INSTRUCTIONS for COURSE ROSTERS and ROLL CALL

Please view rather than print this information

Down loading curse rosters will not work until very close to the first day of classes
Reporting Roll Call in mandatory and must be done by the end of the _third_ week of classes

last revised 01/14/11

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COURSE ROSTERS

TAs and limited-term lecturers download their course rosters from *myPurdue*. The instructions given below explain how to. If you have problems logging into *myPurdue*, please contact ITaP. If you have questions or other problems, please contact P. Cook (MATH 846; cook@math.purdue.edu; 4-1914) but note that you will not be able to down load rosters and might not have a **Faculty** tab on your *myPurdue* page until *myPurdue* recognizes you as a "faculty" member (= any person with current instructional responsibilities). So, wait until very close to the first day of classes and be aware that we cannot speed up this process.

You need your Purdue (=ITaP) career login and password. Information on how to get those are available at *Policies and Procedures* on **www.math.purdue.edu/resources/gta**

Please note: you may be asked to answer FERPA related questions before being allowed to access your *myPurdue* faculty site. Course roster, grade information, student contact information, etc. are subject to FERPA regulations. Asking you to take an online FERPA training and quiz is Purdue's way to ensure that it complies with these federal requirements.

Instructions for downloading course rosters

1 Use any web browser to get on-line and go to the *myPurdue* login page **http://mypurdue.purdue.edu**. Note that *myPurdue* seems to work better with some web browsers (for example, Safari and Internet Explorer) than with others (for example, Firefox).

2a Enter your ITaP career login and password.
2b Click on **Login.**

3a Your *myPurdue* page will have several _**brown**_ tabs labeled **Need to Know**, **Faculty**, etc. Go to the **Faculty** tab.
3b On the left side look under **Quick Links** for the heading **Class List**
3c Click on the _**blue**_ (or *purple*) heading **Download Course Rosters**.

4a Select the relevant semester from the drop box.
4b Click on **Submit** under the semester box.

5a To download **all** your students in **one** course roster, click on the _**blue**_ **Select All** at the bottom and click on the **Download Roster** button.
5b To download each section in a separate roster, click on the box in front of a section and click on the **Download Roster** button. Repeat for each section.

6 Depending on your web browser or how its download preferences are set, your roster will either open up or be saved to your computer or both. You should be able to open/read/use the file as a spreadsheet or a comma-separated text file.

7 When you are ready to quit *myPurdue* make sure to click on **Logout** on the top right of (any) page and quit your browser. _**Closing the window is not sufficient**_. The next person using the computer could get to your *myPurdue* pages without logging in.

8 Make sure that course rosters do not remain in a publicly accessible part of the computer (e.g., on the desktop of an office computer or in the "download folder" of a computer in the Tippecanoe County Library). Whenever printing course rosters, please pick them up promptly from the printer. Otherwise, you violate your students' right to privacy (and FERPA regulations).

Other information about your course is available under the _**brown**_ **Faculty** tab on your *myPurdue* page.

WARNING: Do not add any course information to your *myPurdue* course pages
see *Policies and Procedures* on **www.math.purdue.edu/resources/gta**

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REPORTING ROLL CALL

It is a US Government requirement that universities collect "start of course attendance" data for students asking for financial aid. In order to meet this requirement, Purdue University requires that all instructors report on *myPurdue **by the end of the third week of the semester*** the "first date of attendance" for each student. This can be the first date an assignment was submitted, or a quiz was turned in or by a few roll calls in the third week of classes. Once the data is entered, it cannot be changed. So, waiting to enter this data until close to the end of the third week.

You need your Purdue (=ITaP) career login and password. Information on how to get those are available at *Policies and Procedures* on **www.math.purdue.edu/resources/gta**

Instructions for reporting *Roll Call*

0   Gather all the information for your students. There is a 60 minute log-in limit for submitting Roll calls.

1   Use any web browser to get on-line and go to the *myPurdue* login page **http://mypurdue.purdue.edu**. Note that *myPurdue* seems to work better with some web browsers (for example, Safari and Internet Explorer) than with others (for example, Firefox).

2a   Enter your ITaP career login and password.
2b   Click on **Login.**

3a   Your *myPurdue* page will have several __*brown*__ tabs labeled **Need to Know**, **Faculty**, etc. Go to the **Faculty** tab.
3b   On the left side look under **Quick Links** for the heading **Faculty Tools**
3c   Click on the __*blue*__ (or *purple*) heading **Roll Call Reporting**.
Note if there is not such link, you are not required to submit Start of Attendance Dates for your courses.

4a   Select the relevant semester from the drop box.
4b   Click on **Submit** under he semester box.

5a   Select the course for which you want to submit the data.
5b   Click on **Submit** under the CRN/course box.

6   Read the paragraphs at the top of the list of students that appear.

7a   The default setting is that the **Roll Call** box is checked for all students. **Uncheck** it for the students who have never attended class by the end of the third week.
7b   Click on the **Submit** button on the bottom of the page (__**before**__ going to the next page of students if applicable)

8   If need be, repeat he above for your other section of the course.

9   When you are ready to quit *myPurdue* make sure to click on **Logout** on the top right of (any) page and quit your browser. __***Closing the window is not sufficient***__. The next person using the computer could get to your *myPurdue* pages without logging in.

> **WARNING:**   Reporting *Roll Call* is __**mandatory**__ and must be done by the end of the __**third**__ week of classes ***even if all the students attended***. However, since it takes time for students to "settle" in, please wait until close to the end of the third week to do this.

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