



Faculty Guide to PeopleSoft/eServices

For PeopleSoft version 8.9

Prepared by the Teaching and Learning Center
January 2012

PeopleSoft / eServices can be accessed through www.icc.edu (eServices link) or through ICCNET on campus. The eServices link will provide access to all basic PeopleSoft functions for faculty via the web. The PeopleSoft link on ICCNET provides additional functions available only on campus.

Contact the ICC Help Desk, helpdesk@icc.edu or 694-5457 with login problems.

Visit, call or email the TLC for faculty training; tlc@icc.edu, 694-8908, 240A East Peoria Campus

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BASIC ROSTER MANAGEMENT: CLASS, ATTENDANCE, ACADEMIC WARNING AND GRADE ROSTERS

There are four types of rosters that require management: *Class, Attendance, Academic Warning and Grade.*

Class Roster

A class roster:

- Displays enrolled students by default.
- Can be changed to dropped students, only, or all, which includes enrolled and dropped students.

Attendance Roster

Academic attendance can be defined as, but not limited to the following:

- Physically attending a class where there is an opportunity for direct interaction between the instructor and students
- Submitting an academic assignment
- Taking exam, an interactive tutorial, or computer-assisted instruction
- Attending a study group that is assigned by the institution
- Participating in an online discussion about academic matters
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course

Academic attendance does not include activities where a student may be present, but not academically engaged, such as the following:

- Living in institutional housing
- Participating in the institution's meal plan
- Logging into an online class without active participation
- Participating in academic counseling or advisement

An attendance roster is:

- Generated and due per the dates listed within the timeline of the term.
- Used to report Never- and Non-Attendees:
Never-Attended— A student who appears on your class roster but has not been in attendance at any class session.
Non-Attender— A student who has attended at least one class session (or its equivalent) and ceased attending. A student who is dropped as a non-attender will receive a 'W' on his/her transcript and the instructor must report last date of attendance*.

STUDENTS WHO ARE MARKED AS NON-ATTENDER OR NEVER-ATTENDED ON THE ATTENDANCE ROSTER ARE ADMINISTRATIVELY WITHDRAWN FROM THE COURSE AT MIDPOINT.

Academic Warning Roster

An Academic Warning is an indication made by a faculty member when a student has excessive absences, poor grades or poor basic skills in a class. Students who are marked on the Academic Warning roster for these reasons are mailed a letter listing the class, faculty member's name and warning reason. The letter is signed by the Dean of Student Services. The back of the letter describes a number of student support resources the student may seek out to help resolve the warning issue.

- Warning processing begins at the end of the second week of the spring, summer or fall term and concludes two weeks prior to the end of the term.
- Students receive one letter for each unique warning.
- Deans in academic departments receive an Academic Warning follow-up report each week, listing students who were sent letters.
- Once an academic warning is resolved the faculty member making the warning must return to the Academic Warning roster to remove the warning.

STUDENTS MARKED ON THE ACADEMIC WARNING ROSTER AS NEVER ATTENDED IN THE FIRST TWO WEEKS OF A 16-WEEK CLASS OR IN THE FIRST WEEK OF ALL OTHER DURATION CLASSES WILL BE ADMINISTRATIVELY WITHDRAWN FROM THE CLASS. (STUDENTS CAN ALSO BE ADMINISTRATIVELY WITHDRAWN BY MARKING THE ATTENDANCE ROSTER AS NEVER- OR NON-ATTENDER AT MID-POINT OF THE CLASS.)

Grade Roster

A grade roster is:

- Generated and due per the dates listed on the roster dates calendar.
- Available only at course endpoint.
- Used by instructors to enter students' final letter grades.

***Last Date of Attendance**

If a student has been disbursed financial aid funds then **withdraws** from a class, **is marked as a non-attender** at midterm or is **assigned an FA grade** on the final grade roster, the instructor must report **Last Date of Attendance** to Financial Assistance within 5 business days of receiving a notification email. Contact attendance@icc.edu for more information.

THE TIMELINE OF AN ILLINOIS CENTRAL COLLEGE ACADEMIC TERM

Term-Specific Roster Dates :: Spring 2012, Term 2126

	<i>1st Day of Classes</i>	<i>Never-Attendees Reported*</i>	<i>Attendance Roster Generated*</i>	<i>Attendance Roster Due</i>	<i>Grade Roster Generated*</i>	<i>Grade Roster Due</i>
1st 8-week	January 17	January 20	February 8	February 16	March 8	March 21
16-week	January 17	January 27	March 8	March 21	May 8	May 22
12-week	February 13	February 17	March 22	April 3	May 8	May 22
2nd 8-week	March 19	March 23	April 10	April 18	May 8	May 22
<ul style="list-style-type: none"> • Census day is February 1 • Academic Warning begins January 20 • All rosters are due at 9:00 AM 		<i>End of 1st or 2nd week, withdraws students who have not attended</i>	<i>Mid-point of class, withdraws students who ceased attending</i>	<i>Mid-point + 5 days</i>	<i>Final day of class</i>	<i>Final day of class +5 days</i>

For more on attendance, rosters and grades, see www.icc.edu/innovation >> eServices/PeopleSoft

General Timeline of an Academic Term :: Reporting Requirements, Teaching and Learning Activities

Day 1/ Week 1 Classes begin	Verify your class roster* ; get to know your students & facilitate activities for them to get to know each other	Set clear expectations for communication, class procedures & assignments; ask students for their expectations	Pre-test students' current knowledge of the discipline or subject	Teach from the discipline or subject; <i>do not dismiss early!</i>	Give an assignment using the course syllabus/course information as the "text"
Weekly	Assess student learning, determining if they are grasping the course content	Provide students with feedback on their learning	Evaluate/grade & return assignments with meaningful feedback	Teach from the discipline or subject	Post grades and/or running averages in a timely manner
Within the first 2 weeks	Post academic warnings* , marking <i>never-attenders</i> (students on your roster who have not attended/participated in the class) who will be dropped from the class, by the end of the 1st week in 8- and 12-week classes, by the end of the 2 nd week in 16-week classes				
Mid-point	Post attendance* , marking <i>non-attenders</i> who will be dropped from the class		Remind students to be responsible for their grades & course averages		
Post mid-point (50%+) to 60% of the term	Federal regulations for financial assistance require ICC to report last day of attendance for students using federal financial aid who cease attending/participating in a course past mid-point but before 60% of the term has passed. Students who cease attendance/participation in this limited timeframe should be awarded a grade of FA* , failure as a result of attendance.				
Ongoing	Familiarize students with academic & personal support resources, student life opportunities & ways to get involved on campus	Ask for student feedback about the class, class materials, assignments, pacing, etc.	Post academic warnings* , marking students who are lacking basic skills or not making sufficient academic progress; students will be sent letters in US mail from Advisement & Counseling		
End	Post-test students' knowledge of the discipline or subject	Administer student assessment of faculty	Post final grades* in PeopleSoft		

Course Withdrawal :: Withdrawal dates vary and are listed in the printed and the online class schedules. Withdrawals are accepted online, by mail, fax or in person at the East Peoria Campus (L211), the Downtown Peoria Campus (Thomas 109) or the North Campus (Cedar Hall). Students may withdraw from a class until the date listed on the class schedule. If the withdrawal occurs on or before the listed refund date, the student may be entitled to a refund of tuition. A student is financially responsible for tuition and fees for all classes not officially dropped by the appropriate refund date.

*Class rosters, academic warnings for never-attenders, academic warnings for academic progress and attendance, mid-point attendance, FA grades and final grades are managed through PeopleSoft/eServices. For more information and for step-by-step instructions, locate the Faculty Guide to PeopleSoft/eservices; www.icc.edu/innovation >> ESERVICES/PEOPLESOFT >> ICC eSERVICES FACULTY GUIDE. Visit, call or email the Teaching and Learning Center staff for assistance; 240A on the East Peoria Campus, 694-8908 or tlc@icc.edu

CLASS ROSTERS

eServices Class Roster

Home > ICC eServices > Faculty Center > Class Roster (people logo)



- ▷ Campus Personal Information
- ▷ Academic Records
- ▷ Degree Progress/Graduation
- ▷ Transfer Credit
- ▷ Advisement
- Academic Warning Rosters
- Attendance Rosters
- Student Center
- Faculty Center
- Class Search/Browse Catalog
- ▷ Enterprise Learning
- ▷ Campus Community
- ▷ Student Recruiting
- ▷ Student Admissions
- ▷ Records and Enrollment
- ▷ Curriculum Management

Fall 2009 | Illinois Central College change term

Show all classes Only classes with enrollment View My Weekly Schedule

Class Rosters

My Teaching Schedule > Fall 2009 > Illinois Central College

Class	Class Name	Enrolled	Days and Time	Room	Class Dates
 ENGL 110-100 LEC 2782	COMPOSITION I (Lecture)	24	Mo 11:00AM - 11:50AM	E Peo Academic Building	Aug 24, 2009- Dec 7, 2009
 ENGL 125-1 LEC 2768	BUSINESS COMMUNICATIONS (Lecture)	19	MoTuWeThFrSaSu 1:17AM - 1:18AM	E Peo Academic Building	Aug 24, 2009- Dec 11, 2009

Choose the correct term. The default is the current term, but you may change that by clicking on the Change Term button, selecting the correct term and clicking on Continue:
Click on the people logo in front of the class name to see the current class roster.

PeopleSoft / eServices rosters provide the following:

- Name
- User ID
- Student ID
- Short Description (type of roster; generally "Graded")
- Units Taken (credit hours) in this class
- Primary Academic Program and Plan
- Student Class Level

Faculty Center

Select Term

Select a term then click Continue.

Term	Institution
<input type="radio"/> Fall 2008	Illinois Central College
<input type="radio"/> Summer 2008	Illinois Central College
<input checked="" type="radio"/> Spring 2009	Illinois Central College
<input type="radio"/> Fall 2007	Illinois Central College
<input type="radio"/> Summer 2007	Illinois Central College
<input type="radio"/> Spring 2007	Illinois Central College

CONTINUE

Although the default displays a list of Enrolled students, you may choose to look at All, Dropped or Enrolled students, by choosing the option and clicking on Change.

*Enrollment Status: Enrolled change

Total Students: 28 Enrolled: 25

Enrollment Status: Enrolled change

Total Students: 25 Enrolled: 25

Notify	User ID	ID	Name	Grade Basis	Units	Program and Plan	Level
<input type="checkbox"/>	EB870	1334518	Batson, Erik Michael	Graded	3.00	Assoc in Arts & Science - Science Professions	Freshman
<input type="checkbox"/>	GC587	1324768	Collins, Gabriel Maria	Graded	3.00	Assoc in General Education - General Education Degree Hith	Freshman
<input type="checkbox"/>	ED478	1355572	Dostler, Eric David	Graded	3.00	Assoc in Applied Science - Law Enforcement	Freshman
<input type="checkbox"/>	BE379	1356253	Edwards, Brandon Wayne	Graded	3.00	Assoc in Arts & Science - Criminal Justice	Freshman
<input type="checkbox"/>	BG680	1309927	Gregory, Brandi M	Graded	3.00	Assoc in General Education - General Education Degree Hith	Freshman

Click on Printer Friendly Version at the bottom of the roster.

<input type="checkbox"/>	27	1206749	Wiggins, Dianna L	Graded	3.00	education (elementary)	Freshman
<input type="checkbox"/>	28	1336570	Young, Emily M	Graded	3.00	Assoc in General Education - General Education Degree	Freshman
						Assoc in Arts & Science - Business Administration	Freshman

NOTIFY SELECTED STUDENTS
NOTIFY ENROLLED STUDENTS
PRINTER FRIENDLY VERSION

CANCEL

To print, use the Printer button on Internet Explorer or go to File and then Print or right click and choose Print.

ATTENDANCE REPORTING

Attendance Reporting

Home > ICC eServices > Faculty Center > Self Service > Attendance Rosters

Attendance Roster

Academic attendance can be defined as, but not limited to the following:

- Physically attending a class where there is an opportunity for direct interaction between the instructor and students
- Submitting an academic assignment
- Taking exam, an interactive tutorial, or computer-assisted instruction
- Attending a study group that is assigned by the institution
- Participating in an online discussion about academic matters
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course

Academic attendance does not include activities where a student may be present, but not academically engaged, such as the following:

- Living in institutional housing
- Participating in the institution's meal plan
- Logging into an online class without active participation
- Participating in academic counseling or advisement

Blackboard Users: Instead of removing non-attenders from your sites and losing student data, retain records of non-attenders by using the user availability settings in Blackboard. Need assistance? Contact a TLC staff member; tlc@icc.edu, 694-8908 or 240A EP Campus

An attendance roster is:

- Generated and due per the dates listed within the timeline of the term.
- Used to report Never- and Non-Attenders:

Never-Attended— A student who appears on your class roster but has not been in attendance at any class session.

Non-Attender— A student who has attended at least one class session (or its equivalent) and ceased attending. A student who is dropped as a non-attender will receive a 'W' on his/her transcript and the instructor must report last date of attendance*.

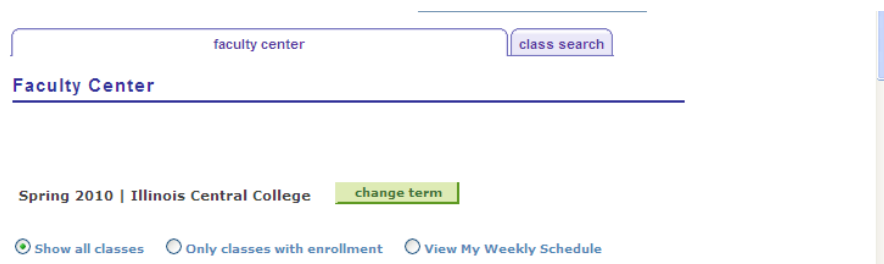
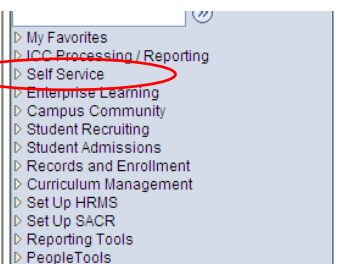
STUDENTS WHO ARE MARKED AS NON-ATTENDER OR NEVER-ATTENDED ON THE ATTENDANCE ROSTER ARE ADMINISTRATIVELY WITHDRAWN FROM THE COURSE AT MIDPOINT.

***Last Date of Attendance**

If a student has been disbursed financial aid funds then **withdraws** from a class, **is marked as a non-attender** at midterm or is **assigned an FA grade** on the final grade roster, the instructor must report **Last Date of Attendance** to Financial Assistance within 5 business days of receiving a notification email. Contact attendance@icc.edu for more information.

Faculty approve Attendance Rosters at midpoint of every class. Faculty have 7 days from the time the roster is generated to approve the roster. On the 8th day, if the roster has been approved by the faculty member it will be marked as APPROVED. If the faculty member does not approve the roster, it will be marked as EXPIRED.

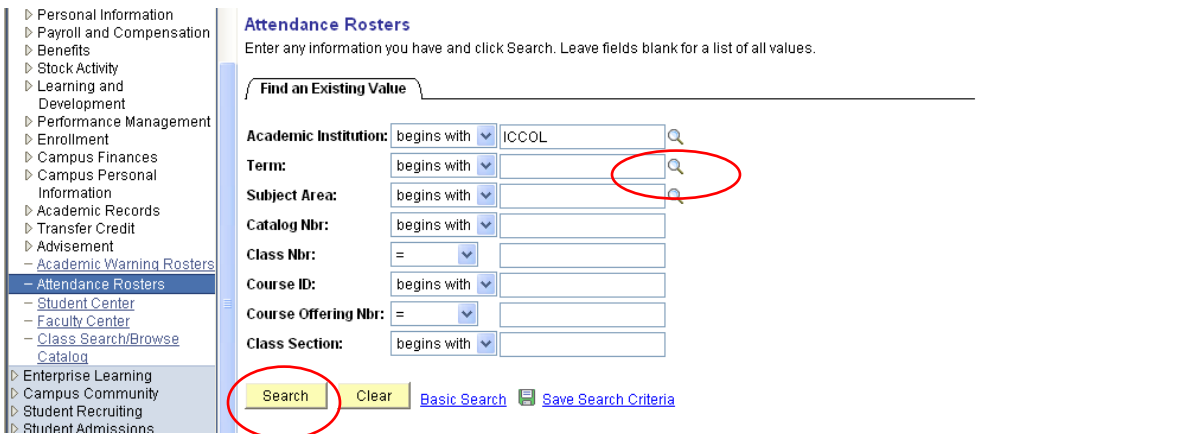
1. Access ICC eServices to bring up Faculty Center
2. Click on Self Service in the Menu area



3. Click on Attendance Rosters to pull up roster search



4. Enter the appropriate term or use the magnifying glass icon to look up the correct term



5. Click on the correct term and then click Search.
6. If more than one class appears, select the class number that you are completing and begin.
7. Use the check box to identify Non Attenders (see previous for definition). When a Non Attender box is checked, a Never Attend box will appear. Only check the Never Attend box if the student has never attended the class, as previously defined.
8. Please note that your roster is defaulted to show up on multiple pages and you must click Next in List to see the next part of your class. If you prefer to see all students at once, click on View All at the top.
9. Refer students who are not on the roster to the Student Service Center, L211. Each student must be officially enrolled in a class before he or she will appear on any class attendance or grade roster.
10. If a "W" appears beside a student's name, the student has already withdrawn from the class.
11. If you do not have Non or Never Attenders, go directly to the next step and approve the roster.

Attendance Reporting

Personal Information
Payroll and Compensation
Benefits
Stock Activity
Learning and Development
Performance Management
Enrollment
Campus Finances
Campus Personal Information
Academic Records
Transfer Credit
Advisement
Academic Warning Rosters
Attendance Rosters
Student Center
Faculty Center
Class Search/Browse Catalog
Enterprise Learning
Campus Community
Student Recruiting
Student Admissions
Curriculum Management
Set Up HRMS
Reporting Tools
PeopleTools
Search/Match
Change My Password
My System Profile

Term: 2076 Spring 2007
Class Nbr: 3174 Attendance Roster Status: Not Approved

Emplid	Name	Translate Short Name	Grade	Non Attender	Never Attend
1 1317082	Michelle Antrim	Enrolled		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2 1320144	Jessica Bingham	Enrolled		<input type="checkbox"/>	
3 1332329	Jonathan Brown	Enrolled		<input checked="" type="checkbox"/>	<input type="checkbox"/>
4 1299601	Brittney Cowell	Enrolled		<input type="checkbox"/>	
5 1335477	Michael Crawford	Dropped		<input type="checkbox"/>	
6 1317382	Paul Dinh	Enrolled		<input type="checkbox"/>	
7 1296664	Jared Fidler	Enrolled		<input type="checkbox"/>	
8 1312687	Daniel Garfinkel	Enrolled		<input type="checkbox"/>	
9 1286162	Heather Halford	Enrolled		<input type="checkbox"/>	
10 1319498	Edward Hauter	Dropped		<input type="checkbox"/>	
11 1311259	Tisha Horchem	Enrolled		<input type="checkbox"/>	

Academic Warning Roster

Save Return to Search Previous in List Next in List Notify

12. Review your roster list

13. Select Approved from menu

14. Click Save to save changes to roster (Your success confirmation will be “Approved” in the Attendance Roster Status box and the screen will show Saved in the top right corner for a short time and then disappear. If you are unsure whether the roster is approved, simply Save again.)

Menu

Search:

My Favorites
ICC Processing / Reporting
Self Service
Payroll and Compensation
Enrollment
Campus Finances
Campus Personal Information
Academic Records
Transfer Credit
Advisement
Academic Warning Rosters
Attendance Rosters
Student Center
Faculty Center
Class Search/Browse Catalog
Enterprise Learning
Campus Community
Student Recruiting
Student Admissions
Curriculum Management
Set Up HRMS
Reporting Tools
PeopleTools
Search/Match
Change My Password
My System Profile

Subject Area: ENGL 110 Class Section: 17
Term: 2076 Spring 2007 Description: COMPOSITION I
Class Nbr: 3174 Attendance Roster Status: Approved

Saved

Emplid	Name	Translate Short Name	Grade	Non Attender	Never Attend
1 1317082	Michelle Antrim	Enrolled		<input checked="" type="checkbox"/>	<input type="checkbox"/>
2 1320144	Jessica Bingham	Enrolled		<input type="checkbox"/>	
3 1332329	Jonathan Brown	Enrolled		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4 1299601	Brittney Cowell	Enrolled		<input type="checkbox"/>	
5 1335477	Michael Crawford	Dropped		<input type="checkbox"/>	
6 1317382	Paul Dinh	Enrolled		<input type="checkbox"/>	
7 1296664	Jared Fidler	Enrolled		<input type="checkbox"/>	
8 1312687	Daniel Garfinkel	Enrolled		<input type="checkbox"/>	
9 1286162	Heather Halford	Enrolled		<input type="checkbox"/>	
10 1319498	Edward Hauter	Dropped		<input type="checkbox"/>	
11 1311259	Tisha Horchem	Enrolled		<input type="checkbox"/>	

Academic Warning Roster

Save Return to Search Previous in List Next in List Notify

Done Local intranet 10:41 AM

ACADEMIC WARNING

Academic Warning

Home > ICC eServices > Faculty Center > Self Service > Academic Warning Rosters

An Academic Warning is an indication made by a faculty member when a student has excessive absences, poor grades or poor basic skills in a class. Students who are marked on the Academic Warning roster for these reasons are mailed a letter listing the class, faculty member's name and warning reason. The letter is signed by the Dean of Student Services. The back of the letter describes a number of student support resources the student may seek out to help resolve the warning issue.

- Warning processing begins at the end of the second week of the spring, summer or fall term and concludes two weeks prior to the end of the term.
- Students receive one letter for each unique warning.
- Deans in academic departments receive an Academic Warning follow-up report each week, listing students who were sent letters.
- Once an academic warning is resolved the faculty member making the warning must return to the Academic Warning roster to remove the warning.
- **STUDENTS MARKED ON THE ACADEMIC WARNING ROSTER AS NEVER ATTENDED IN THE FIRST TWO WEEKS OF A 16-WEEK CLASS OR IN THE FIRST WEEK OF ALL OTHER DURATION CLASSES WILL BE ADMINISTRATIVELY WITHDRAWN FROM THE CLASS. (STUDENTS CAN ALSO BE ADMINISTRATIVELY WITHDRAWN BY MARKING THE ATTENDANCE ROSTER AS NEVER- OR NON-ATTENDER AT MID-POINT OF THE CLASS.)**

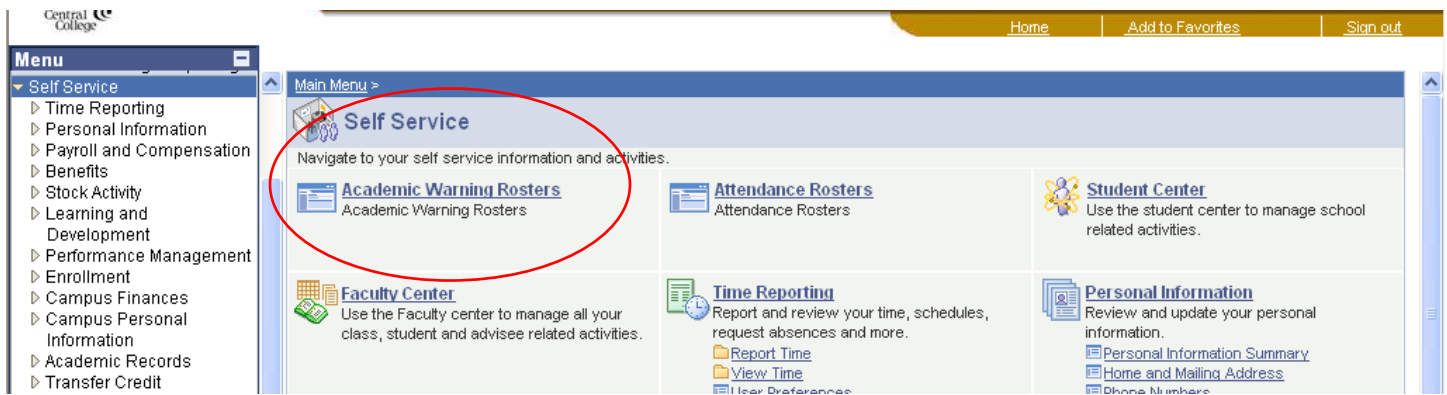
Place a student on Academic Warning only after you, the instructor, have attempted to contact or work with the student. An academic warning should be an intervention step only after you have exhausted your attempts to work with the student.

Once you have resolved the issue(s) related to academic warning, return to the Academic Warning Roster and uncheck the warning box. If the warning issue is resolved and the box remains checked the student will be reported again.

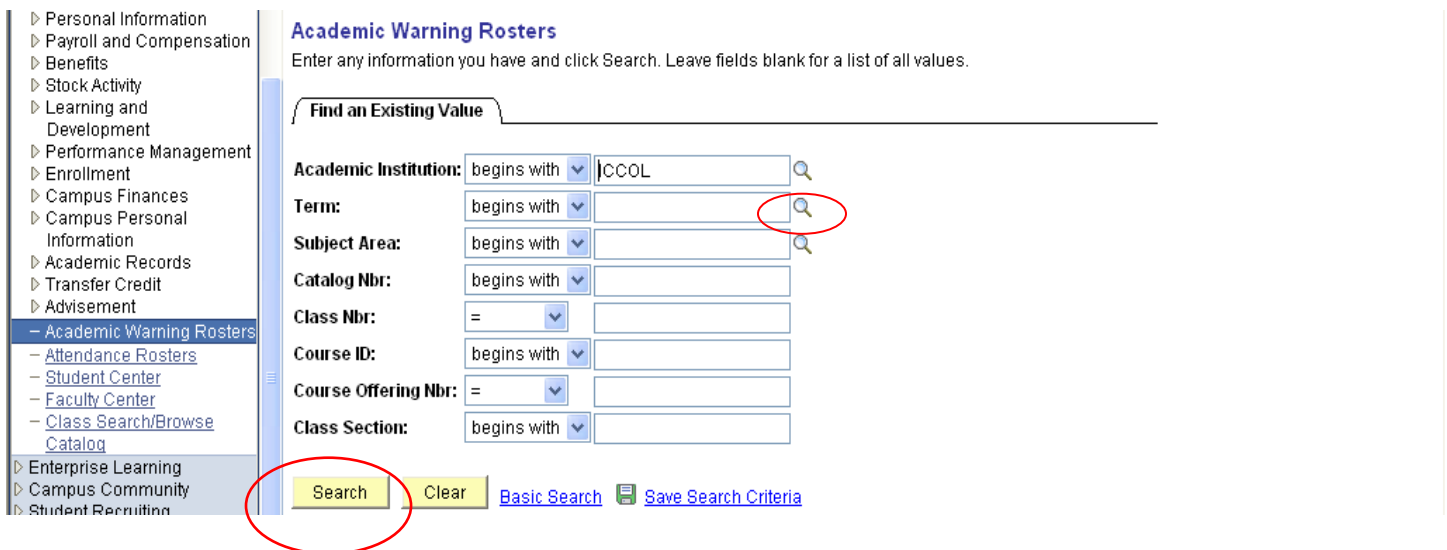
What does academic warning mean? Faculty are encouraged to place a specific academic warning statement in course policy/syllabus documents. Four common understandings of the term:

- A student never attended within the second week of a 16-week class or the first week of all other classes
- A student has ceased attending or has excessive absences
- A student has performed poorly on quizzes/papers/exams
- Other reason(s) you feel that a student is not making satisfactory academic progress

1. Access ICC eServices to bring up Faculty Center
2. Click on Self Service in the Menu area



3. Click on Academic Warning Rosters to pull up roster search
4. Enter the appropriate term or use the magnifying glass icon to look up the correct term
5. Click on the correct term and then click Search.



6. If more than one class appears, select the class number that you are completing and begin.

Academic Institution: begins with

Term: begins with

Subject Area: begins with

Catalog Nbr: begins with

Class Nbr: =

Course ID: begins with

Course Offering Nbr: =

Class Section: begins with

[Basic Search](#)

Search Results
View All First 1-2 of 2 Last

Academic Institution	Term	Subject Area	Catalog Nbr	Class Nbr	Course ID	Course Offering Nbr	Class Section	Session
ICCOL	2076	ENGL	110	3174	001042	1	17	Regular
ICCOL	2076	ENGL	116	3108	000181	1	1	Regular

7. Indicate students who would benefit from additional help from the college's support services by checking the box next to the student's name on the class list. When this is checked, another column appears: Reason. Use the magnifying glass to choose among six reasons. Click on the one that applies.
8. If a "W" appears beside a student's name, the student has already withdrawn from the class. If the student dropped the class before the refund date, the status will appear as "Dropped".

EmpID	Name	Translate Short Name	Grade	Academic Warning	Reason	Translate Long Name
1 1317082	Antrim,Michelle R	Enrolled		<input type="checkbox"/>		
2 1320144	Bingham,Jessica Ann	Dropped		<input checked="" type="checkbox"/>	E	Excessive Absences
3 1332329	Brown,Jonathan Michael	Enrolled		<input type="checkbox"/>		
4 1321912	Cooper,Joshua Ronnell	Enrolled		<input type="checkbox"/>		
5 1299601	Cowell,Brittney Christine	Enrolled		<input type="checkbox"/>		
6 1317382	Dinh,Paul Hoang	Enrolled		<input type="checkbox"/>		
7 1314085	Edwards,Josh D	Enrolled		<input type="checkbox"/>		
8 1296664	Fidler,Jared E	Enrolled		<input type="checkbox"/>		
9 1294583	Flowers,Randi Lea	Enrolled		<input type="checkbox"/>		
10 1027964	Gama,Matthew De Wayne	Enrolled		<input type="checkbox"/>		
11 1312687	Garfinkel,Daniel Weisleder	Enrolled		<input type="checkbox"/>		
12 1286162	Halford,Heather Elizabeth	Enrolled		<input checked="" type="checkbox"/>	E	Excessive Absences
13 1311259	Horchem,Tisha Ann	Enrolled		<input type="checkbox"/>		
14 1123279	Kargol,Bernard James	Enrolled		<input type="checkbox"/>		
15 1044829	Livengood,Shelly Lynn	Enrolled		<input checked="" type="checkbox"/>	V	Never Attended
16 1327877	Magnuson,Bryce A	Dropped		<input type="checkbox"/>		
17 1322098	Mandrell,Nathan Tyler	Enrolled	W	<input checked="" type="checkbox"/>	E	Excessive Absences
18 1329570	Mattiazza,Lori N	Enrolled		<input type="checkbox"/>		

Select one of the following values:

- [E Excessive Absences](#)
- [G Grades](#)
- [M Lacking Basic Skills - Math](#)
- [R Lacking Basic Skills - Reading](#)
- [V Never Attended](#)
- [W Lacking Basic Skills - Writing](#)

9. Click the Approve button to save the changes.
10. Click Return to Search to view another class.

Once you have resolved the issue(s) related to academic warning, return to the Academic Warning Roster and uncheck the warning box. If the warning issue is resolved and the box remains checked the student will be reported again, however letters are sent only once for each unique warning.

RECORDING GRADES

Recording Grades

Home > ICC eServices > Faculty Center > Grade Roster

Search:

Pamela Dewey My Info

Faculty Center

Fall 2007 | Illinois Central College

Show all classes Only classes with enrollment View My Weekly Schedule

Class Roster Grade Roster

Grade Rosters

My Teaching Schedule > Fall 2007 - Illinois Central College

Class	Class Name	Enrolled	Days and Time	Room	Class Dates
ENGL 110-100 LEC 3475	COMPOSITION I (Lecture)	19	Mo 11:00AM - 11:50AM	Technology Center	Aug 20, 2007- Dec 7, 2007
ENGL 110-37 LEC 1864	COMPOSITION I (Lecture)	16	MoWeFr 1:00PM - 1:50PM	Technology Center	Aug 20, 2007- Dec 7, 2007

1. Click on the Grade Roster logo at the left of the list of classes. This logo will not be visible until the rosters are generated. See page 2 for dates.

Building

*Grade Roster Type Display Unassigned Roster Grade Only

*Approval Status

Access to All Values

Student Grade

ID	Name	Roster Grade	Official Grade	Program and Plan	Level
1 1317082	Antrim,Michelle R	B		Assoc in General Education - General Education Degree Hlth	Freshman
2 1320144	Bingham,Jessica Ann	B		Assoc in Applied Science - HS Mental Health Services	Freshman
3 1332329	Brown,Jonathan Michael	F		Assoc in Arts & Science - Multimedia	Freshman
4 1299601	Cowell,Brittney Christine	A		Assoc in General Education - General Education Degree H Ct	Freshman
5 1317382	Dinh,Paul Hoang	A		Undeclared - Undeclared Transfer	Freshman
6 1296664	Fidler,Jared E	D		Assoc in Applied Science - Finance	Sophomore

2. Note that the Grade Roster type is correct.
3. Faculty may choose to enter each grade individually in Roster Grade with the drop-down menu or, if several students will receive the same grade, choose the option of “add this grade to all students” and then change the individual student grades that vary from this grade.
4. Click Save.

5. Change Approval Status to “Approved.” The Post button will now appear.

- ▶ Campus Community
- ▶ Student Recruiting
- ▶ Student Admissions
- ▶ Curriculum Management
- ▶ Set Up HRMS
- ▶ Reporting Tools
- ▶ PeopleTools
- Search/Match
- Change My Password
- My System Profile

<input type="checkbox"/>	12	1329446	Medhurst,Gary Lee	B		Assoc in Applied Science - Horticulture	Freshman
<input type="checkbox"/>	13	1318338	Moehring,Jacob T	B		Assoc in Applied Science - Diesel Powered Equipment Tk	Freshman
<input type="checkbox"/>	14	1322662	Novotny,Cody Andrew	B		Assoc in Applied Science - Diesel Powered Equipment Tk	Freshman
<input type="checkbox"/>	15	1301236	O'Neill,Jared Daniel	B		Assoc in Applied Science - Diesel Powered Equipment Tk	Sophomore
<input type="checkbox"/>	16	1066055	Smith,Ashley R	B		Assoc in Arts & Science - English	Sophomore
<input type="checkbox"/>	17	1327425	Strauch,Christopher Alan	B		Assoc in Applied Science - Diesel Powered Equipment Tk	Freshman
<input type="checkbox"/>	18	1322885	Zimmerman,Ryan Dale	B		Assoc in Applied Science - Diesel Powered Equipment Tk	Freshman

NOTIFY SELECTED STUDENTS
NOTIFY ALL STUDENTS
PRINTER FRIENDLY VERSION

RETURN
SAVE
POST

6. Click Post. The Official Grade will now be visible.

- ▶ My Favorites
- ▶ ICC Processing / Reporting
- ▶ Self Service
- ▶ Enterprise Learning
- ▶ Campus Community
- ▶ Student Recruiting
- ▶ Student Admissions
- ▶ Curriculum Management
- ▶ Set Up HRMS
- ▶ Reporting Tools

	ID	Name	Roster Grade	Official Grade	Program and Plan	Level	Status
<input type="checkbox"/>	1	1317082	Antrim,Michelle R	A	A	Assoc in General Education - General Education Degree Hlth	Freshman Posted
<input type="checkbox"/>	2	1320144	Bingham,Jessica Ann	A	A	Assoc in Applied Science - HS Mental Health Services	Freshman Posted
<input type="checkbox"/>	3	1332329	Brown,Jonathan Michael	A	A	Assoc in Arts & Science - Multimedia	Freshman Posted

GRADE VALUE KEY

At the conclusion of each semester, a student’s GPA will be calculated according to the following grading system:

- | | |
|--|--|
| <ul style="list-style-type: none"> ● A - Superior 4.00 ● B - Good 3.00 ● C - Average 2.00 ● D - Poor 1.00 ● F - Failing 0.00 ● FA* - Attendance Failing 0.00 ● WF - Withdrawal Failing 0.00 ● FX - Grade Excluded 0.00 | <ul style="list-style-type: none"> ● I - Incomplete, no grade point ● S - Successful, no grade point ● U - Unsuccessful, no grade point ● W - Withdrawal, no grade point ● NG - No Grade, no grade point ● NR - Not Reported, no grade point by Instructor |
|--|--|

*When an FA grade can be awarded:

16 week classes - student ceased attending after week 8 (not dropped at mid-point) but before week 10

12 week classes - student ceased attending after week 6 (not dropped at mid-point) but before week 8

8 week classes - student ceased attending week 5

For any other duration or with questions, call Financial Assistance 694-5556

ADVANCED PEOPLESOFT FUNCTIONS FOR FACULTY: ADD / DROP NOTIFICATION REPORT

Add/Drop Notification Report

Home>ICC Processing / Reporting>ICC Student Records>Report>Add/Drop Notifications

This feature is only available on campus using ICCNET. Use this address from a computer on campus to access this feature -- <http://iccnnet/>

Add/Drop Notifications
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

Run Control ID: begins with

Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

1. Click Search and a list of available run controls will be displayed. Select a Run Control from the list displayed by clicking on a link provided. (Add a new value by clicking on “Add a New Value” hyperlink, type in Run Control ID: Print_File. Click Add button.)

Search Results
View All First 1-3 of 3 Last

Run Control ID	Language Code
PRINTFILE	English
Print_file	English
printfile	English

Add/Drop Notifications

Run Control ID: Print_file [Report Manager](#) [Process Monitor](#) **Run**

Academic Institution: ICCOL Illinois Central College

Term: 2091 Summer 2008

Scroll Area Find | View All First 1 of 1 Last

Sequence Number: 1

Session:

Academic Organization:

Subject Area:

Specific Class:

Class Nbr: 1158 EmpID:

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

2. Check the box next to “Specific Class” to view a single Class Roster.
3. Enter the four-digit Class Number from the schedule in the area provided.
4. Click on the Run button to continue.

Process Scheduler Request

User ID: PDEWEY Run Control ID: Print_file

Server Name: Run Date: 06/27/2008

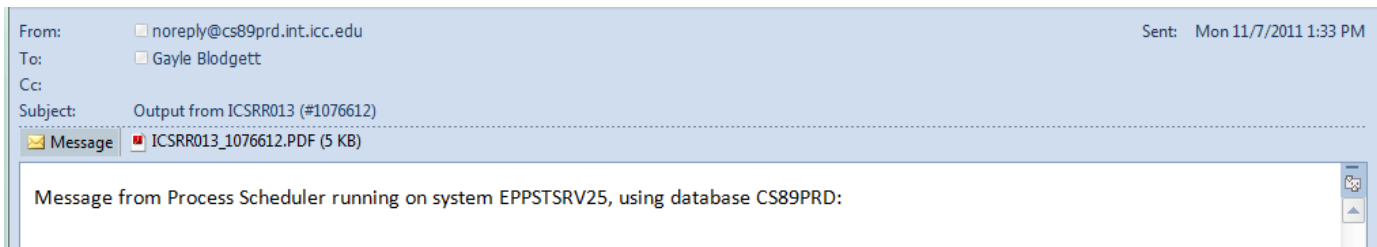
Recurrence: Run Time: 2:01:56PM

Time Zone:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Add/Drop Notifications	ICSRR013	SQR Report	Email	PDF	Distribution

OK Cancel

5. Select Email from the drop down list provided for Type and PDF from the drop down list for Format.
6. Click the OK button to continue.
7. A message will be sent to your email address with the report in PDF.



ADVANCED PEOPLESOFT FUNCTIONS FOR FACULTY: STUDENT INFORMATION LOOK-UP

Student Information Look-Up

ICC eServices > ICC Processing & Reporting > ICC Advisement > Inquire > Student Advisement

Using the Student Advisement in eServices, faculty have the ability to look up contact information for individual students, such as e-mail, telephone, home address, major and advisor. **This feature is only available on campus using iccnet.**

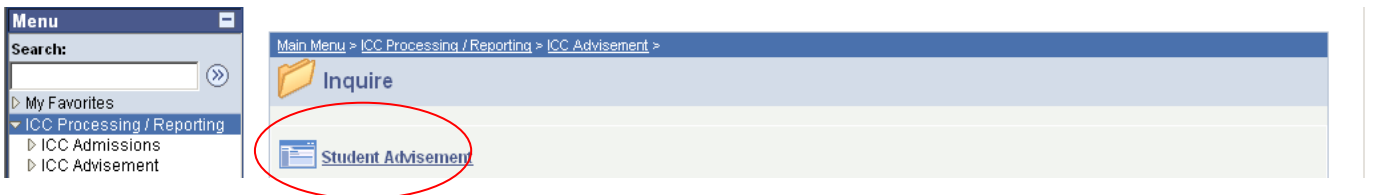
On the Home Page, scroll down past the Faculty Center. If you have the Advisement Center module on this page, you may skip down to Step 5. If the Advisement Center module is not visible, start with Step 1.



1. Go Access ICC eServices to bring up Faculty Center
2. Click on ICC Processing / Reporting
3. Click on ICC Advisement then Inquire



4. Click on Student Advisement



Student Advisement

Enter any information you have and click Se:

ID:


Campus ID:

National ID:

Last Name: DEWEY

First Name: P

Case Sensitive

[Basic Search](#) 

5. On the Search page, enter the information known about the student, such as last name, first name and a part of last name, the student's 7-digit ID number (ID) or social security number (National ID).
6. Click on Search.
7. Choose the correct person from the list by clicking on the line with that person's name.
8. A screen will appear with the student's contact information, including ID, name, e-mail, telephone, home address, major and advisor.

Search Results

[View All](#)

ID	Name	Gender	Dat
1001064	Dewey,Pamela A	Female	195
1099559	Dewey,Phyllis Jeanne	Female	191

ADVANCED PEOPLESOFT FUNCTIONS FOR FACULTY: NOTIFY (E-MAIL) STUDENTS THROUGH CLASS ROSTERS

Notify (email) Students through Class Rosters

When you access any of the Class Rosters or Grade Roster, you will see buttons Notify Selected Students and Notify Enrolled Students. These buttons allow you to e-mail your students from PeopleSoft / eServices. You may use the check box to choose students to e-mail with Notify Selected Students or you may e-mail the class by clicking on Notify Enrolled Students. A typical e-mail box is displayed allowing for a subject line and message.

Notify	User ID	ID	Name	Grade Basis	Units	Program and Plan	Level
<input checked="" type="checkbox"/>	EB870	1334518	Betson, Erik Michael	Graded	3.00	Assoc in Arts & Science - Science Professions	Freshman
<input checked="" type="checkbox"/>	GC587	1324768	Collins, Gabriel Marie	Graded	3.00	Assoc in General Education - General Education Degree Hlth	Freshman
<input checked="" type="checkbox"/>	TN174	1343082	Nau, Torey	Graded	3.00	Assoc in Applied Science - Architectural Construction Tk	Freshman
<input checked="" type="checkbox"/>	NP030	1280332	Perez, Nathan Lee	Graded	3.00	Assoc in Arts & Science - Multimedia	Sophomore
<input type="checkbox"/>	KP473	1359860	Pillischafske, Kristen Marie	Graded	3.00	Assoc in General Education - General Education Degree Hlth	Freshman
<input checked="" type="checkbox"/>	SP443	1322125	Placher, Shana Rae	Graded	3.00	Assoc in General Education - General Education Degree Hlth	Freshman
<input type="checkbox"/>	WS186	1303287	Sanders, Wendy D	Graded	3.00	Assoc in Arts & Science - Accountancy	Freshman
<input checked="" type="checkbox"/>	CS151A	1338539	Scull, Christina	Graded	3.00	Assoc in Applied Science - Paralegal	Freshman
<input type="checkbox"/>	TB335	1282569	Sipka, Tracey D	Graded	3.00	Assoc in General Education - General Education Degree H Ct	Freshman
<input checked="" type="checkbox"/>	DW868	1367042	Westerfield, Demetris Renee	Graded	3.00	Assoc in Arts & Science - Social Work	Freshman
<input checked="" type="checkbox"/>	AW792	1345818	Whitlatch, Ashley Lee	Graded	3.00	Assoc in General Education - General Education Degree Hlth	Sophomore

In the Academic Warning Roster and the Attendance Roster, there is a single button displayed “Notify” that allows the faculty member to e-mail the selected students. Please note that faculty can elect to receive a copy of the message.

15	1322098	Nathan Mandrell	Enrolled	<input type="checkbox"/>
16	1335218	Jenny Maughan	Enrolled	<input type="checkbox"/>

- My Favorites
- ICC Processing / Reporting
- Self Service
- Enterprise Learning
- Campus Community
- Student Recruiting
- Student Admissions
- Records and Enrollment
- Curriculum Management
- Set Up HRMS
- Set Up SACR
- Reporting Tools
- PeopleTools
- [Search/Match](#)
- [Change My Password](#)
- [My System Profile](#)

Send Notification

Notification from Pamela Dewey

To pdewey@icc.edu

CC

BCC jp884@lab.icc.edu;kaileybig89@hotmail.com;brittani_proulx1@hotmail.com;

Subject Grades

Message Your grades have been posted

Note that the students selected are, by default, placed in the BCC (blind carbon copy) box of the message. This means that the recipients' names are not visible to other recipients of the message.

ADVANCED PEOPLESOFT FUNCTIONS FOR FACULTY: CLASS ROSTER OPTIONS

Class Roster Options

Faculty Center > ICC Processing / Reporting > ICC Student Records > Report > Class Roster Options

Class Roster Options will provide access to detailed class rosters in the following formats:

- a. Blackboard – file required for batch enrolling rosters into Blackboard.
- b. Class Roster in PDF with the following:
 - Student ID
 - Login ID
 - Name (First, Middle and Last)
 - Phone
 - Academic Plan (Major)
 - Status (ENRL=Enrolled)
- c. Compass –Placement and ACT Scores
- d. Excel Roster in CSV with the following:
 - Instructor and course-specific information
 - Name (Last, First and Middle)
 - Student ID (NOTE: Social security number has been removed for security purposes.)
 - Enrollment-specific information (status, date)
 - Major
 - Phone
 - Address, City, State, Zip
 - Email
- e. Labels in PDF – pre-formatted document to print standard mailing address labels.
- f. Labels in TXT – same data as Label in importable .txt format.
- g. Roster in TXT – same data as Excel roster but in importable .txt format.



Class Roster Options:

1. Click Search and a list of available run controls will be displayed. Select a Run Control from the list displayed by clicking on the link provided. (Add a new value by clicking on “Add a New Value” hyperlink, type in Run Control ID: Print_File. Click Add button.)

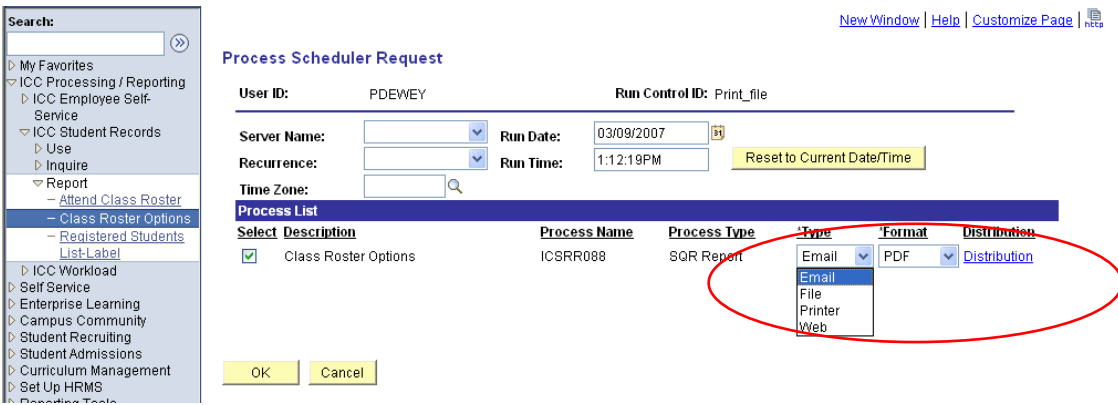
The first screenshot shows the 'Class Roster Options' page with a search bar and a 'Search' button circled in red. The second screenshot shows the search results with 'PRINTFILE English' circled in red.

2. Check the box next to “Specific Class” to view a single Class Roster.
3. Click on Enrolled to view only enrolled students. You can also select Dropped for a combined roster or select only Dropped for a list of students who have withdrawn.
4. Enter the four-digit Class Number from the schedule in the area provided.
5. Click on the Run button to continue.

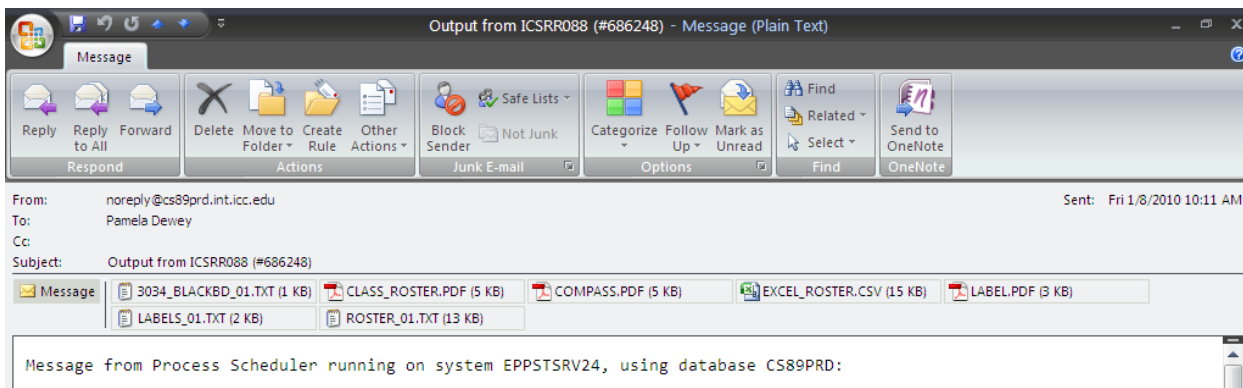
The screenshot shows the 'Class Roster Options' page with the 'Run' button circled in red, the 'Enrolled' checkbox checked, and the 'Class Nbr' field containing '2384'.

6. Select Email from the drop down list provided for Type and PDF from the drop down list for Format.

7. Click the OK button to continue.



8. A message will be sent to your email address with each of the available reports attached to it.



Download the files and open in native programs to print:

- .txt (Notepad)
- .pdf (Adobe Acrobat Reader)
- .csv (Excel)

ADVANCED PEOPLESOFT FUNCTIONS FOR FACULTY: DEGREE AUDIT

Degree Audit

Home > Self Service > Advisement > View Advisees' Information > Degree Progress

Home > Self Service > Advisement > New/Drop-In Advisee > Degree Progress

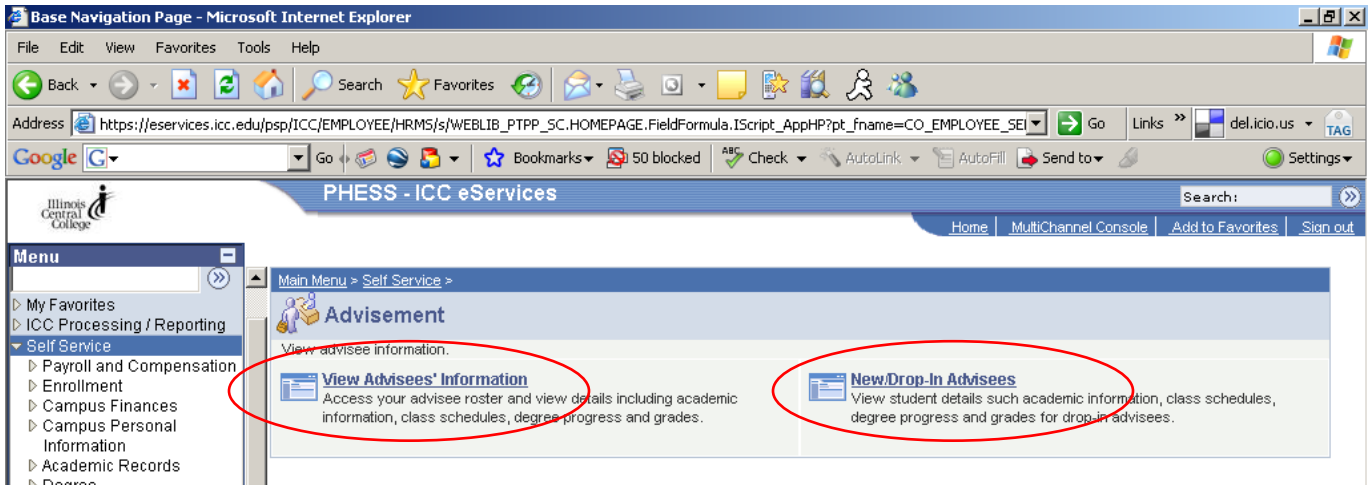
Degree Audit data will be available for students in Business and Information Systems (BIS) programs from the 2007-08 college catalog forward. Degree Audit data will be available for student in Arts and Science Degree program for the current catalog. Degree Audit data will be available for all other students from 2005-06 catalog forward. More information on the Degree Progress Report available to students can be found here: <http://www.icc.edu/eServices/help/>

A student may view his/her Degree Audit from the Student Center. Faculty may view an individual student's Degree Audit using the following steps.

1. Access ICC eServices to bring up Faculty Center
2. Click on Self Service in the Menu area
3. Click on Advisement

The screenshot displays the PHESS - ICC eServices web application. The browser window title is "Base Navigation Page - Microsoft Internet Explorer". The address bar shows the URL: https://eservices.icc.edu/psp/ICC/EMPLOYEE/HRMS/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_AppHP?pt_fname=CO_EMPLOYEE_SEI. The main content area is titled "Self Service" and contains a grid of service tiles. The "Advisement" tile is circled in red. The left sidebar menu is expanded to show "Self Service" and its sub-items, including "Academic Warning Rosters", "Attendance Rosters", "Student Center", "Faculty Center", "Payroll and Compensation", "Enrollment", "Campus Finances", "Academic Records", "Degree Progress/Graduation", and "Transfer Credit". The "Advisement" tile includes links for "View Advisees' Information" and "New/Drop-In Advisees".

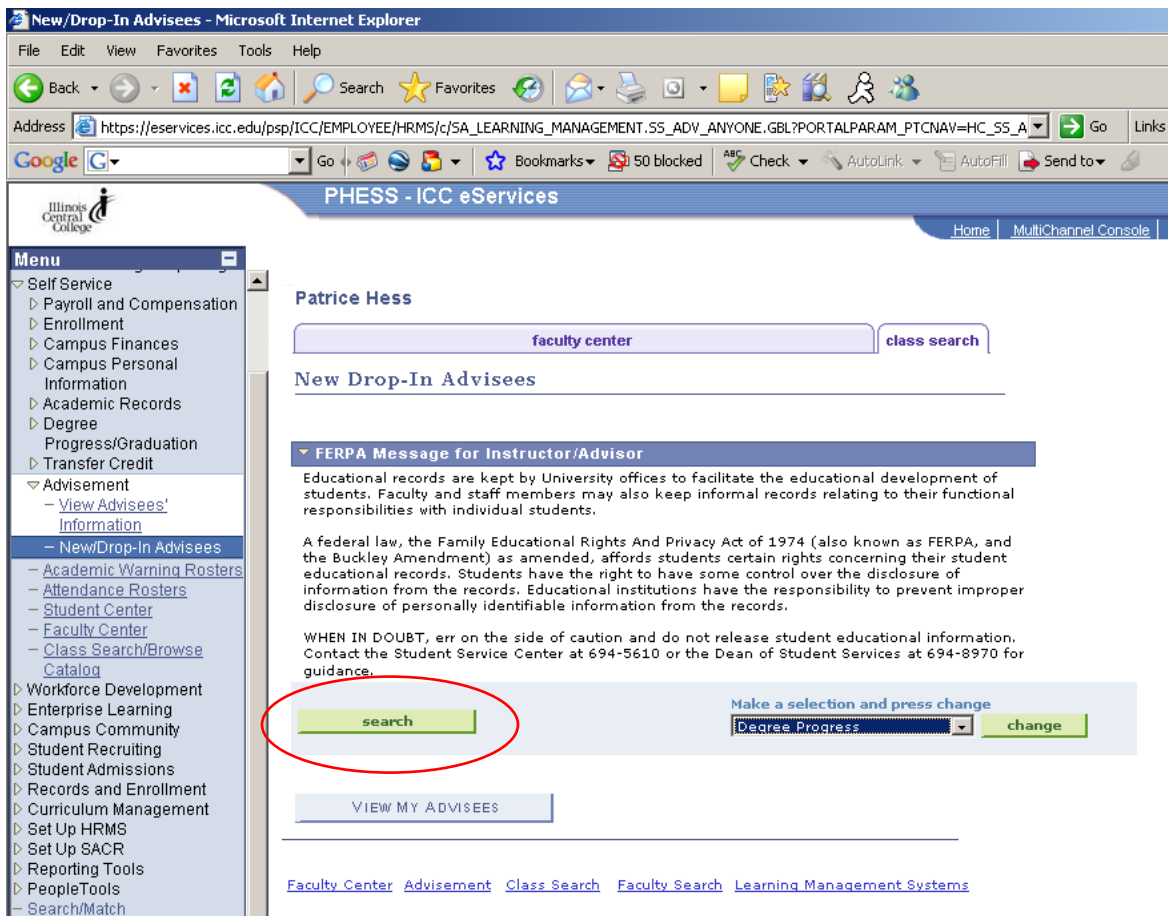
- If the student is assigned as an advisee, click on View Advisee's Information. If the student is not assigned as an advisee, click on New/Drop-In Advisees. For Advisee Information see Step 5; for New Drop-In Advisees, see Step 6.



- On the View My Advisees page, change the drop-down box to Degree Progress and click on the name of the student to view student information. Proceed to Step 10.

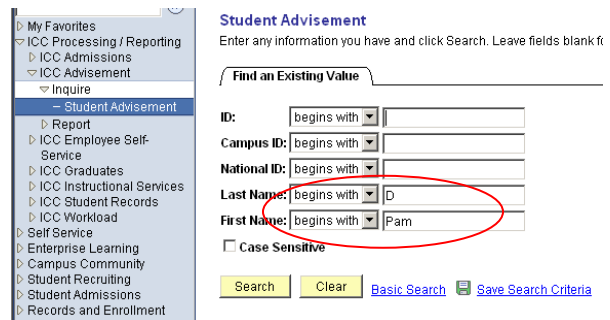
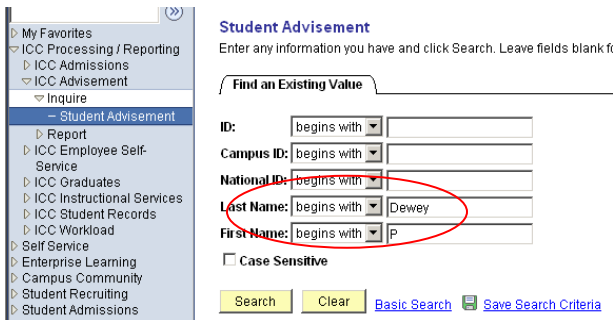


6. From the New Drop-In/Advisees page, click “search” to begin lookup of a student.



7. On the Search page, enter the information known about the student, such as last name, first name and a part of last name, the student’s 7-digit ID number (ID) or social security number (National ID).

8. Click on Search.



9. Choose the student from the list by clicking on the line with that student's name. Selecting the student will return to the New Drop-In/Advisee's screen with the name of the student displayed. Change the "Make a selection and press change" drop-down box to Degree Progress and click "change".

10. View the Advisee's Degree Progress Report. Choose an institution and report type and press go to view the degree progress in the student's current academic program.

11. In the Degree Progress Report, look for the following:
- ICC Advising Plan Transcript
 - Academic Program History
 - Beginning of Undergraduate Record
 - External Degrees
 - Academic Advisement Report

12. Click Return to return to the Advisee's Degree Progress Report page.

13. For a Quick What-If or a Course List What-If, click the button and enter the required fields, using the magnifying glasses for lookups when necessary.

Quick What-If Report:

View how your coursework would apply to a different academic program, plan or subplan.

Course List What-If Report:

View how courses which you have not yet taken may apply towards your current academic program.

The screenshot shows a web interface for a user named Pamela Dewey. On the left is a navigation menu with categories like 'Self Service', 'Academic Records', and 'Advisement'. The 'Advisement' section is expanded, showing options like 'View Advisees' Information' and 'New Drop-In Advisees'. The main content area is titled 'Degree Progress Report' and contains a 'Quick What-If Analysis Report' section. Below this is an 'Override Options' form with four rows: 'Career', 'Program Override', 'Plan Override', and 'Sub Plan Override'. Each row has a text input field with a magnifying glass icon and a corresponding 'Required' field. A warning message states: '**selecting ok will start the process and it may take a few minutes to complete. please do not press any other buttons or links while processing is taking place**'. At the bottom are 'OK' and 'CANCEL' buttons.

Career – Undergrad – UGRD

Required Career Term – four-digit term number for catalog year

Program Override – Academic Program, type of degree/certificate, code such as APPSC-Associates in Applied Science, or ARTSC- Associates in Arts and Sciences, CERT-Certificate, CTNFA-Certificate not federally approved, AES-Associate in Engineering Science, AGE-Associate in General Education

Required Program Term – the appropriate catalog term

Plan Override – Academic Plan [or major]

Required Plan Term - the appropriate catalog term

Sub Plan Override – BLANK

Sub Plan Term - BLANK

14. For a Course List What-If, enter a Subject then press the Search button to select a course. Each line will represent a course not yet taken. Choose a course or courses to review on the Degree Progress Report and press the OK

Pamela Dewey
Degree Progress Report

Course List What-If Analysis

Enter a Subject then press the Search button to select a course. Each line will represent a course which you have not yet taken. Once you have chosen the course (s) you wish to review on your Degree Progress Report, press the OK button.

Subject

****selecting ok will start the process and it may take a few minutes to complete. please do not press any other buttons or links while processing is taking place****

15. View the What-If Analysis Reports. Within the Academic Advisement Report, look for requirements for program, career and degree. Requirement indicators will be displayed in RED.
16. Click Return to return to the Advisee's Degree Progress Report page.
17. To view reports previously generated, click on the "View a Report That You Had Previously Requested" button at the bottom of the Advisee's Degree Progress Report page.

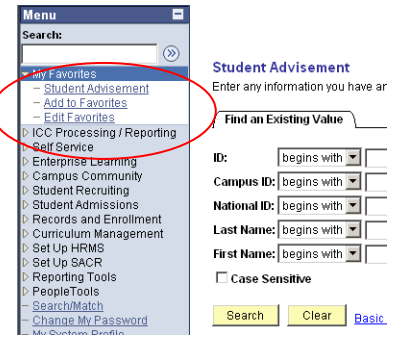
ADVANCED PEOPLESOFT FUNCTIONS FOR FACULTY: CREATING A FAVORITE / PERSONALIZING CONTENT

Creating a Favorite

These instructions will work with any page. As an example, Student Advisement will be added to Favorites.

Add to favorites: To add Student Advisement to your Favorites:

1. Go to the Student Advisement search page
2. Click on My Favorites
3. Click on Add to Favorites.
4. Click OK for a quick link to the Advisement dashboard to look up students.



Personalizing Content

Page Layout

1. In upper left corner of Home page, click on Personalize Content



2. Check Student Advisement
3. Click on Save.
4. The page arrangement can be changed by clicking on Personalize Layout.

Personalize Content

Choose Pagelets: Simply check the items that you want to appear on your homepage. Remember to click "Save" when done.

Arrange Pagelets: Go to [Personalize Layout](#)

HRMS

[View Payslip](#)

PeopleSoft Applications

- [Menu](#)
 [My Reports](#)
 [Main Menu](#)

ICC Pagelets

- [Faculty Center](#)
 [Student Advisement](#)
 [Student Services Center](#)
 [Student Center](#)

FREQUENTLY ASKED QUESTIONS

What is my eServices username or password?

For your username, go to the ICC website, ICC eServices Login box and click on Find Login ID, where you will be asked for your last name and social security number. Your user ID will appear at once. The default password is ICC and the last 5 digits of your social security number (ICCxxxxx). If you have changed your password and forgotten it, you will need to click on Reset My Password. You will be asked for your Login ID, your ID number from your college identification card, your birth date and the last six digits from your social security number before you may reset your password.

Whom do I call if a student is missing from my roster?

Contact student services, 694-5605

Why can I enter, but not post, grades?

Only the primary instructor can post grades. If you are the primary instructor, you must save and approve grades before the Post button appears.

How can I print my grades?

Click the Printer Friendly button at the bottom of the page. Use the Printer button on Internet Explorer, go to File and then Print, or right click and choose Print.

Which roster is the most current?

Use the chart below to reference which rosters are updated when adds and drops occur. For further information see the Add/Drop Notification Report.

	CLASS ROSTER OPTION LECTURE	CLASS ROSTER OPTION LAB	ACAD WARN ROSTER LECTURE	ACAD WARN ROSTER LAB	FACULTY CENTER Class Roster LECTURE	FACULTY CENTER Class Roster LAB
ADD CLASS	Immediate Updates	Immediate Updates	Overnight Update Processing	No Warning Rosters for Lab Sections	Immediate Updates	Immediate Updates
DROP WITH W GRADE	Immediate Updates - W Grade Displays	Immediate Updates - W Grade Displays	Overnight Update Processing - W Grade Displays	No Warning Rosters for Lab Sections	Immediate Updates - (Withdrawn) appears after name	No Change
DROP WITH WF GRADE	Immediate Updates - WF Grade Displays	No Change	Overnight Update Processing - WF Grade Displays	No Warning Rosters for Lab Sections	Immediate Updates - (Withdrawn) appears after name	No Change
REPORT	CLASS - LECTURE	CLASS - LABORATORY				
Add/Drop Notification Report	Immediate Updates	Immediate Updates				