful:**
 - *Student Information Menu* will bring up a second menu with many options to view information on students who are enrolled in your courses or who are your advisees.
 - *Summary Class List* or *Detail Class List* will bring you to your course rosters.
 - *Midterm Grades* or *Final Grades* will bring up a grading worksheet.

2. Select *Term*, and *Submit*.

3. Select *ID* or Select *CRN* and *Submit*.

Some Navigational Tips

- Your browser "Back" button will return you to previous pages, but if you need to get back to the main menu quickly, click on *Faculty Services* in the blue menu bar just beneath "Search."
- There is a 15-minute limit for inactivity, after which RAIL will log you off automatically. Particularly at grading time, be aware of this time limit, and **save your work often!**
- Faculty often like to carry a printed roster to class. You can open up the *Summary Class List*, highlight the information you wish to print (you may want to eliminate the header info, for example), and print only that selection.
- Log off by clicking the word "Exit" at the far right above the blue menu bar. If you only close your browser window, your RAIL account remains active, open, and vulnerable to unauthorized access.

Frequently Asked Questions

- **When I click to send an e-mail to my class, why won't my e-mail program send it?**
Clicking on the envelope icon for a group of students or advisees will bring up a new message using your preferred e-mail provider, each student's e-mail already in place, separated by commas. Your e-mail service may only recognize semicolon separators, however. Find the *Tools*, *Options*, or *Preferences* menu in your e-mail message, and you will usually find an option to "Allow Commas as Separators."
- **Why are some of my students on my roster or worksheet already graded?**
Students who formally withdrew from the course or the semester will already be listed with a final grade of W. Students who formally requested Audit status will be listed with a final grade of AU. *Do not replace these grades at grading time!*
- **A student on my roster has stopped attending or has never attended. What do I do?**
It is the student's responsibility to verify his enrollment and withdraw properly. At the end of the semester, if the student has not withdrawn, you should assign an IF.
- **A student who is attending my class has never appeared on my roster!**
Send the student immediately to the Registrar's Office. This student may be registered for the wrong course, may have been dropped for non-payment, or may not have registered or have paid for your course at all.

See more FAQs on our Web site:
<http://www.shepherd.edu/register>

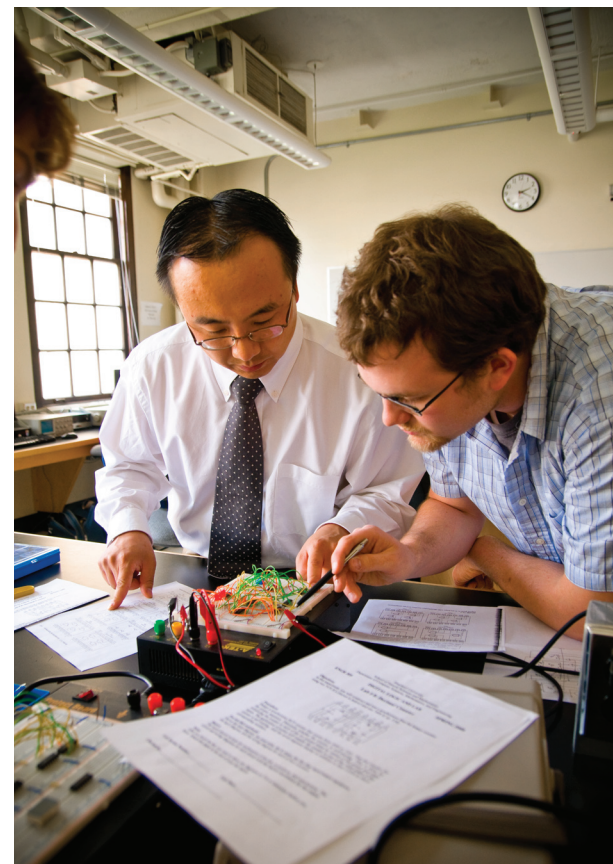
If You Have Problems

During business hours, our staff is a quick phone call away to help talk you through any difficult spots. Typically, your very first login is the trickiest (changing PINs, setting up the *Security Question* and *Answer*, etc.). Once you've gotten beyond that, it's very straightforward. **If you can order books from Amazon.com, you can do this!**

The Office of the Registrar also provides one-on-one and in-department training by special arrangement.



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Faculty-Advisor Self Service