

Seaport 3

Student Roster – Summary

1. After logging in and selecting your course, click **Student Roster** in the left navigation menu (Figure 1).

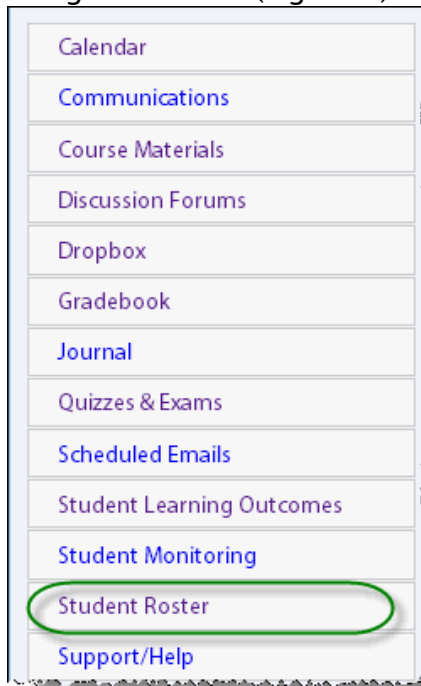
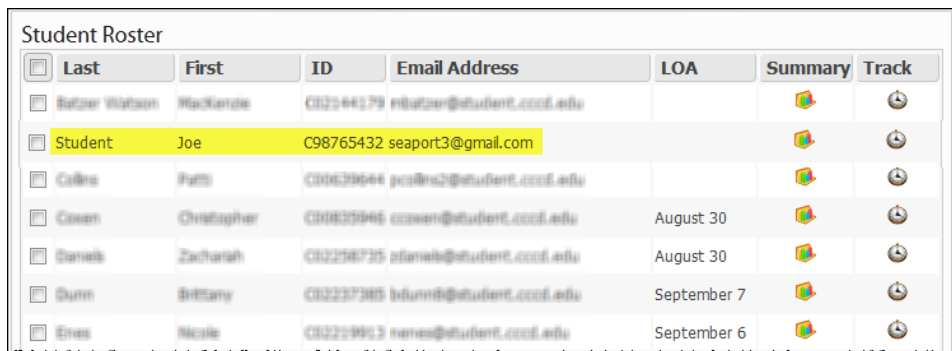


Figure 1

2. You will see your Student Roster arranged into headings (Figure 2).



Student Roster							
<input type="checkbox"/>	Last	First	ID	Email Address	LOA	Summary	Track
<input type="checkbox"/>	Batzer Watson	Rockfende	C02044179	ebatzer@student.ccof.edu			
<input type="checkbox"/>	Student	Joe	C98765432	seaport3@gmail.com			
<input type="checkbox"/>	Collins	Paul	C01629644	pcollins2@student.ccof.edu			
<input type="checkbox"/>	Cowan	Christopher	C01629946	ccowan@student.ccof.edu	August 30		
<input type="checkbox"/>	Daniels	Zachariah	C02298725	pdaniels@student.ccof.edu	August 30		
<input type="checkbox"/>	Dunn	Brittany	C02237385	bdunn@student.ccof.edu	September 7		
<input type="checkbox"/>	Eves	Nicole	C02219953	neves@student.ccof.edu	September 6		

Figure 2

3. Under the Summary heading, click the icon to the right of the student that you wish to view.
4. Your Summary Report will include student details such as Last Seaport Visit, Last Section Visit, Score up to now, Pending Assessments, LOA Completed, and details about the student's progress on each assessment (Figure 3).

Seaport 3

Student Name: Student, Joe [Print](#)

SUMMARY REPORT		GRADE SCALE	
Status Summary		LetterGrade	Percentage
Last Seaport Visit	3 days ago	A	90% to 100%
Last Section Visit	3 days ago	B	80% to 89%
Score up to now	99.41 %	C	70% to 79%
<small>Note: (Excluding ungraded and unsubmitted assessments) (*)</small>		D	60% to 69%
Pending Assessments	5	F	59% or Less
LOA Completed	Yes		

ASSESSMENTS AND SCORES						
Assessment Title	Assessment Type		Max. Points	Earned Points	Letter Grade	Instructor Feedback
Discussion Forum - Introductio...	Forum		5.00	5.00	A	
Discussion Forum - Computer Co...	Forum		5.00	5.00	A	
Discussion Forum - Windows 7 F...	Forum		5.00	5.00	A	Feedback
Discussion Forum - Word Intro...	Forum		5.00	5.00	A	
Word Part 1 Homework...	DropBox		10.00	10.00	A	Feedback
Word Part 2 Homework...	DropBox		10.00	10.00	A	
Discussion Forum - Word Reflec...	Forum		5.00	5.00	A	
Word Project...	DropBox		15.00	15.00	A	
Discussion Forum - Excel Intro...	Forum		5.00	5.00	A	Feedback
Excel Part 1 Homework...	DropBox		10.00	10.00	A	
Excel Part 2 Homework...	DropBox		10.00	10.00	A	
Discussion Forum - Excel Refle...	Forum		5.00	4.00	B	
Excel Project...	DropBox		15.00	15.00	A	

Figure 3

NOTE: The **Information Details** feature is described in **SR Information Details**, the **Track** feature is described in **SR Track**, and the **Email Selected** feature is described in **SR Email Selected**.