Class Rosters/Add Codes

(NOTE: For your convenience in this tutorial I have highlighted information to make it easier for you to locate it, but on the actual rosters the information will not be highlighted.)

This tutorial will show instructors how to locate class rosters and the add codes. Remember to check this link for rules to giving out add codes: <u>Rules for Add Codes</u>

Go to http://www.barstow.edu/

Click on "MYBCC" on the right hand side of the screen



Enter your email address in the top box under username and your password and then click on "Login" to access the Portal. If you have forgotten your password you can reset it by clicking "Forgot Password?"

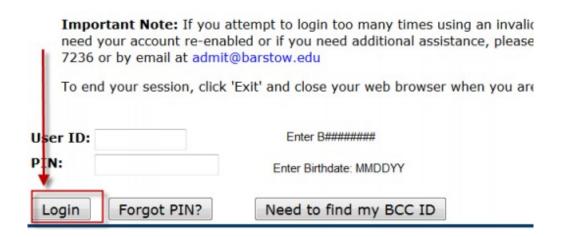
Username	
email address	
Password	
••••	2
Forgot Password?	Login Instructions Contact HelpDesk Login 3

Click on Registration, Financial Aid & Other Self Service Options



In "USER ID" enter your B# in this format – B#######

In "PIN" enter your pin, it is your date of birth in this format – MMDDYY Click "Login"

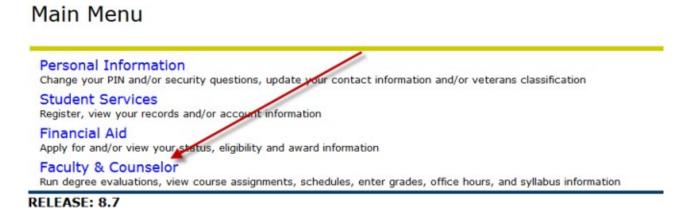


If the security questions come up, confirm your PIN and provide a security question and answer.

Click "Submit"

lease Con	firm your Pin:	MMDDYY	
Question: Answer:	Not Selected	 Choose a questi and answer 	on
DR Question: Inswer:	What is my dog's name?		

Click "Faculty & Counselor"

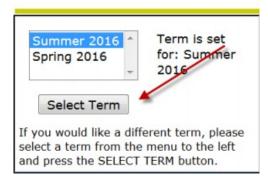


Then scroll to the bottom of the page and click on "Class Roster/ Add Codes"



Now choose the term and then click "Select Term"

Faculty Roster



Select the box above to the CRN(s) of the class (es) for which you wish to get class rosters/add codes and click "Create Roster"



The class roster will appear in the active window Export Options

The options to print and/or download the class roster are located at the top of the roster.

Either of these options will be in the .xls format.

When printing, you can print to a .pdf file.

Print this R	oster
Download 1	This Roster to Exce
Download /	All Rosters to Excel
Return	

When using the "Download All Rosters to Excel" option, remember that all rosters will appear on one spreadsheet. If you want a separate spreadsheet for each roster than use the "Download This Roster toExcel" option.

The downloaded roster will have the following columns:

- -

Id, Last Name, First Name, Middle Initial, Major, Phone, Email, Status, RSTS Date (registration date), Grade/hours and SEQ (order in which they enrolled in the class)

			Sur	nmer 2016 - Class Roster f	or 80152 ACC	T 68 - Federal Tax I				
									GRADE/	
ID	LNAME	FNAME	MI	MAJOR	PHONE	EMAIL	STATUS	RSTS DATE	HOURS	SEQ

Return

The "Return" button takes the instructor back to the main Faculty Roster page (shown below). This is where a new semester, or new class can be selected.

elect a term from the menu to the left	rs button when ready							
	TITLE	DATES	MAX	REG	AVL	WL		
Select Term	Create	Roster(s)	Reset					
If you would like a different term, please select a term from the menu to the left and press the SELECT TERM button.	Return		·					

Course Information

The next section of the roster will identify the class information and the instructor's name.

CRN (Course Identifier), **SUBJ** (Subject), **CRSE** (Course Number), **Credits** (Units), **Course Title** (Written Title)and **Instructor(s)-(P)rimary** (Name of Instructor)

CRN	SUBJ	CRSE	CREDITS	COURSE TITLE
40542	PSYC	1	3.00	INTRO TO PSYCHOLOGY
INSTRUCTOR(S) - (P)rimary				
Jelly, Joann (P)				

Underneath this section you will find:

Attendance Method, Type of Course and Time & Location information.

Critical Dates

The top of the roster(s) that are created will have valuable dates.

Under Critical Dates on the LEFT hand side instructors will find:	Under Critical Dates On the RIGHT hand side instructors will find:
The start and end date of the class	Last date to drop without a "W"
The last day to add the class &	Last date to drop with a "W"
The last day to drop with a refund.	Census Date & Add Code &
	Authorization Expiration Date

CRITICA	AL DATES
Start Date: 21-MAR-2016	Last Date to drop without a "W": 30-MAR-2016
End Date: 20-MAY-2016	Last Date to drop with a "W": 05-MAY-2016
Last Date to add class: 30-MAR-2016	Census Date: 31-MAR-2016
Last Date to drop with a refund: 25-MAR-2016	Add Auth Expiration: 30-MAR-2016

Add Authorization Codes

The Add Authorization Codes, will be found directly underneath the **CRITICAL DATES** section. There will be 10 codes in this section. If you need more you can contact the **Dean of Enrollment Management and Services** or the **Admissions and Records Office Coordinator**.

	Add Authorization Codes	
Auth#	Student Name	Date
0329	This is an example code and will not work. DO NOT USE	

Gii campus ciass.

ATTENDANCE METHOD	TYPE	DAYS	TIME	BLDG.	ROOM
Daily Census	Lecture and/or discussion	MTWR	1031-1155am	BUS	B18

NOTE: It is extremely important for instructors to take daily attendance. Providing an accurate Last Date of Attendance is critical for Admissions and Financial Aid Federal Government Reporting Purposes! Online instructors should use the day the last assignment was successfully submitted as the last date of attendance. This information can be quickly found in the online gradebook, but online instructors who need help can always refer to this tutorial.

Class Roster

Beneath this section is your class roster, which contains the following information:

Seats (Max amount for students allowed), Taken (Number of registered students)

Available (Number of available "seats"), Week (Place to add week number)

Date (Add specific date), Student Nameld (B number), Reg.

(Registration Code) Total (Blank until units have been earned)

& Days of the week

8	Contra Talana Ar						E	nro	llec	Stu	ıde	nts	as o	f: 0)9-J	UN-	201	6 02	2:34	:16	ō					
	Seats Taken Av	allable	Wee	k	- 20											Ĵ.,	_									
	50 27	23	Date	e																						Π
	Student Name	ID	Reg To	otal	Mo T	u We	Th	Fr	Sa	Mo	Tu	We	Th	Fr	Sa	Mo	Tu	We	Th	Fr	Sa	Mo	Tu	We	Th	Fr

Waitlisted and Dropped Students

The bottom of the Class Roster/Add Authorization Code form has the waitlisted and dropped students.Instructors can always check this area to see if a student is on the waitlist or has dropped the course.

Remember to give add codes to waitlisted students first.