



my.FSCJ.edu

FACULTY CENTER GUIDE

ACADEMY FOR TEACHING AND LEARNING

Edition 2

"Accessing the Online Syllabus Builder," pg. 3

"Course Evaluations," pg. 10

"Drop for Non-Attendance," pg. 13

"Grade Changes," pg. 18

"FN Grades & Last Date of Attendance," pg. 20

FSCJ Florida State College
at Jacksonville

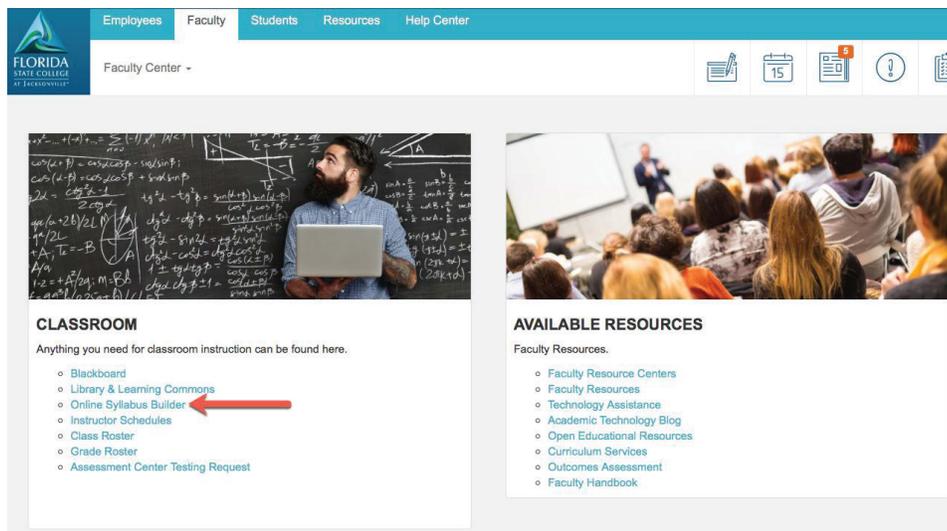
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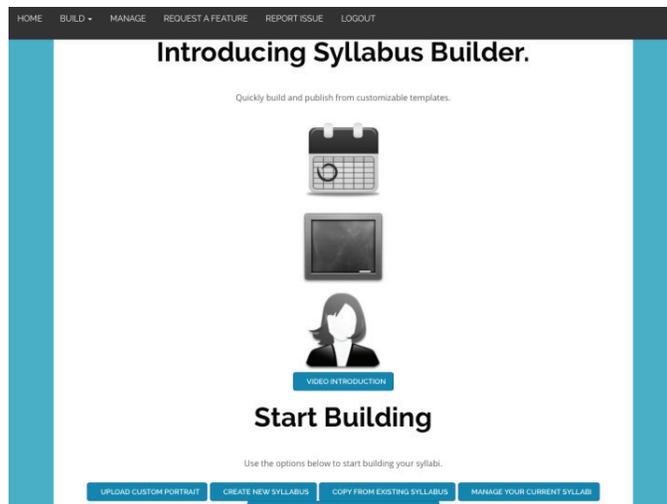
Accessing the Online Syllabus Builder

1. To access the Online Syllabus Builder in PeopleSoft follow the steps below.

Step	Action
1.	<p>Begin by navigating to the Faculty Center.</p> <p>Log in to my.fscj.edu with your user name and password.</p> <p>Click the Faculty Tab > click the Online Syllabus Builder.</p>



Step	Action
2.	The Online Syllabus Builder will display as long as there are no pop-up blockers preventing it.

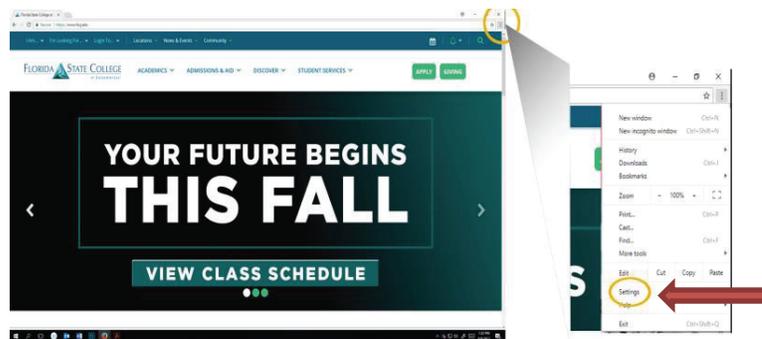


Disabling Pop-up Blockers

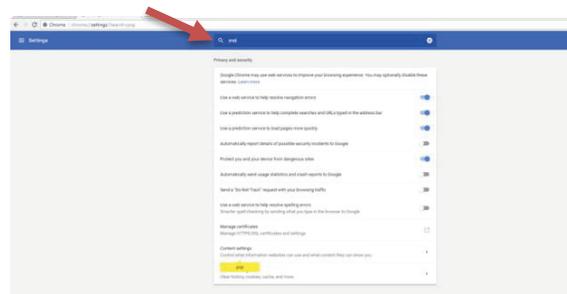
When you click this link for the first time, you may have to disable your pop-up blocker. Below you will find instructions on disabling the pop-up blocker in five common browsers: Chrome, Internet Explorer, Firefox, Safari, and Edge.

How to Disable Pop-Ups in **Chrome**

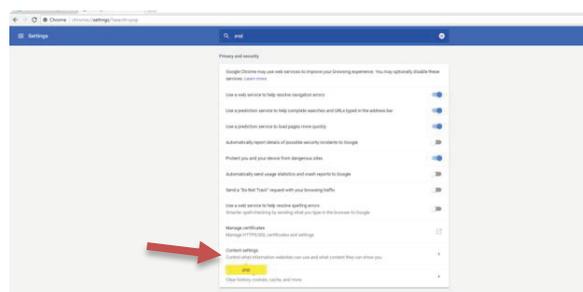
Step	Action
1.	Open Chrome . Click on the 3 dots in the upper right corner of the browser window, then click on Settings .



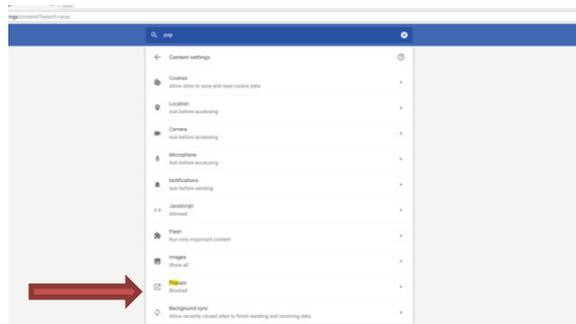
Step	Action
2.	In the Search Settings bar type in the word “pop” and follow the highlighted item.



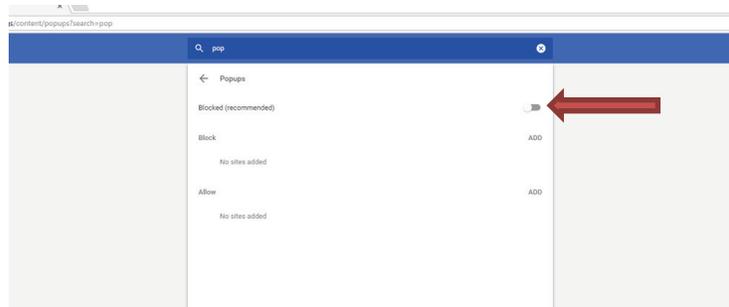
Step	Action
3.	Click Content Settings .



Step	Action
3.	Click Popups .



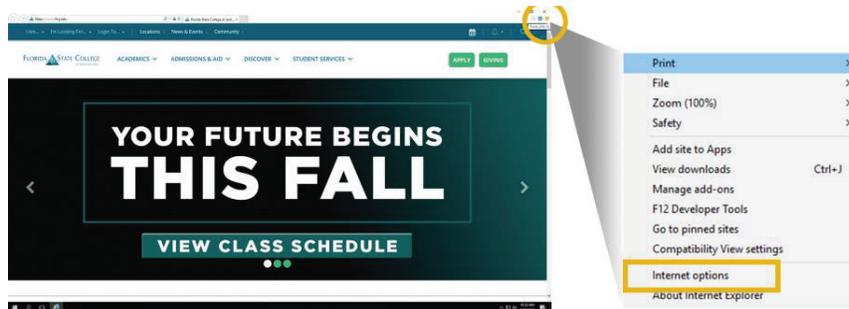
Step	Action
4.	Where you see Blocked (recommended) , move the slider to the right. It will turn blue and the title changes to Allowed .



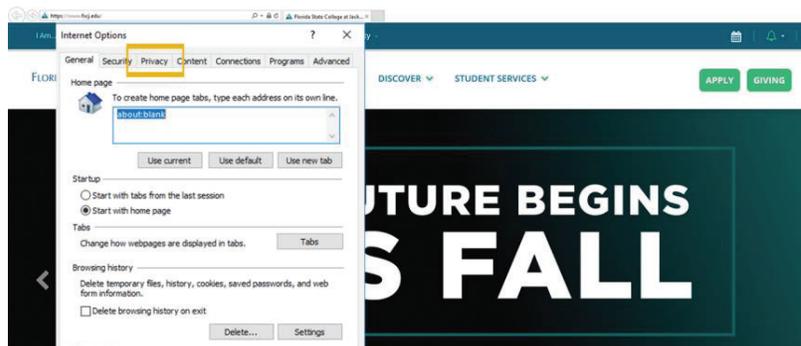
Pop-ups are now allowed. No need to “save.” Close the tab by clicking on the “x.” If pop-ups are still blocked close the browser and re-open it.

How to Disable Pop-Ups in Internet Explorer

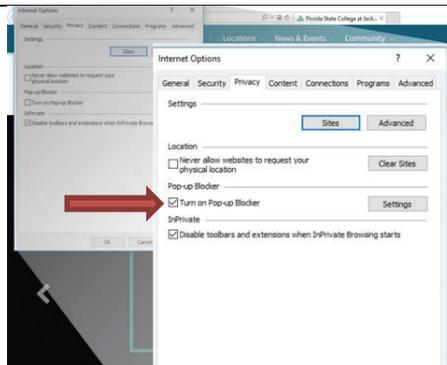
Step	Action
1.	Open Internet Explorer. Click on the Tools wheel (usually in the top right corner), and click Internet Options .



Step	Action
2.	Click the Privacy tab.



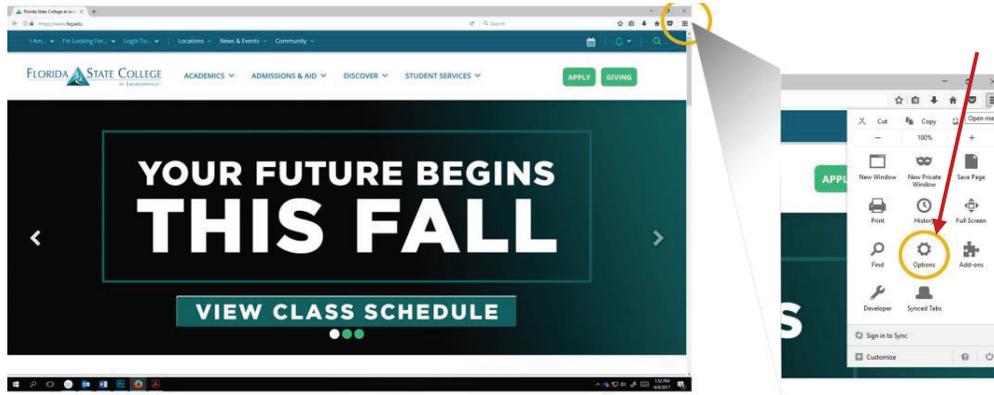
Step	Action
3.	Under Pop-ups, uncheck the Turn on Pop-up Blocker box.



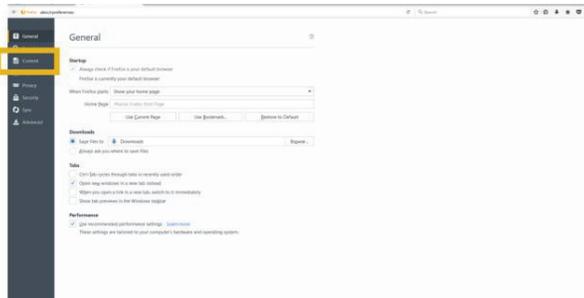
Pop-ups are now allowed. No need to “save.” Close the menu by clicking on the “x.” If pop-ups are still blocked close the browser and re-open it.

How to Disable Pop-Ups in Firefox

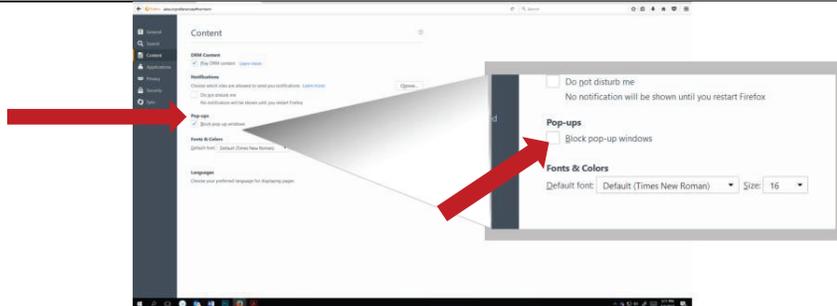
Step	Action
1.	Open Firefox . Click on the 3 lines in the upper right corner of the browser window, then click on Options .



Step	Action
2.	Click on Content in the menu on the left.



Step	Action
3.	Under Pop-ups, uncheck the Block pop-up windows box.

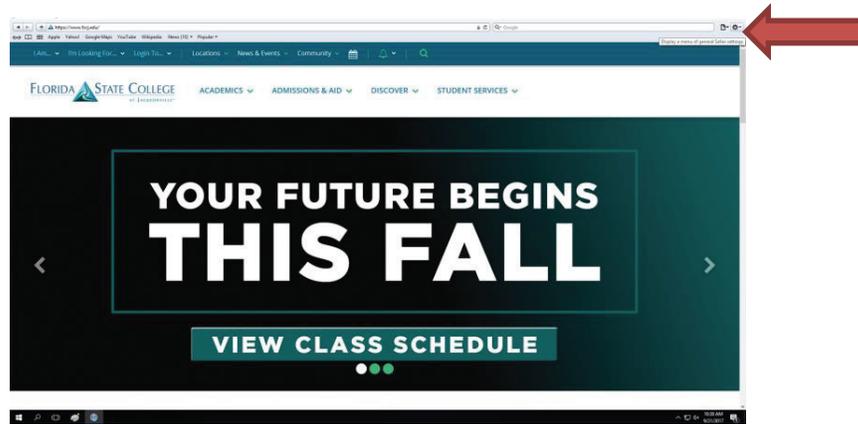


Pop-ups are now allowed. No need to “save.” Close the “options” tab by clicking on the “x.” If pop-ups are still blocked close the browser and re-open it.

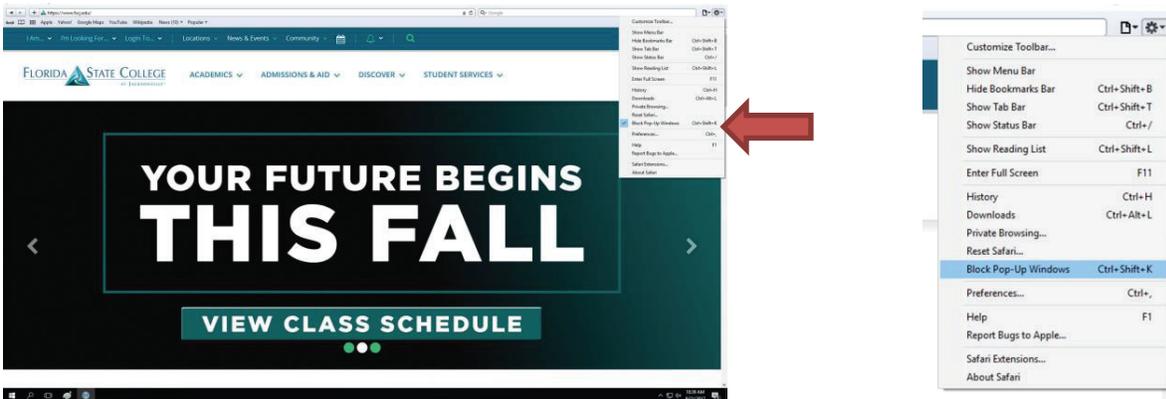
How to Disable Pop-Ups in Safari



Step	Action
1.	Open Safari. (If you're on a MAC and don't see it go to the Launchpad – rocket icon in the tool bar - and click it there). Click on the Tools wheel (usually in the top right corner).



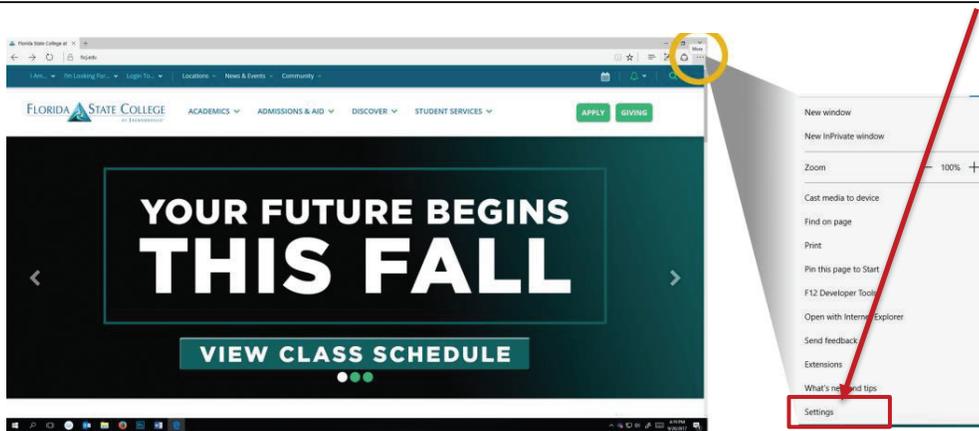
Step	Action
2.	Go to the line that says Block Pop-up Windows and uncheck it.



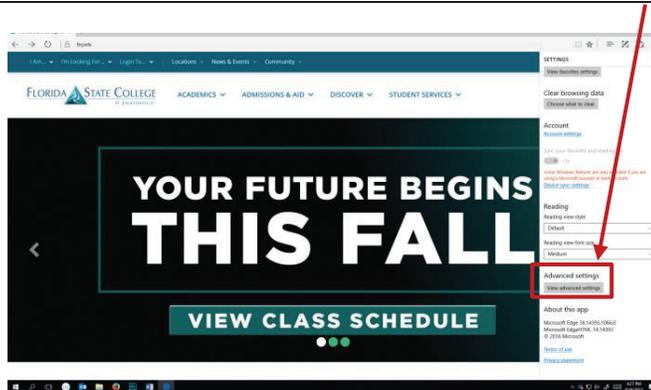
Pop-ups are now allowed. No need to “save.” If pop-ups are still blocked close the browser and re-open it.

How to Disable Pop-Ups in Edge

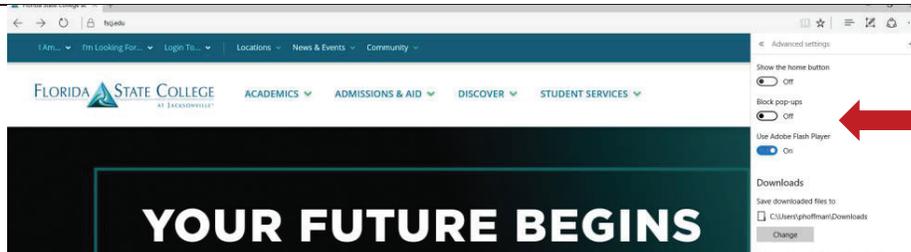
Step	Action
1.	Open Microsoft Edge . Click on the 3 dots in the upper right corner of the browser window, then click on Settings .



Step	Action
2.	In the Settings menu, scroll down and click View Advanced Settings .



Step	Action
3.	Near the top you will see a line that says Block Pop-ups . Move the slider to off .

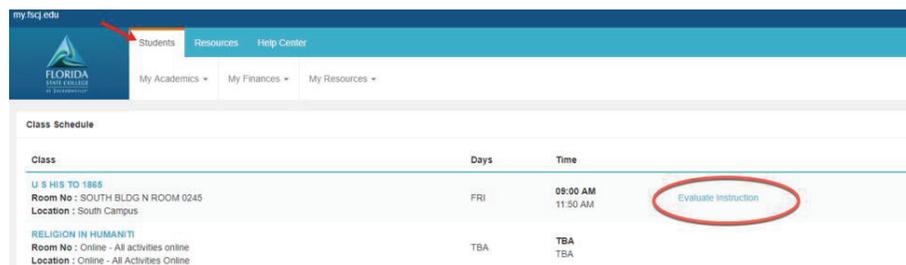


Pop-ups are now allowed. No need to “save.” Just click off of the menu and it will close. If pop-ups are still blocked close the browser and re-open it.

STEPS FOR STUDENTS

Students have the opportunity to evaluate their courses beginning the Friday before the last week of the class. In order to access the evaluation, students should follow the steps below:

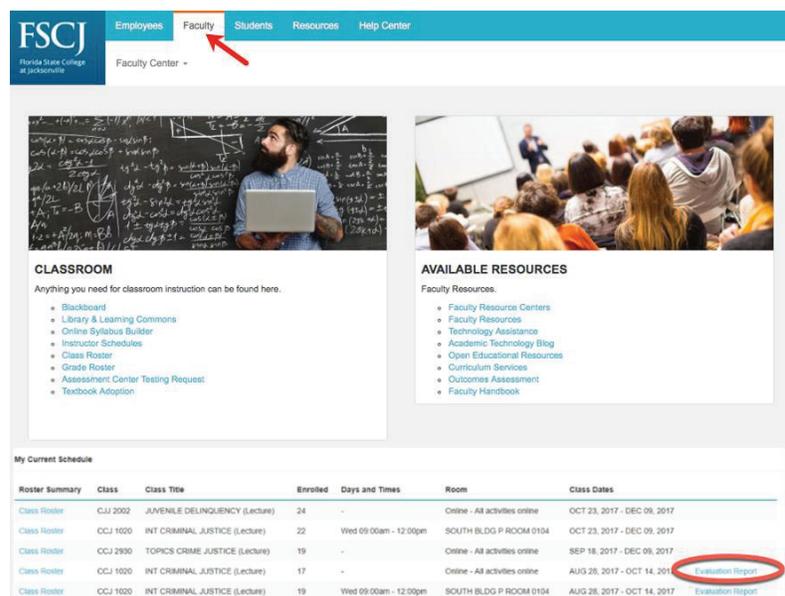
Step	Action
1.	Log in to my.fscj.edu.
2.	On the Students Tab click the Evaluate Instruction link next to the desired class.



STEPS FOR INSTRUCTORS

The evaluation reports will be made available to instructors 5 days after the last day of class. Instructors will be able to view the evaluation report by following the steps below:

Step	Action
1.	Log in to my.fscj.edu.
2.	On the Faculty Tab scroll down to the “My Current Schedule” area and click the Evaluation Report link next to the desired class.



Instructor view of evaluation report:

Student Instructional Assessment Report

Term/Session: 2178/A7
 Course: [redacted]
 Class Number: [redacted]
 Location: NORTH
 Instructor: [redacted]

Course Organization and Planning:

	Strongly Agree 5	Agree 4	No Opinion 3	Disagree 2	Strongly Disagree 1	Count	Mean	Standard Deviation
My professor presented the subject matter clearly.	2(67%)	1(33%)	0(0%)	0(0%)	0(0%)	3	4.67	0.89
My professor displayed enthusiasm when teaching.	2(67%)	1(33%)	0(0%)	0(0%)	0(0%)	3	4.67	0.89
My professor had a style of presentation that encouraged me to learn.	2(67%)	1(33%)	0(0%)	0(0%)	0(0%)	3	4.67	0.89
My professor taught his/her stated course objectives.	2(67%)	1(33%)	0(0%)	0(0%)	0(0%)	3	4.67	0.89
My professor was open to questions or comments when they were appropriate.	2(67%)	1(33%)	0(0%)	0(0%)	0(0%)	3	4.67	0.89
My professor was available to help me during POSTED office hours.	2(67%)	1(33%)	0(0%)	0(0%)	0(0%)	3	4.67	0.89
My professor explained what was expected of me.	2(67%)	1(33%)	0(0%)	0(0%)	0(0%)	3	4.67	0.89
My professor provided written course policies	2(67%)	1(33%)	0(0%)	0(0%)	0(0%)	3	4.67	0.89
My professor provided feedback on all my work quickly enough to benefit me.	2(67%)	1(33%)	0(0%)	0(0%)	0(0%)	3	4.67	0.89
I would recommend this professor to another student.	2(67%)	1(33%)	0(0%)	0(0%)	0(0%)	3	4.67	0.89
My professor clearly explained how I was going to be graded at the beginning of the course.	2(67%)	1(33%)	0(0%)	0(0%)	0(0%)	3	4.67	0.89
My professor used methods of evaluation that were clearly related to the objectives in the course.	2(67%)	1(33%)	0(0%)	0(0%)	0(0%)	3	4.67	0.89

Alternatively, you can access the evaluation report from your class schedule.

The screenshot shows the FSCJ Faculty Center interface. At the top, there are navigation tabs: Faculty, Employees, Students, My Life @ F&CJ, Resources, and Help Center. Below this is a 'CLASSROOM' section with a list of resources including Blackboard, Library & Learning Commons, Online Software Baiting, Instructor Schedules, Assessment Center Testing Request, Textbook Adoption, Building Maintenance Request, and MediaSpace. To the right is an 'AVAILABLE RESOURCES' section with links to Faculty Resource Centers, Faculty Resources, Technology Assistance, Academic Technology Blog, Open Educational Resources, Curriculum Services, Outcomes Assessment, Faculty Handbook, Grade Contract, Early Alert Report, and Insight Log In.

Below the resources are three buttons: 'Faculty Center my schedule', 'Advisor Center class roster', and 'Search grade roster'. Underneath is a 'My Schedule' section for 'Fall 2018 | FSCJ1' with a 'change term' button and a 'My Exam Schedule' button. There are radio buttons for 'Show All Classes' (selected) and 'Show Enrolled Classes Only'. A legend shows icons for Class Roster, Grade Roster, and Learning Management.

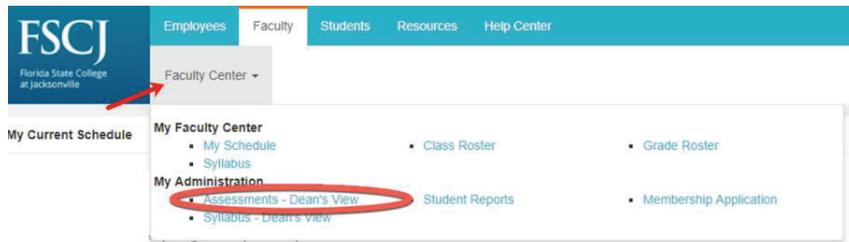
The 'My Teaching Schedule > Fall 2018 > FSCJ1' table is shown below. The table has columns for Class, Certified, Class Title, Enrolled Days & Times, Room, Class Dates, and Evaluation. The 'Evaluation' column for the class 'AFPD 5057-1 (5572) FERPA BASICS (Lecture)' is circled in red.

Class	Certified	Class Title	Enrolled Days & Times	Room	Class Dates	Evaluation
AFPD 5057-1 (5572)	No	FERPA BASICS (Lecture)	0 TBA	Online - All activities online	Aug 31, 2018- Dec 18, 2018	Evaluation

STEPS FOR ADMINISTRATORS

The evaluation reports will be made available to administrators 5 days after the last day of class. Instructors will be able to view the evaluation reports of their instructors by following the steps below:

Step	Action
1.	Log in to my.fscj.edu.
2.	On the Faculty Tab click on the Faculty Center drop down menu.
3.	Select the Assessments – Dean’s View link.



Step	Action
4.	Use the input form to search for instructors or courses.

Introducing Student Faculty Assessments for Deans

Track and review Faculty Assessments submitted by students.

Term:

Session:

Professors:

Courses:

Administrator view of evaluation report:

Introducing Student Faculty Assessments for Deans

Track and review Faculty Assessments submitted by students.

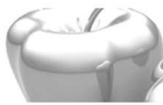
Term:

Session:

Professors:

Courses:

Student Instructional Assessment Report



Term/Session: 2178/A7
Course: _____
Class Number: _____
Location: NORTH
Instructor: _____

Course Organization and Planning:

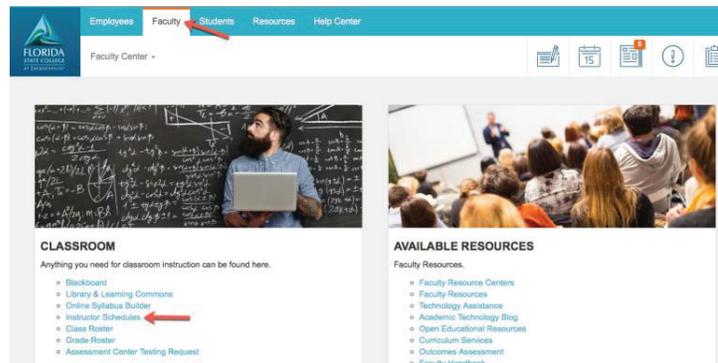
	Strongly Agree 5	Agree 4	No Opinion 3	Disagree 2	Strongly Disagree 1	Count	Mean	Standard Deviation
My professor presented the subject matter clearly.	2(67%)	1(33%)	0(0%)	0(0%)	0(0%)	3	4.67	0.89
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My professor was available to help me during POSTED office hours.	2(67%)	1(33%)	0(0%)	0(0%)	0(0%)	3	4.67	0.89
My professor explained what was expected of me.	2(67%)	1(33%)	0(0%)	0(0%)	0(0%)	3	4.67	0.89
My professor provided written course policies	2(67%)	1(33%)	0(0%)	0(0%)	0(0%)	3	4.67	0.89
My professor provided feedback on all my work quickly enough to benefit me.	2(67%)	1(33%)	0(0%)	0(0%)	0(0%)	3	4.67	0.89

Drop for Non-attendance

If a student does not attend class from the beginning of the session to the end of Drop for Non-Attendance window, the student should be dropped for non-attendance. The drop for non-attendance window opens approximately 7 days after the session start date and closes approximately 14 days after the session start date.

Instructors are required to enter non-attendance on the final day of the Drop for Non-Attendance window. Even if you do not have any students who need to be dropped for non-attendance, you must certify your class roster. To report non-attendance and/or certify your class roster, follow the steps below.

Step	Action
1.	Log in to my.fscj.edu with your user name and password. Click the Faculty Tab → Instructor Schedules .



Step	Action
2.	Click the Class Roster icon next to the class section that you want. Note: For a class that has more than one component, you will need to enter non-attendance and certify the class roster on the enrollment section only. You will know which class is the enrollment section because it will say "Yes" in the Certified column next to it.

Class	Certified	Class Title	Enrolled	Days & Times	Room	Class Dates
CET 2600-1 (1232)	Yes	NETWRK FND CISCO 1 (Lecture)	24	Tu 6:00PM - 10:00PM	SOUTH BLDG G ROOM 0102	Aug 28, 2017- Dec 9, 2017
CET 2600-1L (1243)		NETWRK FND CISCO 1 (Laboratory)	24	TBA	TBA	Aug 28, 2017- Dec 9, 2017
CHT 1015-3 (3875)	Yes	OPERATING SYST FOUND (Lecture)	24	TBA	Online - All activities online	Aug 28, 2017- Dec 9, 2017
CHT 1015-3L (3876)		OPERATING SYST FOUND (Laboratory)	24	TBA	Online - All activities online	Aug 28, 2017- Dec 9, 2017
CTS 2437-1 (1192)	Yes	INTRO SQL SERVER DB (Lecture)	12	Mo 6:00PM - 9:00PM	SOUTH BLDG E ROOM 0207	Aug 28, 2017- Oct 14, 2017
CTS 2437-1L (1216)		INTRO SQL SERVER DB (Laboratory)	12	TBA	TBA	Aug 28, 2017- Oct 14, 2017
CTS 2437-3 (4032)	Yes	INTRO SQL SERVER DB (Lecture)	24	TBA	Online - All activities online	Aug 28, 2017- Dec 9, 2017
CTS 2437-3L (4033)		INTRO SQL SERVER DB (Laboratory)	24	TBA	Online - All activities online	Aug 28, 2017- Dec 9, 2017
CWS 0018-3 (5808)	No	JAVA-I-TECH PROGRAM (Lecture)	0	MoWe 2:00PM - 4:30PM	SOUTH BLDG M ROOM 2102	Nov 13, 2017- Jan 24, 2018
CWS 0027-1 (5802)	No	SQL - Server I Tech Program (Lecture)	0	MoWe 12:00PM - 2:30PM	SOUTH BLDG M ROOM 2102	Sep 18, 2017- Nov 8, 2017

Step	Action
3.	For any student who has not attended class, select Non-Attendance in the Drop for NA column.

*Enrollment Status

Enrollment Capacity 22 Enrolled 16

Certify and Save

Enrolled Students							Find	First	1-16 of 16	Last
ID	Name	Grade Basis	Units	Program and Plan	Level	Drop for NA				
1		Graded	3.00	Associate Degree - Associate in Arts	Freshman	▼				
2		Graded	3.00	Associate Degree - Associate in Arts	Freshman	Non-Attendance				
3		Graded	3.00	Associate Degree - Associate in Arts	Freshman	▼				
4		Graded	3.00	Associate Degree - Associate in Arts	Freshman	▼				
5		Graded	3.00	Associate Degree - Engineering Technology	Freshman	▼				
6		Graded	3.00	Non-Degree - Dual Enrolled College Credit	Freshman	▼				
7		Graded	3.00	Associate Degree - Associate in Arts	Freshman	▼				
8		Graded	3.00	Associate Degree - Associate in Arts	Freshman	▼				
9		Graded	3.00	Non-Degree - Dual Enrolled College Credit	Freshman	▼				

Step	Action
4.	Click Certify and Save . NOTE: There is no warning reminding you to save when you leave this page, so you must remember to click Certify and Save or your changes will not be saved.

*Enrollment Status

Enrollment Capacity 22 Enrolled 16

Certify and Save

Enrolled Students							Find	First	1-16 of 16	Last
ID	Name	Grade Basis	Units	Program and Plan	Level	Drop for NA				
1		Graded	3.00	Associate Degree - Associate in Arts	Freshman	Non-Attend: ▼				
2		Graded	3.00	Associate Degree - Associate in Arts	Freshman	Non-Attend: ▼				
3		Graded	3.00	Associate Degree - Associate in Arts	Freshman	▼				
4		Graded	3.00	Associate Degree - Associate in Arts	Freshman	▼				
5		Graded	3.00	Associate Degree - Engineering Technology	Freshman	▼				
6		Graded	3.00	Non-Degree - Dual Enrolled College Credit	Freshman	▼				
7		Graded	3.00	Associate Degree - Associate in Arts	Freshman	▼				
8		Graded	3.00	Associate Degree - Associate in Arts	Freshman	▼				
9		Graded	3.00	Non-Degree - Dual Enrolled College Credit	Freshman	▼				

Step	Action
5.	Click Yes when asked if you want to update the Drop for NA information for these students.

Step	Action
3.	For any student who has not attended class, select Non-Attendance in the Drop for NA column.

*Enrollment Status

Enrollment Capacity 22 Enrolled 16

Certify and Save

Enrolled Students							Find	First	1-16 of 16	Last
ID	Name	Grade Basis	Units	Program and Plan	Level	Drop for NA				
1		Graded	3.00	Associate Degree - Associate in Arts	Freshman	<input type="text" value="Non-Attendance"/>				
2		Graded	3.00	Associate Degree - Associate in Arts	Freshman	<input type="text" value="Non-Attendance"/>				
3		Graded	3.00	Associate Degree - Associate in Arts	Freshman	<input type="text" value=""/>				
4		Graded	3.00	Associate Degree - Associate in Arts	Freshman	<input type="text" value=""/>				
5		Graded	3.00	Associate Degree - Engineering Technology	Freshman	<input type="text" value=""/>				
6		Graded	3.00	Non-Degree - Dual Enrolled College Credit	Freshman	<input type="text" value=""/>				
7		Graded	3.00	Associate Degree - Associate in Arts	Freshman	<input type="text" value=""/>				
8		Graded	3.00	Associate Degree - Associate in Arts	Freshman	<input type="text" value=""/>				
9		Graded	3.00	Non-Degree - Dual Enrolled College Credit	Freshman	<input type="text" value=""/>				

Step	Action
4.	Click Certify and Save . NOTE: There is no warning reminding you to save when you leave this page, so you must remember to click Certify and Save or your changes will not be saved.

*Enrollment Status

Enrollment Capacity 22 Enrolled 16

Certify and Save

Enrolled Students							Find	First	1-16 of 16	Last
ID	Name	Grade Basis	Units	Program and Plan	Level	Drop for NA				
1		Graded	3.00	Associate Degree - Associate in Arts	Freshman	<input type="text" value="Non-Attendance"/>				
2		Graded	3.00	Associate Degree - Associate in Arts	Freshman	<input type="text" value="Non-Attendance"/>				
3		Graded	3.00	Associate Degree - Associate in Arts	Freshman	<input type="text" value=""/>				
4		Graded	3.00	Associate Degree - Associate in Arts	Freshman	<input type="text" value=""/>				
5		Graded	3.00	Associate Degree - Engineering Technology	Freshman	<input type="text" value=""/>				
6		Graded	3.00	Non-Degree - Dual Enrolled College Credit	Freshman	<input type="text" value=""/>				
7		Graded	3.00	Associate Degree - Associate in Arts	Freshman	<input type="text" value=""/>				
8		Graded	3.00	Associate Degree - Associate in Arts	Freshman	<input type="text" value=""/>				
9		Graded	3.00	Non-Degree - Dual Enrolled College Credit	Freshman	<input type="text" value=""/>				

Step	Action
5.	Click Yes when asked if you want to update the Drop for NA information for these students.

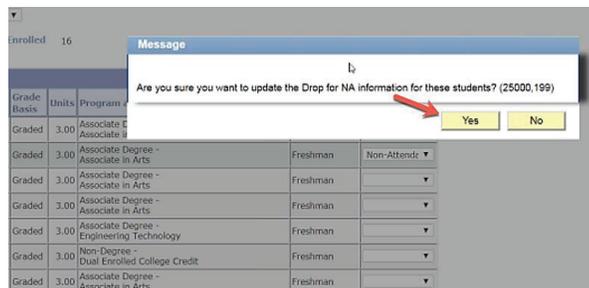
*Enrollment Status Enrolled ▼

Enrollment Capacity 22 Enrolled 18

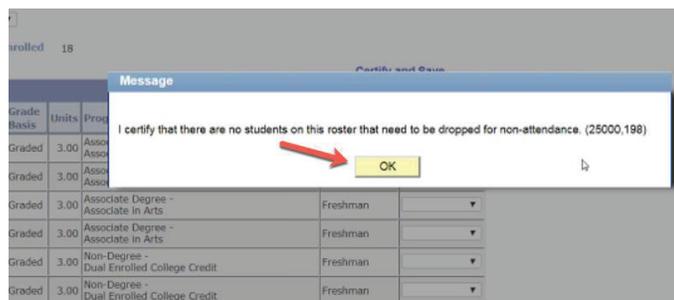
Certify and Save 

Enrolled Students							
ID	Name	Grade Basis	Units	Program and Plan	Level	Drop for NA	
1		Graded	3.00	Associate Degree - Associate in Arts	Freshman	▼	
2		Graded	3.00	Associate Degree - Associate in Arts	Freshman	▼	
3		Graded	3.00	Associate Degree - Associate in Arts	Freshman	▼	
4		Graded	3.00	Associate Degree - Associate in Arts	Freshman	▼	
5		Graded	3.00	Non-Degree - Dual Enrolled College Credit	Freshman	▼	
6		Graded	3.00	Non-Degree - Dual Enrolled College Credit	Freshman	▼	

Step	Action
2.	Click Yes when asked if you want to update the Drop for NA information for these students.



Step	Action
3.	Click OK to certify that there are no students who need to be dropped for non-attendance.



Step	Action
4	Once the class is certified the date/time stamp will appear to show when the roster was certified.

Class Roster

[View FERPA Statement](#)

Fall 2017 | Regular Academic Session | FSCJ | College Credit

▼ CTS 2437 - 3 (4032) [change class](#)

Introduction to SQL Server Database (Lecture)

Days and Times	Room	Instructor	Dates
TBA	Online - All activities online	Pamela Brauda	08/28/2017 - 12/09/2017

*Enrollment Status

Enrollment Capacity 24 Enrolled 24

Certify and Save
10/02/2017 8:24:35PM

Enrolled Students						
ID	Name	Grade Basis	Units	Program and Plan	Level	Drop for NA
First 1-24 of 24 Last						

NOTES:

- If you mistakenly mark someone as dropped for non-attendance, you can go back in and change it as long as the drop down box is still there. Simply click the drop down and re-set it to blank. Be sure to click Certify and Save again.
- After the process runs to drop the student (which is intended to be a nightly process), you will not be able to make any changes to that student.
- You may be contacted by the College if you fail to certify and save your roster at the end of the Drop for Non-Attendance window.

Grade Changes

Faculty members have one year after the class ends to enter grade changes. The grade change process in Campus Solutions does not require departmental approval. Administrators cannot change grades; only the faculty member has access to complete the grade change process.

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.

If an adjunct is also an employee of the College, they must submit a Help Desk Ticket to change grades.

To change grades, follow the steps below.

Step	Action
1.	In the Faculty Center, click the Grade Roster Icon next to the course that you want.

My Teaching Schedule > Fall 2017 > FSCJ1

Attendance Roster	Class	Certified	Class Title	Enrolled	Days & Times	Room	Class Dates	Print Photo Roster
✓	 ENC 1101-169 (6449)	No	ENGLISH COMPOSTN I 5 (Lecture)	5	TBA	DOWNTOWN BLDG A ROOM 2064	Sep 18, 2017- Dec 9, 2017	Print Photo Roster
✓	 ENC 1101-52 (3234)	Yes	ENGLISH COMPOSTN I 22 (Lecture)	22	TuTh 12:30PM - 1:45PM	KENT BLDG F ROOM 0235	Aug 28, 2017- Dec 9, 2017	Print Photo Roster
✓	 ENC 1101-53 (3237)	Yes	ENGLISH COMPOSTN I 21 (Lecture)	21	MoWe 2:00PM - 3:15PM	KENT BLDG F ROOM 0235	Aug 28, 2017- Dec 9, 2017	Print Photo Roster
✓	 ENC 1101-58 (3361)	Yes	ENGLISH COMPOSTN I 22 (Lecture)	22	TuTh 8:00AM - 9:20AM	KENT BLDG F ROOM 0235	Aug 28, 2017- Dec 9, 2017	Print Photo Roster
✓	 ENC 1101-63 (3391)	No	ENGLISH COMPOSTN I 19 (Lecture)	19	MoWe 9:30AM - 11:20AM	KENT BLDG F ROOM 0235	Sep 18, 2017- Dec 9, 2017	Print Photo Roster

Step	Action
2.	Click the Request Grade Change link.

▼ **ENC 1102 - 34 (4168)** change class

Writing About Texts (Lecture)

Days and Times	Room	Instructor	Dates
TuTh 2:00PM-3:15PM	KENT BLDG F ROOM 0235		08/28/2017 - 12/09/2017

Display Options: *Grade Roster Type <input type="text" value="Final Grade"/> <input type="checkbox"/> Display Unassigned Roster Grade Only	Grade Roster Action: *Approval Status <input type="text" value="Approved"/> Posted Request Grade Change
---	---

Student Grade	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level	Status
<input type="checkbox"/>	1		A	A	GRD	Associate Degree - Associate In Arts	Sophomore	Posted
<input type="checkbox"/>	2		A	A	GRD	Non-Degree - Dual Enrolled College Credit	Freshman	Posted
<input type="checkbox"/>	3		FN	FN	GRD	Associate Degree - Associate In Arts	Freshman	Posted
<input type="checkbox"/>	4		A	A	GRD	Associate Degree - Associate In Arts	Freshman	Posted
<input type="checkbox"/>	5		B	B	GRD	Associate Degree - Associate In Arts	Sophomore	Posted

Step	Action
3.	Click the Official Grade dropdown box next to the student that you want and select the appropriate grade.

▼ [ENC 1102 - 34 \(4168\)](#)

Writing About Texts (Lecture)

Days and Times	Room	Instructor	Dates
TuTh 2:00PM-3:15PM	KENT BLDG F ROOM 0235		08/28/2017 - 12/09/2017

	ID	Name	Enrollment Status	Grading Basis	Official Grade
1			Enrolled	Traditional A-F	A ↕
2			Enrolled	Traditional A-F	A ↕
3			Enrolled	Traditional A-F	FN ↕
4			Enrolled	Traditional A-F	A ↕
5			Enrolled	Traditional A-F	B ↕

Step	Action
4.	Click the Submit and the word “Success” will appear next to the updated grade. Click Return to Grade Roster .

▼ [ENC 1102 - 34 \(4168\)](#)

Writing About Texts (Lecture)

Days and Times	Room	Instructor	Dates
TuTh 2:00PM-3:15PM	KENT BLDG F ROOM 0235		08/28/2017 - 12/09/2017

	ID	Name	Enrollment Status	Grading Basis	Official Grade	
1			Enrolled	Traditional A-F	A ↕	
2			Enrolled	Traditional A-F	A ↕	
3			Enrolled	Traditional A-F	FN ↕	
4			Enrolled	Traditional A-F	A ↕	
5			Enrolled	Traditional A-F	A ↕	Success

[Return to Grade Roster](#) ←

Step	Action
5.	The grade has now been changed.

FN Grades & Last Date of Attendance

If a student earns a failing grade due to non-attendance, the faculty member must report the grade as an “FN” and enter the last date of attendance. To do so, follow the steps below.

Step	Action
1.	In the Faculty Center, click the Grade Roster Icon next to the course that you want.

My Teaching Schedule > Fall 2017 > FSCJ1

Attendance Roster	Class	Certified	Class Title	Enrolled	Days & Times	Room	Class Dates	Print Photo Roster
✓	 ENC 1101-169 (6449)	No	ENGLISH COMPOSTN I 5 (Lecture)		TBA	DOWNTOWN BLDG A ROOM 2064	Sep 18, 2017- Dec 9, 2017	Print Photo Roster
✓	 ENC 1101-52 (3234)	Yes	ENGLISH COMPOSTN I 22 (Lecture)		TuTh 12:30PM - 1:45PM	KENT BLDG F ROOM 0235	Aug 28, 2017- Dec 9, 2017	Print Photo Roster
✓	 ENC 1101-53 (3237)	Yes	ENGLISH COMPOSTN I 21 (Lecture)		MoWe 2:00PM - 3:15PM	KENT BLDG F ROOM 0235	Aug 28, 2017- Dec 9, 2017	Print Photo Roster
✓	 ENC 1101-58 (3361)	Yes	ENGLISH COMPOSTN I 22 (Lecture)		TuTh 8:00AM - 9:20AM	KENT BLDG F ROOM 0235	Aug 28, 2017- Dec 9, 2017	Print Photo Roster
✓	 ENC 1101-63 (3391)	No	ENGLISH COMPOSTN I 19 (Lecture)		MoWe 9:30AM - 11:20AM	KENT BLDG F ROOM 0235	Sep 18, 2017- Dec 9, 2017	Print Photo Roster

Step	Action
2.	Click the Roster Grade dropdown and select FN .

Display Options:

*Grade Roster Type Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status Not Reviewed save

Student Grade		ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1			▼		GRD	Associate Degree - Associate in Arts	Sophomore

Step	Action
3.	<p>The FN Grade Reason field will become available. If the student never attended select Never Attended.</p> <p>NOTE: The “Never Attended” option is used when the student should have been dropped for Non-Attendance, but is still on the grade roster. Student Records will pull these students and retroactively drop them for Non-Attendance.</p>

Student Grade		ID	Name	Roster Grade	FN Grade Reason	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1			▼	▼		GRD	Associate Degree - Associate in Arts	Sophomore

Step	Action
4.	If the student attended at least one class session, but stopped attending select Attended Until .

Student Grade										
ID	Name	Roster Grade	FN Grade Reason	FN Grade Date	Official Grade	Grading Basis	Program and Plan	Level		
1		FN	Attended Until			GRD	Associate Degree - Associate in Arts	Sophomore		

Step	Action
5.	The FN Grade Date field will become available. Enter the student's Last Date of Attendance .

Student Grade										
ID	Name	Roster Grade	FN Grade Reason	FN Grade Date	Official Grade	Grading Basis	Program and Plan	Level		
1		FN	Attended Until	04/11/2018		GRD	Associate Degree - Associate in Arts	Sophomore		

From there, you can complete the grading process as usual.

