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Arts, Business, Behavioral Science & Social Sciences Division

Spring 2015 Semester dates:

<table>
<thead>
<tr>
<th>Session</th>
<th>Official Day</th>
<th>W Day</th>
<th>Grades Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 week</td>
<td>1/26/2015</td>
<td>4/2/2015</td>
<td>5/12/15 by noon</td>
</tr>
<tr>
<td>12 week 1</td>
<td>2/17/2015</td>
<td>4/13/2015</td>
<td>5/12/15 by noon</td>
</tr>
<tr>
<td>14 week 1</td>
<td>2/04/2015</td>
<td>4/06/2015</td>
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<tr>
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<td>1/27/2015</td>
<td>3/30/2015</td>
<td>5/12/15 by noon</td>
</tr>
<tr>
<td>1st 8 week</td>
<td>1/20/2015</td>
<td>2/18/2015</td>
<td>5/12/15 by noon</td>
</tr>
<tr>
<td>2nd 8 week</td>
<td>3/23/2015</td>
<td>4/24/2015</td>
<td>5/12/15 by noon</td>
</tr>
</tbody>
</table>

For additional semester dates please contact Deena Donaho

IMPORTANT CONTACT INFORMATION

Lone Star College – Tomball
ABBSSS Division, W219
30555 Tomball Parkway
Tomball, TX 77375

Division Office at Tomball: West Hall – 2nd Floor, Office suite: W219

Division Staff Assistant: Donna Fitzpatrick, (281) 401-1816, donna.m.fitzpatrick@lonestar.edu

Contact Donna regarding: syllabi, vitae, desk copies, copy codes, end-of-the-semester checkout, supplies

Division Coordinator: Deena R. Donaho, (281) 357-3798, deena.r.donaho@lonestar.edu

Contact Deena regarding: classes, classrooms, keys/keycards

Division Operations Manager: Adriane Hutchison, (281) 357-3760, adriane.hutchison@lonestar.edu

Hiring paperwork, transcripts, pay schedule, absence forms and travel, payroll issues and budget questions

Dean: Jill Riethmayer, (281) 351-3342, jill.riethmayer@lonestar.edu

Department Chairs

Business: Joe Cahill, (281) 357-3617, Office: E213D, joseph.m.cahill@lonestar.edu

Behavioral Sciences: Debra Parish, (281) 351-3341, Office: S153G, debra.parish@lonestar.edu

Social Sciences: Dr. Annie Benifield, (281) 357-3761, Office: S257D, annie.j.benifield@lonestar.edu

Program Coordinators

Arts: Gary Cooper, (281) 401-1890, Office: PAC, charles.cooper@lonestar.edu

Drama/Theatre: Sherri White, (281) 357-3654, Office: E171E, sherri.r.white@lonestar.edu

Music: Dr. Lisa Morales, (281) 401-1845, Office: C219, lisa.morales@lonestar.edu

POLICE

For campus emergencies and non-emergencies (unlocking classroom doors), please call 5911 from an on-campus phone or (281) 290-5911.

Links to important information

Academic Calendar for each semester: http://www.lonestar.edu/academic-calendar.htm

Final Exam Schedule: http://www.lonestar.edu/examschedule.htm
Important Information

Absences
If you are absent, you will need to notify your department chair and also the division office. If you know in advance you will need to be absent, you should contact your Department Chair to arrange for a substitute. You will need to provide lesson plans for a substitute.

In the case of a last minute absence, please contact your Department Chair as well as someone in the division office to post a cancellation notice on your classroom door to inform your students. Contact the division staff: Donna Fitzpatrick (281) 401-1816 or Deena Donaho (281) 357-3798.

Adjunct instructors are allowed the equivalent of 1/16 per course of paid absence per semester. This is defined by the number of contact hours the course has (ex: 1/16th of a 48 contact hour course = 3 hours). Absence in excess of the allowed amount will result in pay being reduced at the rate of $39.75 per hour. Time does not accrue from semester to semester. You will also need to submit a Vacation/Sick Leave form to Adriane Hutchison.

Adjunct Offices
The Adjunct Faculty Offices are located in E212 and E213. They are equipped with computers, printers and a copier. These offices are located in the Faculty Office Suite in the East Hall on the 2nd floor.

Bookstore
The bookstore on campus is operated by Follett Higher Education Group. You can visit their website at http://www.efollett.com. They are located at the end of the East Hall (outside) between the main building and the East building. Their phone number is (281) 351-3398. Hours of operation are:

- Monday: 7:45am – 7:00pm
- Tuesday – Thursday: 7:45am – 5:00pm
- Friday: 9:00am – 1:00pm
- Weekends & Holidays: Closed

Class Rosters
You can access your class rosters through your MyLoneStar Faculty Center. You are encouraged to check for the most updated class roster as close to the start date of your class as possible.

IMPORTANT: You must send any student who is present in your class and not on the class roster to the Admissions Office immediately. For a student to be counted for state funding, they must have paid prior to the official day. Waiting to address this issue on the Official Day Roll is too late.

Copy Code & Copying
The campus is equipped with Canon copiers. You will log on to a Canon copier with your Employee ID. You can find your Employee ID on your pay advice in iStar (Self Service → Payroll & Compensation → View paycheck). Your employee ID is in the upper left portion of the paycheck. If you are new, you may obtain your Employee ID number from the division office.

Once logged in, you will see a list of departments, projects, clubs you are authorized to make copies for at LSC-Tomball. You will need to select the appropriate department, project or club and make your copies.

Office Services
Office Services is another option for your copying needs. The Office Services department is located in S150. This is where your mailbox and the division mailbox are located. You can email your documents electronically for copying to TomballOfficeServices@lonestar.edu. Please send 24-48 hours in advance.

Office Services phone number: (281) 351-3309
Hours of Operation: Monday – Thursday 7:30am – 7:30pm
Email Address
All employees will have an active email address with Lone Star. **We require that you check your Lonestar email at least a minimum of 3-4 times per week.** This will be the primary means of communicating with you from the division office, department chairs, and other offices within the Lone Star College System. Please check your email often!

If you are a new adjunct, once you have been set up in our system by Human Resources, you will be able to access your email account. You will need to log into MyLoneStar (http://my.lonestar.edu). You will need to get your User ID & Password by using the Self-service tools.

Field Trips for Students
Special paperwork is required and must be completed prior to any field trip required as part of the student’s grade. Please contact Deena for assistance and the appropriate forms.

Forms & Supplies
Please ask the division office staff for any forms you may need. Office & instructional supplies are also available in the division office (W219).

Key cards
You will be issued an electronic key card to use for unlocking your classroom and the adjunct offices. The adjunct offices are located in the East Hall office suite, rooms E212 & E213, at the Tomball campus. **If you lose your keycard, you will incur a $20 charge to replace it. This is new for the Fall 2013 semester.**

Library
LSCS Library cards are available to all full-time faculty, adjuncts, students and staff. Library cards are issued at the Library Circulation Desk. The library liaison for our division is Alpana Sarangapani. She can be reached at (832) 559-4219, or by email at: alpana.sarangapani@lonestar.edu.

<table>
<thead>
<tr>
<th>Library Websites</th>
<th>Library Websites</th>
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<tbody>
<tr>
<td><a href="http://www.lonestar.edu/library.htm">http://www.lonestar.edu/library.htm</a></td>
<td><a href="http://www.lonestar.edu/library.htm">http://www.lonestar.edu/library.htm</a></td>
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<tr>
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<td><a href="http://www.hcpl.net/">http://www.hcpl.net/</a></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Hours of Operation</th>
<th>Hours of Operation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Thursday 8:00am – 9:30pm</td>
<td>Monday – Thursday 8:00am – 9:30pm</td>
</tr>
<tr>
<td>Friday 8:00am – 6:00pm</td>
<td>Friday 8:00am – 6:00pm</td>
</tr>
<tr>
<td>Saturday 10:00am – 5:00pm</td>
<td>Saturday 10:00am – 5:00pm</td>
</tr>
<tr>
<td>Holidays &amp; Breaks: Call for hours</td>
<td>Holidays &amp; Breaks: Call for hours</td>
</tr>
</tbody>
</table>

Mailboxes
Your mailbox will be located in Office Services in S150 at the Tomball campus. Please check your mailbox every time you are on campus.

Official Day Class Roll
You will need to verify your Official Day Class Roll after the official day of record (refer to dates on Page 2). A notification will appear at the top of your Faculty Center page in MyLoneStar with a link to verify the Official Day Roll for each class you are assigned to. You can follow this link to electronically certify that the Official Day Roll is verified. It is recommended that you print a copy of the Official Day Roll for your records. **Be sure you click the VERIFIED option and then click the SAVE button.** Once you click the Save button, the Official Day Roll has been verified.

You will only have **5 working days** to verify your official day roll. If you have not verified your roll within this time period, the division dean will be notified.
Parking
All students, faculty, staff and visitor vehicles utilizing LSCS parking lots and garages must display a valid LSCS parking permit or they will be issued a ticket. More information, including how to obtain a parking permit, can be found here: http://www.lonestar.edu/parking.htm.

Syllabus
Please use the syllabus template provided on the COTE website: http://www.lonestar.edu/Tomball-Adjunct-Resources.htm. Your syllabus must be uploaded in MyLoneStar by the end of the first week of your class. It is mandated by law that your syllabus be posted for access by students and the general public!

Syllabi should be added / updated through the MyLoneStar portal.

From the menu: "LSCS Custom" → "Faculty Syllabi" → "Add/Edit My Syllabi" → "Add a New Value"

Your syllabus will now appear in the main list of faculty syllabi. The search application for the students and general public is: https://www.lonestar.edu/syllabus.htm. Your syllabus will be archived for two years.

Vitae
It is mandated by law that your vitae be posted for access by students and the general public! Your vitae should be added / updated through the MyLoneStar portal. Your vitae will need to be posted once a year in the Fall. Adjuncts teaching concurrent semesters will not need to re-post their vitae in the Spring. If you begin teaching in the spring, you will need to post your vitae at that time.

From the menu: "LSCS Custom" → "Faculty Vitae" → "Add/Edit Vitae" → "Add a New Value"

Your vitae will now appear in the list of faculty vitae. The search application for students and the general public is: https://www.lonestar.edu/vitae.htm.

Textbooks
Contact the Division Staff Assistant, Donna Fitzpatrick, to obtain desk copies and instructor materials for the course you are teaching. Many instructor materials are only available online through the publisher’s website. You may contact Danielle for publisher information when needed.

Performance Evaluation
Adjunct faculty will be observed and assessed during the first term of teaching for LSCS by their department chair, director or designee. After the initial assessment, an observation and assessment will occur at least once every three years. Exceptions to the frequency of assessment can be made by the Academic Dean, on the recommendation of the Chair or Lead Faculty at each college.

You will be notified in advance that your class will be observed. The Chairs will work with you to be sure that they are not coming when you have scheduled an exam, a library research day, etc. Generally, the evaluator will stay for the full class period.

Following the observation, you will have a “debriefing” meeting with your Chair to add any comments that you wish, sign the form and return it to the Chair. You will be given a copy of the completed evaluation form.

Student Evaluation
Student evaluations are conducted every 16-week semester. Student evaluations are conducted electronically in MyLoneStar. After the semester ends, you can view the evaluations, plus all the comments through MyLoneStar.
**Voice Mailbox**

To request a voice mailbox, please go to: [http://intranet.lonestar.edu/ots/help](http://intranet.lonestar.edu/ots/help). Click on “Adjunct Faculty Voicemail Request” to complete the form. Your account will be generated within 24 hours of your request. Please contact the Service Desk toll free at 1-866-614-5014 if you need assistance.

Your voice mailbox will remain active as long as you teach at least one class for the Lone Star College System per academic year. The number is the same for your students to contact you at, regardless of your teaching assignment location. These voice mailboxes are permanently assigned; they won’t change term-to-term or year-to-year.

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**Classroom Equipment**

**Phones in the Classrooms**

The purpose of the phones is to provide immediate access to campus security. These phones directly dial central dispatch and cannot be used to dial internal or external numbers. However, if you do experience a technology issue, call 5911 and advise the dispatch operator you need technical assistance. You will be connected to the Service Desk.

**Media Equipment**

All classrooms are equipped with media carts which contain a computer, VCR, DVD player, as well as an overhead projector. If you need assistance with the media cart or media in your classroom, please contact the OTS Department (Office of Technology Services) at (832) 813-6600. Also, if you need a demonstration of the media cart functions, please contact the OTS department. The Media Services Department is located in S203.

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**End of Semester**

Final exams must be held at the publicized scheduled time. There should be no exceptions. To find out when your final exams are scheduled, please consult the final exam schedule at [http://www.lonestar.edu/examschedule.htm](http://www.lonestar.edu/examschedule.htm)

Grades are due in iStar and all checkout materials must be turned in to the division office by the due dates specified on Page 2.

The following materials must be turned in to the ABBSSS Division office at LSC-Tomball, W219:

- Final Grade Roster printouts from iStar (one copy with each page signed)
- Grade Sheets with grade detail (grade book insert)
- Incomplete Contract Forms signed by Instructor and Student (if applicable)
- Any CE Grades (if applicable)
- Any textbooks/instructor resources you will no longer be using (if not returning next semester)
- Classroom card key

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**Other Important Information**

**iStar**

All employees will have an active account in iStar. You can access your account with your network user name and password. From any page at [www.lonestar.edu](http://www.lonestar.edu) click on the myLoneStar link. Enter your network username and password (this is the same information used to access your email and/or computer).

**iStar Faculty Center** - You will be able to view your class schedule, print your class rosters, use the gradebook feature to post grades throughout the semester, and post final grades at the end of the semester through the Grade Roster.

To access your iStar Faculty Center:

1. From any page at [www.lonestar.edu](http://www.lonestar.edu) click on myLoneStar link
Grade Book inserts in iStar:
The iStar system does not generate grade book inserts. You will need to do one of the following to record your grades in a grade sheet format:

1. Set up your grade book categories through iStar GRADEBOOK. When you input the final grade in iStar Grade Book and submit them, it will automatically submit the final grades (no need to input grades through the grade roster).

2. Create your grade book categories through Angel and use Angel grade book. At the end of the session, you will need to transfer the final grades to the Grade Roster in iStar.

Self-Service in iSTAR:
You will also have a Self-Service tab in iStar with the following features:

- View and update your personal information
- View and update emergency contact information
- View non-ERS benefit information
- View and update direct deposit and W4 information
- View and update credential information and MyWorkshop learning history
- Register for future training in the Lone Star Learning Network
- Enter absence requests (adjuncts should not use this feature in iStar; complete absence form provided)
- View your paycheck

Step 1: Log into myLonestar [http://my.lonestar.edu](http://my.lonestar.edu)
Step 2: Scroll to the “Self-service” tab located in the left column

If you need assistance with the iStar processes, please contact Educational Services at 281-401-1871. You may also visit the open lab located in E-214.
IMPORTANT Grade Roster Changes in Faculty Center effective Fall 2011

Effective November 7, 2011, an upgrade (bundle 22) was applied to the grade roster feature in iStar. This upgraded feature added an unsaved data warning on the Faculty Center Grade Roster page. **Navigation between tabs and links while grades are being entered is now disabled.** Disabling navigation will prevent faculty from navigating away from the grade roster page without saving the grade entries first. The message will appear as soon as a faculty member enters the first grade. This change applies to both credit and continuing education final grading.

![Image showing the warning message](image)

1. After entering the first grade and clicking out of the field, this warning message will appear.
2. You now **will not** be able to navigate to any of the Faculty Center tabs (my schedule tab, class roster tab, gradebook tab, class assignment tab, etc.).
3. You may continue entering the remaining grades, **– OR –**
   - You may click on the button **enable tabs & links**.

You will receive a Save Warning window, “You have unsaved data on this page. Click OK to go back and save or Cancel to continue.”

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**DOCUMENT NAME:** Entering Final Grades in Grade Roster in Faculty Center_V50.docx

**Document Owner:** Contact document owner listed for changes, corrections or additions to this document.
Entering Final Grades in Grade Roster in Faculty Center

In the Faculty Center, final grades are entered for students in the Grade Roster. The Grade Roster is a static page. The Grade Roster goes through two processes: Entering of grades by the faculty member and then posting of grades done automatically by an iStar batch process. The Gradebook button should NOT be used to enter final grades.

More information regarding iStar Gradebook and the Entering and Posting of Grades can be located on the iStar Help Documents link located above.

<table>
<thead>
<tr>
<th>Grade Roster</th>
<th>Gradebook</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use this button</td>
<td>Do Not Use This Button</td>
</tr>
</tbody>
</table>

Navigation: Self Service > Faculty Center > My Schedule

1. Click on Grade Roster button.

2. Select drop down arrow in Roster Grade column and assign grade.

3. Once all grades have been entered, change the Grade Roster Action to Approved.

4. Click the Save button.
   You have successfully entered your final grades. Your grades will be posted to the student transcript when the next iStar grade post process runs.
Frequently Asked Questions

Q: IF THE STUDENT FAILS TO COMPLETE THE I CONTRACT, WILL THE I GRADE CHANGE INTO AN F AFTER THE END OF THE NEXT LONG SEMESTER, OR WILL THE I GRADE REMAIN INDEFINITELY?
A: (ORIE) Yes, ORIE runs a process after the Spring and Fall semesters that changes the “I” grades to “F” if the grade hasn’t already been changed.

Q: WOULD IT BE POSSIBLE TO HAVE A REPORT CREATED TO IDENTIFY STUDENTS WITH I GRADES? THIS WILL HELP THE DIVISION OFFICES FOLLOW UP WITH INSTRUCTORS.
A: (ORIE, Connie Garrick) We don’t currently have one but it’s a very easy query to build and we can move it to production to use. I’ll get it done and let you know when ready.
Partial Posting for Grades
Job Aid
Partial Grade Post

In this example you will see an illustration of Partial Grade Posting:

Click on SAVE once the grades you wish to enter have been entered.

The APPROVAL STATUS must be set to NOT REVIEWED in order to open up the Grade Roster to continue grading students whose grades have not yet been posted to the student’s record. If the status is changed to READY FOR REVIEW, this will still allow grades to be entered.

The Partial Post Process will post grades to the student’s record and runs every 15 minutes Monday - Saturday.
If the status is changed to APPROVED, all grades must be entered or the below error will occur:

Partial grades entered and posted will appear like this:

Once partial grades have been posted, and a grade has to be changed, click on the “Request Grade Change” during the seven day window to change a grade. Once that seven day window has passed a paper grade change would need to be initiated.
Requesting Grade Changes thru iStar
Faculty Center—Request Grade Change

Effective Sunday, May 6, 2012, faculty will now have seven calendar days to submit an official grade change through the faculty center AFTER grades have posted. Faculty will see a Request Grade Change link after the final grade roster has posted.

**NOTE:** The Request Grade Change link will still be available after the seven calendar days have passed but will return with an error if accessed.

**Requesting a Grade Change through Faculty Center**

1. Click on the **grade roster** icon on the course you wish to have a grade changed.
2. Click on the **Request Grade Change** link located in the Grade Roster Action section. The grade roster must be posted in order to view the Request Grade Change link.
3. On the **Grade Change Request** page, click on the **Official Grade** drop down arrow of the student whose grade you wish to change and select a new grade.
4. Click the **Submit** button located on the bottom right.
   You may return to the grade roster to verify the grade change posted successfully.
Uploading Syllabus/Vitae
To add or edit your syllabus information, take the following steps:

1) From the homepage, navigate to the “Add/Edit Syllabi” link by going to “LSCS Custom” -> “Faculty Syllabi”

2) If you are editing a syllabi go to step #6.
   To add a syllabi, click the tab “Add a New Value”

3) Click the magnifying glass to select a term.

4) Select a term.

5) The value returned will be a number. Ex: Spring 2011 = 1111
   Click the “Add” button.
   Go to step #7.
6) If you are editing a syllabi, click the “Search” button and a list of your previous submissions will appear below. Select from the list to continue.

7) Click the magnifying glass to select an available course or type in the course number manually. (Note: the course needs to be formatted a particular way, see the example)

8) The list should show your courses for the selected term semester.

9) The course title will appear if the system finds a match based on the course number.

10) Click the “Add Attachment” button to add the syllabus. You can have up to two files attached. (Please limit the file size to 3MB, the number of characters in the filename to 60 and the file type to: doc, docx, pdf or rtf)
11) Click “Browse...” to select a file to upload.

12) Once you have selected a file, a link will appear next to the “Add Attachment” button to view the uploaded file.
   
   To unselect a file, click the “Add Attachment” button and click the “Cancel” button.

13) Add appropriate information in the two available areas.

14) Click the “Save” button at the bottom when finished with the form.

15) Once the information is saved, the “Last Updated” field will show the date and time when the information was recorded.
Verifying Official Day Roll
Verifying Official Day Roll (ODR) in Faculty Center with Comments

On the **Official Day of Record** (also referred to as the census date) for each session within each term a notification will appear at the top of the Faculty Center / My Schedule page with a link to verify the Official Day Roll (ODR). This link will remain visible to the faculty member for five business days only. You can follow this link to electronically certify that the Official Day Roll is verified. You may also print a copy of the Official Day Roll for your records.

Official Day Roll verification in iStar requires your browser to open in a series of pop-up windows. Many browser settings do not allow for pop-up windows. **Make sure your browser settings allow for pop-up windows** (steps to do this are listed in this job aid).

If you do not verify the **Official Day Roll within the five business days, the link will disappear**. If the link is no longer visible to you in your Faculty Center, you will need to contact your Division Coordinator or Department Office Manager to have the ODR regenerated to your Faculty Center.

**NAVIGATION: Self Service > Faculty Center > My Schedule**

1. Navigate to Self Service / Faculty Center / My Schedule.
2. Click on the Official Day Roll needs verification link.
3. Click the Transfer to Official Day Roll link to the class(es) that are requesting verification.
   A separate window will open with the Official Day Roll links.
   Remember that there can be multiple classes that need verification.

**Please Click on “Transfer to Official Day Roll” to Continue**
4. On the **Official Day Roll** verification page, you may enter a comment if a student has never attended your course. You will need to enter the student’s name, student ID and the comment, “never attended.”

5. Click the **Verified** button, and **Save**.

6. Once the Official Day Roll has been verified and saved, you will see a button to **Print Official Day Roster**.

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**Official Day Roll**

ACCTC 2200202 - 1001 Prin Acc II

Lectue (1350)

<table>
<thead>
<tr>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Meeting Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mo-W 2:00PM - 3:20PM</td>
<td>East 101</td>
<td>Michael Scott</td>
<td>01/17/2012 - 02/13/2012</td>
</tr>
</tbody>
</table>

**Enrolled Students**

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Grade Basis</th>
<th>Units</th>
<th>Program and Plan</th>
<th>Level</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Dario, James</td>
<td>CEU</td>
<td>8.00</td>
<td>CE-North Harris - General (CEU)</td>
<td>Michael Scott</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Donaghy, Jack</td>
<td>CEU</td>
<td>8.00</td>
<td>CE-North Harris - General (CEU)</td>
<td>Michael Scott</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Hornberger, Pete</td>
<td>CEU</td>
<td>8.00</td>
<td>CE-North Harris - General (CEU)</td>
<td>Michael Scott</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Jordan, Tracy</td>
<td>CEU</td>
<td>8.00</td>
<td>CE-North Harris - General (CEU)</td>
<td>Michael Scott</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Lamon, Liz</td>
<td>CEU</td>
<td>8.00</td>
<td>CE-North Harris - General (CEU)</td>
<td>Michael Scott</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Manonay, Jenna</td>
<td>CEU</td>
<td>8.00</td>
<td>CE-North Harris - General (CEU)</td>
<td>Michael Scott</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Poell, Kenneth</td>
<td>CEU</td>
<td>8.00</td>
<td>CE-North Harris - General (CEU)</td>
<td>Michael Scott</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Poullain, Fabian</td>
<td>CEU</td>
<td>8.00</td>
<td>CE-North Harris - General (CEU)</td>
<td>Michael Scott</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Bourjeall, James</td>
<td>CEU</td>
<td>8.00</td>
<td>CE-North Harris - General (CEU)</td>
<td>Michael Scott</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Xarof, Celia</td>
<td>CEU</td>
<td>8.00</td>
<td>CE-North Harris - General (CEU)</td>
<td>Michael Scott</td>
<td></td>
</tr>
</tbody>
</table>

**Comments (up to 254 characters)**

James Spurlock – 8100039 – Never attended

The faculty member is verifying that the students listed were “registered” as of the date listed in this statement. The date listed is the census date. In this example, 1/30/2012 is the census date for Session 1 which is a regular, 16 week course.
Verifying Official Day Roll Frequently Asked Questions

Q: WHAT IF ONE OF THE STUDENTS LISTED ON THE OFFICIAL DAY ROLL HAS NEVER ATTENDED CLASSES?
   A: You should enter the student’s name, student ID and the comment “never attended” in the comments box on the Official Day Roll page (effective 10/15/11).

Q: WHAT IF A STUDENT IS ATTENDING BUT DOESN’T APPEAR ON THE OFFICIAL DAY ROSTER?
   A: Have the student report immediately to Student Services! This could indicate that the student is attending your course but has not registered nor paid for the course properly.

Q: IS THERE AN OPTION TO INDIVIDUALLY SELECT EACH STUDENT AND VERIFY?
   A: No. Official Day Roll is verified for the entire course only and not individual students.

Q: MY CLASSES HAVE STARTED AND ONE CLASS HAS A ODR LINK AND THE OTHER DOES NOT. WHY IS THAT?
   A: Official Day Roll is generated 24 hours AFTER the census date of the term and session. If you teach multiple sessions over a term, you may have different census dates for each session. For example, in the list of summer 2011 sessions below, the Official Day Roll Generation date is 24 hours after the census date. The ODR link should appear to the faculty member in Faculty Center on the Official Day Roll Generation date. It appears that for this issue, one class has reached 24 hours after census date but the other has not.

<table>
<thead>
<tr>
<th>Term</th>
<th>Session</th>
<th>Session Name</th>
<th>Start Date</th>
<th>End Date</th>
<th>Instr.</th>
<th>Census Date</th>
<th>W Date</th>
<th>Official Day Roll Generation Date</th>
</tr>
</thead>
</table>
Allowing for Pop-Up Windows in Internet Explorer

iStar uses many custom pages and processes that require your browser to allow for new windows to be opened (sometimes referred to as “pop-up windows”).

INTERNET EXPLORER 7 or 8

NAVIGATION: Open Internet Explorer 7 or 8 > Tools > Pop-up Blocker > Turn Off Pop-Up Blocker

1. Open Internet Explorer 7 or 8.
2. Click on the Tools down arrow on Internet Explorer Menu Bar.
   If Tools is not displayed in your browser, right-click on gray area next to the tabs in your browser session and select Menu Bar.
3. Click on Pop-up Blocker.
4. Click on Turn Off Pop-Up Blocker.
   If your pop-up blocker is already turned off, your option will read “Turn On Pop-up Blocker.” In this case, you do not need to do anything.
Allowing for Pop-Up Windows in Mozilla Firefox

**NAVIGATION:** Open Mozilla Firefox > Tools > Options > Content > Deselect Block pop-up windows

**MOZILLA FIREFOX**

1. Open **Mozilla Firefox**.

2. Click on the **Tools** / **Options** from the main navigational pane

3. Click on the **Content** icon.

4. Deselect **Block pop-up windows**.
   
   If this option is already deselected (not checked), then your pop-up blocker is already turned off.

5. Click **OK**.
View and Print Class Roster in Faculty Center
View and Print Class Roster in Faculty Center LSC

Using the Faculty Center, faculty members can view and print class rosters for those classes assigned to them. This class roster can be printed for the faculty member's records. Faculty members can also use the class roster to email a student or students in a particular class.

Upon completion of this topic, you will be able to:

- View and print a class roster.
- Communicate with one or more students in a class via email.

Procedure

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Log into MyLonestar (portal) by typing my.lonestar.edu into any browser window. 
     | The username you enter is the same logon you use to retrieve your email or sign into your computer. 
     | Click in the Username: field. |
| 2.   | After completing your username and password, click the Submit button. |
| 3.   | There are two ways to sign into Faculty Center. 
     | 1. You may sign into Faculty Center by navigating to Self Service / Faculty Center or 
     | 2. You may sign on through the Faculty Pagelet. 
     | In this example, we will sign in through the Faculty Pagelet located on this screen. |
| 4.   | Click the scrollbar. |
| 5.   | Depending on your system access, your Faculty Pagelet may be located in a different location. 
     | Click the My Schedule button. |
| 6.   | Once Faculty Center opens, you may want to expand your work space and collapse the navigational pane. 
<pre><code> | Click the Collapse Menu (Ctrl+Y) button. |
</code></pre>
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.</td>
<td>The main page of the <strong>Faculty Center</strong> allows you to access information about the classes to which you are assigned. Additionally, you can access the <strong>Class Search</strong> component from this page.</td>
</tr>
<tr>
<td>8.</td>
<td>Several buttons appear next to the name of each class: <strong>Class Roster</strong>, <strong>Grade Roster</strong>, <strong>Gradebook</strong>, and <strong>Assignments</strong>. You can see which button leads to which component by using the <strong>Icon Legend</strong> above your schedule.</td>
</tr>
<tr>
<td>9.</td>
<td>Click the <strong>Class Roster</strong> button.</td>
</tr>
<tr>
<td>10.</td>
<td>On the <strong>Class Roster</strong> page, you can view information about the students who are enrolled in the class you selected. You can also send notifications to your students from this page.</td>
</tr>
<tr>
<td>11.</td>
<td>If you chose this class in error, or wish to view a different class, you can via the <strong>Change Class</strong> button next to the class title.</td>
</tr>
<tr>
<td>12.</td>
<td>Above the list of <strong>Enrolled Students</strong>, you can see the <strong>Enrollment Capacity</strong> and <strong>Total Enrolled</strong> amounts for this class.</td>
</tr>
<tr>
<td>13.</td>
<td>Next to each student's name, you can see their <strong>ID</strong>, <strong>Units</strong>, <strong>Program/Plan</strong>, and <strong>Academic Level</strong>.</td>
</tr>
<tr>
<td>14.</td>
<td>Click the scrollbar.</td>
</tr>
</tbody>
</table>
| 15.  | If you wish to send a notification to students, you can select each of the **Notify** checkboxes next to their names and click the **Notify Selected Students** button. If you wish to send a notification to all students, click the **Notify All Students** button.  
   Note that you can only send notifications to students that have email addresses on file. If the student does not have an email address on file, their name will not have a **Notify** checkbox.  
   You can also click on the name of an individual student to send an email to him or her from your default mail client. |
| 16.  | Click the **Printer Friendly Version** link.  
   ![Printer Friendly Version](printer-friendly-version) |
| 17.  | You can now print this page for your records. |
| 18.  | Click the **Printer** button. |
| 19.  | After printing you will be returned to the **Class Roster** page. To return to **Faculty Center**, click the scrollbar. |
| 20.  | Click the **Return** link.  
   ![Return](return) |
| 21.  | You have successfully completed View and Print Class Roster in Faculty Center. **End of Procedure.** |
View Class Schedule in Faculty Center
View Class Schedule in Faculty Center LSC

You can use the Faculty Center to view either a list or weekly view of your class schedule. You also have the ability to print this schedule for your records.

Upon completion of this topic, you will be able to:

- View and print a list view of your class schedule.
- View and print a weekly view of your class schedule.

Procedure

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Log into MyLonestar (portal) by typing my.lonestar.edu into any browser window. The username you enter is the same logon you use to retrieve your email or sign into your computer. Click in the <strong>Username:</strong> field.</td>
</tr>
<tr>
<td>2.</td>
<td>After completing your username and password, click the <strong>Submit</strong> button.</td>
</tr>
<tr>
<td>3.</td>
<td>There are two ways to sign into Faculty Center. 1. You may sign into Faculty Center by navigating to Self Service / Faculty Center or 2. You may sign on through the Faculty Pagelet. In this example, we will sign in through the Faculty Pagelet located on this screen.</td>
</tr>
<tr>
<td>4.</td>
<td>Click the scrollbar.</td>
</tr>
<tr>
<td>5.</td>
<td>Depending on your system access, your Faculty Pagelet may be located in a different location. Click the <strong>My Schedule</strong> button.</td>
</tr>
<tr>
<td>6.</td>
<td>Once Faculty Center opens, you may want to expand your work space and collapse the navigational pane. Click the <strong>Collapse Menu (Ctrl+Y)</strong> button.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>7.</td>
<td>Use the <strong>My Schedule</strong> page in the <strong>Faculty Center</strong> to view a listing of your classes, along with enrollment and meeting information.</td>
</tr>
<tr>
<td>8.</td>
<td>If you wish to only show classes in which students are enrolled, click the <strong>Show Enrolled Classes Only</strong> option under <strong>Select Display Option</strong>. The default view is <strong>Show All Classes</strong>.</td>
</tr>
<tr>
<td>9.</td>
<td>To view a weekly calendar view of your schedule, click the <strong>View Weekly Teaching Schedule</strong> link.</td>
</tr>
<tr>
<td>10.</td>
<td>The <strong>View My Weekly Schedule</strong> page provides a week-to-week view of your schedule with colored blocks to show the times at which you are scheduled for classes.</td>
</tr>
<tr>
<td>11.</td>
<td>You can use the <strong>Previous Week</strong> and <strong>Next Week</strong> buttons to toggle between weeks.</td>
</tr>
<tr>
<td>12.</td>
<td>If you wish to view a particular week, you can enter the date in the <strong>Show Week Of</strong> field. This date defaults to the first week of class for this term.</td>
</tr>
<tr>
<td>13.</td>
<td>The default <strong>Start</strong> and <strong>End</strong> times for the weekly view are 8:00 a.m. and 6:00 p.m. If you have a class that begins before 8:00 a.m. or after 6 p.m., you can change these values so that your schedule will reflect these classes.</td>
</tr>
<tr>
<td>14.</td>
<td>Click the scrollbar.</td>
</tr>
<tr>
<td>15.</td>
<td>Use the <strong>Display Options</strong> group box at the bottom of this screen to select different display options. You can use this box to alter how the classes display or to deselect certain days so that they do not appear on the above calendar. Once you have made these changes, you can click the <strong>refresh calendar</strong> button to show the changes on the above calendar.</td>
</tr>
<tr>
<td>16.</td>
<td>To view a printer-friendly version of this schedule, click the <strong>Printer Friendly Page</strong> link.</td>
</tr>
<tr>
<td>17.</td>
<td>The printer-friendly version allows you to see the calendar without display options, to make it more suitable for printing.</td>
</tr>
<tr>
<td>18.</td>
<td>If you use Internet Explorer (IE) as your browser, you may print directly from the IE toolbar. Click the <strong>Print down arrow</strong> button.</td>
</tr>
<tr>
<td>19.</td>
<td>Click the <strong>Return to View My Weekly Schedule</strong> link to return to the <strong>My Schedule</strong> page.</td>
</tr>
<tr>
<td>20.</td>
<td>You have successfully completed View Class Schedule in Faculty Center LSC. <strong>End of Procedure</strong>.</td>
</tr>
</tbody>
</table>