Faculty Center
Student Performance Roster

Overview

NOTE: This guide provides information for the Student Performance Roster in the Faculty Center of SIS. For guidance on using the new Student Engagement Roster (SER) to submit student feedback and attendance information, visit the IU FLAGS website at http://flags.iu.edu.

Each component of each class taught has a Class Roster and a Student Performance Roster. Some campuses also use a Grade Roster. This job aid addresses the use of the Student Performance Roster. Faculty feedback on these rosters is critical for two purposes: submitting attendance information to the Registrar by established deadlines is required by faculty policy for institution compliance with federal Financial Aid regulations, and, additional performance feedback is critical to student engagement, learning, achievement, persistence and graduation.

Student performance rosters will be available in the Faculty Center.

Student Performance Rosters are available to update for classes in the current semester. Updates can be made to the rosters on the first day of classes (includes nonstandard terms, second eight weeks, etc.) through the beginning of final grade roster production though many campuses do not expect any initial feedback until week 2. Campuses will notify faculty on expectations for initial feedback. From the final grade roster production date until the end of the corrected grades period, the Student Performance Rosters are available as view only.

The Student Performance Roster will display all students in the class including those who have added or withdrawn from the course since the roster was created. It will also display the student’s most recent status (enrolled, dropped, or withdrawn). At the top of the page, this roster will show when it was last submitted.

Faculty can assign grade proxies (only at Bloomington, IUPUI, and Kokomo campuses) and enrollment assistants to grade the student performance rosters for them.

Updates to the student performance rosters can and should be made, saved and submitted multiple times, whenever there is new student performance data. Submitting a roster (with changes) sends the data to the Student Center so students can view it on their View My Grades page. Submitting a roster by using the Submit without changes button does not update the Student Center.

Certain faculty and staff will have access to this information. Depending on the student’s campus and/or program, they may follow up with the student about any concerns that are raised.

There is additional information available on the IU FLAGS website at http://flags.iu.edu.

Steps

Student Performance Roster in the Faculty Center

1. Navigate to: one.iu.edu.
2. Click Sign In and enter your Username, Passphrase, and method of Two-Step authentication.
3. In the Search box, type “FLAGS.”
Faculty Center
Student Performance Roster

4. Click on the **FLAGS Student Performance Roster** (SIS All IU Campuses) task.

The **Faculty Center** in SIS is displayed.

Two Student Performance columns display on the Teaching Schedule. If these columns do not exist, the roster is not available for this class either because it is outside of the valid time period or there is no enrollment in the class. The Student Performance Roster will be available on the first day of class. This includes nonstandard terms, second eight weeks, etc.

The **Student Performance Roster Status** column indicates when the roster was last saved or submitted.

The values for **Student Performance Roster Status** are:

- **Please Update!** - if the roster is available and hasn’t been updated yet
- **Last Updated (date)** – if the roster was saved or submitted already
- **Available on (date)** – if the roster is not available yet, not available until day after drop retain date in academic calendar for the class’s session

Student Performance Rosters are created for all students. For graduate students, this roster will only be used to track and display attendance values.

5. Click **Student Performance Roster** for the desired class.

Student performance rosters have three tabs: **Student Summary, Assessments and My Flagged Students.** The **Student Summary** tab displays a list of all the students in a class. The **Assessments** tab shows one student at a time. To view all students, click the **View All** button to the left of the arrows. The **My Flagged Students** tab allows you to more easily work with a smaller population from your entire roster. This tab displays any students whom you have checked in the **Select** column on the **Student Summary** tab, any previously saved flags, and any previously submitted flags.
NOTE: If the roster is for an online class through IU Online and has students from different campuses in the class, a new Student Campus column will appear. See the next screen shot. This column will not appear for online classes where all of the students are from the campus offering the class.
Faculty Center
Student Performance Roster

6. To update the Attendance values for all students to “attending” at the same time, click the link Set blank attendance to attending. This will leave any previously selected values as they are while updating all blank values to “attending.”

7. To update the Performance Roster for a single student, click on a student’s ID number or the Assessments tab.

8. To select a group of students with whom you are interested in providing feedback, click the checkbox for each of those students in the Select column. The selected students will then appear on the My Flagged Students tab.

NOTE: Attendance values can be added from a prepared file using the Load from File tool. For instructions on how to use this tool, see the Knowledge Base article at https://kb.iu.edu/data/bbwr.html.

9. From the Assessments tab or the My Flagged Students tab, use left/right arrows on the blue bar to navigate from one student to the next, or you may click View All to see a scrollable list of all the students.
Faculty Center
Student Performance Roster

Four types of assessments are available on this roster for undergraduate students in undergraduate classes: Attendance, Trends, Flags and Recommended Student Actions. Attendance is collected for all students, regardless of career.

Non-undergraduate students in undergraduate classes will only have the Attendance column available. Non-undergraduate classes will have a performance roster with only the Attendance column available.

**NOTE:** These settings can be overridden by the Registrar's Office to make all columns available on non-undergraduate classes. Also, rosters can be set to not generate a student performance roster at all or collect attendance only. Contact the Registrar’s Office on your campus if you would like to discuss a change to these settings.

Enrollment verification (Attendance), which is part of the student performance roster, should be reviewed by the campus deadline in order to comply with federal regulations. Faculty can continue to update attendance if you so desire as student performance rosters will continue to be available throughout the term until final grade rosters are generated.

10. In the Attendance column, select either:
   - Attending
   - Not Attending (need to collect the last attendance date)
   - Never Attended
   - Irregular attendance
   - Has started attending

   If the student has withdrawn from the class, Attendance will default to “Not Attending”. If the
student is listed as “Not Attending”, the **Last Date of Attendance** is a required field. This field is requesting an “approximate” last date of attendance. Even if the exact last day cannot be recalled, please supply an approximate last date. This information is beneficial to the Registrar’s Office for students receiving Financial Aid. Students that have never attended should be reported, even if they have already withdrawn. Their attendance can be reported as **Not Attending** or **Never Attended**.

**NOTE:** If this is a class eligible for Administrative Withdrawal, two additional options will be displayed after the 25% refund period for the session: **Withdraw-No Attendance** and **Withdraw-Some Attendance**. These values may only be selected for 21 days during the regular session or 10 days during another shorter session (not available for NON, NS1, and NS2). If one of these options is selected, you are requesting that the Registrar’s Office administratively withdraw this student from the class. If “Withdraw-Some Attendance” is selected, a Last Date of Attendance is required.

11. In the **Trends** column, select either:
   - nothing
   - **Increased level of risk**
   - **Major improvement**
   - **No longer at risk** – Selecting this option will automatically remove all previous Flags and Recommended Student Actions.
   - **Some Improvement**
   - **Student has responded** - This value allows you to report when the recommended action you provided a student was to “Contact the Instructor” and the student has followed through. Selecting this option will **not** automatically remove all previous Flags and Recommended Student Actions. This allows you to decide whether or not these values should remain on the student’s record.
12. In the Flags column, you can make multiple selections. The choices are:

- Behavior Problem in Clinical
- Classroom behavior
- Does not participate in class
- Low discussion section scores
- Low lab scores
- Missing assignments
- Not passing course
- Not turning in homework
- Poor homework
- Poor performance: quizzes/exams
- Poor performance: writing
- Sudden decline in performance

Note that the option you select will be viewable by the students in their Student Center.
13. If a **Flags** value is selected, **Recommended Student Actions** is a required field. You can make multiple selections. These choices are campus specific. Some choices include:

- Contact instructor
- Contact advisor
- Contact teaching assistant
- Attend department help session
- Attend campus help – math
- Attend campus help – reading
- Attend campus help – study skills
- Attend campus help – writing
- Contact advisor – course options
- No recommendation at this time
- Seek tutoring

14. Use the arrows on the blue bar to move to the next student.

15. If you have not made any changes, click **Return to Student Summary**.

16. At any time, you can click **Save**. This will save your changes but they will not yet be viewable to the students.

17. When you are ready for your changes to be viewable, click **Save**, then click **Return to Student Summary** and click **Submit**.

**NOTE:** After the roster has been submitted at least once, a new button, **Submit without changes**, will appear. This button allows you to submit the roster, showing you have complied with the Registrar’s Office deadline for review of the rosters, even if you don’t need to update any of the students’ data. This button will update the “Last submitted” date on the roster and in the IUIE reports, but will not send new data to the Student Center.
Multi-Component Classes:

For multi-component classes (lecture, lab, and discussion) the instructor of the graded component (where the grade is assigned for the class) will also be able to view student performance rosters for the other components of their class, even if they aren’t listed in the schedule of classes.

If your class has multiple components (lecture, lab, discussion) please ensure that the student performance rosters for all components are graded and saved.

Students Not on Roster:

If a student is attending your class, but not listed as enrolled on the roster, add that student at the bottom in the section Attending but not Enrolled.

If a student you listed as attending but not enrolled adds the class, he/she will be listed alphabetically within the student roster. If new students add the class after the roster is generated, they will be listed at the top of the roster until assessments are saved for them. Then, they will be listed alphabetically within the list of enrolled students.

Student Access:

Students can view their reported performance and attendance through the Student Center in One.IU.

Following up on Recommended Student Actions:

If you suggest the student meet with you by selecting “Contact instructor” as a recommended student action, you should close the loop and uncheck this value on the roster when the student has met with you. You can simply uncheck the “Contact instructor” recommended student action for the specified student and submit the roster. The IUIE reports will track that the student completed that action.