

## Early Alert Program

### HOW TO FIND AND USE YOUR MID-TERM ROSTERS

Mid-term rosters are located in the same place as your final grade rosters on your Faculty Center.

[Faculty Center](#) [Advisor Center](#) [Department Center](#) [Activity Center](#) [Search](#)

[my schedule](#) [class roster](#) [grade roster](#)

**Faculty Center**




**My Schedule**

2018 Fall | University of Mass Boston [change term](#) [My Exam Schedule](#)



Select display option: ☒ Show All Classes ☐ Show Enrolled Classes Only

Icon Key: [Class Roster](#) [Grade Roster](#) [Posted Grd Rstr](#) [Permission List](#) Click left of the corresponding class.

**My Teaching Schedule > 2018 Fall > University of Mass Boston**

	Class	Class Title	Enrl Cap	Enrl Tot	Wait Tot	Drop	Days & Times	Room	Class Dates	Instructor
	<a href="#">CAS 401-01 (3626)</a>	National Exchange A (Continuance)	30	3	0	0	TBA	TBA	Sep 4, 2018- Dec 14, 2018	Sarah Bartlett (PI)
	<a href="#">INTR-D 135-01 (14908)</a>	Connected Scholars (Lecture)	25	16	0	0	Tu 12:30PM - 1:45PM	Wheatley W01-0020	Sep 4, 2018- Dec 14, 2018	 (PI), Sarah Bartlett (PI)

To access your mid-term roster, click on the Grade Roster icon to the left of a course - the icon highlighted below.

	<a href="#">INTR-D 135-01 (14908)</a>	Connected Scholars (Lecture)	25	16	0	0	Tu 12:30PM - 1:45PM	Wheatley W01-0020	Sep 4, 2018- Dec 14, 2018	 (PI), Sarah Bartlett (PI)
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When you open the roster, you should see that the Grade Roster Type is set to mid-term and the key for the mid-term progress reports should display.

**Grade Roster**




2018 Fall | Regular Academic Session | University of Mass Boston | Undergraduate

[INTR-D 135 - 01 \(14908\)](#) [change class](#)

Connected Scholars (Lecture)





Days and Times	Room	Instructor	Dates
Tu 12:30PM-1:45PM	Wheatley W01-0020	Michael Mahan (PI), Sarah Bartlett (PI)	09/04/2018 - 12/14/2018

Display Options:  
☒ \*Grade Roster Type Mid-Term Grade  
☐ Display Unassigned Roster Grade Only

Grade Roster Action:  
☒ \*Approval Status Not Reviewed [save](#)  
Key:  SATisfactory  CAUTION  FAILING or Never Attended

[Last Date Attended](#)  
Name ☐ Primary  
Type ☒ Preferred

**Student Grade** [PDF](#)

	ID	Preferred Name	Roster Grade	Program and Plan	Level
<input type="checkbox"/>	1 		<input type="text"/>	Exercise and Health Sciences - Exercise & Health Science (BS)	Senior
<input type="checkbox"/>	2 		<input type="text"/>	Science & Mathematics - Ugrd - Information Technology (BS)	Junior

## Early Alert Program

Just as in entering final grades, select the student, go the Roster Grade and choose from the pull down menu options to select SAT, CAU, FAI.

Student Grade						
		ID	Preferred Name	Roster Grade	Program and Plan	Level
<input type="checkbox"/>	1	[REDACTED]	[REDACTED]	CAU	Exercise and Health Sciences - Exercise & Health Science (BS)	Senior
<input type="checkbox"/>		[REDACTED]	[REDACTED]	FAI	Science & Mathematics - Ugrd - Information Technology (BS)	Junior

When you are done entering what you want to enter, just click on SAVE at the bottom of the page.

**If want to assign the same “alert” to multiple students,** you can go through your roster, select the students who will receive that alert by checking the box on the far left. Enter the “alert” you want to enter at the bottom of the roster. Click on “Add this grade to selected students”. That will populate the Roster Grade box with that grade for all selected students. Save roster.

<input type="checkbox"/>	20	01710821	Porte, Nicole		Chemistry (BA)	Junior
<input checked="" type="checkbox"/>	27	048			Liberal Arts - Undergraduate - Criminology & Crim Jus/Psychology (Minor)	Senior
<input checked="" type="checkbox"/>	28	110			Nursing & Health Sciences - Nursing (BS)	Sophomore
<input checked="" type="checkbox"/>	29	84			Nursing & Health Sciences - Nursing (BS)	Sophomore
<input type="checkbox"/>	30	34	R		Liberal Arts - Undergraduate - Internat'l Relations (BA)	Junior
<input checked="" type="checkbox"/>	31	12	R		Liberal Arts - Undergraduate - Social Psychology (BA)	Junior
<input checked="" type="checkbox"/>	32	0	S		Liberal Arts - Undergraduate - Undecided - Liberal Arts	Freshman
<input type="checkbox"/>	33	5	S		Liberal Arts - Undergraduate - Criminology & Crim Jus/Philosophy and Law	Junior
<input type="checkbox"/>	34	3	S		Liberal Arts - Undergraduate - History (BA)	Senior
<input type="checkbox"/>	35	74	S		Liberal Arts - Undergraduate - Anthropology (BA)	Junior
<input checked="" type="checkbox"/>	36	25	T		Liberal Arts - Undergraduate - Criminology & Crim Jus	Junior
<input type="checkbox"/>	37	35	T		Nursing & Health Sciences - Nursing (BS)	Senior

Select All

Clear All

Printer Friendly Version

Satis

< Add this grade to selected students

Notify Selected Students

Notify All Students

Save

**YOU DO NOT NEED TO APPROVE MID-TERM ROSTERS. JUST SAVE AT THE BOTTOM WHEN YOU HAVE ENTERED ALL THE EVALUATIONS YOU WANT TO POST.** Unlike on final grade rosters, you do not need to enter a mid-term grade for every student on the roster to save it. You may do as many as you wish and then SAVE. You may also go back to once saved and change the mid-term grade or enter mid-term grades for additional students and save again.

