

To: All Faculty

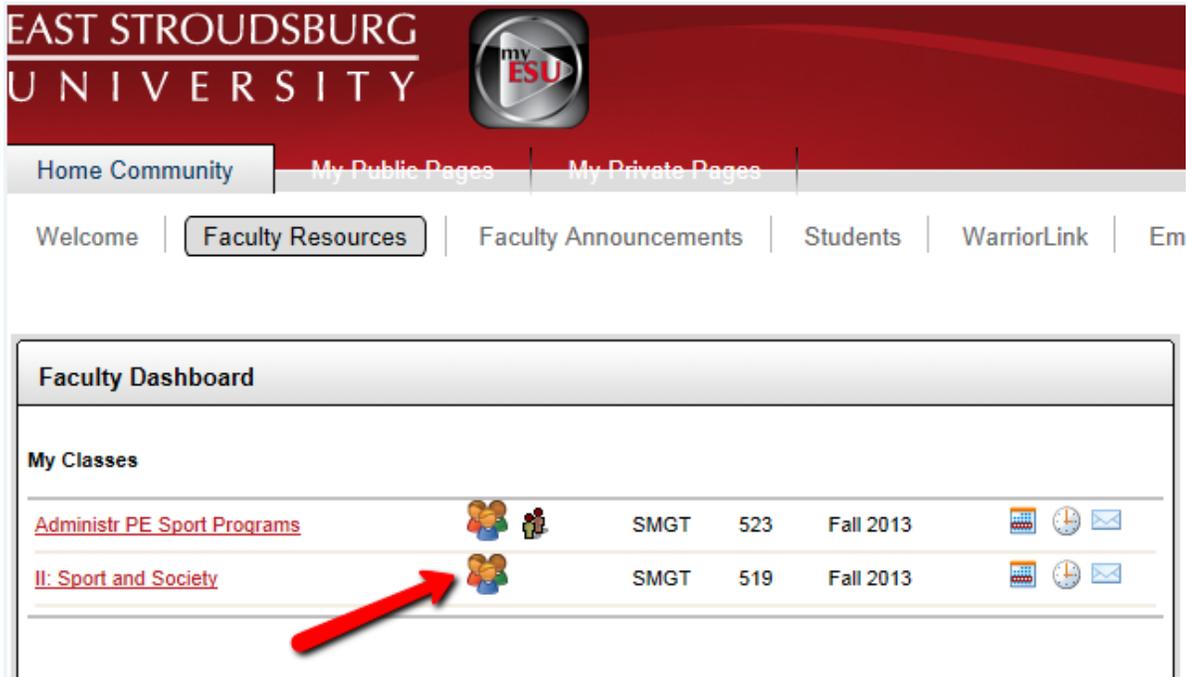
From: Geryl Kinsel, Associate Director/Records and Registration Services

Spring 2018 semester class rosters are available to you online in real time from your *Faculty Dashboard on the myESU portal*. Faculty members may administratively add or remove students from their classes.

**Roster Verification** is required for each section you are teaching. **Freeze File occurs on February 5, 2018.** **These official figures are the foundation for our state allocation as well as our performance funding. It is important that you complete the Roster Verification process by the end of day on January 31, 2018.**

Please see below guide for submitting Roster Verification.

1. Roster Verification can be submitted by clicking on the “heads” next to your sections in your faculty dashboard.



The screenshot shows the myESU Faculty Dashboard. At the top, there is a navigation bar with 'Home Community', 'My Public Pages', and 'My Private Pages'. Below this is a secondary navigation bar with 'Welcome', 'Faculty Resources', 'Faculty Announcements', 'Students', 'WarriorLink', and 'Em'. The main content area is titled 'Faculty Dashboard' and contains a section for 'My Classes'. This section lists two classes:

Class Name	Icon	Section	Section Number	Term	Tools
<a href="#">Administr PE Sport Programs</a>		SMGT	523	Fall 2013	  
<a href="#">II: Sport and Society</a>		SMGT	519	Fall 2013	  

A red arrow points to the 'heads' icon (group of people) for the 'II: Sport and Society' class.

2. Click on the enter button under the Midterm grade column.

**Course Information**

**Anlys Of Teach Phys Ed Lab - PETE 343 A2**

**CRN:** 90088

**Duration:** Aug 26, 2013 - Dec 13, 2013

**Status:** Active

**Enrollment Counts**

	Maximum	Actual	Remaining
<b>Enrollment:</b>	20	12	8
<b>Cross List:</b>	0	0	0

**Summary Class List**

Record Number	Student Name	ID	Reg Status	Level	Credits	Midterm	Grade D
1	Chesley, Brian T.	000169813	**Registered via Web**	Undergraduate	0.000	<a href="#">Enter</a>	
2	Diskin, Charles R.	000172979	**Registered via Web**	Undergraduate	0.000	<a href="#">Enter</a>	
3	Frankel, Maxwell L.	000205664	**Registered via Web**	Undergraduate	0.000	<a href="#">Enter</a>	
4	Frew, Scott M.	000166278	**Registered via Web**	Undergraduate	0.000	<a href="#">Enter</a>	
5	Jones, Timothy M.	000222062	**Registered via Web**	Undergraduate	0.000	<a href="#">Enter</a>	
6	Kroptavich, Kelli M.	000220108	**Registered via Web**	Undergraduate	0.000	<a href="#">Enter</a>	
7	Rose, Rachael	000166741	**Registered via Web**	Undergraduate	0.000	<a href="#">Enter</a>	
8	Seraut, Lauren J.	000165094	**Registered via Web**	Undergraduate	0.000	<a href="#">Enter</a>	
9	Stravinski, Carl C.	000157583	**Registered via Web**	Undergraduate	0.000	<a href="#">Enter</a>	
10	Tirino, Trevor K.	000166817	**Registered via Web**	Undergraduate	0.000	<a href="#">Enter</a>	
11	Upright, Troy M.	000166193	**Registered via Web**	Undergraduate	0.000	<a href="#">Enter</a>	
12	Van Derveer, Samantha J.	000165661	**Registered via Web**	Undergraduate	0.000	<a href="#">Enter</a>	

3. This will direct you to the Midterm Grade Attendance page where you can report whether a student is attending your class under the "Attended Hours" column.

- **Students who are attending the class should receive a one (1) in the attended hour's column circled below.**
- **Students who are NOT attending should receive a zero (0) in the attended hour's column shown below.**
- **Click "submit" once you have completed the verification process**

**Mid Term Grades**

Enter mid-term grades and last attendance date and hours. If Confidential appears next to a student's name, the personal information is to be kept confidential.

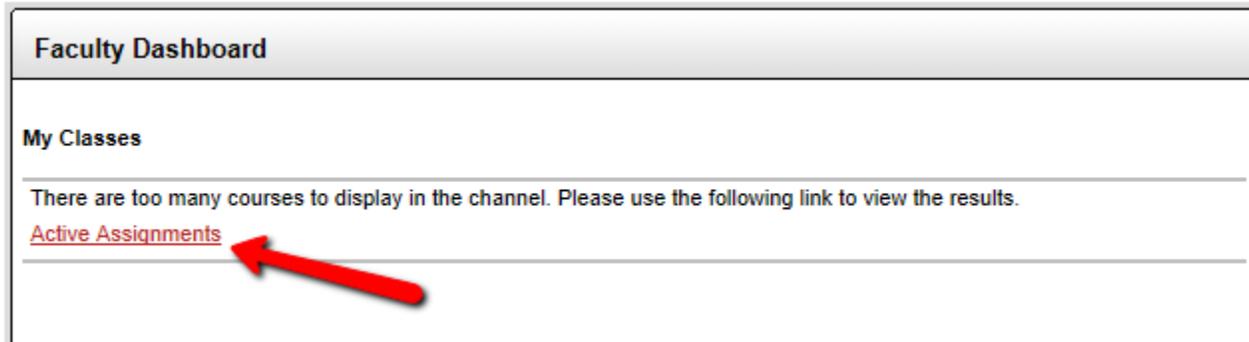
**Course Information**  
**GE: Introduction to Art - ART 101 1**  
**CRN:** 90162  
**Students Registered:** 61

Please submit the grades often. There is a 60 minute time limit starting at 03:36 pm on Aug 27, 2013 for this page.

**Record Sets:** 1 - 25   26 - 50   51 - 61

Record Number	Student Name	ID	Credits	Registration Status	Grade	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	Alegre, Guillem	000241718	3.000	**Registered** Apr 29, 2013	None			11
2	Anderson, Kyon B.	000239275	3.000	**Registered** Apr 29, 2013	None			12
3	Appezatto, Margaret G.	000237028	3.000	**Registered** Jun 12, 2013	None			120

4. If all of your classes do not show under the faculty resources tab, click on the “Active Assignments” link shown below:



**Faculty Dashboard**

**My Classes**

There are too many courses to display in the channel. Please use the following link to view the results.

[Active Assignments](#)

5. All of your active faculty assignments will be listed. You must click on the “Classlist” link in order to complete roster verification.

**Physical Education Student Teaching - PETE 440 1**

<b>Associated Term:</b>	Fall 2013	<b>Credits:</b>	3.000
<b>CRN:</b>	90099	<b>Grade Mode:</b>	Audit , Pass/fail , Standard
<b>Status:</b>	Active	<b>Course Level:</b>	Undergraduate
<b>Schedule Type:</b>	Student Teaching	<b>Syllabus:</b>	<a href="#">Add</a>
<b>Instructional Method:</b>	Classroom	<b>Office Hours:</b>	<a href="#">Add</a>
<b>Campus:</b>	Main Campus (200 Prospect St)	<b>Roster:</b>	<a href="#">Classlist</a>
<b>Available for Registration:</b>	Apr 01, 2013 to Sep 01, 2013	<b>Detail Schedule:</b>	<a href="#">Display</a>

6. Roster Verification is a validation of student attendance. Roster Verification can be submitted multiple times for each section and is due by end of day January 31, 2018. This information will ensure the most accurate enrollment is recorded. The Student Enrollment Center will start processing roster verifications on February 1 at which point students who have been indicated as not attending with a zero (0) in the attended hour’s column will be removed from sections.

**7. Students requesting to be added to sections:**

If you are allowing a student to be added to your section, you can issue the student a “Registration Override” to secure their place in the section. When you issue a “Registration Override” through your MyESU Portal, the student must go into their portal and register themselves for the class in order to be added to the section. Please be aware of your classroom capacity when issuing student registration overrides.

Registration Overrides will not function after January 23 as students will not be able to add themselves into the class via their portal. If you are requesting students to be added to sections after January 23 please email [records@esu.edu](mailto:records@esu.edu) with the student ID number and CRN of the section you would like the student added to.

*Please note: Instruction on issuing a Registration Override can be found under the Faculty Announcement tab.*

Please see below for additional withdrawal dates for the Spring 2018 semester:

- The last date to withdraw from a quarter 3 course is January 19.
- The last date to withdraw from a full semester course is April 3.
- The last day to withdraw from a quarter 4 course is April 12.

More information and important dates can be found on the [academic calendar](#).