

Faculty Center:

Accessing the Class Rosters and Entering Grades

OBJECTIVE: To explain steps taken to access the rosters of assigned classes and how to enter final grades.

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NEED ADDITIONAL INFORMATION?

For further questions on this process please go to the CMS webpage at <http://www.sonoma.edu/cms/contact.html> to locate the **Student Records Functional Lead.**

Lesson 1: The Faculty Center

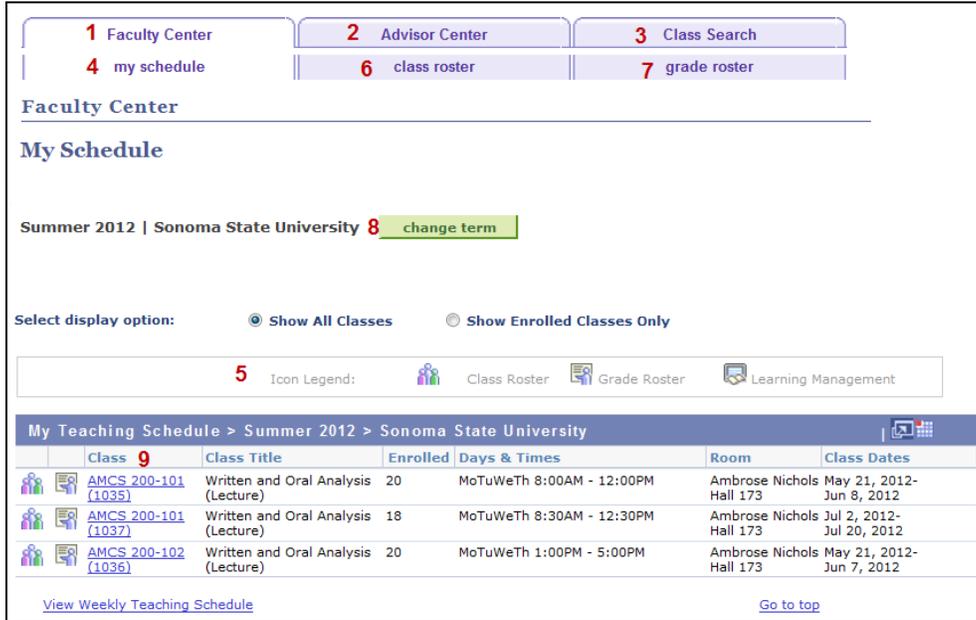
Navigation: Self Service > Faculty Center

Introduction:

The Faculty Center displays all of the information about classes currently assigned to faculty. Class rosters are viewable once students are enrolled, and grade rosters once they have been generated. The Faculty Center is accessible from the home page of MySSU. It can also be accessed by clicking on Self-Service in the left column.

Users should click on the My Schedule link in the Faculty Center. The following section will provide an overview of frequently used areas located within the Faculty Center.





The screenshot shows the 'My Teaching Schedule' page for Summer 2012 at Sonoma State University. At the top, there are seven numbered navigation tabs: 1 Faculty Center, 2 Advisor Center, 3 Class Search, 4 my schedule, 6 class roster, and 7 grade roster. Below the tabs, the 'My Schedule' section displays the current term and a 'change term' button. There are radio buttons for 'Show All Classes' (selected) and 'Show Enrolled Classes Only'. An 'Icon Legend' section shows icons for Class Roster, Grade Roster, and Learning Management. The main table lists three classes:

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
AMCS 200-101 (1035)	Written and Oral Analysis (Lecture)	20	MoTuWeTh 8:00AM - 12:00PM	Ambrose Nichols Hall 173	May 21, 2012- Jun 8, 2012
AMCS 200-101 (1037)	Written and Oral Analysis (Lecture)	18	MoTuWeTh 8:30AM - 12:30PM	Ambrose Nichols Hall 173	Jul 2, 2012- Jul 20, 2012
AMCS 200-102 (1036)	Written and Oral Analysis (Lecture)	20	MoTuWeTh 1:00PM - 5:00PM	Ambrose Nichols Hall 173	May 21, 2012- Jun 7, 2012

	Icon	Description
1	Faculty Center tab	Class Schedule displays for the active teaching term (see picture above). See Icon #8 to change terms.
2	Advisor Center tab	This tab can be used to advise students. For additional tips for how to use the Advisor Center, please visit the CMS Documentation web page.
3	Class Search tab	Tabs appear to Search for Classes by term, or Browse Course Catalog to view catalog descriptions for all active courses.
4	My Schedule tab	Class Schedule displays for the active teaching term (see picture above).
5	Icon Legend	 - Click on this icon next to the class to view the class roster. Class rosters appear once enrollment exists for a class.  - Click on this icon next to the class to view the Grade roster. Grade rosters appear once they have been generated, typically the week prior to finals.

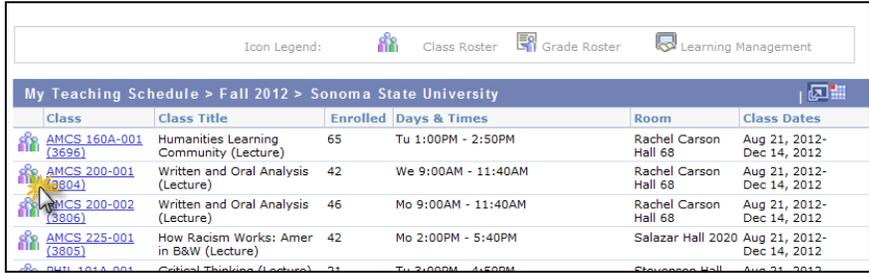
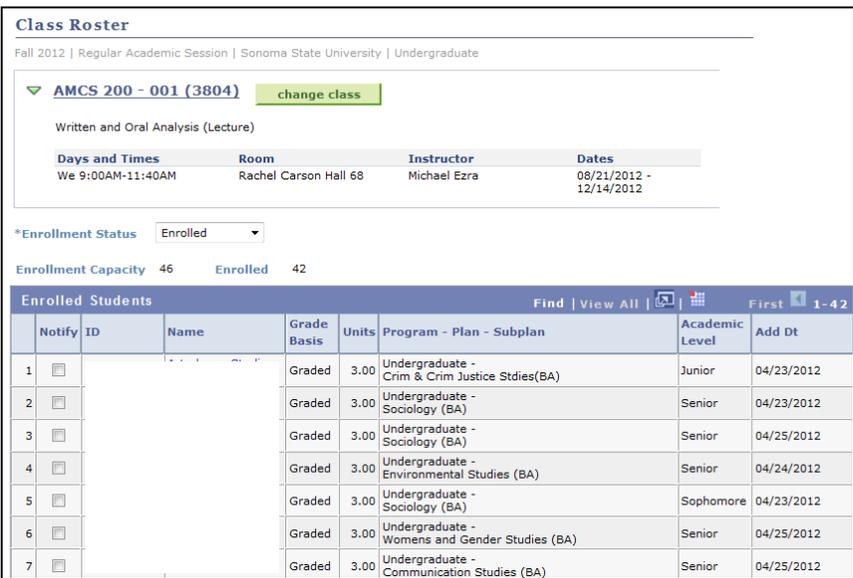
6	Class Roster tab	Do not use this tab. To access the class roster, click on the #5 icon. Additional information about the class roster is available in Lesson 2 of this document.
7	Grade Roster tab	Do not use this tab. To access the grade roster, click on the corresponding #5 icon. Additional information about the grade roster is available in Lesson 3 of this document.
8	Change Term button	Click this button to change to a different term.
9	Class link	Will display all class details including meeting pattern, availability, and description.

Lesson 2: Accessing Class Rosters

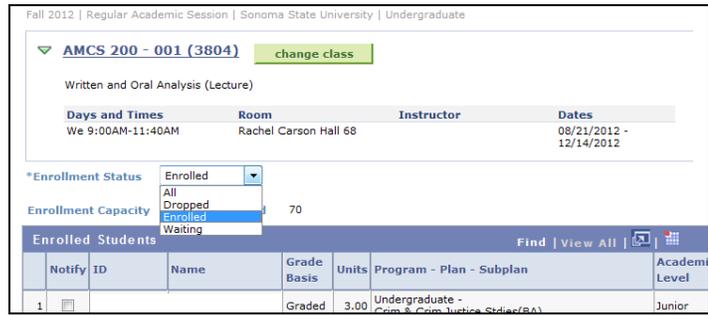
Navigation: Self Service > Faculty Center > Class Roster icon () next to the class

Introduction: Faculty members have access to the rosters of the classes that they are assigned to teach. Having access gives the ability to review the class details and the student information, as well as being able to notify selected students or even the entire class. The following information will demonstrate how to access the rosters and use them.

Note: The names and IDs of students have been removed to protect privacy.

Step	Directions	Screenshot
1	From the Faculty Center, click on the Class Roster icon () to open the class roster.	 <p>The screenshot shows a table titled "My Teaching Schedule > Fall 2012 > Sonoma State University". The table has columns for Class, Class Title, Enrolled, Days & Times, Room, and Class Dates. A mouse cursor is pointing at the Class Roster icon (a group of people) next to the class AMCS 200-001 (3804).</p>
2	The class roster will provide course details, enrollment levels, student contact information (email link), and other details.	 <p>The screenshot shows the "Class Roster" for "AMCS 200 - 001 (3804)". It displays course details like "Written and Oral Analysis (Lecture)", "Days and Times", "Room", "Instructor", and "Dates". Below this, it shows "Enrollment Status" as "Enrolled" and "Enrollment Capacity" as 46 with 42 enrolled. A table titled "Enrolled Students" lists student details including Notify, ID, Name, Grade Basis, Units, Program, Academic Level, and Add Dt.</p>

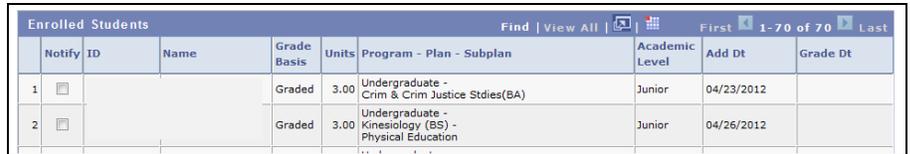
3 The roster will default to Enrolled students. Choose an alternative from the drop down menu next to Enrollment Status.



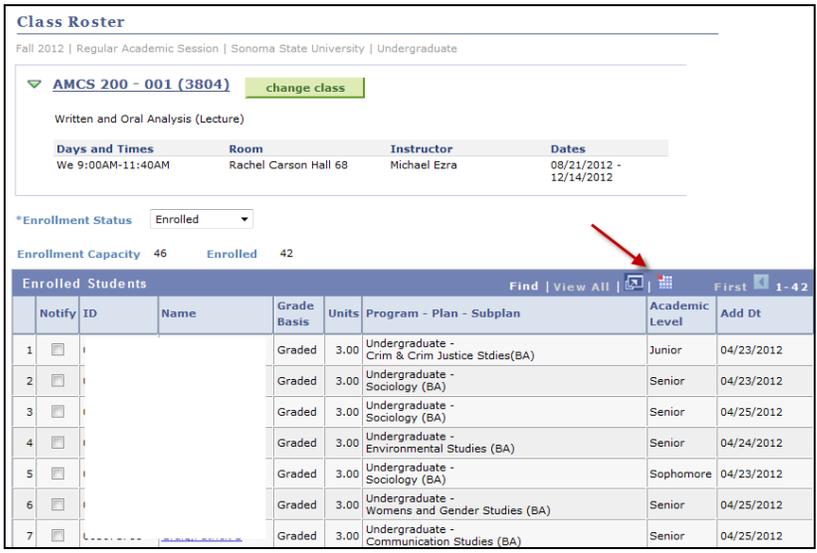
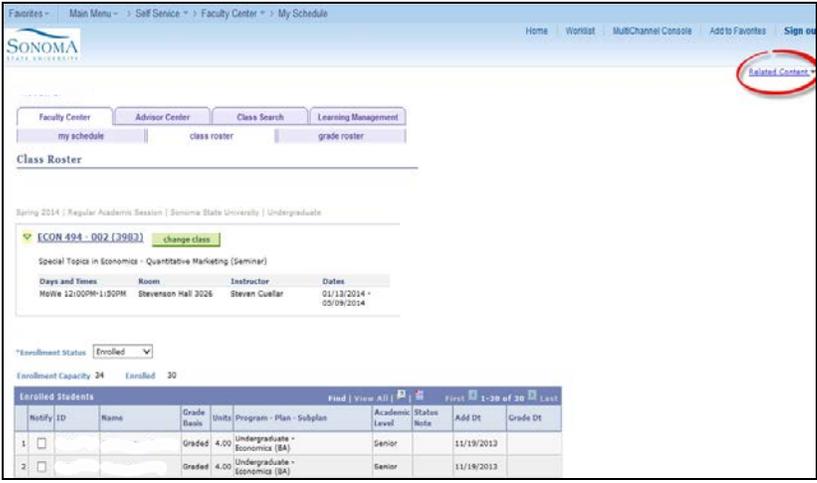
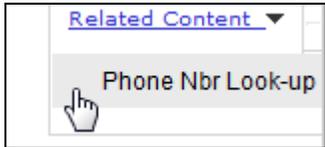
Status	Definition
Enrolled	Displays students who are enrolled in the class.
Dropped	Displays students who have dropped the class. (Only displays when students have dropped the class).
All	Displays all enrollment statuses.

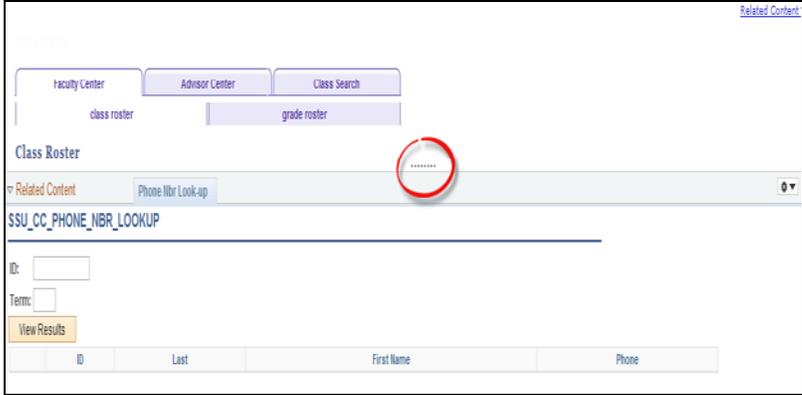
4 The roster will display fields as they relate to the student.

Note: The fields display depending on the selected Enrollment Status.



Field	Definition
Notify	Allows email to be sent to the student. For more information reference Lesson 4.
ID	Student ID number.
Name	Student's name.
Grade Basis	The defaulted or student selected grading basis: Graded, Credit/No Credit, or ADM (used for withdrawal or administrative action)
Units	Number of assigned units.
Program – Plan-Subplan	The students program, major, and if applicable, sub-plan.
Academic Level	Class level of the student at the <i>start</i> of the term.
Status	Notes Waiting, Enrolled, or Dropped.
Status Note	Notes waitlist position if applicable.
Add Dt	When the student added to the class.
Grade Dt	The date the official grade was submitted.
Drop Dt	When the student dropped the class.

<p>5</p> <p>To export the roster to an excel spreadsheet click on the  button.</p> <p>Note: Pop-ups must be enabled to download into excel. See How to Enable "Pop-Ups" in Most Browsers in order to turn off your pop-up blocker.</p>		 <p>Class Roster Fall 2012 Regular Academic Session Sonoma State University Undergraduate</p> <p>▼ AMCS 200 - 001 (3804) change class</p> <p>Written and Oral Analysis (Lecture)</p> <table border="1"> <thead> <tr> <th>Days and Times</th> <th>Room</th> <th>Instructor</th> <th>Dates</th> </tr> </thead> <tbody> <tr> <td>We 9:00AM-11:40AM</td> <td>Rachel Carson Hall 68</td> <td>Michael Ezra</td> <td>08/21/2012 - 12/14/2012</td> </tr> </tbody> </table> <p>*Enrollment Status: Enrolled</p> <p>Enrollment Capacity: 46 Enrolled: 42</p> <p>Enrolled Students Find View All  First 1-42</p> <table border="1"> <thead> <tr> <th>Notify</th> <th>ID</th> <th>Name</th> <th>Grade Basis</th> <th>Units</th> <th>Program - Plan - Subplan</th> <th>Academic Level</th> <th>Add Dt</th> </tr> </thead> <tbody> <tr><td><input type="checkbox"/></td><td></td><td></td><td>Graded</td><td>3.00</td><td>Undergraduate - Crim & Crim Justice Studies(BA)</td><td>Junior</td><td>04/23/2012</td></tr> <tr><td><input type="checkbox"/></td><td></td><td></td><td>Graded</td><td>3.00</td><td>Undergraduate - Sociology (BA)</td><td>Senior</td><td>04/23/2012</td></tr> <tr><td><input type="checkbox"/></td><td></td><td></td><td>Graded</td><td>3.00</td><td>Undergraduate - Sociology (BA)</td><td>Senior</td><td>04/25/2012</td></tr> <tr><td><input type="checkbox"/></td><td></td><td></td><td>Graded</td><td>3.00</td><td>Undergraduate - Environmental Studies (BA)</td><td>Senior</td><td>04/24/2012</td></tr> <tr><td><input type="checkbox"/></td><td></td><td></td><td>Graded</td><td>3.00</td><td>Undergraduate - Sociology (BA)</td><td>Sophomore</td><td>04/23/2012</td></tr> <tr><td><input type="checkbox"/></td><td></td><td></td><td>Graded</td><td>3.00</td><td>Undergraduate - Womens and Gender Studies (BA)</td><td>Senior</td><td>04/25/2012</td></tr> <tr><td><input type="checkbox"/></td><td></td><td></td><td>Graded</td><td>3.00</td><td>Undergraduate - Communication Studies (BA)</td><td>Senior</td><td>04/25/2012</td></tr> </tbody> </table>	Days and Times	Room	Instructor	Dates	We 9:00AM-11:40AM	Rachel Carson Hall 68	Michael Ezra	08/21/2012 - 12/14/2012	Notify	ID	Name	Grade Basis	Units	Program - Plan - Subplan	Academic Level	Add Dt	<input type="checkbox"/>			Graded	3.00	Undergraduate - Crim & Crim Justice Studies(BA)	Junior	04/23/2012	<input type="checkbox"/>			Graded	3.00	Undergraduate - Sociology (BA)	Senior	04/23/2012	<input type="checkbox"/>			Graded	3.00	Undergraduate - Sociology (BA)	Senior	04/25/2012	<input type="checkbox"/>			Graded	3.00	Undergraduate - Environmental Studies (BA)	Senior	04/24/2012	<input type="checkbox"/>			Graded	3.00	Undergraduate - Sociology (BA)	Sophomore	04/23/2012	<input type="checkbox"/>			Graded	3.00	Undergraduate - Womens and Gender Studies (BA)	Senior	04/25/2012	<input type="checkbox"/>			Graded	3.00	Undergraduate - Communication Studies (BA)	Senior	04/25/2012
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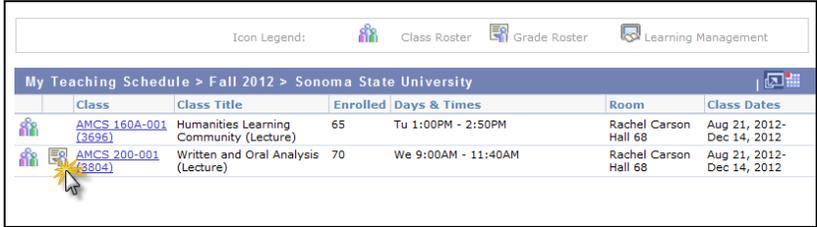
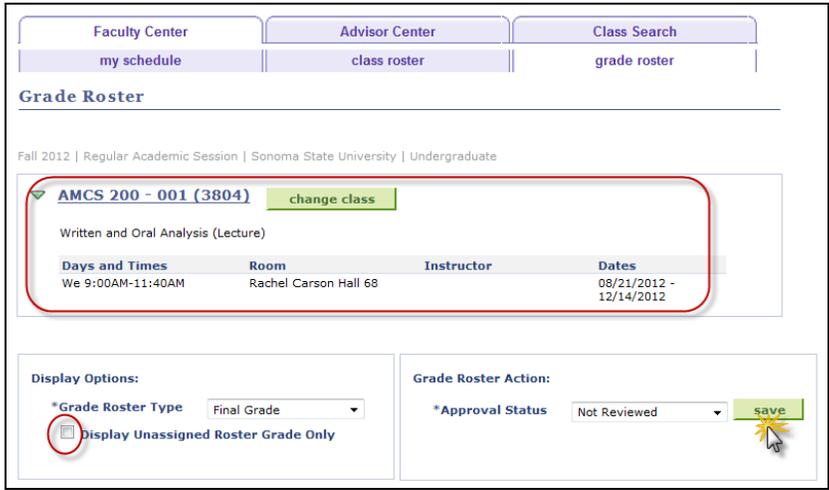
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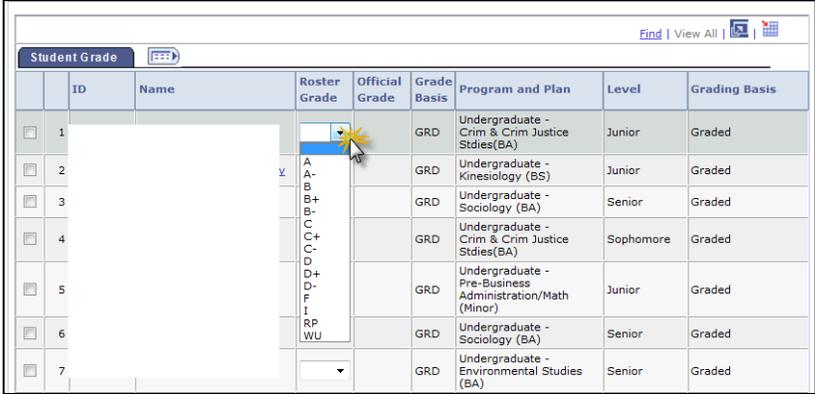
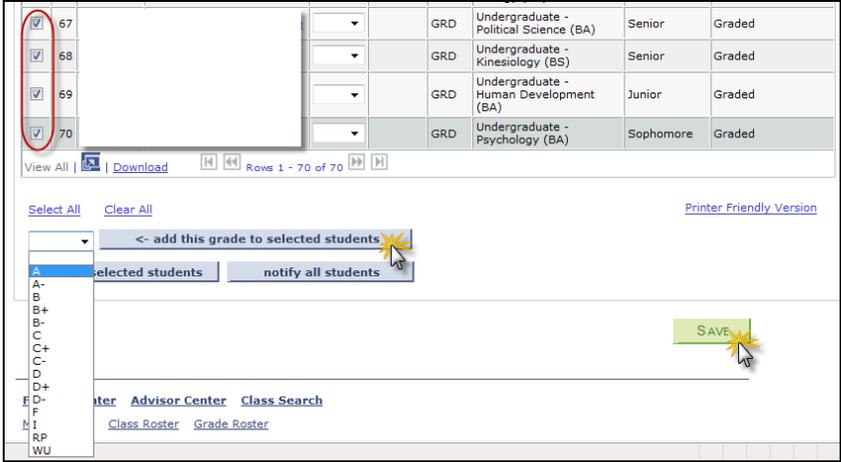
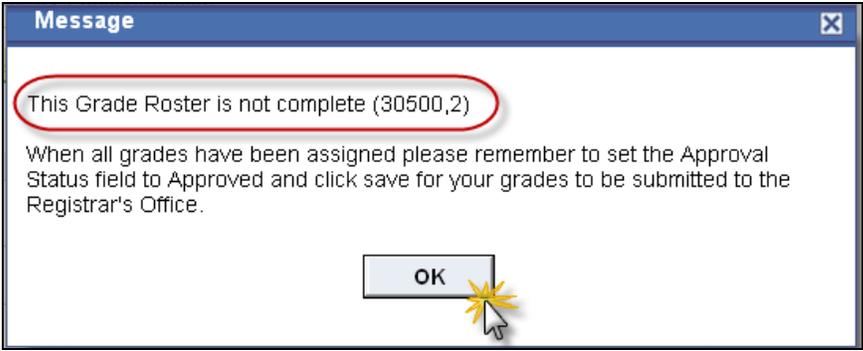
Lesson 3: Entering Final Grades

Navigation: Self Service > Faculty Center > Grade Roster icon () next to the class

Introduction: Faculty members have access to the rosters of the classes that they are assigned to teach. The following lesson will walk through the steps necessary to enter final grades into the system. Grade rosters are only available for entry at the end of the semester, typically one week before finals.

Note: The names and IDs of students have been removed to protect privacy.

Step	Directions	Screenshot
1	From the Faculty Center, click on the Grade Roster icon () to open the class roster.	
2	<p>The top part of the Grade Roster will contain the class details. Click the change class button to go to a grade roster for another class.</p> <p>Click the Display Unassigned Roster Grades and click Save to view only those students with no grade assigned.</p>	 <p>Note: It is recommended that faculty click the save button frequently, even if data entry is not complete. This will ensure that no data is lost.</p>

<p>3</p> <p>The bottom part of the Grade Roster will provide a data entry field for each student. Individual grades can be submitted by using the drop down.</p> <p>Alternatively, grades can be entered in groups by following Step 4.</p>	 <p>Note: If WU is selected, a field will display for faculty to enter the last known date of attendance <u>after</u> the grade roster is saved.</p>
<p>4</p> <p>Grades can also be assigned in groups which can be helpful for large capacity courses. Check the boxes for all students to be assigned the same grade. At the bottom of the roster, click the</p> <p><- add this grade to selected students</p> <p>Click Save.</p>	
<p>5</p> <p>Once the Save button is clicked, a reminder to approve the grade roster will appear.</p> <p>Note: The same message will appear if all grades are not entered.</p>	

6	Once all grades have been entered for the class, return to the top of the roster page and select <i>Approved</i> from the Approval Status. Click Save.	
7	A confirmation message will appear once the class is set to Approved and all grades have been saved.	<p>Note: To go back and change grades before they are officially posted by the Registrar, change the Approval Status (Step 6) to <i>Not Reviewed</i>.</p>
8	If you would like to look up a phone number for a student, click on the Related Content link.	
9	Select Phone Nbr Look-up from the drop down menu.	

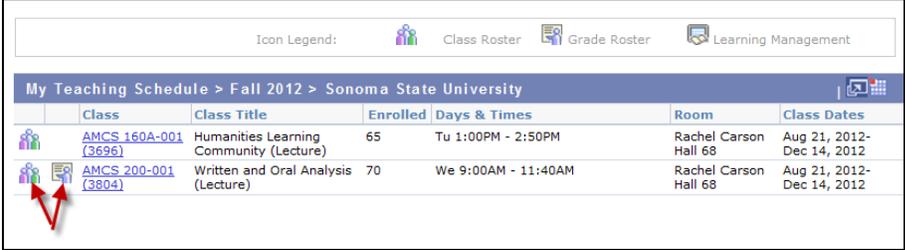
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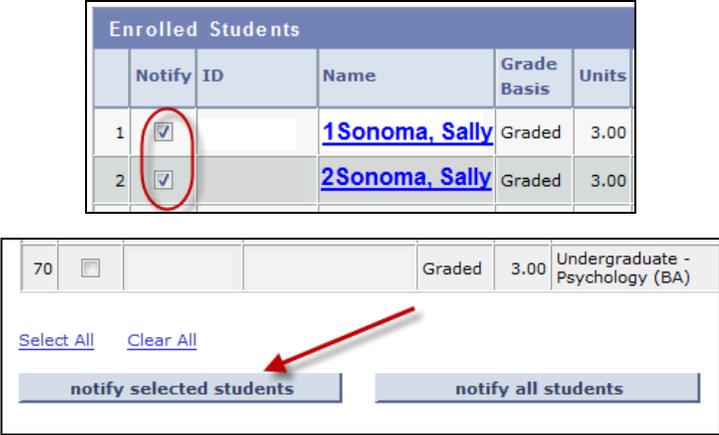
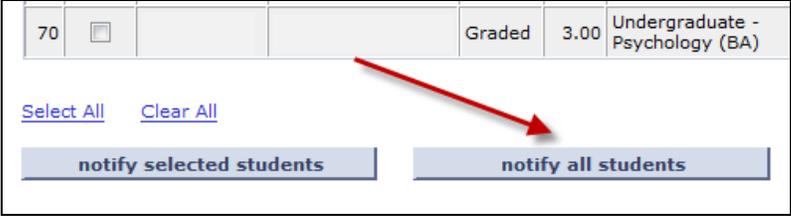
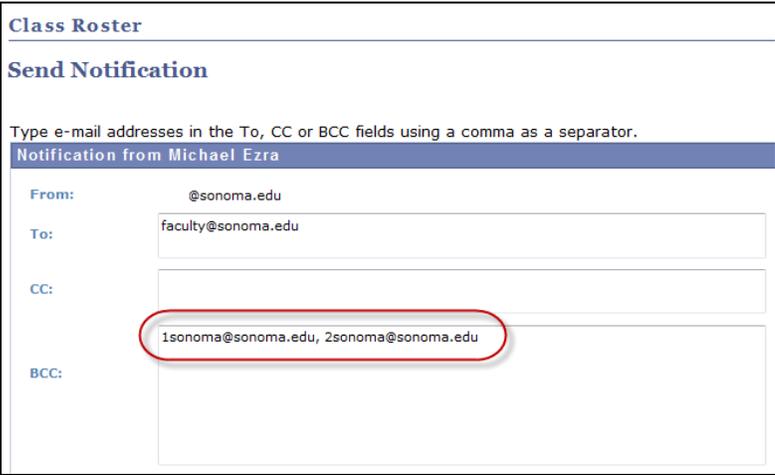
Lesson 4: Notifying Students from the Rosters

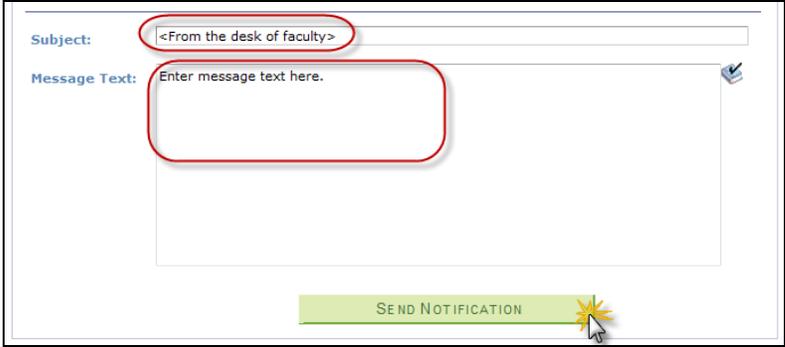
Navigation: Self Service > Faculty Center > Roster (either the Class or Grade Roster)

Introduction: Faculty members are able to notify students via email from the class or grade roster. Emails can be sent to individually selected students, or the entire class. For purposes of demonstration, screen shots from the class roster are shown below. The functionality is the same if sending notifications via the grade roster.

Note: The names and IDs of students have been removed to protect privacy.

Step	Directions	Screenshot
1	Click on either the class or grade roster icon for the desired class.	
2	To notify one student, click the name of the student. This link will connect directly to the email program.	

<p>3</p> <p>To notify multiple students, click the boxes next to each individual.</p> <p>Then, click the notify selected students button located at the bottom of the roster.</p> <p>Skip to Step 5.</p>		 <p>The screenshot shows a table titled "Enrolled Students" with columns: Notify, ID, Name, Grade Basis, and Units. Two rows are visible, both with checked checkboxes in the "Notify" column. Below the table are buttons for "notify selected students" and "notify all students". A red arrow points to the "notify selected students" button.</p>
<p>4</p> <p>To notify the entire class, click the notify all students at the bottom of the roster.</p>		 <p>The screenshot shows the bottom of the roster interface with buttons for "notify selected students" and "notify all students". A red arrow points to the "notify all students" button.</p>
<p>5</p> <p>An email box within MySSU will appear with the email addresses of the students populated in the BCC: field. This will keep the students addresses hidden from other recipients.</p>		 <p>The screenshot shows the "Send Notification" form. The BCC field contains the email addresses "1sonoma@sonoma.edu, 2sonoma@sonoma.edu", which are circled in red.</p>

6	<p>Enter the subject and message text in the appropriate boxes.</p> <p>Once the message is entered clicked on the Send Notification button.</p>	 <p>The screenshot shows a web form for sending a notification. It has two main input areas: a 'Subject' field with the text '<From the desk of faculty>' and a larger 'Message Text' area with the placeholder 'Enter message text here.'. At the bottom right, there is a green button labeled 'SEND NOTIFICATION' with a yellow starburst icon next to it. Red circles highlight the subject and message text fields in the original image.</p>
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