

# 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

## CONTENTS:

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<a href="#"><u>LESSON 2: ACCESSING CLASS ROSTERS .....</u></a>	<a href="#"><u>PG. 5</u></a>
<a href="#"><u>LESSON 3: ENTERING FINAL GRADES.....</u></a>	<a href="#"><u>PG. 9</u></a>

### ***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.

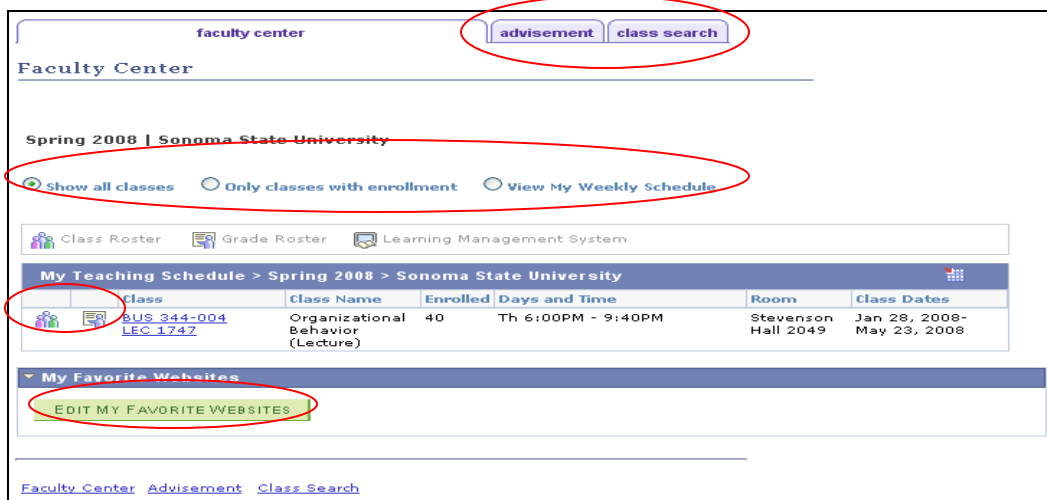
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## **STUDENT RECORDS**






# 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.

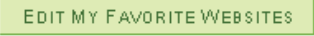
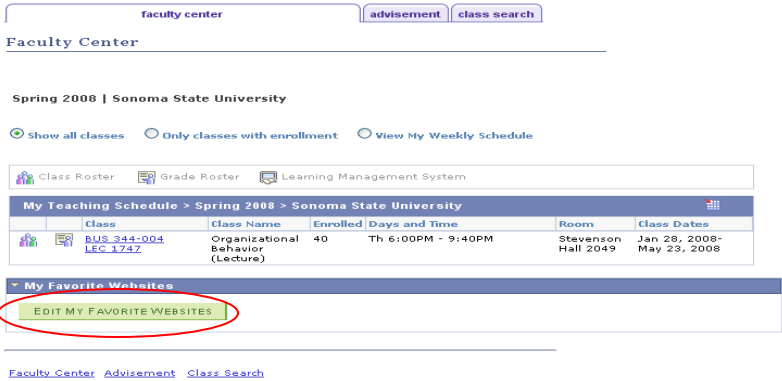



Icon	Action
	Download information into Microsoft Excel. (Hold CTRL + Icon to turn off Pop-up blocker)
	Access Class Rosters (Chapter 2)
	Access Grade Rosters (Chapter 3)
	Add favorite websites to the Faculty Center homepage.

Icon	Action
	Shows all advisees assigned to the faculty member and allows the addition of drop-ins. See <a href="#">link</a> 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.

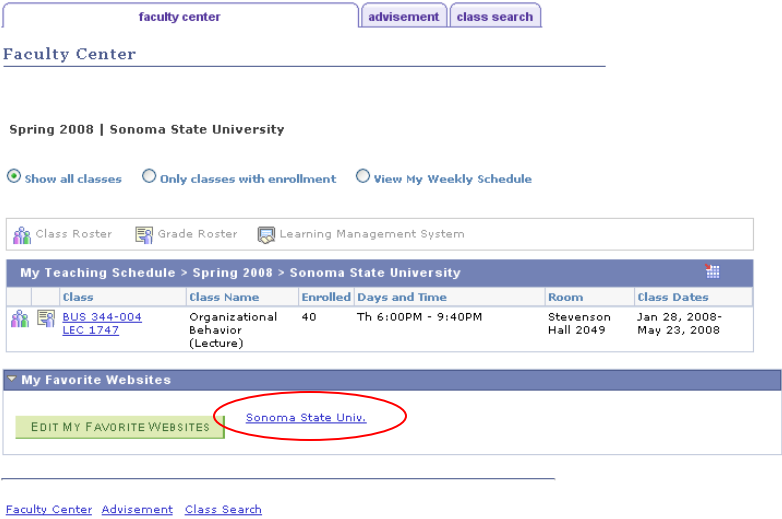
## STUDENT RECORDS

**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 <b>Edit My Favorite Websites</b> 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 <b>Save</b> button and then the <b>Return</b> button.</p> <p>i.e.- Sonoma State University, www.sonoma.edu</p>	

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**STUDENT RECORDS**

<p>3</p>	<p>The Faculty Center will now have a link to the website you entered into located next to the <b>Edit My Favorite Websites</b> button. The website will open in a separate window.</p>	 <p>faculty center    advisement    class search</p> <p>Faculty Center</p> <p>Spring 2008   Sonoma State University</p> <p><input checked="" type="radio"/> Show all classes    <input type="radio"/> Only classes with enrollment    <input type="radio"/> View My Weekly Schedule</p> <p>Class Roster    Grade Roster    Learning Management System</p> <p>My Teaching Schedule &gt; Spring 2008 &gt; Sonoma State University</p> <table border="1"> <thead> <tr> <th>Class</th> <th>Class Name</th> <th>Enrolled</th> <th>Days and Time</th> <th>Room</th> <th>Class Dates</th> </tr> </thead> <tbody> <tr> <td>BUS 344-004 LEC 1747</td> <td>Organizational Behavior (Lecture)</td> <td>40</td> <td>Th 6:00PM - 9:40PM</td> <td>Stevenson Hall 2049</td> <td>Jan 28, 2008 - May 23, 2008</td> </tr> </tbody> </table> <p>My Favorite Websites</p> <p>EDIT MY FAVORITE WEBSITES    <a href="#">Sonoma State Univ.</a></p> <p>Faculty Center    Advisement    Class Search</p>	Class	Class Name	Enrolled	Days and Time	Room	Class Dates	BUS 344-004 LEC 1747	Organizational Behavior (Lecture)	40	Th 6:00PM - 9:40PM	Stevenson Hall 2049	Jan 28, 2008 - May 23, 2008
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## Lesson 2: Accessing Class Rosters

**Navigation:** Self Service > Faculty Center

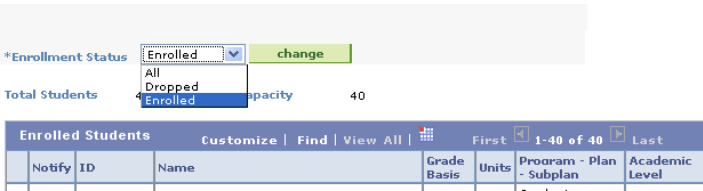
**Introduction:** Faculty members have access to the rosters of the classes that they are assigned to teach. Having access gives the ability to review the class details, the student information, as well as being able to notify selected students or even the entire class. The following information will 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 <b>Class Roster</b> 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.




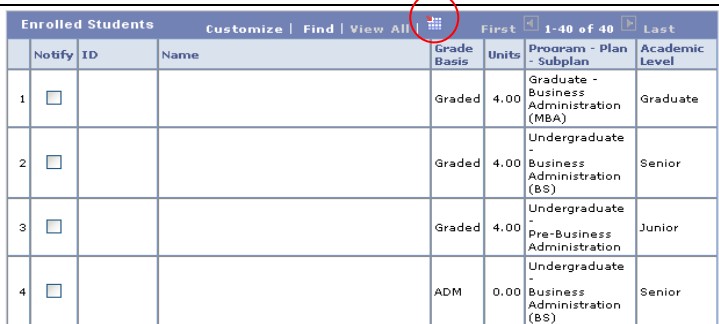

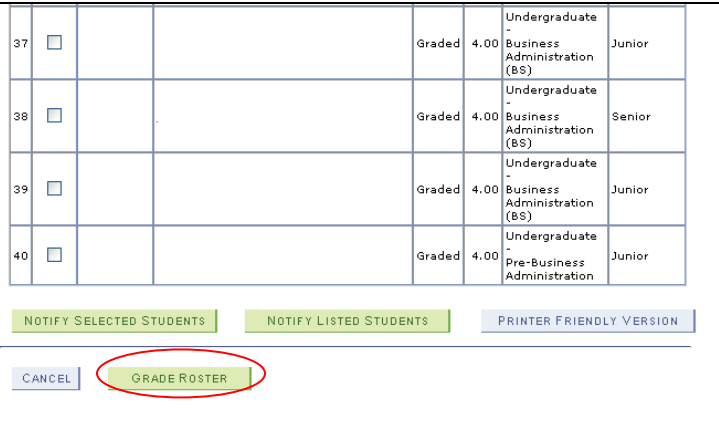
The screenshot shows a dropdown menu for '\*Enrollment Status' with options: Enrolled (selected), All, Dropped, and Enrolled. A green 'change' button is next to it. Below, 'Total Students' is shown as 40 and 'Capacity' as 40. A table titled 'Enrolled Students' is visible with columns: Notify, ID, Name, Grade Basis, Units, Program - Subplan, Plan, Academic Level. The table shows 1-40 of 40 records.

*Continued on the next page...*

<b>4</b>	<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 <b><i>Notifying Students from the Grade Roster</i></b> 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 <b><i>Notifying Students from the Grade Roster</i></b> 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  </th> </tr> <tr> <th colspan="7" style="text-align: right; font-size: x-small;">First <input 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 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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**STUDENT RECORDS**

<p><b>5</b></p> <p>To export the roster to an excel spreadsheet click on the <b>Download</b> button. </p> <p>Note: Pop-ups must be enabled to download spreadsheet. See <a href="#">How to Enable "Pop-Ups" in most browsers</a> in order to turn off your pop-up blocker.</p>		 <table border="1"> <thead> <tr> <th colspan="7">Enrolled Students</th> <th>First</th> <th>1-40 of 40</th> <th>Last</th> </tr> <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></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>Graded</td> <td>4.00</td> <td>Graduate - Business Administration (MBA)</td> <td>Graduate</td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>Graded</td> <td>4.00</td> <td>Undergraduate - Business Administration (BS)</td> <td>Senior</td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>Graded</td> <td>4.00</td> <td>Undergraduate - Pre-Business Administration</td> <td>Junior</td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>ADM</td> <td>0.00</td> <td>Undergraduate - Business Administration (BS)</td> <td>Senior</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Enrolled Students							First	1-40 of 40	Last	Notify	ID	Name	Grade Basis	Units	Program - Plan - Subplan	Academic Level				<input type="checkbox"/>			Graded	4.00	Graduate - Business Administration (MBA)	Graduate				<input type="checkbox"/>			Graded	4.00	Undergraduate - Business Administration (BS)	Senior				<input type="checkbox"/>			Graded	4.00	Undergraduate - Pre-Business Administration	Junior				<input type="checkbox"/>			ADM	0.00	Undergraduate - Business Administration (BS)	Senior			
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## STUDENT RECORDS

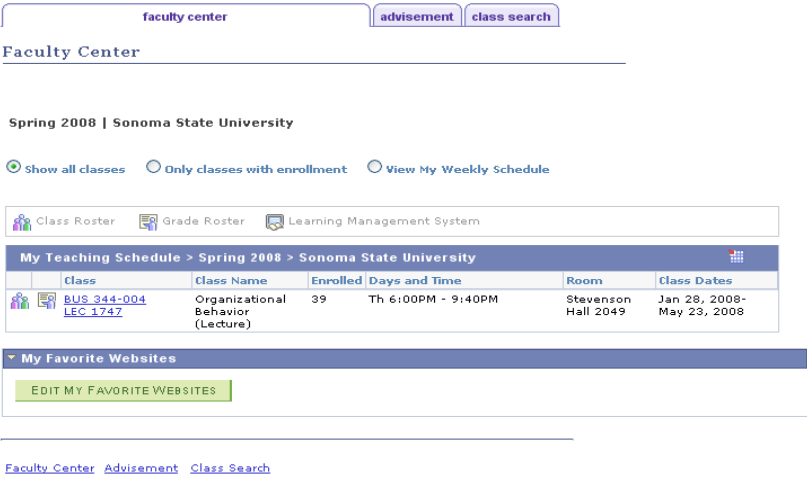

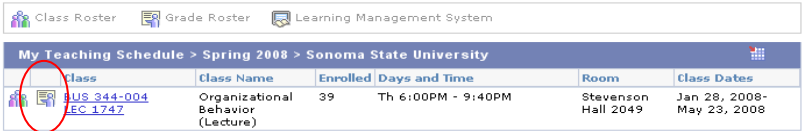
## Lesson 3: Entering Final Grades

**Navigation:** Self Service > Faculty Center

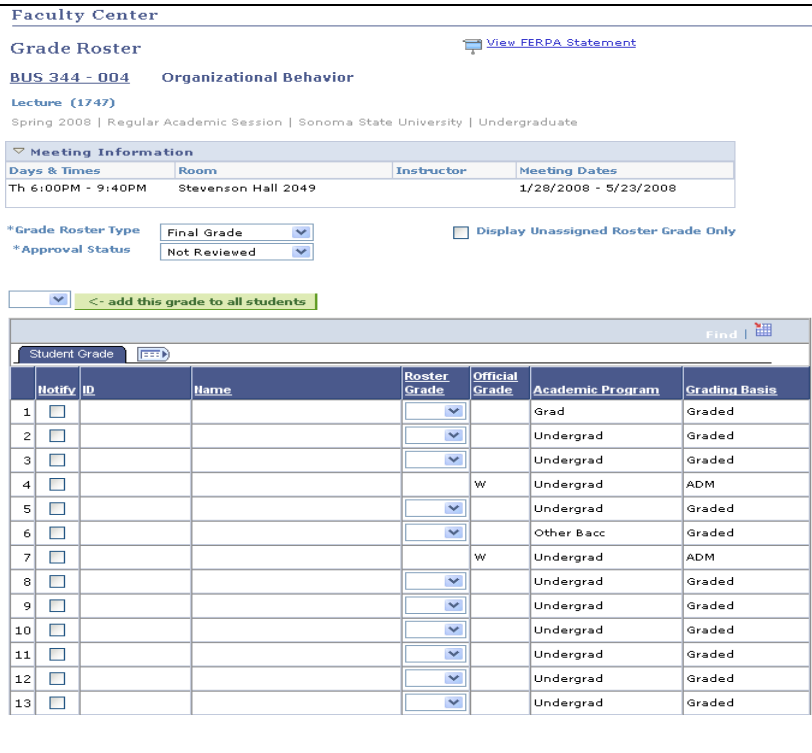
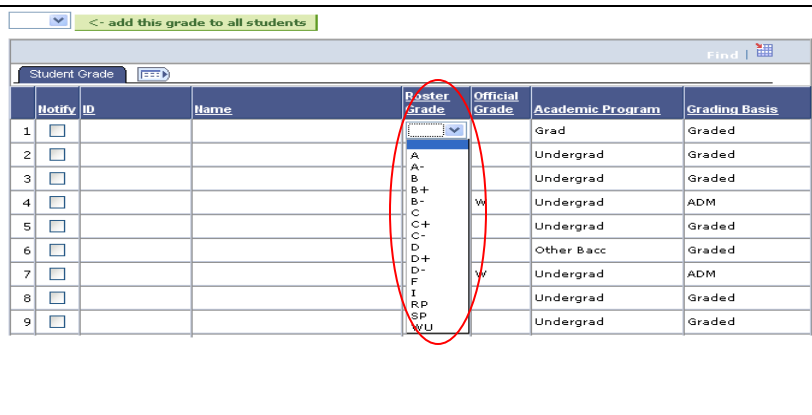
**Introduction:** Entering Final Grades for a class is a very important process. The following lesson will walk through the steps necessary to enter final grades into the system as well as how to notify either specific students or the entire class.

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.

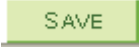
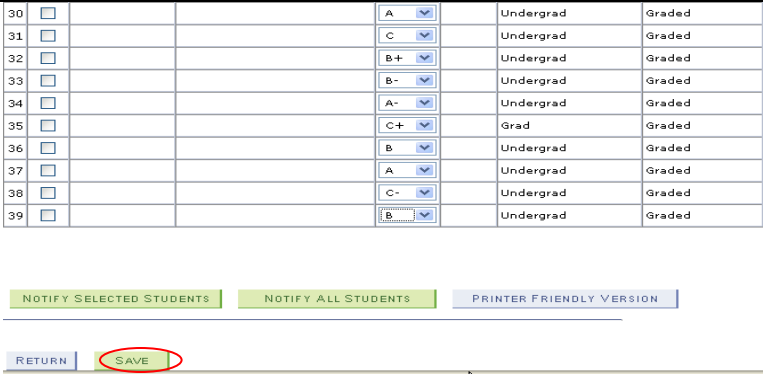
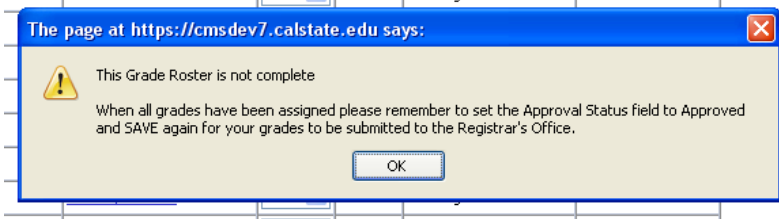
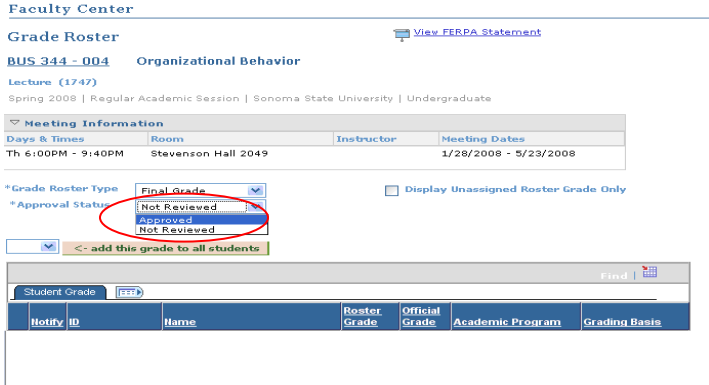
Step	Action	Screenshot
1	Follow the path: Self Service > Faculty Center	
2	Click on the grade roster icon. 	

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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>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>	

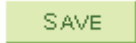
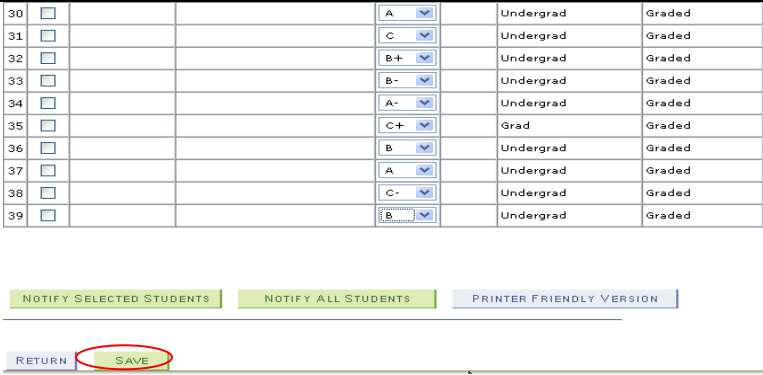
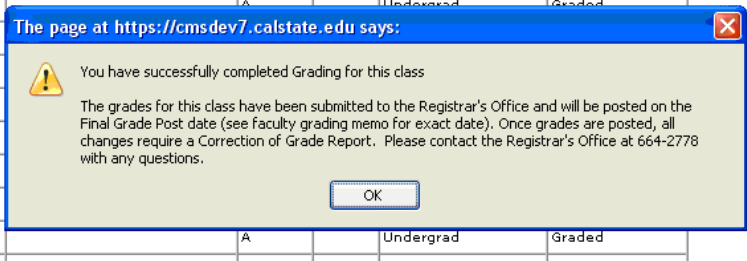

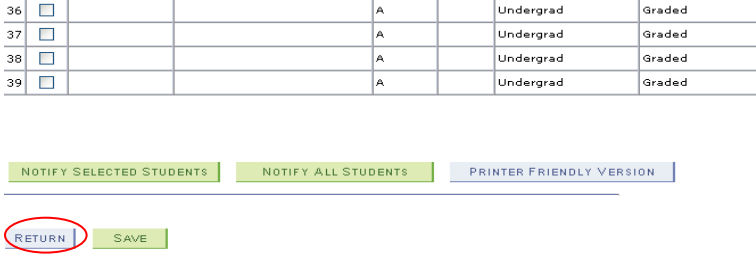
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## STUDENT RECORDS

<p>5</p> <p>Once all of the grades are entered click on the <b>Save</b> button  at the bottom of the page</p>	
<p>6</p> <p>Once the <b>Save</b> 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 <b>Approve</b> from the Approval Status.</p>	

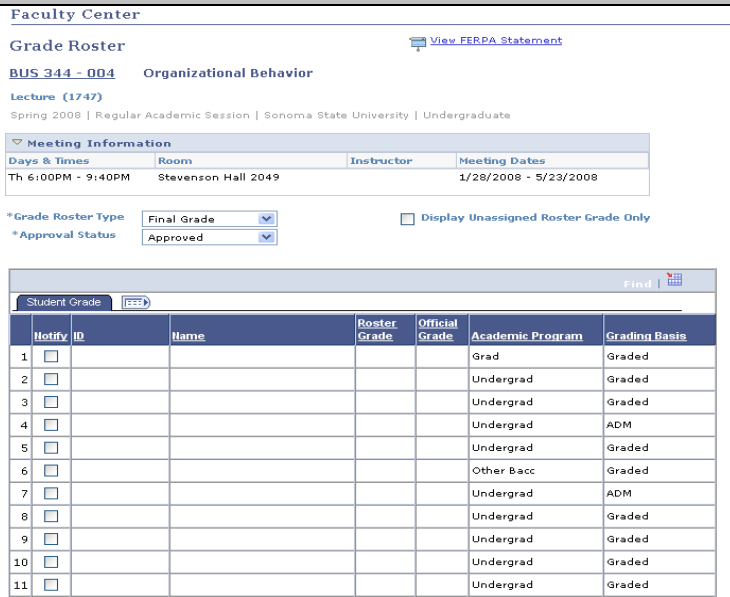
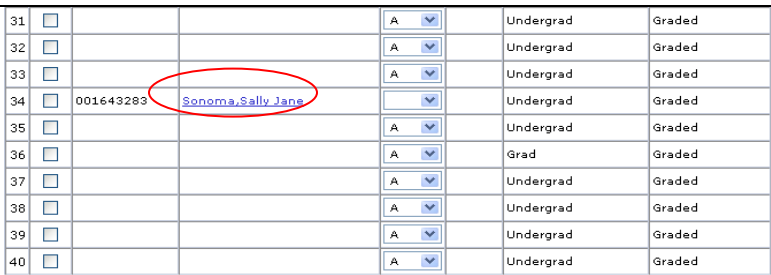
Continued on the next page...

## STUDENT RECORDS

<p>8</p> <p>Return to the bottom of the page and click on the <b>Save</b> 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 <b>Return</b> 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*)

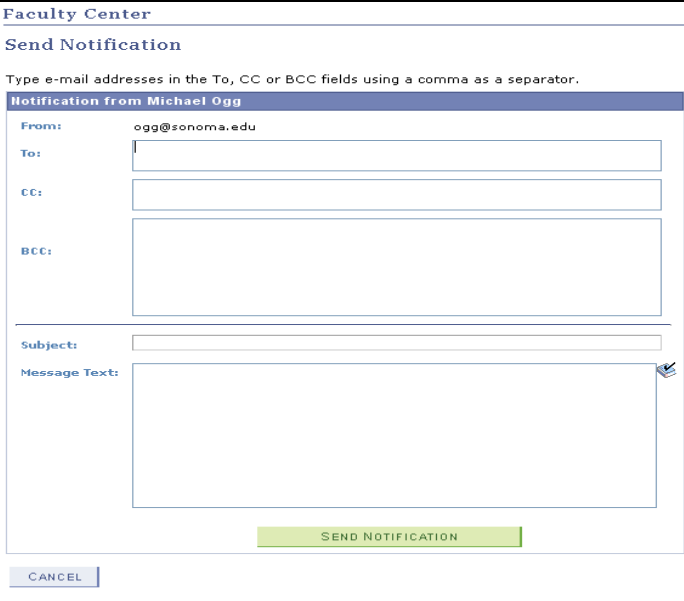
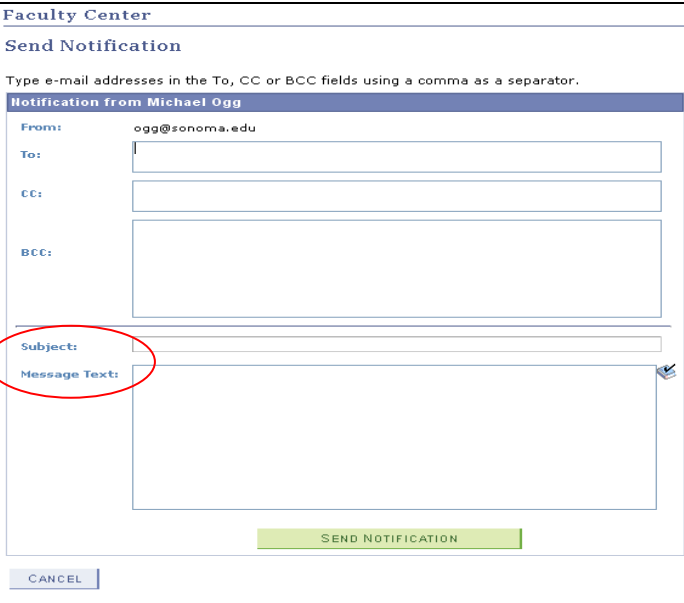
Step	Action	Screenshot								
1	<p>Follow the table below to determine how to email the entire class or specific students.</p> <table border="1"> <thead> <tr> <th>If</th> <th>Then</th> </tr> </thead> <tbody> <tr> <td>There is one student who needs to be notified...</td> <td>Go to step 2.</td> </tr> <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.	 <p>The screenshot shows the 'Faculty Center' and 'Grade Roster' interface. It displays course information for 'BUS 344 - 004 Organizational Behavior' and 'Lecture (1747)'. Below this is a 'Meeting Information' table with columns for Days &amp; Times, Room, Instructor, and Meeting Dates. Further down are dropdown menus for 'Grade Roster Type' (set to 'Final Grade') and 'Approval Status' (set to 'Approved'). At the bottom is a 'Student Grade' table with columns: Notify, ID, Name, Roster Grade, Official Grade, Academic Program, and Grading Basis. The table contains 11 rows of student data.</p>
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.									
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>	 <p>This is a close-up of the 'Student Grade' table from the previous screenshot. The table has columns: Notify, ID, Name, Roster Grade, Official Grade, Academic Program, and Grading Basis. Row 34 is highlighted, with the name 'Sonoma, Sally Jane' circled in red. The 'Official Grade' column for this row shows a dropdown menu with 'A' selected. Other rows in the table show similar data for students 31 through 40.</p>								

Continued on the next page...


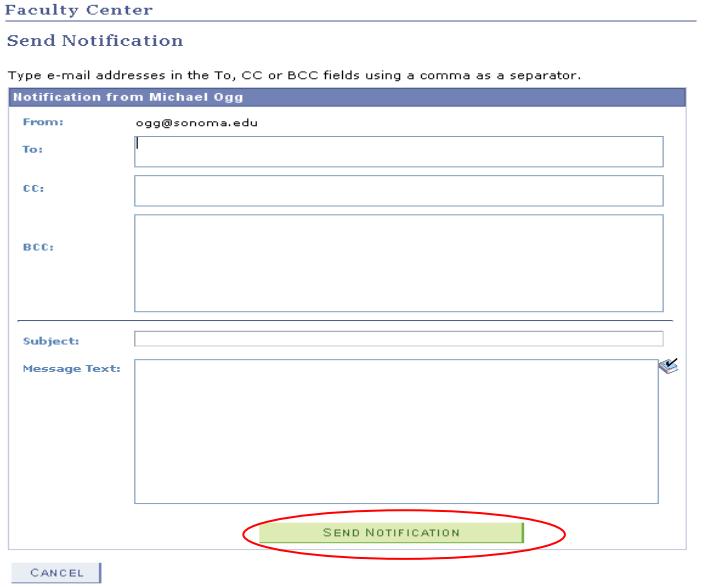
<p>3</p>	<p>From the grade roster check the boxes for the individual students you want to email.</p>	<table border="1"> <tr><td>29</td><td><input type="checkbox"/></td><td></td><td></td><td></td><td>Undergrad</td><td>Graded</td></tr> <tr><td>30</td><td><input checked="" type="checkbox"/></td><td></td><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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<p>4</p>	<p>Follow the table below to notify either all students or selected students.</p> <table border="1"> <thead> <tr> <th>If</th> <th>Then</th> </tr> </thead> <tbody> <tr> <td>The entire class is going to be notified...</td> <td>Click on the <b>Notify Selected Students</b> buttons. <input type="button" value="NOTIFY SELECTED STUDENTS"/></td> </tr> <tr> <td>There are specific students who need to be notified...</td> <td>Click on the <b>Notify All Students</b> buttons. <input type="button" value="NOTIFY ALL STUDENTS"/></td> </tr> </tbody> </table>	If	Then	The entire class is going to be notified...	Click on the <b>Notify Selected Students</b> buttons. <input type="button" value="NOTIFY SELECTED STUDENTS"/>	There are specific students who need to be notified...	Click on the <b>Notify All Students</b> buttons. <input type="button" value="NOTIFY ALL STUDENTS"/>	<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 email 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>

*Continued on the next page...*

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