

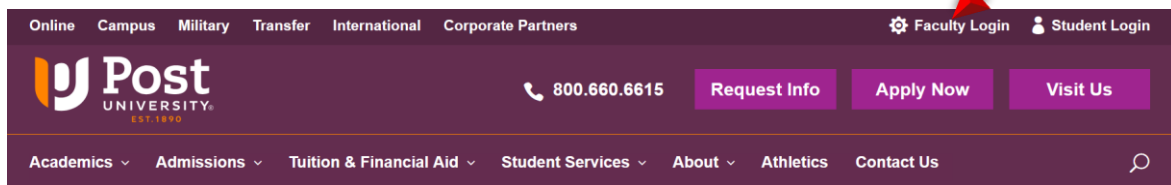


Faculty Portal Course Roster Guide

Faculty Portal is the central hub for Associate Faculty (AFs) to access Post University resources. One useful tool is the Course Rosters report. This report provides more information about your students than what you can access in the Blackboard shell such as their advisor, contact information, and Last Date of Attendance (LDA).

How To Access Faculty Portal

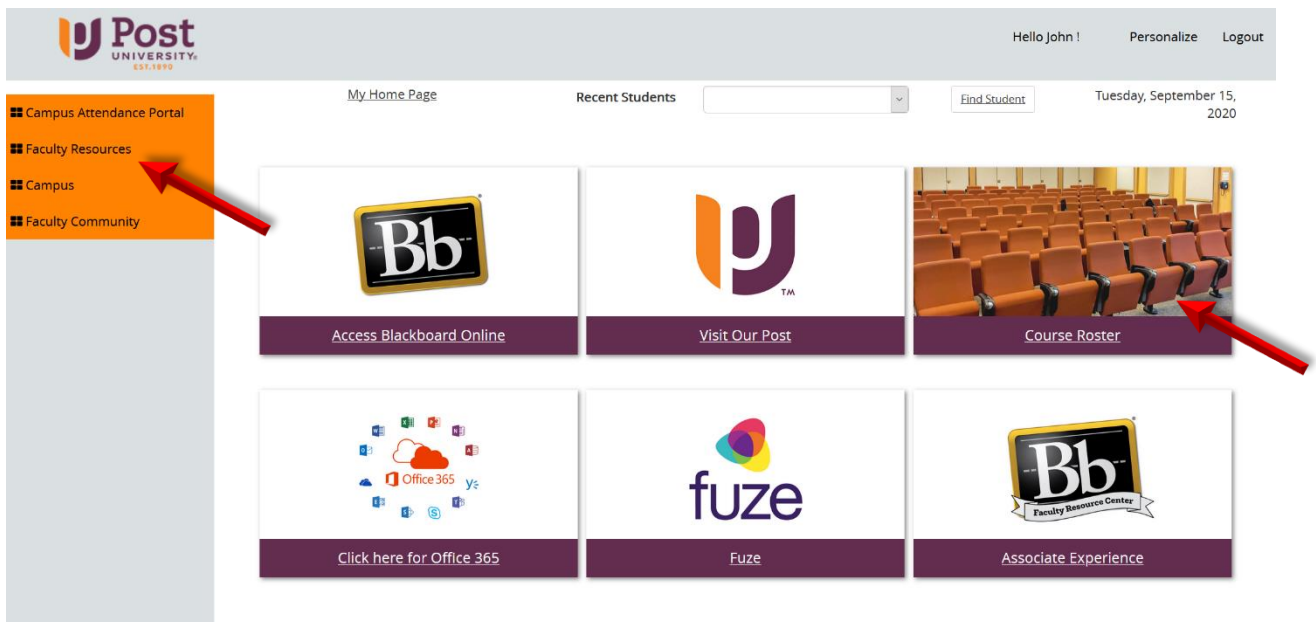
1. Go to www.post.edu and click on **Faculty Login** in the upper right corner.



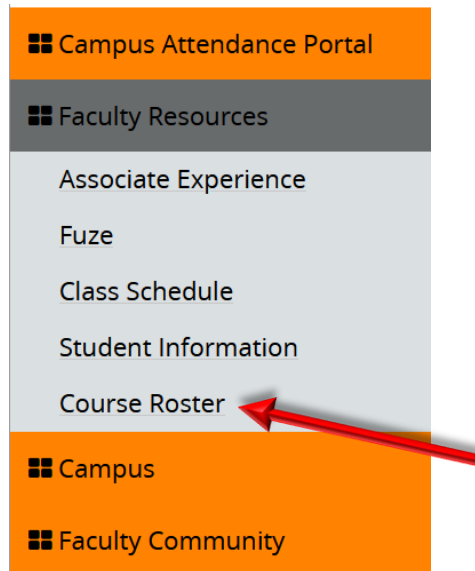
2. Login with your @instructor.post.edu credentials.

If you are Full-Time Associate with an @post.edu account, please see [note at the end of this guide](#).

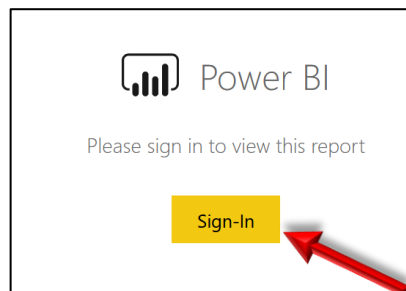
3. Click on **Faculty Resources** on the left sidebar of the Faculty Portal home page or the **Course Roster** tile on the far right.



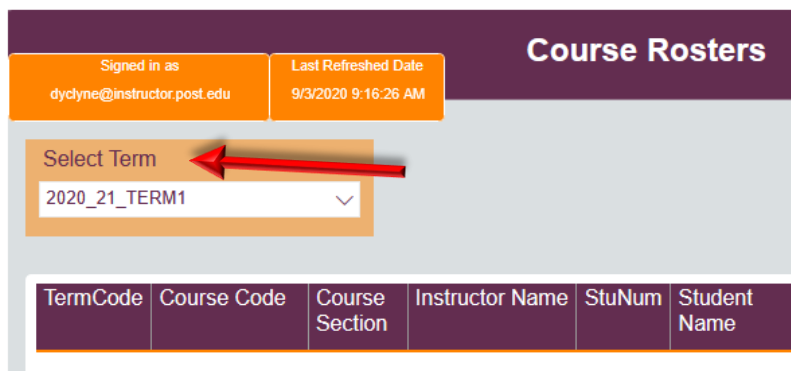
- From the drop down under Faculty Resources, click **Course Roster**.



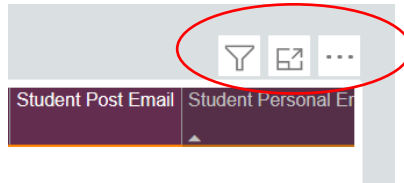
- Click on **Sign-in** to access Power BI. If you are prompted for credentials, use the same username and password that you used to access Faculty Portal (i.e. @instructor.post.edu account).



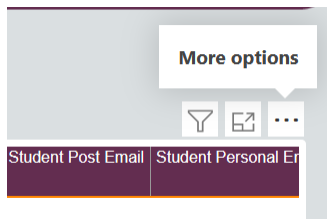
- Click on the **Select Term** dropdown on the upper left to choose the term of your course(s).



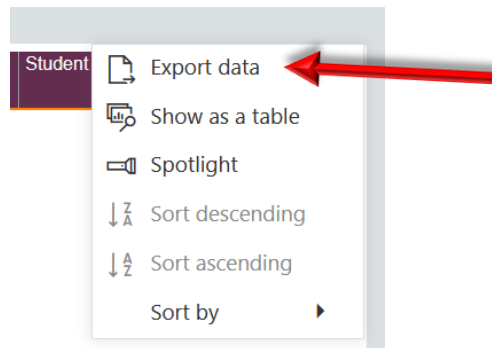
- 7. **You will now see your course roster!** You can stop here and view online or continue to learn how to export your roster to your computer.
- 8. If you wish to export your roster, place your cursor over any column header to bring up the following symbols on the far left.



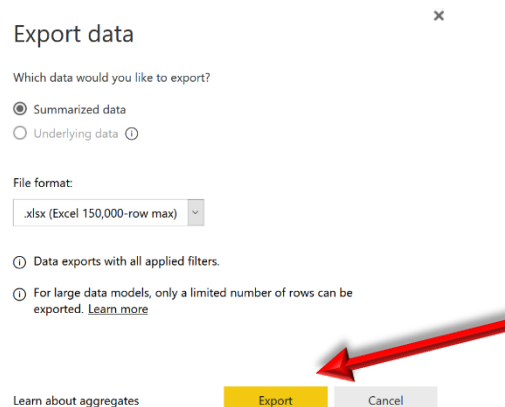
- 9. Click on the ellipsis (...) to show More options.



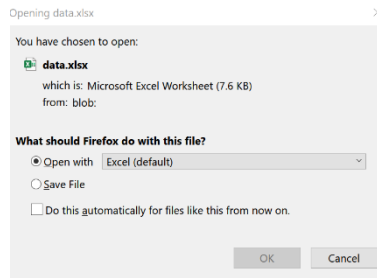
- 10. Click on **Export data**.



- 11. In the pop-up window, click **Export**.



12. In the next pop-up screen, click **OK** to open in Excel
(or select *Save File* and then *OK* to download file)



13. Your Course Roster Report has the following fields:

TermCode, Course Code, Course Section , Instructor Name, StuNum, Student Name, Course LDA, Student Phone, Student Mobile Phone, Student Other Phone, Student Work Phone, Student Post Email, Student Personal Email, School Status, Student Academic Success Counselor (Advisor), Student Academic Success Counselor Email. (Additional Fields can be added as needed).*

**Course LDA is the Last Date of Attendance (LDA) in the course based manual attendance entry for Main Campus or based on Blackboard activity for ADP courses. The Course LDA does not capture Publisher Courseware/third-party resources (Pearson MyLab, McGraw Connect, Cengage Mindtap), so might not be accurate if students only participated in those resources. It is NOT the last date that a student accessed a course.*

Note for Full-Time Associates:

If you are full-time Associate with an @post.edu account, you need to login into Faculty Portal with your @instructor.post.edu account. You might encounter login issues because the system is remember your main account. A few solutions:

- Preferred browsers are Google Chrome and Firefox (see links to install on your computer).
<https://support.google.com/chrome/answer/95346?co=GENIE.Platform%3DAndroid&hl=en>
<https://www.mozilla.org/en-US/firefox/new>
- Login from an incognito browser window.
 - [How to open incognito window in Chrome.](#)
 - [How to open incognito window in Firefox](#)
- Alternatively, use a different browser from your main account (e.g. if you use Chrome for your @post.edu account, use Firefox for your @instructor.post.edu account).
- If those do not work, try clearing your cache.
- Alternatively, you can access the Course Roster report by going directly to the Power BI link below with your @post.edu account. **This link does not work for AFs who only have an @instructor.post.edu account.**

<https://app.powerbi.com/groups/me/apps/e8fd716e-10b4-4768-9c2d-e867e6c554a6/reports/18969ab1-4731-4dce-bd99-d8561ca3d3ed/ReportSection4c55e30f2ca14e4d7c00?noSignUpCheck=1>