

Faculty Self Service: Accessing the Class Rosters and Entering Grades

OBJECTIVE:

To explain steps taken to access the rosters of classes you are assigned to and how to enter final grades

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NEED ADDITIONAL INFORMATION?

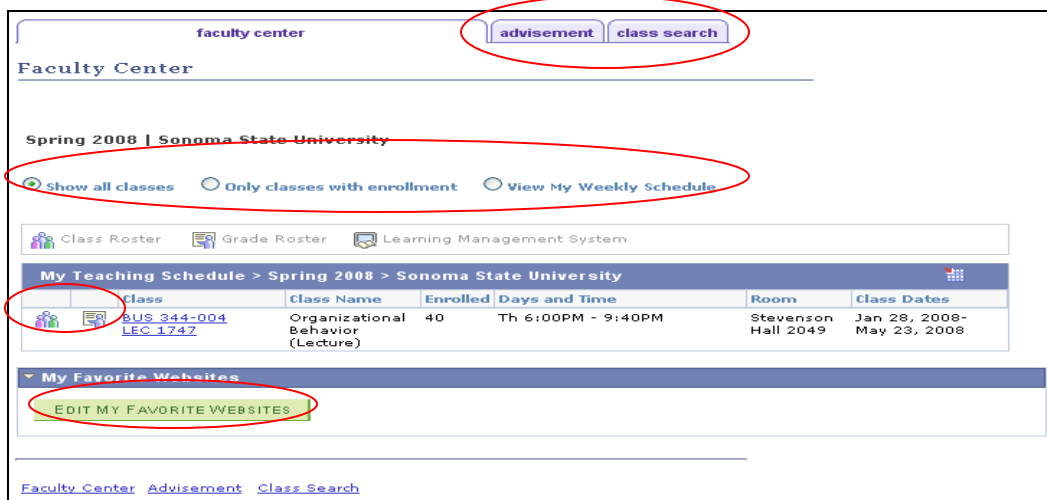
For further questions on this process please go to the CMS webpage at <http://www.sonoma.edu/cms/contact.shtml> to locate the **STUDENT RECORDS FUNCTIONAL LEAD** under Student Administration.





STUDENT RECORDS






Lesson 1: The Faculty Center

Navigation: Self Service > Faculty Center

Introduction: The Faculty Center displays all of the information about classes currently assigned to the Faculty member. Many functions are available from the Faculty Center homepage.

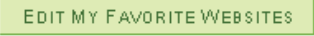
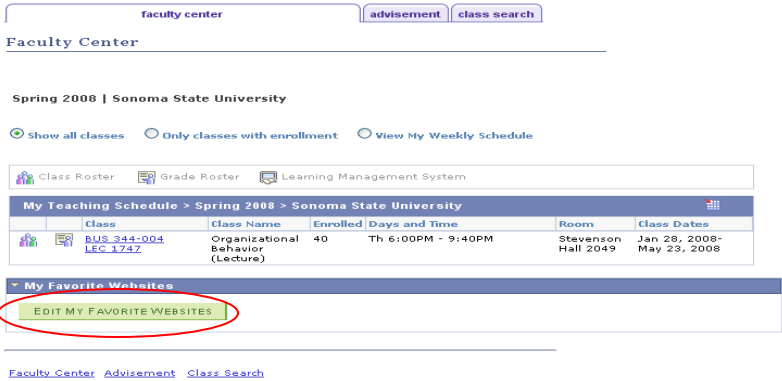


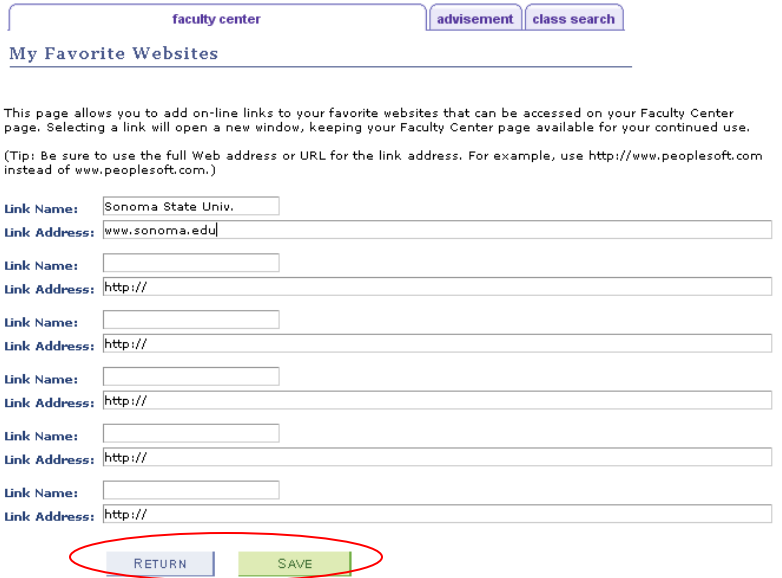


Icon	Action
	Download information into Microsoft Excel. (Hold CTRL + Icon to turn off Pop-up blocker)
	Access Class Rosters (Chapter 2)
	Access Grade Rosters (Chapter 3)
	Add favorite websites to the Faculty Center homepage.

Icon	Action
	Shows all advisees assigned to the faculty member and allows the addition of drop-ins. See link for further information.
	Opens the Searchable Schedule of Classes.
	Show all classes assigned to a Faculty member.
	Show all classes with students enrolled, assigned to a Faculty a member
	Shows the weekly calendar with the class times plotted in.

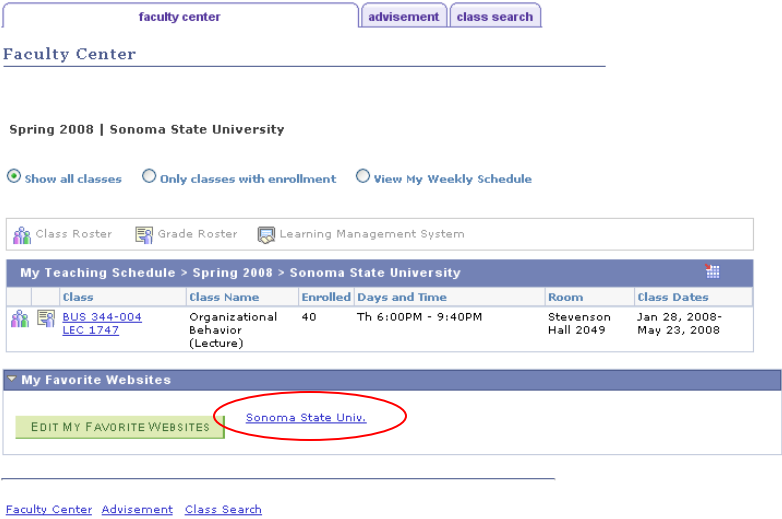
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Editing My Favorite Websites from the Faculty Center: Links to important websites can be added to the Faculty Center homepage. The table below outlines how to add links to important websites.

Step	Action	Screenshot
1	<p>Click on the Edit My Favorite Websites button.</p> 	
2	<p>Up to 6 different websites can be added to the Faculty Center. Enter the title of the website in the Link Name box (15 char max.), and the website address in the link address box. Click the Save button  and then the Return button .</p> <p>i.e.- Sonoma State University, www.sonoma.edu</p>	

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<p>3</p>	<p>The Faculty Center will now have a link to the website you entered into located next to the Edit My Favorite Websites button. The website will open in a separate window.</p>	
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Lesson 2: Accessing Class Rosters

Navigation: Self Service > Faculty Center

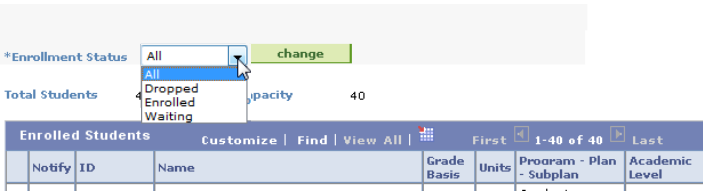
Introduction: Faculty members have access to the rosters of the classes that they are assigned to teach. Having access gives the ability to review the class details, the student information, as well as being able to notify selected students or even the entire class. The following information will show to access the rosters and how to use them. (Note: The names and IDs of students have been removed to protect privacy)

Step	Action	Screenshot
1	Open the class roster by clicking on the Class Roster button. 	
2	The class roster will provide all of the details of the class including course name, title, term, total students, enrollment capacity, and additional related information.	

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3 The roster will default to enrolled students. To change the roster status view select one and click the **Change** button. 

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.
Waiting	Waitlisted Students




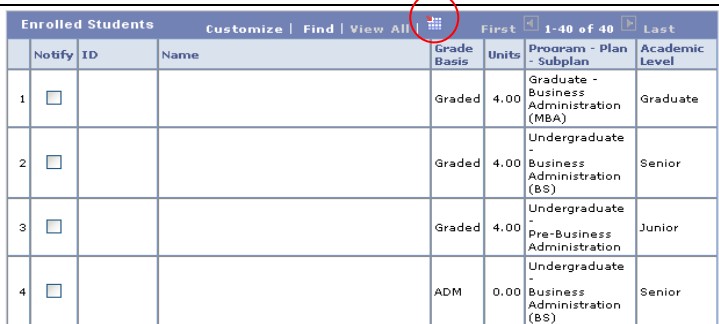

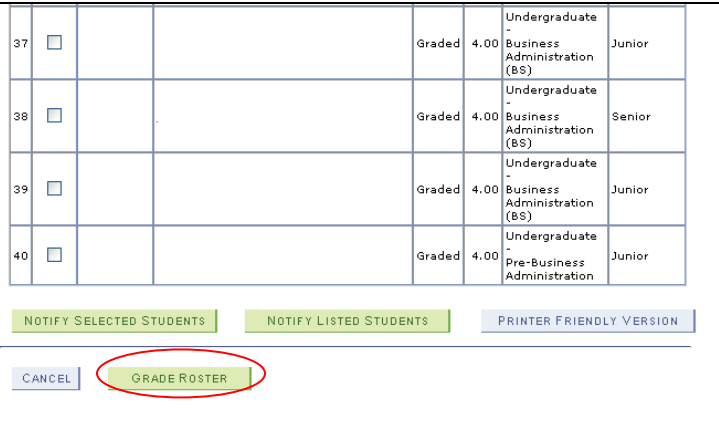
The screenshot shows a web interface for enrollment management. At the top, there is a dropdown menu for '*Enrollment Status' with options: All, Dropped, Enrolled, and Waiting. The 'All' option is currently selected. To the right of the dropdown is a green 'change' button. Below the dropdown, it says 'Total Students' and 'Capacity 40'. The main area shows a table titled 'Enrolled Students' with columns: Notify, ID, Name, Grade Basis, Units, Program - Subplan, and Academic Level. The table currently shows 1-40 of 40 records.

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4	<p>The roster will display fields as they relate to the student.</p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: center;">Field</th> <th style="text-align: center;">Definition</th> </tr> </thead> <tbody> <tr> <td>Notify</td> <td>Allows email to be sent to the student. See <i>Notifying Students from the Grade Roster</i> in Lesson 2.</td> </tr> <tr> <td>ID</td> <td>Student ID number</td> </tr> <tr> <td>Name</td> <td>Student's Name</td> </tr> <tr> <td>Grade Basis</td> <td>The grading basis, graded, credit/no credit, or ADM (used for withdrawal or administrative action)</td> </tr> <tr> <td>Units</td> <td>Number of units assigned for the class.</td> </tr> <tr> <td>Program – Plan-Subplan</td> <td>The student's major.</td> </tr> <tr> <td>Academic Level</td> <td>Class level of the student at the start of the term.</td> </tr> </tbody> </table>	Field	Definition	Notify	Allows email to be sent to the student. See <i>Notifying Students from the Grade Roster</i> in Lesson 2.	ID	Student ID number	Name	Student's Name	Grade Basis	The grading basis, graded, credit/no credit, or ADM (used for withdrawal or administrative action)	Units	Number of units assigned for the class.	Program – Plan-Subplan	The student's major.	Academic Level	Class level of the student at the start of the term.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="7" style="text-align: left; background-color: #e0e0e0;">Enrolled Students</th> </tr> <tr> <th colspan="7" style="text-align: right; font-size: small;">Customize Find View All First <input style="width: 50px;" type="text" value="1-40 of 40"/> Last</th> </tr> <tr> <th style="width: 5%;">Notify</th> <th style="width: 5%;">ID</th> <th style="width: 40%;">Name</th> <th style="width: 10%;">Grade Basis</th> <th style="width: 10%;">Units</th> <th style="width: 15%;">Program - Plan - Subplan</th> <th style="width: 15%;">Academic Level</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> <td style="text-align: center;">Graded</td> <td style="text-align: center;">4.00</td> <td>Graduate - Business Administration (MBA)</td> <td style="text-align: center;">Graduate</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> <td style="text-align: center;">Graded</td> <td style="text-align: center;">4.00</td> <td>Undergraduate - Business Administration (BS)</td> <td style="text-align: center;">Senior</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> <td style="text-align: center;">Graded</td> <td style="text-align: center;">4.00</td> <td>Undergraduate - Pre-Business Administration</td> <td style="text-align: center;">Junior</td> </tr> <tr> <td style="text-align: center;">4</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> <td style="text-align: center;">ADM</td> <td style="text-align: center;">0.00</td> <td>Undergraduate - Business Administration (BS)</td> <td style="text-align: center;">Senior</td> </tr> </tbody> </table>	Enrolled Students							Customize Find View All First <input style="width: 50px;" type="text" value="1-40 of 40"/> Last							Notify	ID	Name	Grade Basis	Units	Program - Plan - Subplan	Academic Level	1	<input type="checkbox"/>		Graded	4.00	Graduate - Business Administration (MBA)	Graduate	2	<input type="checkbox"/>		Graded	4.00	Undergraduate - Business Administration (BS)	Senior	3	<input type="checkbox"/>		Graded	4.00	Undergraduate - Pre-Business Administration	Junior	4	<input type="checkbox"/>		ADM	0.00	Undergraduate - Business Administration (BS)	Senior
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<p>5</p> <p>To export the roster to an excel spreadsheet click on the Download button. </p> <p>Note: Pop-ups must be enabled to download spreadsheet. See How to Enable "Pop-Ups" in most browsers in order to turn off your pop-up blocker.</p>		 <table border="1"> <thead> <tr> <th colspan="3">Enrolled Students</th> <th>Grade Basis</th> <th>Units</th> <th>Program - Plan - Subplan</th> <th>Academic Level</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input type="checkbox"/></td> <td></td> <td>Graded</td> <td>4.00</td> <td>Graduate - Business Administration (MBA)</td> <td>Graduate</td> </tr> <tr> <td>2</td> <td><input type="checkbox"/></td> <td></td> <td>Graded</td> <td>4.00</td> <td>Undergraduate - Business Administration (BS)</td> <td>Senior</td> </tr> <tr> <td>3</td> <td><input type="checkbox"/></td> <td></td> <td>Graded</td> <td>4.00</td> <td>Undergraduate - Pre-Business Administration</td> <td>Junior</td> </tr> <tr> <td>4</td> <td><input type="checkbox"/></td> <td></td> <td>ADM</td> <td>0.00</td> <td>Undergraduate - Business Administration (BS)</td> <td>Senior</td> </tr> </tbody> </table>	Enrolled Students			Grade Basis	Units	Program - Plan - Subplan	Academic Level	1	<input type="checkbox"/>		Graded	4.00	Graduate - Business Administration (MBA)	Graduate	2	<input type="checkbox"/>		Graded	4.00	Undergraduate - Business Administration (BS)	Senior	3	<input type="checkbox"/>		Graded	4.00	Undergraduate - Pre-Business Administration	Junior	4	<input type="checkbox"/>		ADM	0.00	Undergraduate - Business Administration (BS)	Senior
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<p>6</p> <p>To access the Grade Roster from the class rosters, click on the Grade Roster button.</p> <p></p> <p>Note: The Grade Rosters are only available at the end of the semester.</p>		 <table border="1"> <tbody> <tr> <td>37</td> <td><input type="checkbox"/></td> <td></td> <td>Graded</td> <td>4.00</td> <td>Undergraduate - Business Administration (BS)</td> <td>Junior</td> </tr> <tr> <td>38</td> <td><input type="checkbox"/></td> <td></td> <td>Graded</td> <td>4.00</td> <td>Undergraduate - Business Administration (BS)</td> <td>Senior</td> </tr> <tr> <td>39</td> <td><input type="checkbox"/></td> <td></td> <td>Graded</td> <td>4.00</td> <td>Undergraduate - Business Administration (BS)</td> <td>Junior</td> </tr> <tr> <td>40</td> <td><input type="checkbox"/></td> <td></td> <td>Graded</td> <td>4.00</td> <td>Undergraduate - Pre-Business Administration</td> <td>Junior</td> </tr> </tbody> </table> <p> <input type="button" value="NOTIFY SELECTED STUDENTS"/> <input type="button" value="NOTIFY LISTED STUDENTS"/> <input type="button" value="PRINTER FRIENDLY VERSION"/> </p> <p> <input type="button" value="CANCEL"/> <input type="button" value="GRADE ROSTER"/> </p>	37	<input type="checkbox"/>		Graded	4.00	Undergraduate - Business Administration (BS)	Junior	38	<input type="checkbox"/>		Graded	4.00	Undergraduate - Business Administration (BS)	Senior	39	<input type="checkbox"/>		Graded	4.00	Undergraduate - Business Administration (BS)	Junior	40	<input type="checkbox"/>		Graded	4.00	Undergraduate - Pre-Business Administration	Junior							
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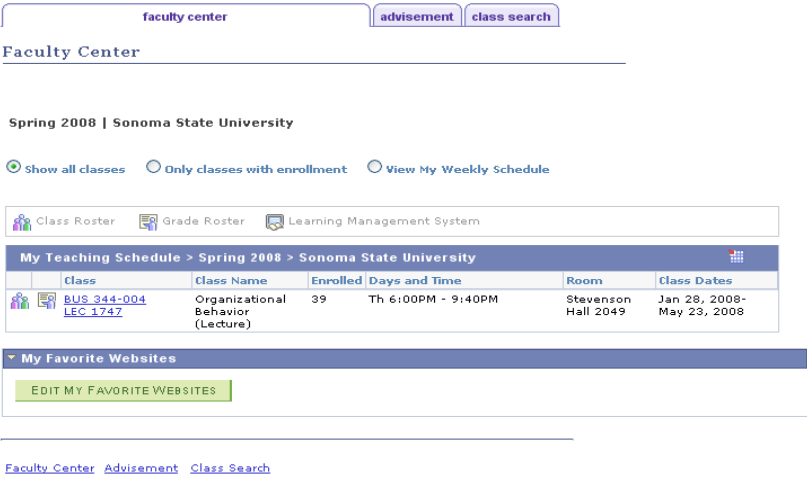

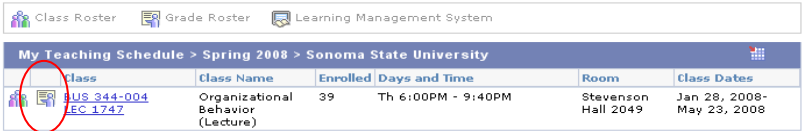
Lesson 3: Entering Final Grades

Navigation: Self Service > Faculty Center

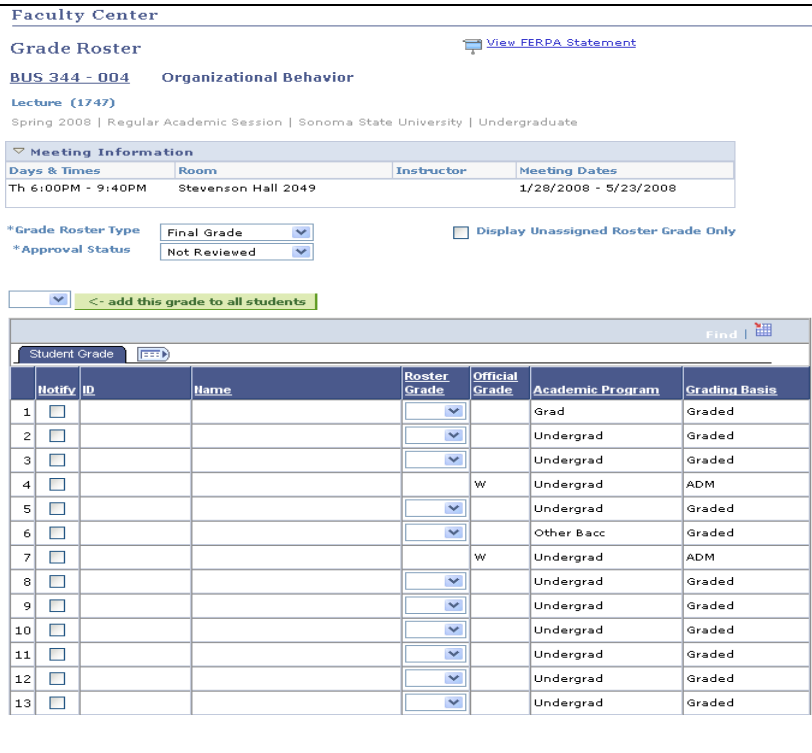
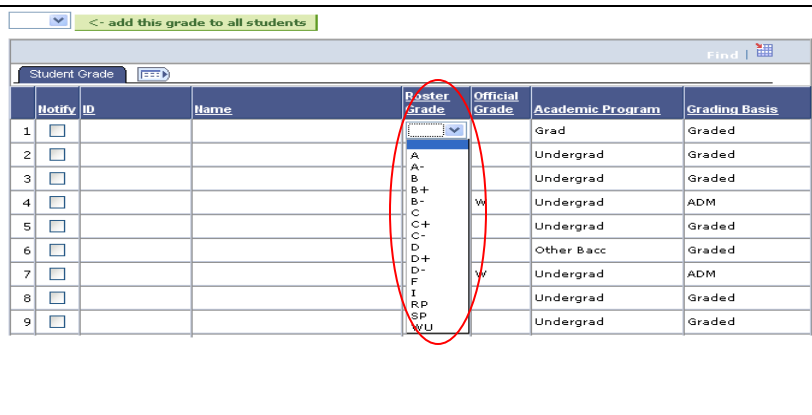
Introduction: Entering Final Grades for a class is a very important process. The following lesson will walk through the steps necessary to enter final grades into the system as well as how to notify either specific students or the entire class.

Note: Grade rosters are only available for entry at the end of the semester.

Entering Final Grades: The following table will explain the process to enter final grades.

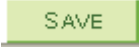
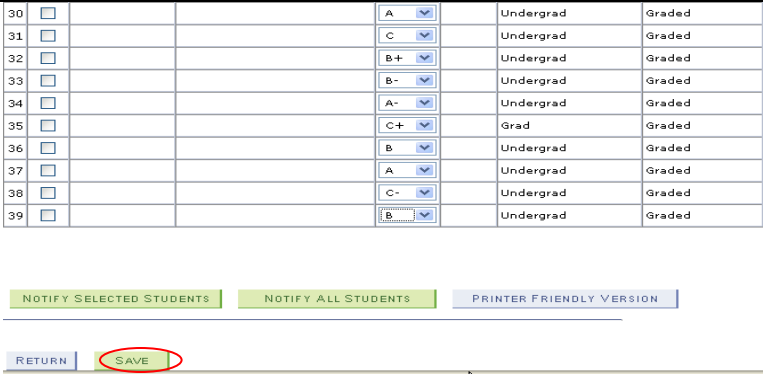
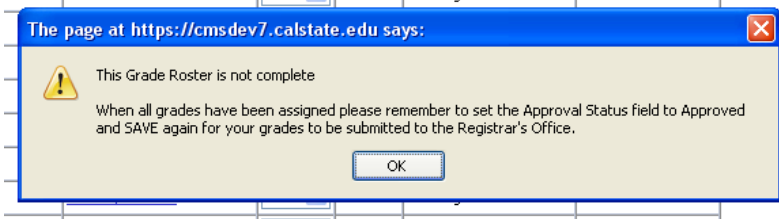
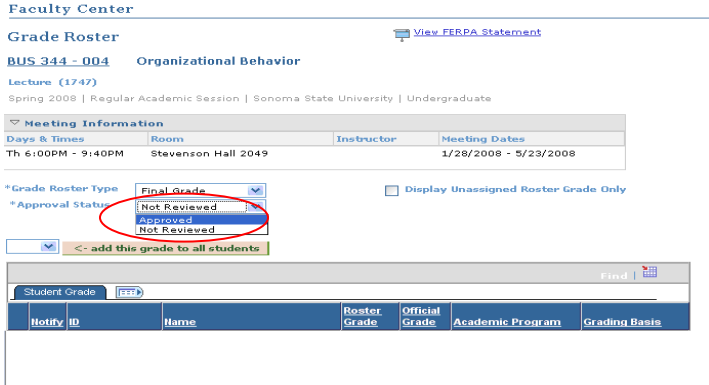
Step	Action	Screenshot
1	Follow the path: Self Service > Faculty Center	
2	Click on the grade roster icon. 	

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<p>3</p> <p>The Grade Roster of the selected class will contain the class details and student roster.</p> <p>NOTE: The student and faculty information has been removed from this document to preserve privacy.</p>	 <p>Faculty Center</p> <p>Grade Roster View FERPA Statement</p> <p>BUS 344 - 004 Organizational Behavior</p> <p>Lecture (1747)</p> <p>Spring 2008 Regular Academic Session Sonoma State University Undergraduate</p> <p>Meeting Information</p> <table border="1"> <tr> <th>Days & Times</th> <th>Room</th> <th>Instructor</th> <th>Meeting Dates</th> </tr> <tr> <td>Th 6:00PM - 9:40PM</td> <td>Stevenson Hall 2049</td> <td></td> <td>1/28/2008 - 5/23/2008</td> </tr> </table> <p>*Grade Roster Type: Final Grade <input type="checkbox"/> Display Unassigned Roster Grade Only</p> <p>*Approval Status: Not Reviewed</p> <p><- add this grade to all students</p> <table border="1"> <thead> <tr> <th>Notify</th> <th>ID</th> <th>Name</th> <th>Roster Grade</th> <th>Official Grade</th> <th>Academic Program</th> <th>Grading Basis</th> </tr> </thead> <tbody> <tr><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td>Grad</td><td>Graded</td></tr> <tr><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td>Undergrad</td><td>Graded</td></tr> <tr><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td>Undergrad</td><td>Graded</td></tr> <tr><td><input type="checkbox"/></td><td></td><td></td><td></td><td>W</td><td>Undergrad</td><td>ADM</td></tr> <tr><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td>Undergrad</td><td>Graded</td></tr> <tr><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td>Other Bacc</td><td>Graded</td></tr> <tr><td><input type="checkbox"/></td><td></td><td></td><td></td><td>W</td><td>Undergrad</td><td>ADM</td></tr> <tr><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td>Undergrad</td><td>Graded</td></tr> <tr><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td>Undergrad</td><td>Graded</td></tr> <tr><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td>Undergrad</td><td>Graded</td></tr> <tr><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td>Undergrad</td><td>Graded</td></tr> <tr><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td>Undergrad</td><td>Graded</td></tr> <tr><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td>Undergrad</td><td>Graded</td></tr> <tr><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td>Undergrad</td><td>Graded</td></tr> </tbody> </table>	Days & Times	Room	Instructor	Meeting Dates	Th 6:00PM - 9:40PM	Stevenson Hall 2049		1/28/2008 - 5/23/2008	Notify	ID	Name	Roster Grade	Official Grade	Academic Program	Grading Basis	<input type="checkbox"/>					Grad	Graded	<input type="checkbox"/>					Undergrad	Graded	<input type="checkbox"/>					Undergrad	Graded	<input type="checkbox"/>				W	Undergrad	ADM	<input type="checkbox"/>					Undergrad	Graded	<input type="checkbox"/>					Other Bacc	Graded	<input type="checkbox"/>				W	Undergrad	ADM	<input type="checkbox"/>					Undergrad	Graded	<input type="checkbox"/>					Undergrad	Graded	<input type="checkbox"/>					Undergrad	Graded	<input type="checkbox"/>					Undergrad	Graded	<input type="checkbox"/>					Undergrad	Graded	<input type="checkbox"/>					Undergrad	Graded	<input type="checkbox"/>					Undergrad	Graded
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<p>4</p> <p>Click the drop down box located in the Roster Grade box and select the appropriate grade for each student.</p> <p>NOTE: Move slowly through this process as it is easy to enter an incorrect grade.</p>	 <p><- add this grade to all students</p> <table border="1"> <thead> <tr> <th>Notify</th> <th>ID</th> <th>Name</th> <th>Roster Grade</th> <th>Official Grade</th> <th>Academic Program</th> <th>Grading Basis</th> </tr> </thead> <tbody> <tr><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td>Grad</td><td>Graded</td></tr> <tr><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td>Undergrad</td><td>Graded</td></tr> <tr><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td>Undergrad</td><td>Graded</td></tr> <tr><td><input type="checkbox"/></td><td></td><td></td><td></td><td>W</td><td>Undergrad</td><td>ADM</td></tr> <tr><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td>Undergrad</td><td>Graded</td></tr> <tr><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td>Other Bacc</td><td>Graded</td></tr> <tr><td><input type="checkbox"/></td><td></td><td></td><td></td><td>W</td><td>Undergrad</td><td>ADM</td></tr> <tr><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td>Undergrad</td><td>Graded</td></tr> <tr><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td>Undergrad</td><td>Graded</td></tr> <tr><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td>Undergrad</td><td>Graded</td></tr> </tbody> </table>	Notify	ID	Name	Roster Grade	Official Grade	Academic Program	Grading Basis	<input type="checkbox"/>					Grad	Graded	<input type="checkbox"/>					Undergrad	Graded	<input type="checkbox"/>					Undergrad	Graded	<input type="checkbox"/>				W	Undergrad	ADM	<input type="checkbox"/>					Undergrad	Graded	<input type="checkbox"/>					Other Bacc	Graded	<input type="checkbox"/>				W	Undergrad	ADM	<input type="checkbox"/>					Undergrad	Graded	<input type="checkbox"/>					Undergrad	Graded	<input type="checkbox"/>					Undergrad	Graded																																				
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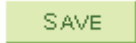
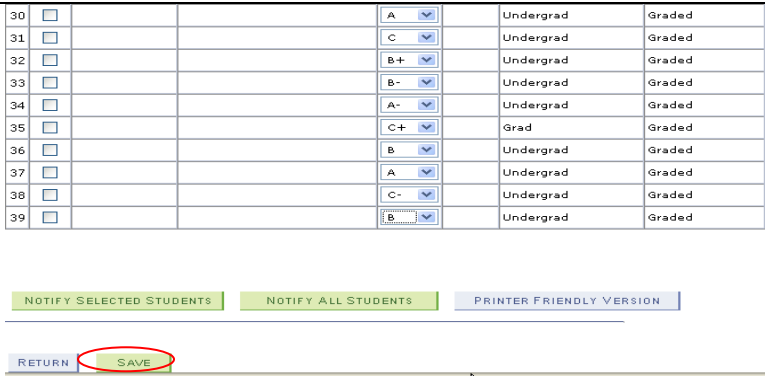
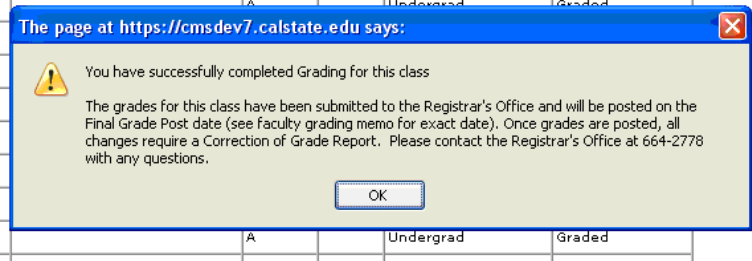

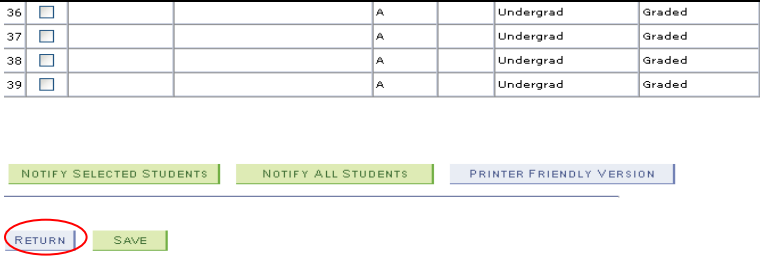
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STUDENT RECORDS

<p>5</p>	<p>Once all of the grades are entered click on the Save button  at the bottom of the page</p>	
<p>6</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. Double-check to ensure the grades are entered correctly.</p>	
<p>7</p>	<p>Return to the top of the page and select Approve from the Approval Status.</p>	

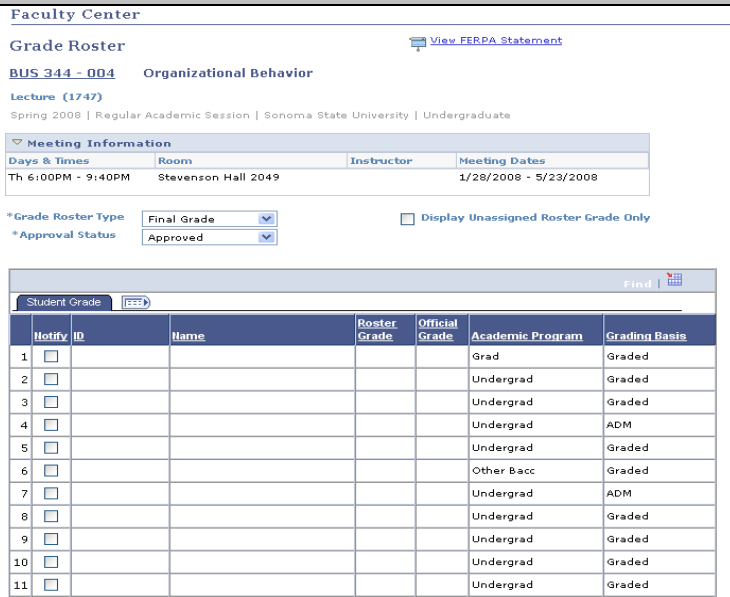
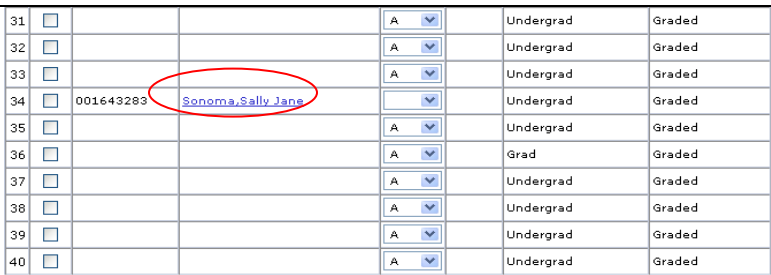
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STUDENT RECORDS

<p>8</p>	<p>Return to the bottom of the page and click on the Save button.</p> 	
<p>9</p>	<p>Confirm that the grades have been saved by reviewing the message that says “The grades for the class have been submitted to the Registrar’s Office...”</p>	
<p>10</p>	<p>Click the Return button  to return to the Faculty Center.</p> <p>NOTE: If you find you need to change a grade after they have been submitted but before they are approved by the Registrar’s office, simply change the approval status to Not Approved (step 7) and resubmit the grades.</p>	

STUDENT RECORDS

Notifying Students from the Grade Roster: From the grade roster faculty members are able to send email to either individual students or the class. This can be used to email students for anything related to the class. The following table will explain the process of how to notify students through the grade rosters. (*NOTE: Student names and IDs have been removed to protect privacy*)

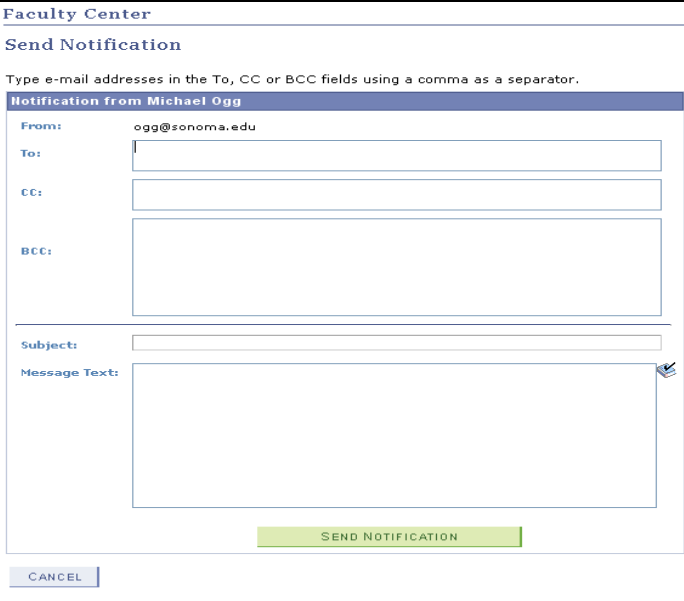
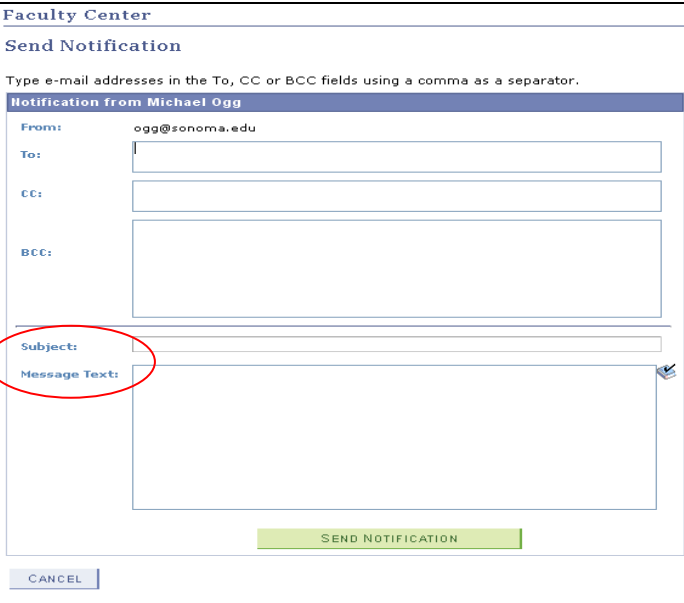
Step	Action	Screenshot								
1	<p>Follow the table below to determine how to email the entire class or specific students.</p> <table border="1"> <thead> <tr> <th>If</th> <th>Then</th> </tr> </thead> <tbody> <tr> <td>There is one student who needs to be notified...</td> <td>Go to step 2.</td> </tr> <tr> <td>There are specific students (multiple) who need to be notified...</td> <td>Go to step 3.</td> </tr> <tr> <td>The entire class is going to be notified...</td> <td>Go to step 4.</td> </tr> </tbody> </table>	If	Then	There is one student who needs to be notified...	Go to step 2.	There are specific students (multiple) who need to be notified...	Go to step 3.	The entire class is going to be notified...	Go to step 4.	
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The entire class is going to be notified...	Go to step 4.									
2	<p>Click on the student's name listed on the roster.</p> <p>This will open a new email in your email software with the address of the requested student in it. Send the email as you normally would.</p>									

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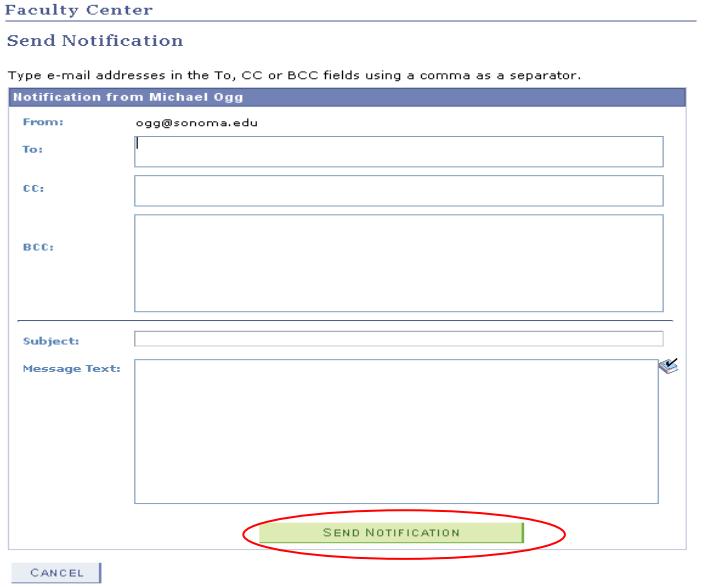
<p>3</p>	<p>From the grade roster check the boxes for the individual students you want to email.</p>	<table border="1"> <tr><td>29</td><td><input type="checkbox"/></td><td></td><td></td><td></td><td>Undergrad</td><td>Graded</td></tr> <tr><td>30</td><td><input checked="" type="checkbox"/></td><td></td><td></td><td></td><td>Undergrad</td><td>Graded</td></tr> <tr><td>31</td><td><input checked="" type="checkbox"/></td><td></td><td></td><td></td><td>Undergrad</td><td>Graded</td></tr> <tr><td>32</td><td><input type="checkbox"/></td><td></td><td></td><td></td><td>Undergrad</td><td>Graded</td></tr> <tr><td>33</td><td><input type="checkbox"/></td><td></td><td></td><td></td><td>Undergrad</td><td>Graded</td></tr> <tr><td>34</td><td><input checked="" type="checkbox"/></td><td></td><td></td><td></td><td>Undergrad</td><td>Graded</td></tr> <tr><td>35</td><td><input type="checkbox"/></td><td></td><td></td><td></td><td>Grad</td><td>Graded</td></tr> <tr><td>36</td><td><input checked="" type="checkbox"/></td><td></td><td></td><td></td><td>Undergrad</td><td>Graded</td></tr> <tr><td>37</td><td><input type="checkbox"/></td><td></td><td></td><td></td><td>Undergrad</td><td>Graded</td></tr> <tr><td>38</td><td><input checked="" type="checkbox"/></td><td></td><td></td><td></td><td>Undergrad</td><td>Graded</td></tr> <tr><td>39</td><td><input type="checkbox"/></td><td></td><td></td><td></td><td>Undergrad</td><td>Graded</td></tr> </table> <p> <input type="button" value="NOTIFY SELECTED STUDENTS"/> <input type="button" value="NOTIFY ALL STUDENTS"/> <input type="button" value="PRINTER FRIENDLY VERSION"/> </p>	29	<input type="checkbox"/>				Undergrad	Graded	30	<input checked="" type="checkbox"/>				Undergrad	Graded	31	<input checked="" type="checkbox"/>				Undergrad	Graded	32	<input type="checkbox"/>				Undergrad	Graded	33	<input type="checkbox"/>				Undergrad	Graded	34	<input checked="" type="checkbox"/>				Undergrad	Graded	35	<input type="checkbox"/>				Grad	Graded	36	<input checked="" type="checkbox"/>				Undergrad	Graded	37	<input type="checkbox"/>				Undergrad	Graded	38	<input checked="" type="checkbox"/>				Undergrad	Graded	39	<input type="checkbox"/>				Undergrad	Graded						
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STUDENT RECORDS

<p>5</p>	<p>An email box will appear with the email addresses of the student populated in the BCC: box. This will keep the students addresses hidden from other recipients.</p>	 <p>Faculty Center Send Notification</p> <p>Type e-mail addresses in the To, CC or BCC fields using a comma as a separator.</p> <p>Notification from Michael Ogg</p> <p>From: ogg@sonoma.edu</p> <p>To: [Empty]</p> <p>CC: [Empty]</p> <p>BCC: [Populated with student addresses]</p> <p>Subject: [Empty]</p> <p>Message Text: [Empty]</p> <p>SEND NOTIFICATION</p> <p>CANCEL</p>
<p>6</p>	<p>Enter the subject and message text in the appropriate boxes.</p>	 <p>Faculty Center Send Notification</p> <p>Type e-mail addresses in the To, CC or BCC fields using a comma as a separator.</p> <p>Notification from Michael Ogg</p> <p>From: ogg@sonoma.edu</p> <p>To: [Empty]</p> <p>CC: [Empty]</p> <p>BCC: [Empty]</p> <p>Subject: [Circled in red]</p> <p>Message Text: [Circled in red]</p> <p>SEND NOTIFICATION</p> <p>CANCEL</p>

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7	<p>Once the message is entered clicked on the Send Notification button.</p> 	
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