

RaiderNet Instructions for Reporting Attendance and Grades

This guide will assist faculty with navigating RaiderNet for reporting student class attendance and grades.

RaiderNet/Roane State E-mail

It is imperative that you check your Roane State e-mail often and **encourage your students** to do the same. All official correspondence is through this method. Key information regarding deadlines for reporting attendance and grades will be sent to this address. Momentum e-mail and class rosters may be utilized; however, remember that important college information/deadlines will come through your Roane State e-mail.

Checking Class Rosters

Only those students OFFICIALLY in your class will be on your class list. If you have a student who is attending class and is not on your roster in RaiderNet, they are not registered and have not paid fees. Notify the student and have them contact Records/Registration (865) 882-4526. It is imperative that you verify your class roster often during the first couple weeks of class.

Reporting Class Attendance

Federal Financial Aid guidelines require institutions to report attendance on students prior to distributing funds. In addition, any excess financial aid funds must be made available to the student within the first 14 days of classes. Your cooperation in reporting attendance is necessary for RSCC to comply with these guidelines and to assist our students.

Who to Contact for Questions

RaiderNet - Navigation	Division Secretary
Class Rosters/Grades	Donna Mack Mackdk@roanestate.edu 865-354-3000, x 2131
Reporting Attendance	Melanie Fulbright Fulbrightma@roanestate.edu 865-354-3000, x 4752
E-mail problems	Help Desk Help@roanestate.edu 865-354-3000, x 4357 (HELP)

Self-Service Banner (SSB): Instructions for Faculty

To Log into RaiderNet:

www.roanestate.edu

Click on RaiderNet

Log into screen using regular PC log-in information

Blue "Banner" tab

Select: Self Service Banner

This brings up your Main Menu

To get a class roll: select "Faculty/Advisors"

Select: CRN Selection

Term: Current Term (submit)

It will bring up all courses that you are assigned to (use drop-down box)

Submit

It will stay on this course until you change the CRN selection or log-off. If you have more than one course you will need to go back to CRN selection to change courses.

To report attendance/ grades: select "Faculty/Advisors"

Select: CRN Selection

Term: Current Term (submit)

It will bring up all courses that you are assigned to (use drop-down box)

Submit

It will stay on this course until you change the CRN selection or log-off. If you have more than one course you will need to go back to CRN selection to change courses.

Select Attendance Reporting

This will bring up your class to report attendance

Touch all students – reporting yes or no (see back sheet)

Submit often

To report final grades: Select "Faculty/Advisors" menu

Select: CRN Selection

Term: Current Term (submit)

Select the CRN for the class you are reporting grades.

Use the same process that you used for reporting attendance.

Faculty/Advisor Menu: Summary Class list

Click on the student name and locate phone numbers, addresses, e-mail, etc.

General Navigation in Self-Service Banner (SSB)

Use "Return to Menu" or the top back arrow to get back to a previous menu.

The "Back to Banner Tab" will take you all the way out of SSB. You can use the back arrow on your navigation bar to take you back one screen.

Attendance Reporting

R00002091 Donna K. Mack
Fall 2017 Semester
Jun 25, 2017 12:01 pm

Enter Attendance Status and Last Date of Attendance if Status = S. If Confidential appears next to a student's name, the personal information is to be kept confidential.

Course Information
Composition I - ENGL 1010 ACT
CRN: 80580
Students Registered: 14

▲ Please submit attendance often. There is a 35 minute time limit starting at 12:01 pm on Jun 25, 2017 for this page.

Student Name	ID	Registration Status	Attendance	Last Attend Date MM/DD/YYYY	Attendance Confirmation Date
Baker, Madison L.	R00182589	**Registered** Staff	Not Reported		Not Reported
Capps, Rebekah L.	R00197199	**Registered** Staff	Not Reported		Not Reported
Capps, Jeffrey A.	R00204112	**Registered** Staff	Not Reported		Not Reported

Beginning of the term: 1st week of class (The longer you take, the longer the student has to wait for excess money!) The definition of “attendance” is yours!

You will need to make an entry for EVERY student using the pull-down bar.

Y= Attended class (at anytime)

N= Never attended

Date is populated automatically when you enter the “N”

S= Stopped attending (Do NOT use at this time)

When to report: We recommend you report attendance at the **first** class meeting. Exception – evening classes that meet once a week. **DEADLINE: Please check your RSCC e-mail for attendance reporting deadlines, especially for accelerated classes.**

The LIST: Each morning, about mid-week, a report listing faculty who have not completed LDA will be sent to the Deans, Division Secretaries, VPs, etc.

Changes: If the student shows up for class after you have reported them as never attending, please go to “Attendance Reporting” and update attendance for the student.

Personal Information Student Financial Aid **Faculty Services** Employee WebTailor Administration Finance

Search Go RETURN TO MENU SITE MAP HELP EXIT

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Attendance Reporting

Student Name	ID	Registration Status	Attendance	Last Attend Date MM/DD/YYYY	Attendance Confirmation Date
Baker, Madison L.	R00182589	**Registered** Staff	Not Reported	<input type="text"/>	Not Reported
		Apr 17, 2017			
Capps, Rebekah L.	R00197199	**Registered** Staff	Not Reported	<input type="text"/>	Not Reported
		Jun 13, 2017			
Capps, Jeffrey A.	R00204112	**Registered** Staff	Not Reported	<input type="text"/>	Not Reported

End of Term: For all students, use the last official day of classes – not the day you give the final exam. If you give a student an “F” – you will have to list the ACTUAL last date of attendance on the final grades screen.

Your attendance/grade choices:

ATTN	GRADE	NOTES
Y	ABCD	Good!
Y	F	You MUST give an LDA (do not use testing week) and the “Y” will change to an “S”
N	ABCD	Change “N” to “Y”, remove previous LDA, send Melanie an e-mail
N	F	Change the “N” to “S”, update the LDA, send Melanie an e-mail

Remember: ALL students on the grade roster MUST get a grade posted! Please recheck your roster after submitting....don't leave anything “blank”.

Ignore the “Attend Hours” column.

Submit every 10 minutes or so to prevent being logged off before completing the posting of the grades.