**View a Student Performance Roster as an Administrator**

**Overview**

Administrative users in the Office of the Registrar may need to assist faculty and graders with troubleshooting Student Performance Rosters.

**Steps**

**Viewing a Performance Roster as an Administrator**

1. Navigate to: Curriculum Management > Grading > View SPF Roster. This page is secured by the role SR Student Perf Roster 3 and limited to your institution(s), so you can only view rosters for the institution(s) you have access to.

   ![Screen capture of the View SPF Roster page](image)

2. Enter the **Institution**, **Term**, and **Class Number** or **Subject Area** and **Catalog Number**. You can also search by the **Last Name** and **First Name** of the instructor. **Institution** and **Term** are required fields.

3. The results of the search will be displayed. Click the link of the class you would like to view.
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The roster will display, defaulting to the Student Summary tab.

4. To view the Assessments tab, either click on the tab at the top of the page, or click a student's ID. If the Assessments tab is selected, the first student will be displayed with grade detail. If a different student was selected on the Student Summary tab, that same student will be displayed on the Assessments tab. You cannot update the grades, they are display only.

The Assessments tab will show details including Attendance, Trends, Flags and Recommended Student Action columns.
5. Click the Performance History link to get information about when this student was graded and by whom. This information is displayed in a pop-up window.
### Additional Information

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 below. This column will not appear for online classes where all of the students are from the campus offering the class.
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If there are no students listed on the roster, this indicates that the class does not have any enrolled students. See below.