

Student Learning Checkpoint System For STAR Advisors and Instructors

Web Roster & Grade Entry Log On

Submitting an Early Alert Referral

An Early Alert referral may only be submitted by a STAR student's instructor.

To begin the Early Alert Referral Process:

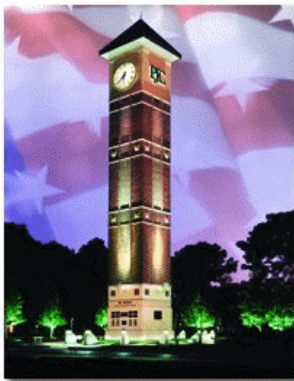
- Log on to **E-Roster**
 - The **E-Roster** link is located at <http://pensacolastate.edu/misc/facultyStaff.asp>

Once logged on, the **Schedule Selection** screen will display

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? 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.



[Click here for a Tutorial](#)

The **Schedule Selection** screen includes

- Navigation buttons to the left
- Past, present, and/or future terms in top window
- Instructor sections of selected term in bottom window

If the instructor has any STAR students enrolled in any section for the selected year/term, the section record will display “**EA**,” representing that an Early Alert Referral may be submitted.

To view the STAR students in a section

- Select a **section** that displays **EA** in bottom window
- Select **Rosters** button

Once selected, the **Section Roster** screen will display

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SCHEDULE SELECTION

? Help

INSTRUCTOR **SAMUEL G HARDIN**
 EMAIL **ghardin@pjc.edu**

Signoff

Rosters

Post Final Grades

Attendance

Mid-Term

Companion Courses

Early Alert

To change terms, SINGLE CLICK on the desired term

20081 August - December 2007 (Fall - A,B,C,D)

20082 January - May 2008 (Spring - A,B,C,D)

20083 May - August 2008 (Summer - A,B,C,D)

20091 August - December 2008 (Fall - A,B,C,D)

SECT	COURSE	TITLE	Schedule for Term 20091
Select a section below and option from top left			
4511	MAT0024C	COLL PREP ALGEBRA	
4561	MAT0024C	COLL PREP ALGEBRA	
5714	MAT0002C	COLL PREP MATH	
5731	MAT0024C	COLL PREP ALGEBRA	EA

EA = EARLY ALERT REFERRAL MAY BE SUBMITTED FOR THIS SECTION

The **Section Roster** screen includes:

- Navigation buttons to the left
- Buttons to download or print roster
- List of students within the section
 - A student is recognized as being in the **STAR Program** if there is a "Y" in the STAR column

To proceed with an Early Alert referral for any of the STAR students within the displayed roster:

- Select **Early Alert** button

Once selected, the **Early Alerts** screen will display

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SECTION ROSTER

Signoff
Schedule
Post Final Grades
Attendance
Early Alert

DOWNLOADS
Section
All Sections

Section
Print Page

Term 20091 Section 5731
Course MAT0024C
COLL PREP ALGEBRA
Enrolled 5

INSTRUCTOR SAMUEL G HARDIN
EMAIL ghardin@pjc.edu

Days M W Time 02:00P-03:50P Room 0137

ID #	NAME	PHONE	GRADE	L.D.A.	L.D.C.	STAR EMAIL
03459949	*CARTER ALESIA G	UNPAID 8502926719				AGC1035@students.pjc.edu
03387166	*DICKINSON SHAWN M	UNPAID 8503325017				SMD1127@students.pjc.edu
03850840	*PRIM CLARRISSA L	UNPAID 8504333639				CLP1180@students.pjc.edu
03931848	*TRAYLOR TIFFANIE	UNPAID 8505872623				Y TAT1073@students.pjc.edu
03914167	WELLS TERENCE D	UNPAID 8504364752				Y TDW1116@students.pjc.edu

The **Early Alerts** screen includes:

- Navigation buttons to the left
- List of STAR students for the selected section in left window
- List of **Reasons for Academic Difficulties** in drop down menus
- Field to enter Other Reason if not listed in drop down menus
- Field to enter **Additional Comments**

To begin referral process...

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EARLY ALERTS

Signoff	INSTRUCTOR SAMUEL G HARDIN
Schedule	YEAR/TERM 20091 SECTION 5731
Rosters	COURSE MAT0024C COLL PREP ALGEBRA

ID#	NAME	
Select student below prior to submitting referral		
03931848	TRAYLOR, TIFFANIE	
03914167	WELLS, TERENCE	

Reasons for Academic Difficulties (Select up to 5)

Enter Other Reason (if not listed above)

Additional Comments Regarding this Referral

To begin an Early Alert Referral:

- From the window that displays student ID's and Names, select student to refer
- Select up to 5 reasons for the referral from the drop down menus under the heading **Reasons for Academic Difficulties**
- If a reason for referral is not displayed from the drop-down menu, a reason may be typed in the **Enter Other Reason** field
- The **Additional Comments** box is used to enter instructor comments that may be helpful in the referral process (the length of comments is limited to the box size displayed)
- Once the referral is complete, select the **Submit Referral** button

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EARLY ALERTS

Signoff	INSTRUCTOR SAMUEL G HARDIN
Schedule	YEAR/TERM 20091 SECTION 5731
Rosters	COURSE MAT0024C COLL PREP ALGEBRA

ID#	NAME	
Select student below prior to submitting referral		
03931848	TRAYLOR, TIFFANIE	ABSENT TODAY
03914167	WELLS, TERENCE	MISSED TODAY'S MAJOR TEST OR PROJECT DEADLINE
		[Empty dropdown]
		[Empty dropdown]
		[Empty dropdown]
Enter Other Reason (if not listed above)		
[Empty text input]		
Additional Comments Regarding this Referral		
Has missed two major tests.		
[Empty text input]		

If the referral was successfully submitted, a pop-up message will display **Early Alert Referral Successfully Submitted**

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EARLY ALERTS

Signoff	INSTRUCTOR SAMUEL G HARDIN
Schedule	YEAR/TERM 20091 SECTION 5731
Rosters	COURSE MAT0024C COLL PREP ALGEBRA

ID# NAME

Select student below prior to submitting referral	
03931848	TRAYLOR, TIFFANIE
03914167	WELLS, TERENCE

Reasons for Academic Difficulties (Select up to 5)

Enter Other Reason (if not listed above)

Submit Referral

Windows Internet Explorer

EARLY ALERT REFERRAL SUCCESSFULLY SUBMITTED

OK

The Early Alerts screen will refresh with the list of students in case another student referral needs to be submitted

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EARLY ALERTS

Signoff	INSTRUCTOR SAMUEL G HARDIN
Schedule	YEAR/TERM 20091 SECTION 5731
Rosters	COURSE MAT0024C COLL PREP ALGEBRA

ID#	NAME
Select student below prior to submitting referral	
03931848	TRAYLOR, TIFFANIE
03914167	WELLS, TERENCE

Reasons for Academic Difficulties (Select up to 5)

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Enter Other Reason (if not listed above)

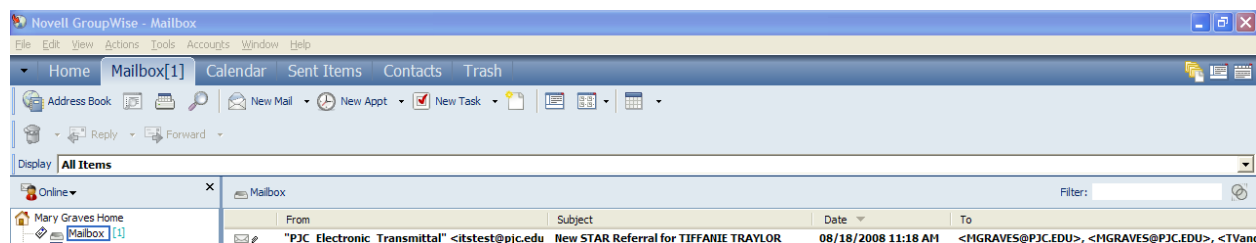
Additional Comments Regarding this Referral

When a referral is submitted, the following staff will receive an email that will include the Early Alert information.

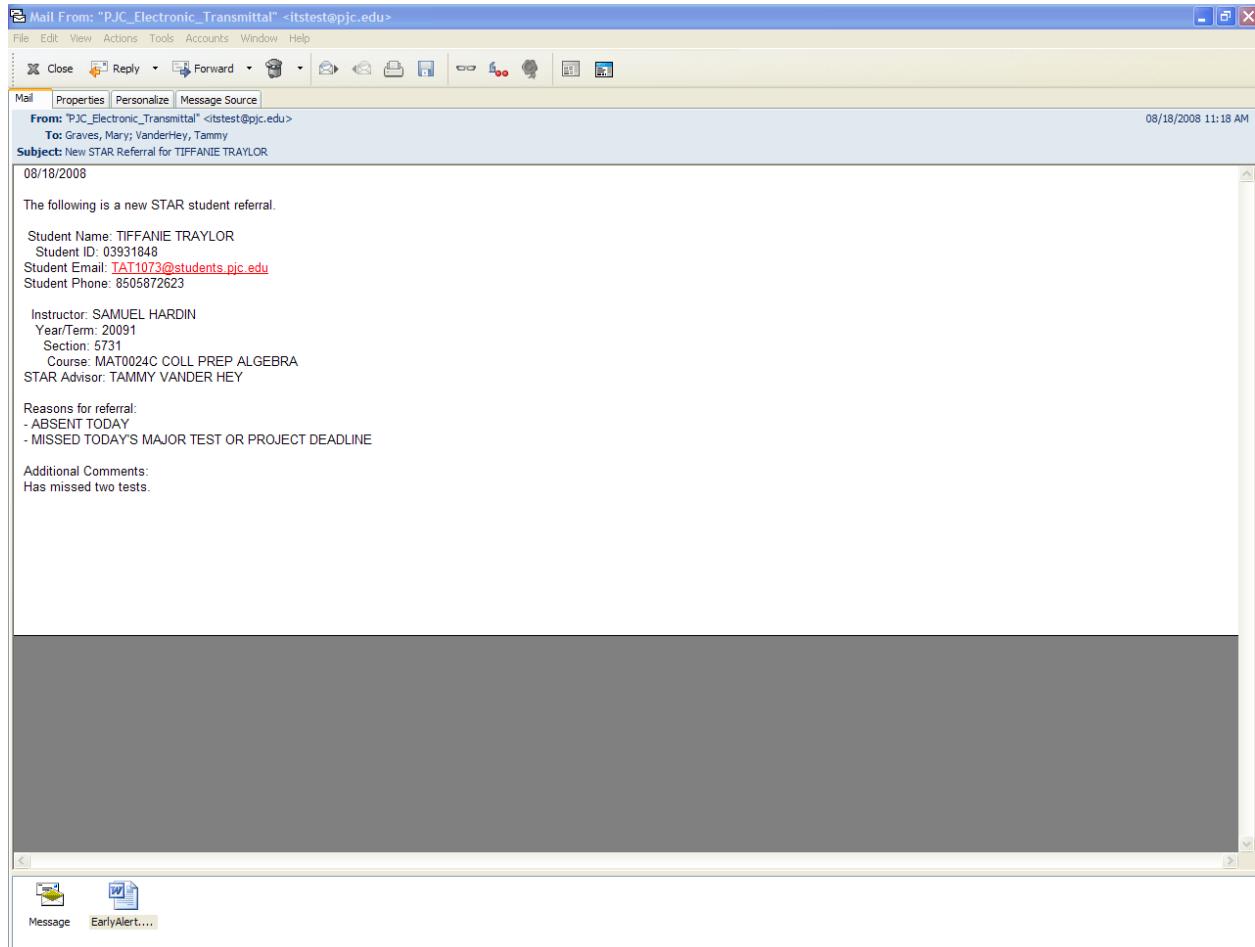
- Instructor who submitted the referral
- Advisor assigned to STAR student
- Director of QEP Program (Sonya Evans)
- QEP Department Secretary
- Developmental Studies Department Head (Wanda Cook)
- June Linke

The subject on the email will note the student's name for easy reference:
New STAR Referral for <STUDENT NAME>

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Clicking once on the attachment within the email will display the referral information within the email window.



Clicking twice on the attachment within the email will open the referral information as a Word document with printer-friendly format and the ability to save file, make notes within file, etc.

