Student Performance Roster: Additional Information

Overview

The following provides additional information when using the Student Performance Roster.

Additional Information

Attendance does not have to be submitted for every student in the class at the same time

The requirement to mark attendance for every student before submitting the roster has been removed. Now, faculty can submit the roster with only the students they are ready to assess at the time.

NOTE: Attendance is still required in order to submit a flag or trend. Attendance is an integral part of the big picture of the student's progress in a class, so it must be submitted if other data is also being reported.

Only updated students appear in the Student Center, tables, and reports

Only students who are updated on the roster when the roster is submitted will appear in the Student Center, tables, and reports. This means that if there are 20 students in the class and only 15 are updated when the roster is submitted, only those 15 updated students will see their student performance roster data in the Student Center and the FLAGs reports will only contain data for those 15 students. This will allow the reporting to more accurately reflect which students are updated when a roster is submitted.

"Submit without changes" button

As a result of the fix above, only updated students appear in the Student Center, tables, and reports when a roster is submitted. Some campuses have a need to submit the roster multiple times throughout the term, even if there aren't any updates to make, to comply with the Registrar's Office's requirements.

If a faculty member has already submitted the roster for the term and needs to perform the task requested by the Registrar's Office to review the attendance and submit it by a specified date, but there aren't any new changes to be made, the faculty member can click "Submit without changes." This will update the "last submitted on" date on the roster and the Faculty Center > My Schedule page where it shows the Student Performance Roster status, but each individual student will NOT be updated in the Student Center. The Registrar's Office understands that if the roster's "last submitted on" date has changed that the roster was reviewed and submitted (with or without changes) on that date.

NOTE: The "Submit without changes" button only appears under the following conditions:
- After the roster has been "submitted" at least once with data
- The day after a roster has been "submitted" (with changes)
- Only once per day. If the "Submit without changes" button has already been selected on a given day, it will not appear available again until the next day. Multiple submissions without changes in the same day do not add any value to the roster, therefore, the button has been disabled.

In the example below, note that the roster was submitted on 9/5/2012, so the "Submit without changes" button is available.

NOTE: Any updates that have been saved before the "Submit without changes" button is clicked will NOT be submitted. They will be saved until the faculty member clicks the "Submit" button to send those changes to the Student Center, tables, and reports.

In the example below, the current date is 12/10/2012 and the roster has already been submitted on the current date, therefore, the "Submit without changes" button is grayed out.
This roster was submitted without changes with saved data. Note that the "Last Saved On" box is populated for the second student on the roster.
If the faculty member wants to submit these changes to the Student Center, he can click "Submit." The "Submitted" box will then be checked and the "Last Saved On" box will be blank.

Administrative Withdrawal Attendance Values Not Displayed for Non-Standard Sessions

Non-standard sessions are used for classes that do not meet for the duration of a regular session, like the entire term, first eight weeks, second eight weeks, first summer, or second summer. These classes are usually shorter and therefore do not have the same criteria for when the administrative withdrawal attendance values can be applied. Since there is no formula that can be applied to non-standard session classes, the administrative withdrawal attendance values are no longer available for use for classes in the following sessions: NON (Non-standard), NS1 (Non-standard 1), or NS2 (Non-standard 2). If an instructor needs to assign an administrative withdrawal value to a student in a non-standard session class, he should contact the Registrar's Office so it can be processed manually.