



Instructional Service Report Instructional Specialist/Clinical Specialist Quick User Guide

Updated – February 2018

1) URL

<https://isr.montclair.edu/isr/Login.jsp>

2) New Login Info

At the “Welcome to the Instructional Service Reporting” screen, enter your MSU NetID and Password for the User ID. (This is what you use for MSU email). For example, John Smith’s NetID is smithj.

3) My ISR Reports Tab

Upon successful login to the application, you will arrive at the “My ISR Reports” section of the site where you will see the list of your ISR reports for the given academic year.

You can see the details of the individual ISR report by clicking on “View” button next to each ISR report.

4) ISR Summary

The ISR Summary is divided into the following sections:

ISR Instructor Information

This section of the page displays the term, the status of the ISR report, instructor’s school & department assignment, current rank, and the TCH totals for this ISR report.

Teaching Assignments

The Teaching Assignments section displays all of your teaching assignments for the term. You may make changes to the calculated TCH values for your Department Chairperson and Dean to review. To save any changes you have made, you must click the “Save and Recalculate” button at the bottom of the page. When you hit the “Save and Recalculate” button the totals will recalculate to include any changes you have made.

You will find a subtotal of TCH values at the bottom of the Teaching Assignments section.

IMPORTANT: If teaching a Winter Session course is part of your signed contract and hence, part of your obligated teaching load, please record the course information in the "Other Assignments" section of your Fall ISR.

Student Teaching Assignment (If Applicable)

Enter the number of students enrolled for your student teaching assignment in the Student Teaching Assignment section. In **special cases only** where the number of visits for student teaching is six (6), please select the number of visits as 6 visits from the drop down menu. Please note that the TCH for Student Teaching Assignment will be automatically calculated as soon as you enter the number of enrolled students and select the number of visits from the dropdown.

To save any changes you have made, you must click the "Save and Recalculate" button at the bottom of the page. When you hit the "Save and Recalculate" button the totals will recalculate to include any changes you have made.

Other Assignment

The Other Assignments section contains teaching credit hours for administrative and other assignments that are not considered teaching assignments. To add an entry in the Other Assignments section, click on the "Add Other Assign" button at the bottom of the page. A window will pop up where you will have to enter the details for this New Other Assignment.

An entry in the Other Assignments section requires a Category and Description/Comment entry. You first select an entry from the drop down list. Then you can type a brief description/comment. If you do not have an entry, just enter "None" in that section.

Once you click on the save button, the assignment will be added to the Other Assignments section and the ISR Summary page will be automatically saved and recalculated. You can edit or delete any entry in the Other Assignments section by clicking the "Delete" or "Edit" buttons next to the selected entry.

You may also update the TCH values for Other Assignment entries directly on the ISR Summary page. Again to save any changes you have made, you must click the "Save and Recalculate" button at the bottom of the page.

Comments

To add a comment, click on the "Add Comment" button. A window will pop up with a field for you to enter your comments. When saved, your comments will be displayed along with your name and the date/time you submitted the comment. Comments cannot be deleted and are viewable by the department chairpersons and deans.

Status History

The Status History section will display the progress of the approval process for this ISR Summary. Whenever an ISR Report is approved or returned for further review, an entry is created in this section by the system. The user who is changing the status of the ISR report has the option to add a comment that is related only to the approval step.

Note: In the ISR Summary, if the department assignment or current status is incorrect for the term, or if there are teaching assignments missing, or if there are incorrect assignments, notify your department chairperson or dean so that he may update the information at the Registrar's office. Once the department chair has updated the information at the Registrar's office - the data will be refreshed overnight and you will see changes in your ISR report the very next day.

History Tab (new feature Spring 2018)

The History tab allows you to view your ISRs from previous terms.

5) Submitting the ISR

You can submit your ISR for review by clicking the "Submit ISR" button at the bottom of the page. You will have the option of adding a comment to the approval step. Once you have submitted the ISR for review, you cannot make any changes. All changes, from now on, can only be made by your department chair or dean.

You may return to the list of your ISR reports by clicking on the "Return to List" button at the upper right-hand corner.