

**Work Instruction**

## Completing Rollbook Documentation

### Purpose

Use this procedure to download a copy of a class roster to Microsoft Excel and complete the required documentation to support the final grade earned by students. The rollbook documentation is used by the District when a student challenges the grade he or she receives for a class.

A paper copy of the rollbook documentation must be submitted to the Admissions & Records office by the grade submission deadline.

### Trigger

Perform this procedure at the end of each term for every class taught.

### Prerequisites

Final grades submitted online using the Faculty Center Grade Roster

### Menu Path

Use the following menu path to begin this task:

**Main Menu → Self Service → Faculty Center**

### Helpful Hints

- If you have difficulty accessing this procedure, contact your manager or the MIS Help Desk.
- The following codes are used to identify data entry:

Code	Description
R	Required data entry
O	Optional data entry
C	Conditional data entry
M	MIS required data entry
P	Prorata required data entry
D	Data entry defaults but can be overridden

**Procedure**

1. Start the task using the menu path: **Main Menu → Self Service → Faculty Center.**

**Faculty Center**

**Fabian Banga**      My Info Go to... »

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faculty center   
 class search   
 faculty search

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**Faculty Center**

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**Fall 2008 | Peralta Community College Dist**   
 change term

Show all classes   
  Only classes with enrollment   
  View My Weekly Schedule

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Class Roster
 Grade Roster
 Learning Management System

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My Teaching Schedule > Fall 2008 > Peralta Community College Dist						
Class	Class Name	Days and Time	Location	Class Dates	Enrolled	
<a href="#">SPAN 1B-B1 LEC 45812</a>	ELEMENTARY SPANISH (Lecture)	MoWe 6:30PM - 8:50PM	BCC, 2ND FLR	Aug 20, 2008- Dec 19, 2008	8	
<a href="#">SPAN 2A-B1 LEC 45826</a>	INTERMEDIATE SPANISH (Lecture)	MoWe 9:30AM - 11:50AM	BCC, 2ND FLR	Aug 20, 2008- Dec 19, 2008	10	
<a href="#">SPAN 15-B1 LEC 45832</a>	SPANISH COMPOSITION (Lecture)	We 4:00PM - 5:50PM	BCC, 2ND FLR	Aug 20, 2008- Dec 19, 2008	0	

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▼ My Favorite Websites

EDIT MY FAVORITE WEBSITES

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[Faculty Center](#)
[Class Search](#)
[Faculty Search](#)

2. Click (Class Roster).

## Faculty Center – Class Roster

**Faculty Center**

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**Class Roster** [View FERPA Statement](#)

**45812 - SPAN 1B - ELEMENTARY SPANISH**

**Class Roster Information**

<b>Course</b>	SPAN 1B	<b>Institution</b>	Peralta Community College Dist
<b>Title</b>	ELEMENTARY SPANISH	<b>Term</b>	Fall 2008
<b>Class Number</b>	45812	<b>Session</b>	Regular Academic Session
<b>Class Section</b>	B1	<b>Career</b>	Undergraduate
<b>Component</b>	Lecture		

<b>Day</b>	Mon Wed	<b>Instructor</b>	Banga,Fabian
<b>Time</b>	6:30PM 8:50PM		
<b>Room</b>	BCC, 2ND FLR		

Class Roster: [Printable](#)

Census Roster: Submitted

Attendance Roster: [Due: 11/18/2008](#)

\*Enrollment Status Enrolled [change](#)

Total Students 8      Enroll Capacity 40

Enrolled Students									
ID	Name	Grade Basis	Units	Program and Plan	Add Date	Drop Date	Early Alert Code	Level	
1	10705703	Aguwa ,Favour U	Graded	5.00	Matriculating - NURSING (RN)	04/16/2008	<a href="#">NONE</a>	<a href="#">I</a>	Freshman
2	10538321	Gaines ,Monishia R	Graded	5.00	Matriculating - OTHER	04/16/2008	<a href="#">NONE</a>	<a href="#">R</a>	Freshman
3	10450405	Johnson ,Jimmie L	Graded	5.00	Matriculating - PHOTOGRAPHY	04/16/2008	<a href="#">NONE</a>	<a href="#">NONE</a>	Freshman
4	10444619	Navarro ,Esperanza	Graded	5.00	Matriculating - ADMINISTRATION OF JUSTICE	04/16/2008	<a href="#">NONE</a>	<a href="#">NONE</a>	Sophomore

3. Click [Printable](#) .

### Download Class Roster

#### Download Class Roster

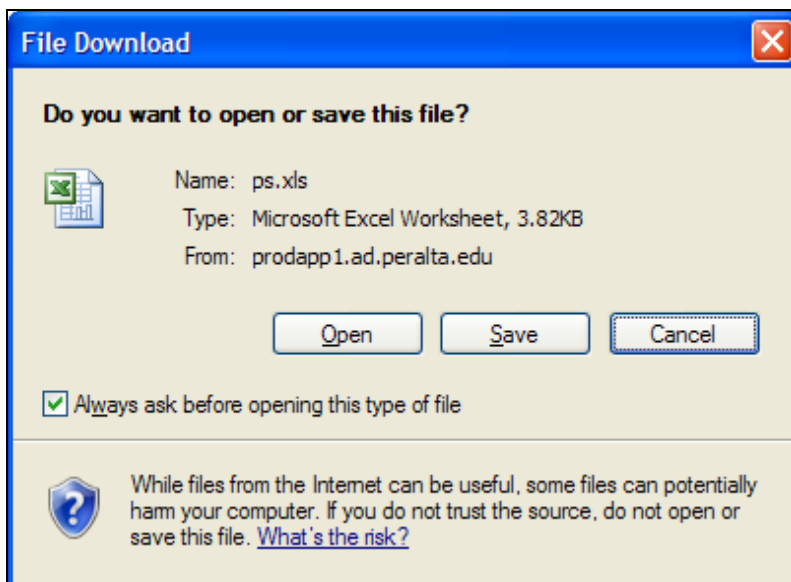
Download Class Roster											Customiz	
Term	Subject Area	Catalog Nbr	Class Nbr	Class Section	Course Component	Attn Type	EmplID	Name	Enrollment Add Date	Enrollment Drop Date	Instructor	Grade Notes / Documentation
1	1084	SPAN	1B	45812	B1	LEC	W	10377865	Acosta ,Dolores	04/16/2008	09/08/2008	Banga,Fabian
2	1084	SPAN	1B	45812	B1	LEC	W	10427573	Tran ,Jeffrey	04/16/2008		Banga,Fabian
3	1084	SPAN	1B	45812	B1	LEC	W	10444619	Navarro ,Esperanza	04/16/2008		Banga,Fabian
4	1084	SPAN	1B	45812	B1	LEC	W	10450405	Johnson ,Jimmie L	04/16/2008		Banga,Fabian
5	1084	SPAN	1B	45812	B1	LEC	W	10450825	Acampora ,Christine	04/16/2008	09/08/2008	Banga,Fabian
6	1084	SPAN	1B	45812	B1	LEC	W	10502600	Wagner ,Donna	04/16/2008		Banga,Fabian
7	1084	SPAN	1B	45812	B1	LEC	W	10511768	Wise ,Karen S	04/16/2008		Banga,Fabian
8	1084	SPAN	1B	45812	B1	LEC	W	10518369	Saeteurn ,Fahm Nai	04/16/2008		Banga,Fabian
9	1084	SPAN	1B	45812	B1	LEC	W	10538321	Gaines ,Monishia R	04/16/2008		Banga,Fabian
10	1084	SPAN	1B	45812	B1	LEC	W	10705703	Agua ,Favour U	04/16/2008		Banga,Fabian

[return](#)

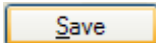
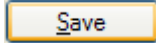
4. To display an alphabetical listing of the class roster, click the **Name** link in the header row.
5. Scroll to the right and perform one of the following:

If	Then
You are using Internet Explorer	Hold down the CTRL key and click  (in the roster header)
You are using another browser application	Click  (in the roster header)

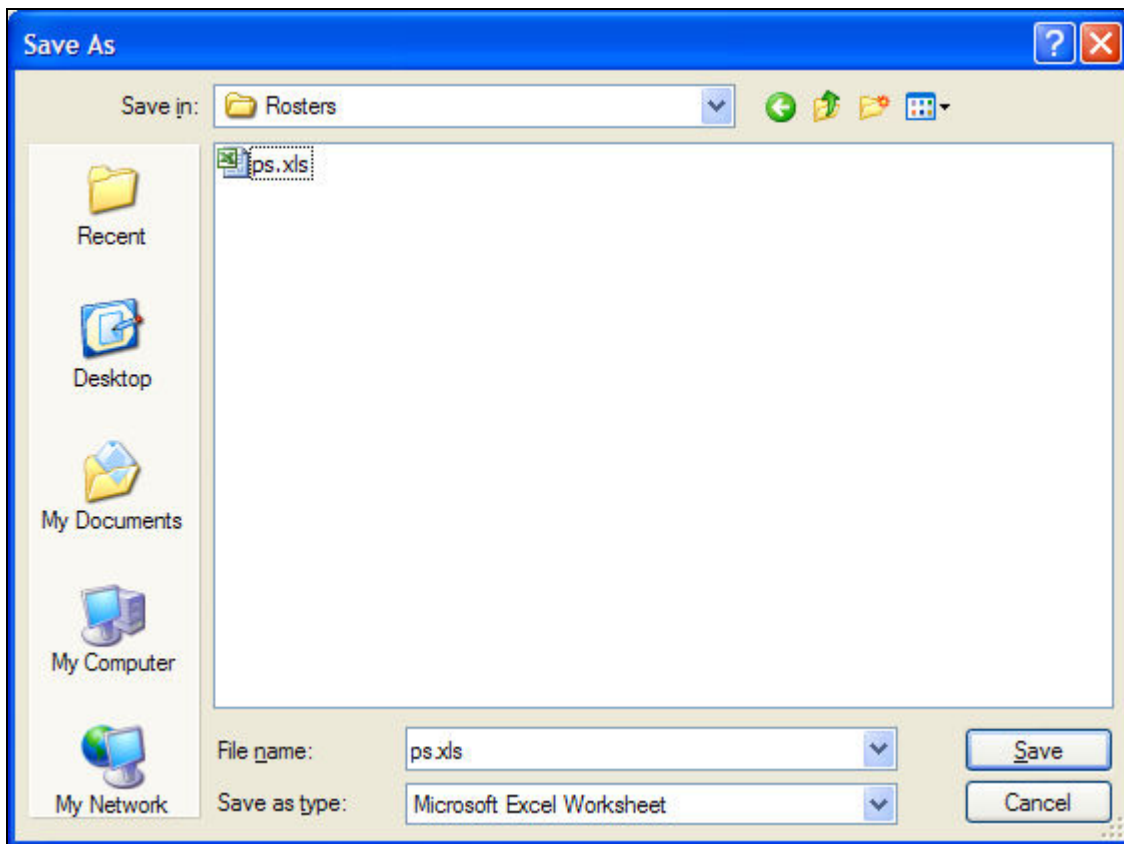
### File Download



6. Perform one of the following:

If	Then
You are using Internet Explorer	Hold down the CTRL key and click 
You are using another browser application	Click 

**Save As**



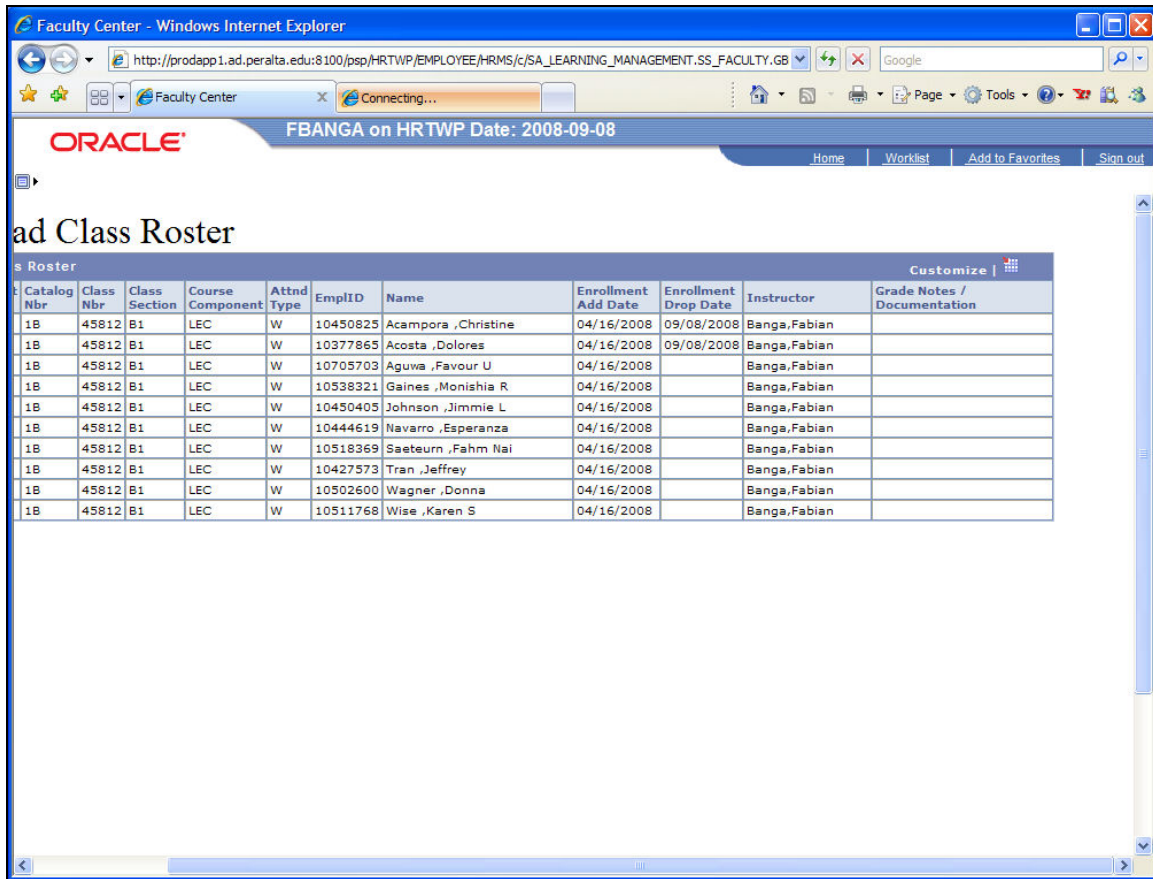
7. Navigate to the location on your hard drive where the rollbook documentation file should be saved.

8. As required, change the following fields:

Field Name	R/O/C M/P/D	Description
File name	R	The file name of the rollbook documentation <b>Example:</b> SPAN 45812-B1.xls

9. Click  .

### Faculty Center - Windows Internet Explorer



10. Repeat steps 2 - 9 for each class roster.  
 11. Exit the **Faculty Center** and open a class roster.

**Microsoft Excel – XXXX.xls (1)**

Term	Subject Area	Catalog Nbr	Class Nbr	Class Section	Course Component	Attn Type	EmplID	Name	Enrollment Add Date	Enrollment Drop
2	1084 SPAN	1B	45812	B1	LEC	W	1045082	Acampora, Christine	4/16/2008	9/8
3	1084 SPAN	1B	45812	B1	LEC	W	1037786	Acosta, Dolores	4/16/2008	9/8
4	1084 SPAN	1B	45812	B1	LEC	W	1070570	Aguwa, Favour U	4/16/2008	
5	1084 SPAN	1B	45812	B1	LEC	W	1053832	Gaines, Monishia	4/16/2008	
6	1084 SPAN	1B	45812	B1	LEC	W	1045040	Johnson, Jimmie	4/16/2008	
7	1084 SPAN	1B	45812	B1	LEC	W	1044461	Navarro	4/16/2008	
8	1084 SPAN	1B	45812	B1	LEC	W	1051836	Saeteurn, Fahm	4/16/2008	
9	1084 SPAN	1B	45812	B1	LEC	W	1042757	Tran, Jeffrey	4/16/2008	
10	1084 SPAN	1B	45812	B1	LEC	W	1050260	Wagner, Donna	4/16/2008	
11	1084 SPAN	1B	45812	B1	LEC	W	1051176	Wise, Karen S	4/16/2008	

**12.** Resize the **Name** field so that student names are clearly visible.

**Microsoft Excel**

Course Component	Attn Type	EmplID	Name	Enrollment Add Date	Enrollment Drop Date	Instructor	Grade Notes / Documentation
LEC	W	1045082	Acampora, Christine	4/16/2008	9/8/2008	Banga, Fabian	average test scores 92%; absent 3 days
LEC	W	1037786	Acosta, Dolores	4/16/2008	9/8/2008	Banga, Fabian	
LEC	W	1070570	Aguwa, Favour U	4/16/2008		Banga, Fabian	
LEC	W	1053832	Gaines, Monishia	4/16/2008		Banga, Fabian	
LEC	W	1045040	Johnson, Jimmie	4/16/2008		Banga, Fabian	
LEC	W	1044461	Navarro	4/16/2008		Banga, Fabian	
LEC	W	1051836	Saeteurn, Fahm	4/16/2008		Banga, Fabian	
LEC	W	1042757	Tran, Jeffrey	4/16/2008		Banga, Fabian	
LEC	W	1050260	Wagner, Donna	4/16/2008		Banga, Fabian	
LEC	W	1051176	Wise, Karen S	4/16/2008		Banga, Fabian	

**13.** Scroll to right to view column M, **Grade Notes / Documentation**.

14. Perform one of the following:

If	Then
You do not want to copy or add your rollbook details	Enter information supporting the final grade earned by the student
You want to copy or add your rollbook details	Beginning with column N, copy and paste the information into the spreadsheet; or manually add the rollbook details to the spreadsheet

15. Print a copy of the rollbook documentation file and submit it to the Admissions & Records office by the grade deadline.



You will need to change the orientation to landscape.

### Microsoft Excel – XXXX.xls (2)

The screenshot shows a Microsoft Excel window titled "Microsoft Excel - SPAN 45812-B1.xls". The spreadsheet contains a table with the following data:

Term	Subject Area	Catalog Nbr	Class Nbr	Class Section	Course Component	Altied Type	EmpID	Name	Elect/Inst Add Date	Elect/Inst Drop Date	Instructor	Grade Notes / Documentation
1084	SPAN	1B	45812	B1	LEC	W	1040282	Loatsope	4/18/2008	8/8/2008	an	average test scores Schv. system
1084	SPAN	1B	45812	B1	LEC	W	1037788	Alcatala, Dolores	4/18/2008	8/8/2008	Balga, Far	
1084	SPAN	1B	45812	B1	LEC	W	1070870	Aguiar, Fervou J	4/18/2008		Balga, Far	
1084	SPAN	1B	45812	B1	LEC	W	1068832	Baines, Monique	4/18/2008		Balga, Far	
1084	SPAN	1B	45812	B1	LEC	W	1048040	Johnson, Jimmie L	4/18/2008		Balga, Far	
1084	SPAN	1B	45812	B1	LEC	W	1044481	Navarro	4/18/2008		Balga, Far	
1084	SPAN	1B	45812	B1	LEC	W	1081838	Beckwith, Pam	4/18/2008		Balga, Far	
1084	SPAN	1B	45812	B1	LEC	W	1042787	Fran, Jeffery	4/18/2008		Balga, Far	
1084	SPAN	1B	45812	B1	LEC	W	1050280	Wagner, Donna	4/18/2008		Balga, Far	
1084	SPAN	1B	45812	B1	LEC	W	1081178	Wise, Karen S	4/18/2008		Balga, Far	

16. You have completed this task.



**Result**

You have completed the required rollbook documentation.

**Comments**

None