



# **eRoster User Guide**

2018 - 2019

Effective Fall 2018  
Last revised August 1, 2018

# eRoster User Guide

## Table of Contents

	Page
eRoster Uses .....	1
eRoster Access .....	1
eRoster Login .....	2
Returning Users .....	2
First-Time Users.....	2
Create or Change P.I.N.....	2
Schedule Selection .....	2
Signoff.....	3
Rosters.....	3
Post Final Grades .....	3
Attendance Verification .....	3
Mid-Term.....	3
Companion Courses.....	4
Virtual Office Hours .....	4
Absentee.....	4
Attendance Reporting .....	4
Home .....	4
Concurrent Sections .....	4
Early Alerts.....	4
Rosters.....	4
Student Information Columns .....	5
Schedule .....	6
Print Roster.....	6
Download Roster .....	6
EMail Students.....	6
Sign In Roster .....	6
Attendance Verification .....	7
No-Show Procedure .....	8
Withdrawals/F2/N.....	8
Correcting an Assigned Grade .....	8
Important Information Regarding Verification .....	8
Withdrawals.....	9
Final Grade Posting .....	9
Last Day of Attendance (LDA) and Last Day to Complete (LDC).....	9
Final Grade Changes .....	10
Appendix A: F Grades .....	11
Appendix B: Attendance Functions for Clock-hour and Clinical Classes.....	12

## eRoster Uses

eRoster is an application faculty use to verify class attendance, record daily attendance when required, request Canvas companion courses, record midterm and final grades, and if applicable, report Early Alerts.

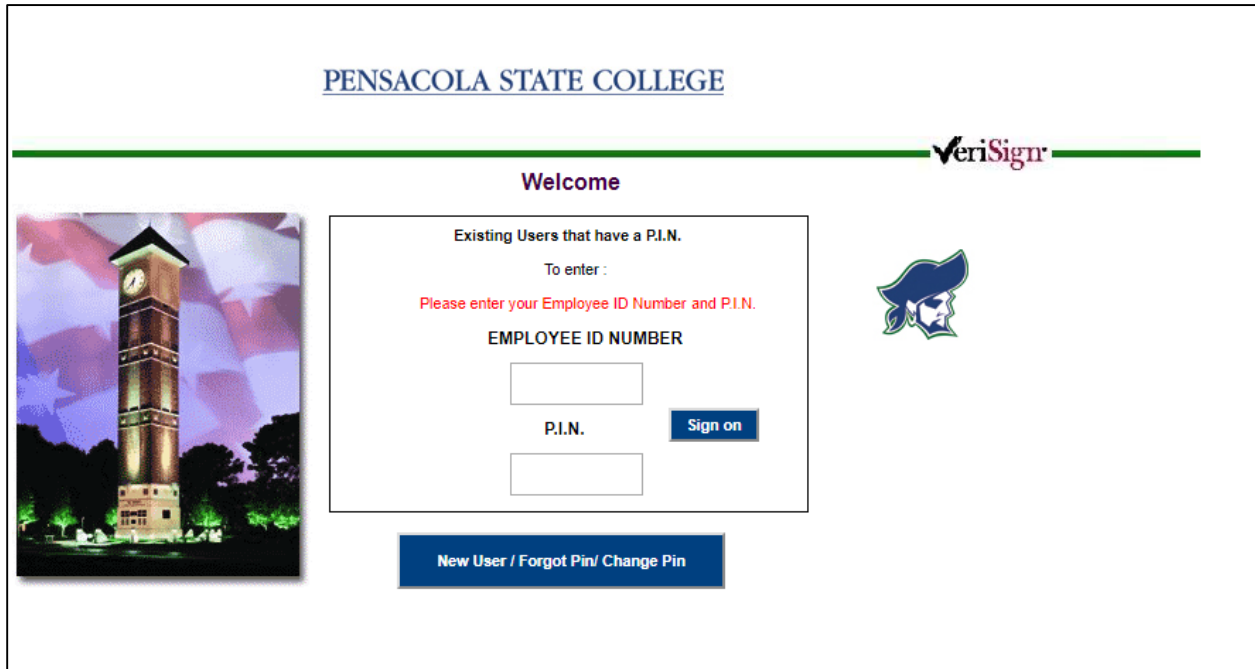


Figure 1: Welcome Screen

## eRoster Access

eRoster can be accessed through PirateNet (intranet) or the Pensacola State College website (internet). To access via PirateNet, use the following steps:

1. Access the PirateNet homepage at <http://piratenet.pensacolastate.edu>.
2. Click E-Advising, E-Management, E-Rosters (located under *Business Portals* in the first column).
3. The **Welcome** screen displays (Figure 1).

eRoster may also be accessed via the internet as long as security and confidentiality are assured. To access via the internet, use the following steps:

1. Access the Pensacola State College home page at [www.pensacolastate.edu](http://www.pensacolastate.edu).
2. Select the **Faculty & Staff** link at the top left of the screen.
3. Click eRoster in the QUICK LINKS column.
4. The **Welcome** screen displays (Figure 1).

## eRoster Login

eRoster access is limited to full-time and adjunct faculty who are currently employed by the College. Returning users can access eRoster by following the steps below. First-time users will need to create a Personal Identification Number (P.I.N.) to log into eRoster (Create or Change P.I.N.).

### Returning Users:

1. Log on by entering your Employee ID number and P.I.N. (Figure 1).
2. Click the **Sign On** button.
3. Select **eRoster** if the **Schedule Selection** screen does not display.

### First-Time Users:

1. Follow the steps below to create a P.I.N.

## Create or Change P.I.N.

To create a new P.I.N. or change a P.I.N., use the following steps:

1. Access the eRoster **Welcome** screen (Figure 1).
2. Enter your Employee ID number.
3. Click New User/Forgot PIN/Change Pin.
4. Validate your birth date using the drop-down boxes.

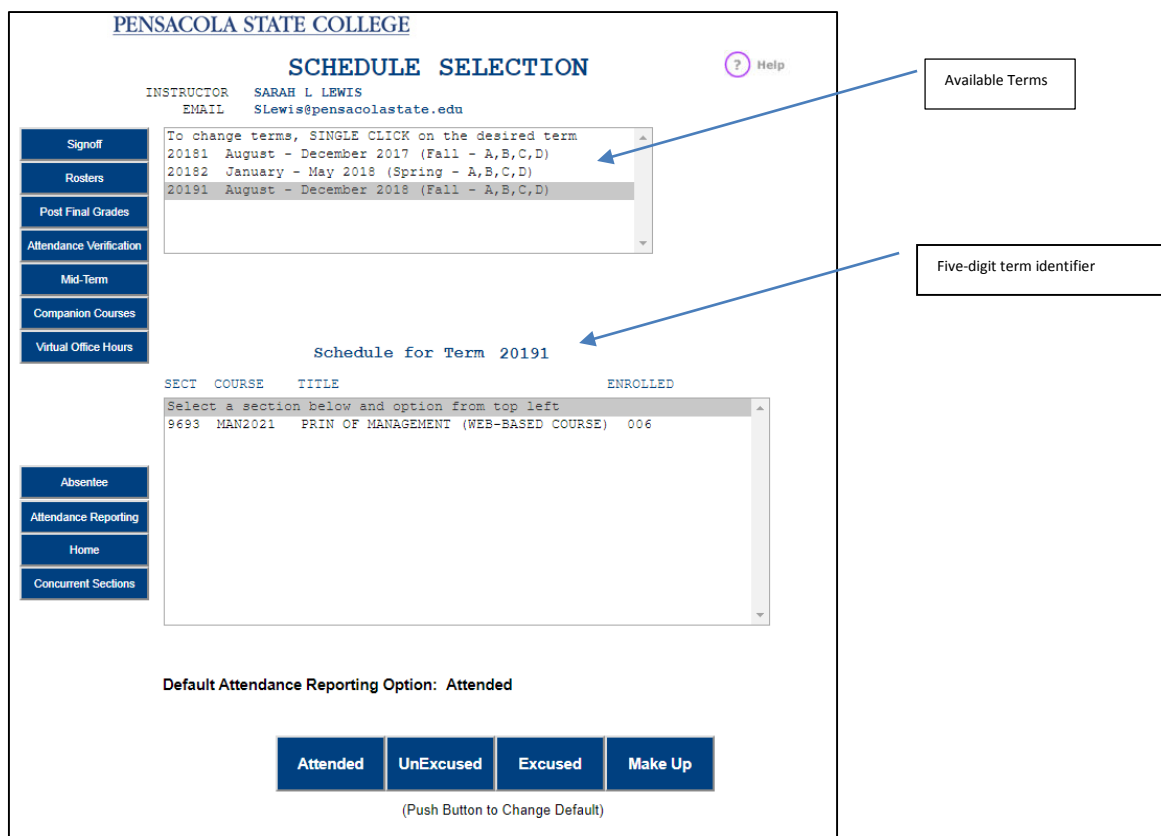
First-time users may not have employment records finalized by the time access to eRoster is needed. For those instructors, the College's birthdate should be selected from the drop-down boxes: September 1948.

5. Enter a six-character P.I.N. of your choice.
6. Re-enter the P.I.N. for confirmation.
7. Click **Submit**.

When this process is completed, you are returned to the **Welcome** screen and are able to log into eRoster with your Employee ID and new P.I.N.

## Schedule Selection

After logging into eRoster, the **Schedule Selection** screen is displayed (Figure 2). Available terms are displayed in the top box with the most recent term pre-selected. Select and single-click or double-click the appropriate term as necessary.



**Figure 2: Schedule Selection Screen**

The five-digit term identifier is displayed in the top box, and the classes being taught in that semester are listed in the bottom box. To change semesters, select a different semester in the top box and double-click to list the classes in that term.

The following functions are displayed on the left-side bar on the **Schedule Selection** screen.

**Signoff:** Click to logout.

**Rosters:** Click to access the **Section Roster** functions (page 4).

**Post Final Grades:** Click to post final grades (page 9).

**Attendance Verification:** Click to verify attendance (page 7).

**Mid-Term:** Click to post midterm grades.

The posting of midterm grades is **required** in all sections of all classes. The midterm grade should best indicate the student's status in the course; avoid assigning a P grade. These grades are advisory in nature and do not remain on a student's transcript. Users are advised to review these grades with students and recommend strategies for successful completion of the course.

The steps for posting midterm grades are similar to final grade posting (page 9) except that no Incomplete (I) may be assigned and Last Date of Attendance (LDA) and Last Date to Complete (LDC) are not applicable. See page 9 for directions on Posting Final Grades.

**Companion Courses:** Click to add a Canvas Companion Course for your in-class sections. Highlight one section at a time in the large box, choose **Yes** in the eLearning Companion drop-down box, and then click **Submit**. Course shells are created in Canvas after the first student is registered and paid for that term.

**Virtual Office Hours:** Click to create a Virtual Office Hours (VOH) shell in Canvas. This shell provides the means to conduct web conferencing sessions with any of your students, across all your sections and classes.

**Absentee:** Click to report absences for clock-hour and clinical classes.

**Attendance Reporting:** Click to access attendance reporting functions for clock-hour programs and clinical hours; see Appendix B for additional information.

**Home:** Click to return to the e-Advising, e-Management, e-Roster screen.

**Concurrent Sections:** Click to enter daily attendance for all sections assigned in the attendance report for Adult Education Programs.

**Early Alerts:** Selected sections of courses participate in the **Instructor Early Alert** system. If you are participating, the **Early Alert** button will appear for the sections included in Early Alerts. Click on the button to initiate a message or intervention aimed at improving students' retention and success. For further information on the Early Alert function and to request the Early Alert Guidelines, contact your department head.

**Note:** Faculty who teach in Adult Education programs should contact Mr. Joseph Kyle, Director, for attendance requirements and guidelines.

## **Rosters**

The **Section Roster** function contains the following section-specific information.

- Term
- Section number
- Course number and name
- Beginning and ending dates of the course
- Last day to withdraw (in red)
- Meeting days and times of the course and location (room number) if applicable
- Instructor name
- Instructor e-mail address

**Figure 3: Section Roster Screen**

**Note:** If your e-mail is not displayed on the **Section Roster** screen, contact Mary Graves (ext. 1311) or Steve Zukowski (ext. 1135) in MIS.

### Student Information Columns

In addition, the **Section Roster** (Figure 3) also displays the following student information in column format.

**Column 1: ID#** Student ID number generated by the College.

**Column 2: Course Eligibility** The codes below will inform you of a student’s status before the class starts:

- An asterisk (\*) indicates that a prerequisite has not been met;
- An exclamation point (!) indicates the maximum attempt for the course;
- The numeral 1 indicates a first semester PSC student; and
- The numeral 2 indicates the student has not been registered at PSC for two (2) or more terms.

The codes are primarily informational; however, in the case of a student with the asterisk (\*), you may wish to discuss the student’s eligibility with him or her. A transient student from another institution is often authorized to enroll in a PSC course without having the prerequisite course in his or her PSC academic record. If you believe the student’s enrollment in the course is questionable, direct the student to an advisor for assistance.

**Column 3: NAME** Student’s legal name.

**Column 4: Status** PAID indicates that the student has registered and paid for the class; UNPAID indicates that the student has registered but has not yet paid for the class. After the course start date, students with an unpaid status should not be permitted to continue in attendance and should be referred to the Cashier’s Office to finalize their registration.

**Column 5: DATE** The date the student enrolled in the course.

**Column 6: PHONE** The phone number provided by the student.

**COLUMN 7: GRADE MID** This column displays any grade that has been submitted, any withdrawal processed by the student, or any administrative withdrawal processed by the institution. Students auditing the class will be displayed with a grade of X.

**COLUMNS 7A & 7B: LAST DATE OF ATTENDANCE (LDA) & LAST DATE TO COMPLETE (LDC)** The LDA for an Early F grade or W2 will be the date the instructor provides as the last day a student attended class. 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.

LDC is the last date to complete a course for which an Incomplete (I) grade is assigned.

**COLUMN 8: STUDENT DECLARATION OF NON-RELEASE OF INFORMATION** With the exception of Directory Information, the Federal Family Educational Rights & Privacy Act (FERPA) prevents the release of student information to anyone without the student's authorization. Students may file a formal request that Directory Information not be released, and these students will be noted on the roster with NON-RELEASE OF INFO in Column 8.

**NOTE:** Parents or authorized individuals of dependent students may file a Release Authorization Form in the Admissions/Records Office. Once filed, the parent or authorized individual will be provided a copy to present, along with a picture ID, for a face-to-face conversation regarding the student. However, conveying information by telephone or email is not permitted. The authorization remains in effect for the calendar year in which it was processed. Any questions regarding the College's requirements to comply with FERPA should be directed to the College Registrar.

**COLUMN 9: E-MAIL** The official college e-mail address (PirateMail) assigned to each student.

In addition, the following functions are available from **Section Roster**:

**SCHEDULE:** Click to return to **Schedule Selection**.

**PRINT ROSTER:** Click the blue printer icon in the top center of the screen to print a class roster.



**DOWNLOAD ROSTER:** The download buttons, located in the upper left of the screen below DOWNLOADS, will, when clicked, send an e-mail to the instructor's Outlook e-mail address with an Excel document attached. The Excel file can be manipulated 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.

DOWNLOADS

Section

All Sections

**EMAIL STUDENTS:** The e-mail icon, an envelope with a revolving e, permits the instructor to send a group e-mail to the students in that roster section. An email can be sent to all students or to exclude students who have been assigned grades of W, F, or N select the bottom radio button.

EMAIL

SECTION



**Note:** Do not use personal email accounts to communicate with students. Use the email function within Canvas or use the College email system (Outlook) to send emails to a student's PirateMail account.

**SIGN IN ROSTER:** Click to generate a printable sign-in sheet for a class.



# Attendance Verification

The **Attendance Verification** function, which is not available until the class begins, displays the following section information.

- Term
- Section Number
- Course Number
- Course Title
- Section Ending Date

Attendance verification may be processed at any time. However, certain dates throughout the session will be established as deadlines for required attendance verification. The Admissions/Records Office will provide your department head with the required verification dates.

**PENSACOLA STATE COLLEGE**

## ATTENDANCE VERIFICATION

[? Help](#)

Term 20182    Section 9571    Course MAN2021    Last day to post 050818  
PRIN OF MANAGEMENT    Ending Date 050718

**POSTING VERIFIED, "I" CHANGES ONLY**

STU-ID	NAME	GRADE	LDA	LDTC	REG DATE	GRADE
--------	------	-------	-----	------	----------	-------

L.D.A.   
MMDYY

Date to complete for "I" Grade

**SUBMIT**

**LAST VERIFIED**  
20180508  
20332495

**Verify**  
eSignature  
**Reinstate**

Figure 4: Attendance Verification Screen

**ATTENDANCE VERIFICATION:** Students who are registered will be displayed in the top box. If all students who have registered are in attendance, verify that the roster as presented is accurate. To do this use the following steps:

1. Click on the red **Verify** button located in the lower right-hand corner.
2. The screen will refresh, showing the date and time of the verification.

**Note:** By verifying attendance, you confirm that 1) all students on the roster are attending class and 2) all students attending class are on the roster.

**NO-SHOW PROCEDURE:** Before the deadline set by the Registrar, report as no-shows any students who have not attended class using the following steps:

1. Use the **Grade Box** drop-down to assign a grade of W2.
2. Use 999999 as the LDA.

The Early F (or Early N for developmental education classes) is not an option for a no-show student unless the student is in his or her third attempt of the course.

**WITHDRAWALS/F2/N:** The **Verification** function may also be used to assign a W2, Early F, or Early N. The Early N is for developmental educational courses only.

These grades will be displayed in the drop-down **Grade Box** and will require the LDA entered for the student being assigned any of these grades. LDA date is entered in MM/DD/YY format.

For example, November 3, 2016, is entered as 110316.

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

After the withdrawal, F2, 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.

**CORRECTING AN ASSIGNED GRADE:** If a withdrawal or grade is assigned by mistake, the correction can be made using the following steps.

1. Select the student in the bottom box.
2. Select the blank line in the top box.
3. Click 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. 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.

### **Important Information Regarding Verification**

Each time a faculty member clicks the **Verify** button, he or 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 money distributed to students who are not in attendance becomes a financial liability to Pensacola State College if students do not voluntarily return unearned dollars.

## Withdrawals

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

If you mistakenly do not process a withdrawal before the withdrawal deadline, you may discuss the possibility of a late withdrawal with your department head. If a student has attended beyond the withdrawal deadline, an instructor withdrawal will not be honored. The student, however, may petition the Student Academic Appeals Committee for a late withdrawal.

## Final Grade Posting

The **Final Grade Posting** function displays with the following section information.

- Term
- Section Number
- Course Number
- Course Title

The **Final Grade Posting** function is identical to the **Attendance Verification** function except for the **Grade** box. All grades available for the course will be in the drop-down **Grade** box on this screen. The system will automatically select the first student in the top box. To post a final grade for a student, use the following steps:

1. Select that student's earned grade from the drop-down Grade box.
2. Click the **Submit** button.

The system will automatically select the next student, and the process is repeated for each student. 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 LDC if appropriate).

### **Last Day of Attendance (LDA) and Last Date to Complete (LDC)**

All grades of F and N (for developmental education courses) will require an LDA. If the F (or N) is an earned grade and the student has failed the course academically, the LDA should reflect the date of the final exam. The last date of the term is provided at the top right-hand corner of the page under Ending Date. (See Appendix A for more information regarding F grades.)

All grades of Incomplete (I) will require an LDA as well as an LDC (last date to complete). See your department head for Incomplete grade requirements and to obtain the Contract for Incomplete Grade form. The LDC 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; a copy is not needed by the Registrar's Office.

All grades must be posted before you can verify the roster of final grades. 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.

After all grades have been posted, verify the roster and grades by clicking the red **Verify** button. The screen will refresh showing the posted grades as well as the date and time of the verification.

**Note:** The deadline for the submission of final grades is posted on the *Academic Calendar for Internal Use* located on PirateNet.

## Final Grade Changes

After 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.

Grades, LDAs, and LDCs assigned in error may be corrected by using the following steps:

1. Select the student in the bottom box.
2. Deselect the student in the top box by clicking the blank line at the top of the listing.
3. Select the correct grade in the **Grade** drop-down box or enter the correct dates.
4. Click the **SUBMIT** button.

After the deadline, all grade changes (with the exception of Incomplete grades) must be submitted with the Official Change of Grade Form. See your department head for details about grade changes.

Prior to the LDC, an Incomplete (I) grade for any term may be changed on eRoster using the following steps.

1. Access the schedule for the term in which the I grade was assigned from the **Schedule Selection** screen.
2. Click the **Post Final Grades** menu button for that term.

Only students with I grades will be displayed for the section.

3. Select the student.
4. Click the appropriate grade in the **Grade** drop-down box.
5. Submit the changed grade.

Grades of I which are not completed by the LDC will become F grades on the Monday following the LDC. The change to F is automatic, and nothing is required for this automatic change.

## APPENDIX A

### F Grades

Instructors may assign failing grades as follows:

- F1** Student has earned the F by academic failure. This grade will be assigned as a final grade (page 8). LDA is the last date the class meets and/or the date the final is given.
- F2** Student has stopped attending a class being attempted for the third time; after the withdrawal deadline; or the instructor does not withdraw students. The grade should be assigned via eRoster within two weeks after the attendance stops. LDA is the last date the student attended class.
- Note:** If the F2 is assigned to a student before the withdrawal deadline, the student may request the F2 be changed to a withdrawal. This request is to be submitted by the student to the Office of Admissions and Records.
- F3** The F3 may be assigned to any student who has plagiarized an assignment or otherwise cheated in the class and the instructor is not willing for that student to continue attending class. The grade should be assigned as soon as possible after the incident, and the LDA is required. Instructors are advised to discuss issues of academic dishonesty with the appropriate department head.

## APPENDIX B

### Attendance Functions for Clock-Hour and Clinical Classes

**Attendance Reporting:** To report attendance for clock-hour classes, use the following steps:

1. Access the **Schedule Selection** screen (Figure 2).
2. Select the current term in the top box and the course in the bottom box.
3. Click **Attendance Reporting**.
4. The **Attendance Reporting** screen displays (Figure 5).

**Figure 5: Attendance Reporting Screen**

5. Select the **Date** using the drop-down box.

After a date is selected, the hours the class meets populate in the **Hours** field.

6. Use the radio buttons to change the type of attendance being reported.
7. Select the student being reported.
8. Click **Submit**.

The recorded attendance will show in the bottom box under the **Attended** column.

**Made up Hours:** To enter made up hours, make sure no date is selected in the drop-down box and follow the steps above.

ID#	NAME	DATE	ATTENDED	UNEXCUSED	EXCUSED	MADE UP	PROCESSED
04708014	ALEXANDER ZOE Q	020513				02.00	072513

**Figure 6: Attendance Reporting: Made Up**

**Clinical Hours:** Some sections may have clinical hours assigned. These hours will not be tied to a particular date. To enter Clinical Hours use the following steps:

1. Ensure no date is selected in the **Date** drop-down box.
2. Select the student being reported.
3. Enter the number of clinical hours being reported in the **Hours** box.
4. Use the radio buttons to select **Clinical**.
5. Enter the clinical date in MMDDYY format.
6. Click **Submit**.

The recorded attendance will show in the bottom box under the **Clinical** column along with the **Date**.

**Attendance Reporting**

TERM 20161 SECTION 4415 DATE

HSC0003C - BASIC HEALTHCARE

Hours   Attended  Unexcused  Excused  Made Up  Clinical

Make Up OR Clinical Date

ID#	NAME	DATE	ATTENDED	UNEXCUSED	EXCUSED	MADE UP	CLINICAL	PROCESSED
04659192	ALEXANDER RUBY R	101215					05.00	102815

**Figure 7: Attendance Reporting: Clinical**

### **Student Detail and Satisfactory Academic Progress (SAP)**

To view student attendance reported to date and to record SAP, use the following steps:

1. From the **Schedule Selection** screen (Figure 2) select the term in the top-box and course in the bottom-box.
2. Select **Attendance Reporting** (Figure 5).
3. Select **Student Detail**.
2. Select the student to view and click **Student Detail**.
3. Figure 8 displays.

My eFavorites

Select an eFavorite

Student Detail

SAP COMMENTS

test 10/26

SAP  
 YES  
 NO

INSTRUCTOR : JONATHAN H. ALEXANDER FOR SECTION : 4415 TERM : 20161 SESSION : B  
HSC0003C - BASIC HEALTHCARE

STUDENT :ALEXANDER, RUBY  
ID # :04659192

DATE	PROCESSED	ATTENDED	UNEXCUSED	EXCUSED	MADE UP	CLINICAL	TOTAL
150817	151026	002.25					002.25
151010	151026					005.00	005.00
151011	151027					005.00	005.00
151012	151028					005.00	005.00

TOTAL HOURS ATTENDED - 017.25

**Figure 8: Student Detail**

A history of the student attendance for the section is displayed. To record the SAP for the student, use the following steps.

1. Select **Yes** for showing progress or **No** for not showing progress.
2. Enter a comment if necessary, in the **SAP Comments** box.
3. Click the **Refresh** button to save and stay on this screen.
4. Click the **Back** button to return to the **Attendance Reporting** screen.