Class Roster

The class roster provides instructors with a list of courses they are assigned to and a list of students enrolled in that particular course. The class roster also allows you to view a student contact information and send emails.

To view classes you are currently instructing or previously taught select the class roster option listed under Web Advisor for Faculty on your MyTriton Portal.

Once you have selected the class roster option you will be able to select the section you are inquiring about.

To select the course click on the Section Name and Title.

We will be selecting BUS-127 Principles of Marketing for this exercise.

After selecting your course the class roster will appear. Here you can see the student name, colleague ID, e-mail address, phone number, academic program, status at the time of registration, date of registration, CAAS and if the section is cross-listed.

From the class roster if you would like to view more information about the student or send an individual email you can do this from the roster.

A. To view information about the student click on the students name.
B. To email an individual student click on the student's email address. This option launches web advisors email system.
C. To email the entire list select E-Mail these students.

If any contact information is incorrect please contact the Dual Credit Office.

Jameta Rogers
jametarogers@triton.edu

Class Roster ✕

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Course Name and Title	Instructor	Meeting Information	Reg/Avail/Wait
BUS-127-001 Principles of Marketing	D. Johnson	01/23/2017-05/19/2017 Lecture Monday, Tuesday, Wednesday, Thursday, Friday 09:20AM - 11:45AM, Proviso HS Room 106	27 / -2 / 0

<--Select a different course section Midterm Verification & Final Grading E-Mail these Students

Student		ID	E-mail Address		Phone Number		Academic Program	Status	Date	CAAS	Cross-Listed Section
Alto	L.	093:	al	gmail.com	70(	!3 (PRI)	UTR.TEMP.DC	Active	02/17/17		
Ant(	ew V.	093:	m	gmail.com	70(	i9 (PRI)	UTR.TEMP.DC	Active	02/17/17		
Aor;	C.	093:	jo	il.com	84	!7 (PRI)	UTR.TEMP.DC	Active	02/17/17		
Bal;	M.	093:	m	8@gmail.com	77:	i4 (PRI)	UTR.TEMP.DC	Active	02/17/17		
Del(	D.	093:	L'	)@GMAIL.COM	77:	!2 (PRI)	UTR.TEMP.DC	Active	02/17/17		
Der	M.	093:	d(	mail.com	31:	)7 (PRI)	UTR.TEMP.DC	Active	02/17/17		
Her	lise M.	093:	h(	@gmail.com	77:	i4 (PRI)	UTR.TEMP.DC	Ovrd	02/17/17		
Her	haniel L.	0919	h(	gmail.com			UTR.TEMP.DC	Active	02/17/17		
Jam	I D.	0919	m	@gmail.com	70(	)6 (PRI)	UTR.TEMP.DC	Active	02/17/17		
Kov		082:			77:	'7 (PRI)	UTR.TEMP.DC	Active	02/17/17		
Kov		092(	m	mail.com	70(	i0 (PRI)	UTR.TEMP.DC	Active	02/17/17		
Krol	S.	0914	k;	)o.com	70(	i1 (PRI)	UTR.TEMP.DC	Active	02/17/17		
Lab	inic L.	093:	d(	com	70(	i5 (PRI)	UTR.TEMP.DC	Active	02/17/17		
Leis...g, ... R.		093:	v;	mail.com	70(	!2 (PRI)	UTR.TEMP.DC	Active	02/17/17		

Student Profile

If you choose to view more information about a student you will see the information here. The profile includes mailing address, email address, Primary and alternate phone numbers, academic program ect..

Class Roster Select Section | **Class Roster** | **Student Profile** ✕

Student ID   1234567
Preferred Name DeSaundra Johnson

Address
2000 Fifth Ave
River Grove, IL 60171

E-mail Address	Type
desaundrajohnson@triton.edu	Personal

Phone Number	Extension	Type
708-456-0300		Primary
708-779-4643		Alternate

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* = Required
E-mail Recipients: DeSaundra Johnson (desaundrajohnson@triton.edu)

☐ Blind Copy (BCC) all recipients

Additional E-mail Addressees:

E-mail Action	E-mail Address
⌄	
⌄	
⌄	
⌄	
⌄	

Subject:* [   ]

E-mail Text* [   ]

Sender's Name [DeSaundra Johnson] Sender's E-mail [⌄] Copy (CC) yourself ☑

Record Contact ☐

SUBMIT

Email the entire class or select the appropriate students you would like to email.

Select Students for E-Mail ✕
BACK   ?

Section Name and Title
BUS-127-001 Principles of Marketing

Choose One E-Mail Options
⦿   E-Mail All Students Listed
◯   E-Mail Only Selected Students

Select	Students		Status	E-Mail Address
☐	A	e L.	Active	@gmail.com
☐	A	thew V.	Active	@gmail.com
☐	A	ph C.	Active	nail.com

Individual email

Allows you to send email to a particular students.

You also have the option to:

Send To
Copy To
Blind Copy To
List a subject and include a body
CC your self
Record the contact

Web Advisor Grading for Adjunct Faculty
DeSaundra Johnson
Decision Support Specialist

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Attendance Sheet

An attendance sheet is required for all classes taught. The attendance record should include your entire class roster, your name, the course title, number and semester. It should contain all attendance activity and final grades for all students (active and inactive) in the class. The attendance sheet should be submitted separately for each class you are teaching for at the end of the semester. When saving, change the file name to the term you are teaching and the section name of the class you're teaching example; 2017SP BUS-127-801. Your attendance sheet can be kept in any format. At the end of the semester an electronic copy must be sent to records@triton.edu. You can use any grading platform to satisfy the requirements for an attendance sheet.

Midterm Verification

Midterm verification is use to determine if a student is still attending the class. Midterm verification must be completed prior to completion of final grades and must be on file for all sections offered each semester for state audit purposes.

To access the your midterms go to your MyTriton Portal under Web Advisor for Faculty and select Midterm Verification/Final Grading

Select the term you are completing midterms for.

If you are unsure of the term press the submit button to see a list of all classes.

Midterm Verification/Final Grading ✕

Select a term or date range to restrict your class list

Term [▼]

Start Date [ ] End Date [ ]

SUBMIT

From the drop down menu select Midterm/Intermediate

Then, select the course you are completing midterms for.

Now, press the submit button.

Grading ✕

BACK

Final or Midterm/Intermediate Grading [Midterm/Intermediate ▼]

Choose One	Class Name and Title		Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term
○	BUS-127-001	Principles of Marketing	01/23/17	05/19/17	EP	PAF	09:20AM - 11:45AM	MTWHF	OFF	2017SP

SUBMIT

On the midterm grading screen you will enter a valid midterm grade of S or W for each student.

- The grade of S means the student is actively attending the class.

- The grade of W means the student is not attending the class and should be terminated. If you are issuing a grade of W you will need to enter the students Last Date of Attendance or mark the Never Attended box.

Midterm Grading ✕

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Please keep in mind:

If last date of attendance is less than midterm grade, then the midterm grade must be a grade of 'W' and not a grade of 'S'.

Also, if the last date of attendance is after the reporting midterm date, the midterm grade must be 'S'. The 'S' indicates that, at the time of midterm reporting, the student was still actively attending the class.

After all midterms grades are entered you will need to press submit.

Class Name BUS-127-001
Title   Principles of Marketing
Location Off Campus
Term   Spring 2017

Instructor

DeSaundra Johnson

Student		ID	Status	Midterm Grade	Last Date of Attendance	Never Attended	Class	Credits	CEUs	Cross-Listed Section
belli, J	L.	0\$	4 A	s		☐	FR	3.00		
onelli,	ew V.	0\$	6 A	w		☑	FR	3.00		
aha, J	C.	0\$	7 A	w	030517	☐	FR	3.00		
aban,	M.	0\$	9 A			☐	FR	3.00		
gado,	D.	0\$	0 A			☐	FR	3.00		
nos, D	M.	0\$	4 A			☐	FR	3.00		

I hereby certify that the above listed students, except those noted otherwise, are currently enrolled and actively pursuing completion of the course. I have proper documentation to support this certification.

SUBMIT

Please note: if you enter you enter erroneous data you will receive a message of the error and the ID number of the incorrect record:

Web Advisor Grading for Adjunct Faculty
DeSaundra Johnson
Decision Support Specialist

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Final Grading

To access Final grading go to your MyTriton Portal under Web Advisor for Faculty and select Midterm Verification/Final Grading

Select the term you are completing Final grades for.

If you are unsure of the term press the submit button to see a list of all classes.

Midterm Verification/Final Grading ✕

(?)

Select a term or date range to restrict your class list

Term [▼]

Start Date [   ] **End Date** [   ]

SUBMIT

From the drop down menu select Final

Then, select the course you are completing final grading for.

Now, press the submit button.

Grading ✕

BACK   (?)

Final or Midterm/Intermediate Grading [Final   ▼]

Choose One	Class Name and Title	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term
◉	BUS-127-001 Principles of Marketing	01/23/17	05/19/17	EP	PAF	09:20AM - 11:45AM	MTWHF	OFF	2017SP

SUBMIT

On the Final Grading screen you will enter a valid final grade for each student.

Standard - Enter the authorized A, B, C, or W grades for dual credit students.
Withdrawal - You can still enter a "W" grade at this time; this will reflect as a "W" grade on the student's transcript. The "Last Date of Attendance" is also required.

Final Grading ✕

BACK

Standard - Enter the authorized A, B, C, D, F, I, P, R, or W grades.

Withdrawal - You can still enter a "W" grade at this time; this will reflect as a "W" grade on the student's transcript. The "Last Date of Attendance" is also required. Remember to remove the student from Blackboard if this is an online course.

Failure Grades (grades of "F") - You must enter a last date of attendance for students receiving a final grade of "F".

Incomplete- Per College policy, you may issue an "I" grade to a student. An "I" grade will become an "F" grade on the student's permanent record unless the required coursework is completed within 30 calendar days after the beginning of the next regular semester (i.e., Spring/Summer, Fall term).

Audit students will automatically have a "T" grade issued at registration. No other grade will not be accepted.

Class Name BUS-127-001
Title   Principles of Marketing
Location   Off Campus
Term   Spring 2017

Instructor

DeSaundra Johnson

Student		ID	Status	Grade	Expire Date	Last Date of Attendance	Never Attended	Midterm Grade	Class Level	Credits	CEUs	Cross-Listed Section
elli,	L.	0	‡ A	A			☐		FR	3.00		
nelli	iew V.	0	3 A	B			☐		FR	3.00		
na, ,	า C.	0	7 A	F W		04/27/17	☐		FR	3.00		
an,	า M.	0	9 A	W		04/20/17	☐		FR	3.00		

After all final grades are entered you will need to press submit.

Please note: if you enter you enter erroneous data you will receive a message of the error and the student ID number of the incorrect record:

Please enter a last date of attendance or select "never attended." - 1234567
Grade 'S' is invalid as a final grade. - 1234567
The last date of attendance is later than the end date of the section - , 1234567
The last date of attendance is earlier than the start date of the section - , 1234567

Frequently Asked Questions

How often are grades posted?
Grades will be posted every 24 hours after the class has ended during normal business hours.

Once I have entered a final grade, can I go back to change it in WebAdvisor?
If you entered final grades before the class officially ends and grades are not posted to the students' records, you will be able to edit any student's grade. Once grades are posted for the class, you must complete and submit a Grade Change Form. Please contact the Dual Credit office at 708-456-0300, Ext. 3612 for further instructions.

I have a student in my class who does not appear on my class roster. What do I do?
Please contact the Dual Credit office at 708-456-0300, Ext. 3612 for further instructions.

How will I know if my final grades are accepted?
There are two ways to know if your grades were accepted: 1) you will receive a grading confirmation screen that states your changes have been saved. You should see the list of students and grades for the selected course. 2) If you attempt to change a grade after you entered your final grades and are unable to do so, the Records Office has officially posted the grades to the student's record.

Do I have to use the Excel attendance sheet found in Web Advisor?
No, you are free to use or create an attendance sheet that works best for you. However, per Board Policy 6020, all attendance records should be sent in a compatible format to records@triton.edu. Remember to include the name of your file in the subject line of the email.

What information should be included on the attendance record?
The attendance record should include your entire class roster, your name, the course title, number and semester. It should include attendance activity and final grades for all students (active and inactive) in the class.

What does the status on the class roster, midterm and final grading mean?

Code	Status	Meaning
N	New	Registered before first day of class
A	Add	Registered the first day of class or after
OV	Override	Registered up to the day before first day of class and requisites overridden
AV	Add Override	Registered the first day of class or later and requisites overridden
AD	Drop Administrative	Not active Administratively dropped from class the instructor's request.