

My Class List - Banner Guide for Faculty

(Print Roster & Attendance Sheet, E-mail, Export to Excel and Add Codes)

Display Class List (Roster)

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From Faculty Tab:

1. Click on MY Class List which is listed under Faculty Portal Services.
2. This will display a list of terms by campus. Highlight term and click Go.



3. A list of your classes for quarter selected will display.
4. Note that this screen displays the basic information about the class such as CRN (Course Registration Number), Day & Time, Status, Units, Maximum enrollment, and number of students by status (Enrolled, Withdrawn, Dropped & Waitlisted).
5. Click on the class link and the class roster will display.

Faculty Portal Services

- My Contract**
Review and approve your District contract.
- My Grades**
Submit grades for the quarter.
- My Class List**
View classes, student rosters, send e-mail to students, and download Excel.
- My Office Hours**
Post your office hours for the quarter.
- Searchable Schedule of Classes**
Look up classes for a quarter.

My Class List

Select a Term: 2012 Winter De Anza Go!

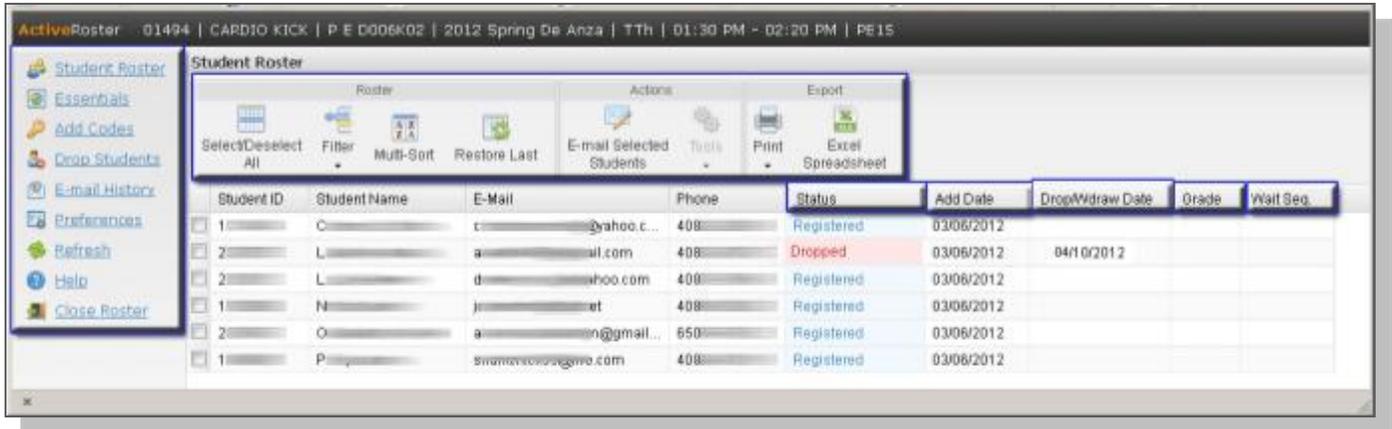
Instructor: Marcia Maiero

Campus	COURSE	CRN	Title <small>(Click on course title to open roster)</small>	Days	Time	Status	Units	Max Enrollment	Enrolled	Withdrawn	Dropped	Waitlisted
DA	P ED002P01	01517	PILATES MAT EXERCISE	MW	09:30 AM-10:20 AM	Open	32	32	8	10	0	
DA	P ED003G01	01530	SELF DEFENSE	MW	12:30 PM-01:20 PM	Open	32	32	4	9	0	
DA	P ED006K03	01557	CARDIO KICK	TTh	01:30 PM-02:20 PM	Open	45	38	5	14	0	
DA	P ED011.01	01570	STRETCHING	MW	08:30 AM-09:20 AM	Open	32	23	5	7	0	
DA	P ED002P02	30440	PILATES MAT EXERCISE	TTh	12:30 PM-01:20 PM	Open	32	32	4	13	0	
DA	P ED006K04	31149	CARDIO KICK	MW	01:30 PM-02:20 PM	Open	45	43	4	7	0	

6. You can also select a different term and college from the drop-down list and click Go to display your classes for a different term or college.
7. To return to the faculty tab, click on the button in the upper left-hand corner of the screen.



Roster Display



A couple of things to pay attention to:

1. Both the Active Roster and My Class List open in separate tabs or windows (depending on how your browser is configured).
2. The various roster functions are initiated by button on the left or top of the list of students.
3. If a student is dropped or withdraws, the date of the action displays.
4. When grades are entered they appear on the roster.
5. Students on the Waitlist will have a Status of "Waitlisted" and a number under Wait Seq. That number is assigned once and does not change. Before the first day of the class, the student with the lowest waitlist number will be contacted by e-mail if a seat becomes available. The student has twenty-four hours to register for the class. If they do not register, they will continue to be listed as Waitlisted, but their number will be removed. Students who are given an Add Code and register for the class have their status changed to Registered.
6. Waitlist numbers will not always be sequential. If you have two students with the same number, please contact Admissions and Records.

Essentials

The Essentials button on the left side of the screen will display the screen below:

The Essentials screen tells you:

- Last day to add the class. See page 7 for Add Code instructions.
- Drop days: The last day a student can be dropped and still get a refund, without a "W" grade or with a "W" grade.
- The Census Date – see more about Census on page 8.
- For Positive Attendance classes, the maximum number of hours you can give to a student. This line will not display if you are not required to report Positive Attendance for the class being viewed.

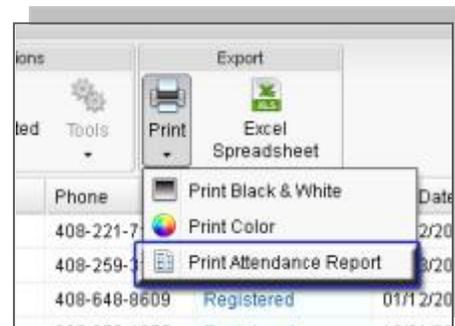


Printing

Your Attendance Sheet

Attendance reporting is one of the ways that the State of California evaluates how well we are serving our students. To make the process easier, instructors can now print a pre-formatted attendance sheet for every class from Active Roster.

1. Click the Print button and select the Attendance Sheet from the drop-down.
2. Large classes may take several pages to list the registered student.
3. Regular weekly classes will list the dates the class will meet starting with the date that the form is printed.
4. Distance Learning/Online/TBA classes will not have the dates included.
5. Classes that meet every day, Monday through Friday, will not have all of the meeting dates on the form the first time you print it. You will need to go back and print the form again on the day that you need a new attendance form. Each form covers nine class meetings. A class that meets twice weekly for 12 weeks will require that you print the form again before the tenth class meeting and again before the 19th class meeting. You can print the form as often as you wish. In the future a landscape version of the form will be available. It will provide room for fourteen class meetings.



Attendance Sheet		Date	Instructor								
Term	2012 Spring Foothill	Course	CHEM F030A01	CRN	40496	Title	SURVEY OF INORGANIC/ORGANIC CH				
Time & Day	10:00 AM to 11:50 AM MW	Location	Foothill, Main Campus, 5015								
Accounting Method: Weekly Census Session Type: Lecture and/or Discussion											
Student Name	Student ID	04/09	04/11	04/16	04/18	04/23	04/25	04/30	05/02	05/07	Total
C.....	106.....										
G.....	200.....										
F.....	105.....										
K.....	113.....										
T.....	200.....										
Signature _____		Date _____									

You will need to go back and print the form again on the day that you need a new attendance form. Each form covers nine class meetings. A class that meets twice weekly for 12 weeks will require that you print the form again before the tenth class meeting and again before the 19th class meeting. You can print the form as often as you wish. In the future a landscape version of the form will be available. It will provide room for fourteen class meetings.

6. You can print the form as often as you want to.

How to Use the Form

- Instructors of Positive Attendance classes should record the number of hours (rounded to the nearest quarter hour) that each student attends each scheduled class. This can then

serve as your input when you enter your grades and hours at the end of the quarter.

- Instructors can also use the form for recording grades, assignments and attendance.

The Completed Form

- At the end of the quarter, enter all totals.
- Sign the form on the last page and initial each additional page.
- Turn the form into Admissions and Records where it will be scanned and stored as a digital image.

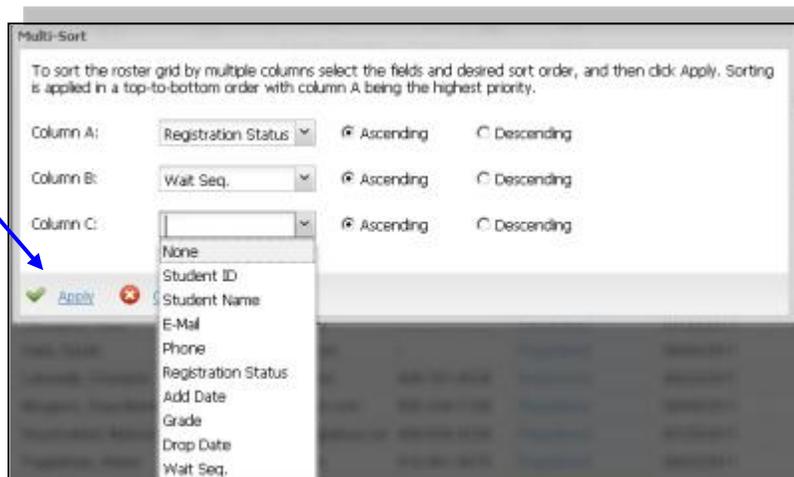
Your Roster

1. To print the roster as displayed, click on the Print button, second from the right on top navigation bar.
2. A new window or tab will open displaying a version of the roster which allows you to use the browser print facility.
3. Click OK.
4. Close the print window.

Sorting the Roster

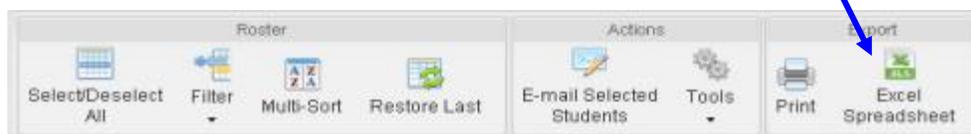
There are three options for sorting the roster:

1. Click the top of column you want sorted. In the example above Student Name was the sort column.
2. Select from options provided by Filter drop down list. To view your Waitlisted student in order, use the filter to view Waitlisted Only and click on the top of the Wait Seq. column to put list in order of the waitlist sequence number.
3. **The Multi-Sort** popup window will appear when you click on the Multi-Sort button at the top of the Roster.
 - o The field selected for Column A will sort first, then Column B and Column C.
 - o You can sort on one to three columns.
 - o Click on Apply.
4. **Restore Last** button at the top of the Roster, is used to restore the sort order of the roster to the same as the last time you used the Multi-Sort feature without reselecting Multi-Sort.



Exporting Roster to Excel

Click Excel Spreadsheet button on the upper right hand corner of the screen

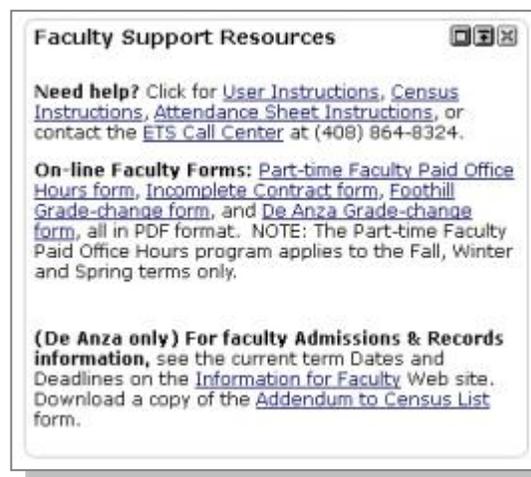


The Excel spreadsheet will contain only the names displayed prior to exporting. To export all students on the roster, use the filter to display "All Students" before clicking on the Export Excel button.

Help

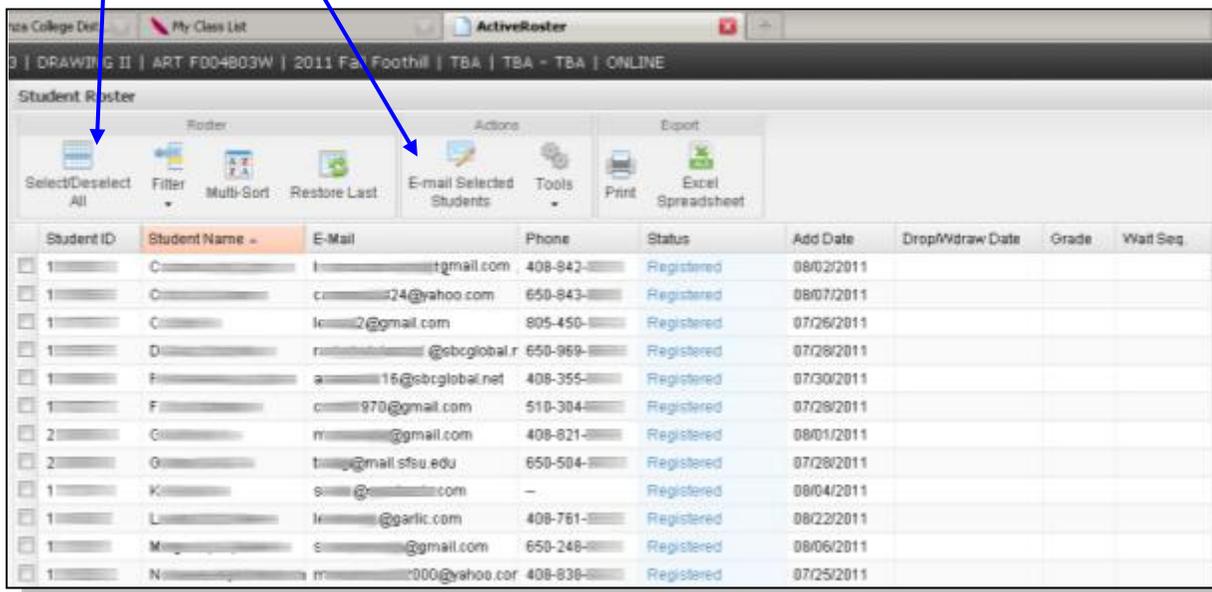
Clicking on the Help button on the left-hand navigation panel will take you a pdf copy of this document. Please be aware that as features are added this document is being updated. Check the date in the upper right hand corner to for date.

You can also find a copy of these instructions and other user guides on the Faculty tab under Faculty Resources.



E-Mail Students/Classes

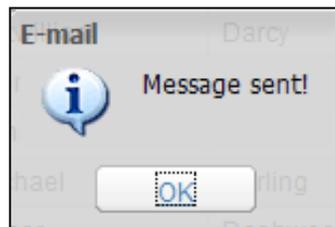
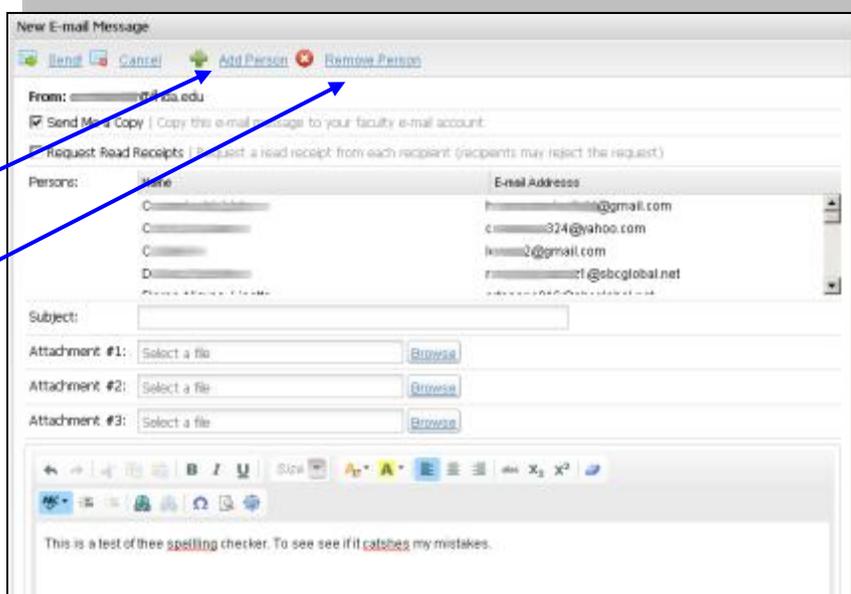
1. Display Roster for class.
2. Use sort options to narrow down list.
3. Check the box next to student(s) who you want to send an e-mail.
4. **The button: Select/Deselect All is a toggle which will check or uncheck all of the boxes next to the student names listed.**
5. Click E-Mail Selected Students button.



6. The E-Mail box will display:

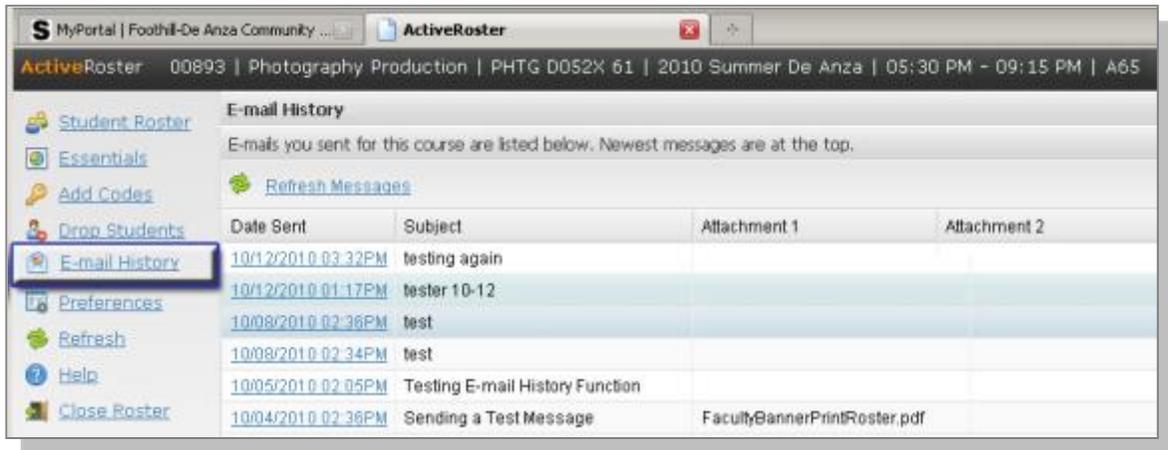
Creating E-mail:

1. All e-mails will be sent as blind copies, the recipient will only see their name
2. Click Add Person button and then enter name and e-mail
3. To remove a name from list, click on name and click Remove Person button
4. The return e-mail address will be your FHDA e-mail address
5. To receive a copy, do not uncheck the Send Me a Copy box.
6. Check Request Read Receipt if you want an e-mail confirming that the e-mail was read. Be aware that most e-mail programs notify the recipient that a Read Receipt has been requested and asks if they want one sent.
7. Type in subject
8. Spell Checker is now part of Active Roster
9. Attachments can be added to e-mail using the browse button
10. Click Send button at the top of the form to send e-mail
11. A confirmation will display



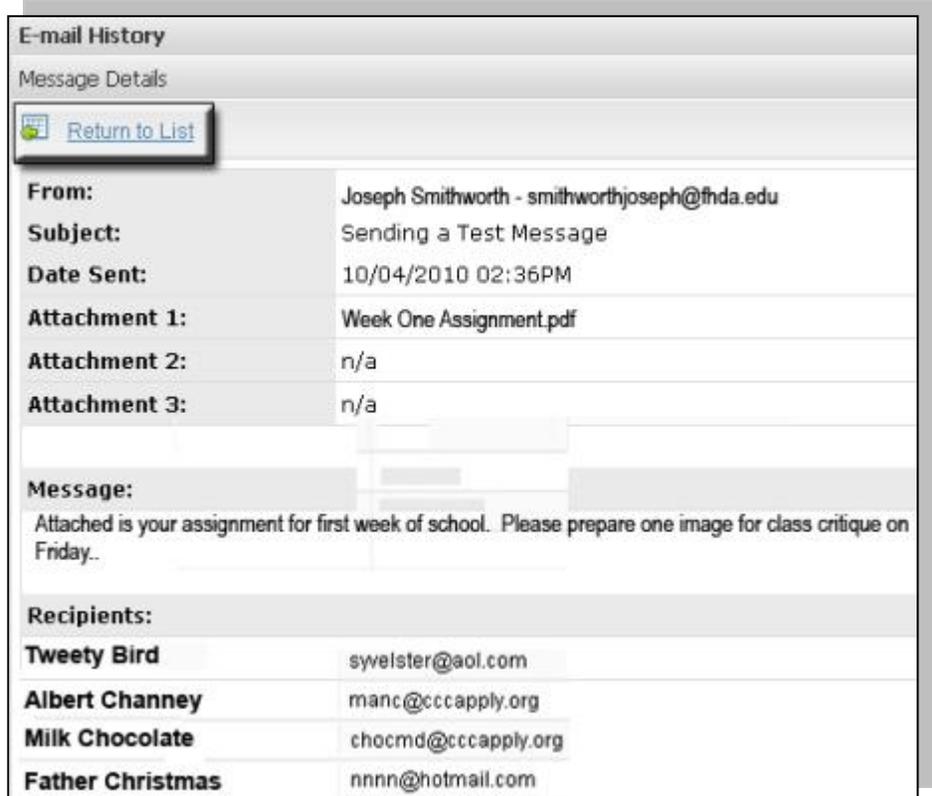
E-mail History:

To view e-mails sent from a particular class Roster, click on the E-mail History button on the left of the roster.



Each e-mail can be viewed by clicking on the date and time sent link. The e-mail history list also displays the e-mail's subject and file name of any attachments. Click on the Date Sent link to display the e-mail.

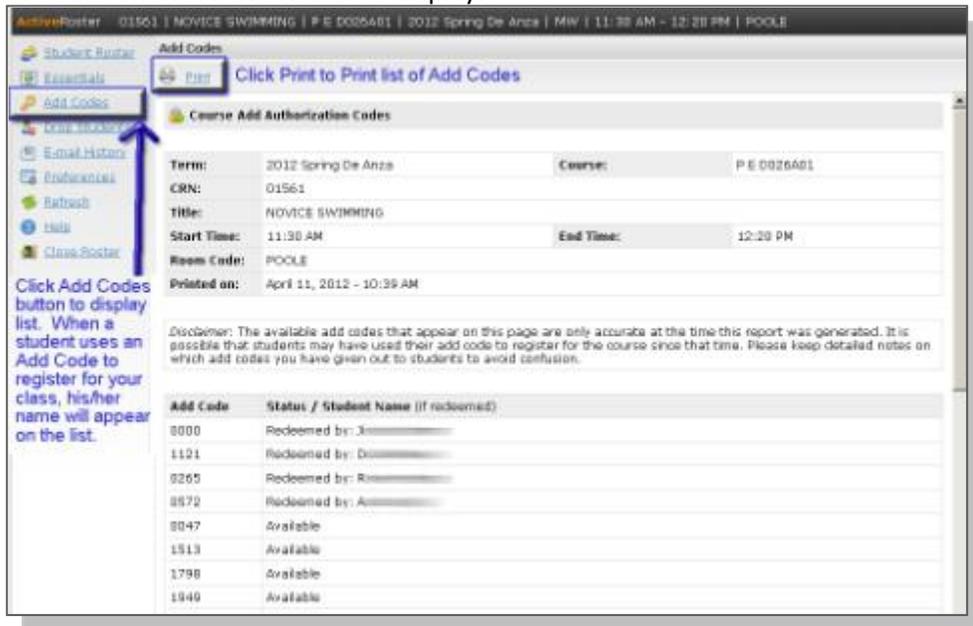
To return to the list of messages, click the Return to List button.



Tip: When copying from another source (such as a Microsoft Word document) and pasting your message into the e-mail text box, some browsers cannot handle the embedded (and invisible) formatting. The results can be strangely formatted e-mails. If you encounter this problem, save your source document as a "Plain Text" document before copying it to your e-mail message box. The best practice is to attach documents and type in a short message to students.

Add Codes

Click on Add Codes on the Active Roster to display:



A printed list of Add Codes will not be distributed to you the first day of school. In its place you will print this page by clicking on the Print Report button at the top of the screen.

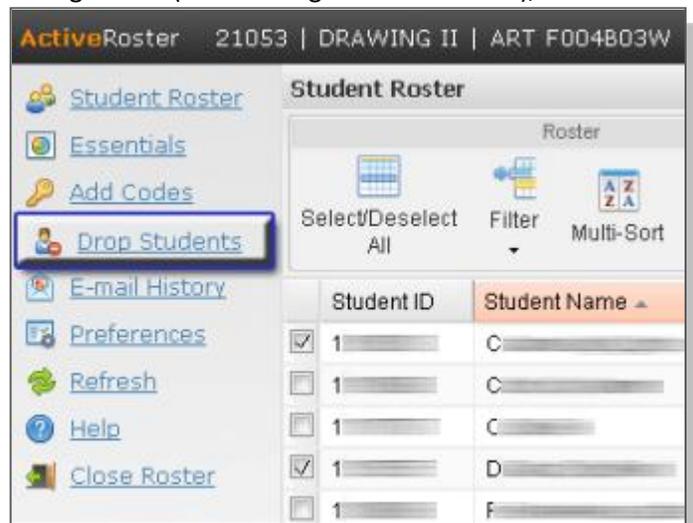
- Add Codes will not work and allow a student to add a class until the first day the class meets.
- Add Codes are to be used by the student to add the class through MyPortal.
- They can be used only during the current quarter's Add period.
- When a student uses an Add Code to add the course, his/her name will appear on the list.
- Once the quarter starts, Add Codes will over-ride the class Cap. In other words, instructors can add more students than listed in class schedule if desired.
- To order additional Add Codes contact:
 De Anza – Barry Johnson at 408-864-8722 - johnsonbarry@fhda.edu
 Foothill – Roland Amit at 650-949-7238 - amitroland@fhda.edu or
 Henry Jung 650-949-7004 - junghenry@foothill.edu

Instructor Generated Drops and Withdrawals

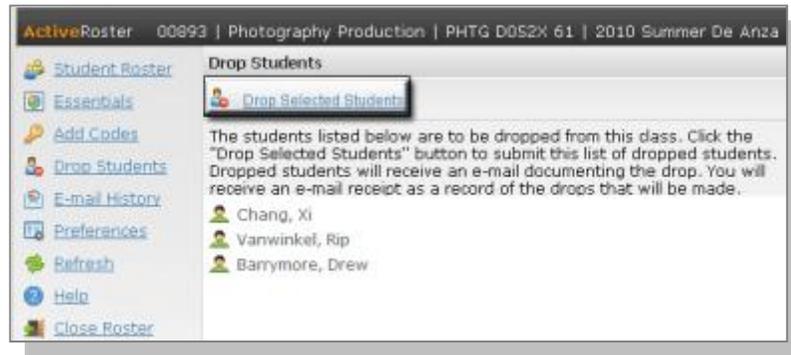
Instructors can use the Roster to drop students who are registered (listed as registered on roster), but do not show up for class. The drop button is only activated between the first day of class and the last day that a drop will result in a "W" grade. Both dates are listed on the Essentials display.

To drop a student(s):

1. Display the Student Roster.
2. **Check the box next to student(s)** you wish to drop by clicking in the box.
3. Click the Drop Students button.
4. The Drop Students screen appears with a list of students to be dropped.



5. Click **Drop Selected Students** button to submit list of drops. Dropped students will receive an e-mail documenting the drop. You will receive an e-mail receipt as a record of the drops.
6. Drops are processed overnight and will appear on your roster the next. Their Registration Status will change to "Instructor Drop".



Census Reporting

Official enrollment for Article 7 concurrent sections is determined by the number of students enrolled on the "Census Date". The census count is part of the formula used by the State of California to determine our official enrollment numbers which in turn are used to pay the District for educating those students. It is very important that all instructors certify an accurate list of students enrolled in their class. For a twelve week class the census date is the third Monday of the quarter. Classes of different lengths will each have a specific census date that is listed on the Active Roster's Essentials screen.

Instructors teaching "Positive Attendance" classes are not asked to do a census, but are required to record and report, with the class grades, the actually number of hours their students attended the class.

The Process:

1. Prior to the Census date you should drop any students who do not show up for class. In the past drops were processed overnight. Now they are processed immediately.
2. Three days prior to your classes' census date you will receive an e-mail reminding you of the census date.
3. Also during the three days leading up to the Census and until you push the "Sign Census" button, you will see a reminder banner on your student roster screen.
4. On Census day, your student roster screen will display a new button to the left of the roster. Please review the list of enrolled students on the roster. If there is anyone you feel should be dropped, do it now.
5. You are now ready to certify your census. Simply, click the Sign Census button. The system will display a confirmation and your signature will be recorded electronically. When you click OK and return to the roster, the Sign Census button will no longer display.

