My Class List - Banner Guide for Faculty

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



Instruct	or: Marcia Maie	ro										
Campus	Course	CRN	Title (Click on course title to open roster)	Davs	Time	<u>Status</u>	Units	Max Enrollment	Enrolled	Withdrawn	Dropped	Waitlisted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	πh	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 <u>Go</u> 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

Raster	Student Roster										
R.		Roster		Actions	9		Export				
is Ienta	Select/Deselect All	Fitter Multi-Sort	Restore Last	E-mail Selected Students	Tuest.	Print •	Excel Spreadsheet				
torx	Student ID	Student Name	E-Mail		Phone		Status	Add Date	Drop/Wdraw Date	Grade	Wait Se
	EI 1	c	t	@yahoo.c	408		Registered	03/06/2012			
	2	L		ail.com	408	-	Dropped	03/06/2012	84/10/2012		
	2	L	d	whoo com	400	-	Registered	03/06/2012			
	1	N)	et	408		Registered	03/06/2012			
-	2	0		en@gmail	650		Registered	03/06/2012			
	EI 1	P	Summerscop	manne.com	408		Registered	03/06/2012			

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

Student Roster	Essentials					
Essentials	Course Attribut	es				
Add Codes Drop Students E-mail History Preferences Help Close Roster	Course CRN: Credit Hours: Max Enrollment: Last Day for Add Census Date: Last Day for Ref Last Day for Dro Last Day for Dro Enrollment Cou	fs: und: ips w/o W: ips: nts	01517 0.5 32 January 22 January 23 January 22 January 28 March 02, 2			
	Registered	Incomplete	Withdrawn	Dropped	Waitlisted	Auditing
	32 Student(s)	0 Student(s)	8 Student(s)	10 Student(s)	0 Student(s)	0 Student(s)
	Schedule					
	No. Instructor	Room	Start Time Er	nd Time Start D	ate End Da	te
			00.00 444 11		ana anak	0.00

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

	dance Sheet					Dat	e 4/4/20	12	Instr	uctor .	A		
Term	2012 Spring Foothill	Cou	rse	CHEM F030A01 CRN		40496	Title !	SURVEY OF INORGANIC/ORGANIC		RGANIC	СН		
Time & Day	ime 10:00 AM to 11:50 AM Location			ation	Foothill, Main Campus, 5015								
Account	ting Method: We n Type: Lecture a	ekly C nd/or	ensu Disc	is ussion					Jame		larma	05.007	Taka
studen	t Name S	auden	a ib	04/05	9 04/11	04/16	04/18	04/2	3 04/25	04/30	05/02	05/07	1008
-	1	06:		-		-		-				-	
9		00		-		-	-	-					-
-	1	05	-	-	_			-	-	-	-		
	1	13											
-	2	00			1. 1								

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 <u>Positive</u> <u>Attendance</u> 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 <u>Print</u> button, second from the right on top navigation bar.
- 2. A <u>new window or tab will open</u> 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 <u>Student Name</u> was the sort column.
- 2. Select from options provided by <u>Filter</u> 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.
 - The field selected for Column A will sort first, then Column B and Column C.
 - You can sort on one to three columns.
 - O Click on Apply.
- 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 <u>Export Excel</u> 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.

Faculty Support Resources	
Need help? Click for <u>User Instructions</u> , Instructions, Attendance Sheet Instru contact the <u>ETS Call Center</u> at (408) 8	. <u>Census</u> ttions, or 64-8324.
On-line Faculty Forms: Part-time Facu Hours form, Incomplete Contract form, Grade-change form, and <u>De Anza Grad</u> form, all in PDF format. NOTE: The Par Paid Office Hours program applies to the and Spring terms only.	ulty Paid Office Foothill le-change t-time Faculty he Fall, Winter
(De Anza only) For faculty Admission information, see the current term Dat Deadlines on the <u>Information for Facul</u> Download a copy of the <u>Addendum to</u> form.	ns & Records es and <u>ty</u> Web site. Census List



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: <u>Select/Deselect All</u> is a toggle which will check or uncheck all of the boxes next to the student names listed.
- 5. Click <u>E-Mail Selected Students</u> button.

nza College Dist	Ny Class List	Active	Roster			67			
3 DRAWING II	ART F004803W	2011 Fa\ Foothill TBA TI	BA - TBA I	ONL	NE				
Student Roster									
	Roder	Actions	1		Export				
SelectDeselect	Fitter Multi-Sort	Restore Last	Tools	Print	Excel Spreadsheet				
Student ID	Student Name -	E-Mail	Phone		Status	Add Date	Drop/Wdraw Date	Grade	Watt Seq.
E1 1	C	1 most is to make the second s	408-842-11		Registered	08/02/2011			
E 1	0	camerate 24@yahoo.com	650-843-11	100	Registered	06/07/2011			
E 1	Cimmon	lemni2@gmail.com	805-450-1	-	Registered	07/26/2811			
E 1	0	rantentalaiseese @sbcglobal.t	650-969-1		Registered	07/28/2011			
E1 1	Filmen	a 16@sbcglobal.net	408-355-11		Registered	07/30/2011			
EI 1	F	created with the second	510-304-III		Registered	07/28/2011			
2	Co	m @gmail.com	408-821-8	-	Registered	08/01/2011			
El 2	0	timig@mail.sfsu.edu	650-504-11		Registered	87/28/2011			
E 1	ĸ	s @emitting.com	-		Registered	08/04/2011			
EI 1	Long	Ir @garlic.com	408-761-11	-	Registered	08/22/2011			
E 1	M	e @gmail.com	650-248-18	-	Registered	08/06/2011			
E 100000	N	m m 1000@vahoo.com	408-838-10	100	Registered	07/25/2011			

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
- Click <u>Add Person</u> 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 <u>Send Me a Copy</u> box.
- Check <u>Request Read Receipt</u> 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 <u>Send</u> button at the top of the form to send e-mail
- 11. A confirmation will display

From:	rttil da.edu				
Send Mo a Co	w Copy the e-mail pressage to your	r faculty e-mail accou	rt		
Request Read	Receipts Biguest a read receipt fro	stiveach recipient (re	icipents may reject the request)		
Persons:	Varie		E-mail Addresss		
	C		Company Com		
	c		kmm2@gmail.com		
	D		r @sbcglobal.net		
10/201	Planet Alleria Vilanda				
Subject:					
Attachment #1:	Select a file	Browse			
Attachment #2:	Select a file	Browse			
Attachment #3:	Select a file	Browse			



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.

S MyPortal Foothil-De A	Anza Communiky	ActiveRoster	8						
ActiveRoster 0089	93 Photography Pro	aduction PHTG D052X 61 2	010 Summer De Anza 05:30	3 PM - 09:15 PM A65					
🙈 Student Roster	E-mail History								
Essentials	E-mails you sent for this course are listed below. Newest messages are at the top.								
Add Codes	Sefresh Messages								
B Drop Students	Date Sent	Subject	Attachment 1	Attachment 2					
E-mail History	10/12/2010 03:32PM	testing again							
Preferences	10/12/2010 01:17PM	tester 10-12							
Colorada	10/08/2010 02:36PM	test							
Keinesti	10/08/2010 02 34PM	test							
0 Help	10/05/2010 02:05PM	Testing E-mail History Function							
Close Roster	10/04/2010 02:36PM	Sending a Test Message	FacultyBannerPrintRoster.pdf						

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 <u>Date Sent</u> link to display the e-mail.

To return to the list of messages, click the <u>Return to List</u> 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 attached documents and type in a short message to students.

E-mail History	
Message Details	
E Return to List	
From: Subject: Date Sent:	Joseph Smithworth - smithworthjoseph@fhda.edu Sending a Test Message 10/04/2010 02:36PM
Attachment 1:	Week One Assignment.pdf
Attachment 2:	n/a
Attachment 3:	n/a
Message: Attached is your assignment Friday	t for first week of school. Please prepare one image for class critique on
Recipients:	
Tweety Bird	syvelster@aoi.com
Albert Channey	manc@cccapply.org
Milk Chocolate	chocmd@cccapply.org
Father Christmas	nnnn@hotmail.com

Add Codes

Click on Add Codes on the Active Roster to display:

Shatart Beatar	Add Codes						
E Laserstals	6 tim Cl	lick Print to Print list of Add C	odes				
Add Codes	Course Ad	id Authorization Codes					
E mul history							
Restaurated	Term:	2012 Spring De Anza	Course:	P E 0026401			
Bafrach	CRN:	01561					
finitest.	Title:	NOVICE SWIMMING					
ENUS.	Start Time:	11:30 AM	End Time:	12:20 PM			
Class-Social	Room Code:	POOLE					
lick Add Codes	Printed on:	April 11, 2012 - 10:39 AM					
d Code to gister for your	which add cor	des you have geen out to students to	avoid confusion.	Charlone, Peuse rangi Gecareu musis un			
me will appear	Add Cade	Statut / Student Name (If redoorned)					
ame will appear	0000	Redeemed by January					
the list.							
the list.	1121	Redeemed by: Drivenee					
the list.	1121 9265	Redeemed by: Dro Redeemed by: Rom					
the list.	1121 0265 0572	Redeemed by Discovery Redeemed by Rimson Redeemed by Rimson Redeemed by Accession Redeemed by Accession Redeemed by Rimson Rede					
the list.	1121 0265 0572 0047	Redeemed by Dis Redeemed by Rise Redeemed by American Available					
the list.	1121 0265 0572 8047 1513	Received by Dr					
n the list.	1101 0265 0872 0047 1513 1798	Recleaned by Dr. Recleaned by Ross Recleaned by American Recleaned by American Available Available Available					

A printed list of Add Codes will <u>not</u> 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 - <u>amitroland@fhda.edu</u> 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.

ActiveRoster 210	53 C	RAWING II	ART F004B03W					
🔗 Student Roster	Stu	dent Roster						
Fssentials	Roster							
Add Codes	Se							
brop Students		All	Multi-Sort					
💌 E-mail History		Student ID	Student Name 🔺					
Preferences		1	С					
参 Refresh		1	C					
O Help	0	1	C					
Close Roster	$\overline{\mathbf{v}}$	1	D					
	1	1	F					

Contact for corrections/comments/ additions: Susan Malmgren, malmgrensusan@fhda.edu

- 5. Click <u>Drop Selected Students</u> 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".

🤌 Student Roster	Drop Students
Add Codes Add Codes Drop Students E-mail History Preferences Refresh Help Close Roster	The students listed below are to be dropped from this class. Click the "Drop Selected Students" button to submit this list of dropped students. Dropped students will receive an e-mail documenting the drop. You will receive an e-mail receipt as a record of the drops that will be made. Chang, Xi Vanwinkel, Rip Barrymore, Drew

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.

A http://bannertt.fhda.ed	/ My Class List			ActiveRoster				0	
	B	emino	ler: Your	course cen	sus is due Mo	nday Ji	anuary	/ 30, 2012	
Essentials	Roster				Actione		Egot		
ETUDES P Add Codes	SelectDeselect All	Filter	Muti-Sort	Restore Last	E-mail Selected Students	Tools	Print •	Excel Spreadsheet	
Drop Students	Student iD	Student Name		E-Mail		Phone		Status	

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 rooster, the Sign Census

button will no longer display.

📣 Student Roster	Student Roster							
A Eccentiale		Roster		Actions		Export		
Add.Codes	Select/Deselect	Filter Multi-Sort	Restore Last	E-mail Belected Students	Nois Iosis	Print	Excel Spreadsheet	
Student ID		Student Name	E-Mail		Phone		Status	
E-mail History	20	N	rh	m	408-1	and the second	Withdrawn	
Preferences	20	he	m	po.com	714-	1000	Dropped	