

Class Attendance Roster: SFAALST

SFAALST displays a class roster of the students enrolled in the term and course specified. The order of the students listed is when the student enrolled, not in alphabetical order. This form only displays students who are enrolled; it does not include students on the wait list. This form allows the data to be extracted to Excel or to a comma delimited file that can be used in other applications.

Oracle Developer Forms Runtime - Web: Open > SFAALST [Q]

File Edit Options Block Item Record Query Tools Help

Class Attendance Roster: SFAALST 7.3.1 (TRNG)

Term: 200710 Winter Quarter 2007 CRN: 10504 CSBS 330 01 ☐ Roll Degree Award Status: ☐

Identifies the term to be viewed

Course Registration Number and Description

Sequence	ID	Name	Status	Status Date	Final Grade	Grading Mode	Rolled	Credit Hours	Hours Attended	Last Attendance Date
Grade Comment: <input type="text"/>										
Grade Comment: <input type="text"/>										
Grade Comment: <input type="text"/>										
Grade Comment: <input type="text"/>										
Grade Comment: <input type="text"/>										
Grade Comment: <input type="text"/>										

Roll grades to academic history; Check for (Y)es, Uncheck for (N)o.

Record: 1/1 <OSC>

Why use this form?

Use **SFAALST** to extract an electronic version of the class roster. The electronic version can be used in Excel or it can be saved to a comma delimited file (.csv) that can be used in other applications, such as Access.

What is the difference between EagleNET and this form?

EagleNET displays class lists in alphabetical order in a summary format or it can display a detailed class list. The data in EagleNET can only be printed; it cannot be extracted or saved to a file format to be used in other applications. EagleNET also provides easy access to other information, such as the course wait list, details, holds etc.

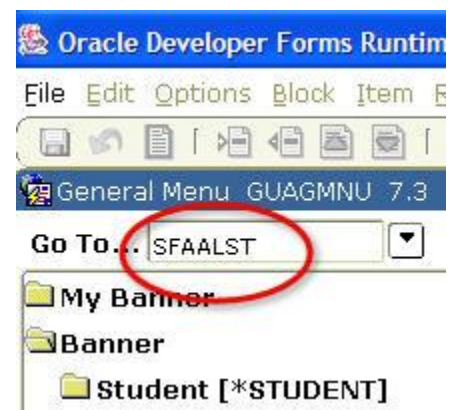
Individual student contact information can be easily accessed in EagleNET by clicking on the student's name in the **Summary Class List**, where in the EagleNET detailed class student program and level can be viewed. Student specific information can be retrieved when using **SFAALST**, but each student must be retrieved individually. To view information on student holds requires the use of **SOAHOLD** from Banner INB

Who should use this form?

This form may be used by Faculty or department personnel with access to Banner INB.

How to use this form.

1. In the **Go To** field of the Main Menu type **SFAALST** and press Enter.
2. Identify the term. Click on the search arrow next to the **ID** field to select the term from the list provided or type in the **Term** number. For example, fall quarter of 2007 is entered as 200740.
3. Type in the CRN number for the class.
4. Press **Next Block**. The list of students enrolled in the class is displayed in the order of when they registered.



File Edit Options Block Item Record Query Tools Help

Class Attendance Roster SFAALST 7.3.1 (TRNG)

Term: Winter Quarter 2007 CRN: CSBS 330 01

Select term Enter CRN

Sequence	ID	Name	Status	Status Date	Final Grade	Grading Mode
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

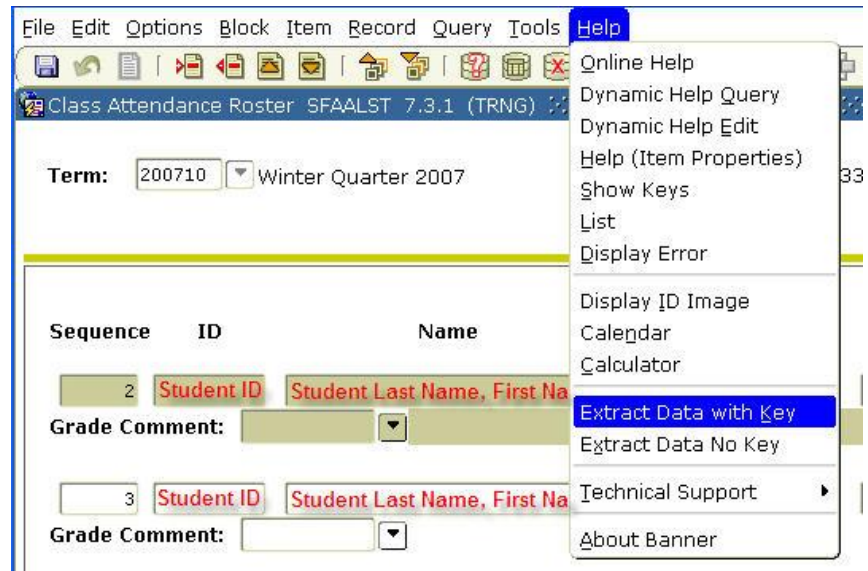
Grade Comment:

The table below lists the information displayed in the information block for **SFAALST**:

Field	Description
Sequence	Indicates the order in which students registered for the course
ID	Student ID number
Name	Last Name, First Name of the student
Status	Course status – shows if the student registered via the web (RW), had administrative assistance (RE), or if they have withdrawn from the course (WR or WD).
Final Grade	Not required for this task
Grade Mode	Grade mode attached to the student: S = Standard Letter, P = Pass/Fall, A = Audit
Rolled	Not required for this task
Hours	Number of credit hours the student is taking the class for
Hours Attended	<i>Not required</i>
Last Attendance Date	This field is only used if a student receives a 0 grade for the course

To extract data

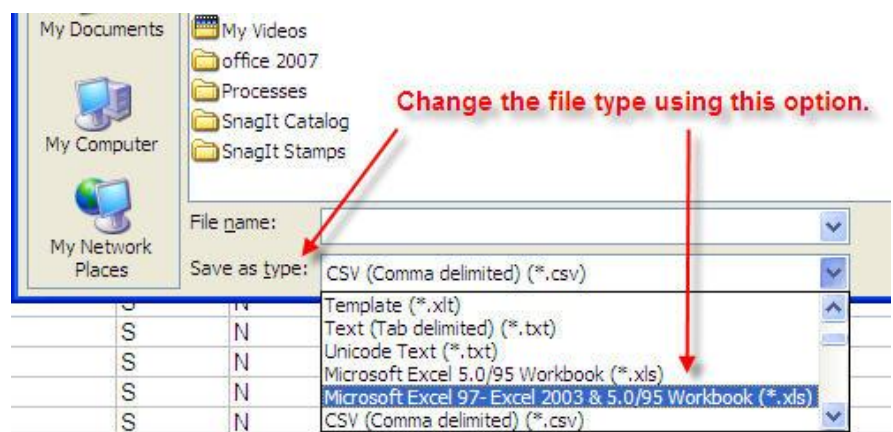
1. Click the Help menu and choose **Extract Data with Key** (to bring the key data into the extract – Term #, CRN and Course Description). If you have more than one class it is recommended to extract the data with key for easy identification of the course.
2. Save the file to your computer or select open to view on the screen.
3. To format the file you will need to open the file in Excel .



Note: If pop-up blockers are not disabled you will need to hold the **CTRL** key starting with step 1 until the file loads in Excel or the file save screen is displayed.

Once the data is in Excel you can perform any Excel functions you need to, such as sorting the data by student name in Ascending Order. You can also delete columns of data not required for your class roster.

If you opened the file directly from the File Download window you will need to change the file format when saving the file if you want to open the file in Excel. If you do not change the file type, it will save the file as a comma delimited file (csv).



Terminology

Term – the numeric value for the school term starting with 4-digit year followed by the 2-digit quarter numeric description.

- Winter = 10
- Spring = 20
- Summer = 30
- Fall = 40

CRN – Course Registration Number. Each course has a unique CRN, even if multiple classes of the same name are offered in the same term.

Extract with KEY – the data in the KEY block (Term, CRN, course description) is included with the data extract. This is recommended if you are extracting data for more than one class.

Extract with no Key – the data in the KEY block is **NOT** included in the data extract.