Faculty Web

Overview
Using the System

- **UMID** is your login and password for Faculty Web (it’s the one you use to sign into your computer/laptop/tablet/phone)
- Use your Mouse to click to perform tasks and click to different students
Go to Web page

- [https://www.umaryland.edu/surfs/](https://www.umaryland.edu/surfs/)

Click “Login”
Login to SURFS

User Login

Notice Concerning Computer Use and Monitoring

This system is for authorized users only. The Maryland Code, Criminal Law Article, §57-302 and §58-606 prohibit unauthorized access to computers and public records. Violation may result in a criminal conviction and imprisonment not exceeding 3 years or a fine not exceeding $1,000 or both. Anyone using this system expressly consents to having their use of the system monitored and recorded by system personnel. If such monitoring reveals possible evidence of criminal activity, system personnel may provide the evidence of such monitoring and recording to law enforcement officials and your account may be deactivated. Use of UMB computers and computing resources must comply with the UM Acceptable Use Policy.

To protect your privacy, please Exit and close your browser when you are finished.

SURFS now uses the UMID Login and Directory Authentication for access. If you would like more information about UMID Authentication click here: UMID Login and Directory Authentication.

If you have not set up a UMID account, or you wish to create a UMID or you wish to modify your account, please go to the UMID Account Management Site. Otherwise, enter your UMID and your UMID Password. To protect your privacy, please log off the UMID Account Management Site and close the window to return to the SURFS login page.

If you experience difficulty logging into SURFS, contact the IT Help Desk at help@umaryland.edu. When composing your message, please include your Student ID, Name and a brief description of the problem.

Login

Contact Danielle White if you are unable to log-in at dwhite@ssw.umaryland.edu
Choose Faculty Tab

[Image of SURFS system interface]

Faculty and Advisors

- Term Selection
- CRN Selection
- Detail Class List
- Summary Class List
- Midterm Grades
- Final Grades
- Class Schedule
- Course Catalog
- Faculty Grade Summary

RELEASE: 8.5.3
Student AND Faculty?

- If you are a current or former student AND Faculty member you may see links for student Data. Just click the Faculty Tab at the top of the page.
Access

• **ONLY** faculty who are listed as an instructor for a course are able to access information for the following menu items.

• Faculty are allowed to view class list(s) and enter grades **ONLY** for those class section(s) they are assigned.
Menu Items

Faculty and Advisors

- Term Selection
- CRN Selection
- Detail Class List
- Summary Class List
- Midterm Grades
- Final Grades
- Class Schedule
- Course Catalog
- Faculty Grade Summary

Provides comprehensive information on each student including program, admit term, and specialty
Menu Items

Faculty and Advisors

- Term Selection
- CRN Selection
- Detail Class List
- Summary Class List
- Midterm Grades
- Final Grades
- Class Schedule
- Course Catalog
- Faculty Grade Summary

Provides a compact list of student names, ID#, class level and grade.

Summary Class List

RELEASE: 8.5.3
Final Grades

Enter grades for students in your class.
Always select a term

1. Choose correct term
2. Click Submit
Always select a class

1. Choose the right class. (Contact Danielle White, if your course(s) is/are missing).

2. Click Submit
# Sample - Detailed Class List

## Record 1

<table>
<thead>
<tr>
<th>Record Number</th>
<th>Student Name</th>
<th>ID</th>
<th>Registration Status</th>
<th>Registration Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td><strong>Web Registered</strong></td>
<td>12</td>
</tr>
</tbody>
</table>

### Current Program
- Master of Social Work
- School of Social Work
- Social Work Advanced Standing

### Level
- Fall 2018

### Program
- Social Work

### Admit Term
- Fall 2018

### Admit Type
- Social Work Adv Standing FT

### Catalog Term
- Social Work

### Major and Department
- Social Work, Social Work

### Class
- Second Year Social Work

### Credits
- 3.000

## Record 2

<table>
<thead>
<tr>
<th>Record Number</th>
<th>Student Name</th>
<th>ID</th>
<th>Registration Status</th>
<th>Registration Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td></td>
<td></td>
<td><strong>Web Registered</strong></td>
<td>2</td>
</tr>
</tbody>
</table>

### Current Program
- Master of Social Work
- School of Social Work

### Level
- Fall 2017

### Program
- Social Work

### Admit Term
- Social Work Foundation FT

### Admit Type
- Fall 2017

### Catalog Term
- School of Social Work

### Major and Department
- Clinical Social Work, Social Work

### Major Concentration
- Behavioral Health

### Class
- Second Year Social Work

### Credits
- 3.000
Sample - Summary Class List

An asterisk will appear next to the appropriate field if any of the following conditions exist: 1) The student has more than one major or department in his/her primary or secondary curriculum. 2) The student has a program, level, college, or degree in the secondary curriculum that is different from that in his/her primary curriculum.

If the word Confidential appears next to a student’s name, the personal information is to be kept confidential.

Course Information
MENTAL HEALTH AND SOC POLICY - SOWK 706 02
CRN: 20839
Duration: Jan 22, 2019 - May 17, 2019
Status: Active

Enrollment Counts
<table>
<thead>
<tr>
<th>Maximum</th>
<th>Actual</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment: 29</td>
<td>30</td>
<td>-1</td>
</tr>
<tr>
<td>Cross List: 0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Summary Class List

<table>
<thead>
<tr>
<th>Record Number</th>
<th>Student Name</th>
<th>ID</th>
<th>Reg Status</th>
<th>Level</th>
<th>Credits</th>
<th>Final</th>
<th>Grade Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><em><strong>Web Registered</strong></em></td>
<td></td>
<td></td>
<td>School of Social Work</td>
<td>3.000</td>
<td></td>
<td>Enter</td>
</tr>
</tbody>
</table>