

Work Instruction

Submitting the Attendance Roster via Faculty Center

Purpose

Use this procedure to complete and submit an attendance roster using the Faculty Center. Attendance rosters identify the students who are dropped from the class.

Attendance rosters are available one week before the last date to drop classes with a "W" grade and must be submitted within five working days.

Trigger

Perform this procedure when an instructor must submit the attendance roster for his/her class(es).

Prerequisites

None

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 (1)

Bob Grill My Info

Faculty Center

Fall 2007 | Peralta Community College Dist

Show all classes
 Only classes with enrollment
 View My Weekly Schedule

My Teaching Schedule > Fall 2007 > Peralta Community College Dist

Class	Class Name	Days and Time	Location	Class Dates	Enrolled		
CIS 205-A1 LEC 41182	COMPUTER LITERACY (Lecture)	Fr 12:00PM - 1:30PM	TBA	Oct 19, 2007- Dec 14, 2007	11		
CIS 205-A4 LEC 41188	COMPUTER LITERACY (Lecture)	Sa 8:30AM - 3:00PM	TBA	Nov 17, 2007- Dec 15, 2007	38		

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

2. Perform one of the following:

If	Go To
The current term information displays	Step 7
You need to change the term displayed	Step 3

3. Click .

Faculty Center – Select Term

Bob Grill My Info

Faculty Center

Select Term

Select a term then click Continue.

	Term	Institution
<input type="radio"/>	Spring 2009	Peralta Community College Dist
<input type="radio"/>	Fall 2008	Peralta Community College Dist
<input checked="" type="radio"/>	Fall 2007	Peralta Community College Dist
<input type="radio"/>	Spring 2007	Peralta Community College Dist

[Faculty Center](#) [Advisement](#) [Class Search](#) [Faculty Search](#) [Learning Management Systems](#)

- Click for the current term.
- Click .

Faculty Center (2)

Bob Grill My Info

Faculty Center

Fall 2007 | Peralta Community College Dist change term

Show all classes Only classes with enrollment View My Weekly Schedule

Class Roster Grade Roster Learning Management System Instructor Class Contacts

My Teaching Schedule > Fall 2007 > Peralta Community College Dist

Class	Class Name	Days and Time	Location	Class Dates	Enrolled		
CIS 205-A1 LEC 41182	COMPUTER LITERACY (Lecture)	Fr 12:00PM - 1:30PM	TBA	Oct 19, 2007- Dec 14, 2007	11		
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[Faculty Center](#) [Class Search](#)



The selected term information displays.

- Click (Class Roster) for the appropriate class.

Faculty Center – Class Roster (1)

Faculty Center

Class Roster [View FERPA Statement](#)

41188 - CIS 205 - COMPUTER LITERACY

Class Roster Information

Course	CIS 205	Institution	Peralta Community College Dist	Class Roster:	Printable
Title	COMPUTER LITERACY	Term	Fall 2007	Census Roster:	Submitted
Class Number	41188	Session	Regular Academic Session	Attend Roster:	Required
Class Section	A4	Career	Undergraduate		
Component	Lecture				

Day	Sat	Instructor	Grill,Bob
Time	8:30AM 3:00PM		

*Enrollment Status Enrolled change

Total Students 38 Enroll Capacity 40

Enrolled Students									
Notify	ID	Name	Grade Basis	Units	Program and Plan	Add Date	Drop Date	Early Alert Code	Level
1	10673394	Arias ,Rosa H	Conversion	1.00	Undergraduate - Undecided	11/19/2007	SUBMITTED	NONE	Freshman
2	<input type="checkbox"/>	10004692 Ashford,Edward	Conversion	1.00	Undergraduate -	11/19/2007	NONE	R T	Freshman
3	10143169	Bell ,Julian W	Conversion	1.00	Undergraduate - Undecided	11/19/2007	NONE	NONE	Freshman
4	10007747	Blackwell,Paula	Conversion	1.00	Undergraduate - Undecided	11/19/2007	NONE	NONE	Freshman
5	10289540	Carrion ,Maria G	Conversion	1.00	Undergraduate - Undecided	11/19/2007	NONE	NONE	Freshman
6	10727038	Chen ,Honn	Conversion	1.00	Undergraduate -	11/19/2007	NONE	NONE	Freshman

- Click [NONE](#) in the **Drop Date** column for the student being dropped.



Note the **ID** of the student and compare to the **EmplID** displayed in the following dialogue box. This will decrease the possibility of dropping a student from the roster in error.

Drop Student

Drop Student

Term 1074 Class Nbr 41188 EmplID 10143169

Drop

8. Click Drop .

9. Click .

Faculty Center – Class Roster (2)

Day		Sat	Instructor	Grill, Bob
Time		8:30AM 3:00PM		
*Enrollment Status		Enrolled	<input type="button" value="change"/>	
Total Students	38	Enroll Capacity	40	

Enrolled Students									
Notify	ID	Name	Grade Basis	Units	Program and Plan	Add Date	Drop Date	Early Alert Code	Level
1	10673394	Arias ,Rosa H	Conversion	1.00	Undergraduate - Undecided	11/19/2007	SUBMITTED	NONE	Freshman
2	<input type="checkbox"/>	10004692 Ashford,Edward	Conversion	1.00	Undergraduate -	11/19/2007	NONE	R T	Freshman
3	10143169	Bell ,Julian W	Conversion	1.00	Undergraduate - Undecided	11/19/2007	NONE	NONE	Freshman
4	10007747	Blackwell,Paula	Conversion	1.00	Undergraduate - Undecided	11/19/2007	NONE	NONE	Freshman
5	10289540	Carrion ,Maria G	Conversion	1.00	Undergraduate - Undecided	11/19/2007	NONE	NONE	Freshman
6	10727038	Chen ,Hong	Conversion	1.00	Undergraduate -	11/19/2007	NONE	NONE	Freshman
7	10271800	Chhea ,Choeurt	Conversion	1.00	Undergraduate - Undecided	11/19/2007	NONE	NONE	Freshman
8	10641695	Chow ,Eugene K	Conversion	1.00	Undergraduate - Undecided	11/19/2007	NONE	NONE	Freshman
9	10676083	Cruz ,Carlota	Conversion	1.00	Undergraduate - Undecided	11/19/2007	NONE	NONE	Freshman
10	10723823	Doost ,Sami M	Conversion	1.00	Undergraduate -	11/19/2007	NONE	NONE	Freshman
11	10702640	Doost ,Zhela	Conversion	1.00	Undergraduate -	11/19/2007	NONE	NONE	Freshman
12	10217885	Dunn ,Quanetta L	Conversion	1.00	Undergraduate - Undecided	11/19/2007	NONE	NONE	Freshman
13	10482744	Garcia ,Maria E	Conversion	1.00	Undergraduate - Undecided	11/19/2007	NONE	NONE	Freshman
					Undergraduate -				

10. Repeat Steps 7 – 9 for each student being dropped from the roster.
11. Click [RETURN](#) .

Faculty Center (3)

Bob Grill My Info

Faculty Center

Fall 2007 | Peralta Community College Dist change term

Show all classes Only classes with enrollment View My Weekly Schedule

Class Roster Grade Roster Learning Management System Instructor Class Contacts

My Teaching Schedule > Fall 2007 > Peralta Community College Dist

Class	Class Name	Days and Time	Location	Class Dates	Enrolled	
CIS 205-A1 LEC 41182	COMPUTER LITERACY (Lecture)	Fr 12:00PM - 1:30PM	TBA	Oct 19, 2007- Dec 14, 2007	11	
CIS 205-A4 LEC 41188	COMPUTER LITERACY (Lecture)	Sa 8:30AM - 3:00PM	TBA	Nov 17, 2007- Dec 15, 2007	38	

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

12. To verify the identified drops are recorded, click (Class Roster) for the appropriate class.

Faculty Center – Class Roster (3)

Faculty Center

Class Roster [View FERPA Statement](#)

41188 - CIS 205 - COMPUTER LITERACY

Class Roster Information

Course	CIS 205	Institution	Peralta Community College Dist
Title	COMPUTER LITERACY	Term	Fall 2007
Class Number	41188	Session	Regular Academic Session
Class Section	A4	Career	Undergraduate
Component	Lecture		

Class Roster: [Printable](#)
 Census Roster: Submitted
 Attend Roster: [Required](#)

Day	Sat	Instructor	Grill,Bob
Time	8:30AM 3:00PM		

*Enrollment Status Enrolled change

Total Students 38 Enroll Capacity 40

Enrolled Students									
Notify	ID	Name	Grade Basis	Units	Program and Plan	Add Date	Drop Date	Early Alert Code	Level
1	10673394	Arias ,Rosa H	Conversion	1.00	Undergraduate - Undecided	11/19/2007	SUBMITTED	NONE	Freshman
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3	10143169	Bell ,Julian W	Conversion	1.00	Undergraduate - Undecided	11/19/2007	SUBMITTED	NONE	Freshman
4	10007747	Blackwell,Paula	Conversion	1.00	Undergraduate - Undecided	11/19/2007	NONE	A S	Freshman
5	10289540	Carrion ,Maria G	Conversion	1.00	Undergraduate - Undecided	11/19/2007	NONE	NONE	Freshman
6	10727038	Chen ,Hong	Conversion	1.00	Undergraduate -	11/19/2007	NONE	NONE	Freshman

13. Once all the appropriate drops are verified, you are ready to submit the Attendance Roster. In the header area, to the right of the **Attendance Roster** field, click [Required](#) .

Submit Attendance Roster

Submit Attendance Roster

Term 1074 Class Nbr 41188

Click OK to Submit Attendance Roster

OK

Cancel



IMPORTANT: Once an Attendance Roster is submitted, it cannot be changed.

14. Click OK.

Faculty Center – Class Roster (4)

Faculty Center

Class Roster [View FERPA Statement](#)

41188 - CIS 205 - COMPUTER LITERACY

Class Roster Information

Course	CIS 205	Institution	Peralta Community College Dist
Title	COMPUTER LITERACY	Term	Fall 2007
Class Number	41188	Session	Regular Academic Session
Class Section	A4	Career	Undergraduate
Component	Lecture		

Class Roster: [Printable](#)

Census Roster: [Submitted](#)

Attend Roster: [Required](#)

Day	Sat	Instructor	Grill,Bob
Time	8:30AM 3:00PM		

*Enrollment Status Enrolled [change](#)

Total Students 38 **Enroll Capacity** 40

Enrolled Students									
Notify	ID	Name	Grade Basis	Units	Program and Plan	Add Date	Drop Date	Early Alert Code	Level
1	10673394	Arias ,Rosa H	Conversion	1.00	Undergraduate - Undecided	11/19/2007	SUBMITTED	NONE	Freshman
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4	10007747	Blackwell,Paula	Conversion	1.00	Undergraduate - Undecided	11/19/2007	NONE	A.S	Freshman
5	10289540	Carrion ,Maria G	Conversion	1.00	Undergraduate - Undecided	11/19/2007	NONE	NONE	Freshman

15. Scroll to the bottom of the list and click RETURN.

Faculty Center (4)

Bob Grill My Info

Faculty Center

Fall 2007 | Peralta Community College Dist [change term](#)

Show all classes Only classes with enrollment View My Weekly Schedule

[Class Roster](#) [Grade Roster](#) [Learning Management System](#) [Instructor Class Contacts](#)

My Teaching Schedule > Fall 2007 > Peralta Community College Dist

Class	Class Name	Days and Time	Location	Class Dates	Enrolled		
CIS 205-A1 LEC 41182	COMPUTER LITERACY (Lecture)	Fr 12:00PM - 1:30PM	TBA	Oct 19, 2007- Dec 14, 2007	11		
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16. Verify the Attendance Roster is submitted. Click (Class Roster) for the appropriate class.

Faculty Center – Class Roster (5)

Faculty Center

Class Roster [View FERPA Statement](#)

41188 - CIS 205 - COMPUTER LITERACY

Class Roster Information

Course	CIS 205	Institution	Peralta Community College Dist
Title	COMPUTER LITERACY	Term	Fall 2007
Class Number	41188	Session	Regular Academic Session
Class Section	A4	Career	Undergraduate
Component	Lecture		

Class Roster: [Printable](#)
 Census Roster: Submitted
 Attend Roster: Submitted

Day	Sat	Instructor	Grill,Bob
Time	8:30AM 3:00PM		

*Enrollment Status Enrolled change

Total Students 38 Enroll Capacity 40

Enrolled Students									
Notify	ID	Name	Grade Basis	Units	Program and Plan	Add Date	Drop Date	Early Alert Code	Level
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4	10007747	Blackwell,Paula	Conversion	1.00	Undergraduate - Undecided	11/19/2007	NONE	A S	Freshman
5	10289540	Carrion ,Maria G	Conversion	1.00	Undergraduate - Undecided	11/19/2007	NONE	NONE	Freshman



The **Attendance Roster** field displays "**Submitted**".

17. You have completed this task.

Result

You have completed and submitted an Attendance Roster for a class.

Comments

None