ASU Rosters FAQ

Where are the ASU Rosters?

Instructors can access their rosters from the "Class List" box in My ASU. Roster Contacts should use the PeopleSoft menu. (ASU Customizations > ASU Student Records > Roster Contacts > Faculty Center)

I can't see the ASU rosters for the classes I am involved in. What should I do?

Check with your department classroom scheduler. Instructors must be listed on the schedule of classes as an instructor to access the class roster. You must have "Post" access to see the Grade Roster. If you are a new instructor, or have only just been added to classes for the first time, it may take up to one day to assign the instructor role that provides this access.

If you are a roster contact, you must apply for a role in PeopleSoft. Instructions can be found at: http://students.asu.edu/become-roster-contact

I can see a list of classes, but I cannot see the classes I am teaching, what should I do?

Check that you have selected the term you are looking for. As an instructor, you choose different terms from the tabs in My ASU. As a Roster Contact, click on the "Change term" button to change terms.

To access a class roster, be sure you are selecting the Class Roster icon that is displayed to the left of the class detail line, and not the Class Roster icon on the icon explanation line (the legend) at the top.

I see some, but not all of the classes I am scheduled to teach. What should I do?

Check with your department classroom scheduler to see if you are listed as an instructor on the classes you are looking for

I need to download a roster, how do I do that?

Click on the Download grid icon. If this does not bring up a download option box you may have problems with your browser settings that are prohibiting the download. Contact the Help Desk for assistance. (965-6500)

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The Roster doesn't have all of the fields from the old roster and I need it

The PeopleSoft class roster come delivered with the fields shown. ASU has added a Posting ID to help instructors.

I need to see my class rosters from prior to Fall 2006, where can I find these?

While class and student data were converted from our old system to PeopleSoft, individual class sections, with instructors, were not converted as such. For historical information, contact the office of Instutional Analysis. Roster Contacts will have access to these historical classes for grade changes.

Can I still access Blackboard features as I did in the past?

Blackboard classes and features remain available. You can now you're your grades directly from blackboard to your ASU grade roster.
For more information on Blackboard go to:
http://help.asu.edu/node/1658

I am changing a grade for a class and the grade selection looks very odd – all numbers – what's going on?

If you are changing a grade for a class that occurred prior to PeopleSoft (Fall 2007) the grading basis for this class was established as 'conversion'. This grading basis has all of the possible valid grades offered at ASU. Just scroll down to find the correct grade for your class and select. Please note – Grade Change Approvers will be ensuring that the grade you selected is appropriate for the class and will reject the grade change if it is not.

I entered grades and changed the roster status to Post Tonight, but when I went back the next day there were no grades. What happened to my grades?

It is possible that you did not SAVE when leaving the faculty center after entering grades or changing the status. Whenever anything is changed on the grade roster page, you must click the SAVE button to save your grades and/or roster status.

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For Roster Contacts only

I work in department XXX, but when I bring up the Faculty Center for one of my instructors I can also access classes in department YYY too? Why is this?

Because the Roster Contact Faculty Center works by allowing you to work as a "proxy" for the faculty in your Academic Org, or Department, you are able to see all of the classes that your faculty members are teaching. If your faculty members are teaching cross-listed classes, you will see those classes as well. You should never enter grades for other departments unless you are certain that your department's faculty member is responsible for those grades. There is an audit trail created for all grade posting activity that tracks what is entered, as well as who and when.

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