

Student Roster

Who uses the Student Roster in Canvas?

EagleVision and In-Person course instructors will submit their students' activity status for each class within 24 hours of the session. For more information on how to do so, see [pages 1-3](#) of this document. Online course students' activity statuses will automatically be submitted through Canvas.

To access the **Student Roster**:

Log into Canvas and select your course.

In **Course Navigation**, click the **Student Roster** link.

The screenshot displays the Canvas LMS interface for a course titled "CSCI 109 Intro Computers & Applications - Aug 2017 - Online". On the left-hand side, a vertical navigation menu is visible, with the "Student Roster" link highlighted in a red box. The main content area shows the course title and a header for "Introduction to Computers and Applications". Below the header is a large graphic with a hexagonal grid pattern, featuring icons for a smartphone, a cloud, and a hand pointing at a screen. At the bottom of the main content area, there are three buttons: "Start Here", "Instructor Bio", and "Academic Resources".



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How do I access the Student Roster in Canvas?

The **Student Roster** will open to the current date and display all students currently enrolled in the course.

Student	ID	Mark All Active			Comments
John Doe	123456	INACTIVE	ACTIVE	EXCUSED	
Jane Smith	123457	INACTIVE	ACTIVE	EXCUSED	
Mike Brown	123458	INACTIVE	ACTIVE	EXCUSED	
Sarah Green	123459	INACTIVE	ACTIVE	EXCUSED	

- Current date is displayed. To select a previous date, click on the calendar icon or the left arrow. To get back to current date, click on the calendar icon or right arrow.
- Use this button to change all your students' status to **Active**.
- Allows you to individually mark your student's status (Inactive, Active, Excused).
- Click the pencil icon to add comments. If a student is marked **Excused**, then a comment is required.
- Once you have marked all students' statuses and added any comments, click **Submit**.

- If you click any status on the page and/or click to open comments without clicking submit, you will receive a warning message in the upper right corner.
- If you do not select a status for each student, you will receive a Submission Error message across the top when you try to Submit.
- If changes are needed after you click **Submit**, you will need to submit an [Activity Log Correction Form](#).

Unsubmitted Dates: 2
07/13, 07/24

Submission Error: There are students whose attendance activity has not been indicated. Attendance activity values must be given to each student in all sections.

- Click here to view the [Student Inactivity Policy](#), [Faculty Instructions](#), and [Need Help](#) documents.



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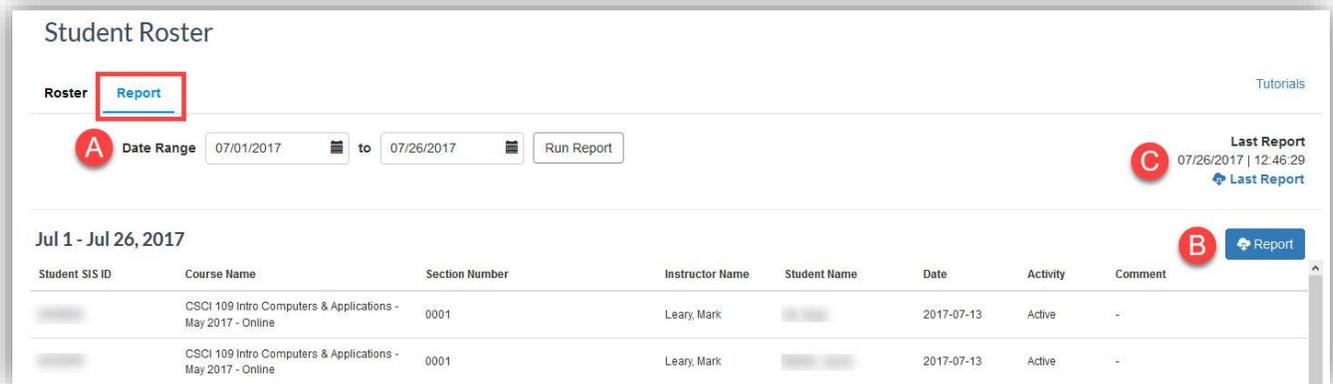
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How do I run reports?

The **Report** tab allows you to run an activity report within a selected **Date Range** and download the **Report**.



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Roster **Report** Tutorials

A Date Range 07/01/2017 to 07/26/2017 Run Report

C Last Report 07/26/2017 | 12:46:29
Last Report

Jul 1 - Jul 26, 2017 **B** Report

Student SIS ID	Course Name	Section Number	Instructor Name	Student Name	Date	Activity	Comment
	CSCI 109 Intro Computers & Applications - May 2017 - Online	0001	Leary, Mark		2017-07-13	Active	-
	CSCI 109 Intro Computers & Applications - May 2017 - Online	0001	Leary, Mark		2017-07-13	Active	-

- Select the dates and then click **Run Report**.
- You can download and save the Excel report on your computer.
- The date and time of your **Last Report** will be displayed.



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How do I make corrections once I submitted the Student Roster?

You will use the Activity Log Correction Form if you need to make a correction after submitting your Student Roster in your Canvas course. You cannot submit a correction via this form until **after** the Canvas Student Roster has been submitted.

1. First, access the [Activity Log Correction Form](#). Then choose **New Request**.

The screenshot shows the 'Activity Log Correction Request' interface. At the top, there is a title 'Activity Log Correction Request'. Below it, a light blue box contains the following text: 'For faculty teaching courses with a synchronous component (Classroom, EagleVision Home, and EagleVision Classroom): You will use the Activity Log Correction Form if you need to make a correction after submitting your Student Roster in your Canvas course. You cannot submit a correction via this form until after the Canvas Student Roster has been submitted.' Below this box, there is a blue button labeled 'New Request' with a plus icon. A red arrow points to this button. Below the button is a grey bar labeled 'Submitted Requests'. Underneath the grey bar, the text reads 'You have no requests at this time'. A mouse cursor is visible near the bottom right of the interface.



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- The form will open for you to complete the following:

Activity Log Correction Request

For faculty teaching courses with a synchronous component (Classroom, EagleVision Home, and EagleVision Classroom):
You will use the Activity Log Correction Form if you need to make a correction after submitting your Student Roster in your Canvas course. You cannot submit a correction via this form until after the Canvas Student Roster has been submitted.

Current Date: 12/11/2018

Faculty Name: Suzie Smith **Faculty ID:** 123456

Year/Term: **A**

Session Date: **D**
(mm/dd/yyyy)

Course & Section: **B**

Requested adjustment and justification: **E**

Student: **C**

F

- Select your specific Year/Term from the drop-down list.
- Select your specific Course and Section from the drop-down list.
- Select the Student from the drop-down list.
- Select the Session Date.
- Select the Reason for the adjustment and justification from the dropdown list. This is the reason for the change (error when inputting the information in the Student Roster in Canvas or student notification).
- Choose **Submit** once you have completed the form. This will submit the information to the Campus Directors who will then make the requested updates in the system.



3. Once the Campus Directors completes the update, you will receive an email notification.

From: Activity Log Correction Request [<mailto:no-reply@sharepointonline.com>]
Sent: Thursday, December 14, 2017 9:53 AM
To: [REDACTED]
Subject: WW Student Inactivity Request Completed - [REDACTED]

Your WW Student Inactivity Request has been completed.

Student Name: [REDACTED]

Student ID: [REDACTED]

Course: MSHF 646 0001

Date of Session: 12/13/2017 12:00:00 AM

Requested By: [REDACTED]

Requested Date: 12/14/2017 9:51:08 AM

Completed by: Campus Director

You can view any pending changes you've submitted on the main [Activity Log Correction Form](#) page.

Activity Log Correction Request

For faculty teaching courses with a synchronous component (Classroom, EagleVision Home, and EagleVision Classroom):
You will use the Activity Log Correction Form if you need to make a correction after submitting your Student Roster in your Canvas course. You cannot submit a correction via this form until after the Canvas Student Roster has been submitted.

[New Request](#)

Submitted Requests

You have no requests at this time



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