

How to Access RCC Course Rosters

1. Open any web browser
2. Go to the RCC [homepage](#)
3. Click on INTRANET (Faculty/Staff) and login with RCC username and password:



4. Click on Faculty Resources-Rosters and Forms:



Intranet Index

- **[Faculty Resources - Rosters and Forms](#)**

5. Click on Input grades, class rosters, admin drop (log in) link:


Intranet Index

Faculty Resources

- Grades/Admin Drop/Class Rosters
-  [Input grades, rosters, admin drop, CWE incomplete, WDYT. **Forms**](#)
- [Instructions: how to input grades/rosters/admin drop](#)

6. Click on the class link:

Grading Online	Rosters
<ul style="list-style-type: none">• <u>Input Grades (Spring 2018)</u> <i>Submit grades by 11:59 PM Monday, June 18.</i> <i>Last date for "Z" grade is Saturday, April 28.</i>• <u>Change Prior Term Grade</u>	<ul style="list-style-type: none">• <u>Admin Drop</u> <i>Spring 2018 submission required by 11:59 pm, Monday, April 09.</i>• <u>Class</u>• <u>Advisee List</u>
	Other Resources



ge

Previous Term (Winter - 2018)

Current Term (Spring - 2018)

Next Term (Summer - 2018)

OR

Select a Term:

Select a Year:

[Faculty Resources Menu](#) |
 [Log Out](#) |
 [RCC Home](#) |
 [Site Map](#) |
 [Intranet Index](#)

In the next screen shot, the course ID pulls up the roster within the window. Only useful for viewing.

Any roster choice you make will display a list of all the classes you are teaching. To access the roster click on the specific course ID:

Rosters for Spring - 2018
Choose a section to view its roster.

Course ID	Title	SS
CJ280-01	CWE/Criminal Justice	
CJ280-02	CWE/Criminal Justice	
CJ280-03	CWE/Criminal Justice	
CJ280-04	CWE/Criminal Justice	
CJ280-05	CWE/Criminal Justice	
CJ280-06	CWE/Criminal Justice	
CJ280-07	CWE/Criminal Justice	
CJ280-08	CWE/Criminal Justice	
CJ280-09	CWE/Criminal Justice	
CJ280-10	CWE/Criminal Justice	
CJ280-11	CWE/Criminal Justice	
CJ280-12	CWE/Criminal Justice	
CJ280-R1	CWE/Criminal Justice	
CJ280-R2	CWE/Criminal Justice	
CJ280-R3	CWE/Criminal Justice	
CJ280-R4	CWE/Criminal Justice	
CJ280-R5	CWE/Criminal Justice	
CJ280-R6	CWE/Criminal Justice	
CJ280-R7	CWE/Criminal Justice	
CJ280-R8	CWE/Criminal Justice	
CJ280-R9	CWE/Criminal Justice	

The SS on the right pulls up the roster in an excel spread sheet that you can save. This comes in handy when checking enrollment and for keeping track of grades, just add a column.