Log in to eServices

eServices/PeopleSoft is used for accessing class rosters, reporting never-attender and non-activity, reporting academic warning, and completing grade rosters.

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

With 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:

1) Click on Class Roster in the Faculty Center
   a) If you are teaching only one class, the class roster will display
   b) 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 and click on the Class Roster icon (at the left end of each row) to display your roster

2) Within a class roster you can:
   • Change enrollment status to All, Dropped, or Enrolled
   • Check Enrollment Capacity and current number of students Enrolled
   • Select a Display Option (linking to photos or including photos in list)
   • Notify (email) students at their @lab.icc.edu email addresses
   • See User ID, ID number, program of study, and level (class status) for each student

Printing Class Rosters (with or without photos)

Printing functionality may vary depending upon the browser you use. Note: The "Printer-Friendly" function generally does not work with any browser.

(Steps 1 & 2 are optional and should be used if you wish to include student photos on the printed rosters)

1) Click on the photo icon next to a student’s User ID to display the student’s photo (not all students have photos available)
2) Click on View All in the top blue bar to view photos for all students on the roster
3) Highlight all areas of the roster you wish to print
4) Right-click on the highlighted area
   a) Firefox: Select This Frame > Print Frame
   b) Chrome: Select Print
5) The Print Window will open for you to select the printer and print properties

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
   a) If you are teaching only one class, the grade roster will display
   b) If you are teaching more than one class, click on the My Schedule link or tab; then click on the Grade Roster icon

   Note: If you see the message "No class selected," click on the My Schedule tab above the message and click on the Grade Roster icon (near the left end of each row) to display your roster

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

For questions about the accuracy of class rosters and student records, contact the Asst. Registrar hannah.schulte@icc.edu (309)694-5509 or Registrar cwest@icc.edu, (309)690-6803.

For technical assistance, contact the Help Desk helpdesk@icc.edu, (309)694-5457

For more help using eServices, contact the TLC tlc@icc.edu, (309)694-8908

Note: Once final grades are posted, you may receive an email request from Financial Aid asking for the last date of activity for students who earn W, WF, or F grades. Respond directly to the email to comply with the request.
Never Attender, Non-activity, and Academic Warning are managed on the AWARe roster...

**Never Attender/ Non-Activity**

**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 who was active in a class in either an in-person or online class but ceased participating; a student who is dropped as non-active will receive a 'W' on his/her transcript, and the last date of activity will be requested.

Check the AWARe roster for deadlines!

To report students as Never Attender/ Non-Activity by the deadline on the AWARe Roster:

1. Check the box in the Never Attended / Non-Activity column for each student to be reported as Never Attender or Non-Attender.
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 Attender / Non-Activity will be withdrawn, usually within 24 business hours.

**How is Academic Activity defined?**

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

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

Academic Activity does not include activities where a student may be present but not academically engaged, such as:

- Living in institutional housing
- Participating in the institution’s meal plan
- Logging in to an online class without active participation
- Participating in academic counseling
**Academic Warning**

A student is placed on academic warning for excessive absences, failure to complete coursework, poor grades, poor basic skills in class, personal issues, class participation/engagement, or lack of basic skills in course content.

It is up to each individual instructor’s discretion to determine why and when students are placed on Academic Warning. An instructor should describe in the course syllabus what constitutes Academic Warning for his or her course, as well as when warnings are made. Instructors should make every effort to work with a student to help him or her make improvements prior to being placed on Academic Warning.

To report Academic Warnings:

1. Access the AWARe Roster (see page 2)
2. Select a reason from the drop-down list in the Academic Warning column
3. Click Save

Warned students are mailed a letter listing the class, instructor’s name, and warning reason for each unique warning. The letter describes support resources to help resolve the warning. Students with referrals are sent to an advisor for follow up. Additional contacts may be made with the student by success coaches or other staff. See details below regarding the referral process after an Academic Warning is made. If the Academic Warning is resolved, the faculty member should return to the AWARe roster to remove the warning.

After the deadline for entering academic warnings (77% of the course duration, which occurs during week 12 for a full 16-week course), warnings on the AWARe roster can be viewed but not edited.

### Academic Warning Reasons and Referral Process

<table>
<thead>
<tr>
<th>Academic Warning Reason</th>
<th>Details</th>
<th>Communication—all letters will be processed through the office of Dean of Students</th>
<th>Resource</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Failure to Complete Coursework</td>
<td>as defined by the instructor and the course syllabus</td>
<td>letter content coming from Advisement / Counseling Services</td>
<td>Refer to Advisement / Counseling Services to speak with an advisor / counselor</td>
</tr>
<tr>
<td>2 Excessive Absences</td>
<td></td>
<td>letter instructs student to speak with an advisor regarding attendance and Financial Assistance</td>
<td>Talk with someone regarding the impact withdrawing has on Financial Aid, Peoria Promise, etc. Discuss the impact on GPA if a failing grade is received.</td>
</tr>
<tr>
<td>3 Lacking Basic Skills—Math</td>
<td>lacking the foundational math, reading or writing skills</td>
<td>letter content coming from the Math/English department</td>
<td>Student is referred to Math Lab</td>
</tr>
<tr>
<td>4 Lacking Basic Skills—Reading/Writing</td>
<td></td>
<td></td>
<td>Student is referred to Learning Lab and Studio</td>
</tr>
<tr>
<td>5 Lacking Basic Skills—Course Content</td>
<td>not understanding course material—OR—lacking foundational knowledge from a pre-requisite course</td>
<td>letter content coming from the Learning Lab</td>
<td>Students is referred to Learning Lab</td>
</tr>
<tr>
<td>6 Grades</td>
<td>not maintaining an overall passing grade</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 Personal Reasons</td>
<td>non-academic factors inhibiting a student from completing a class external issues</td>
<td>letter content coming from Counseling Coordinator</td>
<td>Refer to Advisement / Counseling Services to speak with a counselor</td>
</tr>
<tr>
<td>8 Class Participation / Engagement</td>
<td>not academically interacting with other students sleeping, texting, etc. in class general disengagement</td>
<td>letter content coming from Advisement / Counseling Services</td>
<td>Refer to Advisement / Counseling Services to speak with an advisor / counselor</td>
</tr>
</tbody>
</table>
Notify (Email) Students through Class Rosters

To email students from your class roster:
1) Access the class roster
2) To email select students, check the box(es) in the Notify column, and click Notify Selected Students
   —OR—
   To email all students, click Notify All Students
   An email window will open with your email as the sender and the students’ email addresses in the blind carbon copy box (this allows you to send a message to several students without any of the students seeing other students’ email addresses). This message is sent to students’ @lab.icc.edu email addresses. You will receive a copy of the email in your inbox.

3) Enter a message
4) Click Send Notification

Student Information Lookup

To lookup contact information for students in eServices:
1) Log in to eServices
2) Go to the Main Menu
3) Select Campus Community
4) Select Student Service Center
5) Enter the search information you have for the student
6) Click Search
   Students meeting your criteria will be listed. Student information such as address and phone will be found on the general info tab.
7) Click on a student’s name for student information. Contact information for students is available under the general info tab.

Advanced Class Roster Options

Advanced roster options provide additional reporting options such as Excel rosters, Compass scores, student addresses and phone numbers, and mailing labels.

Access Class Roster Options in eServices:
Main Menu > ICC Processing/Reports > ICC Student Records > Report > Class Roster Options

1) Click Search to display a list of run controls
   Note: If this is the first time you are running these reports, you will receive a message that says “No Values Added.” Click on the Add a New Value tab and type Print_File; then click Search again.
2) Enter the appropriate term—use the looking glass to find the one you want
3) Check the appropriate Enrollment Status (Enrolled, Drop)
4) Ensure the Specific Class box is checked
5) Enter the 4-digit Class Nbr (from your roster or the class schedule)
6) Click Run
7) Select Email as the type and PDF as the format using the drop-down lists
8) Click OK
   An email with seven attached files will be sent to you.

You may also generate a list of students added and dropped from your course by looking at the Add/Drop Notification report any time during the semester:
Main Menu > ICC Processing/Reports > ICC Student Reports > Report > Add/Drop Notifications

1) Set the run control
2) Select the term and class number
3) Click Run
4) Select Email as the type and PDF as the format using the drop-down lists
5) Click OK
   An email with the attached report will be sent to you.