

View Class Roster/Record Grades

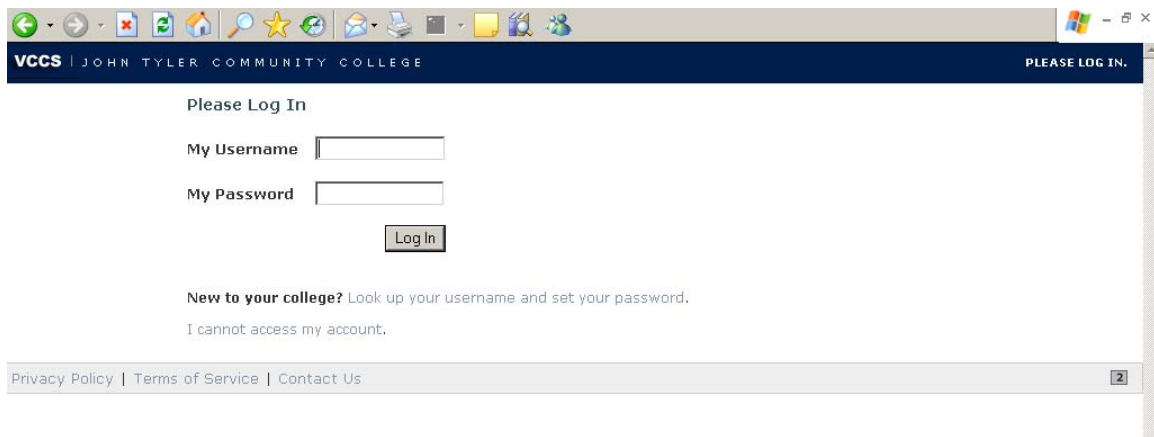
Overview

This document provides you with instructions on how to view the class roster and record grades at the end of the term. You will be notified when the grade rosters are available. Prior to that time, you will be unable to view your grade rosters for grade entry.

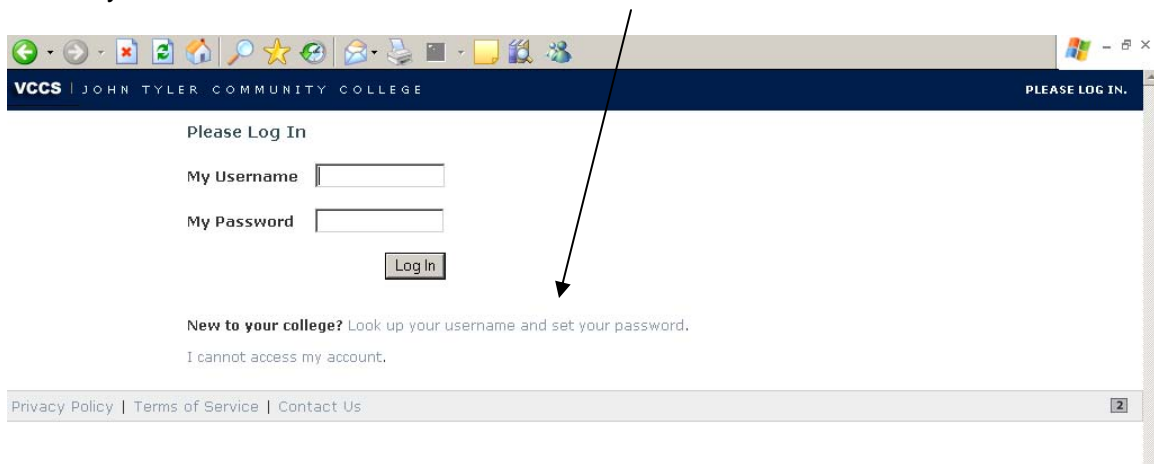
Sign on/Sign out using myTyler Portal

Step 1 – Sign on

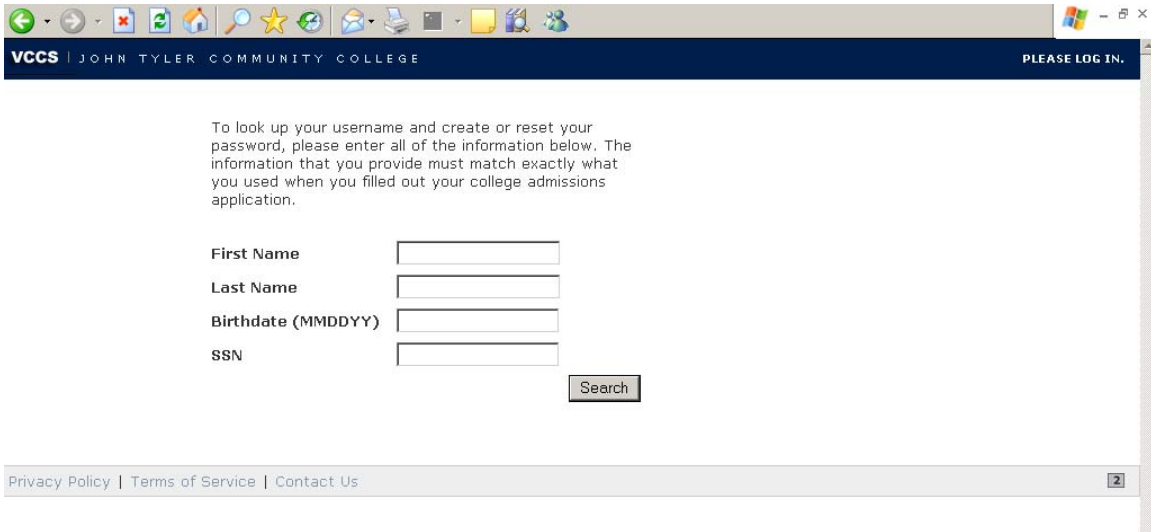
To sign on to myTyler, you need to go to the myTyler portal, which is accessible from the John Tyler website (www.jtcc.edu) or (jt.my.vccs.edu). Please note that you will need to enter your username, which is the same as your VCCS ID, and password to access this system.



If you do not know your username, you may click on the link found on this page to access your username.

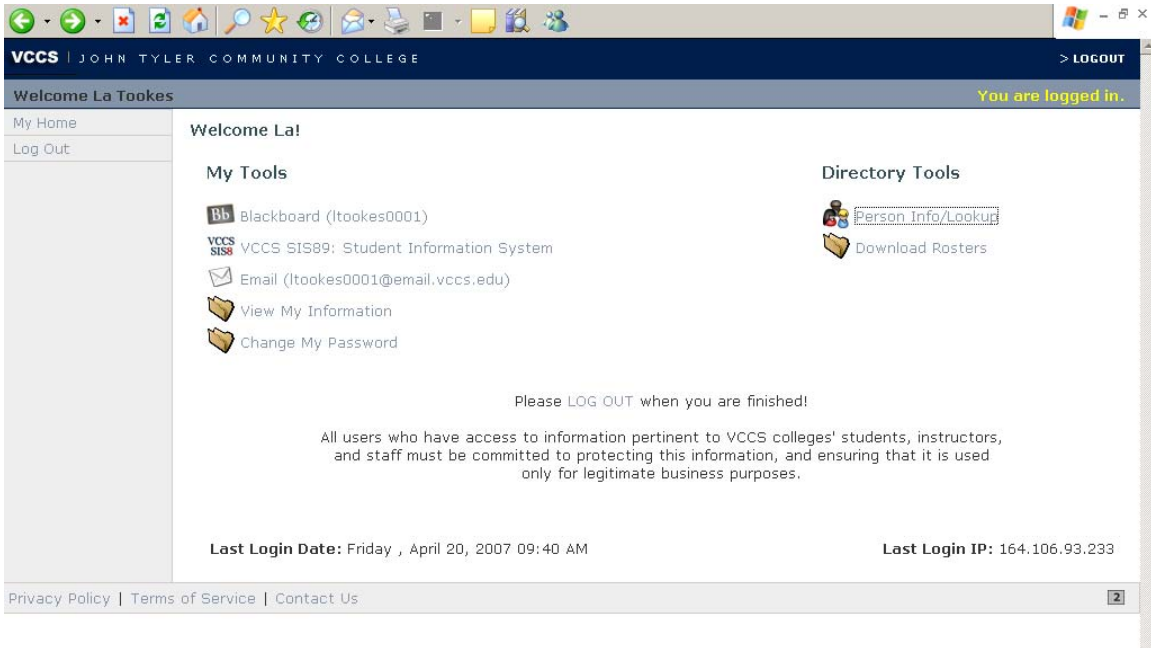


Enter the appropriate information to access your username.



Step 2

Once you have accessed the myTyler portal, click onto the VCCS SIS89:Student Information System link to access PeopleSoft.



Step 3 – Sign out

When your work is completed in PeopleSoft, you may sign out of the system by clicking the sign out link found in the top, far-right corner of the page. Please note that when you sign out, your **EMPLID** or sign on ID is retained.

Be sure to **close the PeopleSoft window** and click the **LOGOUT** link from myTyler to completely sign out of the system.

Accessing Class Rosters and Record Grades

Now, that you have accessed PeopleSoft, use the following navigation to access your information.

Navigation:

Self Service>Faculty Center

Step 1

Verify that the correct term is displayed. If you need to select a different term, click the **change term** button and select the appropriate term from the list.

VCCS SIS8.9 test

Home Add to Favorites Sign out

La Tookes My Info Go to...

faculty center class search

Faculty Center

2008 Fall | John Tyler Community College **change term**

Show all classes Only classes with enrollment View My Weekly Schedule

[Class Roster](#) [Grade Roster](#) [Learning Management System](#)

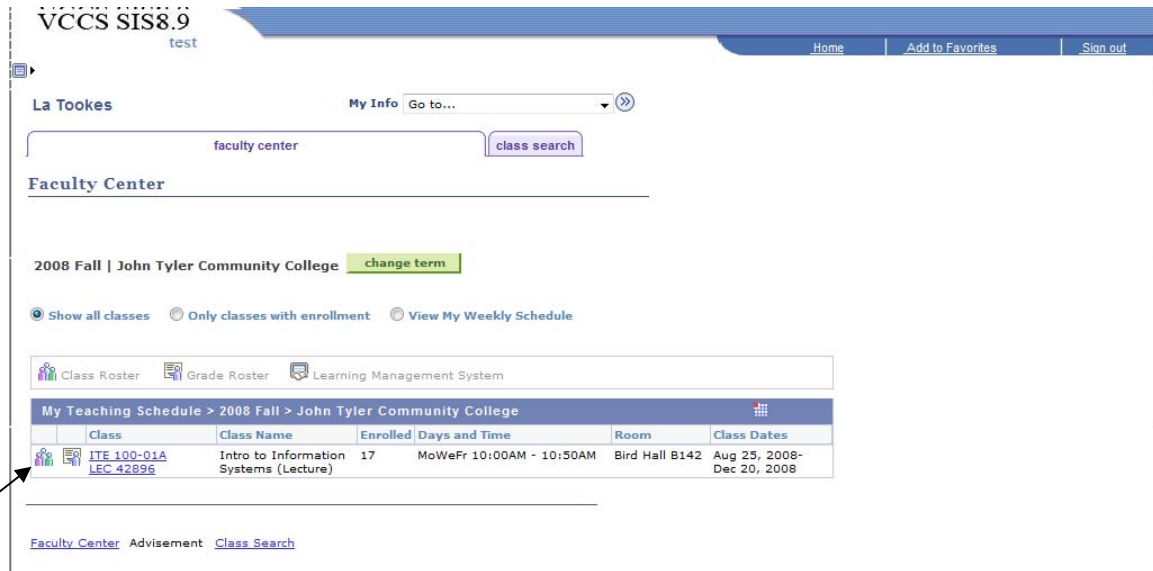
My Teaching Schedule > 2008 Fall > John Tyler Community College

Class	Class Name	Enrolled	Days and Time	Room	Class Dates
ITE 100-01A LEC 42896	Intro to Information Systems (Lecture)	17	MoWeFr 10:00AM - 10:50AM	Bird Hall B142	Aug 25, 2008- Dec 20, 2008

[Faculty Center](#) [Advisement](#) [Class Search](#)

Step 2

Once the correct term and classes listed are confirmed, you may view the **Class Roster**, by clicking on the appropriate icon.



The screenshot shows the VCCS SIS8.9 Faculty Center interface. At the top, there is a navigation bar with 'Home', 'Add to Favorites', and 'Sign out' links. Below this, the user's name 'La Tookes' and a 'My Info' dropdown menu are visible. A search bar contains 'faculty center' and a 'class search' button. The main content area is titled 'Faculty Center' and shows the current term '2008 Fall | John Tyler Community College' with a 'change term' button. There are three radio buttons for filtering: 'Show all classes' (selected), 'Only classes with enrollment', and 'View My Weekly Schedule'. Below these are three icons: 'Class Roster', 'Grade Roster', and 'Learning Management System'. A table titled 'My Teaching Schedule > 2008 Fall > John Tyler Community College' is displayed. The table has columns for 'Class', 'Class Name', 'Enrolled', 'Days and Time', 'Room', and 'Class Dates'. One class is listed: 'ITE 100-01A LEC 42896' with 'Intro to Information Systems (Lecture)', 17 enrolled students, MoWeFr 10:00AM - 10:50AM, Bird Hall B142, and dates from Aug 25, 2008 to Dec 20, 2008. An arrow points to the 'Class' column header. At the bottom, there are links for 'Faculty Center', 'Advisement', and 'Class Search'.

Class	Class Name	Enrolled	Days and Time	Room	Class Dates
ITE 100-01A LEC 42896	Intro to Information Systems (Lecture)	17	MoWeFr 10:00AM - 10:50AM	Bird Hall B142	Aug 25, 2008- Dec 20, 2008

Faculty Center

Class Roster

[View FERPA Statement](#)

42896 - ITE 100 - Intro to Information Systems

Class Roster Information

Course	ITE 100	Institution	John Tyler Community College
Title	Intro to Information Systems	Term	2008 Fall
Class Number	42896	Session	Regular Academic Session
Class Section	01A	Career	Credit
Component	Lecture		

Day	Mon Wed Fri	Instructor	Tookes, La Toria Hunt
Time	10:00AM 10:50AM		
Room	Bird Hall B142		

*Enrollment Status: [change](#)

Total Students 17 Enroll Capacity 20

Enrolled Students							Customize Find	First	1-17 of 17	Last
Notify	ID	Name	Main Phone	Business Phone	Home Phone	Email Address	Grade Basis	Units	Program and Plan	
<input type="checkbox"/>							Graded	3.00	Non Degree Seeking - Pending Curr Approval	
<input type="checkbox"/>							Graded	3.00	Degree, Certificate, or CSC - Arts and Sciences	
<input type="checkbox"/>							Graded	3.00	Degree, Certificate, or CSC - Info Sys Tech-Cmp Program	
<input type="checkbox"/>							Graded	3.00	Non Degree Seeking - Pending Curr	

Class Roster

Step 3

To record grades, you may select the **Grade Roster** icon from the Faculty Center page.

The screenshot shows the VCCS SIS8.9 Faculty Center interface. At the top, there is a navigation bar with 'Home', 'Add to Favorites', and 'Sign out' links. Below this, the user's name 'La Tookes' and a 'My Info' dropdown menu are visible. A search bar contains the text 'faculty center' and a 'class search' button. The main heading is 'Faculty Center'. Below this, there is a section for '2008 Fall | John Tyler Community College' with a 'change term' button. Three radio buttons are present: 'Show all classes' (selected), 'Only classes with enrollment', and 'View My Weekly Schedule'. A navigation bar includes 'Class Roster', 'Grade Roster', and 'Learning Management System'. The main content area is titled 'My Teaching Schedule > 2008 Fall > John Tyler Community College' and contains a table with the following data:

Class	Class Name	Enrolled	Days and Time	Room	Class Dates
ITE 100-01A LEC 42896	Intro to Information Systems (Lecture)	17	MoWeFr 10:00AM - 10:50AM	Bird Hall B142	Aug 25, 2008 - Dec 20, 2008

Below the table, there are links for 'Faculty Center', 'Advisement', and 'Class Search'. An arrow points to the 'Grade Roster' icon in the navigation bar.

Internet | Protected Mode: Off | 100%

Step 4

You should now be able to view your grade roster for any one class.

Grade Roster

The screenshot shows the VCCS SIS8.9 Faculty Center interface. The page title is "Grade Roster" for class "ITE 100 - 01A Intro to Information Systems". It includes a "Meeting Information" table, filter options for "Grade Roster Type" (Final Grade) and "Approval Status" (Not Reviewed), and a main table with columns for Student ID, Name, Roster Grade, Last Date of Attendance, Official Grade, Grading Basis, Program and Plan, and Level. The main table contains five rows of student data. A search bar is located above the main table.

Notify	ID	Name	Roster Grade	Last Date of Attendance	Official Grade	Grading Basis	Program and Plan	Level
1						Graded	Non Degree Seeking - Pending Curr Approval	Freshman
2						Graded	Degree, Certificate, or CSC - Arts and Sciences	Freshman
3						Graded	Degree, Certificate, or CSC - Info Sys Tech- Cmp Program	First Time Freshman
4						Graded	Non Degree Seeking - Pending Curr Approval	First Time Freshman
5						Graded	Degree, Certificate, or CSC - Inf Sys Tech- Netwrk Suppo	Freshman

Step 5

Click in the **Roster Grade** field for each student and enter the appropriate grade. You may also click the **Lookup button** (magnifying glass) to select from the valid grade values for a given student. Continue entering the grades until complete by tabbing or clicking the next field. Be sure to enter the last date of attendance for any "F" grades to be received by the student.

Step 6

Once completed, change the Approval Status to **Ready for Review**.

Verify all entries and click **Save**.

Change the Approval Status to **Approved** and **Save**.

If a grade needs to be changed after you have changed the status to approved, change the status back to **Not Reviewed** and make the appropriate changes. You must then resave the transactions and change the status back to **Approved** to ensure that the grades will be posted by the college registrar.

The screenshot shows the VCCS SIS8.9 development web application. The main content area displays the Faculty Center Grade Roster for course 49950 - ITE 115 - Basic Computer Literacy. The page includes a navigation menu on the left, course information, and a table of student grades.

Grade Roster Information

Course	ITE 115	Institution	John Tyler Community College
Description	Basic Computer Literacy	Term	2006 Spring
Class Number	49950	Session	Regular Academic Session
Class Section	01A	Career	Credit
Component	Lecture		

Day Mon Wed **Instructor** Tookes,La Toria Hunt
Time 8:00AM 9:15AM
Location Computer Classroom

*Grade Roster Type: Final Grade Display Unassigned Roster Grade Only
 *Approval Status: Approved

ID	Name	Roster Grade	Last Date of Attendance	Official Grade	Program and Plan	Level
<input type="checkbox"/> 1		C			Degree, Certificate, or CSC - Develop Job Skills	Freshman
<input type="checkbox"/> 2		A			Degree, Certificate, or CSC - Non Degree Transfer	Freshman
<input type="checkbox"/> 3		D			Degree, Certificate, or CSC - Pending Curr Approval	First Time Freshman
<input type="checkbox"/> 4		X			Non Degree Seeking - Personal Satisfaction	First Time Freshman
<input type="checkbox"/> 5		B			Non Degree Seeking - Non Degree Transfer	First Time Freshman