To Send Past Due Census Rosters

Why do we have to submit Census Rosters and when should they be submitted?

Enrollment numbers must be verified by the faculty (in lieu of roll sheet submission) as mandated through Title 5 regulations. For purposes of funding, the state takes a “snapshot” in time at the first 20% of the course. This is called Census. Because of this the census due dates may vary based on the length and start date of the course, so getting these dates on your calendar as soon as you can, would be helpful. You verify the enrollment numbers that will be used by the System Office to establish our apportionment for funding through your submission of Census Rosters. You should mark as dropped those students who have not attended the course since the beginning or by dropping students that you know will not continue. If you have a 299 or 149 course, check your census due date as soon as the course is established then submit Census Rosters for those, too. Honors courses with students enrolled must also be submitted.

1. Log into Blackboard
2. Select Faculty Eagle Advisor
3. Select Faculty Census Roster as seen below:

4. Select the term Fall 2008, if the rosters were due in Fall, otherwise select the current term.

5. At the next screen choose the course you want to submit by using the check box to the left of the course name, you can only do one at a time and will have to go back to select your remaining courses.
6. Print out the sheet by right clicking your mouse and selecting Print or by using the print command from the file menu in your browser. You cannot electronically submit it past the due date. So……
7. Sign it and turn it in to either the MVC or SJC instruction office. If you are an online instructor and do not come to campus, please mail it in care of the SJC Office of
Instruction. (If you are past due on 299, 149 or honors courses, you do not need to submit a past due Census Roster. Please be sure to include these sections in the next round of Census submissions, however.)

8. Remember, you will not be able to submit electronically after the due date. If you do try to submit electronically, you will not receive a confirmation of receipt success.

For instructions on how to submit Census Rosters on-time electronically, please see the instructions on the next page.
To Send Census Rosters On-time

1. Log into Blackboard
2. Select Faculty Eagle Advisor
3. Select Faculty Census Roster as seen below:

4. Select the current term and then SUBMIT

5. You will see a list of due dates for your courses. (It would be a good idea to put the dates for each course on your calendar.) If you submit your census rosters by the dates on the list, you will be able to use the electronic submit button and the rosters will be submitted before the actual census date, which will be considered “on time”.

6. Scroll down a little and choose the course you want to complete by using the check box to the left of the course name, you can only do one at a time.

7. Select the course and click SUBMIT.

8. If there are no changes other that what you see in STATUS, then click in the box “No Changes to Census Roster”, and you are done. If you have changes then continue....

9. Check the DROP STUDENT boxes for your “no-show” students or for students you know won’t be coming back, and SUBMIT.

10. Check the DROP STUDENT boxes for your “no-show” students or for students you know won’t be coming back, and SUBMIT.

11. You will be asked to SUBMIT one more time to make sure that you really want to drop the students and after that you will get a confirmation message.

12. Go back to the list of courses and do the next course.
13. The Census Roster function times out after 45 minutes of inactivity, but you can go back and pick up where you left off, if this happens.