

eRoster USER GUIDE

eRoster USES	2
eRoster ACCESS	2
eRoster LOGIN	3
RETURNING USERS	
FIRST-TIME USERS	
CREATE OR CHANGE YOUR PIN	3
SCHEDULE SELECTION	3-4
SIGNOFF	
ROSTERS	
POST FINAL GRADES	
ATTENDANCE VERIFICATION	
MID-TERM	
COMPANION COURSES	
ATTENDANCE FUNCTIONS	
EARLY ALERTS	
ROSTER INFORMATION	4-6
STUDENT INFORMATION COLUMNS	
SCHEDULE	
PRINT A ROSTER	
DOWNLOAD A ROSTER	
e-MAIL YOUR STUDENT	
ATTENDANCE VERIFICATION	6-8
NO-SHOW PROCEDURE	
WITHDRAWALS/F2/N	
ERRORS	
FINAL GRADE POSTING	8-9
FINAL GRADE CHANGES	9
APPENDICES	10-15
A: F Grades	
B: Attendance Functions	

eRoster USES

eRoster is used to verify class attendance, request Canvas companion courses, record midterm and final grades, and if applicable, report Early Alerts (see p. 4).

CSRS - WFLON - Web Rosters and Grade Entry - Windows Internet Explorer provided by --= Pensacola St...

PENSACOLA STATE COLLEGE

VeriSign

Welcome

Existing Users that have a P.I.N.

To enter :

Please enter your Employee ID Number and P.I.N.

EMPLOYEE ID NUMBER

P.I.N.

Sign on

New User / Forgot Pin/ Change Pin

eRoster ACCESS

eRoster may be accessed on any Pensacola State College campus via the intranet at <http://piratenet>. On the Pirate Net homepage, find Business Portals in the first column, and click on E-Advising, E-Management, E-Rosters to be taken to the eRoster logon page (above).

eRoster may also be accessed via the internet as long as security and confidentiality are assured. For internet access, go to the Pensacola State College home page. Hover the cursor over the Faculty & Staff link in the yellow ribbon, and click on the first option: Faculty & Staff. The Pensacola State College—HR page will appear next. The eRoster link is located in the column of options along the right side of the page. The eRoster logon page will appear after you click on the eRoster link.

eRoster LOGIN

eRoster access is limited to instructors who are currently employed by the College.

RETURNING USERS: Log on by entering your instructor ID number, and clicking the **SIGN ON** button.

FIRST-TIME USERS: You will need to create a Personal Identification Number (PIN). See below for details.

CREATE OR CHANGE YOUR PIN

To create or change your PIN, enter your Instructor ID number and click on the blue PIN function button. On the next screen, validate your birth date. The birth month and birth year are selected from the drop-down boxes. (First-time instructors may not have employment records finalized by the time access to eRoster is needed. For those instructors, the College's "birthdate" is to be used: September 1948.)

You will then enter a six-character PIN of your choice, re-enter the PIN for confirmation, and click on Submit. When this process is completed, you will be returned to the Logon screen, and you will be able to log into eRoster with your Instructor ID and your new PIN.

SCHEDULE SELECTION

After logging in to eRoster, you will see the Schedule Selection screen. Available terms are displayed in the top box with the most recent term pre-selected. Select and single-click the appropriate term.

The five-digit term identifier is displayed above the bottom box, and the classes being taught in that term are listed in the bottom box. To change terms, select a different term in the top box and single-click on it.

The following function tabs are displayed on the Schedule Selection screen:

SIGNOFF: Click to log out.

ROSTERS: Click to access the Section Roster screen.

POST FINAL GRADES: Click to post final grades (see p. 8).

ATTENDANCE VERIFICATION: Click to verify attendance (see pp. 6-7).

MID-TERM: Click to post mid-term grades. The posting of mid-term grades is required for all A session sections and recommended for all sections in B, C, or D sessions. These grades are advisory in nature, and they do not remain on a student's transcript. Instructors are advised to review these grades with students and recommend strategies for successful completion of the course. The steps for posting mid-term grades are similar to final grade posting (see pp. 8+).

COMPANION COURSES: Click if you would like to have a Canvas Companion Course for your classes. Highlight one section at a time in the large box, choose "yes" in the eLearning Companion dropdown box, and then click on Submit. Your course shells will appear in Canvas within four hours.

ATTENDANCE FUNCTIONS (Left of the bottom box): See Appendix B.

EARLY ALERTS: Selected sections of courses participate in the Instructor Early Alert system. See your department head for further information. If you are participating, the Early Alert function button will appear for the sections you have included in Early Alerts. Click on the button to initiate a message or intervention aimed at improving students' retention and success.

ROSTER INFORMATION

The Section Roster screen displays the following section-specific information:

- Term
- Section Number
- Course Number
- Course Title
- Instructor Name
- Instructor e-mail address

The Section Roster screen also displays the following student information:

COLUMN 1: STUDENT ID NUMBER This is the ID number generated by the College, not the student's SSN.

COLUMN 2: COURSE ELIGIBILITY The codes below will inform you of a student's status before the class starts:

- An asterisk (*) indicates that a prerequisite has not been met;
- An exclamation point (!) indicates the maximum attempt for the course;
- The numeral 1 indicates a first semester PSC student;
- The numeral 2 indicates the student has not attended PSC for 2 or more terms.

The codes are primarily informational. However, in the case of a student with the asterisk (*), you may wish to discuss the student's eligibility with him or her. Transient students from other institutions are often authorized to enroll in a PSC course without having the prerequisite course in his or her PSC academic record. If you believe the student's enrollment in the course is questionable, direct the student to an advisor for assistance.

COLUMN 3: STUDENT NAME (Student's legal name)

COLUMN 4: STATUS "PAID" indicates that the student has registered and paid for the class; "UNPAID" indicates that the student has registered but has not yet paid for the class. Students with an unpaid status should not be permitted to continue in attendance and should be referred to the Cashier's Office to finalize the registration.

COLUMN 5: STUDENT TELEPHONE NUMBER (Provided by the student)

COLUMN 6: CURRENT CLASS STATUS This column displays any grade that you have already submitted, any withdrawal processed by the student, or any administrative withdrawal processed by the institution. Students auditing your class will be displayed in the bottom box with a grade of X.

COLUMNS 7A & 7B: LAST DATE OF ATTENDANCE (LDA) & LAST DATE TO COMPLETE (LDC) The LDA for an "Early F" grade or "W2" will be the date you, as the instructor, provide for a student's last time to attend class. 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.

LDC is the last date to complete a course for which an Incomplete I grade is assigned.

COLUMN 8: STUDENT DECLARATION OF NON-RELEASE OF INFORMATION With the exception of Directory Information, the Family Educational Rights & Privacy Act, a federal law, prevents the release of student information to anyone without the student's authorization. Students may file a formal request that Directory Information not be released, and these students will be notated on the roster with "non-release of info" in Column 8.

NOTE: Parents of dependent students may file a Release Authorization Form in the Admissions/Records Office. Once filed, the parent will be provided a copy to present to you for a face-to-face conversation regarding the student. Information by telephone or email is not permitted. The authorization remains in effect for the calendar year in which it was processed. Any questions regarding the College's requirements to comply with FERPA should be directed to the College Registrar.

COLUMN 9: STUDENT E-MAIL ADDRESSES The official college e-mail address (called PirateMail) for each student.

OTHER FUNCTION TABS

In addition to the function tabs on page 4, the following are displayed on the Section Roster screen:

SCHEDULE: Click to return to the Schedule Selection screen (see pp. 3-4).

PRINT A ROSTER: You may print the displayed roster by clicking the blue printer icon in the top center of the screen.

DOWNLOAD A ROSTER: The download buttons, located in the upper left of the screen, will, when clicked, send an e-mail to your Outlook e-mail address with an Excel document attached. You will then be able to manipulate the Excel document to develop an electronic grade book or to print and use as a paper grade book. The downloads can be requested in two formats: (1) by individual section or (2) by all sections. **If your e-mail is not displayed on the Schedule Selection page, contact Jonathan Alexander (ext. 1348) or Mary Graves (ext. 1311) in MIS.**

e-MAIL YOUR STUDENTS: The e-mail icon, an envelope with a revolving e, permits you to send a group e-mail to the students in that roster section. You may send an e-mail to all students, or by selecting the lower radio button, you may exclude students who have been assigned grades of "W," "F," or "N."

SIGN IN ROSTER: Click to generate a printable sign-in sheet for a class.

ATTENDANCE VERIFICATION

The Attendance Verification screen, which is not available until the class begins, is displayed with the following section information:

- Term
- Section Number
- Course Number
- Course Title
- Section Ending Date

Attendance verification may be processed at any time. However, certain dates throughout the session will be established as deadlines for required attendance verification. The Admissions/Records Office will provide your department head with the required verification dates.

ATTENDANCE VERIFICATION STEPS: Students who are registered will be displayed in the top box. If all students who have registered are in attendance, you will simply verify that the roster as presented is accurate. To do this, click on the red Verify button located in the lower right-hand corner, and the screen will refresh, showing the date and time of the verification. Do not allow a student to remain in your class if his or her name does not appear on the roster.

NOTE: By verifying attendance, you confirm that 1) all students on the roster are attending class, AND 2) all students attending class are on the roster.

NO-SHOW PROCEDURE: Before the deadline set by the Registrar, report as “no-shows” any students who have not shown up for class. These students are to be assigned a grade of “W2” with “999999” indicated as the LDA. The “Early F” (or “Early N” for developmental classes) is not an option for a no-show student unless the student is in his or her third attempt of the course.

WITHDRAWALS/F2/N: The Verification screen may also be used to assign a W2, Early F, or Early N. (The Early N is for developmental courses only.) These grades will be displayed in the drop-down Grade Box and will require you 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, November 3, 2016 will be entered as 110316.

The selection of students in the top box is automatic. That is, as you submit 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.

After the withdrawal, F2, 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.

ERRORS: If you assign a withdrawal or grade by mistake, the correction can 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.

The system will process only one student transaction at a time. Therefore, any correction to a student’s grade in the bottom box is permitted after you scroll to and select the blank line located above the first student’s name on the list in the top box.

IMPORTANT INFORMATION REGARDING VERIFICATION

Each time a faculty member clicks the Verify button, he or 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 money distributed to students who are not in attendance becomes a financial liability to Pensacola State College if the student does not return the unearned dollars. Though students are billed for this debt and are unable to register for courses until it is paid in full, the reality is that most students do not pay the debt. In fact, for the 2015 – 2016 academic year, the College was

responsible for paying the federal government upwards of \$450,000 that had been disbursed to students not attending class.

All instructors must take attendance and verify attendance before the verification deadlines. Do so carefully; contact your department head if you have any questions.

FINAL GRADE POSTING

The Final Grade Posting screen is displayed with the following section information:

- Term
- Section Number
- Course Number
- Course Title

The Final Grade Posting screen is identical to the Attendance Verification screen except for the Grade Box. All grades available for the course will be in the drop-down box on this screen.

The process for posting final grades is similar to providing attendance information. The system will automatically select the first student in the top box. You will then select that student's earned grade from the drop-down box, and click the Submit button. The system will automatically select the next student, and you will repeat the process for each student. 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 LDC if appropriate).

All grades of F and N (for developmental education 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. (See Appendix A for more information regarding F grades.)

All grades of Incomplete (I) will require an LDA as well as an LDC (last date to complete). See your department head for Incomplete grade requirements and to obtain the Contract for Incomplete Grade form. The LDC will be the date by which you and the student have agreed that the work is to be completed. The Contract for Incomplete Grade will be maintained in the department; a copy is not needed by the Registrar's Office.

All grades must be posted before you can verify the roster of final grades. If you 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.

After all grades have been posted, verify the roster and grades by clicking the red Verify button. The screen will refresh showing the posted grades as well as the date and time of the verification.

The deadline for the submission of final grades will be provided by the Registrar. Make certain that you plan carefully so that you meet the grade posting deadline.

FINAL GRADE CHANGES

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

Grades (and LDAs and LDCs) 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 (or entering the correct dates), and clicking the SUBMIT button.

After the deadline, all grade changes (with the exception of I grades) must be submitted with the Official Change of Grade Form. See your department head for details about grade changes.

You may change I grades for any term on eRoster in this manner: Access the schedule for the term in which the I grade was assigned using the Schedule Selection screen. Click the menu button for Post Final Grades for that term. Only students with I grades will be displayed for the section. Select the student, click the appropriate grade in the drop-down box, and submit the changed grade.

Grades of I which are not completed by the LDC will become F grades on the Monday following the LDC. The change to F is automatic, and you do not need to submit anything for this automatic change.

After the withdrawal deadline has passed, neither you nor the student may process a withdrawal. A student may petition the Student Academic Appeals Committee for a late withdrawal.

If you mistakenly did not process a withdrawal before the withdrawal deadline, you may discuss the possibility of a late withdrawal with your department head. If a student has attended beyond the withdrawal deadline, an instructor withdrawal will not be honored. The student, however, may petition the Student Academic Appeals Committee for a late withdrawal.

APPENDIX A

F GRADES

Instructors may assign failing grades as follows:

F1 Student has earned the F by academic failure. This grade will be assigned as a final grade (see p. 8). LDA is the last date the class meets and/or the date the final is given.

F2 Student has stopped attending a class (1) being attempted for the third time, (2) after the withdrawal deadline, or (3) for which the instructor does not withdraw students. The grade should be assigned within two weeks after the attendance stops via the eRoster. LDA is the last date the student attended class.

Note: If the F2 is assigned to a student before the withdrawal deadline, the student may request the F2 be changed to a withdrawal.

F3 The F3 may be assigned to any student who has plagiarized an assignment or otherwise cheated in the class and the instructor is not willing for that student to continue attending class. The grade should be assigned as soon as possible after the incident, and the LDA is required. Instructors are advised to discuss issues of academic dishonesty with the appropriate department head.

APPENDIX B ATTENDANCE REPORTING

The following pages illustrate how to use the attendance functions in eRoster for clock-hour and clinical classes.

INSTRUCTOR JONATHAN H ALEXANDER
EMAIL jalexander@pensacolastate.edu

Signoff
Rosters
Post Final Grades
Attendance
Mid-Term
Companion Courses

To change terms, SINGLE CLICK on the desired term
20123 May - August 2012 (Summer -A,B,C,D)
20131 August - December 2012 (Fall - A,B,C,D)
20132 January - May 2013 (Spring - A,B,C,D)
20133 May - August 2013 (Summer -A,B,C,D)

Schedule for Term 20132

SECT	COURSE	TITLE	ENROLLED
0760	CEI1610C	ROUTER PROTOCOL	001
6405	COS0642L	CHEM REF CLIN II	001
6410	COS0020	CONS REL-SALON MGT	001
6412	COS0081L	DESIGN CLINIC II	001
6420	COS0700	HAIRCOLORING	001
6424	COS0420	ADV HAIRSTYLING	001

Attendance Reporting
Home

Select Section

Select Attendance Reporting

After a date is selected, the hours the class meets will be populated in the "Hours" field.

Select the type of attendance being reported and the student being reported, and then click Submit.

Attendance Reporting

TERM 20132 SECTION 6405 DATE Fri 02/01/13 04.00 HOURS

COS0642L - CHEM REF CLIN II

Hours: 04.00

Attended
 Unexcused
 Excused
 Made Up

Make Up Date MDDYY: 000000

Submit Student Detail

ID#	NAME	DATE	ATTENDED	UNEXCUS	PROCES
04708014	ALEXANDER ZOE Q				

Hours

Date

Attendance type

Submit to process

Student

The recorded attendance will show in the box below.

Signoff
Rosters
Schedule

Attendance Reporting

TERM 20132 SECTION 6405 DATE
 COS0642L - CHEM REF CLIN II

Hours Attended Unexcused Excused Made Up
 Make Up Date MDDYY

ID#	NAME	DATE	ATTENDED	UNEXCUSED	EXCUSED	MADE UP	PROCESSED
04708014	ALEXANDER ZOE Q	020113	04.00				072513

To enter make up hours, make sure no date is selected in the drop down box (select the top line labeled "Select Date").
 Enter the hours, select "Made Up," select student and click "Submit."

Signoff
Rosters
Schedule

Attendance Reporting

TERM 20132 SECTION 6405 DATE sure no date is selected
 COS0642L - CHEM REF CLIN II

Hours Enter Hours Attended Unexcused Excused Made Up Select Made Up
 Make Up Date MDDYY

Select Student Submit

ID#	NAME	DATE	ATTENDED	UNEXCUSED	EXCUSED	MADE UP	PROCESSED
04708014	ALEXANDER ZOE Q						

The information will show in the box.

Signoff
Rosters
Schedule

Attendance Reporting

TERM 20132 SECTION 6405 DATE
 COS0642L - CHEM REF CLIN II

Hours Attended Unexcused Excused Made Up
 Make Up Date MDDYY

ID#	NAME	DATE	ATTENDED	UNEXCUSED	EXCUSED	MADE UP	PROCESSED
04708014	ALEXANDER ZOE Q	020513				02.00	072513

Clinical Hours

Some sections now may have clinical hours assigned. These hours will not be tied to a particular date.

Hours by Term and Section

COURSE HOURS 090.00

067.00

TERM: 20161 SECTION: 4415 DATE: 00000000 HOURS: 00.00

CCYYMMDD

CLINICAL: 040.00

UPDATE

TERM	SECTION	DATE	HOURS
20161	4415	20150817 MONDAY	002.25
20161	4415	20150818 TUESDAY	002.25
20161	4415	20150819 WEDNESDAY	002.25
20161	4415	20150820 THURSDAY	002.25
20161	4415	20150821 FRIDAY	002.25
20161	4415	20150824 MONDAY	002.25
20161	4415	20150825 TUESDAY	002.25
20161	4415	20150826 WEDNESDAY	002.25
20161	4415	20150827 THURSDAY	002.25
20161	4415	20150828 FRIDAY	002.25
20161	4415	20150831 MONDAY	002.25
20161	4415	20150901 TUESDAY	002.25
TOTAL HOURS - 067.00			

To enter clinical hours:

Attendance Reporting

Select student, enter hours and select Clinical

15 DATE: SELECT DATE

HSC0003C - BASIC HEALTHCARE

Hours: 5.00

Make Up OR Clinical Date: MDDYY 101215

Attended
 Unexcused
 Excused
 Made Up
 Clinical

Submit Student Detail

ID#	NAME	DATE	ATTENDED	UNEXCUSED	EXCUSED	MADE UP	CLINICAL	PROCESSED
04659192	ALEXANDER RUBY R							

Submit

Make sure no date is selected

Enter clinical date

The clinical hours and date will be displayed.

Attendance Reporting

TERM 20161 SECTION 4415 DATE
 HSC0003C - BASIC HEALTHCARE

Hours
 Attended
 Unexcused
 Excused
 Made Up
 Clinical

Make Up OR Clinical Date

ID#	NAME	DATE	ATTENDED	UNEXCUSED	EXCUSED	MADE UP	CLINICAL	PROCESSED
04659192	ALEXANDER RUBY R	101215					05.00	102815

My eFavorites

SATISFACTORY ACADEMIC PROGRESS

SAP
 YES
 NO

Student Detail

SAP COMMENTS
 test 10/26

INSTRUCTOR : JONATHAN H. ALEXANDER FOR SECTION : 4415 TERM : 20161 SESSION : B
 HSC0003C - BASIC HEALTHCARE

STUDENT : ALEXANDER, RUBY
 ID # : 04659192

DATE	PROCESSED	ATTENDED	UNEXCUSED	EXCUSED	MADE UP	CLINICAL	TOTAL
150817	151026	002.25					002.25
151010	151026					005.00	005.00
151011	151027					005.00	005.00
151012	151028					005.00	005.00

TOTAL HOURS ATTENDED - 017.25

Student Detail and SAP

To view attendance reported to date and to record SAP, select the student to view and click "Student Detail."

Attendance Reporting

Signoff
Rosters
Schedule

TERM 20133 SECTION 2236 DATE HYBRID DATE - MMDDYY

COS0001 - INTRO TO COSMET

Hours Attended Unexcused Excused Made Up

Make Up Date MMDDYY

ID#	NAME	DATE	ATTENDED	UNEXCUSED	EXCUSED	MADE UP	PROCESSED
01432335	PARKER MADONNA D						

Select student detail (points to Student Detail button)

Select Student (points to student row)

A history of the student attendance for the section is displayed. To record the SAP for the student select "Yes" for showing progress or "No" for not showing progress and click the "Back" or "Refresh" button. The back button will return you to the attendance reporting screen.

Student Detail

SAP YES NO

INSTRUCTOR : JONATHAN H. ALEXANDER FOR SECTION : 2236 TERM : 20133
COS0001 - INTRO TO COSMET

STUDENT :PARKER, MADONNA
ID # :01432335

DATE	PROCESSED	ATTENDED	UNEXCUSED	EXCUSED	MADE UP	TOTAL
130701	130722	002.00				002.00
130702	130722					000.00
130704	130722	005.00				005.00
130710	130722	001.00				001.00
130722	000000	002.00				002.00

TOTAL HOURS ATTENDED - 010.00