



How to view class rosters and enter grades



Overview

The Class Roll Display Form (SFASLST) form can be used to:

- display section information and student enrollment of a course;
- enter of final grades (after grades are entered on the form and rolled, they are permanently moved from SFASLST to academic history)

Note

An audit trail for this form can be accessed on the Student Course Registration Audit (SFASTCA) form.



How to view class rosters

Before you start

Before you proceed, you must have the following information:

- Term code
- Course reference number (searchable in SSASECQ)

Accessing class rosters

- 1 Enter SFASLST in the **Go** field on the **Main Menu** or choose the **Student FastTrack Menu > Registration > SFASLST**.

- 2 Retrieve the desired class roster by entering the **Term** and then tabbing over to enter the **Course Reference Number (CRN)**.

How to view class rosters



- 3 Click the **Next Block**  button.

At this point the form displays class enrollment for your section.

Seq	ID	Name	Stat	Mid	Fin	M
60	██████████	Ad██████████	RW	██████████	██████████	C
38	██████████	Al██████████	RW			C
61	██████████	Ba██████████	RW			C
30	1██████████	Cl██████████	RW			C
8	██████████	Co██████████	RW			C
55	██████████	Di██████████	RW			C
47	1██████████	Do██████████	RW			C
28	██████████	Er██████████	RW			C
72	1██████████	Fo██████████	RE			C
3	1██████████	Gal██████████	RW			C
2	██████████	Gal██████████	RW			C
20	1██████████	Gr██████████	RW			C
66	██████████	Gr██████████	RW			C

Options for class rosters

You can monitor this roster according to your needs and you can query it for the information that you might require.

- 1 Enter query (**F7**) and type in one of the criteria listed in the following Query Description table.
- 2 Execute query (**F8**).



Query	Usage details	Criteria
<p>Query for registration sequence (Seq field)</p>	<p>To monitor section registration.</p> <p>The number in the Seq field represents the order in which students register for a section. After rolling, class rosters will not be sorted by sequence number. Querying becomes the best way to extract the ordinal you require from the class roster.</p>	<p>Numbers or wild-cards</p> <p>E.g. "8_" retrieves the last registrants in a section of eighty-something students.</p>
<p>Query for registration status (Stat field)</p> <div data-bbox="268 626 348 701" style="border: 1px solid black; padding: 2px; width: fit-content; margin-top: 10px;"><i>Note</i></div>	<p>To retrieve students (or the number of students) who manually registered in the course (RE). To retrieve students (or the number of students) who registered themselves on the web (RW).</p> <p>When the registration status of a student changes (SFAREGS) to drop status, such as DD (Drop/Delete) or DW (Web Drop), the student no longer displays on SFASLST. Therefore, drop status queries cannot be executed in the Stat field on SFASLST.</p>	<p>RE or RW</p>
<p>Query for final student grade (Fin field)</p> <div data-bbox="268 944 348 1019" style="border: 1px solid black; padding: 2px; width: fit-content; margin-top: 10px;"><i>Note</i></div>	<p>To retrieve students (or the number of students) that received a certain grade.</p> <p>Providing that you are viewing a class roster that already has its grades entered, you can perform this query on the Fin field.</p> <p>SFASLST allows users to enter either letter grades or number grades. (All numerical values are converted to letters when they are rolled from SFASLST.) Because the Fin field accepts both numbers and letters, your query for a letter will not retrieve corresponding number grades and vice versa. Remember to query for "80" and "A" to ensure you access complete results.</p>	<p>Any letter grade or any number grade</p> <p>E.g. "71" or "C+"</p>
<p>Query for rolled grades (Rolled box)</p>	<p>To retrieve students (or the number of students) whose grades have been rolled to academic history.</p> <p>If you wish to find students whose grade has been rolled to you could query for Rolled indicators that are checked. This query requires that you are viewing a class roster that already has its grades entered.</p>	<p>Box checked or unchecked</p>
<p>Query for mode (M field)</p>	<p>To retrieve students (or the number of students) who have registered for the section using the satisfactory/unsatisfactory (S) option. Less commonly, to find students (or the number of students) who have registered for the section using other options, such as the Standard McGill Grading (C) option or the Medical (M) option. See field description for "M" on page 9.</p>	<p>S, C, M, Q, T or Z</p>

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Query	Usage details	Criteria
Query for hours (Hours field)	To retrieve the credits hours of a section. Querying on the Hours field only becomes useful in cases of cross-listed courses. For instance, a section may have various credit hours assigned to it when it is cross-listed.	CEU-formatted number E.g. 6.000 would retrieve all registrants in the section for whom six credit hours are available.

How to enter grades



How to enter grades

- 1 Retrieve the desired class roster by entering the **Term**, <tab>, and enter the **Course Reference Number**.

Class Roll Display SFASLST 6.0.0.1

Term: Course Reference Number:

Roll: Degr Awrdr Ind:

- 2 If you are entering grades that do not count toward GPA or credits, such as **L**, **K** or **W** grades, check the **Roll** indicator. For all other grade entries, leave it unchecked.
- 3 **Next Block** to view the students enrolled in the section to grade.

Class Roll Display SFASLST 6.0.0.1

Term: Course Reference Number:

Roll: Degr Awrdr Ind:

Seq	ID	Name	Stat	Mid	Fin	M
60	XXXXXXXXXX	Ad XXXXXXXXXX	RW			C
38	XXXXXXXXXX	Al XXXXXXXXXX	RW			C
61	XXXXXXXXXX	Bar XXXXXXXXXX	RW			C
30	XXXXXXXXXX	Cl XXXXXXXXXX	RW			C
8	XXXXXXXXXX	Co XXXXXXXXXX	RW			C
55	XXXXXXXXXX	Di XXXXXXXXXX	RW			C
47	XXXXXXXXXX	Do XXXXXXXXXX	RW			C
28	XXXXXXXXXX	Er XXXXXXXXXX	RW			C
72	XXXXXXXXXX	Fo XXXXXXXXXX	RE			C

- 4 Enter the grade in the **Fin** field next to the appropriate student.

Note

Numerical grades entered here will be converted to letter grades in academic history and on the transcript.

- 5 When finished entering grades, click **Save** .



Field descriptions for SFASLST

(Consult the corresponding form illustration for [“Accessing class rosters”](#) on page 2.)

	Item	Description
1	Term (Required)	<p>A 6-character code that identifies the relevant term for the section. The first 4 digits identify the attendance year, the last 2 identify the starting month of the term.</p> <p>Examples:</p> <p>200409 — Fall 2004</p> <p>200501 — Winter 2005</p> <p>200505 — Summer 2005</p>
2	Course Reference Number (Required)	<p>A unique number associated with a course section. When a section is created, Banner generates the next number in sequence. CRNs are different each term, even for the same course section.</p> <p>The CRN is different than the Crse Number, which is assigned to the course in the catalog.</p>
3	Roll	<p>The Roll box determines when the grades entered in the main block are rolled to academic history. If checked the grades entered will update history files immediately. If unchecked the data is written to a collector file and the grades are rolled overnight (if the course has been approved for rolling to academic history via the web grade approval form).</p> <p>As a result, check Roll whenever you enter the following grades:</p> <p><input checked="" type="checkbox"/> — L, K or W: Grades that do not count in credits and GPA.</p> <p>Checking the roll box will ensure that instructors will not be able to change the grade, such as L, between the time of grade entry and the time of the overnight roll process.</p> <p>Do not check Roll when entering any other grade:</p> <p><input type="checkbox"/> — A, B, C etc.: Grades that do count in credits and GPA.</p> <p>Grades that count in credits or GPA will move to academic history when the overnight batch process is run.</p> <p>Other processes such as the GPA calculation process and the repeat checking process need to be run at the same time as the grades are rolled when the grades count in credits or GPA.</p>

Field descriptions for SFASLST



	Item	Description
4	Degr Awrd Ind	<p>Degree Award Indicator determines which students on the roster will be displayed in the in the main block. Leave the field blank (default position).</p> <p>If you enter a value in this field you will only be allowed to view or enter the grades of students with a specific degree status, as indicated on the student's record on the Degree and Other Formal Awards Form (SHADE-GR). Optional values include:</p> <p>A — Awarded</p> <p>P — Pending (student has indicated the intention to graduate)</p>
5	Seq	<p>Sequence Number. Read only.</p> <p>Students are assigned numbers sequentially as they enter the course. Initially the students are ordered by sequence number. After the class roster report is run, the students are ordered on SFASLST in alphabetical order. Even after the class roster is run, the sequence number is maintained and continues to display the order in which the students registered.</p>
6	ID	<p>9-digit McGill Identification Number. Person must exist in the database but does not need to have a General Student record.</p>
7	Name	<p>Student Name. Read only.</p>
8	Stat	<p>Registration status of the course, imported from Student Course Registration Form (SFAREGS). Read only.</p> <p>When the registration status of a course is changed on SFAREGS to a status such as DD (Drop/Delete) or DW (Web Drop), the student is removed from the class list on SFASLST. This does not cause the sequence number for other students in the course to change. If the registration status of a course on SFAREGS is changed back on the student registration record to a status, such as RE, the original sequence number is re-established.</p>
9	Mid	<p>Mid-term grade. Not used at McGill.</p>
10	<p>Fin (Required)</p> <div data-bbox="178 1442 268 1538" style="border: 1px solid black; padding: 2px; width: fit-content;"> <p><i>Note</i></p> </div>	<p>Final Grade. Consult SHAGRDE for a full listing of possible values you can enter into this field.</p> <p>If a grade is already entered and has been rolled to history, this field becomes read only. Changes must be made on SHAINST/SHATCKS.</p> <p>A registration status on SFAREGS can generate a grade on SFASLST. For example, for a "WC" status, the Fin automatically becomes W on SFASLST. However, if a status is saved after a grade is rolled, the grade which would normally be generated does not override the existing grade.</p>

Field descriptions for SFASLST



	Item	Description
11	M	Grade mode. Read only. C — Standard McGill Grading S — Satisfactory/Unsatisfactory Q — Substitute Grade M — Medical T — Transfer Z — Pre-Banner Go Live
12	Rolled	Read only. When box is checked, it indicates that the grade has been rolled to academic history. Grade cannot be changed on this form.
13	Hours	Credit hours or CEU hours established for the course. Display and query only.
14	Grade Comment	Not used on this form.
15	Description	Not used on this form.
16	Date	Registration status date. Initially the date would be the date of registration. If the registration status is changed on SFAREGS, this date will change to reflect the date the status was changed (not the date that the grade was entered or rolled to history).