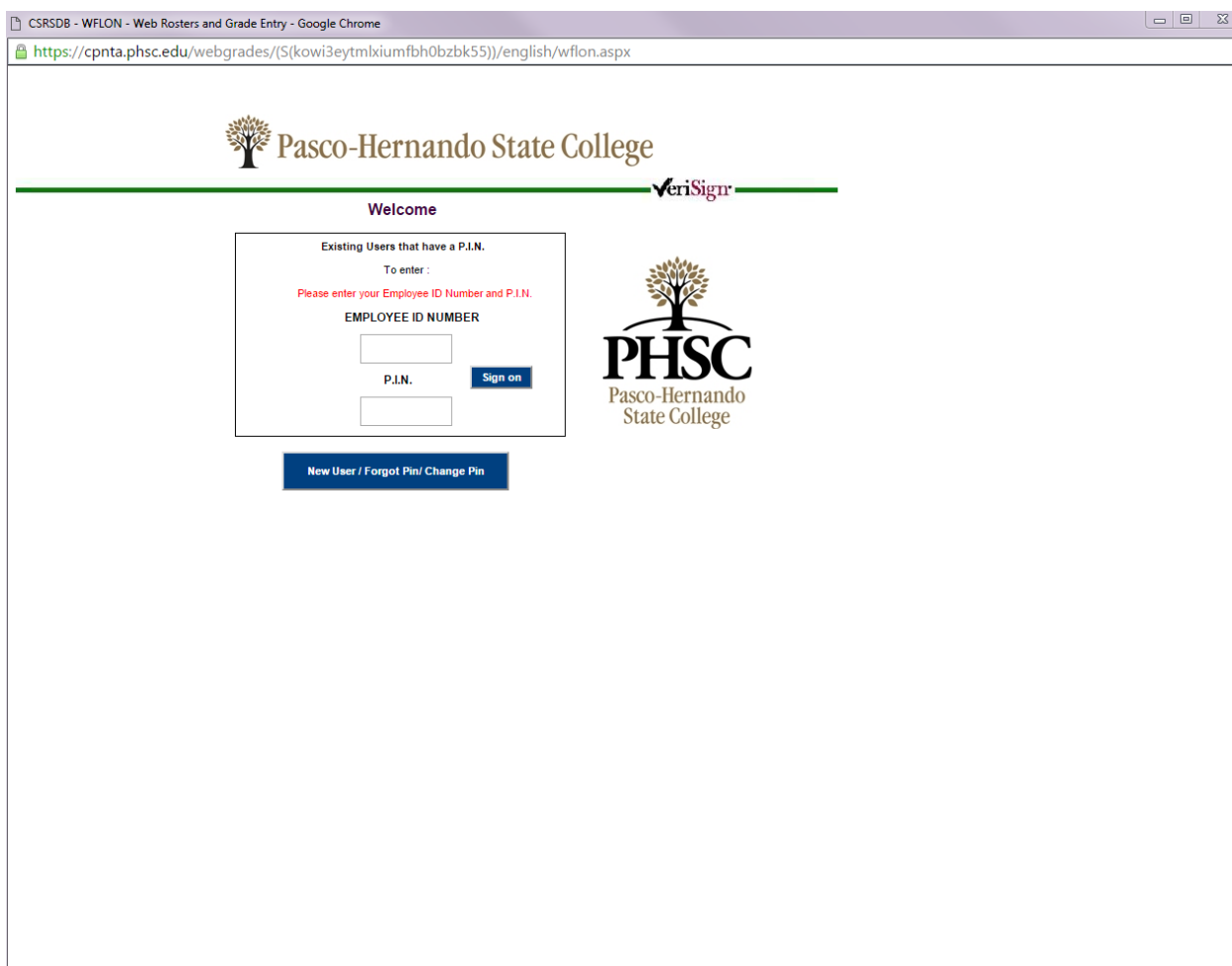


INSTRUCTOR ATTENDANCE VERIFICATION

<https://my.phsc.edu> – login to the PHSC Portal using your Network Credentials (Same as Canvas and Groupwise). Choose the myCSRS/Faculty Grading

Welcome Page to log into the Electronic Roster System



The screenshot shows a web browser window with the address bar displaying [https://cpnta.phsc.edu/webgrades/\(S\(kowi3eytmxiumfbh0bzbk55\)\)/english/wflon.aspx](https://cpnta.phsc.edu/webgrades/(S(kowi3eytmxiumfbh0bzbk55))/english/wflon.aspx). The page header includes the Pasco-Hernando State College logo and the VeriSign logo. The main content area is titled "Welcome" and features a login form for existing users. The form prompts users to enter their Employee ID Number and P.I.N. There are two input fields, one for the Employee ID Number and one for the P.I.N., with a "Sign on" button to the right. Below the form is a blue button labeled "New User / Forgot Pin/ Change Pin". To the right of the form is the PHSC logo, which consists of a tree icon above the text "PHSC Pasco-Hernando State College".

Pictured above is the log on screen to access the Electronic roster. Instructors who have not used the Electronic Roster will need to establish a PIN by entering the Instructor ID Number and clicking the green bar at the bottom of the screen (New User/Forgot PIN/Change PIN).

Instructors who have used the Electronic Roster and have established their PINs will enter the Instructor ID Number, the PIN, and click the gray Sign On bar to the right of the data entered.

Only the primary instructor will be able to access the Web Roster and Grade Entry Module.

❖ **HOW TO CREATE/RESET PASSWORD IN FACULTY GRADING (myCSRS)**

Welcome

Existing Users that have a P.I.N.
To enter :
Please enter your Employee ID Number and P.I.N.

EMPLOYEE ID NUMBER

P.I.N.

If you are a new user, you forgot your password or just need to change your password, enter your PHSC ID # and click on New User/Forgot Password/Change Password button.

Please follow instructions on the Password Reset screen:

- **Enter you PHSC ID # and your month and year of birth and click submit:**

Step 1


Your Identity

Enter your ID Number

Date of Birth

Month Year

- You will then be prompted to answer your security question. If you haven't set up the security question you will be skipped to Step 3.


 Step 2

Security Question/Answer

Question
What was your first car

Answer

- You then enter your new password and if you have not yet set up the security question you will add that on this step.

 Step 3

Reset Password

Enter a password

Re-enter password

Optional: Change Security Question and Answer.

Question
What was your first car ▼

Answer
ford

- ✚ Once your password is changed, you will go directed back to the logon page.
- ✚ If you get accidentally locked out of Faculty Grading, we have a program that automatically runs after every 1 hour which will unlock you.

Schedule Selection

myCSRS - WFTRM - web fac. terms - Google Chrome
https://cpnta.phcc.edu/webgrades/ENGLISH/WFTRM.asp

Pasco-Hernando Community College
SCHEDULE SELECTION [? Help](#)

INSTRUCTOR **MICHAEL SADUSKY**
EMAIL **SADUSKM@PHCC.EDU**

Signoff
Rosters
Post Final Grades
Attendance Verify

Companion Courses

To change terms, SINGLE CLICK on the desired term
20141 Fall, Aug - Dec 2013

Schedule for Term 20141

SECT	COURSE	TITLE	ENROLLED
Select a section below and option from top left			
6903	REL2000	INTRO TO RELIGION	013

Attendance Reporting
Home

Start | [Taskbar icons] | 9:11 AM

Once the instructor has completed the LOGON process, the Schedule Selection screen is displayed. The available terms are displayed in the top box with the most recent term preselected. The instructor will single click on the desired term for which viewing is needed or transactions are to be processed.

Once the term has been selected in the top box, the classes for that term will appear in the bottom box. The selected term will be displayed right above the top of the bottom box (Schedule for Term #####). To change terms, repeat the above process.

To complete the Attendance Verification, click on Attendance Verify button.

Verification of Attendance

Every two weeks you will need to verify attendance. This is very similar to grading.

If you have a NO SHOW in the first two weeks, you will either give the student a “No Show” with the LDA of 999999. If during the semester the student stops attending, you will either give the student a “No Show” with the actual LDA of the students last date of attendance. You only have to update the student(s) who never attended class in the first two weeks or stopped attending. **To do this:**

1. **Highlight the student in the top box. Click the grade drop down and select “No Show”. If the student never attended the LDA is 9’s. If the student stopped attending the LDA is the actual last day the student attended class or for online sections, the last time they did any work online.**

NOTE: If you have students who did a late "add" and did not attend the first week, do not withdraw that student. The date the student registered for the class will be displayed. If the student registered during the add/drop period the date will be highlighted in **RED**. We do not want to penalize a student for adding the class late

- 2. Before leaving the page, you must click on VERIFY even if you did not have to withdraw a student. By click on VERIFY, you are placing your electronic signature, date and time stamp on the system so the financial aid knows you have verified your attendance.**

For students who come back to class and want to be reinstated, you will can reinstate them by highlighting the student in the bottom box and click on reinstate. Make sure that in the top box you do not have a student highlighted.

The instructor may (1) Sign off, (2) return to Schedule and select another section for Final Grade Posting or (3) click on Roster to print a copy of posted grades.

- **If you need any assistance, please contact the PHSC Help Desk at 727-816-3311.**