

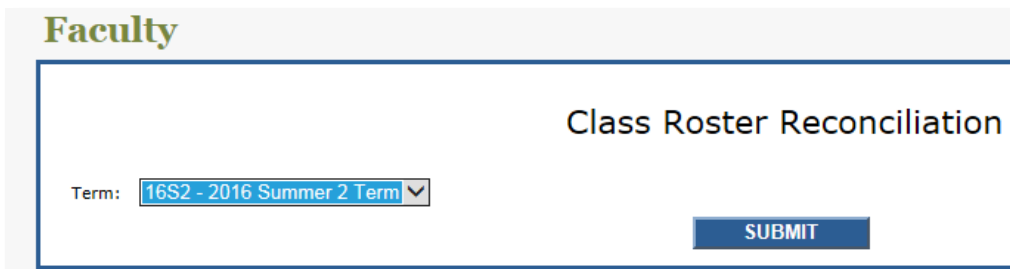
WEBADVISOR ROSTER RECONCILIATION INSTRUCTIONS

(Revised – January 16, 2018)

Thank you in advance for completing your Roster Reconciliations reports! All faculty **must** submit reconciliations when identified reconciliation access windows are announced. Roster Reconciliation is critical to student success and academic status tracking. Student financial aid awards processing and College budgeting also depend on this process.

WebAdvisor Roster Reconciliation Instructions:

1. Access WebAdvisor from any browser using this direct URL: <http://www.mville.edu/webadvisor> ...OR
-Click “MyMville” in the top right corner of the College home page and then the WEBADVISOR button
2. Login to WebAdvisor using your usual Mville credentials, i.e. email username/password. Access your WebAdvisor **FACULTY** Menu.
3. Under the blue “**Faculty Information**” banner, click the option, “**Class Roster Reconciliation**” link.
4. The next screen will ask you to select a term to report on. Use the dropdown arrow to select the current term and click Submit.



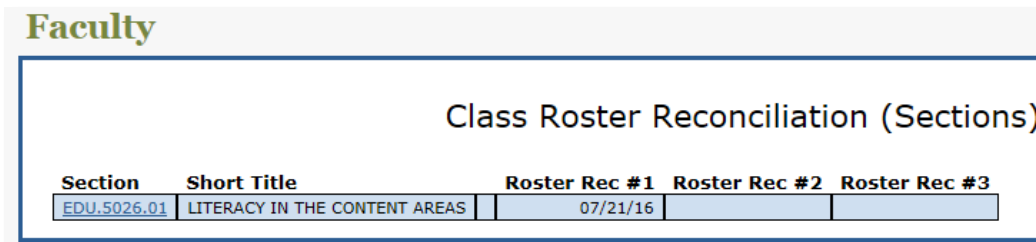
Faculty

Class Roster Reconciliation

Term: 16S2 - 2016 Summer 2 Term

SUBMIT

5. Your active term’s section(s) will now appear. Click the active **Section** link (in the **Section** column on the left) to navigate to the next screen. Here’s an example:



Faculty

Class Roster Reconciliation (Sections)

Section	Short Title	Roster Rec #1	Roster Rec #2	Roster Rec #3
EDU.5026.01	LITERACY IN THE CONTENT AREAS	07/21/16		

6. The Reconciliation Date Entry screen will prompt you to “**Enter today’s date (mm/dd/yy):**” The current date is required. This date serves to record when you are submitting your reconciliation report and the latest date your reconciliation is covering. Click SUBMIT:

Class Roster Reconciliation (Reconciliation Date Entry)

* = Required

Course Section: EDU.5026.01 - LITERACY IN THE CONTENT AREAS

Start Date: 07/05/16
 End Date: 08/05/16
 Meeting Days: M T R

Enter today's date (mm/dd/yy):*

SUBMIT

7. Your section's class roster will appear – it's the very same roster you've been viewing to check your class attendees! All students will be listed with a blank Attendance box next to their name. Use the dropdown feature to select "**A-Attending, N-Never Attended or S-Stopped Attending.**" **NOTE:** S-Stopped Attending is only available during the second round reconciliation it is not used for round one as the add/drop period has just ended and not enough sessions have been held to distinguish between poor attendance and someone who should be identified as having stopped attending entirely. At the top of the screen you will see the option, "Mark Students with Default Attending?" Click this box to populate all listed students as A-Attending if appropriate.

Mark Students with Default Attending?

Next click SUBMIT and you're done. It's that easy! If you are unsure if a student should be indicated as S-Stopped Attending or N-Never Attended use the explanation below. :

- **S-Stopped Attending:** (only available during Roster Reconciliation II dates) Use for a student who has attended at least one or more class meetings but has since stopped attending completely. This status will prompt you to enter a "**Last Attend Date**". Choose a date from your records or your best recollection for this date. Even an approximation is acceptable here!
- **N-Never Attended:** Use for a student that has NEVER appeared for your class.

Class Roster Reconciliation (Roster)

Section: EDU.5026.01 - LITERACY IN THE CONTENT AREAS
 Attendance Date: 07/25/16

Student	Name	Attendance Type	Crs Stat	Last Attend Date
0123456	Sample Student	S-Stopped Attending	N-New	07/11/16
0123456	Sample Student	A-Attending	N-New	
0123456	Sample Student	A-Attending	N-New	
0123456	Sample Student	A-Attending	N-New	

Choose A-Attending, N-Never Attended or S-Stopped Attending

For S-Stopped Attending type in the Last Attend Date. This date may either be an actual date from you records OR your best estimate. Even your best guess is acceptable here!

8. You will receive a confirmation email sent to your Mville email account after reconciling each section. The students you identify as Stopped Attending or Never Attended will also be sent a message alerting them of the status you submitted.

9. After reconciling a course and clicking SUBMIT, your Sections list will reappear. Please continue reconciling additional sections you are teaching for the term(s) selected. After completing a reconciliation, you will see the submission date to the right of each section:

Faculty

Class Roster Reconciliation (Sections)

Section	Short Title	Roster Rec #1	Roster Rec #2	Roster Rec #3
EDU.5026.01	LITERACY IN THE CONTENT AREAS	07/21/16		

10. **Correcting Rosters After Submission:** Before a reconciliation window deadline, you may make adjustments to a section’s entries. Follow these steps:

- Re-click on the section link (left column) and it will prompt you to enter the current date in the “**Enter today’s date (mm/dd/yy):**” field
- Make any adjustments needed to your student’s attendance statuses. NOTE: if you undo a **S-Stopped Attending** status by switching the student to another status please remember to DELETE the **Last Attend Date** previously entered
- Click submit when you’re done.

11. Once all of your courses have been reconciled, you may return to your FACULTY menu for other options or to log off of your WebAdvisor account.

IMPORTANT POINTS:

- During a traditional Fall/Spring term Roster Reconciliation, any student identified as Never Attended or Stopped Attending will receive an automated e-mail.
- During a traditional Fall/Spring term, you will receive announcements detailing Roster Reconciliation access dates and deadlines.
- Please direct any questions or concerns to:
 - Megan Stanton – Retention Specialist. Megan.stanton@mville.edu
 - Jeneen Kelly – Registrar. Jeneen.Kelly@mville.edu