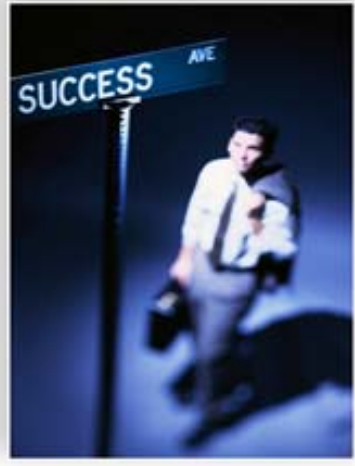




Using ASU Rosters



Job Aid

for

Roster Contacts



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Overview

Roster Contacts can access Class, Grade and ASR (Academic Status Report) rosters when they work as a proxy for an instructor.

Becoming a Roster Contact:

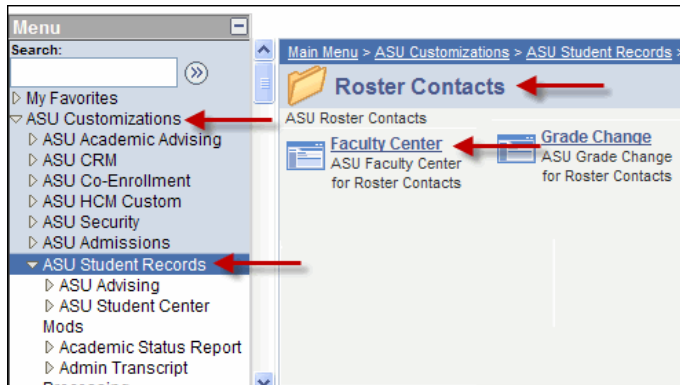
Instructions for getting access to ASU Rosters as a Roster Contact are listed at: <http://students.asu.edu/facultycenter> .

Navigating to ASU Rosters

There are two ways to access ASU Rosters as a Roster Contact.

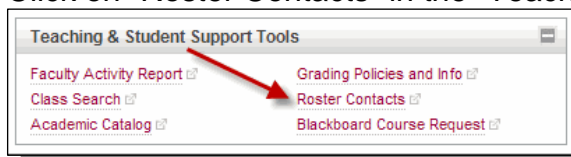
Method 1 – Via PeopleSoft

1. Log in to <https://hrsa.oasis.asu.edu> with your ASURITE ID and password.
2. Navigate through these menus:
[ASU Customizations](#)>[ASU Student Records](#)>[Roster Contacts](#)>[Faculty Center](#)

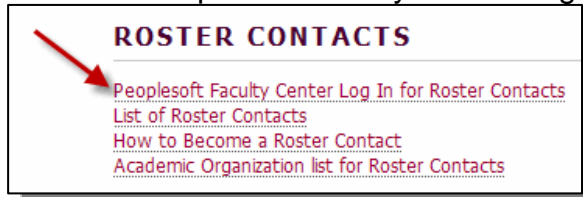


Method 2- Via MyASU

1. Log in to My ASU (<http://www.asu.edu/myasu>) with your ASURITE ID and password
2. Click on “Roster Contacts” in the “Teaching and Support Tools” box.



3. Click on “PeopleSoft Faculty Center Log In” link.





Search for a Class

Use the search screen to select which classes to view rosters for. To see all classes that you have access to, leave the search criteria blank and click “Search”.

Faculty Center
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](#)

ID:

Last Name:

First Name:

Academic Institution:

Academic Career:

Term:

Subject Area:

Catalog Nbr:

Class Nbr:

Campus:

You can focus the search by entering different criteria.

ID and Name = Instructor’s ID or name.

Institution = ASU00 – it can also be left blank.

Career and Term – Adding the career and term will reduce the number of courses returned in the list (we call that “focusing the search”). It speeds up the processing and gives you less of a list to select from.

Subject Area and Catalog Nbr – example: Eng and 101 for English 101.

Class Nbr – The 5-digit number that uniquely identifies a specific section of a class.

If the search returns more than one class, a list will display, click on a row to select it.

Search Results
View All First 1-10 of 10 Last

ID	Name	Academic Institution	Academic Career	Term	Subject Area	Catalog Nbr	Class Nbr	Campus	Description	Course ID
1	Ta	ASU00	Undergrad	2097 EDT	180	77408	WEST	Computer Literacy	112060	
1	Ta	ASU00	Undergrad	2097 EDT	180	77407	WEST	Computer Literacy	112060	
1	Ta	ASU00	Undergrad	2097 EDT	180	77391	WEST	Computer Literacy	112060	
1	Ta	ASU00	Undergrad	2097 EDT	180	77719	WEST	Computer Literacy	112060	
1	Ax	ASU00	Undergrad	2097 EDT	180	86575	WEST	Computer Literacy	112060	
1	Le	ASU00	Undergrad	2097 EDT	180	77717	WEST	Computer Literacy	112060	
1	Le	ASU00	Undergrad	2097 EDT	180	77385	WEST	Computer Literacy	112060	
1	Le	ASU00	Undergrad	2097 EDT	180	77384	WEST	Computer Literacy	112060	
1	Le	ASU00	Undergrad	2097 EDT	180	77357	WEST	Computer Literacy	112060	
1	Le	ASU00	Undergrad	2097 EDT	180	77388	WEST	Computer Literacy	112060	



Class List

You will see all see all classes that that instructor is teaching, regardless of the Academic Org. You won't have access to the *grade* rosters of any classes outside of your Academic org.

Faculty Center

2009 Spring | Arizona State University [change term](#) **1**

Show all classes Only classes with enrollment View My Weekly Schedule **2**

Legend

Class Roster Grade Roster Academic Status Report

My Teaching Schedule > 2009 Spring > Arizona State University

	Class	Class Name	Enrolled	Days and Time	Room	Class Dates
3	EDT 180-1004 LEC 19888	Computer Literacy (Lecture)	29	TBA	Class/Lab /Computer 204 (West)	Jan 19, 2009- May 5, 2009
	EDT 180-1006 LEC 20133	Computer Literacy (Lecture)	30	TBA	Class/Lab /Computer 228 (West)	Jan 19, 2009- May 5, 2009
4	EDT 180-1007 LEC 20134	Computer Literacy (Lecture)	32	TBA	Class/Lab /Computer 210 (West)	Jan 19, 2009- May 5, 2009
	EDT 180-1009 LEC 20136	Computer Literacy (Lecture)	30	TBA	Class/Lab /Computer 204 (West)	Jan 19, 2009- May 5, 2009
5	EDT 321-W-1001 LEC 16136	Computer Literacy (Lecture)	27	TBA	Class/Lab /Computer 216 (West)	Jan 19, 2009- May 5, 2009

6 [EDT 180-1006](#)

1. See a different semester of classes by clicking on the *change term* button.
2. Filter the class list to show all classes, only those with enrollment, or view classes in a calendar form.
3. *Class roster*. Click on the icon in first column to see who is enrolled or to email students.
4. *Academic Status Report* (ASR) roster. Click on this icon to notify failing students during the first and second third of the semester.
5. *Grade Roster*. Click on the icon in the 3rd column to open the grade roster – Post final grades for the class in this roster.
6. Click on the *class title* to display the class description, requisites, fees, enrollment numbers and max enrollment number.



Class Detail:

This is an example of a class detail screen.

Class Detail

MUP 340-M - 1001 Instrumental Conducting
Arizona State University | 2007 Spring | Lecture

[Close](#)

CLASS DETAILS			
Status	● Open	Career	Undergraduate
Class Number	16340	Dates	1/15/2007 - 5/10/2007
Session	Regular	Grading	Student Option-Plus/Minus or Audit
Units	2 units	Location	Campus: Tempe
Instruction Mode	In-Person	Campus	ASU at Tempe
Class Components	Lecture Required		

MEETING INFORMATION			
Days & Times	Room	Instructor	Meeting Dates
MWF 10:40AM - 11:30AM	TBA	<i>instr. name</i>	1/15/2007 - 5/10/2007

CLASS AVAILABILITY			
Class Capacity	20	Wait List Capacity	0
Enrollment Total	18	Wait List Total	0
Available Seats	2		

NOTES

Class Notes Class Fee is \$0.00.

DESCRIPTION

Fundamentals of score reading and interpretation of instrumental music. 3 hours per week.



Class Roster

You can see those that are enrolled in the class section.

Faculty Center

Class Roster [View FERPA Statement](#)

81092 - MUP 210 - Begin Instrumental Conducting

Class Roster Information

Course	MUP 210	Institution	Arizona State University
Title	Begin Instrumental Conducting	Term	2007 Fall
Class Number	81092	Session	Regular
Class Section	1002	Career	Undergraduate
Component	Studio		

Day	Tues Thurs	Instructor	<i>instructor name</i>
Time	9:40AM 10:30AM		
Location	Gammge Auditorium 209 (Tempe)		

Enrollment Status: 1

Total Students: 31 Enroll Capacity: 300

Enrolled Students								Find	First	1-31 of 31	Last
	ID	Posting ID	Name	Grade	Units	Program and Plan	Level				
<input type="checkbox"/>	1	1xxxxxxxxx	xxx xxxx	Student Name	StdGrading	3.00	University College - Interdisciplinary Studies	Senior			
<input type="checkbox"/>	2	1xxxxxxxxx	xxx xxxx	Student Name	StdGrading	3.00	University College -	Junior			

2 3

- 1) **Enrollment Status:** Choose to see only enrolled students, dropped students or all students.
- 2) **Email:** Select students by using the check boxes and then click on “Notify Selected Students” to send them an email.
- 3) Click the “**Notify Enrolled Students**” button to email all enrolled students.
- 4) Click on the student name to email that student.



ASR (Academic Status Report) Roster

The roster lets you identify and communicate with students who are not doing well in class. The roster is only editable for small portions of time twice a semester.

Helpful information is at <http://students.asu.edu/facultycenter>

Academic Status Report [View FERPA Statement](#)

77408 - EDT 180 - Computer Literacy

Academic Status Roster

Course	EDT 180	Institution	Arizona State University
Description	Computer Literacy	Term	2009 Fall
Class Number	77408	Session	Regular
Class Section	1007	Instructor	Taylor, Wendy Kae
Course Component	Lecture		

Import Academic Status Report From File

Please select a reporting option 1

- 1-Use Letter Grading
- 2-Satisfactory/Unsatisfactory
- 3-All Students Satisfactory

Choose Academic Status Report Period 2

Fall 2009 1st Academic Status Report

Begin Date 9/21/2009 **End Date** 9/28/2009

Return **Save**

Make sure to save frequently. The system will automatically log you out after 10 minutes of inactivity. You do not need to take any additional action to submit your academic status report. Saved entries will be automatically submitted at the close of this Academic Status Report period for student notification. You can make any changes until 11:59pm on 9/28/2009.

ID	1xxxxxxx	FirstName	LastName	Grade/Status	Reason	Recommended Student Action
					Inadequate class attendance Inadequate lab attendance Insufficient participation Low quiz and/or exam score(s) Missed assignments Missed exam(s) Missed quizzes Not comprehending material Poor overall performance	Attend class Complete assignments Meet with TA Meet with instructor Seek supplemental instruction Seek tutoring for this course Seek writing assistance

Return **Save** 6

NOTES:

- 1) **Reporting Option:** - You must select an option to activate the grade fields for each student.
 - a. **All Satisfactory** – Select this option to pre-populate the grade of S for all students. You can then go and change the grades of those students who are rated as unsatisfactory.
 - b. **Letter grade** – lets you apply letter grades to each student
 - c. **Satisfactory/Unsatisfactory** – lets you apply S/U status to each student.
- 2) **Report Period:** - The report period should default to the current period. Status reports can be entered until 11:59pm on the end date. You can select the previous period from the drop down box. Previous periods are view only.



- 3) **Enter Grade/Status:** - Enter a grade (or status) for each student with a “D”, “E”, “EN” or “U”(Unsatisfactory) Grade. Use the grade/status of EN to report failure due to non-attendance.
- 4) **Reason**– For grades of “D”, “E” or “U”, select a Reason from the pull down lists. You may leave these blank, but it is not recommended.
- 5) **Recommended Student Action** – For grades of “D”, “E” or “U”, select an Action from the pull down lists. You can add more actions/reasons by clicking the “+” sign. You may leave these blank, but it is not recommended.
- 6) **Save** - Click the Save button to submit the status report. Status reports can be entered until 11:59pm on the end date. You do not need to take additional action to submit your academic status report. Saved entries will be automatically submitted at the close of this Academic Status Report period for student notification via email.

Notes:

A status report does not have to be entered for all students, only those who are performing at the D, E or Unsatisfactory level.

Submit your status report during the eight-day open period. Once the period closes, you cannot make changes to status reports that have been saved. DURING the open period you CAN change saved status reports. You are able to VIEW your data entry at any time. Select a *Recommended Student Action*



Optional – Import Grades/Status From an External File

If you are tracking the student’s grade in an external file, you can import their status into the ASR screen.

STEP 1: - Click on the “Import” Link


Class Number	16961	Term	2009 Spring
Class Section	1020	Session	Regular
Course Component	Lecture	Instructor	Instructor's Name

Quick Start Instructions

Even if you have not previously submitted an academic status report, you are encouraged to enter Academic Status Reports for the current reporting period.

1. Select a reporting option.
 - o 1 - Use Letter Grading
 - o 2 - Satisfactory/Unsatisfactory
 - o 3 - All Students Satisfactory
2. Enter a status report for those who are performing at the D, E or Unsatisfactory level. A status report does not have to be entered for all students.
3. Save frequently to avoid losing your entries. PeopleSoft will automatically log you out after 10 minutes of inactivity.
4. For further help, click the Academic Status Report Help link below.

[Academic Status Report HELP -- Click Here](#)

[Import Academic Status Report From File](#) 

Please select a reporting option

3-All Students Satisfactory

Choose Academic Status Report Period

Spring 2009 2nd Academic Status Report

Begin Date 3/23/2009 **End Date** 3/30/2009

A new screen will appear with instructions: (read them)

Academic Status Report - Instructions 1 2 3

Term 2091 [Return to Academic Status Report](#)

Class Nbr 16961 ENG 102 - 1020

First-Year Composition

Academic Status Report Import Instructions

The Academic Status Report Import consists of three steps:

- Step One - Identify the import file and file type
- Step Two - Map the required fields
- Step Three - Import Academic Status Report

Prepare Import File.

Each row in your import file must contain at least the following:

- 10 digit student ID (no spaces or dashes)
- Grade or Status value

The import file can have any number of fields or columns, but the required fields



Step 2 – Prepare your Import File.

Each row in your import file must contain at least the following:

- 10 digit student ID (no spaces or dashes)
- Grade or Status value

The import file can have any number of fields or columns, but the required fields must be somewhere in the first twenty-one columns.

The required fields/columns can be in any order in your input file. The academic status report import tool will ask you which fields in your input file contain this information (mapping the fields).

The import file may be a tab, space, or comma delimited file (for example, .txt, .csv) or an excel file.

Special notes on importing Excel files:

The Excel import will work for all versions up to Excel 2003. If you are using Excel 2004 (Apple) or 2007 (Windows) you must save your file using the older file type.

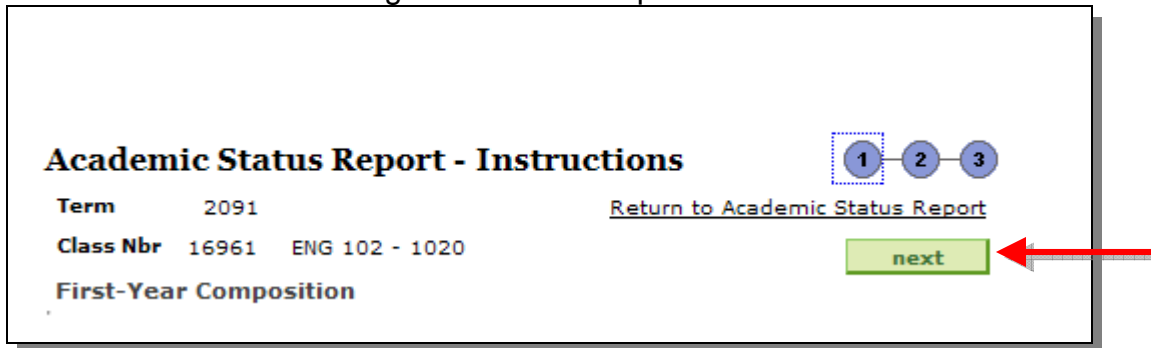
If you are using a file created by the Faculty Center grade roster download option, the file type that is downloaded is an HTML file (you will notice that the file name is in quotes). PeopleSoft renames the .html to .xls which forces Excel to open it. To use this file as an import you must save it as a correctly formatted Excel file or another format as listed above.

This image is an example of a grade roster that was downloaded from the Faculty Center. An “ASR 1” column was added, and the students’ grades were filled in. Remember that you can also do tab, space and comma delimited files, as well as excel files.

	A	B	C	D	E	F	G
1	Notify	ID	Posting ID	Name	ASR1	Roster Grade	Official Grade
2	N	1xxxxxxxxx	xxx xxxx	First Student's Name	D		
3	N	1xxxxxxxxx	: xxx xxxx	Second Student's Name	E		
4	N	1xxxxxxxxx	xxx xxxx	Third Student's Name	U		
5	N	1xxxxxxxxx	: xxx xxxx	Fourth Student's Name	EN		

STEP 3: - Identify your file to Import from

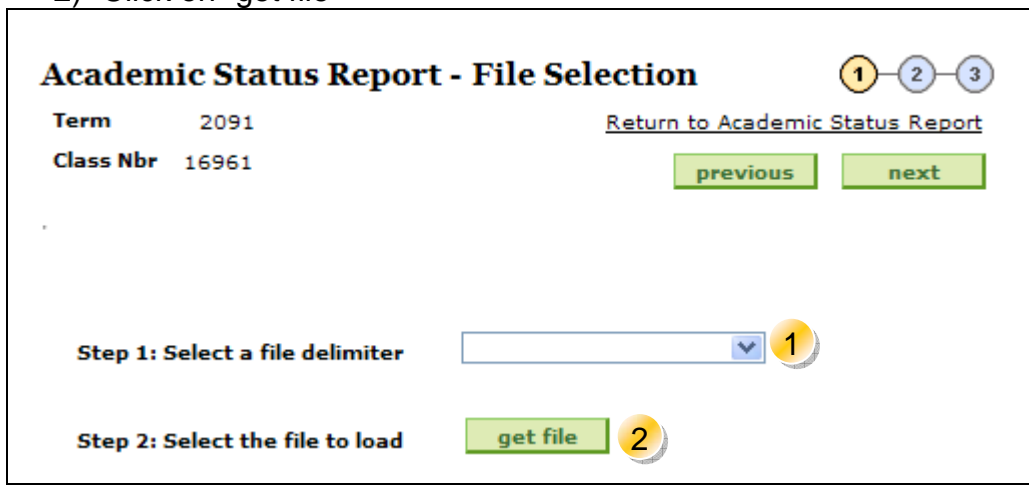
Click on “Next” after clicking on the link to Import a file.



The screenshot shows the 'Academic Status Report - Instructions' page. At the top right, there are three numbered steps: 1, 2, and 3. Step 1 is highlighted with a dashed blue box. Below the steps, there is a 'Return to Academic Status Report' link. On the left side, there are fields for 'Term' (2091), 'Class Nbr' (16961), and 'First-Year Composition' (ENG 102 - 1020). At the bottom right, there is a green 'next' button with a red arrow pointing to it from the right.

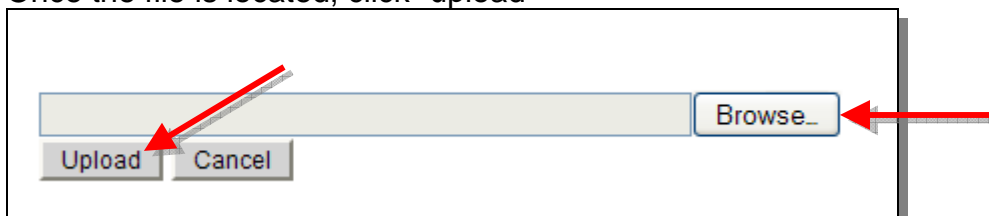
The screen will change.

- 1) Select the type of file delimiter you used.
- 2) Click on “get file”



The screenshot shows the 'Academic Status Report - File Selection' page. At the top right, there are three numbered steps: 1, 2, and 3. Step 1 is highlighted with a yellow circle. Below the steps, there is a 'Return to Academic Status Report' link. On the left side, there are fields for 'Term' (2091) and 'Class Nbr' (16961). At the bottom right, there are two green buttons: 'previous' and 'next'. Below these, there are two steps: 'Step 1: Select a file delimiter' with a dropdown menu and a yellow circle with '1' next to it, and 'Step 2: Select the file to load' with a green 'get file' button and a yellow circle with '2' next to it.

Click on the “Browse” button and navigate to your external file.
Once the file is located, click “upload”



The screenshot shows a file selection dialog box. It has a text input field at the top. Below the input field, there are three buttons: 'Upload', 'Cancel', and 'Browse...'. A red arrow points to the 'Browse...' button from the right, and another red arrow points to the 'Upload' button from the left.



Step 4- Map the student ID and the Grade Status

If the file is successfully uploaded, it will display the first 21 columns, and ask you to identify which column has the student ID, and which has the grade or status.

In this example,

- 1) the student ID are in the "ID" column, and
- 2) the ASR grades are in the "ASR1" column.

Once you have identified the columns, click "next"

Academic Status Report - Column Mapping

Term 2091 [Return to Academic Status Report](#)
Class Nbr 16961

The Column Description represents the columns from the file. Choose the Student ID and (Grade or Status) mappings from the drop down list next to the Student ID and (Grade or Status) columns.

Column Description	Column Mapping
1 NOTIFY	<input type="text"/>
2 ID	Student ID
3 POSTING ID	<input type="text"/>
4 NAME	<input type="text"/>
5 ASR1	Grade or Statu
6 ROSTER GRADE	<input type="text"/>
7 OFFICIAL GRADE	<input type="text"/>
8 GRADING BASIS	<input type="text"/>
9 PROGRAM AND PLAN	<input type="text"/>
10 LEVEL	<input type="text"/>

Step 5 – Accept the import

The result of the import will be shown – if it looks ok – click “submit”. If you don’t like the result – click “previous” to return and previous screens.

Academic Status Report - Grades

Term 2091

Class Nbr 16961

[Return to Academic Status Report](#)

←

1 2 3

Please select a reporting option

(Invalid Value) ▼

Customize Find View All			First	1-22 of 22	Last
#	Student ID	Grade or Status	Error Message		
1	12	D			
2	12	E			
3	12	U			
4	12	EN			
5	12				
6	12				
7	12				

Importing: Messages and Results:

If the Academic Status Report already has values posted for a student, the import process will not post over this information. No errors will be reported.

If the Academic Status Report already has information posted that is different from the information on the import roster, the import process will not overwrite this information. An error message will be displayed.

If the student is not found on the Academic Status Report roster, or if the grade on the import roster is not a valid grade for the student, an error message will be displayed.



Step 6 – Review Submitted Results

When you submit, the ASR system will compare your file to the data currently in the page. If it finds mis-matches, it will error out. In this example, different grades had been manually entered for the students that did not match the imported values.

You can use the “Previous” and the “Return to Academic Status Report” to go back to the ASR page and correct the mis-matched data.

Academic Status Report - Grades

Term 2091 [Return to Academic Status Report](#)

Class Nbr 16961 [previous](#)

Please select a reporting option

(Invalid Value)

The academic status codes indicated were not imported. Please correct your file then use the Previous button at the top of the page to go back to the file import page and reload the file.

Student ID	Grade or Status	Error Message
1 121	D	Student already has a (different) grade/status.
2 121	E	Student already has a (different) grade/status.
3 121	U	Student already has a (different) grade/status.
4 121	EN	Student already has a (different) grade/status.
5 121		
6 121		
7 121		



Grade Roster

The grade roster is where final grades for a class are recorded. (note: grade rosters must be generated by the Registrar's Office before they are available).

Faculty Center

[View FERPA Statement](#)

EDT 180 - 1005 Computer Literacy

Lecture (77391)

2009 Fall | Regular | Arizona State University | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TuTh 1:30PM - 2:45PM	Class/Lab /Computer 204 (West)	Wendy Taylor	8/24/2009 - 12/8/2009

Quick Start Instructions

****Make sure to save frequently. The system will automatically log you out after 10 minutes of inactivity.****

1. Select the final grade for each student. **1**

[Grade Roster HELP -- Click Here](#)

*Grade Roster Type: Display Unassigned Roster Grade Only

*Approval Status: **7** **6**

[Import Grades From File](#)

<- add this grade to all students **3**

Student Grade	Notify	ID	Posting ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
1	<input type="checkbox"/>	1xxxxxxxxx	xxxx xxx	Student Name	<input type="text" value="v"/> 4		StdGrading	New Interdis Arts & Sciences - English	Senior
2	<input type="checkbox"/>	1xxxxxxxxx	xxxx xxx	Student Name	<input type="text" value="v"/>		StdGrading	Coll of Tchr Ed & Leadership - Secondary Ed - History	Freshman

Notify Selected Students Notify All Students Printer Friendly Version

Return Save **5**

- Instructions** for filling out the roster and additional help are here.
- The Approval Status** will begin as NOT REVIEWED.
Set the approval status to one of the following:
 - * NOT REVIEWED: use this status if you are entering/reviewing grades but you are not ready to post to the student's transcript. You can change the grades at anytime while in this status.



* **POST TONIGHT:** use this status if you are ready to post grades to the student's transcript. The roster may be partially or completely graded. Grades will be posted to the student's transcript in a nightly batch process.

* **COMPLETE:** If all the grades for a class are entered, set the status to COMPLETE. A POST button will appear at the bottom of the roster. When you click on POST, grades will be immediately posted to the student's transcript.

Note that the status is automatically set to COMPLETE in a nightly batch process if grades for all students have been posted.

A grade roster set to COMPLETE, but not posted immediately, will POST TONIGHT.

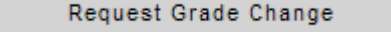
- 3) **Add this Grade to all students:** If most of the students in your class have the same grade, you can select it here and click on the button. That grade will be applied to all students. Then change the grades for the students who earned a different grade.
- 4) **Grade:** Select grades for the students using the pull down menu.
- 5) **Save:** If you enter grades and leave the status as "not reviewed", clicking on save will save the grades in the roster, but not notify the students.
- 6) If you come into a partially completed roster and you want to shorten the list click on "**Display unassigned roster grades only**". Only those students with no grade will display. Click on the box again to display all students.
- 7) If you have the student's grade in an external file, you can import them from the "**import grades from file**" link.
NOTE: You can import grades from your blackboard course from the blackboard course's control panel.

Note: Instructions for importing grades from an external file to the grade roster are found at this link:

[http://help.asu.edu/Post or Import Grades Using the Faculty Center#ExternalFile](http://help.asu.edu/Post%20or%20Import%20Grades%20Using%20the%20Faculty%20Center#ExternalFile)

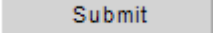


Request Grade Changes

Once grades are posted, the  button will display in the grade roster. Click the button to access the Grade Change roster.

Note: Classes **prior** to fall 2006 were not converted with individual sections or instructors and will not be accessible through the ASU grade rosters. Roster Contacts can submit grade changes for these classes by navigating to the Grade Change component via the following navigation: [ASU Customizations](#)> [ASU Student Records](#)> [Roster Contacts](#)> [Grade Change](#).

To submit a new grade change, select the new grade from the drop down list and enter a reason for the grade change. All grade changes must have a reason entered.

When all grade changes have been entered, click the  button at the bottom of the page. Your grade change(s) will be marked with a grade change status of **Requested**.

Faculty Center							
Grade Change Request							
Grade Roster Information							
Course	ENG 202-M	Academic Institution	Arizona State University				
Title	World Literature	Term	2007 Spring				
Class Number	17894	Session	Regular				
Class Section	1001	Career	Undergraduate				
Component	Lecture	Instructors	Mistral, Johannes				

Grd Chg Status	EmplID	Name	Enrollment Status	Official Grade	Change Grade To	Grade Change/Approval/Denial Reason	Requirement Designation
L1 Apprvd	4000763333	Bautista, Maria Nicole	Enrolled	C	B		HU&H
Successfully Changed	4000806644	Begay, Rochelle Lisa	Enrolled	A+	<input type="button" value="v"/>	<input type="text"/>	HU&H
	4000707554	Bridge, Lauren Kathleen	Enrolled	A	<input type="button" value="v"/>	<input type="text"/>	HU&H
	4000808046	Buice, Madelyn Amanda	Enrolled	A-	<input type="button" value="v"/>	<input type="text"/>	HU&H

Once grade changes are requested, they go to the Level 1 Approver for the Academic Org associated with the class (generally the Department office). If approved, the grade change then moves to a Level 2 Approver (generally the College office). If approved by Level 2, the grade change is posted to the student's record and the student receives an email telling them to check their records.

At Level 1 or Level 2 the grade change may be denied, at which time email notifications are sent back to the requestor and/or the Level 1 approver. Denied grade changes may be re-requested.


Multiple grade changes may be submitted for a single student, but each one must be processed completely before the next may be requested.

The grade change Request page may be viewed at any time to see the currently status of a grade change.



Download Rosters and Lists:

You can download class lists, grade rosters and academic status report rosters to excel.

Click on this icon  to download either the class list, grade roster or ASR roster. The icon will appear on the right side of the title bar.



The screenshot shows a web interface with a blue header bar containing the text "My Teaching Schedule > 2007 Fall > Arizona State University". On the right side of the header bar, there is a "Find" button and a grid icon circled in red. Below the header bar is a table with the following columns: Class, Class Name, Days and Time, Location, Class Dates, and Enrolled. The first row of the table contains the text "Survey of Music" under the "Class Name" column and "Internet" under the "Location" column.

Class	Class Name	Days and Time	Location	Class Dates	Enrolled			
	Survey of Music		Internet					

Some instructors will download a blank grade roster or ASR roster. They then fill in the spreadsheet and then use the "import" links on the grade or ASR roster to import the data back into the official roster.