

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: [Rules for Add Codes](#)

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?”

A dark blue login form. It has two input fields: "Username" with the placeholder text "email address" and a red "1" next to it; and "Password" with a masked password "....." and a red "2" next to it. Below the fields are three buttons: "Forgot Password?", "Login Instructions", and "Contact HelpDesk". At the bottom is a "Login" button with a red "3" next to it.

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"

Important Note: If you attempt to login too many times using an invalid need your account re-enabled or if you need additional assistance, please 7236 or by email at admit@barstow.edu

To end your session, click 'Exit' and close your web browser when you are

User ID: Enter B#####

PIN: Enter Birthdate: MMDDYY

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

Click "Submit"

Please enter your new Security Question and Answer, then Submit Changes.

Please Confirm your Pin: MMDDYY

Question: Choose a question and answer

Answer:

OR

Question:

Answer:

Click "Faculty & Counselor"

Main Menu

Personal Information

Change your PIN and/or security questions, update your contact information and/or veterans classification

Student Services

Register, view your records and/or account information

Financial Aid

Apply for and/or view your status, eligibility and award information

Faculty & Counselor

Run degree evaluations, view course assignments, schedules, enter grades, office hours, and syllabus information

RELEASE: 8.7

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

Summer 2016
Spring 2016

Term is set for: Summer 2016

Select Term

If you would like a different term, please select a term from the menu to the left and press the SELECT TERM button.

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”

<input checked="" type="checkbox"/>	PSYC 6	Adult Development & Aging	21-MAR-16	50	36	14	0
40393			20-MAY-16				
<input checked="" type="checkbox"/>	PSYC 1	Intro to Psychology	21-MAR-16	50	38	12	0
40542			20-MAY-16				

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.

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)

Summer 2016 - Class Roster for 80152 ACCT 68 - Federal Tax I										
ID	LNAME	FNAME	MI	MAJOR	PHONE	EMAIL	STATUS	RSTS DATE	GRADE/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.

Summer 2016 ^
Spring 2016 v

Term is set for: Summer 2016

Select Term

If you would like a different term, please select a term from the menu to the left and press the SELECT TERM button.

Select by CRN
Select 1 or more CRN's. Press the create rosters button when ready

CRN	COURSE	TITLE	DATES	MAX	REG	AVL	WL
Create Roster(s)		Reset					
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

CRITICAL 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	

On Campus Class.

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 Name** (B number), **Reg.**

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

& **Days of the week**

Seats Taken Available 50 27 23		Enrolled Students as of: 09-JUN-2016 02:34:16																													
		Week																													
		Date																													
Student Name	ID	Reg	Total	Mo	Tu	We	Th	Fr	Sa	Mo	Tu	We	Th	Fr	Sa	Mo	Tu	We	Th	Fr	Sa	Mo	Tu	We	Th	Fr	Sa				

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.