

eServices @ ICC: Early College

Overview: Class Rosters, AWARe (Activity) Rosters, and Grade Rosters

Class rosters, activity reporting, and final grades are managed through eServices (PeopleSoft) at ICC. Early College classes have class rosters. Instructors are required to report never-attenders and non-activity on the ICC AWARe (Academic Warning Activity Reporting environment) roster. Early College instructors teaching on high school campuses are not expected to report academic warnings, also reported on the AWARe roster. Early College instructors should use processes for academic intervention established by their home schools. Instructors report final course grades on the grade roster.

For help with eServices, visit, call, or email the Teaching and Learning Center staff, 240A on the East Peoria Campus, 694-8908, or tlc@icc.edu

For questions about the accuracy of class rosters and student records, contact the Early College office, earlycollege@icc.edu

A timeline for working in eServices; next page for detailed instructions.

By Day 1

1. Access your class roster.
2. Check your AWARe roster for these important Dates: Course Start and End dates, Never Attender Deadline, FA Grade Deadline, Midterm Date, Non-Activity Deadline. Deadlines for reporting Never Attender and Non-Activity are based on the ICC scheduled start and end dates for a course; therefore, these dates may not exactly correspond with the 10 day, midpoint, and end of semester date at your high school. Rosters expire at 11:59 PM on the deadline date. Instructors are sent email reminders prior to the due date when the Never Attender or Non-Activity roster has not been approved. *Please check your ICC email account for these reminders.*

Never Attender: a student who appears on a class roster but has **never** physically attended an in-person class or actively participated in an online class

Non-Activity: a student on your class roster who ceased their involvement in class, i.e. participating in a class or completing assignments. Non-Activity will be dropped from the class and receive a 'W' on his/her transcript.

The AWARe roster is also used to record last date of activity for non-activity and students earning FA, W, or WF grades. See **Grade Roster** and **Last Date of Activity** on the next page for more information.

By the Never Attender Deadline (Census- Approx. First 10 Days)

Mark never attenders (students on your roster who have **never** attended/participated in the class). Never attenders will be dropped from the class. Never Attender rosters must be approved by the deadline. Check your AWARe roster for specific dates.

By the Non-Activity Deadline (Midpoint)

Mark non-activity (students on your roster who ceased their involvement in class). A student is dropped for Non-Activity and will receive a 'W' on his/her transcript. You will be required to enter the last date of academic activity for each student marked for non-activity. Non-Activity rosters are due by the deadline, following the class midpoint. Check your AWARe roster for specific dates.

By the Final Grades Deadline (End of Semester)

Post final grades. Grade rosters are generated on the final day of class. The grade rosters are due by the deadline, following the final exam day. Check your AWARe roster for specific dates.

Meeting the Never-Attender and Non-Activity deadlines is extremely important!
If you miss a deadline, refer to the [Missed an AWARe Deadline?](#) guide for instructions.
 Locate the instructions on the ICC website, icc.edu/tlc > Early College Instructor Technology

eServices @ ICC: Early College

Faculty Center: Class Rosters, Grade Rosters, AWARe Rosters

Log in to eServices

eServices (PeopleSoft) is used for accessing class rosters, AWARe roster, and reporting grades.

To access eServices:

- 1) Visit my.icc.edu and select eServices Full Site tile
- 2) Enter User ID
- 3) Enter password

For questions about your User ID or password, contact the ICC Help Desk, (309) 694-5457 or helpdesk@icc.edu.

Class Rosters

Access class rosters from the **Faculty Center** of eServices. The Faculty Center should display by default after login.

To access a class roster:

Click on **Class Roster** in the Faculty Center



- If you are teaching only one class, the roster will display
- If you are teaching more than one class, click on the **My Schedule** link or tab; then click on the **Class Roster** icon

Note: If you see the message “**No class selected,**” click on the **My Schedule** tab above the message; then click on the Class Roster icon (at the left end of each row)

- Use the **change class** and **change term** buttons as needed

For questions about the accuracy of class rosters and student records, contact the Early College office, earlycollege@icc.edu

Printing Class Rosters

Printing varies by browser. **Note:** The “Printer-Friendly” function generally does not work with any browser.

To print a roster:

- 1) Highlight all of the class and student information on the AWARe roster (Ctrl+A to select all)
- 2) Right-click anywhere on the page
- 3) Select the appropriate print function from the right-click menu:
 - In Firefox: Select This Frame > Print Frame
 - In Chrome: Select Print
- 4) Click OK (Firefox) or Print (Chrome) to print the roster

Grade Roster

A grade roster is generated based on the start and end dates of the course. **It is available only at the course endpoint and is used to enter final letter grades.**

To access a grade roster:

- 1) Click on **Grade Roster** in the Faculty Center
 - If you are teaching only one class, the grade roster will display
 - If you are teaching more than one class, click on the **My Schedule** link or tab; then click on the **Grade Roster** icon 
 - If you see the message “**No class selected,**” click on the **My Schedule** tab above the message; then click on the Grade Roster icon (at the left end of each row)
 - Use the **change class** and **change term** buttons as needed
- 2) Use the drop-down list to select a grade for each student
- 3) Change **Approval Status** to **APPROVED**
- 4) Click **SAVE**
- 5) Click **POST** at the bottom of the roster

The **FA grade** is awarded when a student was active in the class past mid-point (50%) but ceased being active before 60% of the class duration. If an FA grade is awarded, you will be required to enter last date of activity when the grade is posted.

Last Date of Activity

As with the **FA** grade, a grade of **W** or **WF** awarded as a result of dropping the class or from administrative withdraw (dropped for non-activity at mid-point) will require last date of activity. If a student earns a W or WF, you will receive an email requesting last date of academic activity, which will be reported on the AWARe roster.

To enter last date of academic activity:

- 1) **Log in** to eServices
- 2) Select the **AWARe roster** for the class
- 3) Look for the red text box in the last date of activity column
- 4) **Enter** the date information for the student
- 5) Click **Save**

Once you supply the last date of activity, your USERID will be entered, and the Last Update Date/Time will be set; no additional saving is necessary.

For assistance with using eServices, contact the ICC Teaching and Learning Center:

(309) 694-8908 ♦ tlc@icc.edu ♦ Room 240A, East Peoria Campus

eServices @ ICC: Early College

Faculty Center: Class Rosters, Grade Rosters, AWARe Rosters

Aware Academic Warning Activity Reporting environment

Academic activity is reported within the first 10 days of a class and again at the mid-point of the class. *Never attenders and non-activity* are reported on the AWARe roster.

For user ID or password help, contact the Help Desk, (309) 694-5457 or helpdesk@icc.edu.

To access the AWARe roster:

- 1) Click on **AWARe** in the Faculty Center
- 2) **Enter** the four-digit term number or use the magnifying glass to **look up** the four-digit term number
- 3) Click **Search** to display a list of your current term's classes with links to the AWARe roster for each course

What to look for on the AWARe Roster:

- Course Start and End dates
- Never-Attender Deadline
- Never Attender Checkbox
- FA Grade Deadline
- Midterm Date
- Non-Activity Deadline
- Non-Activity Checkbox



Check each
AWARe Roster
for this
information!

To report a student as a never attender or for non-activity:

- 1) Check the box in the Never Attended / Non-Activity column for each student to be reported
- 2) Check the Approve Never Attended / Non-Activity by Deadline box—checking the box saves the roster; no additional saving is necessary

Students reported as Never Attended / Non-Activity will be withdrawn from the class within 24 business hours.

What is Academic Activity?

Academic Activity can be defined as, but not limited to:

- Physically attending a class where there is opportunity for interaction between instructor and students
- Submitting an academic assignment
- Taking an exam, an interactive tutorial, or computer-assisted instruction
- Attending a study group assigned by the school
- Participating in an online discussion about academic matters
- Initiating contact with an instructor to ask a question about academic subject studied in the course.

What is not considered Academic Activity?

Academically-related activities **does not include** activities where a student may be present but not academically engaged, such as:

- Living in institutional housing
- Participating in the school's meal plan
- Participating in a student-organized study group
- Logging into an online class without active participation
- Participating in academic counseling or advising

Meeting the AWARe deadlines is extremely important!

Need additional eServices assistance?

Contact or visit the
Teaching & Learning Center

240A, East Peoria Campus
(309) 694-8908
tlc@icc.edu