

eRoster

how to check your rosters, submit attendance information, and post final grades

On Campus Access: eRosters may be accessed on a college campus via the intranet: <http://piratenet>.
Click on

Off Campus Access: eRosters may be accessed on any computer with internet connectivity provided you are confident that security is effective and confidentiality is assured:
www.pensacolastate.edu > Faculty-Staff link

Web-based demonstration available at
<http://itech.pjc.edu/erosters>

**Need help (after reading the instructions)?
Call the Registrar's Office
(850) 484-1600**

Contact Person:

Martha Caughey, Director
Admissions and Registration
484-1623
mcaughey@pjc.edu

TABLE OF CONTENTS

Welcome Page (to log in to the eRoster System)	3
PIN Establishment Screen (to create or change PIN)	4
Schedule Selection Screen (to select classes in a term)	5
Roster Information (to view, print, or download into Excel)	7
Attendance Verification	9
Last Dates of Attendance	
Early F grades (see also page 14)	
Early N grades	
W2 processing	
Reinstatements	
No-Show Procedure	
Financial Aid Information	11
Final Grade Posting	12
Midterm Advisory Grades	14
Grade Changes	15
“F” Grades	16

WELCOME PAGE to log in to the Electronic Roster System

CSRS - WFLON - Web Rosters and Grade Entry - Microsoft Internet Explorer

Help

VeriSign

Welcome to Web Rosters and Grade Entry

Existing Instructors that have a P.I.N.
To enter Web Rosters and Grade Entry:
Please enter your Instructor ID Number and P.I.N.

INSTRUCTOR ID NUMBER

P.I.N.

Sign on

New User / Forgot Pin/ Change Pin

NEVER USED THE eROSTER? You will need to create a Personal Identification Number (PIN). See Page 3 of this booklet for complete details.

If you have used the eRoster previously and established your PIN, you will log on by entering your Instructor ID Number (either Employee ID or SSN), and clicking the gray button labeled SIGN ON.

To find your Employee ID number, access the on-line Human Resource & Payroll information at <http://piratenet>. This must be accessed on campus through the intranet.

A “Help” Screen is available by clicking the Question Mark (?) in the small purple circle at the top of page.

Only instructors who are currently employed by the College will be able to access the eRoster.

PIN ESTABLISHMENT SCREEN

The screenshot shows a web browser window titled "CSRS - WFNEW - new user / forgot - change pin - Microsoft Internet Explorer". The page content includes a "Help" link (a question mark in a purple circle) at the top right. Below it, a welcome message reads "Welcome! WILLIE HEARTED". A prompt states "Please establish your pin here. You will then be returned to the login screen to". The form contains a "Birthdate" section with a "Month" dropdown menu and a "Year" dropdown menu showing "1975". Below this is a horizontal line. The "Enter Pin (6 characters)" section has a text input field. The "Confirm Pin" section has another text input field. At the bottom is a "Submit" button.

The PIN establishment screen allows first-time users to create a Personal Identification Number (PIN). This screen will also provide an existing user the ability to change a PIN or create a new PIN if the created PIN has been forgotten.

First-time instructors for the College may not have employment/payroll records finalized by the time access to the eRoster is needed. For first-time instructors whose records are not finalized and whose birthdate is not recognized by the eRoster system, the College's "birthdate" is to be used: SEPTEMBER 1948.

To create or change the PIN, validation of your date of birth is required. The birth month and birth year are selected from the drop-down boxes. The SSN, the birth month, and the birth year are matched to data on file in the Human Resources Office. You will then enter a six-character PIN of your choice, re-enter the PIN for confirmation, and submit. When this process is completed, you will be returned to the LOGON screen and you will be able to log into the eRoster system with the Instructor ID (either Employee ID or SSN) and the PIN created on the PIN establishment screen.

A "Help" Screen is available by clicking the Question Mark (?) in the small purple circle at the top of the page.

Schedule Selection

CSRS - WFTRM - web fac. terms - Microsoft Internet Explorer

Help

SCHEDULE SELECTION

INSTRUCTOR GAETANA GRAVES
EMAIL CPHILLIPS@PJC.EDU

Signoff
Rosters
Post Final Grades
Attendance

To change terms, select new term and double-click

- 20041 AUGUST - DECEMBER 2003 (FALL)
- 20042 January - May 2004 (Spring)
- 20043 Summer Session A(6wk) & B(12wk)beg May10
- 20051 August - December 2004 (Fall)
- 20052 January - May 2005 (Spring)

SECT COURSE TITLE Schedule for Term 20052

Select a section below and option from top left

4552	MAT0002C	COLL PREP MATH
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After logging into the eRoster system, the Schedule Selection Screen is displayed. Available terms are displayed in the top box with the most recent term pre-selected. You will select and single-click the appropriate term.

After clicking a term in the top box, the classes being taught in that term will be displayed in the bottom box. The five-digit term identifier (20052 in this example) will be displayed above the bottom box and the classes being taught in that term will be shown. To change terms, select a different term in the top box and click. The sections for that term will be displayed in the bottom box. Again, the five-digit term identifier will be shown above the bottom box.

Classes that begin in one term and end in another term must be accessed using the term in which the course begins.

A "Help" Screen is available by clicking the Question Mark (?) in the small purple circle at the top of page.

SCHEDULE SELECTION

INSTRUCTOR **GAETANA GRAVES**
EMAIL **CPHILLIPS@JTC.EDU**

Signoff	To change terms, select new term and double-click
Rosters	20041 AUGUST - DECEMBER 2003 (FALL)
Post Final Grades	20042 January - May 2004 (Spring)
Attendance	20043 Summer Session A(6wk) & B(12wk)beg May10
	20051 August - December 2004 (Fall)
	20052 January - May 2005 (Spring)

SECT	COURSE	TITLE	Schedule for Term	20042
Select a section below and option from top left				
4552	MAT0002C	COLL PREP		
4820	CGS2820	WEB DESIGN DEV I		
8276	R 03006	COMP OVERVIEW I		

Select the desired term with a single click in the top box. The classes for that term will appear in the bottom box, and you will click the desired section. Classes that begin in one term and end in another term must be accessed using the term in which the course begins.

SCHEDULE SELECTION

INSTRUCTOR **GAETANA GRAVES**
EMAIL **CPHILLIPS@JTC.EDU**

Signoff	To change terms, select new term and double-click
Rosters	20041 AUGUST - DECEMBER 2003 (FALL)
Post Final Grades	20042 January - May 2004 (Spring)
Attendance	20043 Summer Session A(6wk) & B(12wk)beg May10
	20051 August - December 2004 (Fall)
	20052 January - May 2005 (Spring)

SECT	COURSE	TITLE	Schedule for Term	20042
Select a section below and option from top left				
4552	MAT0002C	COLL PREP		
4820	CGS2820	WEB DESIGN DEV I		
8276	R 03006	COMP OVERVIEW I		

Once you have selected a section, you may use the green menu on the left to (1) view your rosters, (2) post final grades, or (3) provide attendance (or non-attendance) information.

A "Help" Screen is available by clicking the Question Mark (?) in the small purple circle at the top of page.

Printable Roster

SECTION ROSTER

Term **20081** Section **0390** Days **M W** Time **07:00A-08:45A** Room **2161**

Course **EME2040**
INTRO EDUCA TECH

Enrolled **8**

INSTRUCTOR **MARY LOUISE WINTER**
EMAIL **mwinter@pjc.edu**

ID #	NAME	PHONE	GRADE	L.D.A.	EMAIL
00634990	ALEXANDER JONATHA	UNPAID	8504443681		JHA1008@students.pjc.edu
03603398	BREWER VICTORIA M	PAID	8505296803		VMB1039@students.pjc.edu
03594810	CONRAD KYLE L	PAID	8509839964		KLC1173@students.pjc.edu
02879057	FLOYD CRISTINA M	PAID	8509682109		CHT1078@students.pjc.edu
03668475	HAZEWINKEL EZEKIE	PAID	8509827017		EMH1117@students.pjc.edu
03906586	HOGAN MICHAEL R	PAID	8504381905		HRH1133@students.pjc.edu
03594878	MCHILLION MELISSA	PAID	8509833965		NLM1322@students.pjc.edu
03710896	SANBORN THOMAS S	PAID	8504738763		TSS1076@students.pjc.edu

The section roster is displayed with the following section-specific information

- Term*
- Section Number
- Course Number
- Course Title
- Instructor Name
- Instructor eMail address

*Classes that begin in one term and end in another term must be accessed using the term in which the course begins.

The section roster is displayed with the following student information

STUDENT ID NUMBER (1ST COLUMN): Student ID number (the number generated by the College; not the student's SSN)

COURSE ELIGIBILITY (2ND COLUMN): An asterisk (*) between the Student ID Number and the Student Name indicates the student did not meet pre-requisite or testing requirements. A valid reason for the student's enrollment in your class may exist, and you are encouraged to discuss eligibility with the student before referring the student to the Registrar's Office. This column will also indicate those students in the course for a third attempt, and the designation will be an exclamation point (!). A student in his/her third attempt of the course MUST receive a grade. You may withdraw the student for attendance cessation with the F2 but you may not assign the W2.

STUDENT NAME (3RD COLUMN): Students' names in alphabetical order. When processing attendance or posting grades, make sure that the source from which you are posting information (your grade book, etc.) matches the name on the roster. Name changes submitted after the term begins may cause a difference between the roster and the information in your grade book.

STATUS (4TH COLUMN): Indicates whether the student's registration has been finalized with payment for the class. "Paid" indicates that the student has registered and paid; "Unpaid" indicates that the student has processed a registration but has not yet paid for the class. Students in the unpaid status should not be permitted to continue attendance and should be referred to the Bursar's Office to finalize the registration.

STUDENT TELEPHONE NUMBER (5TH COLUMN): A student's telephone number is only as current as the information provided by the student.

CURRENT CLASS STATUS (6TH COLUMN): Any grade that you have already submitted, any withdrawal processed by the student, any administrative withdrawal processed by the institution will be displayed in the sixth column.

LAST DATE OF ATTENDANCE (7TH COLUMN): The student's LDA will be reflected in this column. The LDA associated with an "Early F" grade will be the date you provided. The LDA associated with a "W2" will be the date you provided. The LDA associated with a "W3" will be the date the administrative withdrawal was processed by the institution. The LDA associated with a "W1" will be the date the student withdrew from the class.

STUDENT DECLARATION OF NON-RELEASE OF INFORMATION (8TH COLUMN): Instructors MUST familiarize themselves with the federal requirements to protect the confidentiality of a student's enrollment at Pensacola Junior College. Please access the FERPA tutorial (<http://piratenet/FERPA/>) on the intranet.

Federal legislation prevents the release of student information to anyone without the student's authorization with the exception of Directory Information. The FERPA tutorial explains Directory Information. However, a student may file a formal request that Directory Information not be released. These students will be notated on the roster with "non-release of info" in the 8th column.

When in doubt, don't give it out! You may refer all persons (even parents) who want to know information about any student to the Registrar's Office.

STUDENT EMAIL ADDRESSES (9TH COLUMN): The student's Pirate Mail address will appear on the roster. You should use the Pirate Mail address when communicating with students to ensure that confidential information is not provided to others with whom a student may share a home email account.

PRINT A ROSTER: You may print the displayed roster by clicking the PRINT PAGE button located on the lower left-hand side of the screen.

DOWNLOAD A ROSTER: The download buttons located above the PRINT PAGE button will, when clicked, send an email to your GroupWise eMail address with an Excel document attached. You will then be able to manipulate the Excel document to develop an electronic grade book or to print and use as a paper grade book. The downloads can be requested in two formats: (1) by individual section or (2) by all sections. **If your email is not displayed on the Schedule Selection page, contact Jonathan Alexander in MIS at extension 1348.**

Unfamiliar with Excel? The Staff & Program Development Office offers instructional workshops in various software programs including Excel. Contact them for the next available workshop – 484-1754. Additionally, we offer both non-credit and credit Excel courses. (Continuing Education – 484-1797; Computer Science – 484-1173).

From the ROSTER PAGE, you will click the green menu buttons to (1) SIGN OFF, (2) go to the ATTENDANCE PAGE, (3) go to the POST FINAL GRADES page, or (4) return to the SCHEDULE PAGE (your schedule for a particular semester).

A "Help" Screen is available by clicking the Question Mark (?) in the small purple circle at the top of page.

Attendance Verification

Help

ATTENDANCE VERIFICATION

Signoff
Rosters
Schedule

Term 20052 Section 4552 Course MAT0002C
COLL PREP MATH Ending Date 050405

STU-ID	NAME	GRADE	LDA	LDTC
0329917	BOYD RODERICK			
0312291	BRADDOCK JANNINA			
0366323	BRANDENBURG DAVID			
0181010	CAOILI-KARSTEN KR			
0367931	CUEVAS CHRISTINE			
0367952	DUNN ERIC			
0366634	FITCH SHELLIE			
0369456	POSTER AARON			

GRADE []
L.D.A. [000000]
MDDYY [000000]
Date to complete for "I" Grade [000000]

SUBMIT

LAST VERIFIED
20050217
10530235
Verify
Reinstate

The ATTENDANCE VERIFICATION PAGE is displayed with the following section information

- Term*
- Section Number
- Course Number
- Course Title
- Section ending date

* Classes that begin in one term and end in another term must be accessed using the term in which the course begins.

You will not be able to access the attendance roster until the class begins. If you wish to view the roster prior to the beginning of the class, please select “ROSTER” on the green menu buttons on the Schedule Selection (see page 4 of this booklet).

Attendance verification and adjustments may be processed at any time. However, certain dates throughout the session will be established for required attendance verification, specifically the end of the first week of class. The Registrar’s Office will provide your department head with the required verification dates, and verification will be processed on the ATTENDANCE VERIFICATION component of the eRoster.

College NO-SHOW PROCEDURE: At the end of the first week of class, you must provide information regarding students who have not shown up for class. These students are to be assigned marks of “W2” with “999999” indicated as the LDA (last date of attendance). The “Early F” (or “Early N”) is not an option for the no-show student unless the student is in his/her third attempt of the course.

The sample screen shown on the previous page indicates that that all students are in attendance – no students are displayed in the bottom box as withdrawn. Students who have processed official registrations will be displayed in the top box. If all students who have registered are in attendance, you will simply verify that the roster as presented is accurate. The VERIFY button located in the lower right-hand corner is clicked, and the screen is refreshed showing the date and time of the verification. In this sample, the verification date is February 17, 2005, at 3:53pm (or 1553 since military time is used).

The VERIFY button is the electronic signature of the faculty member. For this reason, only you are authorized to verify/sign the eRoster. *Final grades are not to be given to any clerical support staff employee for processing.*

From the ATTENDANCE VERIFICATION PAGE, the “W2,” “Early F,” or “Early N” may be assigned. (The “Early N” is for college preparatory courses only.) These grades will be displayed in the drop-down GRADE BOX and will require you to enter the LDA for the student being assigned any of these grades. The date will be entered in month/day/year format and requires two digits for the month, two digits for the day, and the last two digits of the year. For example, May 3, 2005 will be entered as 050305.

The selection of students in the top box is automatic. That is, as you submit information for students, the selection will automatically move to the next name on the list. The necessary grade will be selected from the GRADE BOX and the LDA will be entered as necessary.

Once the withdrawal (or “F” or “N”) is submitted, the student’s name is moved from the top box to the bottom box with the grade and the LDA displayed.

CORRECTIONS and REINSTATEMENTS are processed as follows:

IMPORTANT INFORMATION FOR REINSTATEMENT: The system will process only one student transaction at a time. Therefore, any correction to a student’s grade in the bottom box is permitted after you scroll to and select the blank line located above the first student’s name on the list in the top box.

ERRORS: If you assign a withdrawal (or “F” or “N”) by mistake, the correction will be made by selecting the student from the bottom box (and deselecting the automatic selection of the next student in the top box by scrolling to the top of the top box list and selecting the blank line) and clicking the REINSTATEMENT button (blue button at the bottom right-hand corner of the page). The student’s name will then return to the top box.

Likewise, if you have withdrawn a student and the student requests to be reinstated, you may reinstate the student in this same manner. The decision to reinstate is yours. If you believe that it is not in the student’s best interests to be reinstated after excessive absences, you have the authority to deny the request. The student will then have the option of filing an official appeal for reinstatement through the Student Academic Appeals Committee.

ATTENDANCE VERIFICATION

- Signoff
- Rosters
- Schedule

Term 20052 Section 4552 Course MAT0002C
 COLL PREP MATH Ending Date 050405

STU-ID	NAME	GRADE	LDA	LDTC
0312291	BRADDOCK JANNINA			
0366323	BRANDENBURG DAVID			
0181010	CAOILI-KARSTEN KR			
0367931	CUEVAS CHRISTINE			
0367952	DUNN ERIC			
0366634	FITCH SHELLIE			
0369456	FOSTER AARON			
0193437	KIOSKI SIERRA			

GRADE

L.D.A.

MMDYY

Date to complete for "I" Grade

SUBMIT

STU-ID	NAME	GRADE	LDA	LDTC	LAST VERIFIED
0329917	BOYD RODERICK	W2	020205		20050217 1550205

Verify

Reinstate

When attendance information has been finalized, you will “sign” your roster by clicking the VERIFY BUTTON.

Each time a faculty member clicks the VERIFY BUTTON, he/she is signing the roster as it appears, and all students remaining in the top box are reported as attending class. This information is shared with the Office of Financial Aid and is used to determine eligibility for federal and state loans and grants.

The eRoster provides faculty members a timely method in which to report the attendance cessation of any student. The eRoster also provides the faculty member the ability to reinstate a withdrawn student immediately. Please use this option as it is intended. It is easier to withdraw and reinstate a student than it is to recover funds that have been disbursed to students who are not in attendance.

Remember: The money distributed to students who are not in attendance becomes a financial liability to Pensacola Junior College if the student does not voluntarily return unearned dollars.

From the ATTENDANCE VERIFICATION PAGE, you may (1) sign off, (2) return to the ROSTER PAGE to print the roster or obtain the Excel download, or (3) return to the SCHEDULE to access another section.

A “Help” Screen is available by clicking the Question Mark (?) in the small purple circle at the top of page.

Final Grade Posting

Help

GRADE POSTING

Term 20052 Section 4552 Course MAT0002C Ending Date
COLL PREP MATH 050405

STU-ID	NAME	GRADE	LDA	LDTC
0329917	BOYD RODERICK			
0312291	BRADDOCK JANNINA			
0366323	BRANDENBURG DAVID			
0181010	CAOILI-KARSTEN KR			
0367931	CUEVAS CHRISTINE			
0367952	DUNN ERIC			
0366634	FITCH SHELLIE			
0369456	FOSTER AARON			

GRADE []
L.D.A. [000000]
MDDYY
Date to complete
for "I" Grade
[000000]

All grades of 'F', 'I' and 'N' require and LDA
Clicking the 'Verify' button is considered your
electronic signature for the final grade roster.

SUBMIT

LAST POSTED

Verify

Reinstate

Signoff
Rosters
Schedule

The FINAL GRADE POSTING page is displayed with the following section information

- Term*
- Section Number
- Course Number
- Course Title

* Classes that begin in one term and end in another term must be accessed using the term in which the course begins.

THE BAILEY DEADLINE: The Registrar's Office makes every effort to honor the Bailey Deadline – a deadline that is no earlier than 24 hours after the last final of the session is given (in honor of English Professor Tom Bailey's efforts to provide ample time for the review of final exams and calculation of the final grade).

The FINAL GRADE POSTING page is identical to the ATTENDANCE VERIFICATION page with the exception of the GRADE BOX. All grades available for the course will be in the drop-down box on the FINAL GRADE POSTING page.

The process for posting final grades is similar to providing attendance information. The system will automatically select the first student in the top box, you will select the earned grade from the drop-down box, and click the submit button. The system will automatically select the next student, and you will repeat the process for each student.

All grades of "F" and "N" (for college prep courses) will require an LDA. If the "F" (or "N") is an earned grade and the student has failed the course academically, the LDA will

be the last date of the term. The last date of the term is provided at the top right-hand corner of the page under ENDING DATE.

All grades of "I" will require an LDA as well as an LDTC (last date to complete). The LDTC will be the date by which you and the student have agreed that the work is to be completed. The Contract for Incomplete Grade will be maintained in the department, and a copy of that contract is not needed by the Registrar's Office.

As each grade is submitted, the student's name (and grade) will transfer from the top box to the bottom box with the grade assigned (and LDA and LDTC if appropriate).

Grades (and LDAs and LDTCs) assigned in error may be corrected by simply selecting the student in the bottom box (and deselecting the student in the top box by clicking the blank line at the top of the listing), clicking the correct grade in the drop-down box (or entering the correct dates), and clicking the SUBMIT button.

All grades must be posted before you can VERIFY (sign) the roster. If you decide to post grades for a portion of the students in the class and return later to post the grades for the remaining students, the system will hold the grades submitted until final verification.

Once all grades have been posted, you must VERIFY (sign) the roster by clicking the VERIFY button located in the lower right-hand corner of the page. The screen will refresh showing the posted grades as well as the date and time of the verification.

You may (1) sign off, (2) return to SCHEDULE and select another section for final grade posting.

A "Help" Screen is available by clicking the Question Mark (?) in the small purple circle at the top of page.

Midterm Advisory Grades

Beginning with the 20091 term, Midterm Advisory Grades will be reported via eRosters for all Session A classes. After clicking the MIDTERM GRADES button from the MAIN MENU of eRoster, follow the same procedure that you would to Post Final Grades. You must also verify them using the red VERIFY button.

Important information to note:

1. Only Session A instructors should post Midterm Grades
2. The Midterm Grades are advisory in nature
3. Midterm Grades will not appear as a permanent grade anywhere on the student's record
4. Midterm Grades will not be calculated for grade point average purposes

Changes to Previously Assigned Grades

Once grades have been submitted and verified, you will be able to make changes to those grades up to the deadline for submission of final grades.

After the deadline, all grade changes (with the exception of “I” grades) must be submitted with the Official Change of Grade Form (paper).

You may change “I” grades for any term on the eRoster in this manner: Access the schedule for the term in which the “I” grade was assigned using the SCHEDULE SELECTION page and then click the menu button for POST FINAL GRADES for that term. Only students with unresolved “I” grades will be displayed for the section, and you will select that student, click the appropriate grade in the drop-down box, and submit the changed grade.

Grades of “I” which are not completed by the LDTC (last date to complete) will become “F” grades on the Monday following the LDTC. The change to “F” is automatic, and you do not need to submit anything for this automatic change.

After the withdrawal deadline has passed, neither you nor the student may process a withdrawal. A student may petition the Student Academic Appeals Committee for a late withdrawal.

If you believe that you have erred in not processing a withdrawal prior to the withdrawal deadline, you may discuss the possibility of a late withdrawal with your Provost. If a student has attended beyond the withdrawal deadline, an instructor withdrawal will not be honored. The student may petition for a late withdrawal.

The “F” Grade

You may assign failing grades as follows:

- F1 The F1 is to be assigned to students who attend throughout the semester and fail the course. The grade will be assigned on the final grade posting component of the eRoster. The last date of attendance for these students is presumed to be the last date the class meets and/or the date the final is given for the class.
- F2 The F2 is to be assigned to students who stop attending your class in any of the following situations:
- You do not withdraw students, and your section syllabus indicates that you do not withdraw students and expect the student to assume responsibility for withdrawal.
 - The student is in his/her third attempt of the course.
 - The student has stopped attending after the withdrawal deadline.

The F2 requires the entry of the last date of attendance (LDA), and is entered on the attendance component of the eRoster.

NOTE: Students who are assigned the F2 will be notified that the grade has been posted to the record. If the F2 is assigned prior to the withdrawal deadline, the student may request the F2 to be changed to a withdrawal. If the student makes the request, the LDA remains the date you recorded.

- F3 This is the grade you will use for a student who has had an incident of plagiarism/cheating, and you are not willing to allow continued attendance in the class. The grade should be assigned immediately after the incident of plagiarism/cheating has been identified. The grade must be accompanied by a last date of attendance. Students receiving a grade of F3 will be notified but are not given an option to change the F3 to a withdrawal.

The F2 and F3 will be available on the attendance component of the eRoster. All three grade indicators may be assigned on the final grade posting component of the eRoster. You are expected to report non-attendance within two weeks of the student’s cessation of attendance.

