

Class Rosters/Add Codes

(NOTE: For your convenience in this tutorial I have highlighted information to make it easier for you to locate it, but on the actual rosters, the information will not be highlighted.)

This tutorial will show instructors how to locate class rosters and the add codes. Remember to check this link for rules to giving out add codes:

http://www.barstow.edu/Pdf%5CStudent_Services%5CA_and_R%5Caddcodes.pdf

Go to <http://www.barstow.edu/>

Click on “my Barstow Portal” on the right hand side of the screen



Click on “Enter Secure Area”



Enter Secure Area
Apply for Admission
General Financial Aid
Campus Directory
Class Schedule
Course Catalog
Barstow College Website

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In User ID enter your B# in this format – B#####

In PIN enter your PIN, it is your date of birth in this format – MMDDYY

Click log in.

Important Note: If you attempt to login too many times using an invalid need your account re-enabled or if you need additional assistance, please 7236 or by email at admit@barstow.edu

To end your session, click 'Exit' and close your web browser when you are

User ID: Enter B#####

PIN: Enter Birthdate: MMDDYY

If the security questions come up, confirm your PIN and provide a security question and answer.

Please enter your new Security Question and Answer, then Submit Changes.

Please Confirm your Pin: MMDDYY

Question: Not Selected Choose a question and answer

Answer:

OR

Question: What is my dog's name?

Answer:

Click Submit

Click Faculty & Counselor

Main Menu

Personal Information

Change your PIN and/or security questions, update your contact information and/or veterans classification

Student Services

Register, view your records and/or account information

Financial Aid

Apply for and/or view your status, eligibility and award information

Faculty & Counselor

Run degree evaluations, view course assignments, schedules, enter grades, office hours, and syllabus information

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Then scroll to the bottom of the page and click on the **Class Roster/Add Codes** link.

[Registration Overrides](#)

[Look Up Classes](#)

[Active Assignments](#)

[Assignment History](#)

[Class Schedule](#)

[Course Catalog](#)

[Office Hours](#)

[Drop Roster Status](#)

[Class Roster/Add Codes](#)

Now choose the term as shown below and then click **Select Term**.

Faculty Roster

Term is set for: Summer 2016

If you would like a different term, please select a term from the menu to the left and press the SELECT TERM button.

Select the box next to the CRN(s) of the class(es) for which you wish to get class rosters/add codes and click **Create Roster**.

<input checked="" type="checkbox"/>	PSYC 6	Adult Development & Aging	21-MAR-16 20-MAY-16	50	36	14	0
40393							
<input checked="" type="checkbox"/>	PSYC 1	Intro to Psychology	21-MAR-16 20-MAY-16	50	38	12	0
40542							

The class roster will appear in the active window.

Export Options

First, notice the options to print and/or save the class roster in excel are given at the very top of the roster.

The options are: **Print this Roster, Download this Roster to Excel, Download All Rosters to Excel, Return.**

Print this Roster: Print the roster(s) (remember printing to a pdf file is available under this option).

Download This Roster to Excel: Downloads the file in .xls format. This format can be opened by Microsoft Word, Gmail Docs, and Open Office.

The downloaded roster will have the following columns:

ID, Last Name, First Name, Middle Initial, Major, Phone, Email, Status, RSTS Date (Registration Date), Grade/Hours, Seq (the order in which they enrolled in the class)

Summer 2016 - Class Roster for 80152 ACCT 68 - Federal Tax I											
ID	LNAME	FNAME	MI	MAJOR	PHONE	EMAIL	STATUS	RSTS DATE	GRADE/ HOURS	SEQ	

Download All Rosters to Excel:

This option will download all of the class rosters for the instructor's assigned courses. Remember when this is done, all rosters will appear in one spreadsheet on one tab. If you want a new spreadsheet for each class and don't want to have to separate the class rosters after download, use the **Download This Roster to Excel** button to download each class separately.

Return:

The return button takes the instructor back to the main faculty roster page shown below, where a new semester, or new class can be selected.

<p>Summer 2016 Spring 2016</p> <p>Select Term</p> <p>If you would like a different term, please select a term from the menu to the left and press the SELECT TERM button.</p>	<p>Term is set for: Summer 2016</p>	<p>Select by CRN Select 1 or more CRN's. Press the create rosters button when ready</p> <table border="1"><thead><tr><th>CRN</th><th>COURSE</th><th>TITLE</th><th>DATES</th><th>MAX</th><th>REG</th><th>AVL</th><th>WL</th></tr></thead></table> <p>Create Roster(s) Reset</p> <p>Return</p>	CRN	COURSE	TITLE	DATES	MAX	REG	AVL	WL
CRN	COURSE	TITLE	DATES	MAX	REG	AVL	WL			

Course Information

The next section of the roster will identify the class information and the instructor's name:

CRN (course identifier), **SUBJ** (subject), **CRSE** (course number), **CREDITS** (units), **COURSE TITLE** (written title), **INSTRUCTOR(S) – (P)primary** (name of instructor)

CRN	SUBJ	CRSE	CREDITS	COURSE TITLE
40542	PSYC	1	3.00	INTRO TO PSYCHOLOGY
INSTRUCTOR(S) - (P)primary				
Jelly, Joann (P)				

Underneath this section you will find the Attendance method, Type of Course and Time and Location Information.

On Campus Class:

ATTENDANCE METHOD	TYPE	DAYS	TIME	BLDG.	ROOM
Daily Census	Lecture and/or discussion	MTWR	1031-1155am	BUS	B18

NOTE: It is extremely important for instructors to take daily attendance. Providing an accurate Last Date of Attendance is critical for Admissions and Financial Aid Federal Government Reporting Purposes! Online instructors should use the day the last assignment was successfully submitted as the last date of attendance. This information can be quickly found in the online gradebook, but online instructors who need help can always refer to this tutorial.

[Finding the Last Date of Attendance](#)

Critical Dates

The top of the roster(s) that are created will have valuable dates.

Under **Critical Dates** on the left hand side instructors will find:

The start and end date of the class, the last day to add the class and the last date to drop with a refund.

Under **Critical Dates** on the right hand side instructors will find:

Last date to drop without a "W", Last date to drop with a "W", the Census Date and the Add Code Authorization Expiration Date.

CRITICAL DATES	
Start Date: 21-MAR-2016	Last Date to drop without a "W": 30-MAR-2016
End Date: 20-MAY-2016	Last Date to drop with a "W": 05-MAY-2016
Last Date to add class: 30-MAR-2016	Census Date: 31-MAR-2016
Last Date to drop with a refund: 25-MAR-2016	Add Auth Expiration: 30-MAR-2016

Add Authorization Codes

The Add Authorization Codes will be found directly underneath the **Critical Dates** section. There will be ten codes in this section. If you need more you can contact the Director of Enrollment Services or the Admissions and Records Office Coordinator.

Add Authorization Codes		
Auth#	Student Name	Date
0329	This is an example code and will not work. DO NOT USE	

Class Roster

Beneath this section is your class roster, which contains the following information:

Seats (maximum number of students allowed in class), **Taken** (number of registered students), **Available** (number of student spots still available for registration), **Week** (place to add week number), **Date** (place to add specific date), **Student Name**, **ID** (Student "B" Number), **Reg** (Registration code), **Total** (usually blank until units have been earned), **Days of Week**

Seats Taken Available		Enrolled Students as of: 09-JUN-2016 02:34:16																													
50	27	23	Week																												
Date																															
Student Name	ID	Reg	Total	Mo	Tu	We	Th	Fr	Sa	Mo	Tu	We	Th	Fr	Sa	Mo	Tu	We	Th	Fr	Sa	Mo	Tu	We	Th	Fr	Sa				

NOTE: The roster has been set up so on campus instructors can print it and use it as a daily attendance sheet.

Almost done!

Waitlisted and Dropped Students

The bottom of the **Class roster/Add Authorization Code** form has the waitlisted and Dropped Students. Instructors can always check this area to see if a student is on the waitlist or has dropped the course.

NOTE: Remember to give add codes to waitlisted students first.