



**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. 17*

*"F Grades & Last Date of Attendance," pg. 19*



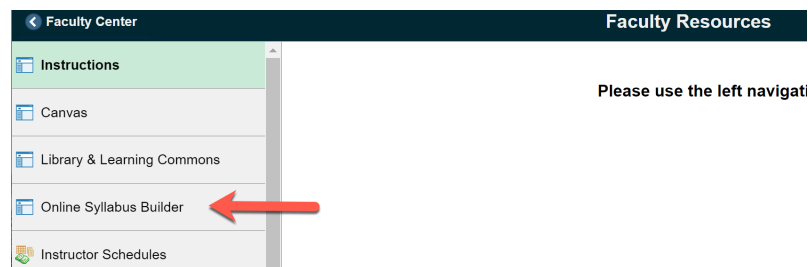
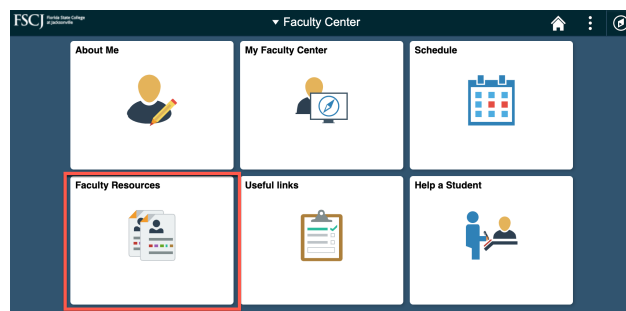
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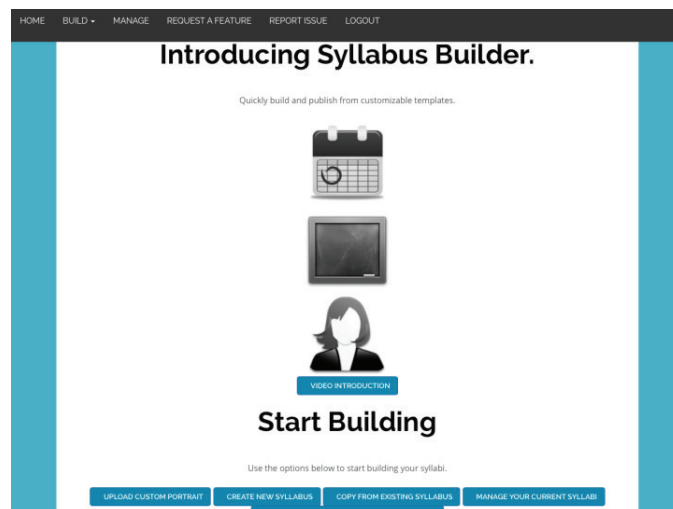
# Accessing the Online Syllabus Builder

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

Step	Action
1.	Log in to my.fscj.edu with your user name and password. Select <b>Faculty Center</b> in the center navigation > click the <b>Faculty Resources</b> tile > select <b>Online Syllabus Builder</b> in the left hand navigation.



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



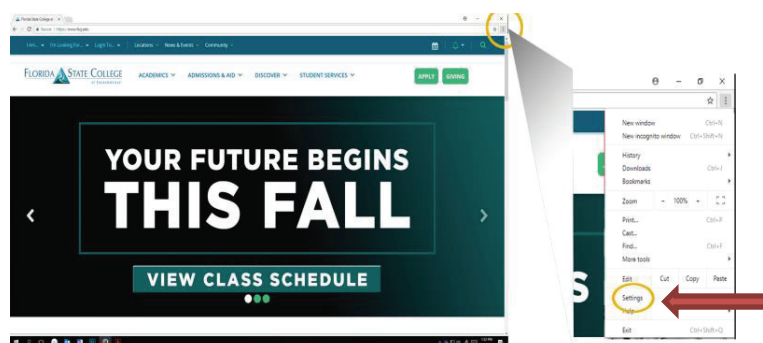


## Disabling Pop-up Blockers

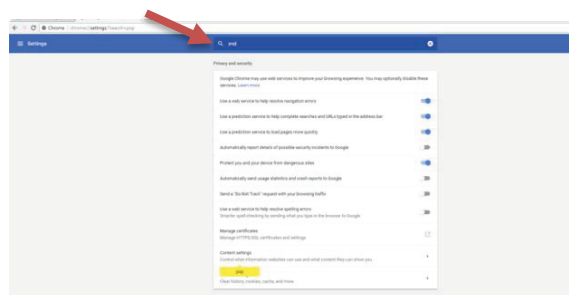
When you click this link for the first time, you may have to disable your pop-up blocker. Below you will find instructions on disabling the pop-up blocker in five common browsers: Chrome, Internet Explorer, Firefox, Safari, and Edge.

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

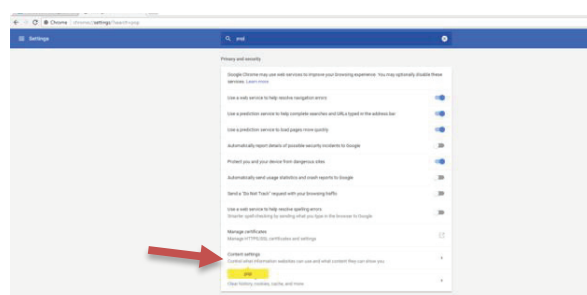
Step	Action
1.	Open <b>Chrome</b> .  Click on the <b>3 dots</b> in the upper right corner of the browser window, then click on <b>Settings</b> .



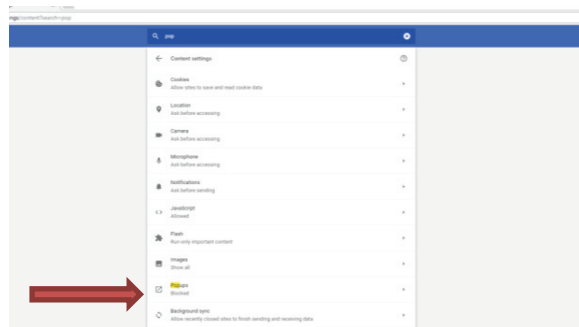
Step	Action
2.	In the <b>Search Settings</b> bar type in the word “pop” and follow the highlighted item.



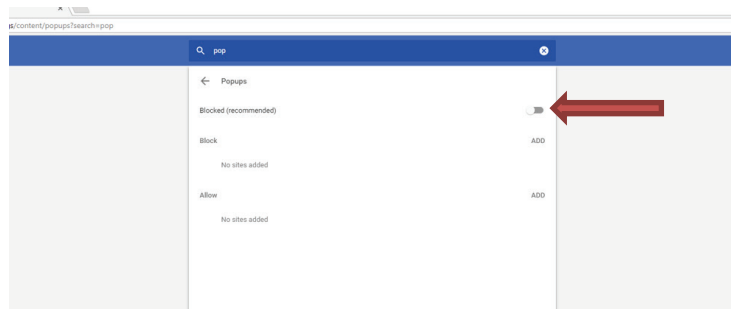
Step	Action
3.	Click <b>Content Settings</b> .



Step	Action
3.	Click <b>Popups</b> .



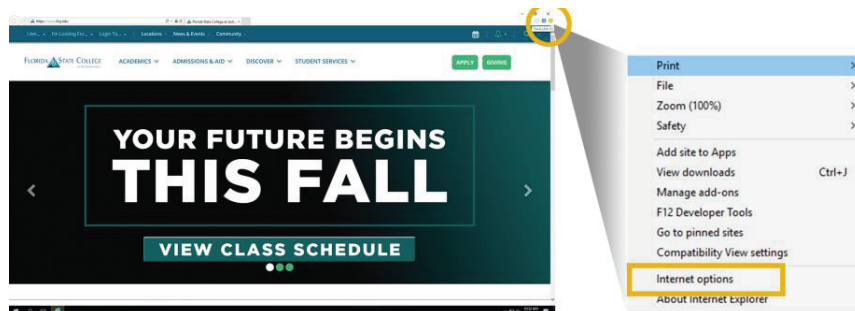
Step	Action
4.	Where you see <b>Blocked (recommended)</b> , move the slider to the right. It will turn blue and the title changes to <b>Allowed</b> .



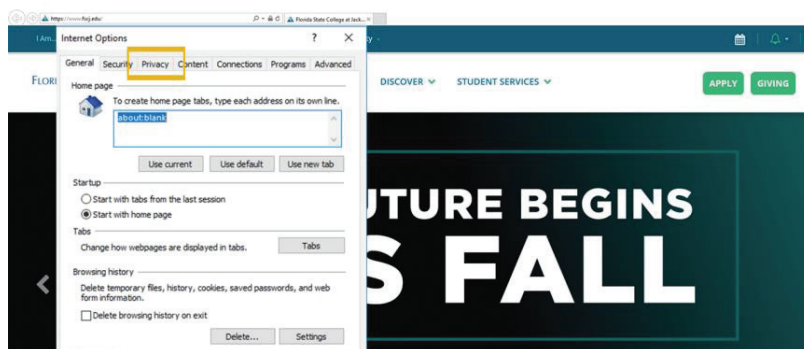
Pop-ups are now allowed. No need to “save.” Close the tab by clicking on the “x.” If pop-ups are still blocked close the browser and re-open it.

## How to Disable Pop-Ups in Internet Explorer

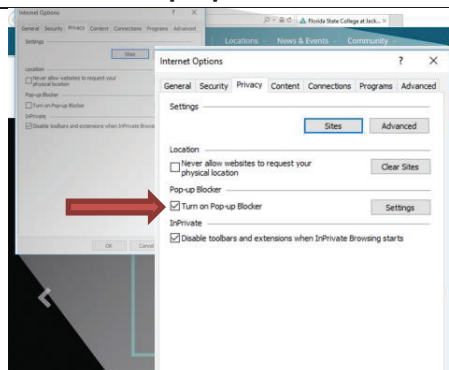
Step	Action
1.	Open Internet Explorer.  Click on the <b>Tools</b> wheel (usually in the top right corner), and click <b>Internet Options</b> .



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



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

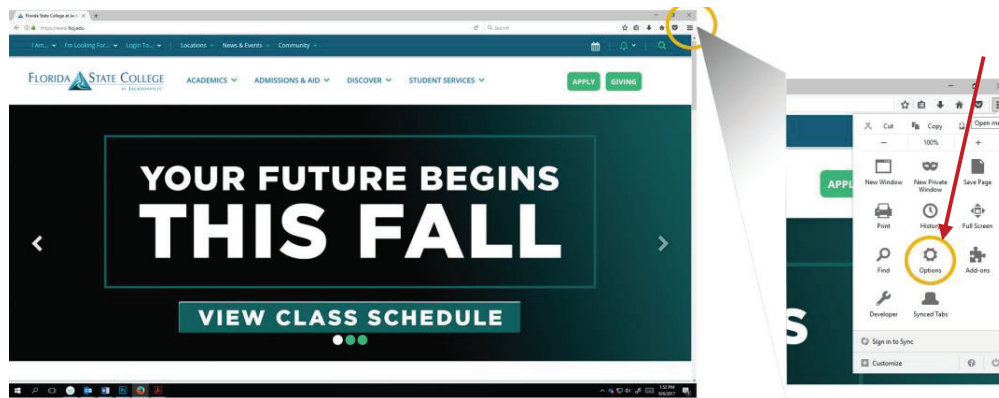


Pop-ups are now allowed. No need to “save.” Close the menu by clicking on the “x.” If pop-ups are still blocked close the browser and re-open it.

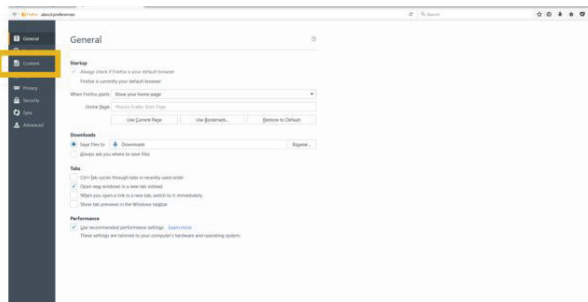
## How to Disable Pop-Ups in Firefox



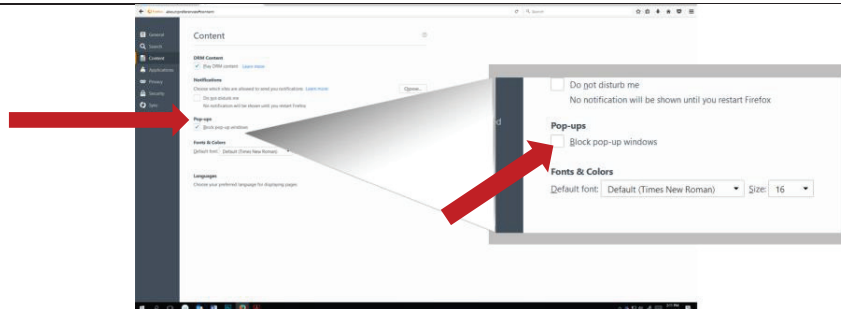
Step	Action
1.	Open <b>Firefox</b> .  Click on the <b>3 lines</b> in the upper right corner of the browser window, then click on <b>Options</b> .



Step	Action
2.	Click on <b>Content</b> in the menu on the left.



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

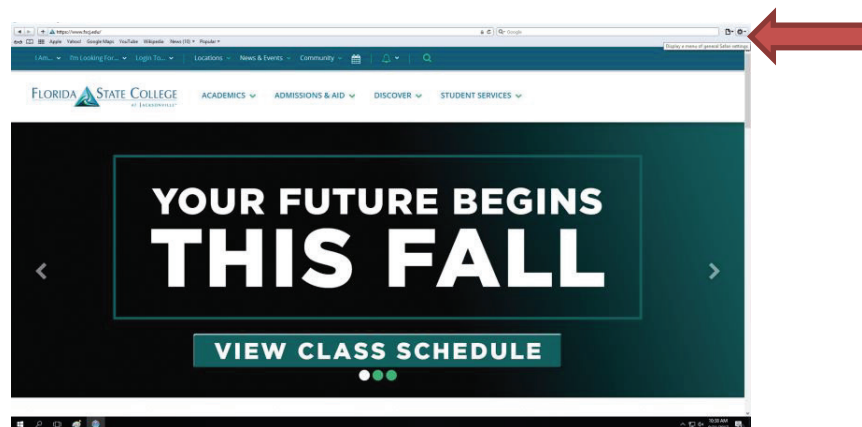


Pop-ups are now allowed. No need to "save." Close the "options" tab by clicking on the "x." If pop-ups are still blocked close the browser and re-open it.

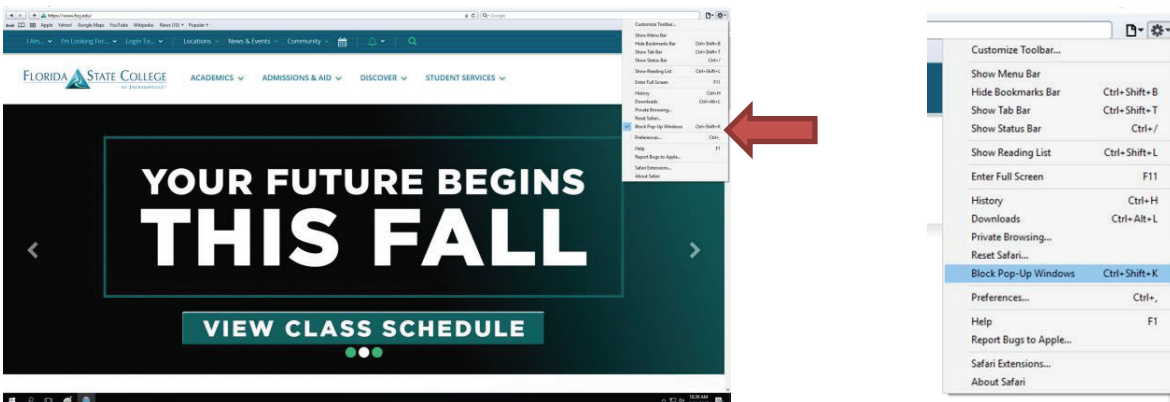
## How to Disable Pop-Ups in Safari



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 <b>Tools</b> wheel (usually in the top right corner).



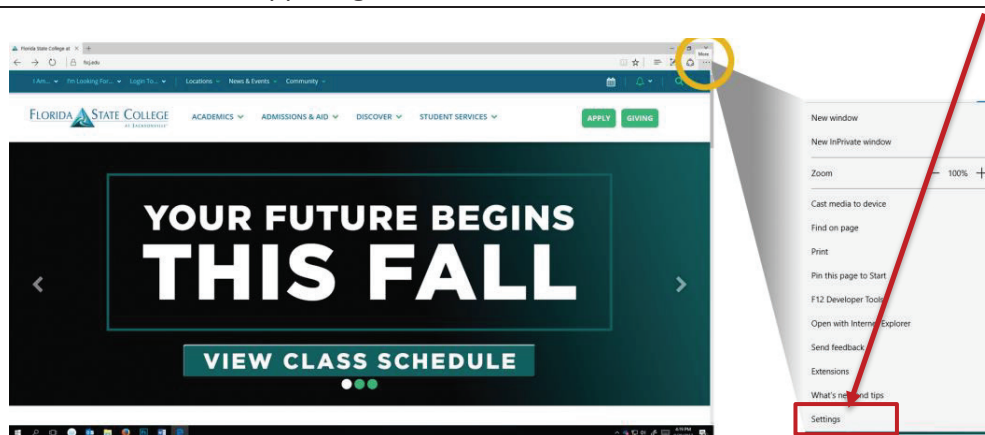
Step	Action
2.	Go to the line that says <b>Block Pop-up Windows</b> and uncheck it.



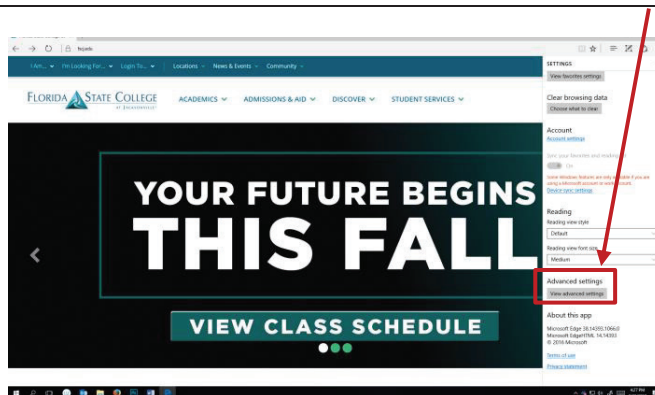
Pop-ups are now allowed. No need to “save.” If pop-ups are still blocked close the browser and re-open it.

## How to Disable Pop-Ups in Edge

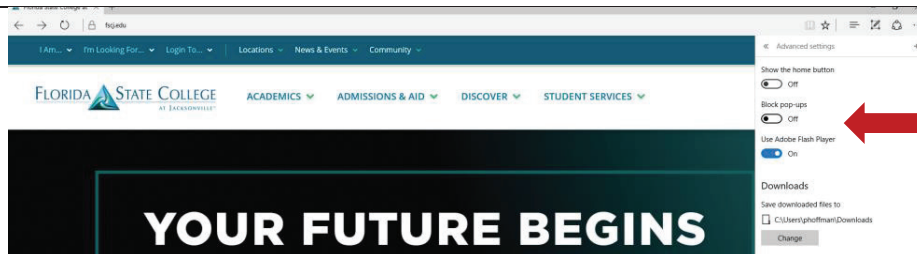
Step	Action
1.	Open <b>Microsoft Edge</b> .  Click on the <b>3 dots</b> in the upper right corner of the browser window, then click on <b>Settings</b> .



Step	Action
2.	In the Settings menu, scroll down and click <b>View Advanced Settings</b> .



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> .

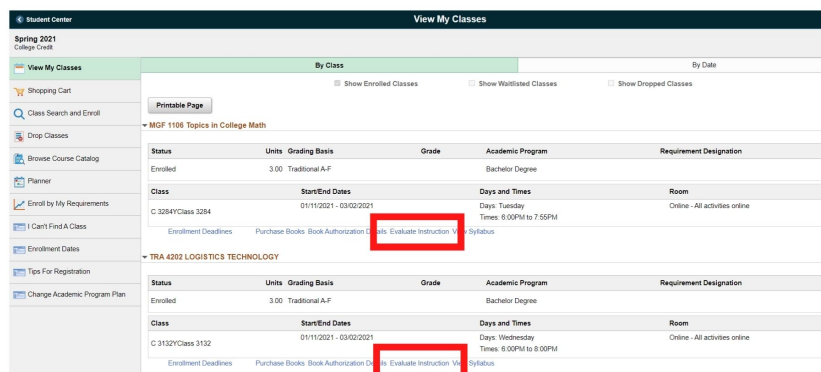


Pop-ups are now allowed. No need to “save.” Just click off of the menu and it will close. If pop-ups are still blocked close the browser and re-open it.

## 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:

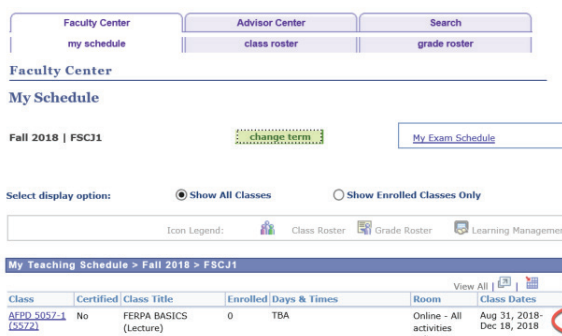
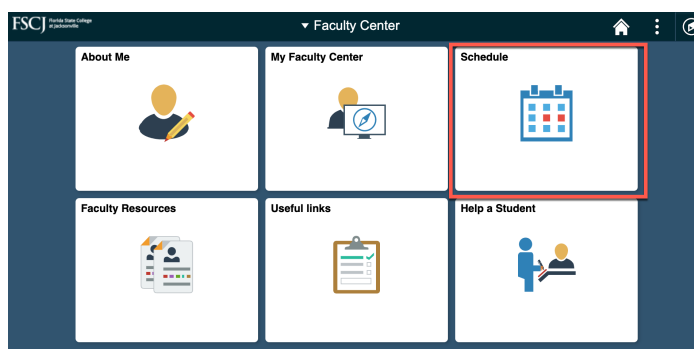
Step	Action
1.	From the Student Center drop-down in myFSCJ, select the <b>Manage Classes and Books</b> tile.
2.	On the <b>View My Classes</b> link, click the <b>Evaluate Instruction</b> link next to the desired class.



## 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.	Select <b>Faculty Center</b> in the center navigation > click the <b>Faculty Resources</b> tile > select <b>Online Syllabus Builder</b> in the left hand navigation.





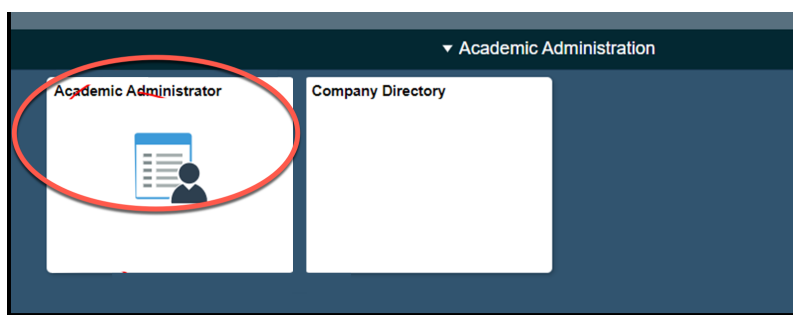
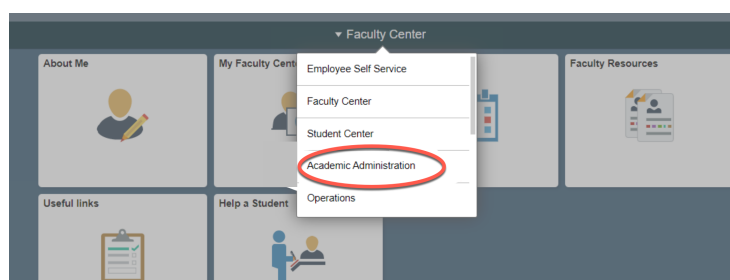
## Instructor view of evaluation report:

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

## 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 and select the <b>Academic Administration</b> in the center navigation.
2.	Select the <b>Academic Administrator</b> tile.
3.	Select the <b>Course Evaluations: Dean's View</b> link.





Academic Administration

Instructor Pay Agreements

Instructor Schedule

Instructor Term Workload

Instructor IA Table

Syllabus: Dean's View

Course Evaluation: Dean's View

Academic Administrator

Instructor Pay Agreement

Instructor Pay Agreements

Empl ID:

Term:

Class and Contract Details

Job Attributes

Description	Subject Area	Catalog Nbr	Course ID	Location Code	Session	Class Section	Class Nbr	Combined Sections ID	Start Date	End Date	Assignment Type	Workload Hours	Pay Cod
											FT Fac Reg		

This agreement is for employment as an adjunct instructor and/or part-time instructor for the course, section and dates shown above. No expectation of future assignments or employment beyond what is stated in this agreement is granted or conferred.

Faculty employment is subject at all times to any and all laws, Florida State Board of Education rules, Florida State College of Jacksonville District Board of Trustees policies and procedures, now existing or hereafter lawfully enacted or promulgated.

NOTE: In the event that this contract describes more than one combined class, only one combined class shall be

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:

Fall,2017 (2178)

Session:

A7

Professors:

(none selected)

Courses:

(none selected)

APPLY

Administrator view of evaluation report:

Introducing Student Faculty Assessments for Deans

Track and review Faculty Assessments submitted by students.

Term:

Fall,2017 (2178)

Session:

A7


Professors:

Courses:

APPLY

Print

Student Instructional Assessment Report



Term/Session: 2178/A7

Course:

Class Number:

Location: NORTH

Instructor:

Course Organization and Planning:

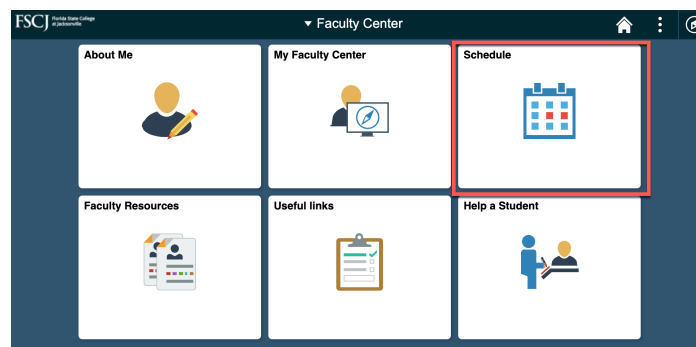
	Strongly Agree 5	Agree 4	No Opinion 3	Disagree 2	Strongly Disagree 1	Count	Mean	Standard Deviation
My professor presented the subject matter clearly.	2(67%)	1(33%)	0(0%)	0(0%)	0(0%)	3	4.67	0.89
My professor displayed enthusiasm when teaching.	2(67%)	1(33%)	0(0%)	0(0%)	0(0%)	3	4.67	0.89
My professor had 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

# 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.	Select <b>Faculty Center</b> in the center navigation > click the <b>Schedule</b> tile.



Step	Action
2.	Click the <b>Class Roster</b> 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.

My Teaching Schedule > Fall 2017 > FSCJ1						
Class	Certified	Class Title	Enrolled	Days & Times	Room	Class Dates
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
CET 2600-1L (1243)		NETWRK FND CISCO 1 (Laboratory)	24	TBA	TBA	Aug 28, 2017- Dec 9, 2017
CMT 1015-3 (3875)	Yes	OPERATING SYST FOUND (Lecture)	24	TBA	Online - All activities online	Aug 28, 2017- Dec 9, 2017
CMT 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 (4932)	Yes	INTRO SQL SERVER DB (Lecture)	24	TBA	Online - All activities online	Aug 28, 2017- Dec 9, 2017
CTS 2437-3L (4933)		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 0 (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.

\*Enrollment Status Enrolled

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	<span>▼</span>				
2		Graded	3.00	Associate Degree - Associate in Arts	Freshman	Non-Attendance				
3		Graded	3.00	Associate Degree - Associate in Arts	Freshman	<span>▼</span>				
4		Graded	3.00	Associate Degree - Associate in Arts	Freshman	<span>▼</span>				
5		Graded	3.00	Associate Degree - Engineering Technology	Freshman	<span>▼</span>				
6		Graded	3.00	Non-Degree - Dual Enrolled College Credit	Freshman	<span>▼</span>				
7		Graded	3.00	Associate Degree - Associate in Arts	Freshman	<span>▼</span>				
8		Graded	3.00	Associate Degree - Associate in Arts	Freshman	<span>▼</span>				
9		Graded	3.00	Non-Degree - Dual Enrolled College Credit	Freshman	<span>▼</span>				

Step	Action
4.	Click <b>Certify and Save</b> . 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.

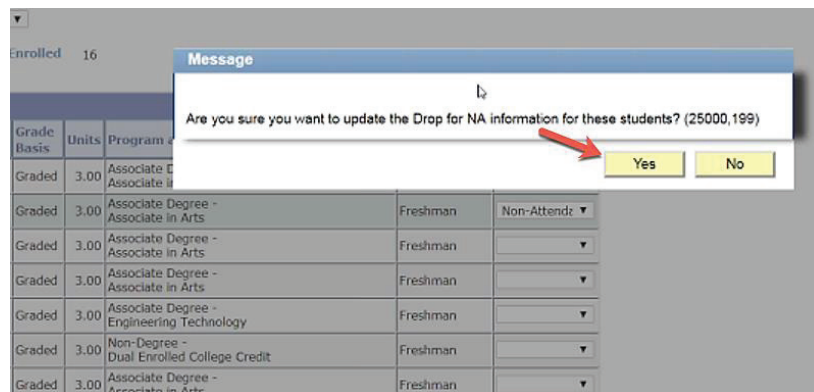
\*Enrollment Status Enrolled

Enrollment Capacity 22      Enrolled 16

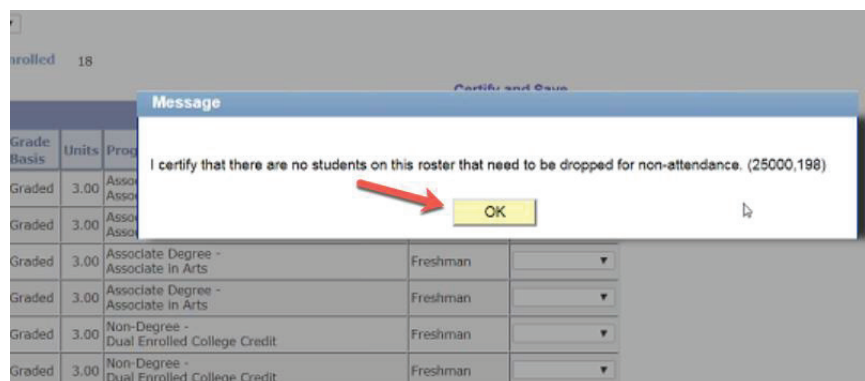
Certify and Save

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-Attendance				
2		Graded	3.00	Associate Degree - Associate in Arts	Freshman	Non-Attendance				
3		Graded	3.00	Associate Degree - Associate in Arts	Freshman	<span>▼</span>				
4		Graded	3.00	Associate Degree - Associate in Arts	Freshman	<span>▼</span>				
5		Graded	3.00	Associate Degree - Engineering Technology	Freshman	<span>▼</span>				
6		Graded	3.00	Non-Degree - Dual Enrolled College Credit	Freshman	<span>▼</span>				
7		Graded	3.00	Associate Degree - Associate in Arts	Freshman	<span>▼</span>				
8		Graded	3.00	Associate Degree - Associate in Arts	Freshman	<span>▼</span>				
9		Graded	3.00	Non-Degree - Dual Enrolled College Credit	Freshman	<span>▼</span>				

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



Step	Action
6.	Click <b>OK</b> to certify that there are no students who need to be dropped for non-attendance.



Step	Action
7.	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							Find	First	1-24 of 24	Last
ID	Name	Grade Basis	Units	Program and Plan	Level	Drop for NA				

#### 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

Before Student Records posts the final grades, faculty members may change a student's grade through the grade roster the same way they submit the initial grade. Simply change the approval status from Approved to Review, change the grade, then return the status to Approved again. Any grades that need to be changed after that must be done through the grade change process outlined below.

Faculty members have one year after the class ends to enter grade changes. 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. 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. If an adjunct is also an employee of the College, they must submit a Help Desk Ticket to change grades.

Step	Action
1.	On the <b>Faculty Center</b> navigation, click the <b>Schedule</b> tile and click the <b>Grade Roster</b> icon.

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	<a href="#">Print Photo Roster</a>
✓	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	<a href="#">Print Photo Roster</a>
✓	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	<a href="#">Print Photo Roster</a>
✓	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	<a href="#">Print Photo Roster</a>
✓	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	<a href="#">Print Photo Roster</a>

Faculty view student photos, emails, and phone numbers here.

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

☐ Display Unassigned Roster Grade Only

**Grade Roster Action:**

\*Approval Status Approved Posted

[Request Grade Change](#)

Student Grade		Transcript Note					
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 <b>Official Grade</b> 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 <b>Submit</b> and the word “Success” will appear next to the updated grade.  Click <b>Return to Grade Roster</b> .

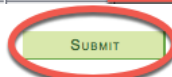
▼ **ENC 1102 - 34 (4168)**

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 ↕	<b>Success</b>

[Return to Grade Roster](#) 

 **SUBMIT**

Step	Action
5.	The grade has now been changed.



## F 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 “F” and enter the last date of attendance. To do so, follow the steps below.

Step	Action
1.	On the <b>Faculty Center</b> navigation, click the <b>Schedule</b> tile and click the <b>Grade Roster</b> icon.

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	<a href="#">Print Photo Roster</a>
	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	<a href="#">Print Photo Roster</a>
	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	<a href="#">Print Photo Roster</a>
	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	<a href="#">Print Photo Roster</a>
	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	<a href="#">Print Photo Roster</a>

Step	Action
2.	Click the <b>Roster Grade</b> dropdown and select <b>F</b> . Then the Grade Reason field will appear.

ID	Name	Roster Grade	Grade Reason	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/> 1		F	Attended E		GRD	Associate Degree - Associate in Arts	Sophomore
<input type="checkbox"/> 2			Attended Entire Course		GRD	Associate Degree - Associate in Arts	Freshman
<input type="checkbox"/> 3			Attended Until		GRD	Associate Degree - Associate in Arts	Sophomore
			Never Attended				

Step	Action
3.	If the student attended the course, select <b>Attended Entire Course</b> . If the student never attended select <b>Never Attended</b> . <b>NOTE:</b> 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 retroactively drop the student, and the student will lose any disbursed financial aid and will have a debt owed to the College. Once the student is dropped, they are removed from the myFSCJ class roster and will show as inactive in Canvas. <b><u>Therefore, it is very important that students are properly dropped for non-attendance at the beginning of the course.</u></b>


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

ID	Name	Roster Grade	Grade Reason	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/> 1		F	Never Atter		GRD	Associate Degree - Associate in Arts	Sophomore




Step	Action
4.	If the student attended at least one class session, but stopped attending select <b>Attended Until</b> . Then the Grade Date field will appear.

Student Grade 

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

Step	Action
5.	In the <b>Grade Date</b> field enter the student's Last Date of Attendance.

Student Grade 

	ID	Name	Roster Grade	Grade Reason	Grade Date	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1		F	Attended U	06/20/2021		GRD	Associate Degree - Associate in Arts	Sophomore

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

NOTE: If a faculty member accidentally selects "Never Attended" on an F grade, the faculty member should use the grade change process outlined in this guide to change the grade. However, if the grades have already been posted by Student Records, then the faculty member will need to submit a Help Desk ticket to have the grade changed.

## NOTES:

[illegible]

