Esther Online Course Rosters

Rice University, Office of the Registrar
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As of Fall 2006, course rosters are available online via Esther. Esther is the employee and student tools, help, and electronic resources system.

Online course rosters are available to instructors and Department Coordinators as their designates. For information about designating another staff member in your department to access your course roster, refer to the “Designate a Staff Member to Access the Roster for a Course” on page 12.

You can use the online course rosters to perform the following tasks:

- Download your course rosters.
- Send an email to any of your students.
- See photos of your students (when available).
- View which instructors are assigned to a course.
- View which courses are cross-listed with a course.
- Review enrollment counts for a course.
- View the following student information: student ID, registered for course, credits, level, college or department, matriculation term, and year of study.

The Family Educational Rights and Privacy Act (FERPA) protects student records from unauthorized disclosure. Limit use of these records to legitimate educational purposes.

If you have any questions regarding use of this information, please visit the FERPA webpage at http://registrar.rice.edu/facstaff/ferpa/ or contact the Office of the Registrar at registrar@rice.edu.

These instructions and examples are for computers running the Windows operating system with Internet Explorer version 6.0 or later. If you are using a computer with another operating system such as Macintosh or Linux or a different internet browser such as Netscape or Firefox these instructions may vary.
Table of Contents

This document includes information about how to access and use the course rosters. The following topics are included:

How to Access Your Course Rosters ................................................................. 3
  Step 1 — Login to Esther ............................................................................. 3
  Step 2 — Go To the Faculty Services Tab .................................................... 4
  Step 3 — View a List of Your Course Rosters.............................................. 4
  Request an Online Course Roster Designate ............................................ 5

How to Use Your Course Rosters ................................................................. 6
  Step 1 — Select a Term .............................................................................. 6
  Step 2 — View a Course Roster .................................................................. 7
  Step 3 — Download a Course Roster .......................................................... 9
  Step 4 — Save a Downloaded Course Roster .......................................... 11

Troubleshooting ......................................................................................... 12
  Instructor Cannot Access the Roster for a Course .................................... 12
  Designate a Staff Member to Access the Roster for a Course ................. 12
  Student Not Listed on Roster .................................................................. 13
  Student Listed on the Roster Is Not Taking My Course ......................... 13
  Who to Contact with Questions, Requests, or Problems ..................... 13
How to Access Your Course Rosters

This section contains information about how to access your course rosters.

Step 1 — Login to Esther

To login to Esther, perform the following tasks:

1. From a web browser such as Internet Explorer, Netscape Navigator, or Mozilla Firefox, go to http://esther.rice.edu.

2. Click Login to Esther.

3. Enter your User ID

4. Enter your Login PIN.

   If you have forgotten your Esther Login PIN, click Forgot PIN and you will be prompted with a security question that will allow you to reset your Login PIN to your birth date in the MMDDYY format.

   If you cannot answer your security question, please contact Human Resources at people@rice.edu to request that your Esther Login PIN be reset.

5. Click Login.

You have logged in to Esther.
Step 2 — Go To the Faculty Services Tab

To go to the Faculty Services tab, perform the following tasks:

1. From Esther, click the Faculty Services tab.

The Faculty Services tab and options are displayed.

Step 3 — View a List of Your Course Rosters

To view a list of your course rosters, perform the following tasks:

1. From the Faculty Services tab, click Course Roster.

The Course Roster menu is displayed.
Request an Online Course Roster Designate

Online course rosters are available to instructors and Department Coordinators as their designates.

If you want to designate another staff member in your department to access online course rosters, send an email to the Office of the Registrar at registrar@rice.edu.

In your message, please include the following information:

- Your name
- Your title
- Your department name
- Designate’s name
- Designate’s employee ID
- Designate’s title
- Designate’s email address

A request to designate a staff member to access your online course rosters must occur once each term and is only valid for a single term. If you want to continue to designate a staff member to access your online course rosters, you must submit a new request each term.

A staff member may have access to the online course rosters, but not have access to online grade entry.

For more information about problems that you may encounter when attempting to access a grade entry roster, refer to the following topics in the Error! Reference source not found. section of this document:

- “Instructor Cannot Access the Roster for a Course” on page 12
- “12” on page 12
How to Use Your Course Rosters

This section contains information about how to use your course rosters.

Step 1 — Select a Term

To select a term, perform the following tasks:
1. From the Course Roster menu, Select a Term from the dropdown list.
2. Click Submit.

A list of your course rosters is displayed.
Step 2 — View a Course Roster

To view a course roster, perform the following tasks:

1. From your list of course rosters, locate the course roster that you want to view.

2. If you want to view your course roster with photos of your students, click the checkbox next to Include Photo.

3. Click View.
An online course roster is displayed.

<table>
<thead>
<tr>
<th>Photo</th>
<th>Name</th>
<th>ID</th>
<th>Registered for Course</th>
<th>Credits</th>
<th>Level</th>
<th>College or Department</th>
<th>Matric Term</th>
<th>Year of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Nixon, Richard</td>
<td>S00999991</td>
<td>CAAM 499 001</td>
<td>6</td>
<td>GR</td>
<td>Computational &amp; Applied Math</td>
<td>Fall 03</td>
<td>GR</td>
</tr>
<tr>
<td></td>
<td>Carter, Jimmy</td>
<td>S00999992</td>
<td>CAAM 499 001</td>
<td>3</td>
<td>UG</td>
<td>Wiess College</td>
<td>Fall 01</td>
<td>SR</td>
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<tr>
<td></td>
<td>Ford, Gerald</td>
<td>S00999993</td>
<td>MATH 499 001</td>
<td>1</td>
<td>UG</td>
<td>Sid Richardson College</td>
<td>Fall 05</td>
<td>SO</td>
</tr>
</tbody>
</table>

* Note: Federal student privacy laws protect these student records from unauthorized disclosure. Please limit use of these records to legitimate educational purposes. If you have any questions regarding use of this information, please contact the University Registrar.

Click on student’s name to send an email.
Step 3 — Download a Course Roster

A course roster can be downloaded as a Microsoft Excel spreadsheet.

Photos that display on the online course roster cannot be downloaded.

To download a course roster as a Microsoft Excel spreadsheet, perform the following tasks:

1. You can download a course roster from the following locations:
   a. From your list of course rosters, locate the course roster that you want to download.

   b. From your online course roster, click Download Roster.

   The File Download window displays.
2. Click **Open**.

The Microsoft Excel file opens.

You have downloaded the course roster.
Step 4 — Save a Downloaded Course Roster

A downloaded course roster can be saved onto your computer.

To save a course roster to your computer, perform the following tasks:

1. From the downloaded Microsoft Excel course roster, select File => Save As.
2. The Save As dialog displays.
3. From the Save As dialog, navigate to the location where you want to store your downloaded roster.
4. Click Save.

The course roster is saved to your computer.
Troubleshooting

This section contains information about what to do if you have questions, requests, or problems.

Instructor Cannot Access the Roster for a Course

Online grade entry is available to instructors and Department Coordinators as their designates.

The instructors who are on record with the Office of the Registrar as assigned to the course can access the grade entry roster.

If an instructor cannot access the roster for a course, your department has not informed the Office of the Registrar which instructor is assigned to the course.

To assign an instructor to a course, submit a written request to the Office of the Registrar. Please submit all written requests via email to Debra Roberts at Debra.J.Roberts@rice.edu or Alicia Bradley at abrad@rice.edu to ensure that the instructor is on record with the Office of the Registrar as assigned to the course.

Designate a Staff Member to Access the Roster for a Course

Online grade entry is available to instructors and Department Coordinators as their designates.

If you want to designate another staff member in your department to access online grade entry, send an email to the Office of the Registrar at registrar@rice.edu.

In your message, please include the following information:

- Your name
- Your title
- Your department name
- Designate’s name
- Designate’s employee ID
- Designate’s title
- Designate’s email address

A request to designate someone to enter your grades must occur once each term and is only valid for a single term. If you want to continue to designate someone for grade entry, you must submit a new request each term.

A staff member may have access to the online course rosters, but not have access to online grade entry.
**Student Not Listed on Roster**

Only enrolled students appear on the online course roster. If a student is not listed on a roster, that student is not registered for the course.

If a student is registered for a different section of the course, please contact the Office of the Registrar to adjust registration.

**Student Listed on the Roster Is Not Taking My Course**

If a student who is listed on the online course roster is not taking the course, the student must drop the course.

In a full term, students have the ability to drop courses until the end of the tenth week of classes. It is the student’s responsibility to drop a course. Please email the student and remind them to drop the course to prevent receiving a failing grade.

If a student is registered for a different section of the course, please contact the Office of the Registrar to adjust registration.

**Who to Contact with Questions, Requests, or Problems**

If you have question questions, requests, or problems with the online course roster, please contact the Office of the Registrar by email at registrar@rice.edu or contact the Online Course Roster Hotline at extension 8044 (713-348-8044).