

# my.FSCJ.edu FACULTY CENTER GUIDE

ACADEMY FOR TEACHING AND LEARNING

"Accessing the Online Syllabus Builder," pg. 3

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Florida State College at Jacksonville

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

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



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 <b>Chrome</b> .
	Click on the <b>3 dots</b> in the upper right corner of the browser window, then click on <b>Settings</b> .



### 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 <b>Popups</b> .

ngs/content/hearthr-pop		
	Q. pag	0
	← Context settings	٥
	Cookies Allow sites to save and read cookie data	
	Location     Ask before accessing	and the second se
	Comes Asi before accessing	
	Morphore     Api before accessing	1. Contract (1. Contract)
	Notifications     Ask before sending	
	O Janforgt Allowed	
	Ren Run only important content	
	B traps	242
	C Booked	
	Background sync     Allow recently closed sites to finish sending and receiving data	

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

* \		
s/content/popups?search=pop		
	Q, pop	8
	← Popups	4
	Blocked (recommended)	
	Block	ADD
	No sites added	
	Allow	ADD
	No sites added	

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
2.	Click the <b>Privacy</b> tab.







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.

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



## 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.	
	♦ Univ Annumentation           0 <td< td=""><td></td></td<>	



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.



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 <b>Tools</b> 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.



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



Step	Action	
2.	In the Settings menu, scroll down and click View Advanced S	ettings.
		Image: Source     Image: Source       Image: Source     Image: Source       Core toosling data     Image: Source       Dear toosling data     Image: So

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Step	Action	
3.	Near the top you will see a line that says <b>Block Pop-ups.</b> Move the slider to <b>off</b> .	
	A visual and only is ∧ [1]     (Am ↓ Introduce the second of th	① ☆   = ℤ △ …     べ     ▲ …     ▲ Advanced settings
	FLORIDA STATE COLLEGE ACADEMICS & ADMISSIONS & AID & DISCOVER & STUDENT SERVICES &	Show the home button or Block pop ups or
		Uze Adobe Flash Player On
	YOUR FUTURE BEGINS	Downloads Swe downloaded files to Cluberty photfiles (Downloads Olarge

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 <b>Students Tab</b> click the <b>Evaluate Instruction</b> link next to the desired class.

fscj.edu				
A	Students Resources Help Center			
FLORIDA STATE COLLEGE	My Academics * My Finances * My Resources *			
Class Schedule				
Class		Days	Time	
U S HIS TO 1865 Room No : SOUTH E Location : South Car	BLDG N ROOM 0245 mpus	FRI	09:00 AM 11:50 AM	Istruction
RELIGION IN HUMAN Room No : Online - A Location : Online - A	NITI All activities online JI Activities Online	TBA	TBA TBA	

#### **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
	<b>Report</b> link next to the desired class.



Instructor view of evaluation report:

Student Instructional Assessment	Report				1	-	-	100
Term/Session: 2178/A7 Course: Class Rumber: Location: NGRTH Instructor:					4			
Course Organization and Planning:	Strongly Agree 5	Agree 4	No Opinion 3	Disagree 2	Strongly Disagree 1	Count	Mear	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%)	O(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
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.

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Anyt	hing you nee	d for classroom instru	ction can be foun	there.	Faculty Res	sources.		
	<ul> <li>Blackboard</li> <li>Library &amp; L</li> <li>Online Syll</li> <li>Instructor S</li> <li>Assessmet</li> <li>Textbook /</li> <li>Building M</li> <li>MediaSpace</li> </ul>	1 .coaming Commons laturs Builder Schedulies ant Conter Tessing Roc Vdoption aintervance Request co	uest		<ul> <li>Fact</li> <li>Fact</li> <li>Fact</li> <li>Fact</li> <li>Oper</li> <li>Curr</li> <li>Oute</li> <li>Fact</li> <li>Care</li> <li>Fact</li> <li>Care</li> <li>Fact</li> <li>Care</li> <li>Fact</li> <li>Fact<th>ity Resource C ity Resources notogy Assista ferme: Technole ferme: Technole network for the technology in Educational F loukum Services comes. Assessin dty Handbook de Contract y Alert Report ht Log In</th><th>iontees noe gy Blog kasouroos s nont</th><th></th></li></ul>	ity Resource C ity Resources notogy Assista ferme: Technole ferme: Technole network for the technology in Educational F loukum Services comes. Assessin dty Handbook de Contract y Alert Report ht Log In	iontees noe gy Blog kasouroos s nont	
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95 5057-1	No	EERPA BASICS	0	TBA		Online - All	Aug 31, 2018-	Evaluation
572)		(Lecture)	5			activities	Dec 18, 2018	

#### **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 <b>Faculty Tab</b> click on the <b>Faculty Center</b> drop down menu.
3.	Select the <b>Assessments – Dean's View</b> 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.

	17	
Session.	A/ *	
Professors:	(none selected)	
Courses:	(none selected)	Ψ.

#### Administrator view of evaluation report:

Track and re-	view Faculty Assessments submitted by students.								
Term: Session:	Fall.2017 (2178) 🛩								
Professors:	~								
Courses:	×								
	APPLY								
Print									
Term/Session:	Student Instructional Assessm	ent Repor	t			T			1
Course: Class Number: Location: Instructor:	NORTH								
Course: Class Number: Location: Instructor: Course Organi:	: NORTH : zation and Planning:	Strongly	Agree	No Opinion	Disagree	Strongly	Count	Mear	Standard
Course: Class Number Location: Instructor: Course Organi:	: NORTH : : zation and Planning:	Strongly Agree 5	Agree	No Opinion 3	Disagree 2	Strongly Disagree 1	Count	tMear	Standard Deviation
Course: Class Number: Location: Instructor: Course Organi: My professor p	tation and Planning:	Strongly Agree 5 2(67%)	Agree 4 1(33%)	No Opinion 3 0(0%)	Disagree 2 0(0%)	Strongly Disagree 1 0(0%)	Count 3	tMear 4.67	Standard Deviation 0.89
Course: Class Number: Location: Instructor: Course Organia My professor p My professor d	RORTH	Strongly Agree 5 2(67%) 2(67%)	Agree 4 1(33%) 1(33%)	No Opinion 3 0(0%) 0(0%)	Disagree 2 0(0%) 0(0%)	Strongly Disagree 1 0(0%) 0(0%)	Count 3 3	4.67 4.67	Standard Deviation 0.89 0.89
Course: Class Number: Location: Instructor: Course Organia My professor p My professor d My professor h	zation and Planning: resented the subject matter clearly. Isplayed enthusiasm when teaching. ad a style of presentation that encouraged me to learn.	Strongly Agree 5 2(67%) 2(67%) 2(67%)	Agree 4 1(33%) 1(33%) 1(33%)	No Opinion 3 0(0%) 0(0%) 0(0%)	Disagree 2 0(0%) 0(0%) 0(0%)	Strongly Disagree 1 0(0%) 0(0%) 0(0%)	Count 3 3 3	4.67 4.67 4.67	Standard Deviation 0.89 0.89 0.89
Course: Class Number: Location: Instructor: Course Organia My professor p My professor d My professor ta	RORTH tation and Planning: resented the subject matter clearly. isplayed enthusiasm when teaching. ad a style of presentation that areouraged me to learn. aught his/her stated course objectives.	Strongly Agree 5 2(67%) 2(67%) 2(67%) 2(67%)	Agree 4 1(33%) 1(33%) 1(33%) 1(33%)	No Opinion 3 0(0%) 0(0%) 0(0%) 0(0%)	Disagree 2 0(0%) 0(0%) 0(0%) 0(0%)	Strongly Disagree 1 0(0%) 0(0%) 0(0%)	Count 3 3 3 3 3	4.67 4.67 4.67 4.67	Standard Deviation 0.89 0.89 0.89 0.89
Course: Class Number: Location: Instructor: Course Organi: My professor p My professor d My professor t My professor t	EXAMPLE AND	Strongly Agree 5 2(67%) 2(67%) 2(67%) 2(67%) 2(67%)	Agree 4 1(33%) 1(33%) 1(33%) 1(33%) 1(33%)	No Opinion 3 0(0%) 0(0%) 0(0%) 0(0%) 0(0%)	Disagree 2 0(0%) 0(0%) 0(0%) 0(0%) 0(0%)	Strongly Disagree 1 0(0%) 0(0%) 0(0%) 0(0%)	Count 3 3 3 3 3 3 3 3 3	4.67 4.67 4.67 4.67 4.67	standard Deviation 0.89 0.89 0.89 0.89 0.89 0.89
Course: Class Number: Location: Instructor: Course Organi: My professor p My professor t My professor t My professor t My professor w	Exation and Planning: resented the subject matter clearly. isplayed enthusiasm when teaching. ad a style of presentation that encouraged me to learn. aught his/her stated course objectives. as open to questions or comments when they were appropria as available to help me during POSTED office hours.	Strongly Agree 5 2(67%) 2(67%) 2(67%) 2(67%) 2(67%) 2(67%)	Agree 4 1(33%) 1(33%) 1(33%) 1(33%) 1(33%) 1(33%)	No Opinion 3 0(0%) 0(0%) 0(0%) 0(0%) 0(0%) 0(0%)	Disagree 2 0(0%) 0(0%) 0(0%) 0(0%) 0(0%) 0(0%)	Strongly Disagree 1 0(0%) 0(0%) 0(0%) 0(0%) 0(0%) 0(0%)	Count 3 3 3 3 3 3 3 3 3 3 3	Mear 4.67 4.67 4.67 4.67 4.67 4.67	standard Deviation 0.89 0.89 0.89 0.89 0.89 0.89 0.89 0.89
Course: Class Number: Location: Instructor: Course Organiz My professor p My professor d My professor w My professor w My professor w	NORTH tation and Planning: resented the subject matter clearly. isplayed enthusiasm when teaching. ad a style of presentation that encouraged me to learn. aught his/her stated course objectives. as open to questions or comments when they were appropria as available to help me during POSTED office hours. plained what was expected of me.	Strongly Agree 5 2(67%) 2(67%) 2(67%) 2(67%) 2(67%) 2(67%) 2(67%) 2(67%)	Agree 4 1(33%) 1(33%) 1(33%) 1(33%) 1(33%) 1(33%) 1(33%)	No Opinion 3 0(0%) 0(0%) 0(0%) 0(0%) 0(0%) 0(0%)	Disagree 2 0(0%) 0(0%) 0(0%) 0(0%) 0(0%) 0(0%)	Strongly Disagree 1 0(0%) 0(0%) 0(0%) 0(0%) 0(0%) 0(0%) 0(0%)	Count 3 3 3 3 3 3 3 3 3 3 3 3 3	UMear 4.67 4.67 4.67 4.67 4.67 4.67 4.67	Standard Deviation 0.89 0.89 0.89 0.89 0.89 0.89 0.89 0.89
Course: Class Number: Location: Instructor: Course Organi: My professor d My professor d My professor t My professor w My professor e My professor e My professor e	Exation and Planning: resented the subject matter clearly. isplayed enthusiasm when teaching. ad a style of presentation that encouraged me to learn. say as open to questions or comments when they were appropria as available to help me during POSTED office hours. xplained what was expected of me. rovided written course policies	Strongly Agree 5 2(67%) 2(67%) 2(67%) 2(67%) 2(67%) 2(67%) 2(67%)	Agree 4 1(33%) 1(33%) 1(33%) 1(33%) 1(33%) 1(33%) 1(33%)	No Opinion 3 0(0%) 0(0%) 0(0%) 0(0%) 0(0%) 0(0%)	Disagree 2 0(0%) 0(0%) 0(0%) 0(0%) 0(0%) 0(0%) 0(0%)	Strongly Disagree 1 0(0%) 0(0%) 0(0%) 0(0%) 0(0%) 0(0%) 0(0%)	Count 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3	4.67 4.67 4.67 4.67 4.67 4.67 4.67 4.67	Standard Deviation 0.89 0.89 0.89 0.89 0.89 0.89 0.89 0.89

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.

		+			View All   💷	First	1-10 of 10 🕨 Las
	Class	Certified	Class Title	Enrolled	Days & Times	Room	Class Dates
ĥ	CET 2600-1 (1237)	Yes	NETWRK FND CISCO 1 (Lecture)	24	Tu 6:00PM - 10:00PM	SOUTH BLDG G ROOM 0102	Aug 28, 2017- Dec 9, 2017
ĥ	CET 2600-1L (1243)		NETWRK FND CISCO 1 (Laboratory)	24	TBA	TBA	Aug 28, 2017- Dec 9, 2017
สำ	CNT 1015-3 (3875)	Yes	OPERATING SYST FOUND (Lecture)	24	TBA	Online - All activities online	Aug 28, 2017- Dec 9, 2017
ส์ใ	CNT 1015-3L (3876)		OPERATING SYST FOUND (Laboratory)	24	ТВА	Online - All activities online	Aug 28, 2017- Dec 9, 2017
ŝ	CTS 2437-1 (1197)	Yes	INTRO SQL SERVER DB (Lecture)	12	Mo 6:00PM - 9:00PM	SOUTH BLDG E ROOM 0207	Aug 28, 2017- Oct 14, 2017
ส์ใ	CTS 2437-1L (1216)		INTRO SQL SERVER DB (Laboratory)	12	тва	TBA	Aug 28, 2017- Oct 14, 2017
ส์ใ	CTS 2437-3 (4032)	Yes	INTRO SQL SERVER DB (Lecture)	24	ТВА	Online - All activities online	Aug 28, 2017- Dec 9, 2017
ĥ	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 <b>Non-Attendance</b> in the Drop for NA
	column.

En	rollment Cap	acity 22	Enrolled	16	en en 19	Certify	and Save
	ID	Name	Grade Basis	Units	Program and Plan	Level	Drop for NA
1			Graded	3.00	Associate Degree - Associate in Arts	Freshman	<b>⊳</b> •1
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.

*En	nrollmen	t Status Enrolled Capacity 22	Enrolled	16	Jan See	Certi	y and Save
	ID	Name	Grade Basis	Units	Find   ***	Level	Drop for NA
1			Graded	3.00	Associate Degree - Associate in Arts	Freshman	Non-Attenda 🔻
2			Graded	3.00	Associate Degree - Associate in Arts	Freshman	Non-Attenda 🔻
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 <b>Non-Attendance</b> in the Drop for NA
	column.

*Er	nrollment rollment	Capacity 22	ed • Enrolled	16		Certify	and Save
E	nrolled	Students			Find   🗖   🛗	First 🚺 1-16	of 16 DLast
	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.

nrollmen	t Capacity 22	Enrolled	16	<b>171 Xi</b> m	Certi	y and Save
ID	Name	Grade Basis	Units	Find   <sup>gal</sup>   *** Program and Plan	First 1-1	Drop for NA
1		Graded	3.00	Associate Degree - Associate in Arts	Freshman	Non-Attenda 🔻
2		Graded	3.00	Associate Degree - Associate in Arts	Freshman	Non-Attenda 🔻
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.

*Er	nrollmen rollment	t Status Enrolled Capacity 22 Students	Enrolled	18	Find   ₽5   #	Certif	y and Save
	ID	Name	Grade Basis	Units	Program and Plan	Level	Drop for NA
1			Graded	3.00	Associate Degree - Associate in Arts	Freshman	
2	1		Graded	3.00	Associate Degree - Associate in Arts	Freshman	
3	1		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.

nrolled	16		Message					
Grade		-	$$\rm I_2$$ Are you sure you want to update the Drop for NA information for these students? (25000,199					
Basis	Units	Program a				w l w		
Graded	3.00	Associate E Associate in				Yes No		
Graded	3.00	Associate D Associate in	legree - 1 Arts	Freshman	Non-Attenda 🔻			
Graded	3.00	Associate D Associate in	legree - 1 Arts	Freshman	•			
Graded	3.00	Associate D Associate in	egree - i Arts	Freshman	•			
Graded	3.00	Associate D Engineering	legree - I Technology	Freshman	•			
Graded	3.00	Non-Degree Dual Enrolle	2 - ad College Credit	Freshman	•			
Graded	3.00	Associate D	legree - 1 Arts	Freshman	•			

## StepAction3.Click OK to certify that there are no students who need to be dropped for non-attendance.

arolled	18		Message	Partific and C	Faire	
Grade Basis	Units	Prog	I certify that there are no stu	dents on this roster that need to	be dropped for non-a	ttendance, (25000.198)
Graded	3.00	Asso				
Graded	3.00	Asso		OK		
Graded	3.00	Assoc	date Degree - date in Arts	Freshman	•	
Graded	3.00	Assoc	date Degree - date in Arts	Freshman		
Graded	3.00	Non-I Dual	Degree - Enrolled College Credit	Freshman		
Graded	3.00	Non-I Dual	Degree - Enrolled College Credit	Freshman	*	

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

					Ħ	View FERPA State	ament
all 2017   Regular	Academic Sessio	n   FSCJ1   Co	ollege Cred	it			
▼ <u>CTS 2437 -</u>	3 (4032)	change clas	8				
Introduction to	SQL Server Data	base (Lecture	)				
Days and Tim	es Ro	om		Instructor	Date	s	
TBA	On	line - All activi	ties online	Pamela Brauda	08/28	B/2017 - 9/2017	
Enrollment State	ity 24	• Enrolled	24			10/02/	ertify and Save 2017 8:24:35PM
Enrolled Stude					Find	Firs	t = 1-24 of 24
		Grade	and the second			1.000040	CONTRACTOR CONTRACTOR

#### 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.

Faculty members have one year after the class ends to enter grade changes. The grade change process in Campus Solutions does not required 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.

My Teaching Schedule > Fall 2017 > FSCJ1

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

								View All	2	First	t 💶 1-8 of 8 🕨 Last
Attendance Roster			Class	Certified	Class Title	Enrolled	Days & Times	Room	Class	Dates	Print Photo Roster
~	<b>fit</b>	8	ENC 1101-169 (6449)	No	ENGLISH COMPOSTN I (Lecture)	5	TBA	DOWNTOWN BLDG A ROOM 2064	Sep 1 Dec 9	8, 2017- , 2017	Print Photo Roster
<	å	Ę	ENC 1101-52 (3234)	Yes	ENGLISH COMPOSTN I (Lecture)	22	TuTh 12:30PM - 1:45PM	KENT BLDG F ROOM 0235	Aug 2 Dec 9	8, 2017- , 2017	Print Photo Roster
<	å	3	ENC 1101-53 (3237)	Yes	ENGLISH COMPOSTN I (Lecture)	21	MoWe 2:00PM - 3:15PM	KENT BLDG F ROOM 0235	Aug 2 Dec 9	8, 2017- , 2017	Print Photo Roster
<	สัล	R	ENC 1101-58 (3361)	Yes	ENGLISH COMPOSTN I (Lecture)	22	TuTh 8:00AM - 9:20AM	KENT BLDG F ROOM 0235	Aug 2 Dec 9	8, 2017- , 2017	Print Photo Roster
<b>~</b>	สัล	<b>S</b>	ENC 1101-63 (3391)	No	ENGLISH COMPOSTN I (Lecture)	19	MoWe 9:30AM - 11:20AM	KENT BLDG F ROOM 0235	Sep 1 Dec 9	8, 2017- , 2017	Print Photo Roster

Step	Action
2.	Click the <b>Request Grade Change</b> link.

~	EN	C 1102	<u>- 34 (4168)</u>	change	class	l			
	Wri	ting Abou	t Texts (Lecture)						
	Da	ys and Ti	mes R	oom		Inst	ructor Date	s	
TuTh 2:00PM-3:15PM KENT BLDG F ROOM 0235						35	08/2 12/0	8/2017 - 9/2017	
Disp	olay Gra	Options: ade Roste Display U	: rr Type Final ( nassigned Roste	Grade r Grade On	C) Ily	Grad *A <u>Requ</u>	e Roster Action: upproval Status Appro- uest Grade Change	oved 💿 F	Posted
Stu	aen	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level	Status
	1			A	A	GRD	Associate Degree - Associate in Arts	Sophomore	Posted
	2			A	A	GRD	Non-Degree - Dual Enrolled College Cred	iit Freshman	Posted
	3			FN	FN	GRD	Associate Degree - Associate in Arts	Freshman	Posted
	4			A	A	GRD	Associate Degree - Associate in Arts	Freshman	Posted
	5			в	в	GRD	Associate Degree - Associate in Arts	Sophomore	Posted

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

▼	ENC 1102 -	<u>34 (4168</u>	)				
	Writing About	Texts (Lectur	e)				
	Days and Tim	ies	Room	Instructor	Dates		
	TuTh 2:00PM-3	3:15PM	KENT BLDG F ROOM 0235	5	08/28/2017 - 12/09/2017		
				_	_		
	ID	Name		Enrollment Status	Grading Basis	Official Grade	
1		1		Enrolled	Traditional A-F	A C	
2	-			Enrolled	Traditional A-F	A C	
3				Enrolled	Traditional A-F	FN C	
4	-			Enrolled	Traditional A-F	A 0	
5				Enrolled	Traditional A-F	во	

Step	Action
4.	Click the <b>Submit</b> and the word "Success" will appear next to the updated grade.
	Click Return to Grade Roster.

	Writing Abou	it Texts (Lecti	ure)				
	Days and T	imes	Room	Instru	ctor	Dates	
	TuTh 2:00PM	4-3:15PM	KENT BLDG F ROO	OM 0235	08/28/2017 - 12/09/2017		
	ID	Name		Enrollment Status	Grading Basis	Official Grade	
1				Enrolled	Traditional A-F	A C	
2				Enrolled	Traditional A-F	A 0	
3	-			Enrolled	Traditional A-F	FN 0	
4				Enrolled	Traditional A-F	A 0	
5				Enrolled	Traditional A-F	A O	Success

Step	Action
5.	The grade has now been changed.

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 Sched	iule > Fa	all 2017 > FS(	CJ1								
							View All	Ø	<b>*</b>	First	▲ 1-8 of 8 🕨 Last
Attendance Roster		Class	Certified	Class Title	Enrolled	Days & Times	Room	Class	Dates	1	Print Photo Roster
*	A C	ENC 1101-169 (6449)	No	ENGLISH COMPOSTN I (Lecture)	5	TBA	DOWNTOWN BLDG A ROOM 2064	Sep 1 Dec 9	8, 2017- 9, 2017	ļ	Print Photo Roster
<b>~</b>	<b>n</b> 3	ENC 1101-52 (3234)	Yes	ENGLISH COMPOSTN I (Lecture)	22	TuTh 12:30PM - 1:45PM	KENT BLDG F ROOM 0235	Aug 2 Dec 9	28, 2017- 9, 2017	ļ	Print Photo Roster
<b>~</b>	<b>n</b> 3	ENC 1101-53 (3237)	Yes	ENGLISH COMPOSTN I (Lecture)	21	MoWe 2:00PM - 3:15PM	KENT BLDG F ROOM 0235	Aug 2 Dec 9	28, 2017- 9, 2017	ļ	Print Photo Roster
<b>~</b>	<b>n</b> 3	ENC 1101-58 (3361)	Yes	ENGLISH COMPOSTN I (Lecture)	22	TuTh 8:00AM - 9:20AM	KENT BLDG F ROOM 0235	Aug 2 Dec 9	28, 2017- 9, 2017	ļ	Print Photo Roster
<b>~</b>	<b>n</b> 3	ENC 1101-63 (3391)	No	ENGLISH COMPOSTN I (Lecture)	19	MoWe 9:30AM - 11:20AM	KENT BLDG F ROOM 0235	Sep 1 Dec 9	.8, 2017- 9, 2017	ļ	Print Photo Roster

Step	Action
2.	Click the <b>Roster Grade</b> dropdown and select <b>FN</b> .

Disp *	Grac	Options: le Roster isplay Una	Type Final Grade	▼ de Only	Grade *Ap	e Roster A	ction: Not Reviewed 🔻 sa	ve
Stu	dent	Grade						
ID Name Roster Grade			Roster Grade	Official Grade	Grading Basis	Program and Plan	Level	
				· ·		GRD	Associate Degree - Associate in Arts	Sophomore

Step	Action
3.	The <b>FN Grade Reason</b> field will become available. If the student never attended select
	Never Attended.
	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.

Stu	ıden	t Grade									
		ID	Name	Roster Grade	FN Grade Reason	ļ	Official Grade	Grading Basis	Program and Plan	Level	
	1	1		FN Y	Never Attended	•		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.

Stu	den	t Grade									
		ID	Name	Roster Grade	FN Grade Reason		FN Grade Date	Official Grade	Grading Basis	Program and Plan	Level
	1			FN T	Attended Until	•	[] []		GRD	Associate Degree - Associate in Arts	Sophomore

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

C	Stud	Student Grade											
			ID	Name	Roster Grade	FN Grade Reason	FN Grade Date	Official Grade	Grading Basis	Program and Plan	Level		
		1			FN V	Attended Until	04/11/2018	9	GRD	Associate Degree - Associate in Arts	Sophomore		

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

NOTES: