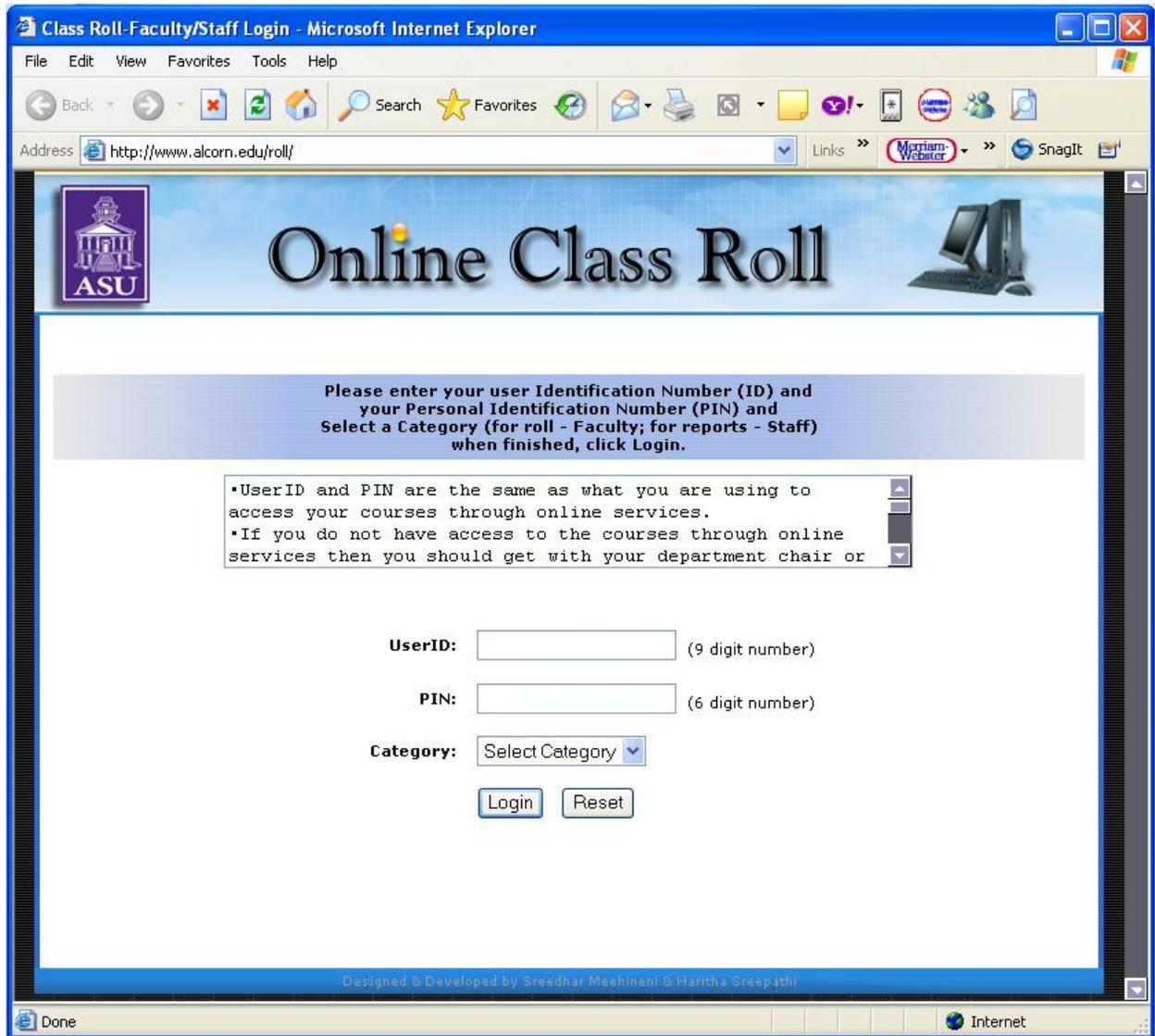


Online Class Roll User Manual

- 1) Open the internet browser and type in www.alcorn.edu/roll in the address bar and click enter. You should see a webpage which looks like the picture below.



Enter the UserID and PIN which are the same as what you are using to access your courses through online services from Alcorn website.

After entering UserID and PIN select a category: Roll for taking roll and Reports for getting reports and click login.

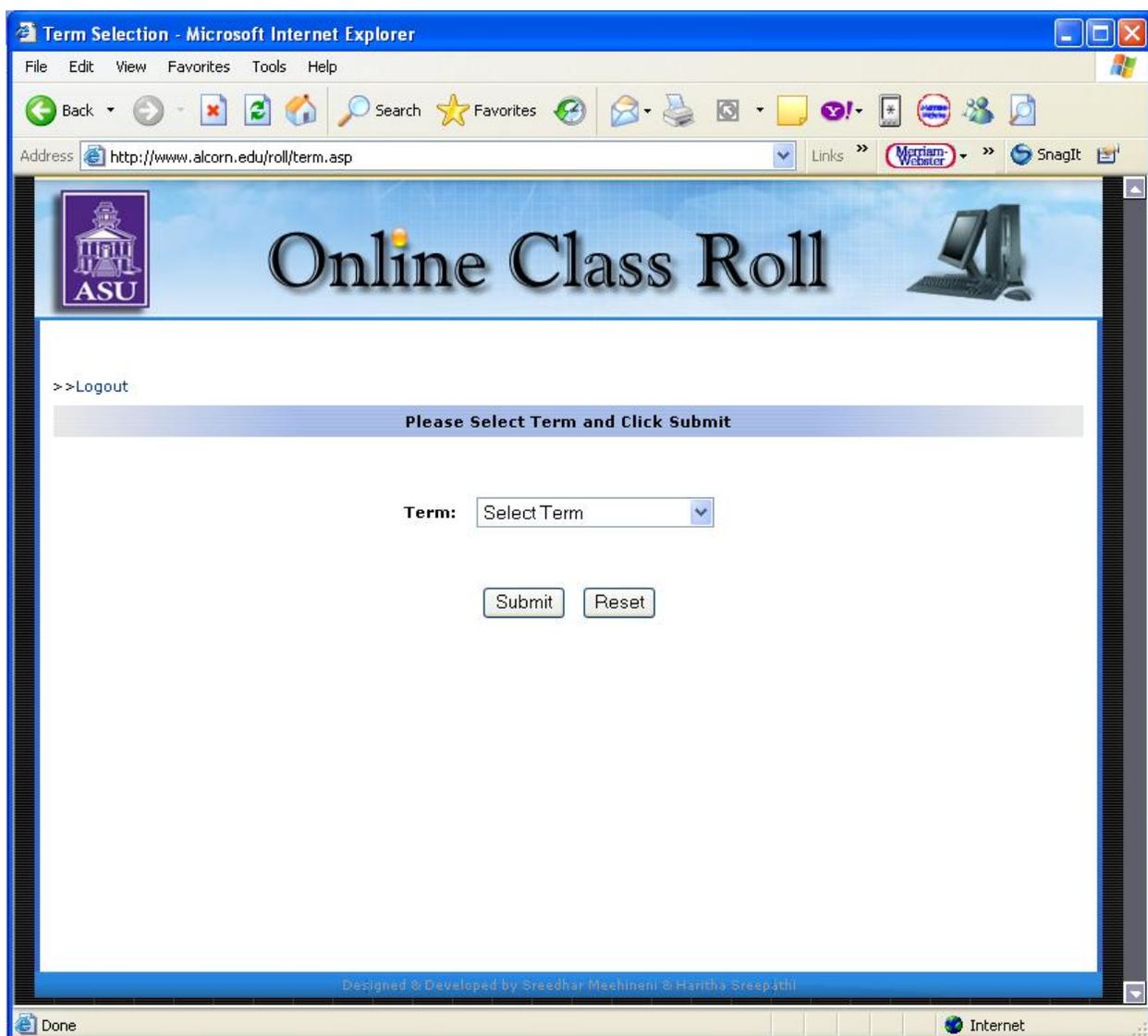
If you do not have access to the courses through online services, then you should get with your department chair or with the computing center to get your UserID and PIN.

If you want to access the reports then you should email msrao@alcorn.edu to add you to the reports system with the following information.

- oUserID
- oName
- oDesignation or Title
- oDepartment Name
- oMajor Name

If you have any further questions please contact Academic Technologies for assistance.

2) If your login is valid, then you will see the screen below



The screenshot shows a Microsoft Internet Explorer browser window titled "Term Selection - Microsoft Internet Explorer". The address bar displays "http://www.alcorn.edu/roll/term.asp". The page content includes the ASU logo on the left, the title "Online Class Roll" in the center, and a desktop computer icon on the right. Below the title, there is a "Logout" link. A prominent instruction reads "Please Select Term and Click Submit". Underneath this instruction, there is a form with a label "Term:" followed by a dropdown menu currently showing "Select Term". Below the dropdown are two buttons: "Submit" and "Reset". At the bottom of the page, a small footer reads "Designed & Developed by Sreedhar Meenani & Haritha Sreepathi". The browser's status bar at the bottom shows "Done" and "Internet".

Select the current term for which you are taking roll and click submit.

Note: Database is flushed each semester so do not try to access the previous semester data. We do maintain a backup copy of that semester.

- 3) After you submit the term, the screen displays the current courses that faculty is teaching for that semester which looks similar to the one below:

The screenshot shows a web browser window titled "Faculty Courses for Sreedhar Meehineni - Microsoft Internet Explorer". The address bar displays "http://www.alcorn.edu/roll/courses.asp". The page content includes the ASU logo, the title "Online Class Roll", and navigation links ">>Logout" and ">>Select Term". Below this is a header "Faculty Courses for Sreedhar Meehineni" and instructions: "Select the **CRN** number to get the students in that class. To **CALL ROLL** click the Call Roll button by the side of that course. If you want to **EDIT ROLL** click the Edit Roll button by the side of that course".

CRN	COURSE	TITLE	DAYS	TIME	Call Roll	Edit Roll
11463	IT-378	Application Development	MWF	1100 to 1150	Call Roll	Edit Roll
11464	IT-374	Internet Programming	MWF	1300 to 1350	Call Roll	Edit Roll
11469	IT-474	Wireless Technology	T	1730 to 1915	Call Roll	Edit Roll
11472	IT-494	Thesis	W	1800 to 2045	Call Roll	Edit Roll
11556	IT-473	Wireless Technologies	MWF	1500 to 1550	Call Roll	Edit Roll

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We have many options on this page.

If you want to see the students in a particular class click the **CRN** of that class.

To take the roll for a particular class click the **Call Roll** button beside that course

If you want to edit the roll for a particular course click the **Edit Roll** button beside that course

Note: If you already submitted roll for a particular class for a particular day you cannot submit the roll again for the same class for the same day. If you want to edit then use Edit Roll.

- 4) When you click Call Roll button the page looks similar to the one below with the student name listed in that class. Click the checkbox for the students present in the class and click submit.

The screenshot shows a web browser window titled "Students for IT-378/Application Development - Microsoft Internet Explorer". The address bar shows the URL: <http://www.alcorn.edu/roll/studentsroll.asp?crn=11463&course=IT-378&title=Application%20Deve>. The page features the ASU logo and the title "Online Class Roll". Below the title, there are navigation links: ">>Logout", ">>Select Term", and ">>Select Course". The main content area is titled "Students for IT-378/Application Development" and contains the instruction "Select the Date by clicking **Calendar** for which you are taking roll" followed by a date input field containing "8/9/2006" and a "Calendar" button. Below this is a table with the following data:

Student ID	Name	Sport	Roll
*****	Jeremy Stockdale	NA	<input type="checkbox"/>
*****	Shannon Jackson	NA	<input type="checkbox"/>
*****	Brandon Thurmond	NA	<input type="checkbox"/>
*****	Tinisha Calvin	NA	<input type="checkbox"/>
*****	Krystal Lofton	NA	<input type="checkbox"/>
*****	Eric Williams	NA	<input type="checkbox"/>

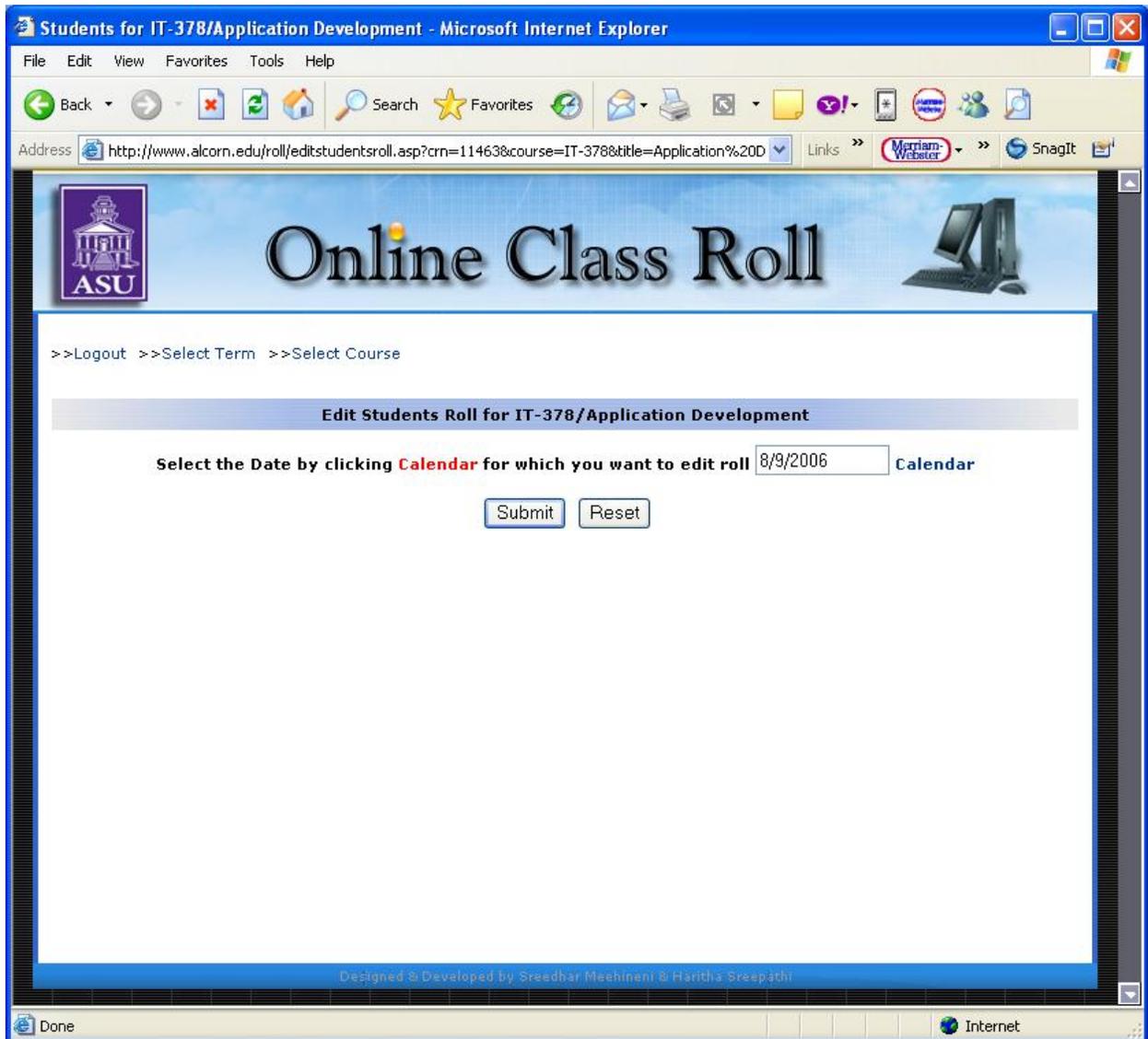
At the bottom of the table area, there are "Submit" and "Reset" buttons. The footer of the page reads "Designed & Developed by Sreedhar Meehineni & Haritha Sreepathi". The browser's status bar at the bottom shows a JavaScript error: "javascript:calendar_window=window.open('calendar.aspx?formname=frmCalendar.txtDate','calendar_window')".

You can always navigate to different pages by clicking the links on the navigation bar.

You can see this in the page above as

>>Logout >>Select Term >>Select Course

- 5) If you want to edit roll, there are two ways to do it. If you want to edit more than one student roll for a particular day of a class. Click the button Edit Roll for that particular class, and enter the date by clicking the calendar for a particular date you want to edit roll, and click submit. It looks similar to the one below:



After you select the date and click submit it displays all the students in that class for that particular day with the previous information. It looks similar to the one below. Make the changes you want and click submit to save the information in the system.

The screenshot shows a Microsoft Internet Explorer browser window displaying the 'Online Class Roll' page for the course 'IT-378/Application Development' on the date '8/9/2006'. The page features the ASU logo and navigation links for Logout, Select Term, and Select Course. A table lists six students with their SSNs, names, sports, and roll status. The 'Roll' column contains checkboxes, with two checked (Brandon Thurmond and Krystal Lofton). Below the table are 'Submit' and 'Reset' buttons. The footer credits the design and development to Sreedhar Meehineni & Haritha Sreepathi.

SSN	Name	Sport	Roll
*****	Jeremy Stockdale	NA	<input type="checkbox"/>
*****	Shannon Jackson	NA	<input type="checkbox"/>
*****	Brandon Thurmond	NA	<input checked="" type="checkbox"/>
*****	Tinisha Calvin	NA	<input type="checkbox"/>
*****	Krystal Lofton	NA	<input checked="" type="checkbox"/>
*****	Eric Williams	NA	<input type="checkbox"/>

- 6) To view the students roll, click the CRN for the particular course you want to see on the faculty courses page. The page displayed looks similar to the one below:

The screenshot shows a web browser window titled "Students for IT-378/Application Development - Microsoft Internet Explorer". The address bar shows the URL: <http://www.alcorn.edu/roll/students.asp?crn=11463&course=IT-378&title=Application%20Develop>. The page content includes the ASU logo, the title "Online Class Roll", and navigation links: ">>Logout >>Select Term >>Select Course". Below this is a header "Students for IT-378/Application Development" and a prompt "Select the Student ID to get the Students Attendance in that Class".

Student ID	Name	Attnd.[P-A]	Sport	Major	Department
*****	Jeremy Stockdale	[1-1]	NA	General Studies	Education
*****	Shannon Jackson	[1-1]	NA	Industrial Technology	Advanced Technology
*****	Brandon Thurmond	[2-0]	NA	Industrial Technology	Advanced Technology
*****	Tinisha Calvin	[1-1]	NA	Industrial Technology	Advanced Technology
*****	Krystal Lofton	[2-0]	NA	Undeclared	Undeclared Department
*****	Eric Williams	[0-2]	NA	Industrial Technology	Advanced Technology

Below the table, it states: "Total number of classes taken till now - 2". At the bottom of the page, it says "Designed & Developed by Sreedhar Meenini & Haritha Sreepathi".

This page displays the attendance for each student. In the above example (you [1-1]), the first number is the number of presents and the second number is the number of absents for that student. The total number of classes taken is displayed at the bottom. If the student plays a certain sport it is also displayed in the sport column. The Major and the Department of the student can also be seen.

All the information above is displayed from the banner system so it is dynamic. What does this mean to us? Let's say a student joined after two classes so he will be missing those first two classes, but still this system counts that number of absentees and appears in the absent column. But when you go to the student details, by clicking StudentID, you can see that he is not listed for the first two classes.

- 7) To see the student roll details for a particular class, click the StudentID link which is shown on the top page, which looks similar to the one below:

The screenshot shows a Microsoft Internet Explorer browser window. The title bar reads "Attendance Details of Eric Williams for IT-378/Application Development - Microsoft Internet Explorer". The address bar contains the URL "http://www.alcorn.edu/roll/studentdetails.asp?sid=*****04&term=200601". The page content includes the ASU logo, the heading "Online Class Roll", and a navigation menu with links: ">>Logout", ">>Select Term", ">>Select Course", and ">>Student List". Below this is a section titled "Attendance Details of Eric Williams for IT-378/Application Development" with a sub-header "Update the Roll by clicking NO". A table displays attendance records for two dates: 7/31/2006 (YES) and 8/9/2006 (NO). The table has columns for Date, Attendance, Course Days, and Course Time. The footer of the page reads "Designed & Developed by Sreedhar Meehinani & Haritha Sreepathi".

Date	Attendance	Course Days	Course Time
7/31/2006	YES	MWF	1100 to 1150
8/9/2006	NO	MWF	1100 to 1150

As stated previously there are two ways to edit the roll. You can update the roll of a student for a particular class by going to the attendance details menu. As you can see on the picture above you can click **NO** (absent) in the attendance column to update that field to **YES** (present).

For security reasons when you finished click the **Logout** link and close the browser.

Reports:

When you login to the reports section by selecting the Reports in the category list, the page you get looks like the one below:

>>Logout >>Select Term

To get the reports for the students:

- Select Department or Major or Sport
- Select any one of =,<,>
- Type the number in the text box to find the students with number of absentees entered in the text box.

Select Department

Select Major

Select Sport

Select Department

Select Department

Advanced Technology

Education

Mathematical Sciences

Nursing B.S.

Undeclared Department

All

Number of Absentees

=

<

>

1

Submit Reset

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You can get the reports based on the Department or Major or by Sport.

Select one of them and if you want a report based on the number of absentees then select the button you need in the absentees column = or < or > and enter the number in the text box and click submit.

Generated report looks similar to the one below depending on your selection criteria.

Student Roll Reports - Microsoft Internet Explorer

Address: http://www.alcorn.edu/roll/reportdisplay.asp

Online Class Roll

>>Logout >>Select Term >>Reports

Report for Advanced Technology Department Students/Classes Missed > 1

Student ID	Student Name	CRN	Course ID	Course Name	Course Time	Course Days	Sport	Faculty Name	Classes Missed
*****	Angelo Johnson	11464	IT-374	Internet Programming	1300 to 1350	MWF	NA	Sreedhar Meehineni	3
*****	Eric Williams	11463	IT-378	Application Development	1100 to 1150	MWF	NA	Sreedhar Meehineni	2
*****	Jocelyn Lewis	11464	IT-374	Internet Programming	1300 to 1350	MWF	Golf(W)	Sreedhar Meehineni	3
*****	Mikhail Tsennykh	11464	IT-374	Internet Programming	1300 to 1350	MWF	NA	Sreedhar Meehineni	3
*****	Sidney Blankenship	11464	IT-374	Internet Programming	1300 to 1350	MWF	NA	Sreedhar Meehineni	3
*****	Takesha Isaac	11464	IT-374	Internet Programming	1300 to 1350	MWF	NA	Sreedhar Meehineni	3

Total Number of Student Records Found: 6

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Done Internet

Total number of records found can also be seen at the bottom of the page.

When you finished using the system Logoff, and when you logged off, you should get the screen shown below:

