



Class Roster

Quick Start Guide for Faculty

Introduction

The new Class Roster app is ready for use! This app will replace the previous application that was developed as a part of the iKnow Application Suite. The new application contains many enhancements, including a modern user interface, compatibility with various Internet browsers, and improved features and functions. This guide is designed to help you start using the new application in your classes.

How do I access the Class Roster app?

To access the Class Roster app, open the following address in your Internet browser: <http://apps.fhu.edu>. Click the Class Roster icon to open the app. You may also enter <http://apps.fhu.edu/roster> to open the app immediately. Click the *Login* link, and sign in using your FHU username and password.

How do I take roll?

The Class Roster app has three modes in which you may operate: Take Roll, Manage and Reports. Verify **Take Roll** is selected at the top of the Class Roster window (Hint: The bar is green when Take Roll is selected.) Select a course on the menu located on the left-hand side of the screen. Students enrolled in the course will be listed in the content area of the app. By default, students are marked as *Present*. You may toggle between *Present*, *Tardy*, *Absent* and *Excused* by clicking on the student's picture/info. Your entries are automatically saved. You may switch to a different date by clicking on the date field located above the grid of students and selecting a different date. Please note that the *Excused* option is made available for your information only. The Office of Academics considers an *Excused* an absence. Also, *Tardys* do not count toward absences.

How do I modify my seating chart in the app?

Change the Class Roster mode to **Manage** (The bar at the top of the window will turn brown.) You may change the number of columns and rows in the grid by clicking on the +/- signs at the top of the screen. Please note that a maximum of 6 columns may be used in the seating chart. Once you have defined your rows and columns, you may drag and drop students to the desired location in the grid. Click *Save* when you are finished. Click *Reset* if you want to revert back to the original alphabetized seating chart.

How do I generate a report?

Change the Class Roster mode to **Reports** (The bar at the top of the window will turn red) and select a class from the Course list in the side menu. A list of students is then displayed. You may now review the list, email yourself a report or export the report to an Excel spreadsheet. Please note that each *Excused* absence is indicated by an *Absent** status.

How do I merge and unmerge courses?

The Class Roster app contains a set of tools that enables you to perform various functions, including merging and unmerging courses. The Tools menu is located on the side menu under the Courses list. To merge courses, click *Merge* on the Tools menu, place a checkmark next to the courses you wish to merge, provide a name for the newly merged course and click *Merge*. To unmerge a course, click *Remove Merges* on the Tools menu, click on the merged course and then click *Unmerge*. Please note the bar at the top of the window will turn blue whenever you access a tool in the Tools list.

How can I see the actions that have occurred in a course?

The *Server Logs* tool will display a list of actions that have occurred in a course. This includes the following:

- Email violations that are sent to students.
- Student logons to Class Roster.

Click on *Server Logs* under Tools to view this log.

How is information reported to the Office of Academics and Academic Success Center?

The Office of Academics receives daily reports of information regarding excessive absences. This occurs automatically; therefore, faculty members are not required to facilitate this flow of information to the Office of Academics and Academic Success Center from Class Roster.

Who do I contact if I have questions or need help?

Contact the HelpDesk at <http://helpdesk.fhu.edu> if you experience technical issues while using the Class Roster app. If you have questions regarding the university attendance policy, please contact the Office of Academics at x6438.