

INSTRUCTIONS for COURSE ROSTERS and INITIAL COURSE PARTICIPATION REPORT

**To save paper and printing, please view rather than print this information
Down loading course rosters will not work until very close to the first day of classes.**

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Warning

Purdue University considers PUIDs and grades to be sensitive and/or restricted data. Information and guidelines on how to handle such data is available at <http://www.math.purdue.edu/resources/gta>. Please read (and follow) them *before* downloading course rosters or submitting *Initial Course Participation Reports*.

Course rosters

TAs and limited-term lecturers download their course rosters from *myPurdue*. How to do this is explained below. If you have problems logging into *myPurdue*, please contact ITaP. If you have questions or other problems, please contact B. Wiles (MATH 846; bwiles@math.purdue.edu; 4-1914) but note that you will not be able to download 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* at <http://www.math.purdue.edu/resources/gta>

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

Instructions for downloading course rosters - see *Warning on top*

- 1 Use the terminal in your office or in one of the departmental computer labs to log into banach or hardy or use a computer in an ITaP managed computer lab. (Using a personal computer is not allowed. We cannot guarantee the security of computers managed by other departments, etc.)
- 2 Use a 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 (e.g., Safari and Internet Explorer) than with others (e.g., Firefox).
- 3 Enter your ITaP career login and password. Click on **Login**.
- 4a Your *myPurdue* page will have several **brown** tabs labeled **Need to Know**, **Faculty**, etc. Go to the **Faculty** tab.
- 4b On the left side look under **Quick Links** for the heading **Class List**
- 4c Click on the **blue (or purple)** heading **Download Course Rosters**.
- 5 Select the relevant semester from the drop box. Click on **Submit** under the semester box.
- 6a 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.
- 6b 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.
- 7 Depending the preferences set in the web browser (you can change them), your roster will either open up or be saved to your files on the server. You should be able to open/read/use the file as a spreadsheet or a comma-separated text file.
- 8 When you are done, make sure to click on **Logout** on the top right of (any) page and **quit the browser**. ***Closing the window is not sufficient***. The next person using the computer could get to your *myPurdue* pages without logging in.

- 9 Please pick up printed course rosters promptly from the printer. Otherwise, you violate your students' right to privacy (and FERPA regulations).

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

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Submitting an Initial Course Participation Report - see *Warning* on top

It is a US Government requirement that universities collect "course participation" data for students asking for financial aid. To meet this requirement, Purdue University requires that instructors report on *myPurdue* **by the end of the fourth week of Fall and Spring classes** and of the **second week of Summer classes** the participation (= attendance) of each student. This can be done based on having submit an assignment, or having taken a quiz or by a few roll calls in the week the report is due. Once the data is entered, it cannot be changed. So, wait to enter this data until close to the end of the fourth week (second week in Summer). The default setting for each student is "attended". However, you must still submit this report even if all the students have attended,

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

Instructions for submitting an Initial Course Participation Report

- 0 Gather all the information for your students. There is a 60 min. log-in limit to submit an *Initial Course Participation Report*.
- 1 Use the terminal in your office or in one of the departmental computer labs to log into banach or hardy or use a computer in an ITaP managed computer lab. (Using a personal computer is not allowed. We cannot guarantee the security of computers managed by other departments, etc.)
- 2 Use a 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 (e.g., Safari and Internet Explorer) than with others (e.g., Firefox).
- 3 Enter your ITaP career login and password. Click on **Login**.
- 4a Your *myPurdue* page will have several **brown** tabs labeled **Need to Know**, **Faculty**, etc. Go to the **Faculty** tab.
- 4b On the left side look under **Quick Links** for the heading **Faculty Tools**
- 4c Click on the **blue (or purple)** heading **Initial Course Participation**.
Note if there is not such link, you are not required to submit such a report for your course.
- 5 Select the relevant semester from the drop box. Click on **Submit** under the semester box.
- 6a Select the course section for which you want to submit the data.
- 6b Click on **Submit** under the CRN/course box.
- 7 Read the paragraphs at the top of the list of students that appear.
- 8a The default setting is that the **Initial Course Participation** box is checked for all students. **Uncheck** it for the students who have never attended class by the end of the third week.
- 8b Click on the **Submit** button on the bottom of the page (**before** going to the next page of students if applicable). Not clicking on the **Submit** button will lead to *myPurdue* registering you as not having made an *Initial Course Participation Report* even if all your students have attended.
- 9 If need be, repeat the above for your other section(s) of the course.
- 10 When 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 *Initial Course Participation* is **mandatory** and must be done **by the end of the fourth week of Fall and Spring classes** and **the end of the second week of Summer classes even if all the students attended**. However, since it takes time for students to "settle" in and data cannot be changed once it is submitted, please wait until close to the end of the week the report is due.

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