Illinois Central College

# eServices @ ICC: Early College

## Overview: Class Rosters, Attendance Rosters, and Grade Rosters

**Class rosters, attendance reporting, and final grades** are managed through eServices (PeopleSoft) at ICC. Early College classes have class rosters. Instructors are required to report attendance two times per semester, early term and mid-term, on the ICC AWARe (Academic Warning Attendance 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 attendance (AWARe) roster for these dates and deadlines: Course Start and End dates, Never Attended Deadline, FA Grade Deadline, Midterm Date, Non-Attender Deadline. Deadlines are based on the start and end dates for a course. Attendance rosters expire on those dates at 11:59 PM. Instructors are sent email notices when the Non-Attender roster is available and when the Never Attender and Non-Attender rosters are due but not completed. *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-Attender:** a student who attended or participated in a class but ceased attending or participating; a student who is dropped as a non-attender will receive a 'W' on his/her transcript, and the last date of attendance will be requested

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

### By the Never Attender Deadline (First 10 Days)
Mark never attenders (students on your roster who have not 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-Attender Deadline (Midpoint)
Mark non-attenders (students on your roster who ceased attending). Non-attenders will be dropped from the class. You will be required to enter the last date of attendance for each non-attender. Non-Attender 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 attendance (AWARe) 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

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, Attendance (AWARe Rosters)

### Log in to eServices

eServices (PeopleSoft) is used for class rosters, attendance (never and non-attenders), and grades.  To access eServices:
1) Visit my.icc.edu
2) Enter User ID
3) Enter password

For user ID or password help, contact the 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 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
- 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

#### Printing Class Rosters

Printing varies by browser.  The "Printer-Friendly" function generally does not work.  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

### Attendance
### AWARe Roster; Never and Non-Attenders

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

#### To access the attendance (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

#### To report students as never or non-attenders:

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

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

### 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 attended past mid-point (50%) but ceased attending before 60% of the class duration.  If an FA grade is awarded, you will be required to enter last date of attendance when the grade is posted.

### Last Date of Attendance

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-attendance at mid-point) will require last date of attendance.  If a student earns a W or WF, you will receive an email requesting last date of attendance, which will be reported on the AWARe roster.
To enter last date of attendance:
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 attendance column
4) **Enter** the date information for the student
5) Click **Save**

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