

Faculty eRoster Info Packet
Attendance and Grade Reporting System

Internet Access: <http://pic.edu/eRoster>

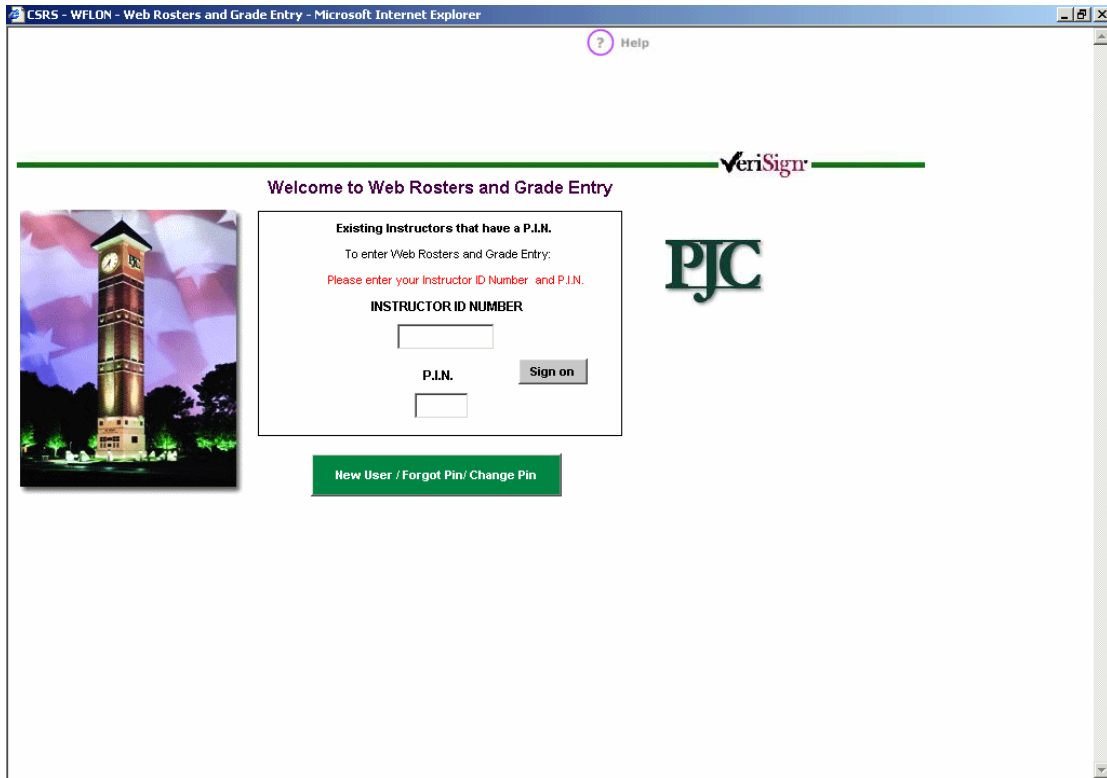
Important Note: You can view an actual demonstration of the eRoster process on the system's login page. You may have to expand the window to see the link marked "Click here for a Tutorial".

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INSTRUCTOR WEB ROSTER AND GRADE ENTRY MODULE

WELCOME PAGE to log in to the Electronic Roster System



Pictured above is the log on screen to access the Electronic Roster. Instructors who have not used the Electronic Roster will need to establish a PIN by entering the Instructor ID Number (currently the Social Security Number) and clicking the green bar at the bottom of the screen (New User/Forgot PIN/Change PIN). PIN establishment is discussed on Page 3.

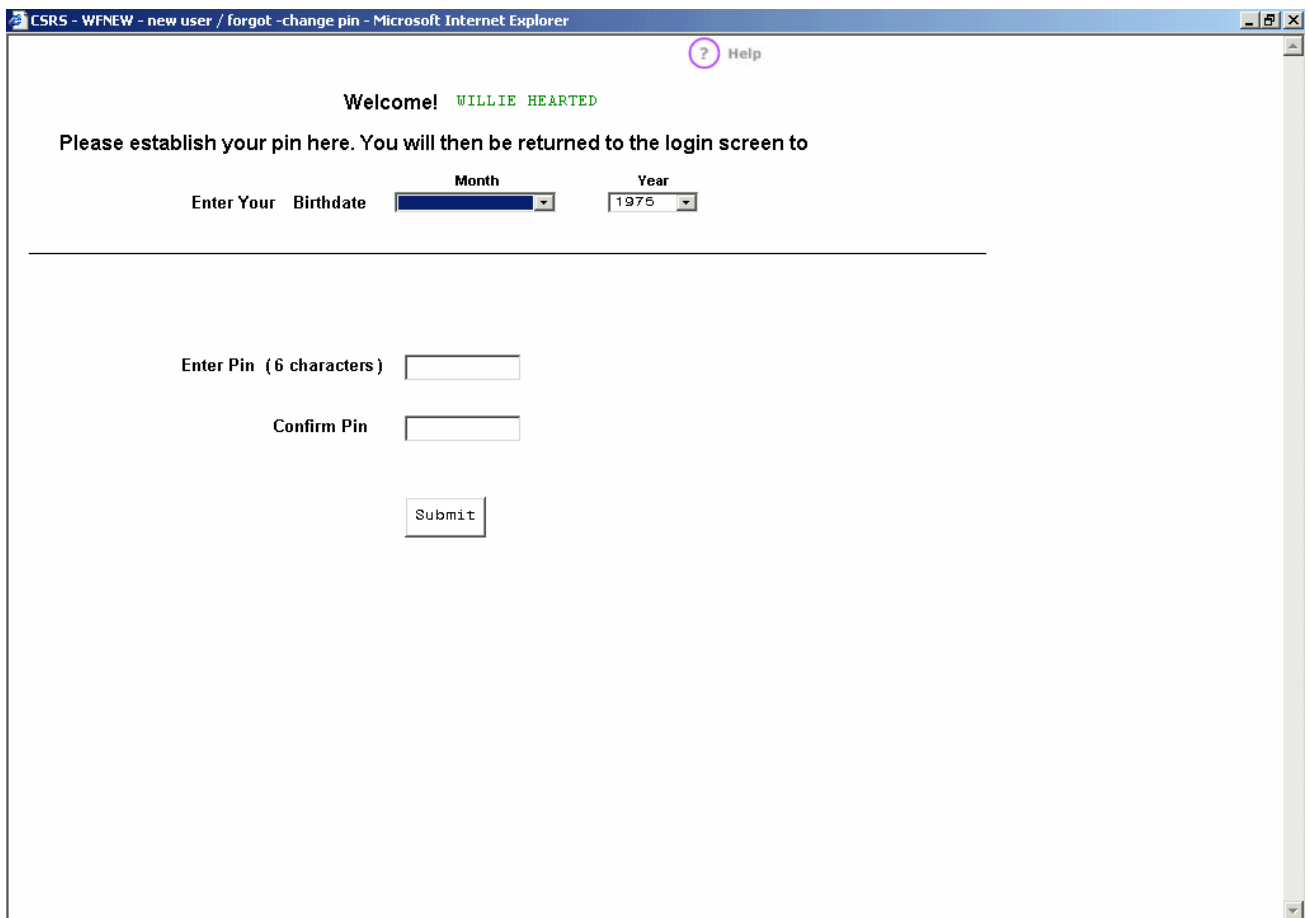
Instructors who have used the Electronic Roster and have established PINs will enter the Instructor ID Number (currently the Social Security Number), the PIN, and click the gray button to the right of the data entered (Sign On).

A "Help" Screen is available by clicking the Question Mark (?) in the small purple circle at the top of page.

Only those instructors who are currently employed by the College will be able to access the Electronic Roster.

INSTRUCTOR WEB ROSTER AND GRADE ENTRY MODULE

PIN ESTABLISHMENT SCREEN



The screenshot shows a web browser window titled "CSRS - WFNEW - new user / forgot - change pin - Microsoft Internet Explorer". The page content includes a "Welcome!" message for "WILLIE HEARTED" and a "Help" link. Below the welcome message, there is a prompt: "Please establish your pin here. You will then be returned to the login screen to". This is followed by a form for "Enter Your Birthdate" with two dropdown menus for "Month" and "Year" (set to "1975"). A horizontal line separates this from the PIN entry section, which contains two text input fields labeled "Enter Pin (6 characters)" and "Confirm Pin", and a "Submit" button.

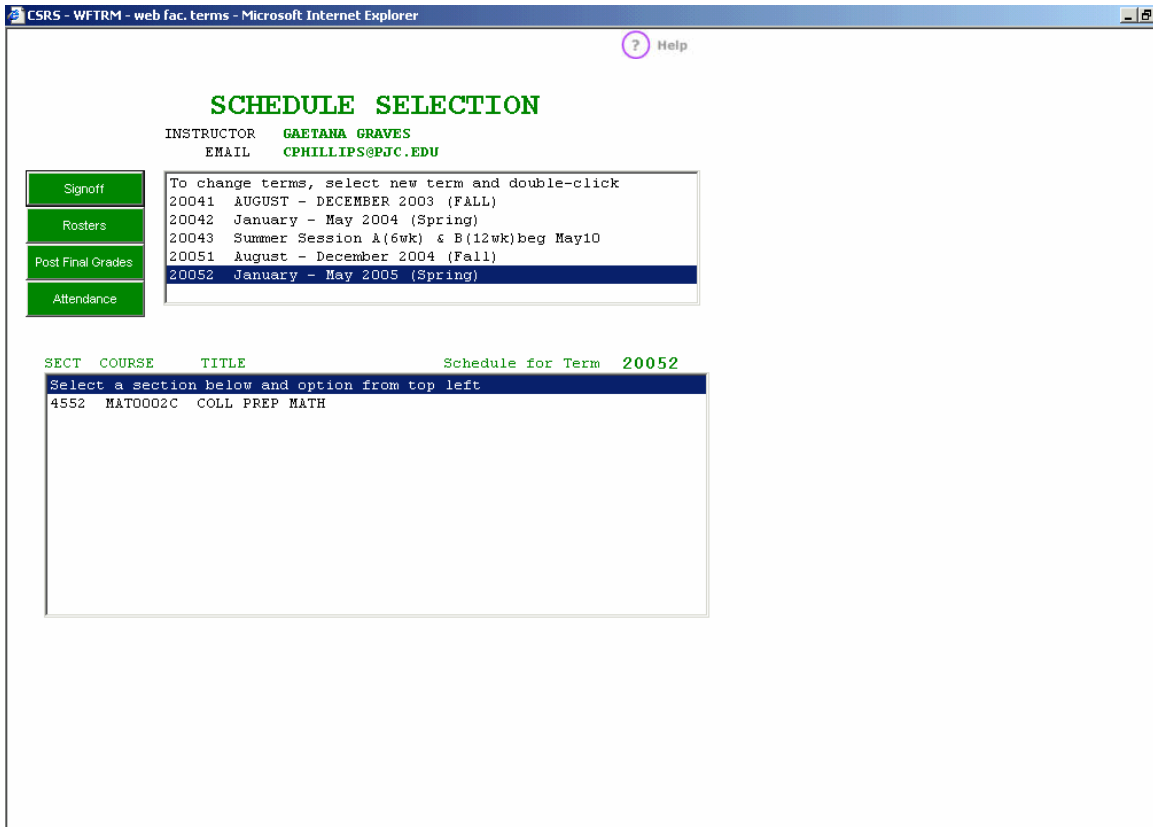
The PIN establishment screen allows first-time users to create a Personal Identification Number (PIN). This screen will also provide an existing user the ability to change a PIN or create a new PIN if the created PIN has been forgotten.

To create or change the PIN, a validation of the instructor's date of birth is required. The birth month and birth year are selected from the drop-down boxes. The SSN, the birth month, and the birth year are matched to data on file in the Human Resources Office. The instructor enters a six-character (or less) PIN of his/her choice, enters the PIN again for confirmation, and submits. When this process is completed, the instructor will be taken back to the LOGON screen, at which time he/she will log into the eRoster system with the Instructor ID (currently the Social Security Number) and the PIN just created.

A "Help" Screen is available by clicking the Question Mark (?) in the small purple circle at the top of the page.

INSTRUCTOR WEB ROSTER AND GRADE ENTRY MODULE

Schedule Selection



Once the instructor has completed the LOGON process, the SCHEDULE SELECTION screen is displayed. The available terms are displayed in the top box with the most recent term pre-selected. The instructor will select and click the desired term for which viewing is needed or transactions are to be processed.

After a term in the top box has been selected and clicked, the classes being taught in that term will be displayed in the bottom box. The five-digit term identifier (20052 in this example) will be displayed above the bottom box (Schedule for Term #####) to indicate the term in which the classes appearing in the bottom box are offered. To change terms, select a different term in the top box and click. The sections for that term will be displayed in the bottom box. Again, the five-digit term identifier will be displayed above the bottom box.

A "Help" Screen is available by clicking the Question Mark (?) in the small purple circle at the top of page.

CSRS - WFTRM - web fac. terms - Microsoft Internet Explorer

? Help

SCHEDULE SELECTION

INSTRUCTOR **GAETANA GRAVES**
EMAIL **CPHILLIPS@PJC.EDU**

Signoff

Rosters

Post Final Grades

Attendance

To change terms, select new term and double-click

20041 AUGUST - DECEMBER 2003 (FALL)

20042 January - May 2004 (Spring)

20043 Summer Session A(6wk) & B(12wk)beg May10

20051 August - December 2004 (Fall)

20052 January - May 2005 (Spring)

SECT	COURSE	TITLE	Schedule for Term
Select a section below and option from top left			
4552	MAT0002C	COLL PREP	20042
4820	CGS2820	WEB DESIGN DEV I	20042
8276	R 03006	COMP OVERVIEW I	20042

The instructor will select the desired term with a single click in the top box. The classes for that term will appear in the bottom box, and the instructor then selects the desired section.

CSRS - WFTRM - web fac. terms - Microsoft Internet Explorer

? Help

SCHEDULE SELECTION

INSTRUCTOR **GAETANA GRAVES**
EMAIL **CPHILLIPS@PJC.EDU**

Signoff

Rosters

Post Final Grades

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SECT	COURSE	TITLE	Schedule for Term
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Once the section is selected, the instructor may use the various green menu buttons located to the left of the top box to (1) view rosters, (2) post final grades, or (3) provide attendance (or non-attendance) information.

A "Help" Screen is available by clicking the Question Mark (?) in the small purple circle at the top of page.

INSTRUCTOR WEB ROSTER AND GRADE ENTRY MODULE

Printable Roster

SECTION ROSTER

Term 20052 Section 0160 Course COP1510
PROGRAM CONCEPT I

INSTRUCTOR **LISTER W HORN**
EMAIL **JALEXANDER@PJC.EDU**

ID #	NAME	PHONE	GRADE	L.D.A.	EMAIL
0323843	ARMOUR CHRISTOPHE	8504841100	P		TEST-EMAIL@PJC.EDU
0284505	BOHANNON JOSHUA	8504841100	A		TEST-EMAIL@PJC.EDU
0068927	* BRENNAN KATHRINE	8504841100	F	050305	TEST-EMAIL@PJC.EDU
0346389	BROXTON THOMAS	8504841100	P		TEST-EMAIL@PJC.EDU
0349091	CHARLES JEREMY	VA STU 8504841100	I	050105	TEST-EMAIL@PJC.EDU
0241198	COLEMAN PHILLIP	8504841100	F	999999	TEST-EMAIL@PJC.EDU
0351978	CYPRIEN RANDI	8504841100	B+		TEST-EMAIL@PJC.EDU
0334301	DOGGETT DAKOTA	8504841100	I	021405	TEST-EMAIL@PJC.EDU
0119778	GIVENS GREGORY	8504841100			TEST-EMAIL@PJC.EDU
0319380	HARRIS CASEY	8504841100			TEST-EMAIL@PJC.EDU
0333869	HINSON III ROBERT	8504841100	W3	030105	TEST-EMAIL@PJC.EDU
0343491	HOGG DENNIS	VA STU 8504841100			TEST-EMAIL@PJC.EDU
0332507	LOVETT DANIEL	8504841100	B		TEST-EMAIL@PJC.EDU
0354510	MCGILL CYNTHIA	8504841100			TEST-EMAIL@PJC.EDU
0329846	MELTON ROBERT	8504841100			TEST-EMAIL@PJC.EDU
0154290	O'SULLIVAN MANUEL	8504841100			TEST-EMAIL@PJC.EDU
0353074	ROBINSON FREDERIC	VA STU 8504841100			TEST-EMAIL@PJC.EDU
0365212	THOMPSON BRANDON	8504841100			TEST-EMAIL@PJC.EDU
0362120	USSERY BRYAN	8504841100			TEST-EMAIL@PJC.EDU
0367009	WELLS JASON	8504841100			TEST-EMAIL@PJC.EDU

The section roster is displayed with the following section-specific information

- Term
- Section Number
- Course Number
- Course Title
- Instructor Name
- Instructor eMail address

The section roster is displayed with the following student information

STUDENT ID NUMBER (1ST COLUMN): Student ID number (the number generated by the College; not the student's SSN)

COURSE ELIGIBILITY (2ND COLUMN): An asterisk (*) will be displayed between the Student ID Number and the Student Name to indicate that the student did not meet prerequisite or testing requirements. A valid reason for the student's enrollment in your class may exist, and instructors are encouraged to discuss eligibility with the student before contacting the Registrar's Office.

STUDENT NAME (3RD COLUMN): The students' names in alphabetical order by surname. The listing will be by current name. When processing attendance or posting grades, make sure that the source from which you are posting information (your grade book, etc.) matches the name on the roster. Name changes will take effect immediately upon processing and may cause a difference between the roster and the format in your grade book.

VETERAN STATUS (4TH COLUMN): A veteran student will be indicated with “VA STU” displayed between Student Name and Student Telephone Number

STUDENT TELEPHONE NUMBER (5TH COLUMN): A student’s telephone number is only as current as the information provided by the student to the Registrar’s Office or by updates made by the student via the student’s web records.

CURRENT CLASS STATUS (6TH COLUMN): Any mark previously submitted by the instructor, any withdrawal processed by the student, any administrative withdrawal processed by the institution will be displayed in the sixth column.

LAST DATE OF ATTENDANCE (7TH COLUMN): The student’s LDA (last date of attendance) will be reflected in this column. The LDA associated with an “Early F” grade will be the date provided by the instructor. The LDA associated with a “W2” will be the date provided by the instructor. The LDA associated with a “W3” will be the date the administrative withdrawal was processed by the institution. The LDA associated with a “W1” will be the date the student withdrew from the class.

STUDENT DECLARATION OF NON-RELEASE OF INFORMATION (8TH COLUMN): Directory information as defined by the College may be released without a student’s consent. A student may file a formal request that even directory information not be released. Students who have filed the request will have information in the 8th column indicating “non-release of info.” All instructors are encouraged to be cautious in discussing the enrollment of any student, including discussions with parents, unless the student has specifically indicated approval of that discussion. Federal legislation prevents the release of student information to anyone without the student’s authorization. Faculty are encouraged to go through the FERPA tutorial (<http://pjcnnet/FERPA/>) on the intranet to familiarize themselves with the restrictions mandated by federal law. A link to the tutorial is located at the top of the intranet home page.

STUDENT EMAIL ADDRESSES (9TH COLUMN): The student’s eMail address will appear on the roster. As with the student’s mailing address, the eMail address is only as current as the student keeps it.

The instructor may print the displayed roster by clicking the PRINT PAGE button located on the lower left-hand side of the screen.

The download buttons located above the PRINT PAGE button will, when clicked, send an email to the instructor’s eMail address with an Excel document attached. The Excel document can be manipulated by the instructor for the development of an electronic grade book or for printing and using as a paper grade book. The downloads can be requested in two formats: (1) by individual section or (2) by all sections.

From the ROSTER PAGE, the instructor may click the green menu buttons to (1) SIGN OFF, (2) go to the ATTENDANCE PAGE, (3) go to the POST FINAL GRADES page, or (4) return to the SCHEDULE PAGE (the instructor’s schedule for the term).

A “Help” Screen is available by clicking the Question Mark (?) in the small purple circle at the top of page.

INSTRUCTOR WEB ROSTER AND GRADE ENTRY MODULE

Attendance Verification

? Help

ATTENDANCE VERIFICATION

Signoff

Rosters

Schedule

Term 20052 Section 4552 Course MAT0002C Ending Date
 COLL PREP MATH 050405

STU-ID	NAME	GRADE	LDA	LDTC
0329917	BOYD RODERICK			
0312291	BRADDOCK JANNINA			
0366323	BRANDENBURG DAVID			
0181010	CAOILI-KARSTEN KR			
0367931	CUEVAS CHRISTINE			
0367952	DUNN ERIC			
0366634	FITCH SHELLIE			
0369456	FOSTER AARON			

GRADE

L.D.A.

MMDDYY

Date to complete for "I" Grade

SUBMIT

LAST VERIFIED

20050217
15500205

Verify

Reinstate

The ATTENDANCE VERIFICATION PAGE is displayed with the following section information

- Term
- Section Number
- Course Number
- Course Title
- Instructor Name
- Instructor eMail Address

Attendance verification and adjustments may be processed at any time. However, certain dates throughout the session will be established for required attendance verification, specifically the end of the first week of class. The Registrar's Office will notify instructors of those required verification dates, and instructors will access the ATTENDANCE VERIFICATION PAGE and provide the required information.

PJC's NO-SHOW PROCEDURE: At the end of the first week of class, instructors are required to provide information regarding registered students who have not shown up for class. These students are to be assigned marks of "W2" with "999999" indicated as the LDA (last date of attendance). The "Early F" (or "Early N") is not an option for the no-show student unless the student is in his/her third attempt of the course.

The sample screen shown on the previous page indicates that that all students are in attendance – no students are displayed in the bottom box as withdrawn. Students who have processed official registrations will be displayed in the top box. If all students who have registered are in attendance, the instructor will simply verify that the roster as presented is accurate. The VERIFY button located in the lower right-hand corner is clicked, and the screen is refreshed showing the date and time of the verification. In this sample, the verification date is February 17, 2005, at 3:53pm (or 1553 since military time is used, with apologies to Allan Peterson).

The VERIFY button is the electronic signature of the faculty member. For this reason, only the instructor of record is to verify/sign the eRoster. Final grades are not to be given to any clerical support staff employee for processing.

From the ATTENDANCE VERIFICATION PAGE, the “W2,” “Early F,” or “Early N” may be assigned. (The “Early N” is for college preparatory courses only.) These grades will be displayed in the drop-down GRADE BOX and will require the instructor to enter the LDA for the student being assigned any of these grades. The date will be entered in month/day/year format and requires two digits for the month, two digits for the day, and the last two digits of the year. For example, May 3, 2005 will be entered as 050305.

The selection of students in the top box is automatic. That is, as the instructor submits information for students, the selection will automatically move to the next name on the list. The necessary grade will be selected from the GRADE BOX and the LDA will be entered as necessary.

Once the withdrawal (or “F” or “N”) is submitted, the student’s name is moved from the top box to the bottom box with the grade and the LDA displayed.

CORRECTIONS and REINSTATEMENTS may be processed by the instructor as follows:

The system will process only one student at a time. Therefore, any corrections to a student’s grade appearing in the bottom box can be made only if the student automatically selected in the top box is deselected. Deselection of the student in the top box is processed by scrolling to the top of the list and selecting the blank line located above the first student’s name on the list.

If an instructor erroneously assigns a withdrawal (or “F” or “N”), the correction will be made by selecting the student from the bottom box (and deselecting the automatic selection of the next student in the top box by scrolling to the top of the top box list and selecting the blank line) and clicking the REINSTATEMENT button (blue button at the bottom right-hand corner of the page). The student’s name will then return to the top box.

Likewise, if an instructor has withdrawn a student and the student requests to be reinstated, the instructor may reinstate the student in this same manner. The decision to reinstate is made by the instructor. If the instructor believes that it is not in the student’s best interests to be reinstated after excessive absences, reinstatement may be denied. The student will then have the option of filing an official appeal for reinstatement through the Student Academic Appeals Committee.

A “Help” Screen is available by clicking the Question Mark (?) in the small purple circle at the top of page.

? Help

ATTENDANCE VERIFICATION

Signoff

Rosters

Schedule

Term 20052 Section 4552 Course MAT0002C
COLL PREP MATH Ending Date 050405

STU-ID	NAME	GRADE	LDA	LDTC
0312291	BRADDOCK JANNINA			
0366323	BRANDENBURG DAVID			
0181010	CAOILI-KARSTEN KR			
0367931	CUEVAS CHRISTINE			
0367952	DUNN ERIC			
0366634	FITCH SHELLIE			
0369456	FOSTER AARON			
0193437	KIOSKI SIERRA			

GRADE:

L.D.A.:

MDDYY

Date to complete for "I" Grade:

SUBMIT

0329917 BOYD RODERICK W2 020205	<p style="color: red; margin: 0;">LAST VERIFIED</p> <p style="margin: 0;">20050217 15500205</p> <p style="text-align: center; border: 1px solid black; padding: 2px; margin: 2px 0;">Verify</p> <p style="text-align: center; border: 1px solid black; padding: 2px; margin: 2px 0; color: white;">Reinstatement</p>
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When attendance information has been finalized, instructors will “sign” the roster by clicking the VERIFY BUTTON.

Each time a faculty member clicks the VERIFY BUTTON, he/she is signing the roster as it appears, and all students remaining in the top box are reported as attending class. This information is shared with the Office of Financial Aid and is used to determine eligibility for federal and state loans and grants.

The Electronic Roster provides faculty members a timely method in which to report the attendance cessation of any student. The Electronic Roster also provides the faculty member the ability to reinstate a withdrawn student immediately. Instructors are encouraged to use this option as it is intended. That is, it is easier to withdraw and reinstate a student than it is to recover funds that have been disbursed to students who are not in attendance.

Remember: The money distributed to students who are not in attendance becomes a financial liability to Pensacola Junior College if the student does not voluntarily return unearned dollars.

From the ATTENDANCE VERIFICATION PAGE, the instructor may (1) sign off, (2) return to the ROSTER PAGE to print the roster or obtain the Excel download, or (3) return to the SCHEDULE to access another section.

A “Help” Screen is available by clicking the Question Mark (?) in the small purple circle at the top of page.

INSTRUCTOR WEB ROSTER AND GRADE ENTRY MODULE

Final Grade Posting

? Help

GRADE POSTING

Signoff
Rosters
Schedule

Term 20052 Section 4552 Course MAT0002C
COLL PREP MATH Ending Date 050405

STU-ID	NAME	GRADE	LDA	LDTC
0329917	BOYD RODERICK			
0312291	BRADDOCK JANNINA			
0366323	BRANDENBURG DAVID			
0181010	CAOILI-KARSTEN KR			
0367931	CUEVAS CHRISTINE			
0367952	DUNN ERIC			
0366634	FITCH SHELLIE			
0369456	FOSTER AARON			

GRADE [dropdown]
L.D.A. [000000]
MDDYY
Date to complete for "I" Grade [000000]

All grades of 'F', 'I' and 'N' require and LDA
Clicking the 'Verify' button is considered your electronic signature for the final grade roster.

SUBMIT

LAST POSTED

Verify

Reinstate

The FINAL GRADE POSTING page is displayed with the following section information

- Term
- Section Number
- Course Number
- Course Title

Instructors will receive notification of the availability of the FINAL GRADE POSTING PAGE and the deadlines by which all grades must be submitted and verified. The Registrar’s Office makes every effort to honor the Bailey Deadline – a deadline that is no earlier than 24 hours after the last final of the session is given (in honor of Professor Tom Bailey’s efforts to provide ample time for the review of final exams and calculation of the final grade).

The FINAL GRADE POSTING page is identical to the ATTENDANCE VERIFICATION page with the exception of the GRADE BOX. All grades available for the course will be in the drop-down box on the FINAL GRADE POSTING page.

The process for posting final grades is similar to providing attendance information. The system will automatically select the first student in the top box, the instructor will select the earned grade from the drop-down box, and click the submit button. The system will

automatically select the next student, and the instructor will repeat the process for each student.

All grades of “F” and “N” (for college prep courses) will require an LDA. If the “F” (or “N”) is an earned grade and the student has failed the course academically, the LDA will be the last date of the term. The last date of the term is provided at the top right-hand corner of the page under ENDING DATE.

All grades of “I” will require an LDA as well as an LDTC (last date to complete). The LDTC will be the date on which the instructor and the student have agreed that the work is to be completed. The Contract for Incomplete Grade will be maintained in the department, and a copy of that contract is not needed by the Registrar’s Office.

As each grade is submitted, the student’s name (and grade) will transfer from the top box to the bottom box with the grade assigned (and LDA and LDTC if appropriate).

Grades assigned in error may be corrected by simply selecting the student in the bottom box (and deselecting the student in the top box by clicking the blank line at the top of the listing), clicking the correct grade in the drop-down box, and clicking the SUBMIT button.

All grades must be posted before the instructor can VERIFY (sign) the roster. However, should the instructor decide to post grades for a portion of the students in the class and return later to post the grades for the remaining students, the system will hold the grades submitted until final verification.

Once all grades have been posted, the instructor will VERIFY (sign) the roster by clicking the VERIFY button located in the lower right-hand corner of the page. The screen will refresh showing the grades that have been posted as well as the date and time of the verification.

The instruction may (1) sign off, (2) return to SCHEDULE and select another section for final grade posting.

A “Help” Screen is available by clicking the Question Mark (?) in the small purple circle at the top of page.

Changes to Previously Assigned Grades

Once grades have been submitted and verified, instructors will be able to make changes to those grades up to the deadline for submission of final grades.

After the deadline, all grade changes (with the exception of “I” grades) must be submitted with the Official Change of Grade Form (paper).

Grades of “I” for any term may be changed by the instructor using the Electronic Roster. The instructor will access the schedule for the term in which the “I” grade was assigned using the SCHEDULE SELECTION page and then clicking the menu button for POST FINAL GRADES for that term. Only students with unresolved “I” grades will be displayed for the section, and the instructor will select that student, click the appropriate grade in the drop-down box, and submit the changed grade.

Grades of “I” which are not completed by the LDTC (last date to complete) will become “F” grades on the Monday following the LDTC. The change to “F” is automatic and the instructor will not be required to submit anything for this automatic change.