Log in to eServices

eServices/PeopleSoft is used for accessing class rosters, reporting never and non-attenders, reporting academic warning, and completing grade rosters.

1) Visit my.icc.edu
2) Enter User ID
3) Enter password

With questions about your User ID or password, contact the ICC Help Desk, (309) 694-5457 or helpdesk@icc.edu.

Class Rosters

Access class rosters from the **Faculty Center** of eServices. The Faculty Center should display by default after login.

To access a class roster:
1) Click on **Class Roster** in the Faculty Center
   a) If you are teaching only one class, the class roster will display

   b) If you are teaching more than one class, click on the **My Schedule** link or tab; then click on the Class Roster icon

   Note: If you see the message **"No class selected,"** click on the **My Schedule** tab above the message and click on the Class Roster icon (at the left end of each row) to display your roster

2) Within a class roster you can:
   - Change enrollment status to All, Dropped, or Enrolled
   - Check Enrollment Capacity and current number of students Enrolled
   - Select a Display Option (linking to photos or including photos in list)
   - Notify (email) students at their @lab.icc.edu email addresses
   - See User ID, ID number, program of study, and level (class status) for each student

For questions about the accuracy of class rosters and student records, contact the **Registrar** nwrightanderson@icc.edu, (309)694-5581, or **Asst. Registrar** cwest@icc.edu, (309)690-6803

For technical assistance, contact the **Help Desk** helpdesk@icc.edu, (309)694-5457

For more help using eServices, contact the **TLC** tlc@icc.edu, (309)694-8908

Printing Class Rosters *(with or without photos)*

Printing functionality may vary depending upon the browser you use. *Note:* The "Printer-Friendly" function generally does not work with any browser.

(*Steps 1 & 2 are optional and should be used if you wish to include student photos on the printed rosters*)

1) Click on the photo icon next to a student's User ID to display the student's photo (not all students have photos available)
2) Click on **View All** in the top blue bar to view photos for all students on the roster
3) **Highlight** all areas of the roster you wish to print
4) **Right-click** on the highlighted area
   a) **Firefox:** Select **This Frame > Print Frame**
   b) **Chrome:** Select **Print**
5) The Print Window will open for you to select the printer and print properties

Grade Roster

A grade roster is generated based on the start and end dates of the course. **It is available *only at the course endpoint* and is used to enter final letter grades.**

To access a grade roster:
1) Click on **Grade Roster** in the Faculty Center
   a) If you are teaching only one class, the grade roster will display

   b) If you are teaching more than one class, click on the **My Schedule** link or tab; then click on the Grade Roster icon

   Note: If you see the message **"No class selected,"** click on the **My Schedule** tab above the message and click on the Grade Roster icon (near the left end of each row) to display your roster

2) Use the drop-down list to select a grade for each student
3) Change **Approval Status** to **APPROVED**
4) Click **SAVE**
5) Click **POST** at the bottom of the roster

When an FA grade can be awarded in classes:
The student has attended through the midterm of the class then ceases to attend for the duration of the term. The FA grade factors into the GPA as a failing grade. To avoid the FA grade, students must official withdraw.

Note: Once final grades are posted, you may receive an email request from Financial Aid asking for the last date of attendance for students who earn W, WF, or FA grades. Respond directly to the email to comply with the request.

A WARe
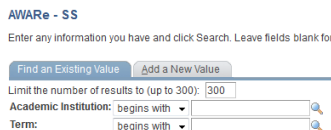*Academic Warning Attendance Reporting environment*

AWARe is used to report never-attenders/non-attenders and to place students on academic warning. AWARe is also used to record last date of attendance for non-attenders and students earning W, WF, or FA grades.

Approval deadlines for never attenders, non-attenders, and academic warnings are provided for EACH course on the AWARe roster. Deadlines are determined based on the start and end dates for a course and expire on the dates listed at 11:59 PM. Faculty receive automated, customized emails when the Non-Attender roster is available, as well as automated, customized reminders four days and one day prior to the due date when Never Attended or Non-Attender rosters are not complete.

Meeting the AWARe deadlines is extremely important. If you miss one of these deadlines for some reason, refer to the Missed an AWARe Deadline? guide for specific instructions.

To access the AWARe roster:
1) Click on **AWARe** in the Faculty Center
2) **Enter** or **lookup** (using the magnifying glass icon) the four-digit term number
3) Click **Search** to display a list of your current term's classes with links to the AWARe roster for

AWARe - SS

Enter any information you have and click Search. Leave fields blank for

Find an Existing Value | Add a New Value

Limit the number of results to (up to 300): 300
Academic Institution: begins with ▼
Term: begins with ▼
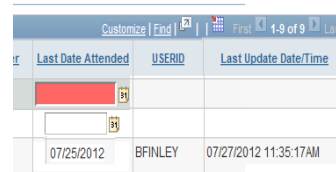
What to Look for on the AWARe Roster:
- Course Start and End dates
- Never Attended Deadline
- Never Attended Checkbox
- FA Grade Deadline
- Midterm Date
- Non-Attender Deadline
- Non-Attender Checkbox

Check each AWARe roster for this information!

Never Attenders, Non-Attenders, and Academic Warning are managed on the AWARe roster…

Never Attenders/ Non-Attenders

Never Attender: a student who appears on a class roster but has never physically attended an in-person class or actively participated in an online class

Non-Attender: a student who attended or participated in a class but ceased attending or participating; a student who is dropped as a non-attender will receive a 'W' on his/her transcript, and the last date of attendance will be requested

Check the AWARe roster for deadlines!

To report students as Never Attended / Non-Attender by the deadline on the AWARe Roster:
1) Check the box in the Never Attended / Non-Attender column for each student to be reported as Never Attender or Non-Attender
2) Check the **Approve Never Attended / Non-Attender by Deadline** box—checking the box saves the roster; no additional saving is necessary

Students reported as Never Attended / Non-Attenders will be withdrawn, usually within 24 business hours.

Last Date of Attendance

If a student **withdraws** from a class or is assigned an **FA grade** on the final grade roster, you must **report Last Date of Attendance on the AWARe roster**. You will receive an email at your @icc.edu address identifying the course for which the last date of attendance must be reported.

1) **Log in** to eServices
2) Select the **AWARe roster** for the class
3) Look for the red text box in the last date of attendance column
4) **Enter** the date information for the student
5) Click **Save**

	Last Date Attended	USERID	Last Update Date/Time
	07/25/2012	BFINLEY	07/27/2012 11:35:17AM

Once you supply the last date of attendance, your USERID will be entered, and the Last Update Date/Time will be set; no additional saving is necessary.

How is attendance defined?

Academic attendance can be defined as, but is not limited to:
- Physically attending a class where there is opportunity for direct interaction between instructor and students
- Submitting an academic assignment
- Taking an exam, interactive tutorial, or computer-assisted instruction
- Attending a study group assigned by the institution
- Participating in an online discussion about academic matters
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course

Academic attendance *does not include* activities where a student may be present but not academically engaged such as:
- Living in institutional housing
- Participating in the institution's meal plan
- Logging in to an online class without active participation
- Participating in academic counseling

Academic Warning

A student is placed on academic warning for excessive absences, failure to complete coursework, poor grades, poor basic skills in class, personal issues, class participation/engagement, or lack of basic skills in course content.

It is up to each individual instructor's discretion to determine why and when students are placed on Academic Warning. An instructor should describe in the course syllabus what constitutes Academic Warning for his or her course, as well as when warnings are made. Instructors should make every effort to work with a student to help him or her make improvements prior to being placed on Academic Warning.

To report Academic Warnings:
1) Access the AWARe Roster (see page 2)
2) Select a reason from the drop-down list in the **Academic Warning** column
3) Click Save

Warned students are mailed a letter listing the class, instructor's name, and warning reason for each unique warning. The letter describes support resources to help resolve the warning. Students with referrals are sent to an advisor for follow up. Additional contacts may be made with the student by success coaches or other staff. See details below regarding the referral process after an Academic Warning is made. If the Academic Warning is resolved, the faculty member should return to the AWARe roster to remove the warning.

After the deadline for entering academic warnings (77% of the course duration, which occurs during week 12 for a full 16-week course), warnings on the AWARe roster can be viewed but not edited.

Academic Warning Reasons and Referral Process

	Academic Warning Reason	Details	Communication—all letters will be processed through office of the Dean of Students	Resource
1	Failure to Complete Coursework	as defined by the instructor and the course syllabus	letter content coming from Advisement / Counseling Services	Refer to Advisement / Counseling Services to speak with an advisor / counselor
2	Excessive Absences		letter instructs student to speak with an advisor regarding attendance and Financial Assistance	Talk with someone regarding the impact *withdrawing* has on Financial Aid, Peoria Promise, etc. Discuss the impact on GPA if a failing grade is received.
3	Lacking Basic Skills—Math	lacking the foundational math, reading or writing skills	letter content coming from the Math/English department	Student is referred to Math Lab
4	Lacking Basic Skills—Reading/Writing			Student is referred to Learning Lab and Studio
5	Lacking Basic Skills—Course Content	not understanding course material—OR—lacking foundational knowledge from a pre-requisite course	letter content coming from the Learning Lab	Students is referred to Learning Lab
6	Grades	not maintaining an overall passing grade		
7	Personal Reasons	non-academic factors inhibiting a student from completing a class external issues	letter content coming from Counseling Coordinator	Refer to Advisement / Counseling Services to speak with a counselor
8	Class Participation / Engagement	not academically interacting with other students sleeping, texting, etc. in class general disengagement	letter content coming from Advisement / Counseling Services	Refer to Advisement / Counseling Services to speak with an advisor / counselor

Notify (Email) Students through Class Rosters

To email students from your class roster:

1) Access the class roster
2) To email select students, check the box(es) in the Notify column, and click **Notify Selected Students**
   —OR—
   To email all students, click **Notify All Students**

   An email window will open with your email as the sender and the students' email addresses in the blind carbon copy box (this allows you to send a message to several students without any of the students seeing other students' email addresses). This message is sent to students' @lab.icc.edu email addresses. You will receive a copy of the email in your inbox.

3) Enter a message
4) Click **Send Notification**

Student Information Lookup

To lookup contact information for students in eServices:

1) Log in to eServices
2) Go to the **Main Menu**
3) Select **Campus Community**
4) Select **Student Service Center**
5) Enter the search information you have for the student
6) Click **Search**
   Students meeting your criteria will be listed. Student information such as address and phone will be found on the general info tab.
7) Click on a student's name for student information. Contact information for students is available under the **general info** tab.

Advanced Class Roster Options

Advanced roster options provide additional reporting options such as Excel rosters, Compass scores, student addresses and phone numbers, and mailing labels.

Access **Class Roster Options** in eServices:

> Main Menu > ICC Processing/Reports > ICC Student Records > Report > Class Roster Options

1) Click **Search** to display a list of run controls
   Note: If this is the first time you are running these reports, you will receive a message that says "No Values Added." Click on the **Add a New Value** tab and type **Print_File**; then click **Search** again.
2) Enter the appropriate term—use the looking glass to find the one you want
3) Check the appropriate **Enrollment Status** (Enrolled, Drop)
4) Ensure the **Specific Class** box is checked
5) Enter the 4-digit Class Nbr (from your roster or the class schedule)
6) Click **Run**
7) Select **Email** as the type and **PDF** as the format using the drop-down lists
8) Click **OK**

An email with seven attached files will be sent to you.

You may also generate a list of students added and dropped from your course by looking at the **Add/Drop Notification** report any time during the semester:

> Main Menu > ICC Processing/Reports > ICC Student Reports > Report > Add/Drop Notifications

1) Set the run control
2) Select the term and class number
3) Click **Run**
4) Select **Email** as the type and **PDF** as the format using the drop-down lists
5) Click **OK**

An email with the attached report will be sent to you.

Need additional eServices assistance?

Contact or visit the
Teaching & Learning Center

240A, East Peoria Campus
(309) 694-8908
tlc@icc.edu