

1.1 GENESIS PASSPORT: *Schedules, Rosters, and Grade Posting*

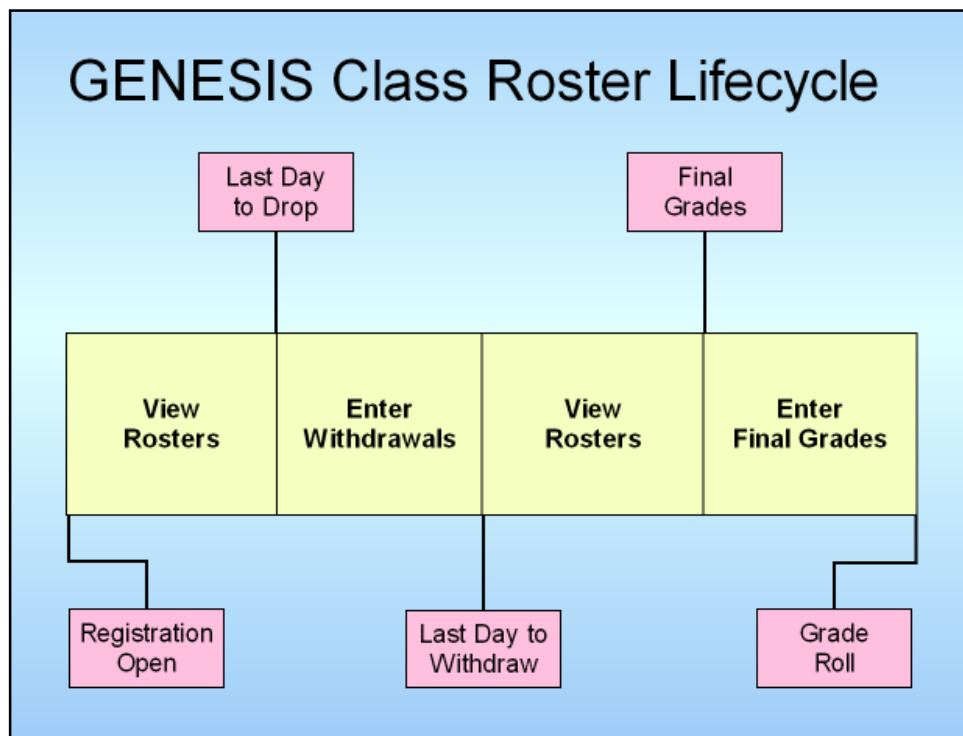
1.1.1 Overview

Instructors have the capability to display pages via the web to view their schedules and class rosters in GENESIS PASSPORT. From the rosters, they can also send e-mail directly to students.

In addition, they can perform class withdrawals at the appropriate time during the term.

Finally, during the open-grading window, they can view, enter, and finalize grades in PASSPORT.

The web pages look and function slightly differently depending upon where in the term the current date falls. The dates that control the four partitions during the term are shown in the diagram below.



1.1.3 Class & Grade Roster Details

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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.



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 your 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 obligations. Closely monitor the PASSPORT Class Roster throughout the term since students whose payments are not received will be dropped. Professors are notified by PSC e-mail beginning the week after the Add/Drop deadline when unpaid students are purged from the system.



GRADE ROSTER DETAILS

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



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.



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

1.1.4 Attendance Confirmation List / At-Risk Reporting

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ATTENDANCE CONFIRMATION LIST

PSC 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 onto 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 at-risk factors for a student to the PSC Student Services Department, click the box corresponding to the most appropriate at-risk factor.

A PSC 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.

