

PASSPORT GUIDE FOR FACULTY

LOGGING ON

Go to www.polk.edu. Select PASSPORT. Log on under **Faculty/Staff Access**. Use your assigned Polk State College dates, regional network user-name and password.

The first page displays your employee information. The top center has a golden **Menu Bar**. There are also tabs above the calendar to help you navigate. Explore!

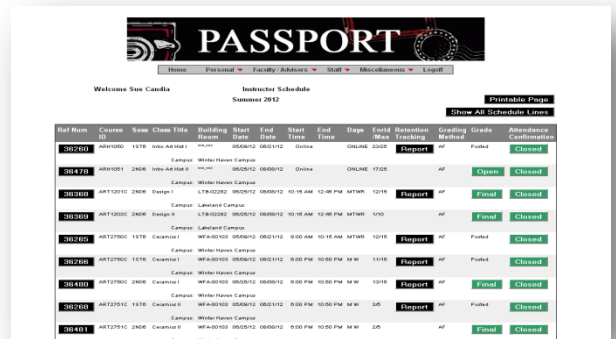


CLASS ROSTERS FOR THE TERM

The next screen displays the term selector. Use the drop-down menu to select the term you want to view.



The **Instructor Schedule** page gives a summary of professor classes and displays buttons to other lists and processes, such as entering grades or withdrawals, providing attendance confirmation, reporting at-risk students through the retention tracking feature, and viewing the details of the class by clicking on the reference number.



Faculty Tools

From the **Faculty/Advisors** option on the **Menu Bar**, you find class-related functions, such as your official class roster, grading roster, at-risk reporting list, and attendance confirmation list, which is used for never-attended reported.



Click on the **Ref Num** to go to the Class Roster Details page.



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CLASS ROSTER DETAILS

Important class deadlines are listed on the details page. If the grade/withdrawal option is open, a green button will display at the bottom of the class details portion of the screen.

Welcome Instructor Doe Class Roster

[View/Add Notes](#) [Printable Page](#)

Instructor Schedule

Dates

Instructor Dates		Student Dates		
Withdrawal	Grading Open	Grades Due	Refund	Withdrawal
11/02/09	12/04/09	12/14/09 @ 9:00A	08/21/09	11/02/09

Course Info

Ref Num	Cra Id	Instructor	Sess	Class Title	Term	Campus	EnrId	Early Grd	Roll AH
19791	CCJ1001	Instructor Doe	1	Intro To Criminology	20101	L	27	N	N

Schedule

Bldg	Room	Start Date	End Date	Start Time	End Time	Days
LAC	01257	08/17/09	12/10/09		7:15P	TR

[Grade Class](#)

Scroll this view down to see a roster of students. It is important to note that this is the only roster that will display all students who are registered for you class. If a student has a financial obligation to the College or fits in certain student categories, such as international students, students taking the course for the third time, athletes, etc., the student record will not display under the grade roster, the attendance confirmation list, or the retention tracking list. Any reporting on these students must be e-mailed to registrar@polk.edu.

Students can be e-mailed individually or in a group from the Class Roster. The Paid indicates the student has no financial obligation. Closely monitor the PASSPORT Class Roster throughout the term since students whose payments are not received will be purged.

Students

Num	Student Name	Student ID	Program	Home Phone	Work Phone	Email	Paid	Grade
1	Student Doe	A01-00-1234	12345	(000) 519-9312		Studentdoe@my.polk.edu	<input checked="" type="checkbox"/>	
2	John Doe	0000-0000	Program Title: Business Administration				<input checked="" type="checkbox"/>	
3	Jane Doe	0000-0000	Program Title: Surveying (geomatics)				<input checked="" type="checkbox"/>	
4	Robert Doe	0000-0000	Program Title: Political Science & Government				<input checked="" type="checkbox"/>	
5	Emily Doe	0000-0000	Program Title: Liberal Arts				<input checked="" type="checkbox"/>	
6	Michael Doe	0000-0000	Program Title: Liberal Arts				<input checked="" type="checkbox"/>	
			Program Title: Crim Justice Technology				<input checked="" type="checkbox"/>	

GRADE ROSTER DETAILS

The green **Grade** button will display during the withdrawal period and the grade entry period.

The grading options display in the drop-down. The screen-shot displays a course within the withdrawal period. If students withdraw themselves or administration performs a withdrawal or any other withdrawal is performed, those grades (i.e. W1, W3) would display instead of the drop-down.

Welcome Instructor Doe Grade Roster

[View/Add Notes](#) [Printable Page](#)

Dates

Instructor Dates		Student Dates		
Withdrawal	Grading Open	Grades Due	Refund	Withdrawal
11/02/09	12/04/09	12/14/09 @ 9:00A	08/21/09	11/02/09

Course Info

Ref Num	Course ID	Sess	Class Title	Term	Campus	Paid/EnrId	Early Grade	Session Start	Session End
19791	CCJ1001	1	Intro To Criminology	20101	L	27/27	N	08/17/2009	12/10/2009

Num	Student ID	Student Name	Options	Grade	Last Day Attended (mm/dd/yyyy)
1	0000-0000	Student Doe			
2	0000-0000	John Doe		W2	
3	0000-0000	Jane Doe			
4	0000-0000	Robert Doe			

Certain students are not allowed to withdraw. These could be international students, students taking the course for the third time, or certain athletes. There will be no grade drop-down on that student's line in the Grade Roster during the withdrawal period.

14	0000-0000	John Doe			
15	0000-0000	Jane Doe			
16	0000-0000	Robert Doe			
17	0000-0000	Emily Doe			
18	0000-0000	Michael Doe			
19	0000-0000	Student Doe			
20	0000-0000	Student Doe			
21	A1234-00-1234	Student Doe			
22	0000-0000	John Doe			
23	0000-0000	Jane Doe			
24	0000-0000	Robert Doe			
25	0000-0000	Emily Doe			
26	0000-0000	Michael Doe			
27	0000-0000	Student Doe			

All grades are saved when the Save button is pressed, but they cannot be finalized until all students have been graded.

[Save Grades](#)

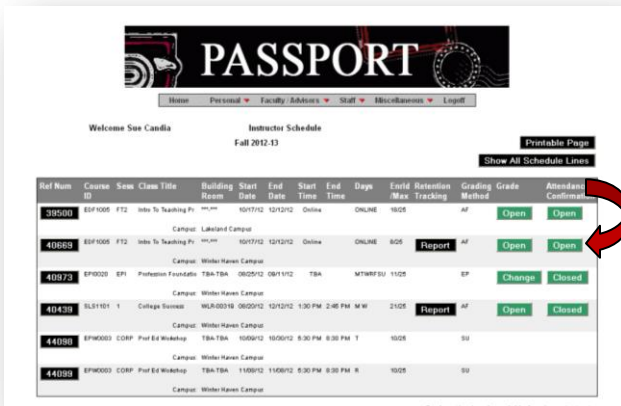
Click the **Save Grades** button. Grades may be entered in multiple sessions. Save each time.

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ATTENDANCE CONFIRMATION LIST

Polk State College is required to report students who never attend class to the federal government. **Attendance Confirmation** is the roster where reporting is done. When the professor clicks the **Never Attended** box for the student record, the system assigns the first day of class as the last day of attendance and enters the appropriate withdrawal grade into the student's record.

All changes must be saved. Attendance Confirmation may be reported in multiple sessions. **Save Changes** each time.



Note: Every class requires attendance confirmation. If all students attended, the professor must click **All Students Have Attended**.



AT-RISK REPORTING

Classes targeted for retention services will have the Retention Tracking column on the Class Roster view. During the reporting period, a black button, **Report**, will display.



Performance indicators are listed in the first box. The numbers and corresponding descriptions are displayed.

To report a student's at-risk factors to the Polk State College Student Services Department, click the box corresponding to the most appropriate at-risk factor.

A Polk State College advisor/counselor will contact the student and offer services that promote student success. You may report at-risk students in multiple sessions and report the same student multiple times throughout the term. When you are finished reporting students for each session, click the **Save Changes** button.

