

# Instructional Service Report Adjunct Ì 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 á d

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

**Student Teaching Assignment (If Applicable)**

Enter the number of students enrolled for your student teaching assignment in the Student Teaching Assignment section. In

## 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.