

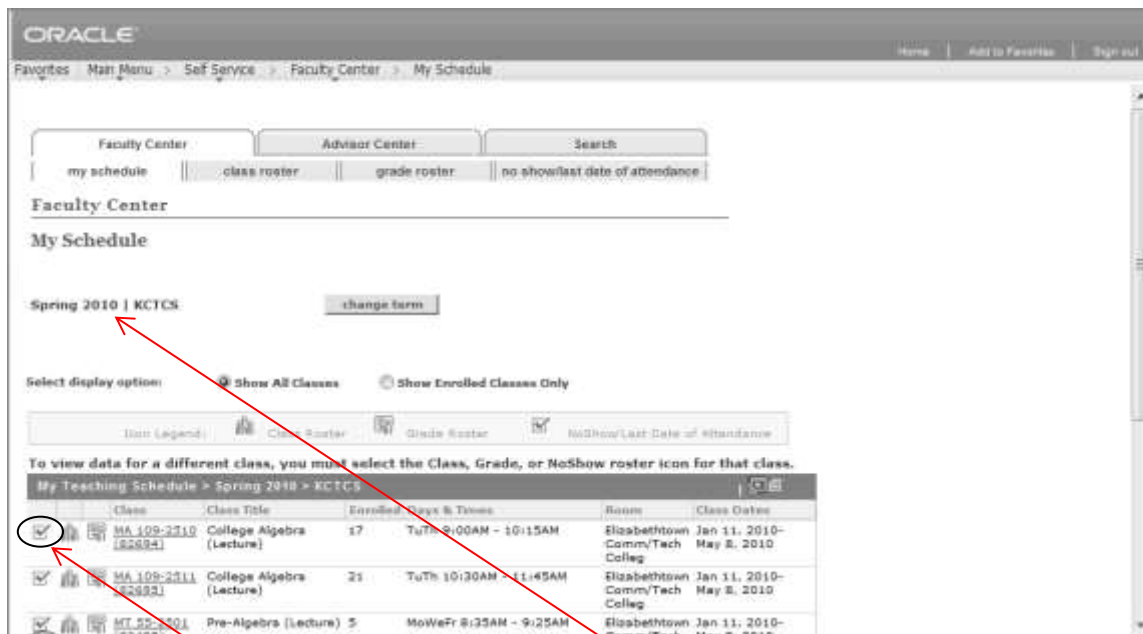
Confirming Accuracy of the Class Roster and Reporting No Shows in PeopleSoft

Faculty MUST GO INTO EACH CLASS ROSTER for courses included in a reporting cycle. Only the faculty member assigned to teach a course has access to the class roster to confirm enrollment and report no shows.

1. Reporting is completed from the Faculty Center in PeopleSoft.

- Go to the following Web address to access PeopleSoft: <https://kctcs.mycmsc.com>
- Click “STUDENT ADMIN PRD.”
- Type your KCTCS user ID (i.e., jdoe0001) & password, then click SIGN IN.

2. The **Faculty Center** should display the **My Schedule** page as soon as you login to PeopleSoft. *If it does not, you may navigate to it by selecting **Main Menu, Self Service, Faculty Center, My Schedule**.*



3. Verify that you are viewing classes from the correct term.



To change the term, click the **Change Term** button and select the preferred Term and click **Continue** to view classes for that term.

4. To verify the roster and record students that have **never** attended class, click the **No Show/Last Date of Attendance** roster icon for that class. You **MUST** click the check box icon to get to the **No Show/Last Date of Attendance** roster.

The screenshot shows the Oracle Self Service Faculty Center interface. At the top, there are navigation links: Home, Add to Favorites, and Sign out. Below that, there are tabs for Faculty Center, Advisor Center, and Search. Under the Faculty Center tab, there are sub-tabs: my schedule, class roster, grade roster, and no show/last date of attendance. The 'no show/last date of attendance' tab is circled in red. Below the tabs, there is a 'View FERPA Statement' link. The main content area shows the class information for MT 55 - 2501 (82495), including the class name 'Pre-Algebra (Lecture)', days and times, room, instructor, and dates. At the bottom, there are buttons for 'update roster' and 'save roster'. A red arrow points from the 'update roster' button in the instructions below to the 'update roster' button on the page. Another red arrow points from the 'no show/last date of attendance' tab in the instructions below to the 'no show/last date of attendance' tab on the page.

5. To record information on the **No Show/Last Date of Attendance** roster, follow the instructions listed in steps on the page to populate the roster.

- Click the **Update Roster** button. *This will ensure that the roster has the most recent enrollment data.*
- Click on the **No Show/Last Date of Attendance** page tab to refresh the page and display the most recent roster data.
- To alphabetize the names, click on the **Name** column heading.
- Carefully review the names on the roster. If any student's name does not appear on the roster, then the student is not correctly enrolled in the class and **cannot** receive a grade in the course.
- Email LorryBeth.Wilson@kctcs.edu or Ayesha.Smith@kctcs.edu immediately if any student whose name should be on the roster is not.

ORACLE

Home | Add to Favorites | Sign out

Favorites | Main Menu > Self Service > Faculty Center > My Schedule

Step 1: Click update roster button

Step 2: Click no show/last date attendance tab to refresh list

Step 3: Record no shows and last date of attendance as needed

Step 4: Click save roster

The No Shows have been recorded and the roster is complete

The Last Attendance Dates at 60% point have been recorded and the roster is complete

The Last Attendance Dates at End of Term have been recorded and the roster is complete

No Show/Last Attendance Date		Customize	Find	First	1-19 of 19	Last
EmpID	Name	Grade	No Show	Last Attendance Date at 60% Point	Last Attendance Date at End of Term	
1 001169790	Dond,Paul		<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	
2 001176310	Dont,Paul		<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	
3 001347798	Allen,Lyon		<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	
4 001377100	Willis,Kristy		<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	
5 001416120	Willis,Nico		<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	
6 001628650	Clift,Don		<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	

- Click the **No Show** button for any student that NEVER attended the class. (DO NOT ENTER a last date of attendance since the student has NEVER attended class.)
- Once all no shows for this class are entered, check **The No Shows have been recorded and the roster is complete** checkbox.
- **If there are not any students to report as no shows in this class, check The No Shows have been recorded and the roster is complete** checkbox.
- Click the **Save Roster** button **AFTER** you have checked the appropriate box under **Step 4 on the roster page**. *The data entered will be saved and will gray out. However, any students on the roster that do not have data entered will remain active for updates later.*
- Skipping any of the above steps will mean that the roster information has not been confirmed.

6. To view a different attendance roster, click the **Change Class** button to return to the **My Schedule** page and click the **No Show/Last Date of Attendance** roster icon for a different class to view that roster. **DO NOT** click the people icon as doing so will take you to the incorrect roster to report no shows.

7. Click the **Home** link when finished.



*If you enter data in error or need to reinstate a student, send an e-mail to LorryBeth.Wilson@kctcs.edu or Ayesha.Smith@kctcs.edu. The e-mail **MUST** include the student's name and complete course ID information (i.e., Mary Smith - 78290 ENG 101 B502). Omitting any of the required information will result in the West Kentucky College Academy Office returning the e-mail requesting the required information before the change can be processed.*