



**my.FSCJ.edu**

# FACULTY CENTER GUIDE

ACADEMY FOR TEACHING AND LEARNING

Edition 1

*"Viewing Class Schedule," pg. 3*

*"Viewing Class Roster," pg. 7*

*"Maintaining Attendance," pg. 10*

*"Entering Grades," pg. 15*

*"Campus Solutions Help," pg. 20*

# FSCJ

Florida State College  
at Jacksonville

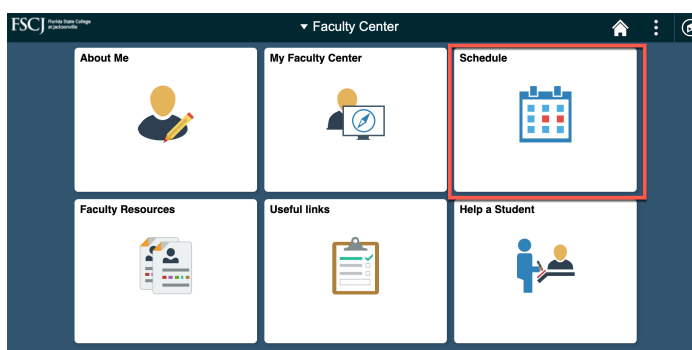
# Table of Contents

Viewing Class Schedule.....	3
Notes About the Class Schedule.....	5
Viewing Class Roster .....	7
Notes About the Class Roster .....	8
Maintaining Attendance .....	10
Additional Notes About the Attendance Roster .....	14
Entering Grades.....	15
Campus Solutions Help .....	20
Notes.....	21

# Viewing Class Schedule

Faculty members can view their class schedule in the Faculty Center.  
In order to view the class schedule:

Step	Action
1.	Log in to my.fscj.edu with your user name and password. Select <b>Faculty Center</b> in the center navigation > click the <b>Schedule</b> tile.



Step	Action
2.	The class schedule defaults to the term that you selected when you last clicked on Class Schedule. If you want to select a different term, click <b>Change Term</b> .

## My Schedule

Fall 2017 | FSCJ1 change term My Exam Schedule

Select display option: ☒ Show All Classes ☐ Show Enrolled Classes Only

Icon Legend: Attendance Roster Class Roster Grade Roster Learning Management

**My Teaching Schedule > Fall 2017 > FSCJ1**

Attendance Roster	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	ENC 1101-52 (3234)	ENGLISH COMPOSTN I 2 (Lecture)	2	TuTh 12:30PM - 1:45PM	KENT BLDG B ROOM 0209A	Aug 28, 2017- Dec 9, 2017
	ENC 1101-58 (3361)	ENGLISH COMPOSTN I 0 (Lecture)	0	TuTh 8:00AM - 9:20AM	KENT BLDG F ROOM 0235	Aug 28, 2017- Dec 9, 2017
	ENC 1101-63 (3391)	ENGLISH COMPOSTN I 0 (Lecture)	0	MoWe 9:30AM - 11:20AM	TBA	Sep 18, 2017- Dec 9, 2017
	ENC 1101-66 (3394)	ENGLISH COMPOSTN I 0 (Lecture)	0	MoWe 8:00AM - 9:15AM	KENT BLDG F ROOM 0235	Aug 28, 2017- Dec 9, 2017
✓	ENC 1102-34 (4168)	WRITING ABOUT TEXTS (Lecture)	3	TuTh 2:00PM - 3:15PM	KENT BLDG F ROOM 0235	Aug 28, 2017- Dec 9, 2017
✓	LIT 2000-6 (2956)	LIT IN HUMANITIES (Lecture)	3	MoWe 12:30PM - 1:45PM	KENT BLDG F ROOM 0235	Aug 28, 2017- Dec 9, 2017

[View Weekly Teaching Schedule](#) [Go to top](#)



Step	Action
3.	To only show classes that have enrollment, click <b>Show Enrolled Classes Only</b> .

## My Schedule

Fall 2017 | FSCJ1






[My Exam Schedule](#)

change term

Select display option: ☐ Show All Classes ☒ Show Enrolled Classes Only

Icon Legend:  Class Roster  Grade Roster  Learning Management

### My Teaching Schedule > Fall 2017 > FSCJ1

Attendance Roster	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	 <a href="#">ENC 1101-52 (3234)</a>	ENGLISH COMPOSTN I (Lecture)	2	TuTh 12:30PM - 1:45PM	KENT BLDG B ROOM 0209A	Aug 28, 2017-Dec 9, 2017
✓	  <a href="#">ENC 1102-34 (4168)</a>	WRITING ABOUT TEXTS (Lecture)	3	TuTh 2:00PM - 3:15PM	KENT BLDG F ROOM 0235	Aug 28, 2017-Dec 9, 2017
✓	  <a href="#">LIT 2000-6 (2966)</a>	LIT IN HUMANITIES (Lecture)	3	MoWe 12:30PM - 1:45PM	KENT BLDG F ROOM 0235	Aug 28, 2017-Dec 9, 2017

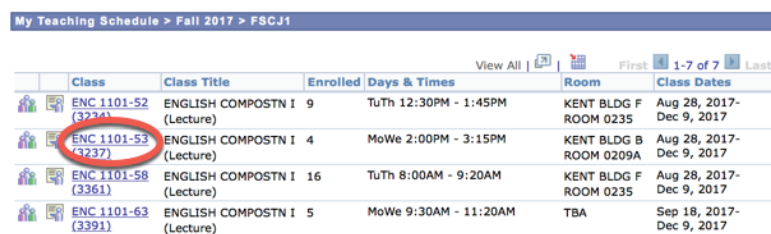
[View Weekly Teaching Schedule](#)





[Go to top](#)

## Notes about the Class Roster:

**My Exam Schedule:** If you have a final exam encoded for your class on a date that is separate from the normal class meeting times, you can view it by clicking the “My Exam Schedule” link at the top right. An exam time will populate here, only if you have requested to have the exam encoded during a time and day that is separate from your normal class meeting time.

**Class Hyperlink:** When you click on the class number hyperlink you will find details about the class.



My Teaching Schedule > Fall 2017 > FSCJ1						
View All   [icon]   First 1-7 of 7 Last						
Class	Class Title	Enrolled	Days & Times	Room	Class Dates	
 <a href="#">ENC 1101-52 (3234)</a>	ENGLISH COMPOSTN I (Lecture)	9	TuTh 12:30PM - 1:45PM	KENT BLDG F ROOM 0235	Aug 28, 2017- Dec 9, 2017	
 <a href="#">ENC 1101-53 (3237)</a>	ENGLISH COMPOSTN I (Lecture)	4	MoWe 2:00PM - 3:15PM	KENT BLDG B ROOM 0209A	Aug 28, 2017- Dec 9, 2017	
 <a href="#">ENC 1101-58 (3361)</a>	ENGLISH COMPOSTN I (Lecture)	16	TuTh 8:00AM - 9:20AM	KENT BLDG F ROOM 0235	Aug 28, 2017- Dec 9, 2017	
 <a href="#">ENC 1101-63 (3391)</a>	ENGLISH COMPOSTN I (Lecture)	5	MoWe 9:30AM - 11:20AM	TBA	Sep 18, 2017- Dec 9, 2017	

**Class Details:** The Class Details area includes the class number (which is similar to the reference number), the class session, and units (which are the number of credit hours). You can also see the instruction mode (such as classroom instruction or online) and class component (such as lecture or lab). You can also see other details such as the class dates, how the class is graded, and the location of the class.

**Meeting Information:** In the Meeting Information area, you see when and where the class meets.


**Enrollment Information:** The Enrollment Information area tells you if there are any pre-requisites or co-requisites for the course, and whether the class has any class attributes.

**Class Availability:** The Class Availability area gives you the class capacity (which is the number of students the class can accept), the Enrollment Total (which is the number who have actually enrolled), and how many seats are still available. We are not currently using the Waitlist functionality, but there are plans to use it in the future.

**Description:** The Description area provides the course description.

## ENC 1101 - 169 English Composition I

FSCJ1 | Fall 2017 | Lecture

Class Details			
<b>Status</b>	 Open	<b>Course ID</b>	109288
<b>Class Number</b>	6449	<b>Offer Nbr</b>	1
<b>Session</b>	B12	<b>Career</b>	College Credit
<b>Units</b>	3 units	<b>Dates</b>	9/18/2017 - 12/9/2017
<b>Instruction Mode</b>	Non-Enrollment Section	<b>Grading</b>	Traditional A-F
<b>Class Components</b>	Lecture Required	<b>Location</b>	Downtown Campus
		<b>Campus</b>	Downtown Campus

Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
TBA	DOWNTOWN BLDG A ROOM 2064		09/18/2017 - 12/09/2017

Enrollment Information	
<b>Add Consent</b>	Department Consent Required
<b>Enrollment Requirements</b>	Must qualify to enroll in ENC 1101 or must have taken ENC 1101 or ENC 1101C.

Class Availability			
<b>Class Capacity</b>	22	<b>Wait List Capacity</b>	0
<b>Enrollment Total</b>	5	<b>Wait List Total</b>	0
<b>Available Seats</b>	17		

Notes	
<b>Class Notes</b>	This is a hybrid section of this course and is a blend of online and on-campus instruction. The class will meet at the campus and days noted on the MyFSCJ schedule. The remainder of the class is online and must be accessed in Blackboard through MyFSCJ. Students must have stable Internet access.

Description	
	This course embodies the fundamentals of effective expression with emphasis on the various forms of expository writing, logical and imaginative thinking, and reading for understanding. The course provides instruction in sentence structure, diction, organization of short essays, correct usage of standard American English documentation skills and writing with sources. This course includes reading and writing competencies.

Textbook/Other Materials	
	<a href="#">Course Materials</a>

[Return to Faculty Center](#)

**Textbooks:** After an instructor completes the textbook adoption process through eFollet, then their textbooks will display in the Textbook/Other Materials area.

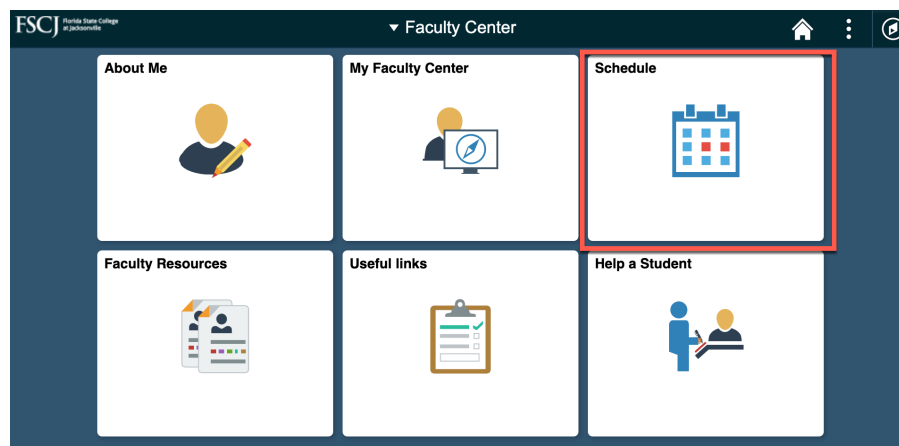
**Return to Faculty Center Link:** To get back to the Faculty Center page, you should click the "Return to Faculty Center" link, rather than hitting the back button. (Hitting back on your browser can sometimes lead you to the wrong screen).

# Viewing Class Roster

Faculty members can view their class roster in the Faculty Center. The Class Roster is only made available once the class has at least one student enrolled.






In order to view the class roster:

Step	Action
1.	Log in to my.fscj.edu with your user name and password. Select <b>Faculty Center</b> in the center navigation > click the <b>Schedule</b> tile.



Step	Action
2.	Click the <b>Class Roster Icon</b> next to the course that you want.

My Teaching Schedule > Fall 2017 > FSCJ1

Attendance Roster	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	ENC 1101-52 (3234)	ENGLISH COMPOSTN I 2 (Lecture)		TuTh 12:30PM - 1:45PM	KENT BLDG B ROOM 0209A	Aug 28, 2017- Dec 9, 2017
	ENC 1101-58 (3361)	ENGLISH COMPOSTN I 0 (Lecture)		TuTh 8:00AM - 9:20AM	KENT BLDG F ROOM 0235	Aug 28, 2017- Dec 9, 2017
	ENC 1101-63 (3391)	ENGLISH COMPOSTN I 0 (Lecture)		MoWe 9:30AM - 11:20AM	TBA	Sep 18, 2017- Dec 9, 2017
	ENC 1101-66 (3394)	ENGLISH COMPOSTN I 0 (Lecture)		MoWe 8:00AM - 9:15AM	KENT BLDG F ROOM 0235	Aug 28, 2017- Dec 9, 2017
	 ENC 1102-34 (4168)	WRITING ABOUT TEXTS (Lecture)	3	TuTh 2:00PM - 3:15PM	KENT BLDG F ROOM 0235	Aug 28, 2017- Dec 9, 2017
	 LIT 2000-6 (2966)	LIT IN HUMANITIES (Lecture)	3	MoWe 12:30PM - 1:45PM	KENT BLDG F ROOM 0235	Aug 28, 2017- Dec 9, 2017

[View Weekly Teaching Schedule](#) [Go to top](#)

Step	Action
3.	From the class roster, instructors can email their students by clicking the student's name, or checking the box next to the student's name and click "notify selected student." Alternatively, they can click "notify all students."

ENC 1101 - 169 (6449) [change class](#)

English Composition I (Lecture)

Days and Times	Room	Instructor	Dates
TBA	DOWNTOWN BLDG A ROOM 2064	Jimmie Barrett	09/18/2017 - 12/09/2017

\*Enrollment Status Enrolled

Enrollment Capacity 22 Enrolled 5

Enrolled Students							
	Notify	ID	Name	Grade Basis	Units	Program and Plan	Level
1	<input type="checkbox"/>			Graded	3.00	Associate Degree - Computer Information Tech	Freshman
2	<input type="checkbox"/>			Graded	3.00	Associate Degree - Associate in Arts	Freshman
3	<input type="checkbox"/>			Graded	3.00	Associate Degree - Computer Information Tech	Freshman
4	<input type="checkbox"/>			Graded	3.00	Associate Degree - Associate in Arts	Freshman
5	<input type="checkbox"/>			Graded	3.00	Associate Degree - Associate in Arts	Freshman

[Select All](#) [Clear All](#)

[notify selected students](#) [notify all students](#)

### Notes about the Class Roster:

**Units:** In PeopleSoft, the terminology for credit or clock hours is Units.

**Program and Plan:** In PeopleSoft, the terminology for Program of Study is Academic Plan.

ENC 1101 - 52 (3234) [change class](#)

English Composition I (Lecture)

Days and Times	Room	Instructor	Dates
TuTh 12:30PM-1:45PM	KENT BLDG B ROOM 0209A	Ima Instructor	08/28/2017 - 12/09/2017

\*Enrollment Status Enrolled

Enrollment Capacity 22 Enrolled 2

Enrolled Students							
	Notify	ID	Name	Grade Basis	Units	Program and Plan	Level
1	<input type="checkbox"/>	9999006	Student,Claire	Graded	3.00	Associate Deg-Non FA Eligible - IT Security	Freshman
2	<input type="checkbox"/>	9999004	Student,Susie	Graded	3.00	Associate Degree - Radiation Therapy	Freshman

[Select All](#) [Clear All](#)

[notify selected students](#) [notify all students](#)

[Printer Friendly Version](#)

**Enrollment Status:** In the Enrollment Status drop down box you can select "Dropped" to see the students who dropped without the penalty grade of W or can select "All" to see students who are enrolled, who dropped, and who are withdrawn (with the penalty grade of W).  
 NOTE: Students who drop with penalty remain in the status of "Enrolled," but they also have a status note of "Withdrawn."

ENC 1102 - 24 (3728)

change class

Writing About Texts (Lecture)

Days and Times	Room	Instructor	Dates
MoWe 9:30AM-10:50AM	KENT BLDG F ROOM 0235		01/08/2018 - 05/01/2018

\*Enrollment Status

All

Enrollment Capacity 25

Enrolled 26

Dropped 8

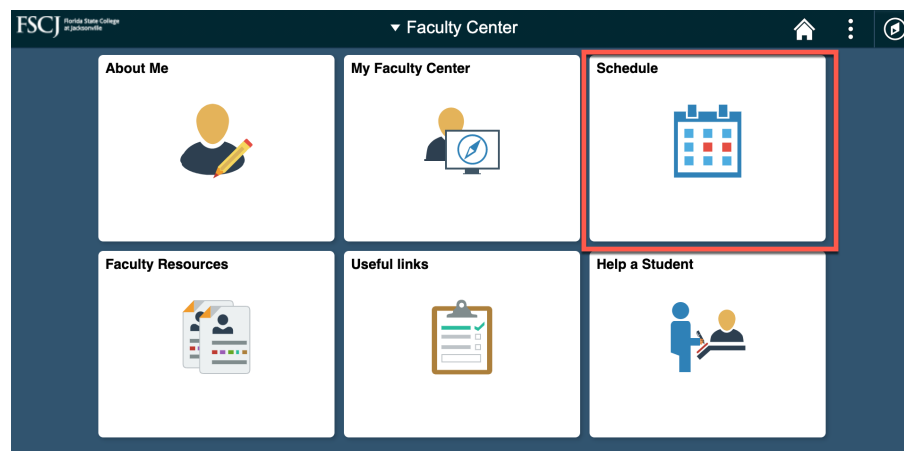
01/23/2018 10:58:13AM

All Students						Find	First	1-34	of 34	Last
	Notify	ID	Name	Grade Basis	Units	Program and Plan	Level	Status	Status Note	
1	<input type="checkbox"/>			Graded	3.00	Associate Degree - Associate in Arts	Freshman	Enrolled		
2	<input type="checkbox"/>					Associate Degree - Associate in Arts	Freshman	Dropped		
3	<input type="checkbox"/>			Graded	3.00	Associate Degree - Associate in Arts	Freshman	Enrolled		
4	<input type="checkbox"/>			Graded	3.00	Associate Degree - Associate in Arts	Freshman	Enrolled		
5	<input type="checkbox"/>					Associate Degree - Associate in Arts	Freshman	Dropped		
6	<input type="checkbox"/>			Graded	3.00	Non-Degree - Dual Enrolled College Credit	Freshman	Enrolled		
7	<input type="checkbox"/>			Graded	3.00	Associate Degree - Associate in Arts	Sophomore	Enrolled		
8	<input type="checkbox"/>			Graded	3.00	Associate Degree - Associate in Arts	Freshman	Enrolled		
9	<input type="checkbox"/>			Graded	0.00	Associate Degree - Associate in Arts	Sophomore	Enrolled	Withdrawn	

# Maintaining Attendance




Faculty members can use the attendance roster to keep track of their students' daily attendance. In order to maintain the attendance roster:

Step	Action
1.	Log in to my.fscj.edu with your user name and password. Select <b>Faculty Center</b> in the center navigation > click the <b>Schedule</b> tile.



Step	Action
2.	Click the <b>Attendance Roster Icon</b> next to the course that you want.

My Teaching Schedule > Fall 2017 > FSCJ1

Attendance Roster	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	<a href="#">ENC 1101-52 (3234)</a>	ENGLISH COMPOSTN I 2 (Lecture)	2	TuTh 12:30PM - 1:45PM	KENT BLDG B ROOM 0209A	Aug 28, 2017-Dec 9, 2017
	<a href="#">ENC 1101-58 (3361)</a>	ENGLISH COMPOSTN I 0 (Lecture)	0	TuTh 8:00AM - 9:20AM	KENT BLDG F ROOM 0235	Aug 28, 2017-Dec 9, 2017
	<a href="#">ENC 1101-63 (3391)</a>	ENGLISH COMPOSTN I 0 (Lecture)	0	MoWe 9:30AM - 11:20AM	TBA	Sep 18, 2017-Dec 9, 2017
	<a href="#">ENC 1101-66 (3394)</a>	ENGLISH COMPOSTN I 0 (Lecture)	0	MoWe 8:00AM - 9:15AM	KENT BLDG F ROOM 0235	Aug 28, 2017-Dec 9, 2017
	<a href="#">ENC 1102-34 (4168)</a>	WRITING ABOUT TEXTS (Lecture)	3	TuTh 2:00PM - 3:15PM	KENT BLDG F ROOM 0235	Aug 28, 2017-Dec 9, 2017
	<a href="#">LIT 2000-6 (2966)</a>	LIT IN HUMANITIES (Lecture)	3	MoWe 12:30PM - 1:45PM	KENT BLDG F ROOM 0235	Aug 28, 2017-Dec 9, 2017

[View Weekly Teaching Schedule](#) [Go to top](#)

Step	Action
3.	Each row represents a date for each class meeting. To view all of the rows associated with your class meetings. Click <b>View All</b> .

### Attendance Roster By Class

Course ID: 106119 Term: Spring 2017  
 Course Name: MEDIA/CIVIC ENGMNT Session: Regular Academic Session  
 Subject / Catalog#: COM 4603 Institution: FSCJ1  
 Class Nbr: 1162 Instructor:  
 Class Section: 4000

☒ Populate from Student Enroll Attendance From Date: 01/09/2017  
☒ Generate Class Mtg Attendance Attendance To Date: 05/05/2017

☐ Create Attendance ☐ Update Attendance/All Students ☐ Update Attendance/Active Only

Student Attendance Roster									
			Template Nbr	Type	*Attendance Date	*From Time	*To Time	Contact Minutes	Override
1	Create	Print	View	1	Class Meeting	01/10/2017	9:00AM	10:15AM	75
2	Create	Print	View	2	Class Meeting	01/12/2017	9:00AM	10:15AM	75
3	Create	Print	View	3	Class Meeting	01/17/2017	9:00AM	10:15AM	75
4	Create	Print	View	4	Class Meeting	01/19/2017	9:00AM	10:15AM	75
5	Create	Print	View	5	Class Meeting	01/24/2017	9:00AM	10:15AM	75

Step	Action
4.	Click <b>View</b> on the row for the date that you want.

### Attendance Roster By Class

Course ID: 106119 Term: Spring 2017  
 Course Name: MEDIA/CIVIC ENGMNT Session: Regular Academic Session  
 Subject / Catalog#: COM 4603 Institution: FSCJ1  
 Class Nbr: 1162 Instructor:  
 Class Section: 4000

☒ Populate from Student Enroll Attendance From Date: 01/09/2017  
☒ Generate Class Mtg Attendance Attendance To Date: 05/05/2017

☐ Create Attendance ☐ Update Attendance/All Students ☐ Update Attendance/Active Only

Student Attendance Roster									
			Template Nbr	Type	*Attendance Date	*From Time	*To Time	Contact Minutes	Override
1	Create	Print	View	1	Class Meeting	01/10/2017	9:00AM	10:15AM	75
2	Create	Print	View	2	Class Meeting	01/12/2017	9:00AM	10:15AM	75
3	Create	Print	View	3	Class Meeting	01/17/2017	9:00AM	10:15AM	75
4	Create	Print	View	4	Class Meeting	01/19/2017	9:00AM	10:15AM	75
5	Create	Print	View	5	Class Meeting	01/24/2017	9:00AM	10:15AM	75

Step	Action
5.	To mark a student as present, select <b>Present</b> in the dropdown box. To mark a student as absent, select <b>Not Present</b> in the dropdown box.

### Class Attendance

Course ID: 106119 Term: Spr 2017  
 Course Name: MEDIA/CIVIC ENGMNT Session: Regular Academic Session  
 Subject / Catalog#: COM 4603 Institution: FSCJ1  
 Class Nbr: 1162 Instructor:  
 Class Section: 4000 Career CRED

Template Nbr: 1 Attendance Type: Meeting Attendance Date: 01/10/2017

Student Attendance Roster									
Enrolled	*Student ID	Name	*Academic Career	Present	Reason	From Time	Contact Minutes		
1	2978523	Roberts, Forrest	Credit	Not Present	Non-Attend				
2		Young, Caleb Anthony	Credit	No Action Taken					

No Action Taken  
 Not Present  
 Present



- NOTE: Once the attendance roster is run on the first day of class, it is static and is not automatically updated even if a student adds or drops the class. You will know if a student is currently enrolled if they have a check mark in the Enrolled column. You can use the plus and minus icons to remove or add a student. Please note that students who are dropped for non-attendance may still appear on your attendance roster. For each class session, you can use the minus sign on the row next to their name to delete the student from your attendance roster.

**Class Attendance**

Course ID: 106119      Term: Spr 2017  
 Course Name: MEDIA/CIVIC ENGMNT      Session: Regular Academic Session  
 Subject / Catalog#: COM 4603      Institution: FSCJ1  
 Class Nbr: 1162      Instructor:  
 Class Section: 4000      Career CRED

Template Nbr: 1      Attendance Type: Meeting      Attendance Date: 01/10/2017

**Student Attendance Roster**      Personalize | Find | View All | 63 | First 1-2 of 2 Last

Enrolled	*Student ID	Name	*Academic Career	Present	Reason	From Time	Contact Minutes	
<input type="checkbox"/>	978523	Roberts, Forrest	Credit	Not Present	Non-Attend			+ -
<input checked="" type="checkbox"/>	Young, Caleb Anthony	Credit	No Action Taken					+ -

Save and Return      Cancel

No Action Taken  
 Not Present  
 Present

Step	Action
6.	You have the option of entering a reason for the student's absence. Click on the <b>Reason</b> drop down box to select the Reason.

**Class Attendance**

Course ID: 106119      Term: Spr 2017  
 Course Name: MEDIA/CIVIC ENGMNT      Session: Regular Academic Session  
 Subject / Catalog#: COM 4603      Institution: FSCJ1  
 Class Nbr: 1162      Instructor:  
 Class Section: 4000      Career CRED

Template Nbr: 3      Attendance Type: Meeting      Attendance Date: 01/17/2017

**Student Attendance Roster**      Personalize | Find | View All | 63 | First 1-2 of 2 Last

Enrolled	*Student ID	Name	*Academic Career	Present	Reason	From Time	Contact Minutes	
<input type="checkbox"/>	Roberts	Credit	Not Present		9:00AM	75	+ -	
<input checked="" type="checkbox"/>	Young	Credit	Not Present				+ -	

Save and Return      Cancel

Dropped  
 Jury Duty  
 MakeUp  
 Maternity  
 Non-Attend  
 Other  
 Personal  
 Religious  
 Sick  
 Unexcused  
 Withdrew

NOTE: Selecting Dropped, Non-Attend, or Withdrew will not drop the student from the class.

Step	Action
7.	<p>If you mark someone as Present, you have the option of entering the time that the student arrived and the time the student left class.</p> <p>Enter the <b>From Time</b>. Enter the <b>To Time</b>. Note: When you click into the Contact Minutes, this field will automatically update based on the From Time and To Time.</p>

### Class Attendance

Course ID: 106119 Term: Spr 2017  
 Course Name: MEDIA/CIVIC ENG MNT Session: Regular Academic Session  
 Subject / Catalog#: COM 4603 Institution: FSCJ1  
 Class Nbr: 1162 Instructor:  
 Class Section: 4000 Career CRED

Template Nbr: 3 Attendance Type: Meeting Attendance Date: 01/17/2017

Student Attendance Roster									
Enrolled	*Student ID	Name	*Academic Career	Present	Reason	From Time	*To Time	Contact Minutes	
<input type="checkbox"/>		Roberts	Credit	Not Present		9:00AM		75	+
<input checked="" type="checkbox"/>		Young	Credit	Present		9:00AM	10:15AM	75	+

Save and Return

Cancel

Step	Action
8.	Click <b>Save and Return</b> .

### Class Attendance

Course ID: 106119 Term: Spr 2017  
 Course Name: MEDIA/CIVIC ENG MNT Session: Regular Academic Session  
 Subject / Catalog#: COM 4603 Institution: FSCJ1  
 Class Nbr: 1162 Instructor:  
 Class Section: 4000 Career CRED

Template Nbr: 3 Attendance Type: Meeting Attendance Date: 01/17/2017

Student Attendance Roster									
Enrolled	*Student ID	Name	*Academic Career	Present	Reason	From Time	*To Time	Contact Minutes	
<input type="checkbox"/>		Roberts	Credit	Not Present		9:00AM		75	+
<input checked="" type="checkbox"/>		Young	Credit	Present		9:00AM	10:15AM	75	+

Save and Return

Cancel

## Additional Notes about the Attendance Roster

**Online Classes:** For online classes, only one class meeting initially populates the attendance roster. To add additional class meetings, follow the steps below:

1. Click the plus sign.

### Attendance Roster By Class

Course ID: 100107 Term: Fall 2017  
 Course Name: AC/REFRIG THEORY I Session: Clock Hour Session 154  
 Subject / Catalog#: ACR 0001 Institution: FSCJ1  
 Class Nbr: 5158 Instructor:  
 Class Section: 1

☒ Populate from Student Enroll Attendance From Date: 08/28/2017  
☒ Generate Class Mtg Attendance Attendance To Date: 12/12/2017

Report Manager

☒ Create Attendance ☐ Update Attendance/All Students ☐ Update Attendance/Active Only

Student Attendance Roster									
		Template Mtg	Type	*Attendance Date	*From Time	*To Time	Contact Minutes	Override	
1	Create	Print	View	1	Class Meeting	08/28/2017	7:30AM	11:30AM	240

2. Select **Class Meeting** in the Type drop down, enter the **Attendance Date**, the **From Time** and **To Time**, and click the **Override** checkbox.

Course ID: 100107 Term: Fall 2017  
 Course Name: AC/REFRIG THEORY I Session: Clock Hour Session 154  
 Subject / Catalog#: ACR 0001 Institution: FSCJ1  
 Class Nbr: 5150 Instructor:  
 Class Section: 1

☒ Populate from Student Enroll Attendance From Date: 08/28/2017  
☒ Generate Class Mtg Attendance Attendance To Date: 12/12/2017

Report Manager

☒ Create Attendance ☐ Update Attendance/All Students ☐ Update Attendance/Active Only

Student Attendance Roster									
			Template Nbr	Type	*Attendance Date	*From Time	*To Time	Contact Minutes	Override
1	Create	Print	View	1	Class Meeting	08/28/2017	7:30AM	11:30AM	240
2	Create	Print	View	30	Class Meeting	08/04/2017	1:00PM	3:00PM	

3. Click **Create**. This creates the class meeting so that you can enter attendance as normal.

Course ID: 100107 Term: Fall 2017  
 Course Name: AC/REFRIG THEORY I Session: Clock Hour Session 154  
 Subject / Catalog#: ACR 0001 Institution: FSCJ1  
 Class Nbr: 5150 Instructor:  
 Class Section: 1

☒ Populate from Student Enroll Attendance From Date: 08/28/2017  
☒ Generate Class Mtg Attendance Attendance To Date: 12/12/2017

Report Manager

☒ Create Attendance ☐ Update Attendance/All Students ☐ Update Attendance/Active Only

Student Attendance Roster									
			Template Nbr	Type	*Attendance Date	*From Time	*To Time	Contact Minutes	Override
1	Create	Print	View	1	Class Meeting	08/28/2017	7:30AM	11:30AM	240
2	Create	Print	View	30	Class Meeting	08/04/2017	1:00PM	3:00PM	

**Downloading:** You can download each the attendance for each day to an excel file by clicking the Download icon. This puts the attendance information for that class meeting in an excel file.

#### Class Attendance

Course ID: 106119 Term: Spr 2017  
 Course Name: MEDIA/CIVIC ENGMNT Session: Regular Academic Session  
 Subject / Catalog#: COM 4603 Institution: FSCJ1  
 Class Nbr: 1162 Instructor:  
 Class Section: 4000 Career CRED

Template Nbr: 3 Attendance Type: Meeting Attendance Date: 01/17/2017

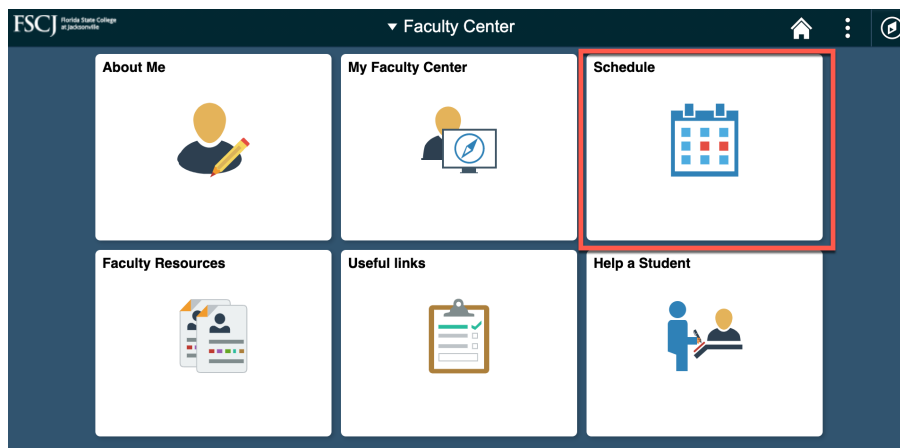
Student Attendance Roster									
Enrolled	*Student ID	Name	*Academic Career	Present	Reason	From Time	*To Time	Contact Minutes	
1		Roberts	Credit	Not Present		9:00AM		75	
2		Young	Credit	Present		9:00AM	10:15AM	75	

# Entering Grades

Faculty members will use the grade roster to enter final grades. Grade rosters are generated the Friday before the end of the class unless requested or noted on the academic calendar, and faculty members have until the final grade window deadline to enter grades.

To enter grades on the grade roster:

Step	Action
1.	Log in to my.fscj.edu with your user name and password. Select <b>Faculty Center</b> in the center navigation > click the <b>Schedule</b> tile.



Step	Action
2.	Click the <b>Grade Roster Icon</b> next to the course that you want.

Icon Legend: Class Roster Grade Roster Learning Management

My Teaching Schedule > Fall 2017 > FSCJ1

Attendance Roster	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	ENC 1101-52 (3234)	ENGLISH COMPOSTN I 2 (Lecture)	2	TuTh 12:30PM - 1:45PM	KENT BLDG B ROOM 0209A	Aug 28, 2017- Dec 9, 2017
	ENC 1102-34 (4168)	WRITING ABOUT TEXTS (Lecture)	3	TuTh 2:00PM - 3:15PM	KENT BLDG F ROOM 0235	Aug 28, 2017- Dec 9, 2017
	LIT 2000-6 (2966)	LIT IN HUMANITIES (Lecture)	3	MoWe 12:30PM - 1:45PM	KENT BLDG F ROOM 0235	Aug 28, 2017- Dec 9, 2017

Note: The grade roster is static, and is not automatically updated. This means that if a student adds your class after the grade roster is generated, that student will not be on the grade roster. If you notice that a student needs to be added to or removed from your grade roster, submit a Help Desk ticket. The student's final grade must also be indicated in the Help Desk ticket so that it can be posted at the time of enrollment.

Step	Action
3.	Click the drop-down arrow in the Grade Roster column.  <b>Select the grade</b> that you want to assign to the student.

Display Options:

\*Grade Roster Type

Final Grade

▾

☐ Display Unassigned Roster Grade Only

Grade Roster Action:

\*Approval Status

Not Reviewed

▾

save

Student Grade

Transcript Note

TEST

	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1	9999006 Student,Claire	B ▾		GRD	Associate Deg-Non FA Eligible - IT Security	Freshman
<input type="checkbox"/>	2	9999005 Student,Jonny	▾		GRD	Technical Certificate - Paramedic	Freshman
<input type="checkbox"/>	3	9999004 Student,Susie	▾		GRD	Associate Degree - Radiation Therapy	Freshman

View All | 63 | Download | H | 44 | Rows 1 - 3 of 3 | H | H

Select All

Clear All

Printer Friendly Version

▾

<- add this grade to selected students

notify selected students

notify all students

save

- Alternatively, if you want to add the same grade to several students
1. Check the check boxes next to the names of those students.
  2. Scroll to the bottom of the screen, and select the drop down box next to the button called **Add this grade to selected student**.
  3. Choose the grade that you want to assign to these students.
  4. Click **Add this grade to selected student**, and it will add the grade to those students.

Display Options:

\*Grade Roster Type

Final Grade

▾

☐ Display Unassigned Roster Grade Only

Grade Roster Action:

\*Approval Status

Not Reviewed

▾

save

Student Grade

Transcript Note

TEST

	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1	9999006 Student,Claire	B ▾		GRD	Associate Deg-Non FA Eligible - IT Security	Freshman
<input checked="" type="checkbox"/>	2	9999005 Student,Jonny	▾		GRD	Technical Certificate - Paramedic	Freshman
<input checked="" type="checkbox"/>	3	9999004 Student,Susie	▾		GRD	Associate Degree - Radiation Therapy	Freshman

View All | 63 | Download | H | 44 | Rows 1 - 3 of 3 | H | H

Select

Clear All

Printer Friendly Version

▾

<- add this grade to selected students

notify selected students

notify all students

save

Step	Action
4.	Select the <b>Approval Action</b> .

**Display Options:**  
 \*Grade Roster Type   
☐ Display Unassigned Roster Grade Only

**Grade Roster Action:**  
 \*Approval Status  [save](#)

**Student Grade** | **Transcript Note** | [Help](#)

	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1 9999006	Student, Claire	B		GRD	Associate Deg-Non PA Eligible - IT Security	Freshman
<input type="checkbox"/>	2 9999005	Student, Jonny			GRD	Technical Certificate - Paramedic	Freshman
<input type="checkbox"/>	3 9999004	Student, Susie			GRD	Associate Degree - Radiation Therapy	Freshman

[View All](#) | [Download](#) | [Help](#) | Rows 1 - 3 of 3 | [Print](#)

[Select All](#) | [Clear All](#) | [Printer Friendly Version](#)

<- add this grade to selected students

[notify selected students](#) | [notify all students](#)

[SAVE](#)

There are three approval statuses:

**Not Reviewed:** This indicates that the faculty member has not input any grades on their roster. This is the default status for all grade rosters when generated.

**Ready for Review:** This status is used when partial grades have been added to the roster or when all grades have been added but the instructor is not ready to indicate that they want the grades posted.

**Approved:** This should be selected when the faculty member has added all final grades for the class and they approve the grades to be posted to the student's academic history. Once in the approved status the grades will be posted to the student's academic history within 24 hours.

NOTE: Faculty members must remember to put their grade rosters in the Approved status by the end of the grading window in order for those grades to be posted to the students' transcripts. The Registrar's Office will post any blank grades as Not Reported (NR) to the students' transcripts.

If you need to change grades once they are posted, you will need to complete the Grade Change process. If an adjunct is also an employee of the College, they must submit a Help Desk Ticket to change grades. The ability to change grades is open for a year after the class is completed. This will allow faculty the time needed to change "I" grades.

Step	Action
5.	Click <b>Save</b> .

Display Options:  
\*Grade Roster Type Final Grade  
☐ Display Unassigned Roster Grade Only

Grade Roster Action:  
\*Approval Status Not Reviewed save

Student Grade		Transcript Note		SET			
	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1 9999006	Student,Claire	B		GRD	Associate Deg-Non FA Eligible - IT Security	Freshman
<input type="checkbox"/>	2 9999005	Student,Jonny	C		GRD	Technical Certificate - Paramedic	Freshman
<input type="checkbox"/>	3 9999004	Student,Susie	C		GRD	Associate Degree - Radiation Therapy	Freshman

View All | Download | Rows 1 - 3 of 3

[Select All](#) [Clear All](#) [Printer Friendly Version](#)

<- add this grade to selected students

notify selected students notify

SAVE

Step	Action
6.	When you have entered all grades, be sure to set the Approval Status as <b>Approved</b> . Click <b>Save</b> .

Display Options:  
\*Grade Roster Type Final Grade  
☐ Display Unassigned Roster Grade Only

Grade Roster Action:  
\*Approval Status Approved save

Student Grade		Transcript Note		SET			
	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1 9999006	Student,Claire	B		GRD	Associate Deg-Non FA Eligible - IT Security	Freshman
<input type="checkbox"/>	2 9999005	Student,Jonny	C		GRD	Technical Certificate - Paramedic	Freshman
<input type="checkbox"/>	3 9999004	Student,Susie	C		GRD	Associate Degree - Radiation Therapy	Freshman

View All | Download | Rows 1 - 3 of 3

[Select All](#) [Clear All](#) [Printer Friendly Version](#)

notify selected students notify all students

SAVE

The word "Saved" will briefly appear in the upper right-hand corner. To check that the grades have been saved, click on **My Schedule**, click the Grade Roster icon for this class. If you see grades populated in the Grade Roster when you go back into it, you know that the grades have been saved.

### Additional Notes about the Grade Roster

**Display Unassigned Roster Grade Only:** If you want to only display those students to whom you have not assigned a grade, check the "Display Unassigned Roster Grade Only."

Display Options:

\*Grade Roster Type
Final Grade

☐ Display Unassigned Roster Grade Only

Grade Roster Action:

\*Approval Status
Not Reviewed
save

Student Grade		Transcript Note						
	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level	
<input type="checkbox"/>	1	9999005	Student,Jonny			GRD	Technical Certificate - Paramedic	Freshman
<input type="checkbox"/>	2	9999004	Student,Susie			GRD	Associate Degree - Radiation Therapy	Freshman

View All | Download | Rows 1 - 2 of 2

Select All Clear All
Printer Friendly Version

<- add this grade to selected students

notify selected students
notify all students

SAVE

**Notify Students:** When you click on “notify selected students,” “notify all students,” or click on the student’s name, this allows you to send an email to the student. **It does not notify the student of their grade.**

Display Options:

\*Grade Roster Type
Final Grade

☐ Display Unassigned Roster Grade Only

Grade Roster Action:

\*Approval Status
Not Reviewed
save

Student Grade		Transcript Note						
	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level	
<input type="checkbox"/>	1	9999005	Student,Jonny			GRD	Technical Certificate - Paramedic	Freshman
<input type="checkbox"/>	2	9999004	Student,Susie			GRD	Associate Degree - Radiation Therapy	Freshman

View All | Download | Rows 1 - 2 of 2

Select All Clear All
Printer Friendly Version

<- add this grade to selected students

notify selected students
notify all students

SAVE

**View All:** If you have more than 20 students, you will want to click View All at the bottom of the grade roster in order to see all of your students.

Display Options:

\*Grade Roster Type
Final Grade

☐ Display Unassigned Roster Grade Only

Grade Roster Action:

\*Approval Status
Not Reviewed
save

Student Grade		Transcript Note						
	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level	
<input type="checkbox"/>	1	9999006	Student,Claire			GRD	Associate Deg-Non FA Eligible - IT Security	Freshman
<input type="checkbox"/>	2	9999005	Student,Jonny			GRD	Technical Certificate - Paramedic	Freshman
<input type="checkbox"/>	3	9999004	Student,Susie			GRD	Associate Degree - Radiation Therapy	Freshman

View All | Download | Rows 1 - 3 of 3

Select All Clear All
Printer Friendly Version

<- add this grade to selected students

notify selected students
notify all students



# Campus Solutions

## Grades for Students Auditing Classes

For students who are auditing your class, the only option that you will see in the roster grade drop down will be X. Please assign a grade of X for that student.

## Getting Help for Campus Solutions

1. Go to [help.fscj.edu](https://help.fscj.edu)
2. Click **Get Help**.
3. Log in with your User Id and Password.
4. Select the category **My FSCJ**.
5. Select the subcategory **Student Records**.
6. Complete the rest of the form with your status, phone number, a short description, and details of the issue.
7. Click **Submit**.

NOTE: If your class schedule is not correct, those inquiries should go through your department or school.

## Campus Solutions Training Website

For training videos and materials on Campus Solutions visit the Campus Solutions training website at <https://training.fscj.edu/cs>. Then, go to the "Faculty" tab.

[illegible]

