

Class Rosters

Your class roster is posted in real time and always reflects the latest enrollment and drop transactions. To access your roster(s):

- 1) Click on Faculty Services
- 2) Click on **Current Schedule**

The screenshot shows the MySite interface. The top navigation bar includes 'MySite', 'Welcome Robert', and a 'HIDE MENU' button. The breadcrumb trail is 'MySite > My Work > Faculty Services > Current Schedule'. The left sidebar contains a menu with 'MySite', 'My Work', 'Employee Services', 'Faculty Services', 'Current Schedule', 'Check Class Status', 'Submit Grades', 'Grade Archive', and 'Manage APC Codes'. The main content area shows 'Semester: Fall 2008' and 'Map Preference: None'. Below this is a 'Class Schedule' table with columns: Ticket, Course, Title, Date/Time, Room, Status, Enroll, Cap, Email, Roster, and Website. A red arrow points to the 'Download' link in the Roster column for the first row.

Ticket	Course	Title	Date/Time	Room	Status	Enroll	Cap	Email	Roster	Website
12110	APSY 140	EDUCAT/VOCATION PLAN	F 9:00 AM - 11:50 AM	BGS_149	Closed	29	30	✉	Download Drop	Manage

- 3) Choose the appropriate semester from the drop-down menu
- 4) Click on Roster-- **Download**.
- 5) Choose a roster format. Your options are:

- Display in Browser: The roster will appear in the browser.
- Printable Roster: A pdf document will be created for you to save and print.
- Microsoft Excel: The roster will download to Excel for you to save. The data may be manipulated and scores, grades, etc. may be entered and calculated.

The screenshot shows a dropdown menu with the following options:

- Display In Browser
- Display In Browser
- Printable Roster
- Microsoft Excel
- Positive Attendance Roster
- Micrograde Roster
- Blackboard Format
- Turnitin Format
- Text File - Tab Delimited
- Text File - Comma Delimited
- Text File - SemiColon Delimited
- Text File - Fixed Length Fields

- Positive Attendance: This roster should be chosen if you are tracking daily attendance for the students. This form must be completed and submitted at the end of the semester if the Attendance Accounting Method is noted as "Positive Attendance" in the header information on the roster. More information can be found in the following pages.
- Micrograde: If you use Micrograde software, this is the appropriate format.
- BlackBoard: If you are using Blackboard software, this is the appropriate format.
- Turnitin: If you are using the Turnitin software, this is the appropriate format.
- Text (.txt.) file options: Tab Delimited, Comma Delimited, Semicolon Delimited, Fixed Length Fields are all available for various uses.

REMEMBER!

- ▶ Be sure to check the information in the header of the roster. If you feel the information is not correct, please contact your division office as soon as possible to have it corrected if appropriate. Do not wait until the end of the term.
- ▶ Students must be officially enrolled in your class to appear on the roster. Check your roster throughout the semester to ensure it reflects all students sitting in your class.
- ▶ Positive Attendance Rosters must be maintained throughout the term and submitted at the end of the term for those classes designated as Positive Attendance.

Positive Attendance Roster

The Positive Attendance Roster is available to maintain a record of daily attendance for your students and to report the total number of hours for each student at the end of the term. This form must be completed and submitted at the end of the semester if the Attendance Accounting Method is noted as "Positive Attendance" in the header information on the online roster.

To track attendance of your students:

- 1) List the dates of the class meetings across the top line. Print and utilize more pages if necessary.
- 2) Write in the number of hours each student attended each class. For example, 1, 1.5 or 3 etc. depending on the length of your class meeting time.
- 3) At the end of the term, total the number of hours for each student, enter the total for each student in the online Grade Submission page in MySite.
- 4) Sign your roster
- 5) Turn in the hard copy of the attendance roster to the Admissions Office.

Positive Attendance Roster

Instructor	Ticket	Course No.	Title	Units	Hours/Wk	Days	Time
Smith, T	20165	KNES 29XA	BEG TAI CHI CH'UAN	0.00	1	TH	9:00AM
Room	Term/Yr	Session	Method	Census Date	No Penalty Drop Date	CR/NC Date	Last Day to Drop
SJC GYM	Fall 2008	08/25/2008- 12/21/2008	Positive Attendance Accounting	09/08/2008	09/26/2008	09/26/2008	11/06/2008

Enrolled Students

Num	Full Name	Student ID	8/28	9/4	9/11	9/18	9/25	10/2	10/9	10/16	10/23	10/30	11/6	11/13	11/20	12/4	12/11	12/18	Total Hours
1	Brady, Ida	334895	1	1		1		1	1	1	1	1		1		1	1		11
2	Brysh, Betty	123987	1		1	1	1	1	1	1	1	1	1	1	1	1	1	1	15
3	Carlson, Sandi	654321	1	1	1		1	1	1		1	1	1	1	1	1	1	1	14
4	Casey, Vee	159753	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	16
5	Cleary, Harold	582691		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	15
6	Cloud, Cirrus	296347	1		1	1	1	1	1	1		1		1		1	1	1	12
7	Day, Sunny	96854	1	1	1		1	1		1	1		1	1	1	1		1	12
8	French, Im	325647	1	1		1			1			1	1		1	1	1	1	10
9	Fries, French	874658	1	1	1	1	1	1	1	1	1	1	1				1		13
10	Holler, Do	741852	1	1	1	1	1	1	1	1	1	1	1	1	1	1		1	15
11	Hill, Over	587214			1		1	1	1	1	1	1	1	1	1	1	1	1	13
12	Kan, Tin	879648	1	1		1			1	1	1	1	1	1	1	1	1	1	14
13	Mule, Jenny	478541	1	1	1	1	1												5
14	Nuts, Ur	213453	1	1	1	1	1	1		1	1			1	1	1		1	12
15	O Neil, Casey	258741	1	1	1	1	1	1	1			1	1		1	1	1	1	13
16	Sertin, Not	123654	1	1	1		1	1	1	1	1	1	1	1	1	1	1	1	15
17	Take, Niki	478963		1	1		1	1	1	1	1	1	1	1	1	1	1	1	14
18	Tend, Con	574123	1		1		1	1	1	1	1								9
19	Theend, Ella	546879	1	1	1		1		1	1	1	1	1	1	1	1	1	1	14

Signature _____

Excel Format: If you wish to maintain your attendance records in Excel, a spreadsheet is acceptable for submission at the end of the term. Download the roster to Excel. Be sure that all header information as above prints on each page and ensure that the student name and number columns repeat on each page, as well as the row containing the class dates.

REMEMBER!

► Positive Attendance Rosters must be maintained throughout the term and submitted at the end of the term for those classes designated as Positive Attendance.