
CORRECTION ROSTER INSTRUCTIONS



Student Records
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STEP 1:

- Log into myPSC
- Navigate to **Faculty>Rosters**

The screenshot shows the myPSC web application interface. The top navigation bar includes 'Home', 'Advisees', 'Courses', 'Faculty', 'Mode', 'Quick Links', and 'Logout'. A dropdown menu for 'Faculty' is open, showing 'My Schedule', 'Rosters', and 'Class Rosters'. A red arrow points from the 'Rosters' link in the dropdown to the 'Rosters' page content. The page title is 'Rosters' and it shows a table for 'Fall 2016'.

Class	Description	Correction Roster	Final Grade
ENG 101 - 000A	English Composition	Completed	N/A
ENG 101 - 000B	English Composition	Completed	N/A
ENG 201 - 000A	Advanced English Composition	Ready	N/A
ENG 311 - 049X	Creative Non-Fiction	Completed	Grade Input Allowed

STEP 2:

- Select the **Ready** icon under the **Correction Roster** column for the class you wish to complete.

The screenshot shows a web application interface for 'Peru State College'. The main content area is titled 'Rosters' and displays a table for the 'Fall 2016' semester. The table has four columns: 'Class', 'Description', 'Correction Roster', and 'Final Grade'. A red arrow points to the 'Ready' icon in the 'Correction Roster' column for the class 'ENG 201 - 000A'.

Class	Description	Correction Roster	Final Grade
ENG 101 - 000A	English Composition	Completed	N/A
ENG 101 - 000B	English Composition	Completed	N/A
ENG 201 - 000A	Advanced English Co	Ready	N/A
ENG 311 - 049X	Advanced Fiction	Completed	Grade Input Allowed

STEP 3:

- All students are set to “Attending”. If a student has “Never Attended” or “Stopped Attending”, go to the pull down ▼ next to the student who you need to change and choose the attendance option.

The screenshot shows the 'Correction Roster' interface for the class 'ENG 201 - 000A (12232) Advanced English Composition (Lecture)'. The interface includes a sidebar with navigation options and a main content area with a table of students. A red arrow points to the 'Attendance Correction' dropdown menu for the student 'Beaugard, Jacquelyn Elaine', which is currently set to 'Attending'.

Name	Empl ID	Attendance Correction	Attendance To Date
1 Adams, Alynah Jalen	62117637	Attending	
2 Andersen, Dylan Neal	95799447	Attending	
3 Beaugard, Jacquelyn Elaine	12751967	Attending	

STEP 4:

- If you select “Stopped Attending”, you will be required to record a last day of attendance under the “Attendance to Date” column:

This screenshot shows the 'Attendance Correction' dropdown menu for a student. The menu is open, and the 'Stopped Attending' option is highlighted in green. The table below shows the student's attendance record.

Name	Emp# ID	Attendance Correction	Attendance To Date	Cred
1 Adams, Alyrah Jalen	67117637	Attending		
2 Anderson, Dylan Neal	83739649	Attending		
3 Beaupied, Jacobson Elaine	12751967	Attending		
4 Binkle, Bailey Nicole	10656440	Never Attended		
5 Bowen, Brooke Leigh	42465134	Attending		
6 Bremer, Emily Jean	18897159	Attending		
7 Coffman, Alex Mason	74670272	Attending		
8 Dalrymple, Trisha	82892390	Attending		
9 Engelsen, Mikala Jenae	42571437	Attending		
10 Francisco, Kyle Nathaniel	84186467	Attending		
11 Grand, Hannah Jane	54779467	Attending		
12 Grandon, Sara B	66709430	Attending		
13 Madden, David Douglas	37912517	Attending		
14 Kopp, Thomas Charles	65667676	Attending		
15 Kamana, Constance Marie	03900054	Attending		

This screenshot shows the 'Attendance Correction' dropdown menu for a student. A red arrow points from the 'Attendance Correction' dropdown to the 'Attendance To Date' column, indicating that this column must be populated when the student is marked as 'Stopped Attending'.

Name	Emp# ID	Attendance Correction	Attendance To Date	Cred
1 Adams, Alyrah Jalen	67117637	Attending		
2 Anderson, Dylan Neal	83739649	Attending		
3 Beaupied, Jacobson Elaine	12751967	Attending		
4 Binkle, Bailey Nicole	10656440	Never Attended		
5 Bowen, Brooke Leigh	42465134	Attending		
6 Bremer, Emily Jean	18897159	Attending		
7 Coffman, Alex Mason	74670272	Attending		
8 Dalrymple, Trisha	82892390	Attending		
9 Engelsen, Mikala Jenae	42571437	Stopped Attending		
10 Francisco, Kyle Nathaniel	84186467	Attending		
11 Grand, Hannah Jane	54779467	Attending		
12 Grandon, Sara B	66709430	Attending		
13 Madden, David Douglas	37912517	Attending		
14 Kopp, Thomas Charles	65667676	Attending		
15 Kamana, Constance Marie	03900054	Attending		

This screenshot shows the 'Attendance Correction' dropdown menu for a student. A calendar pop-up is visible in the 'Attendance To Date' column, indicating that a date must be selected when the student is marked as 'Stopped Attending'.

Name	Emp# ID	Attendance Correction	Attendance To Date	Cred
1 Adams, Alyrah Jalen	67117637	Attending		
2 Anderson, Dylan Neal	83739649	Attending		
3 Beaupied, Jacobson Elaine	12751967	Attending		
4 Binkle, Bailey Nicole	10656440	Never Attended		
5 Bowen, Brooke Leigh	42465134	Attending		
6 Bremer, Emily Jean	18897159	Attending		
7 Coffman, Alex Mason	74670272	Attending		
8 Dalrymple, Trisha	82892390	Attending		
9 Engelsen, Mikala Jenae	42571437	Stopped Attending		
10 Francisco, Kyle Nathaniel	84186467	Attending		
11 Grand, Hannah Jane	54779467	Attending		
12 Grandon, Sara B	66709430	Attending		
13 Madden, David Douglas	37912517	Attending		
14 Kopp, Thomas Charles	65667676	Attending		
15 Kamana, Constance Marie	03900054	Attending		

STEP 5:

The screenshot shows the 'Correction Roster' interface. At the top, there is a navigation bar with 'Home', 'Advisees', 'Courses', 'Faculty', 'Mode', 'Quick Links', and 'Logout'. Below this is a 'Problem Steps Recorder' window with 'Page Record', 'Stop Record', and 'Add Comment' buttons, and a timer at '00:00:26'. The main area displays a table with columns: 'Emp# ID', 'Attendance Correction', 'Attendance To Date', 'Credit Hours', and 'Comments'. The table contains several rows of student data. A red box highlights the comment icon (a circle with a speech bubble) in the 'Comments' column for the student with Emp# ID 74470072.

Emp# ID	Attendance Correction	Attendance To Date	Credit Hours	Comments
67117637	Attending		3.00	
83735449	Attending		3.00	
13751967	Attending		3.00	
10656440	Never Attended		3.00	
42449104	Attending		3.00	
18897159	Attending		3.00	
74470072	Attending		3.00	
82896390	Attending		3.00	
42571437	Stopped Attending	11/16/2016	3.00	
84186467	Attending		3.00	
84770467	Attending		3.00	
66709430	Attending		3.00	
37512517	Attending		3.00	
60607076	Attending		3.00	
03980654	Attending		3.00	

- If you need to provide any comments for students (i.e. changed sections, change to variable credit hr, etc..), select the comment icon. Type your comment, instructions for the administrator and select OK.

The screenshot shows the 'Correction Rosters Comments' dialog box. It has a title bar 'Correction Rosters Comments' and a 'New Window | Help' button. The 'Name' field is filled with 'Coffman, Alex Mason'. The 'Instructor Comments' field contains 'Switch to Section 0006'. At the bottom, there are three buttons: 'OK', 'Cancel', and 'Refresh'. The 'OK' button is highlighted with a mouse cursor.

STEP 6:

A **Class-wide Comment** can also be typed (i.e. names of students who aren't on the roster)

The screenshot shows the PSC Correction Roster interface. At the top, there is a navigation bar with 'Home', 'Advisees', 'Courses', 'Faculty', 'Mode', 'Quick Links', and 'Logout'. Below this, the page title is 'Correction Roster'. The main content area displays details for 'ENG 101 - 000A (12227)' with a 'change class' button. Below the class details, there is a 'Class Roster Status' dropdown and a 'Save' button. A 'Class-wide Comment' text area is visible, with a red arrow pointing to it from the text on the left. To the right of the comment field are 'Last Update Date' and 'Last Update User' labels. Below these is a 'Show only changes' button. The main part of the interface is a table with the following columns: Name, Empl ID, Attendance Correction, and Attendance To Date. The table lists 14 students, all with 'Attending' in the 'Attendance Correction' column.

Name	Empl ID	Attendance Correction	Attendance To Date
1 Barrett, Kaitlyn Georgianna	99206613	Attending	
2 Burnette, Abigail Lynn	40544367	Attending	
3 Byrd, Angel Nicole	79787679	Attending	
4 Carr, Trey Christopher	19123037	Attending	
5 Ciatto, Hannah Nicole	31170619	Attending	
6 Farley, Justin Robert	97450623	Attending	
7 Farrell, Tyler Catherine	09215066	Attending	
8 Gerdes, Colton Tyler	70601757	Attending	
9 Hodnett, Larry Wendell	72900870	Attending	
10 Murry, Ja Pree Dante	64266238	Attending	
11 Nickell, Jordan Ray	58648921	Attending	
12 Osborne, Joshua T.E.	64924429	Attending	
13 Reid, Matthew David	86020076	Attending	
14 Schweitzer, Sydney M.	64742674	Attending	

STEP 7:

- Once all attendance for the class has been recorded, select **Completed** from the **Class Roster Status** pull down menu:

go to ...

Faculty Center | Advisor Center | Search

my schedule | class roster | grade roster | correction roster

Correction Roster

Fall 2016 | Regular Academic Session | Peru State College | Undergraduate

▼ ENG 101 - 000A (12227) change class

English Composition (Lecture)

Days and Times	Room	Instructor	Dates
MoWe 11:00AM-12:15PM	CATS 209	Jeffrey Robert Alessandrilli	08/22/2016 - 12/16/2016

Class Roster Status

Completed

Last Update Date

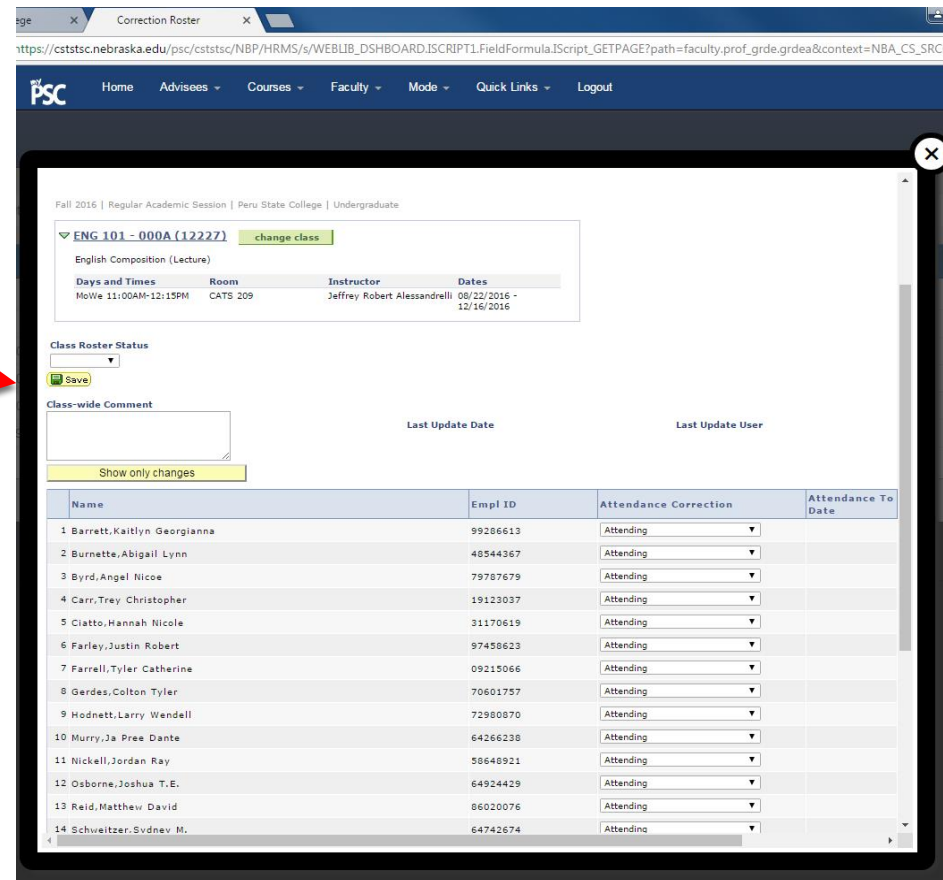
Last Update User

Show only changes

Name	Empl ID	Attendance Correction	Attendance To Date
1 Barrett, Kaitlyn Georgianna	99286613	Attending	
2 Burnette, Abigail Lynn	48544367	Attending	
3 Byrd, Angel Nicole	79787679	Attending	
4 Carr, Trey Christopher	19123037	Attending	
5 Ciatto, Hannah Nicole	31170619	Attending	
6 Farley, Justin Robert	97458623	Attending	

STEP 8:

- Select the  icon:



Correction Roster

https://cststsc.nebraska.edu/psc/cststsc/NBP/HRMS/s/WEBLIB_DSHBOARD.ISCRIPT1.FieldFormula.IScript_GETPAGE?path=faculty.prof_grde.grdea&context=NBA_CS_SRCOI

Home Advisees Courses Faculty Mode Quick Links Logout

Fall 2016 | Regular Academic Session | Peru State College | Undergraduate

ENG 101 - 000A (12227) [change class](#)

English Composition (Lecture)

Days and Times	Room	Instructor	Dates
MoWe 11:00AM-12:15PM	CATS 209	Jeffrey Robert Alessandrelli	08/22/2016 - 12/16/2016

Class Roster Status

[Save](#)

Class-wide Comment

Last Update Date

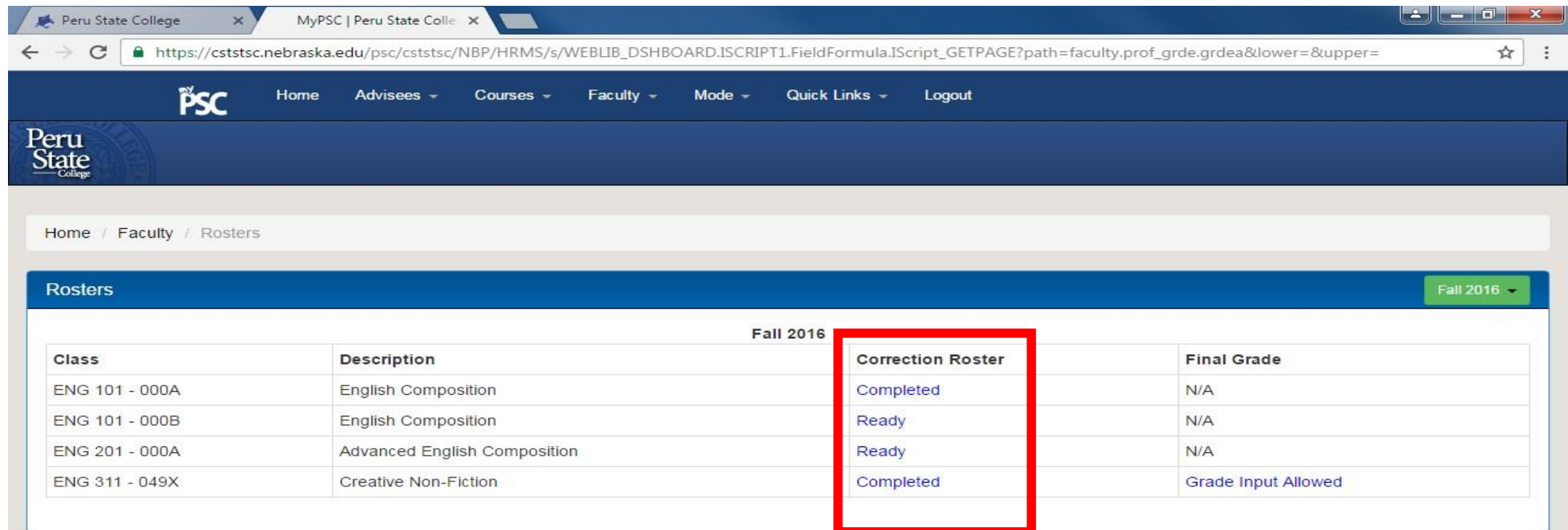
Last Update User

[Show only changes](#)

Name	Empl ID	Attendance Correction	Attendance To Date
1 Barrett, Kaitlyn Georgianna	99286613	Attending	
2 Burnette, Abigail Lynn	48544367	Attending	
3 Byrd, Angel Nicole	79787679	Attending	
4 Carr, Trey Christopher	19123037	Attending	
5 Clatto, Hannah Nicole	31170619	Attending	
6 Farley, Justin Robert	97458623	Attending	
7 Farrell, Tyler Catherine	09215066	Attending	
8 Gerdes, Colton Tyler	70601757	Attending	
9 Hodnett, Larry Wendell	72980870	Attending	
10 Murry, Ja Pree Dante	64266238	Attending	
11 Nickell, Jordan Ray	58648921	Attending	
12 Osborne, Joshua T.E.	64924429	Attending	
13 Reid, Matthew David	86020076	Attending	
14 Schweitzer, Svdnev M.	64742674	Attending	

STEP 9:

- Once saved, Correction Roster will change to **Completed**:



The screenshot shows a web browser window with the URL https://cststsc.nebraska.edu/psc/cststsc/NBP/HRMS/s/WEBLIB_DSHBOARD.ISCRIPT1.FieldFormula.IScript_GETPAGE?path=faculty.prof_grde.grdea&lower=&upper=. The page title is "MyPSC | Peru State College". The navigation menu includes "Home", "Advisees", "Courses", "Faculty", "Mode", "Quick Links", and "Logout". The breadcrumb trail is "Home / Faculty / Rosters". The main content area is titled "Rosters" and has a "Fall 2016" dropdown menu. Below this is a table with the following data:

Class	Description	Correction Roster	Final Grade
ENG 101 - 000A	English Composition	Completed	N/A
ENG 101 - 000B	English Composition	Ready	N/A
ENG 201 - 000A	Advanced English Composition	Ready	N/A
ENG 311 - 049X	Creative Non-Fiction	Completed	Grade Input Allowed