

Census/Drop Roster Functionality Released in 2021 Q1

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1

Agenda

- 01 Census Roster
- 02 Drop Roster
- 03 Summary
- 04 Change Requests/IDEAS
- 05 Additional Resources
- 06 Q & A

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2

Census Roster



3

Census Certification

The Need

- Ability for faculty to certify their rosters at census dates
- Ability for faculty to mark no shows, last date of attendance and assign final grades for these students as appropriate
- Ability for back office to drop students marked as no show or given a last date of attendance OR in conjunction with use of drop roster, the ability for faculty to clear their rosters prior to certification of census roster
- Ability to report on outstanding certifications

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4

Census Roster

Allow faculty to certify rosters on census dates

- Census dates show by section on Faculty Overview
- Faculty mark students who never attended or stopped attending on Drop Roster and then certify here OR mark students here and the back office uses DREG to drop
- Set up on CDWP and define census dates for section (SRGD, ACTM, etc.)
- Tab shows based on CDWP settings until certified for a particular census date.

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5

Census Roster

Setup

- Define Census Dates
- Define which position contains Census Dates and a label (optional)
- Determine if the Certify button will be available prior to the defined census dates
- Define where your LDA/NA will be Editable, Read-Only or Hidden

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6

Census Roster

Create a saved list to use with the Deregistration (DREG) process

- If you do not allow faculty to drop from Self-Service using the drop roster, you can use DREG to drop students in certified sections who are marked with an LDA or NA
- To create a saved list for DREG, find certified sections and then save the active students in those sections who have LDA or NA marked.
- Can be created using SLCR and refreshed to schedule DREG to run as a phantom process.

Select certified sections and then save the list of *STUDENT.COURSE.SEC* IDs to be used in the next select statement. *SEC.ACTIVE.STUDENTS* contains the *STUDENT.COURSE.SEC* IDs of active students in the section.

- **SELECT COURSE.SECTIONS WITH SEC.CERT.RECORDED.DATES NE "" SAVING UNIQUE SEC.ACTIVE.STUDENTS**

Now that we have a saved list of *STUDENT.COURSE.SEC* IDs we can further filter the saved list for just the records where the NA or LDA have been populated. This is the list we would run through DREG.

- **SELECT STUDENT.COURSE.SEC WITH SCS.NEVER.ATTENDED.FLAG NE "" OR WITH SCS.LAST.ATTEND.DATE NE ""**

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7

Census Roster

Use Deregistration (DREG) to process inactive students

- Using your saved list, run DREG with the appropriate rules, settings and communication codes
- With the 2021-2 release, DREG now produces a CSV report and allows for Update/Non-Update mode.

DREG - De-Registration ☆

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Census Certification Report (CNRP)

Report on certification status

- Report on missing certifications
- Report by census date positions or dates and various other criteria
- A CSV report is produced based on the selected criteria that includes faculty email for following up on missing certifications and department and division for distribution to chairs

CNRP - Census Certification Report ☆

Include Sections: M - Missing Certifications
M Missing Certifications
W With Certifications

Census Dates: 1 [] []
2 [] []

Census Date Positions: 1 1
2 2

Saved List Name: [] (COURSE.SECTIONS)

Start / End Date: [] []

Terms: 1 2021/SP
Courses: 1 CPCC-100
Sections: 1 []
Locations: 1 []
Attendance Tracking Types: 1 []
Funding Accounting Methods: 1 []

Additional Selection Criteria: No

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9

Drop Roster



10

Drop Roster

The Need

- Ability for faculty to drop students to clear rosters of inactive students before certification
- Ability for faculty to mark no shows, last date of attendance and assign final grades for these students as appropriate
- Should not be required in order to use Census Roster
- Allow faculty to drop only during periods when a drop is allowed and when census certifications are still pending

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11

Drop Roster

Allow faculty to drop inactive students

- Must be enabled on sitemap and the section and faculty must have appropriate permission
- Shows only active students
- Grade validation applies and the list shows those marked as available for midterm grading

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Class Level	Credits	
Felix F. Gehring	0004846	<input type="checkbox"/>	1/22/202	Select	Sophomore	3	Drop
Marie Gehring	0004998	<input type="checkbox"/>	M/d/yyyy	Select	Senior	3	Drop

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12

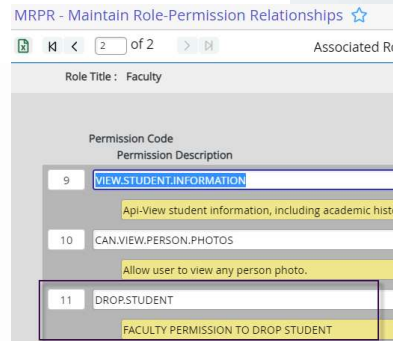
Drop Roster

Setup

- Enable on Faculty Navigation (Section Details) on Sitemap
- Faculty must have DROP.STUDENT permission
- Registration controls for faculty should allow drops

Check subpages you want to display to users

- Attendance
- Drop-Roster
- Census
- Grading
- Books
- Permissions
- Waitlist



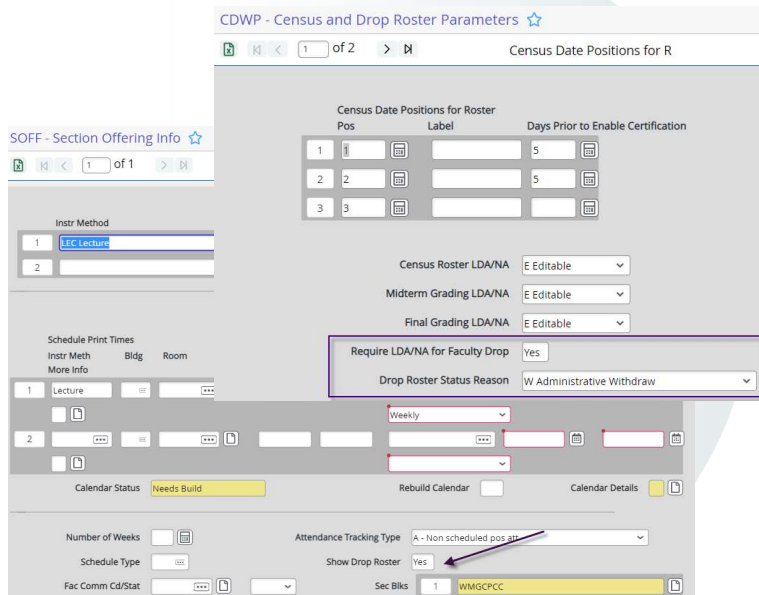
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13

Drop Roster

Setup

- Define drop roster reason and with 2.32, indicate if you require NA or LDA prior to allowing a drop on CDWP
- Enable drop roster for the section using Show Drop Roster field on SOFF
- With 2.32 SBCP, COCO, and SCOP will automatically copy the Show Drop Roster flag



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14

Drop Roster

Setup

- The Show Drop Roster flag is also available at the course level. If set on COFF, it will be copied to sections created from this course but can still be changed at the section level.

CRSE • COFF - Course Offering Info ☆

1 of 1 Instructional Methods

Course: MATH-100 Discrete Mathematics Status: Active

Instr Method	Instr Ld	Contact Hrs	Contact Measure
1 LEC Lecture	20.00	45.00	
2			

Number of Weeks

Session Cycle

Yearly Cycle

Cycles By Location

Schedule Type

Attendance Tracking Type

Show Drop Roster

Course Blocks		
1	FRESH.FALL1	Freshman Fall Courses Group 1
2	FRESH.FALL2	Freshman Fall Courses Group 2
3	FRESH.SPRING4	Freshman Spring Courses Grp 4

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15

Drop Roster Tab Availability

Excerpt from *Self-Service Baseline Configuration Guide*

The Drop Roster is available as a tab on the Section Details page when all the following conditions are true.

- The Self-Service sitemap for the **Faculty Navigation** page has the Drop-Roster subpage checked (enabled).
- There are existing census dates for the section, which are yet to be certified. After the last census is certified, the **Drop Roster** tab will immediately be removed.
- The Show Drop Roster flag on the Section Offering Info (SOFF) form is set to **Yes** for the section.
- The section term is listed on the Registration Web Parameters (RGWP) form. If the term is not listed in RGWP then, section registration dates cannot be retrieved. In this case, the **Drop Roster** tab is not shown, censuses are not displayed and deadline dates on the section will also be empty.

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16

Drop Roster and Drop Button Availability

Excerpt from *Self-Service Baseline Configuration Guide*

The Drop button is disabled for a particular student in the following cases.

- When a student already has a verified grade for the section.
- When a student is assigned a grade by the back office or by the faculty through the Final Grading tab that is not flagged as allowed for midterm grades on the Grade Codes (GRDC) form.
- When a student is successfully dropped, the drop button is disabled until a refresh of the drop roster removes the student from the drop roster list.
- When the **Require LDA/NA for Faculty Drop** field is set to **Yes** in Census and Drop Roster Parameters (CDWP) form.

If **Require LDA/NA for Faculty Drop** field is set to **Yes**, the faculty user is required to select the check box in the **Never Attended** field or enter a date in the **Last Date of Attendance** field to drop a student from the Drop Roster in Self-Service.

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17

Summary



18

In summary



Takeaway #1

Whether you choose to allow faculty the ability to drop or not, faculty can use the Census Roster to report inactive students and certify the roster.



Takeaway #2

If you choose to allow faculty the ability to drop inactive students, the optional drop roster will accommodate this need.



Takeaway #3

We have added several features after the initial release and are tracking related CRs and IDEAs.

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19

Change Requests and IDEAs

- CR-000180343 Under Section detail Certify button is disabled on the Census tab.
- IDEA-68636 Drop Roster - Parameterize the Never Attended Option. The "Never Attended" and "Last Date of Attendance" options are bundled together as combined offering. There should be a little more logic behind the "Never Attended" option as it is not a valid option after the census date has passed. Hence, add an option to hide the "Never Attended" checkbox on the Drop Roster/Final Grading screens after a designated census date has passed.
- IDEA-69054 Parameters to hide "Books" and "Census Dates" on Faculty Section Overview
- Complete – IDEA-68697 Self-Service Faculty: In the Drop Roster if you click Never Attended the grade field should be disabled. Added parameter on GRWP. Available with 2.33.

Disallow Grading for Dropped/Withdrawn	<input type="checkbox"/>
Disallow Grading for Never Attended	<input checked="" type="checkbox"/>

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20

Additional Resources

Colleague Self-Service Base Configuration Guide

The base configuration guide goes into detail describing scenarios when the Certify button is enabled/disabled, when the Census/Drop Roster tabs are available, when grades are required, etc.

Release Notes for Self-Service 2.31/2.32 and Related Updates and Colleague Student and Core Quality Update 2021-2

The release notes provide details for the functionality released including any setup.

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21



Thank you.

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22