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CLASS LIST

- **Unofficial** roster will be available about a week prior to the class start date.
- Click on any class to go to Class Management (add codes, drop sheet, etc)
- Click on the check mark to download your current class roster

The class list tab displays current classes assigned to the faculty, and upcoming classes that start within a week. Click on any class to go to the *Class Management* area to view or print a current class roster, drop/withdraw/reinstate students, enter grades, refer students for counseling follow up, download the class roster, and email students in the class.

Roster Status

An "**unofficial**" roster will be available online about one week prior to the first day of your class. It may include students who have not paid for the class or students who are currently enrolled in a prerequisite course. In these instances, students may be dropped from the class prior to opening day.

The "**official**" roster will be available online as of Friday prior to opening day for primary 16-week classes and Monday for all others. It includes a list of all students who have enrolled and paid for the class.

Grade Sheet Status

The online grade sheet will be available one week prior to the end of the class. Grade sheet status include: Available, Saved, Submitted and Past Due. Faculty will be required to submit a *Grade Assignment/Change* form for each student in the class if grades are not submitted by the deadline.

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ENROLLMENT INFORMATION

The enrollment information is view only, shown are: class capacity, number of students enrolled, wait list capacity, and the number of students on the wait list. The status of the class will show OPEN if the enrollment has not reached the capacity. Note that students may only add using an add code (issued by the instructor) once the class has started. The status will show CLOSED once the enrollment reaches or exceeds the capacity.

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CRN'S FOR NEXT SEMESTER

Approximately 2 months prior to the upcoming semester, the classes you will be teaching will display here. This is to help faculty with textbook requisitions.

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FORMS

The forms section is a list of the forms most commonly used by faculty. The forms must be printed in order to be completed and submitted.

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MASTER ROSTER

- [Download roster](#) - click on this link to download a complete list of all students enrolled. It includes student name, CSID, FED status, enrollment status, email address, phone number, and date student added the class.
- [Email all students](#) - click on this link to send a mass email to all students enrolled. You may also get a list of student emails from the *download roster* function. Don't forget to send student email lists in the bcc: field to protect confidential student emails.
- [Print Current roster](#) – click on this link to print a current roster in a PDF file format.

The official master roster is a list of all students who have enrolled in and paid for the class. The **absences** or attendance **hours** (positive attendance classes) column is cumulative information from the Absence/Attendance tab.

The class information box in the upper right corner includes important dates. To access the information click on the *Important Dates* calendar icon.

Navigation: To move between classes, you may return to *List My Classes* to select a different CRN, or simply use the drop down arrow in the upper left box, under instructor name.

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ABSENCES & ATTENDANCE – Title 5 requirement for all faculty

- Click on the week number to enter absences or attendance for a specific week.
- You cannot enter data in the grayed out boxes. Boxes will be grayed out for days the class does not meet, for students who have dropped, and for days in the future.
- Absences are entered for regular census type classes.
 - To mark an absence, click in the box for the corresponding day of the absence.
- Attendance hours must be entered throughout the semester/session for positive attendance classes.
 - Hours for tracking classes are recorded by the tracking system, no entry is required.
 - To enter hours, type the number of hours a student attended in the box next to each class meeting day. Partial hours should be entered in 15 minute increments (15 min = .25, 30 min = .50, 45 min = .75).
 - To navigate between students or days use your mouse or the TAB key.
 - **Mass Populate by Day** is a quick entry method to record the same hours for the same day for all students enrolled. Click in the blank box below the meeting days to the right of the text “*Mass Populate by Day*” and enter the daily hours to be populated for each student. Click the Save/Submit button. Changes to the hours can be made to individual students by clicking or tabbing to the hours box for that student and updating to the appropriate number.

The Absence and Attendance tab allows faculty to enter absences for students in regular census classes or enter attendance hours for students in positive attendance classes. Faculty must enter absences up to the census date for regular, census classes. Faculty must enter attendance hours for each class meeting through the end of the semester/session.

The cumulative absences or attendance hours are displayed on the drop/withdrawal/reinstate and grades tabs. Faculty may click on the number of absences or hours to go to individual student information.

Navigation: To move between classes, you may return to *List My Classes* to select a different CRN, or simply use the drop down arrow in the upper left box, under instructor name.

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DROP/WITHDRAWAL/REINSTATE

- Click on the button next to the student’s name and below the title DROP to drop a student from the course. After the census date, it will change to WITHDRAW.
- Click on the button next to the student’s name and below the title NEVER ATTENDED. This will be available up to the drop deadline. If a student never attends class, it is important that he/she be marked as such, not as a drop.
- Validate and submit the entries.

Definitions:

Never attended – Use this option to drop students who are listed on the official roster but never attended a class or participated online (i.e., "no show").

Drop - Use this option to drop students who stop attending or who inform you that they are not able to continue in the course. *A drop occurs when the student is marked as dropped or never attended prior to the census date.*

Withdraw - Use this option to drop students who stop attending or who inform you that they are not able to continue in the course. *A withdrawal occurs when the student is marked as withdrawn after the census date, this status is recorded on the student's permanent academic record.*

Reinstate - Use this option to add a student back into the class. The student must have previously been enrolled in and paid for the class.

Cannot reinstate – This is an error message indicating that the student could not be reinstated into the class. There are a variety of reasons for the message: the student may have a financial hold on their record, may have another class at the same time, etc. The student should be sent to the Admissions and Records office.

Status - This column indicates the enrollment status of each student. If the drop/withdraw is pending system processing, the word "pending" will appear in the status column along with the effective date.

Pending - The student has been marked for drop/withdraw/reinstate. You may not modify any pending statuses. Processing occurs nightly.

The cumulative absences or attendance hours are displayed on the drop/withdraw/reinstate and grades tabs. Faculty may click on the number of absences or hours to go to individual student information.

Navigation: To move between classes, you may return to *List My Classes* to select a different CRN, or simply use the drop down arrow in the upper left box, under instructor name.

Submit census roster

Faculty are required to clear rosters of inactive enrollment as of the census date. You are required to either drop students or click the NO DROPS TO REPORT button on or before the census date indicating that the roster has been cleared of inactive enrollment.

The **CENSUS PROCESSING indicator** on the **Drop/Withdrawal/Reinstate** tab will update to **submitted** the day after you have cleared rosters of inactive enrollment or clicked the **"No Drops to Report"** button as of the census date for your class.

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REFER FOR FOLLOW-UP

- Click on the button next to the students name and select a follow up reason.
- An automated email will be sent directly to the student referring him/her to counseling.
- Validate and submit the entries.

Use this button to identify students who are having difficulty in the course and could benefit from follow up services. Matriculation regulations (T5 55526) require colleges to establish a system to ensure that the academic progress of students be monitored to detect early signs of academic difficulty. Students marked for follow up are sent an email advising them of Counseling Services available. Students can only be referred for follow-up one time using the online system.

Navigation: To move between classes, you may return to *List My Classes* to select a different CRN, or simply use the drop down arrow in the upper left box, under instructor name.

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GRADES

- Use the drop down option to select a grade for a student or type in the letter grade.
- You are required to enter a last date of known academic activity for students identified as FED and assigned a grade of F or NP.
- Grade sheet status:
 - Available – grade sheet is available for you to enter grades
 - Saved – some or all of the grades have been entered but grades have not been officially submitted.
 - Submitted – grades have been officially submitted to the Admissions and Records office.
 - Past Due – a warning that your grades are late and if not submitted immediately, you will be required to complete a *Grade Change/Assignment* form for each student in your class.
- Validate and submit the entries.
- You are required to submit an Assignment of Incomplete form for all students assigned an Incomplete (I).
- Submit grades and any supporting documents by the GRADES DUE date located in the class information box in the upper right corner.
- For complete details refer to the **Faculty Resource for Attendance Accounting and Grade Reporting Manual**.

The cumulative absences or attendance hours are displayed on the drop/withdraw/reinstate and grades tabs. Faculty may click on the number of absences or hours to go to individual student information.

Navigation: To move between classes, you may return to *List My Classes* to select a different CRN, or simply use the drop down arrow in the upper left box, under instructor name.

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ADD CODES

This is a display of the printed Add Code List form. Once a student processes an add code, his/her name will show on the add code list. When the student pays for the class, their name will be added to the Master roster. When issuing add codes be sure to include the CRN for the class. Students will need both the CRN and the add code to add the class.

Navigation: To move between classes, you may return to *List My Classes* to select a different CRN, or simply use the drop down arrow in the upper left box, under instructor name.

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WAIT LIST

- The top portion shows students, in priority order, who are currently waiting to add the class.
- The lower portion shows students who were previously on the wait list.
- The status indicates the reason the student is no longer on the wait list.

Definitions:

Added Wait List Course – Student added wait listed class.

Self Drop – Student dropped self from wait list.

Added Another Section – Student added a different section of the wait listed class.

Expired – Student had opportunity to add the wait listed class but did not add by the deadline.

Navigation: To move between classes, you may return to *List My Classes* to select a different CRN, or simply use the drop down arrow in the upper left box, under instructor name.

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LINKS

DOWNLOAD ROSTER – use this feature to download a complete list of students enrolled and paid for the class. Information included on the download: Student name, CSID, FED status, Enrollment status (drop/withdrawn), email address, phone number and date student added the class.

EMAIL ALL STUDENTS – use this feature to email all students enrolled in the class.

PRINT CURRENT ROSTER – use this feature to print a current roster in a PDF file format.

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