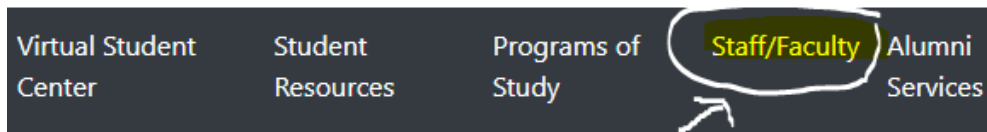
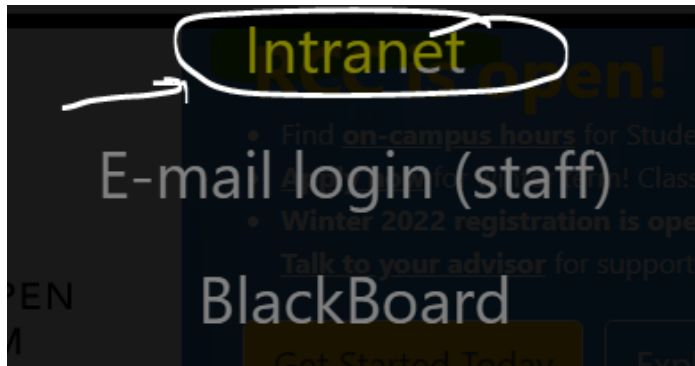


# How to Access RCC Course Rosters

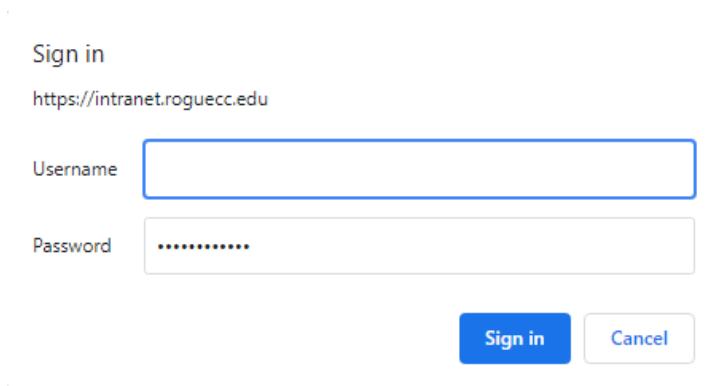
1. Go to [www.roguecc.edu](http://www.roguecc.edu)
2. Click on Staff/Faculty at the top of the screen



3. Click on Intranet on the page that opens



4. Login with RCC username and password (first initial last name, JSmith)

A screenshot of the login form on the RCC Intranet. The form is titled 'Sign in' and shows the URL 'https://intranet.roguecc.edu'. There are two input fields: 'Username' and 'Password'. The 'Username' field is empty, and the 'Password' field contains a series of dots. At the bottom of the form, there are two buttons: 'Sign in' (in blue) and 'Cancel' (in white).

5. Click on Faculty Resources-Rosters and Forms:

## Faculty Resources - Rosters and Forms

6. 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](#)

7. Click on the class link:

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

8. Click on "Current Term"

Previous Term (Winter - 2018)  
**Current Term (Spring - 2018)**  
Next Term (Summer - 2018)

OR

Select a Term: Spring  
Select a Year: 2017/18

Get Sections

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

In the next screen, the course ID pulls up the roster within the window.  
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
<a href="#">CJ280-01</a>	CWE/Criminal Justice	
<a href="#">CJ280-02</a>	CWE/Criminal Justice	
<a href="#">CJ280-03</a>	CWE/Criminal Justice	
<a href="#">CJ280-04</a>	CWE/Criminal Justice	
<a href="#">CJ280-05</a>	CWE/Criminal Justice	
<a href="#">CJ280-06</a>	CWE/Criminal Justice	
<a href="#">CJ280-07</a>	CWE/Criminal Justice	
<a href="#">CJ280-08</a>	CWE/Criminal Justice	
<a href="#">CJ280-09</a>	CWE/Criminal Justice	
<a href="#">CJ280-10</a>	CWE/Criminal Justice	
<a href="#">CJ280-11</a>	CWE/Criminal Justice	
<a href="#">CJ280-12</a>	CWE/Criminal Justice	
<a href="#">CJ280-R1</a>	CWE/Criminal Justice	
<a href="#">CJ280-R2</a>	CWE/Criminal Justice	
<a href="#">CJ280-R3</a>	CWE/Criminal Justice	
<a href="#">CJ280-R4</a>	CWE/Criminal Justice	
<a href="#">CJ280-R5</a>	CWE/Criminal Justice	
<a href="#">CJ280-R6</a>	CWE/Criminal Justice	
<a href="#">CJ280-R7</a>	CWE/Criminal Justice	
<a href="#">CJ280-R8</a>	CWE/Criminal Justice	
<a href="#">CJ280-R9</a>	CWE/Criminal Justice	

Choose a different year/term

The SS on the right pulls up the roster in an excel spread sheet that you can save. Ensure that only students who should be in the class are registered. Remind those that are not registered yet to do so before the deadline.