Guide for Faculty

Guide for Faculty Teaching Dell Medical School Students

This is a one-page guide for faculty teaching Dell Medical School students through third-year dual degree programs. First off, thank you for teaching our students! Dell Medical School operates on a different calendar/registration system from the rest of the university; therefore, we have some unique processes and considerations for managing them. Please read on or click through the topics below.

- Rosters
- Canvas
- Grades
- Course Instructor Surveys (CIS)
- Teaching Credit

Rosters

As mentioned above, Dell Medical School operates on a different calendar/registration system from the rest of the university; therefore, they will not show up on the official course roster. Please rely on your program's graduate coordinator to inform you about enrollment.

Canvas

Since Canvas courses are automatically populated with students through rosters, please add your Dell Medical School dual degree students to your Canvas course manually using their student UT EID. Instructions for how to do so are located here. Please select the SIS ID option (this is for UT EID).

Depending on the date you are adding them to Canvas, they may have missed some pre-course messaging. Please ensure they are able to receive this information before the course begins.

Grades

Since Dell Medical School students will not appear on your official roster for grade submission, you will need to submit grades for them using our alternate method. After clicking on the below link, you will be prompted to log in with your UT EID in order to access the secure grade submission form. It will look similar to the grade reporting form in UT Direct. There is also a file upload option available, after you log in to the form.

Grade Submission Link: https://utexas.qualtrics.com/jfe/form/SV_6tIVZEhAqByTfa5

UT’s grade deadlines are outlined here. Final grades for classes that have regularly scheduled meeting times but no final examinations are due at the same time they would have been if examinations had been scheduled. That said, we would appreciate your final grades as soon as you have them.

After the grades are submitted, it is a lengthy, manual process to get them officially submitted to the mainframe. Please ensure students are able to view their final grades in your Canvas course site when they are available. We appreciate your prompt attention to this matter.

Course Instructor Surveys (CIS)

Dell Med Students will receive CIS for your courses. If you experience any glitches, contact the CIS team with your issue (ctl-cis@utlists.utexas.edu).

Teaching Credit

When grades are submitted by the Dell Medical School graduate coordinator, your EID will be added as the instructor of record for the students you taught.