

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.

The screenshot shows the 'View SPF Roster' page in the Indiana University system. At the top, there is the Indiana University logo and the text 'INDIANA UNIVERSITY'. Below this is a breadcrumb trail: 'Favorites | Main Menu > Curriculum Management > Grading > View SPF Roster'. The main heading is 'View SPF Roster'. Below the heading, there is a message: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a button labeled 'Find an Existing Value'. Below this, there is a form with several search criteria: 'Maximum number of rows to return (up to 300): 300', 'Academic Institution: begins with', 'Term: begins with', 'Class Nbr: =', 'Academic Career: =', 'Subject Area: begins with', 'Catalog Nbr: begins with', 'Session: =', 'Course Component: =', 'Empl ID: begins with', 'Last Name: begins with', and 'First Name: begins with'. At the bottom of the form, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

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.

View a Student Performance Roster as an Administrator

The roster will display, defaulting to the *Student Summary* tab.

The screenshot shows a web application interface for viewing a student performance roster. At the top, there are navigation tabs for "Student Summary" and "Assessments". Below the tabs, a "Student Performance Roster" header is displayed, along with a "REMINDER" message and a "View FERPA Statement" link. The course information is shown as "SWK-S 141 INTRODUCTION TO SOCIAL WORK", "Lecture (6333)", and "Fall 2015 | Regular Academic Session | Bloomington | Undergraduate". A "Meeting Information" table provides details on days, times, room, instructor, and meeting dates. Below this are buttons for "Return to My Schedule", "Save", "Submit without changes", "Submit", and "Load from File". The "Enrolled" section contains a table with columns for Select, ID, Name, Academic Program/Plan, Academic Level, Enrollment Status, Attendance, Trends, Flags, Recommended Student Actions, and Submitted. Five students are listed in the table.

Select	ID	Name	Academic Program/Plan	Academic Level	Enrollment Status	Attendance	Trends	Flags	Recommended Student Actions	Submitted
<input type="checkbox"/>	0	E L	University Div Pre-Social Wk - Social Work BSW	Sophomore	Enrolled	Attending	No longer at risk			<input checked="" type="checkbox"/>
<input type="checkbox"/>	0	E J	University Div Pre-Social Wk - Social Work BSW	Freshman	Enrolled	Attending		Classroom behavior	Meet with teaching assistant	<input checked="" type="checkbox"/>
<input type="checkbox"/>	0	C	University Div Pre-CollArts&Sc - Psychology BA	Freshman	Enrolled	Attending	Increased level of risk	Low discussion section scores	Meet with advisor	<input checked="" type="checkbox"/>
<input type="checkbox"/>	0	C	University Div Undergraduate - Exploratory Baccalaureate	Freshman	Enrolled	Attending		Low discussion section scores	Attend campus help-reading	<input checked="" type="checkbox"/>
<input type="checkbox"/>	0	F E	Public Health Undergraduate - Tourism Hosply & Evnt Mgt BSR	Sophomore	Enrolled	Attending	Increased level of risk			<input checked="" type="checkbox"/>

- 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.

View a Student Performance Roster as an Administrator

Favorites | Main Menu > Curriculum Management > Grading > View SPF Roster

Student Summary | **Assessments**

Student Performance Roster

REMINDER: Click the "Save" button while you are working on your roster. When you want to submit the values to the student center, click the "Submit" button. You can "Submit" your roster multiple times throughout the term.

[View FERPA Statement](#)

SWK-S 141 INTRODUCTION TO SOCIAL WORK

Lecture (6333)

Fall 2015 | Regular Academic Session | Bloomington | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TuTh 1:00PM - 2:15PM	Ballantine Hall (BH) 233	Izzy Instructor	08/24/2015 - 12/18/2015

[Return to Student Summary](#) [Save](#)

Enrolled

Student ID	Name	Subject Class	E-mail	Performance History
0000001111	Student, Ima	SWK-S 141	ericbail@indiana.edu	Performance History

Attendance

- Attending
- Not Attending
- Never Attended
- Irregular Attendance
- Has started attending

Trends	Flags	Recommended Student Action
<input type="checkbox"/> Increased level of risk	<input type="checkbox"/> Behavior Problem in Clinical	<input type="checkbox"/> Meet with instructor
<input type="checkbox"/> Major improvement	<input type="checkbox"/> Classroom behavior	<input type="checkbox"/> Meet with advisor
<input checked="" type="checkbox"/> No longer at risk	<input type="checkbox"/> Does not participate in class	<input type="checkbox"/> Meet with teaching assistant
<input type="checkbox"/> Some Improvement	<input type="checkbox"/> Low discussion section scores	<input type="checkbox"/> Attend department help session
<input type="checkbox"/> Student has responded	<input type="checkbox"/> Low lab scores	<input type="checkbox"/> Attend campus help--math
	<input type="checkbox"/> Missing assignments	<input type="checkbox"/> Attend campus help--reading
	<input type="checkbox"/> Not passing course	<input type="checkbox"/> Attend campus help study skill
	<input type="checkbox"/> Not turning in homework	<input type="checkbox"/> Attend campus help--writing
	<input type="checkbox"/> Poor homework	<input type="checkbox"/> Meet advisor - course options
	<input type="checkbox"/> Poor performance quizzes/exams	<input type="checkbox"/> No recommendation at this time
	<input type="checkbox"/> Poor performance: writing	<input type="checkbox"/> Seek tutoring
	<input type="checkbox"/> Sudden decline in performance	

Attending, but not Enrolled

- 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.

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Student Performance Roster History

SWK-S 141 INTRODUCTION TO SOCIAL WORK
Lecture (6333)
Fall 2015 | Regular Academic Session | Bloomington | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TuTh 1:00PM - 2:15PM	Ballantine Hall (BH) 233	Izzy Instructor	08/24/2015 - 12/18/2015

Student ID 0000001111 Name Student, Ima

Student ID	Name	DateTime	Attendance	Last Date of Attendance	Trends
0000001111	Student, Ima	08/10/15 2:25PM	Attending		

DateTime	Flags	DateTime	Recommended Student Action
08/10/15 2:25PM	Does not participate in class	08/10/15 2:25PM	Meet with instructor

Student ID	Name	DateTime	Attendance	Last Date of Attendance	Trends
0000001111	Student, Ima	08/13/15 11:20AM	Attending		No longer at risk

DateTime	Flags	DateTime	Recommended Student Action

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

ANTHE 300 CULTURE AREAS & ETHNIC GROUPS
Lecture (29044)
Spring 2014 | Regular Academic Session | East | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
ARR	Web-based Class (WB) WEB	Lesley Retherford,	01/13/2014 - 05/05/2014

Return to My Schedule Save Submit last submitted on Load from File

Set blank attendance to attending

ID	Name	Academic Program/Plan	Academic Level	Enrollment Status	Attendance	Trends	Flags	Recommended Student Actions	Last Saved On	Submitted	Student Campus
1 0002	3 B M	Hum & Soc Sci Undergraduate - Communication Arts BA	Sophomore	Enrolled						<input type="checkbox"/>	Kokomo
2 0003	3 B N	University Div Undergraduate - Undecided Baccalaureate	Freshman	Enrolled						<input type="checkbox"/>	East
3 0003	8 B S	Nursing Undergraduate - Nursing-B.S. (Pre) BSN	Freshman	Enrolled						<input type="checkbox"/>	Kokomo
4 0003	5 H E	Lib Arts & Sci Undergraduate - Exploratory Baccalaureate (LAS) Exploratory Baccalaureate (LAS)	Freshman	Enrolled						<input type="checkbox"/>	South Bend
5 0002	7 H S	Lib Arts & Sci Undergraduate - Informatics BS	Sophomore	Enrolled						<input type="checkbox"/>	South Bend

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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.

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Student Summary | **Assessments**

Student Performance Roster

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HIST-H 521 SP TPCS AFRICA/ASIA/LAT AM HIS
Lecture (25938)
Fall 2015 | Regular Academic Session | IUPUI | Graduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
MoWe 12:00PM - 1:15PM	Cavanaugh Hall (CA) 235		08/24/2015 - 12/20/2015

last submitted on

Attending, but not Enrolled

Select	ID	Student Search	Name	Academic Program/Plan	Academic Level	Enrollment Status	Last Saved On	Submitted	Student Campus	
1	<input type="text"/>	<input type="text"/>						<input type="checkbox"/>		<input type="button" value="+"/> <input type="button" value="-"/>

[Student Summary](#) | [Assessments](#)