



**Intra-Georgia Registration Sharing System
(INGRESS)**

Faculty Console User Guide

Release V1.0

Instructions for Entering Attendance and Grades

September 2010

Table of Contents

Introduction	3
Accessing the INGRESS Faculty Console	3
Viewing the Class Roster	6
Entering and Submitting Attendance	8
Entering and Submitting Midterm Grades.....	11
Entering and Submitting Final Grades	14

Introduction

Overview

INGRESS is a custom application that has been developed for USG institutions that share course sections with each other. It facilitates the following functions:

- The transfer of shared course sections, faculty and student enrollments from each participating institution's local Banner system to INGRESS; INGRESS sends this information to Vista.
- The balancing of available course seats across participating institutions.
- Updating the maximum seat counts of shared course sections.
- The transfer of faculty and student person updates from local Banner systems to INGRESS, which sends the information to Vista.
- The entry and submission of attendance verification and grades by faculty. INGRESS transfers these entries to the students' home institutions.
- Reporting

Intended Audience

This user guide is intended to provide step-by-step instructions for faculty who perform the following tasks related to courses shared via the INGRESS tool:

- Attendance Verification Submission
- Mid-Term Grade Submission
- Final Grade Submission

Disclaimer

The screen shots in this document do not represent actual students, faculty or course sections; they are provided purely as examples.

Accessing the INGRESS Faculty Console

The Faculty Console is an INGRESS tool that instructors will use to submit attendance verification and grades for students registered in shared course sections.

Log into **Georgia ONmyLINE Vista** at: <https:goml.view.usg.edu>
Enter your GOML Vista faculty username and password.

My Learning • My Schedule • My Education

[Help](#)

Online Courses Login Page

User name:

Password:

[Forgot your password?](#)

Welcome to the Georgia ONmyLINE login page. Use this page to log in to your online classes if you registered through Georgia ONmyLINE or if you are enrolled in **eCore**, **WebMBA**, **WebBSIT**, and **European Union**. If you have any questions about logging in, please click on either the **GeorgiaVIEW Vista Help (Online Support Center)** link or your program's link under Important Links. Customer Service Representatives are available to assist you with your login questions.

Important Links

[Is Your Computer Ready?](#)
[GeorgiaVIEW Vista Help](#)
[Maintenance Schedule](#)

If you registered through GeorgiaONmyLINE

[GeorgiaONmyLINE Registration](#)
[Georgia ONmyLINE Calendar](#)

Collaborative Program Information

[eCore Information](#)
[WebBSIT Information](#)
[WebMBA Information](#)

Hosted by: [Board of Regents of the University System of Georgia](#)
 "Creating a more educated Georgia"

[Privacy](#) | [Contact Us](#)
 © 2009 Georgia ONmyLINE

Click on **Georgia ONmyLINE**.

Board of Regents of the University System of Georgia
"Creating A More Educated Georgia"
Check Browser Help

Institution Listing

Did you reach this page unexpectedly? A "Login Loop" issue is often the cause for this. [Click here for help.](#)

Check the [GeorgiaVIEW Online Support Center](#) for assistance.

Click the name of the Institution or Project below to login.

Institutions

Abraham Baldwin Agricultural College	East Georgia College	Kennesaw State University
Albany State University	Fort Valley State University	Macon State College
Armstrong Atlantic State University	Gainesville State College	Medical College of Georgia
Atlanta Metropolitan College	Georgia College and State University	Middle Georgia College
Augusta State University	Georgia Gwinnett College	North Georgia College and State University
Bainbridge College	Georgia Highlands College	Savannah State University
Clayton State University	Georgia Perimeter College	South Georgia College
College of Coastal Georgia	Georgia Southern University	Southern Polytechnic State University
Columbus State University	Georgia Southwestern State University	University of West Georgia
Dalton State College	Georgia State University	Waycross College
Darton College	Gordon College	

Georgia ONmyLINE

- [eCore](#) (eCore students must login to Vista here, even if enrolled at the University of West Georgia, or Valdosta State University, or Southern Polytechnic Statue University.)
- [European Union](#)
- [Foreign Language](#)
- [WebBSIT](#)
- [WebMBA](#)

VISTA IMPLEMENTATION ENTERPRISE-WIDE

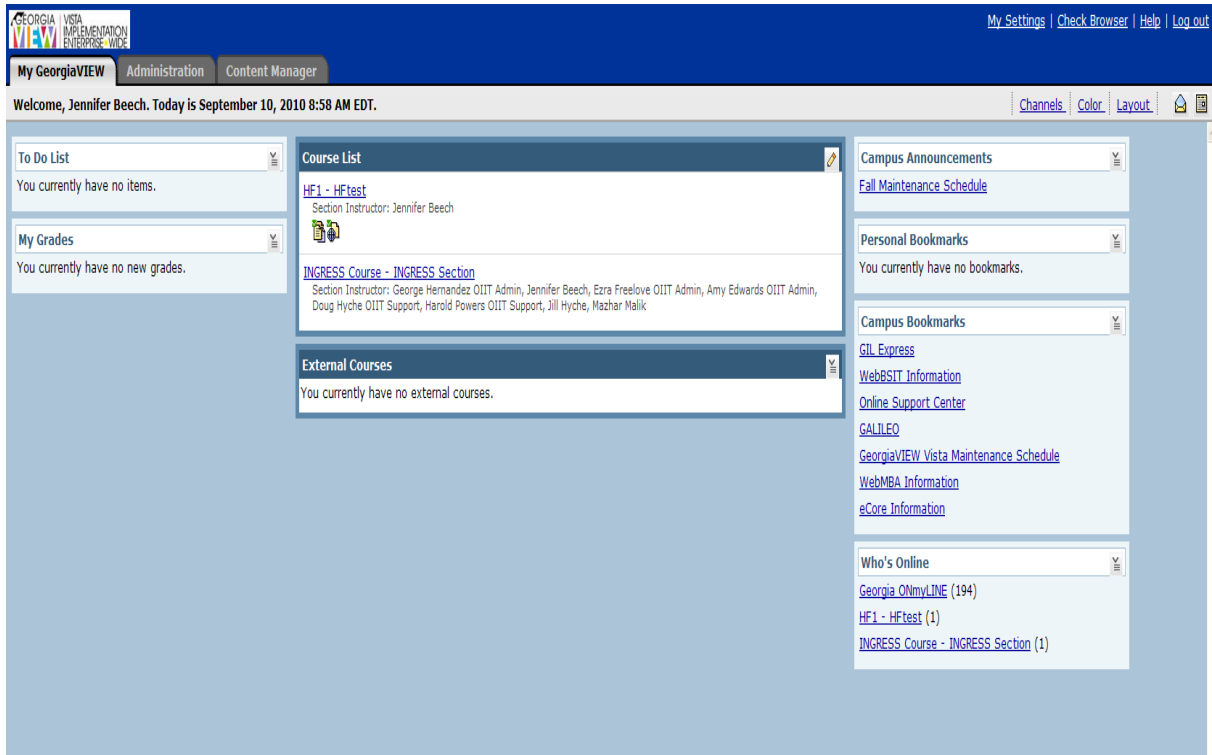
A Project of the University System of Georgia

Outreach Programs

- [Alternative Media Access Center](#)
- [Best Practices Training](#) - Georgia State University & Pre-K to 4 Teachers

[Trillion](#) Connection to AIM has

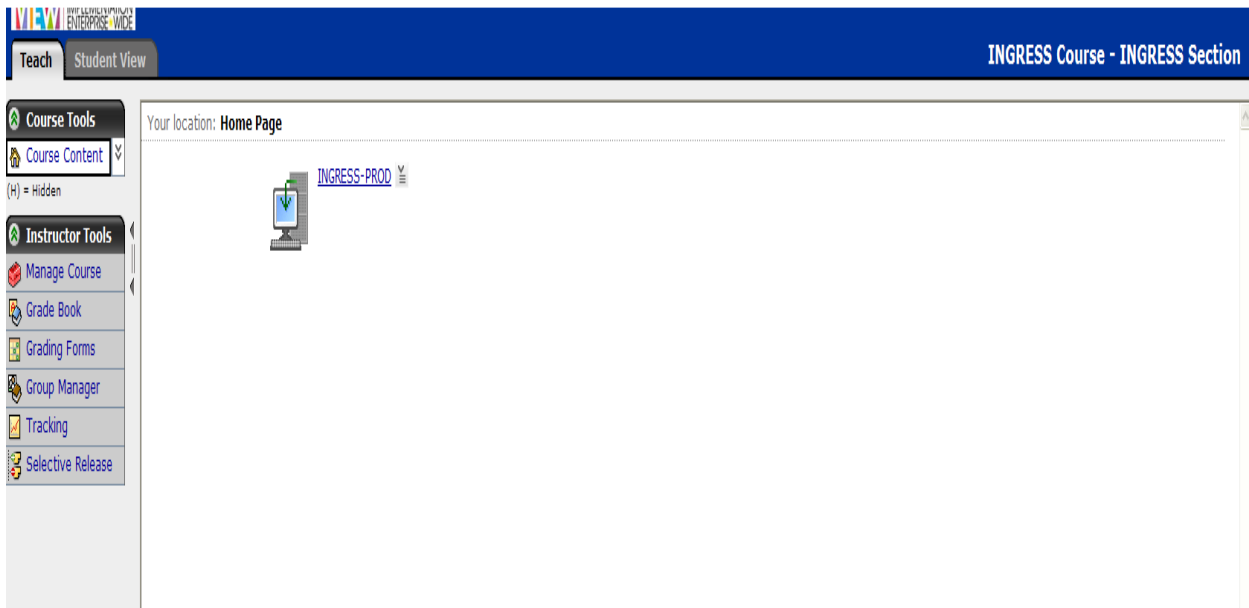
On the Course List click on the section entitled “INGRESS — INGRESS Tool.”



The screenshot shows the My GeorgiaVIEW dashboard. At the top, there is a navigation bar with "My GeorgiaVIEW", "Administration", and "Content Manager". A welcome message reads: "Welcome, Jennifer Beech. Today is September 10, 2010 8:58 AM EDT." The main content area is divided into several sections:

- To Do List:** You currently have no items.
- My Grades:** You currently have no new grades.
- Course List:**
 - [HF1 - HFtest](#) (Section Instructor: Jennifer Beech)
 - [INGRESS Course - INGRESS Section](#) (Section Instructor: George Hernandez OIIT Admin, Jennifer Beech, Ezra Freelove OIIT Admin, Amy Edwards OIIT Admin, Doug Hyche OIIT Support, Harold Powers OIIT Support, Jill Hyche, Mazhar Malik)
- External Courses:** You currently have no external courses.
- Campus Announcements:** [Fall Maintenance Schedule](#)
- Personal Bookmarks:** You currently have no bookmarks.
- Campus Bookmarks:**
 - [GIL Express](#)
 - [WebBSIT Information](#)
 - [Online Support Center](#)
 - [GALILEO](#)
 - [GeorgiaVIEW Vista Maintenance Schedule](#)
 - [WebMBA Information](#)
 - [eCore Information](#)
- Who's Online:**
 - Georgia ONmyLINE (194)
 - HF1 - HFtest (1)
 - INGRESS Course - INGRESS Section (1)

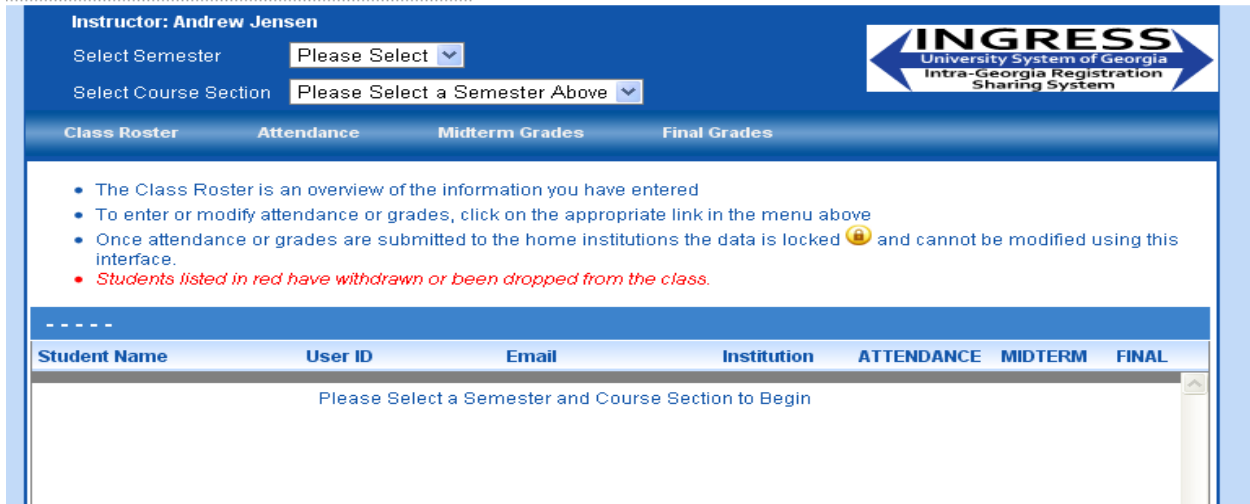
Click on the link to **INGRESS – PROD.**



The screenshot shows the "INGRESS Course - INGRESS Section" page. The top navigation bar includes "Teach" and "Student View". The main content area displays "Your location: Home Page" and a link to [INGRESS-PROD](#) with a computer icon. On the left side, there is a sidebar with "Course Tools" and "Instructor Tools".

- Course Tools:**
 - Course Content
- Instructor Tools:**
 - Manage Course
 - Grade Book
 - Grading Forms
 - Group Manager
 - Tracking
 - Selective Release

The INGRESS Faculty Console will appear on the next page. The Faculty Console includes the name of the instructor at the top of the page in addition to fields for the selection of the semester and course sections. Four tabs appear below the course section field: **Class Roster**, **Attendance**, **Midterm Grades** and **Final Grades**.



Instructor: Andrew Jensen

Select Semester: Please Select

Select Course Section: Please Select a Semester Above

Class Roster Attendance Midterm Grades Final Grades

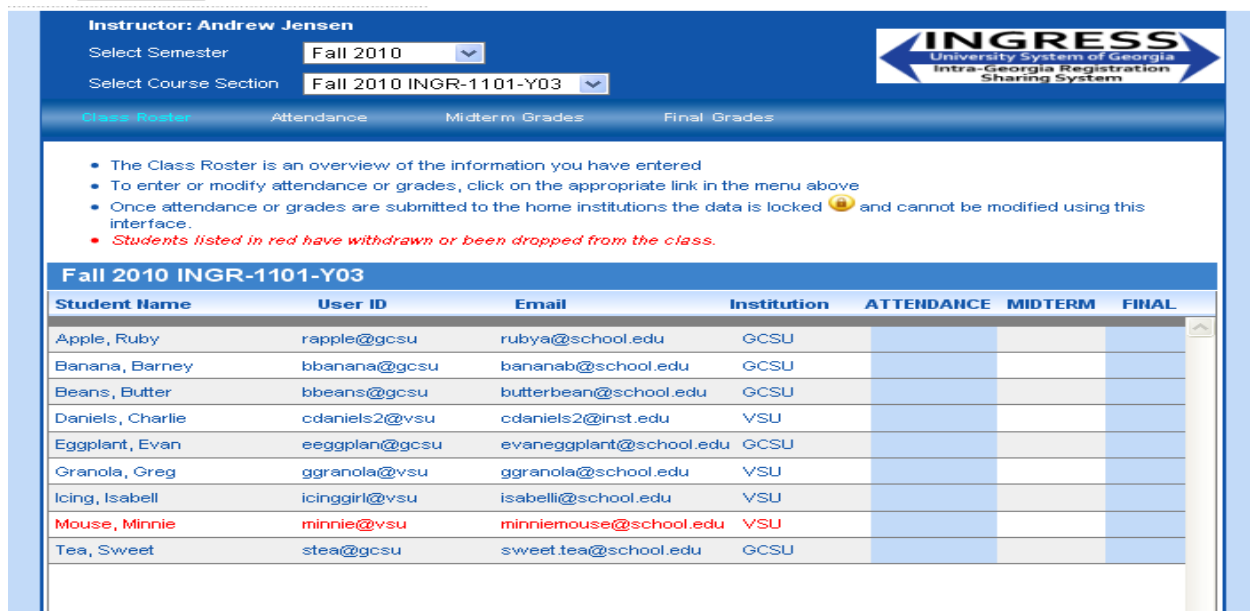
- The Class Roster is an overview of the information you have entered
- To enter or modify attendance or grades, click on the appropriate link in the menu above
- Once attendance or grades are submitted to the home institutions the data is locked and cannot be modified using this interface.
- Students listed in red have withdrawn or been dropped from the class.

Student Name	User ID	Email	Institution	ATTENDANCE	MIDTERM	FINAL
Please Select a Semester and Course Section to Begin						

Viewing the Class Roster

The Class Roster provides the instructor with pertinent information about the students enrolled in each course section for a particular term. The following information is available on the class roster:

- The student's name, user id, email address and home institution.
- The names of students who have been dropped or withdrawn from the class are highlighted in red.



Instructor: Andrew Jensen

Select Semester: Fall 2010

Select Course Section: Fall 2010 INGR-1101-Y03

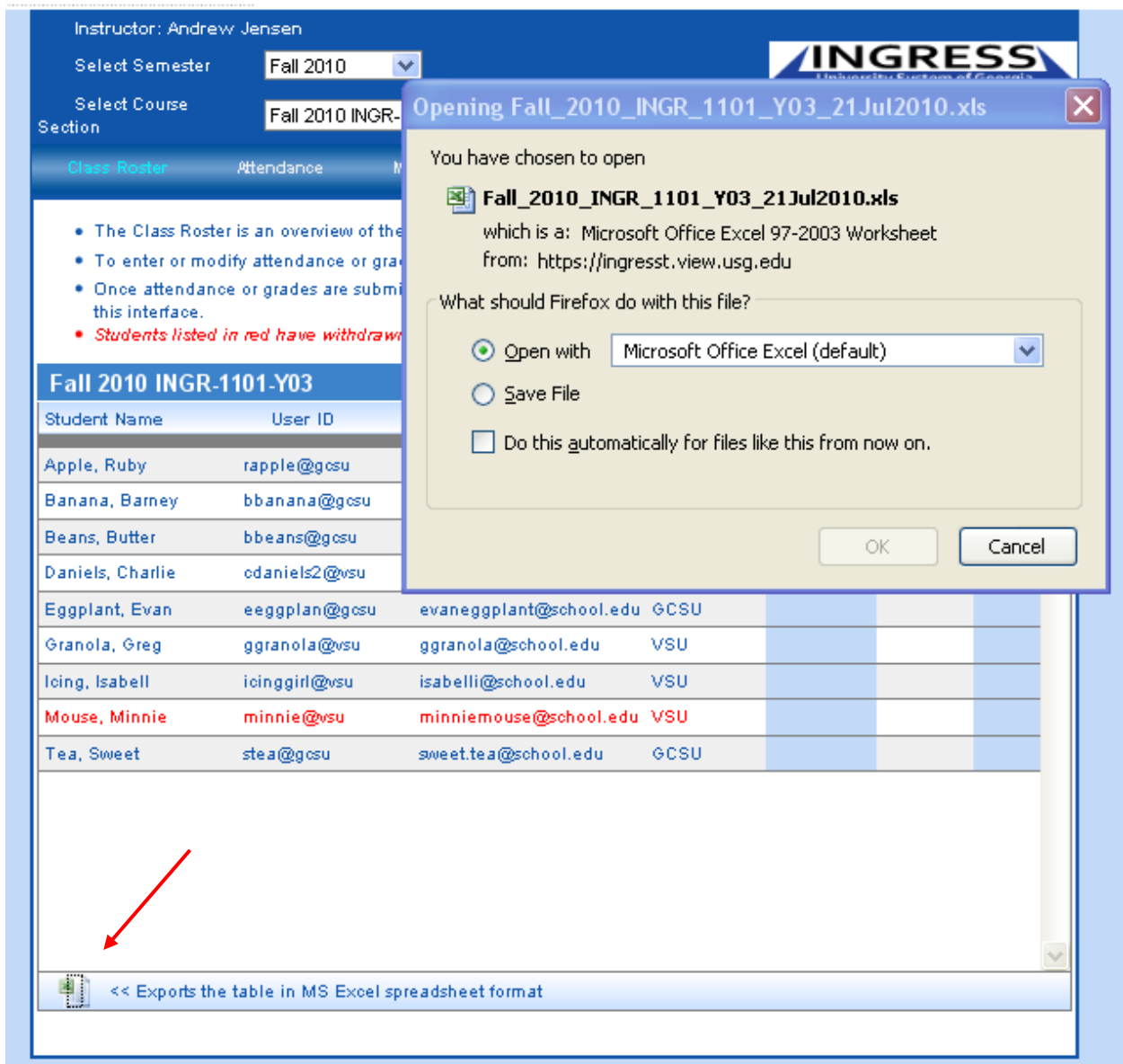
Class Roster Attendance Midterm Grades Final Grades

- The Class Roster is an overview of the information you have entered
- To enter or modify attendance or grades, click on the appropriate link in the menu above
- Once attendance or grades are submitted to the home institutions the data is locked and cannot be modified using this interface.
- Students listed in red have withdrawn or been dropped from the class.

Fall 2010 INGR-1101-Y03						
Student Name	User ID	Email	Institution	ATTENDANCE	MIDTERM	FINAL
Apple, Ruby	rapple@gcsu	rubya@school.edu	GCSU			
Banana, Barney	bbanana@gcsu	bananab@school.edu	GCSU			
Beans, Butter	bbeans@gcsu	butterbean@school.edu	GCSU			
Daniels, Charlie	cdaniels2@vsu	cdaniels2@inst.edu	VSU			
Eggplant, Evan	eeggplan@gcsu	evaneggplant@school.edu	GCSU			
Granola, Greg	ggranola@vsu	ggranola@school.edu	VSU			
Icing, Isabell	icinggirl@vsu	isabelli@school.edu	VSU			
Mouse, Minnie	minnie@vsu	minniemouse@school.edu	VSU			
Tea, Sweet	stea@gcsu	sweet.tea@school.edu	GCSU			

Downloading Class Roster to Excel Spreadsheet

The class roster is also available to download as a Microsoft Excel spreadsheet. To download the roster to Excel, click on the Excel spreadsheet icon located in the lower left corner of the page and save the spreadsheet to your local computer.



The screenshot shows the INGRESS Faculty Console interface. At the top, it displays 'Instructor: Andrew Jensen' and 'Select Semester: Fall 2010'. Below this, 'Select Course Section' is set to 'Fall 2010 INGR-'. The 'Class Roster' tab is active, showing a list of students with columns for Student Name, User ID, and other details. A red arrow points to an Excel icon in the bottom left corner of the page, with the text '<< Exports the table in MS Excel spreadsheet format' next to it.

Overlaid on the screen is a dialog box titled 'Opening Fall_2010_INGR_1101_Y03_21Jul2010.xls'. The dialog contains the following text: 'You have chosen to open', followed by a file icon and the name 'Fall_2010_INGR_1101_Y03_21Jul2010.xls', and then 'which is a: Microsoft Office Excel 97-2003 Worksheet from: https://ingresst.view.usg.edu'. Below this, it asks 'What should Firefox do with this file?' and provides three options: 'Open with Microsoft Office Excel (default)' (selected), 'Save File', and 'Do this automatically for files like this from now on.' (unchecked). 'OK' and 'Cancel' buttons are at the bottom right of the dialog.

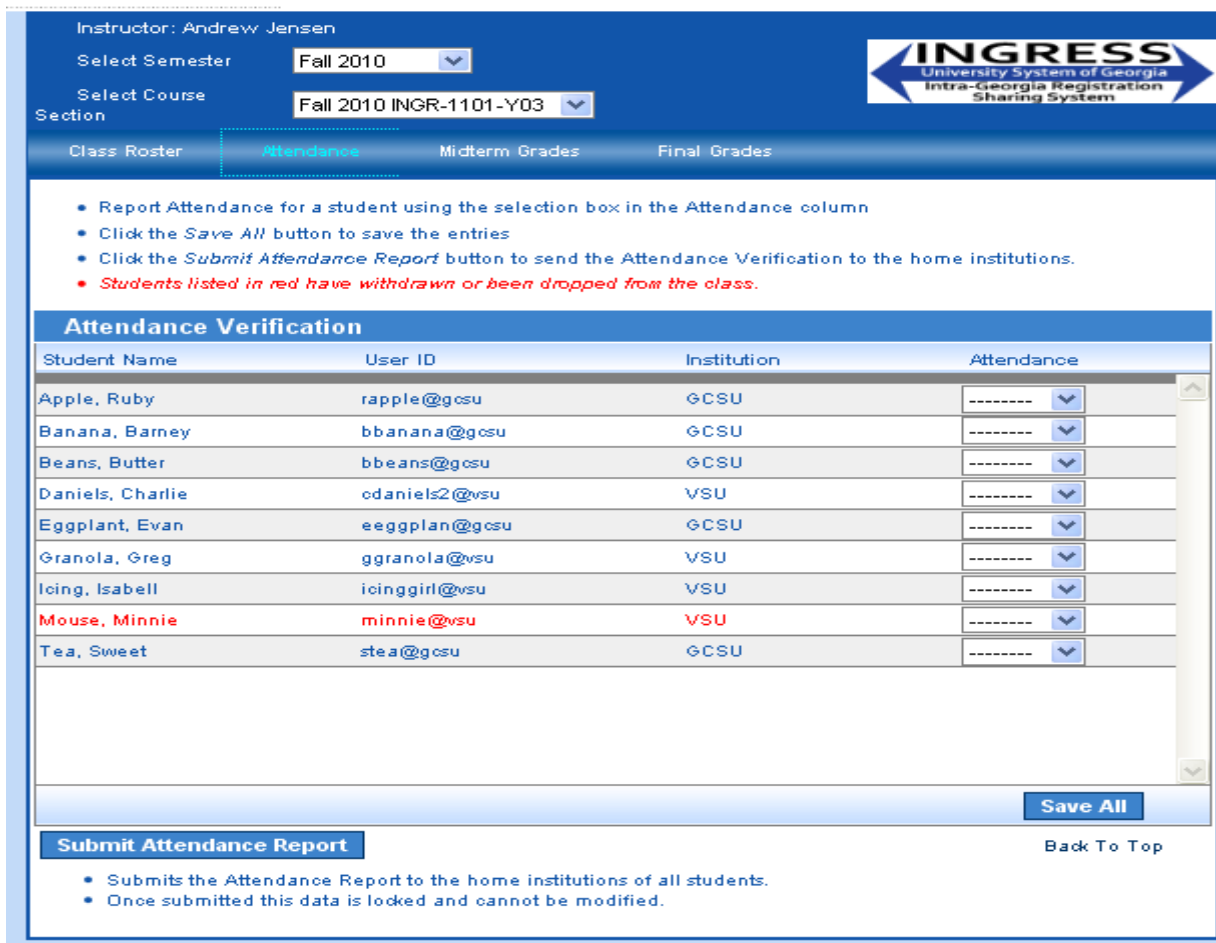
Student Name	User ID				
Apple, Ruby	rapple@gcsu				
Banana, Barney	bbanana@gcsu				
Beans, Butter	bbeans@gcsu				
Daniels, Charlie	cdaniels2@vsu				
Eggplant, Evan	eeggplan@gcsu	evaneggplant@school.edu	GCSU		
Granola, Greg	ggranola@vsu	ggranola@school.edu	VSU		
Icing, Isabell	icinggirl@vsu	isabelli@school.edu	VSU		
Mouse, Minnie	minnie@vsu	minniemouse@school.edu	VSU		
Tea, Sweet	stea@gcsu	sweet.tea@school.edu	GCSU		

Entering and Submitting Attendance Verification

Faculty must enter attendance verification data for students enrolled in course sections by using the Attendance Roster on the INGRESS Faculty Console. Follow the instructions below to enter attendance verification data for students.

Step 1 – Choose the semester and course section by clicking once inside these fields.

Step 2 – Click on the Attendance tab. The name of students who have been dropped from the class will be listed in **red**.



Instructor: Andrew Jensen

Select Semester:

Select Course Section:

Class Roster | **Attendance** | Midterm Grades | Final Grades

- Report Attendance for a student using the selection box in the Attendance column
- Click the *Save All* button to save the entries
- Click the *Submit Attendance Report* button to send the Attendance Verification to the home institutions.
- *Students listed in red have withdrawn or been dropped from the class.*

Student Name	User ID	Institution	Attendance
Apple, Ruby	rapple@gcsu	GCSU	----- ▾
Banana, Barney	bbanana@gcsu	GCSU	----- ▾
Beans, Butter	bbeans@gcsu	GCSU	----- ▾
Daniels, Charlie	cdaniels2@vsu	VSU	----- ▾
Eggplant, Evan	eeggplan@gcsu	GCSU	----- ▾
Granola, Greg	ggranola@vsu	VSU	----- ▾
Icing, Isabell	icinggirl@vsu	VSU	----- ▾
Mouse, Minnie	minnie@vsu	VSU	----- ▾
Tea, Sweet	stea@gcsu	GCSU	----- ▾

Save All | **Submit Attendance Report** | [Back To Top](#)

- Submits the Attendance Report to the home institutions of all students.
- Once submitted this data is locked and cannot be modified.

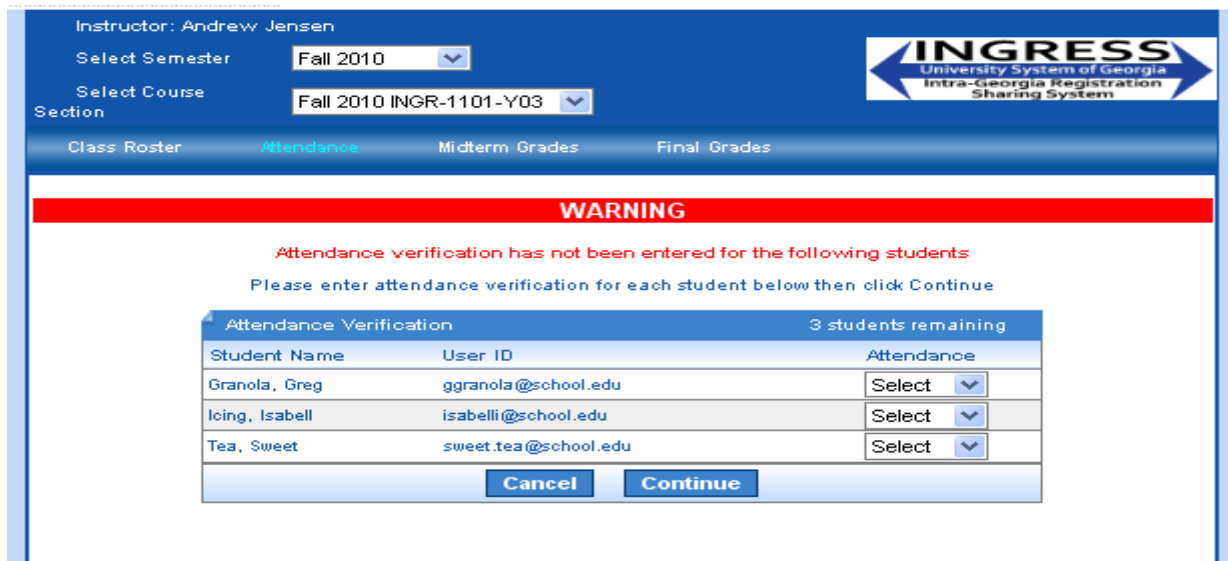
Step 3 - Enter the attendance verification by clicking on the down arrow in the Attendance column beside the student's name. Select "Absent" or "Present" for each student. You may enter attendance verification for students who have been dropped or withdrawn from the class

if necessary. You may enter and save attendance verification entries several times before final submission.

Step 4 – Once attendance verification has been entered and you are ready to submit the final report, click on “Submit Attendance Report” located in the bottom left corner of the page. This action will submit attendance verification to the home institutions for all students enrolled in the course.



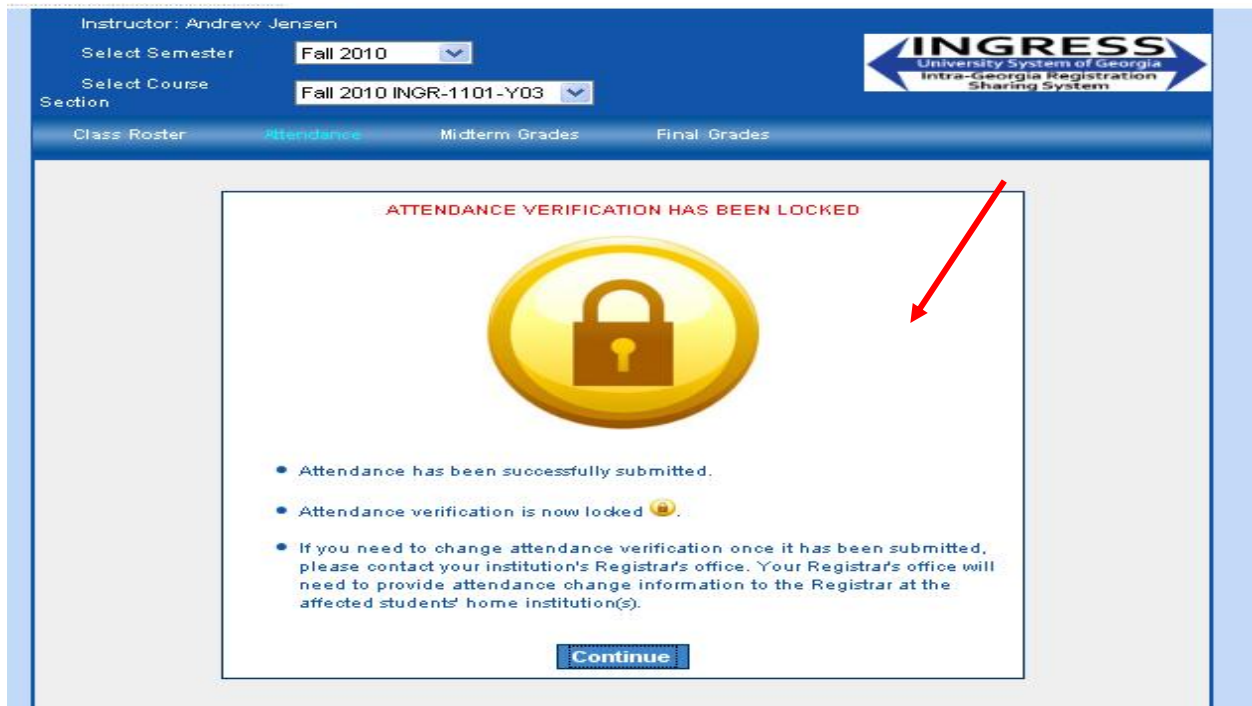
If faculty submits the report without completing all entries, the following warning will be displayed listing students who are missing attendance verification.



The screenshot shows the INGRESS Faculty Console interface. At the top, it displays the instructor's name (Andrew Jensen) and the selected course (Fall 2010 INGR-1101-Y03). A navigation bar includes links for Class Roster, Attendance (highlighted), Midterm Grades, and Final Grades. A prominent red banner with the word "WARNING" is displayed. Below the banner, a message states: "Attendance verification has not been entered for the following students. Please enter attendance verification for each student below then click Continue." A table lists three students with their names, user IDs, and an "Attendance" column containing a "Select" dropdown menu. At the bottom of the table are "Cancel" and "Continue" buttons.

Attendance Verification		3 students remaining
Student Name	User ID	Attendance
Granola, Greg	ggranola@school.edu	Select ▼
Icing, Isabell	isabelli@school.edu	Select ▼
Tea, Sweet	sweet.tea@school.edu	Select ▼

Step 5 - The following confirmation screen will be displayed after attendance verification is successfully submitted:



- An e-mail message is automatically sent to the Registrar’s Office at the students’ home institutions notifying them that the instructor has submitted attendance verification for the class.




If a change to a student’s attendance is required after the attendance verification roster has been locked, faculty should contact the faculty member’s Registrar’s office with the name of the student, his or her home institution, course title and the correct attendance information. The faculty member’s Registrar office will, in turn, contact the student’s Registrar’s office with the change.


- The faculty member may view the attendance verification entries from the Class Roster. The roster with attendance verification data may also be downloaded in an Excel spreadsheet format.

Instructor: Andrew Jensen

Select Semester:


Select Course Section:

Class Roster | Attendance  | Midterm Grades | Final Grades

- The Class Roster is an overview of the information you have entered
- To enter or modify attendance or grades, click on the appropriate link in the menu above
- Once attendance or grades are submitted to the home institutions the data is locked  and cannot be modified using this interface.
- Students listed in red have withdrawn or been dropped from the class.

Fall 2010 INGR-1101-Y03

Student Name	User ID	Email	Institution	ATTENDANCE	MIDTERM	FINAL
Apple, Ruby	rapple@gcsu	rubya@school.edu	GCSU	P		
Banana, Barney	bbanana@gcsu	bananab@school.edu	GCSU	A		
Beans, Butter	bbeans@gcsu	butterbean@school.edu	GCSU	P		
Daniels, Charlie	cdaniels2@vsu	cdaniels2@inst.edu	VSU	A		
Eggplant, Evan	eeggplan@gcsu	evaneggplant@school.edu	GCSU	P		
Granola, Greg	ggranola@vsu	ggranola@school.edu	VSU	P		
Icing, Isabell	icinggirl@vsu	isabelli@school.edu	VSU	A		
Mouse, Minnie	minnie@vsu	minniemouse@school.edu	VSU			
Tea, Sweet	stea@gcsu	sweet.tea@school.edu	GCSU	P		

 << Exports the table in MS Excel spreadsheet format

Entering and Submitting Midterm Grades

The Midterm Grades function allows faculty to submit midterm grades for students enrolled in a course, if midterm grades are required. Follow the instructions below to enter midterm for students by using the Faculty Console.

Step 1 - Choose the semester and course section by clicking once inside these fields.

Step 2 – Click on the Midterm Grades tab. The names of students who have been dropped or withdrawn from the course will be listed in red.

Instructor: Andrew Jensen
 Select Semester: **Fall 2010**
 Select Course Section: **Fall 2010 INGR-1101-Y03**

Class Roster Attendance **Midterm Grades** Final Grades

- Report Midterm Grades for a student using the selection box in the Midterm column
- Click the *Save All* button to save the entries
- Click the *Submit Midterm Grades* button to send the Midterm Grades to the home institutions.
- Students listed in red have withdrawn or been dropped from the class.*

Student Name	User ID	Institution	Midterm Grade
Apple, Ruby	rapple@gcsu	GCSU	A
Banana, Barney	bbanana@gcsu	GCSU	B
Beans, Butter	bbeans@gcsu	GCSU	C
Daniels, Charlie	cdaniels2@vsu	VSU	Withdraw
Eggplant, Evan	eeggplan@gcsu	GCSU	B
Granola, Greg	ggranola@vsu	VSU	NO GRADE
Icing, Isabell	icinggirl@vsu	VSU	B
Mouse, Minnie	minnie@vsu	VSU	NO GRADE
Tea, Sweet	stea@gcsu	GCSU	C

Submit Midterm Grades [Save All](#) [Back To Top](#)

- Submits the Midterm Grades to the home institutions of all students.
- Once submitted this data is locked and cannot be modified.

Step 3 - Click once inside the Midterm Grade field located next to the student's name and select a valid grade from the drop-down list. Faculty may enter midterm grades for students who have been dropped or withdrawn from the course if necessary. Plus and minus grades are not available. The list of valid grades for shared courses follows:

A, B, C, D, F, I (Incomplete), IP (In Progress), W, WF, S (Satisfactory), U (Unsatisfactory), CR (Credit by Exam), K (Other)

If the faculty does not enter a midterm grade for a student, the midterm grade will be reported as "No Grade."

Step 4 – You may enter and save midterm grades several times before final submission by clicking "Save All."

Step 5 – Once you are satisfied that all midterm grades have been entered, click "Submit Midterm Grades." This action will submit midterm grades to all students' home institutions.




The following warning message will appear for any student that does not have midterm grade entered. Faculty may enter the missing midterm grade or continue with the midterm grade submission.

Instructor: Andrew Jensen

Select Semester:

Select Course Section:

Class Roster Attendance  **Midterm Grades** Final Grades

WARNING

Midterm Grades have not been entered for the following students

Please click to continue if no grade is valid for the following students or enter a letter grade and continue.


Midterm Grades		2 students remaining
Student Name	User ID	Midterm
Granola, Greg	ggranola@vsu	NO GRADE <input type="text"/>
Mouse, Minnie	minnie@vsu	NO GRADE <input type="text"/>

Step 6 – The following confirmation screen will be displayed after the midterm grades have been successfully submitted:


Instructor: Andrew Jensen


Select Semester:

Select Course Section:

Class Roster Attendance  **Midterm Grades** Final Grades

MIDTERM GRADES HAS BEEN LOCKED



- Midterm Grades have been successfully submitted.
- Midterm Grades is now locked .
- If you need to change midterm grades once they have been submitted, please contact your institution's Registrar's office. Your Registrar's office will need to provide midterm grade change information to the Registrar at the affected students' home institution(s).

- An e-mail message is automatically sent to the Registrar's Office at the students' home institutions notifying them that the faculty has submitted midterm grades for the class.



If a change to a student's midterm grade is required after the midterm grade roster has been locked, faculty should contact the faculty member's Registrar's office with the name of the student, his or her home institution, course title and the correct grade information. The faculty member's Registrar's office will, in turn, contact the student's Registrar's office with the change.

- The faculty member may view the midterm grade entries from the Class Roster. The roster with midterm grades for all students may also be downloaded in an Excel spreadsheet format.

Entering and Submitting Final Grades

The Final Grades function allows faculty to submit final grades for students enrolled in a course. Follow the instructions below to enter and submit final grades for students by using the Faculty Console.

Step 1 - Choose the semester and course section by clicking once inside these fields.

Step 2 – Click on the Final Grades tab. The names of students who have been dropped or withdrawn from the course will be listed in **red**.

Instructor: Andrew Jensen

Select Semester:

Select Course Section:

Class Roster | Attendance | Midterm Grades | **Final Grades**

- Report Final Grades for a student using the selection box in the Final column
- Click the *Save All* button to save the entries
- Click the *Submit Final Grades* button to send the Final Grades to the home institutions.
- Students listed in red have withdrawn or been dropped from the class.*

Student Name	User ID	Institution	Final Grade
Apple, Ruby	rapple@gcsu	CSU	A
Banana, Barney	bbanana@gcsu	CSU	B
Beans, Butter	bbeans@gcsu	CSU	B
Daniels, Charlie	cdaniels2@vsu	VSU	NO GRADE
Eggplant, Evan	eeggplan@gcsu	CSU	B
Granola, Greg	ggranola@vsu	VSU	C
Icing, Isabell	icinggirl@vsu	VSU	A
Mouse, Minnie	minnie@vsu	VSU	NO GRADE
Tea, Sweet	stea@gcsu	CSU	B

Submit Final Grades **Save All** [Back To Top](#)

- Submits the Final Grades to the home institutions of all students.
- Once submitted this data is locked and cannot be modified.

Step 3 - Click once inside the Final Grade field located next to the student’s name and select a valid grade from the drop-down list. Faculty may enter final grades for students who have been dropped or withdrawn from the course if necessary. Plus and minus grades are not available. The list of valid grades for shared courses follows:

A, B, C, D, F, I (Incomplete), IP (In Progress), W, WF, S (Satisfactory), U (Unsatisfactory), CR (Credit by Exam), K (Other)

If the faculty does not enter a final grade for a student, the final grade will be reported as “No Grade.”

Step 4 – You may enter and save final grades several times before final submission by clicking “Save All.”

Step 5 – Once you are satisfied that all final grades have been entered, click “Submit Final Grades.” This action will send final grades to all students’ home institutions.




The following warning message will appear for any student that does not have a final grade entered.

Instructor: Andrew Jensen

Select Semester:

Select Course Section:

Class Roster Attendance  **Midterm Grades** Final Grades

WARNING

Midterm Grades have not been entered for the following students

Please click to continue if no grade is valid for the following students or enter a letter grade and continue.



Midterm Grades		2 students remaining
Student Name	User ID	Midterm
Granola, Greg	ggranola@vsu	NO GRADE <input type="text" value="v"/>
Mouse, Minnie	minnie@vsu	NO GRADE <input type="text" value="v"/>

Step 6 – The following confirmation screen will be displayed after final grades have been successfully submitted:


Instructor: Andrew Jensen


Select Semester:

Select Course Section:

Class Roster Attendance  Midterm Grades  **Final Grades**

FINAL GRADES HAS BEEN LOCKED



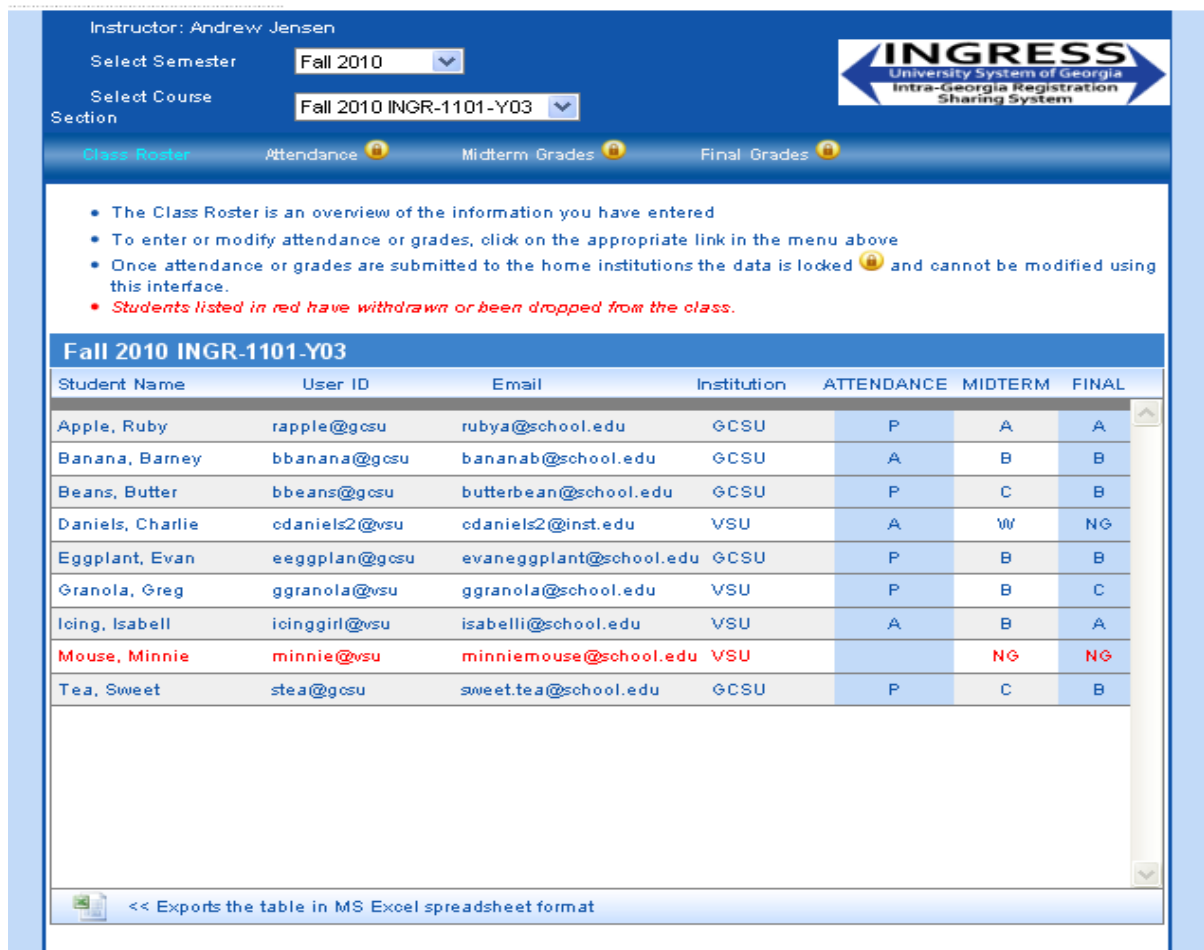
- Final Grades have been successfully submitted.
- Final Grades is now locked .
- If you need to change final grades once they have been submitted, please contact your institution's Registrar's office. Your Registrar's office will need to provide final grade change information to the Registrar at the affected students' home institution(s).

- An e-mail message is automatically sent to the Registrar’s Office at the students’ home institutions notifying them that the faculty has submitted final grades for the class.



If a change to a student’s final grade is required after the final grade roster has been locked, faculty should notify the faculty member’s Registrar’s office with the name of the student, his or her home institution, course title and the correct grade information. The faculty member’s Registrar’s office will, in turn, contact the student’s Registrar’s office with the grade change information.

- The faculty member may view the final grade entries from the Class Roster. The roster with final grades for all students may also be downloaded in an Excel spreadsheet format.



Instructor: Andrew Jensen

Select Semester: **Fall 2010**

Select Course Section: **Fall 2010 INGR-1101-Y03**

INGRESS
University System of Georgia
Intra-Georgia Registration
Sharing System

Class Roster Attendance Midterm Grades Final Grades

- The Class Roster is an overview of the information you have entered
- To enter or modify attendance or grades, click on the appropriate link in the menu above
- Once attendance or grades are submitted to the home institutions the data is locked and cannot be modified using this interface.
- *Students listed in red have withdrawn or been dropped from the class.*

Student Name	User ID	Email	Institution	ATTENDANCE	MIDTERM	FINAL
Apple, Ruby	rapple@gcsu	rubya@school.edu	GCSU	P	A	A
Banana, Barney	bbanana@gcsu	bananab@school.edu	GCSU	A	B	B
Beans, Butter	bbeans@gcsu	butterbean@school.edu	GCSU	P	C	B
Daniels, Charlie	cdaniels2@vsu	cdaniels2@inst.edu	VSU	A	W	NG
Eggplant, Evan	eeggplan@gcsu	evaneggplant@school.edu	GCSU	P	B	B
Granola, Greg	ggranola@vsu	ggranola@school.edu	VSU	P	B	C
Icing, Isabell	icinggirl@vsu	isabelli@school.edu	VSU	A	B	A
Mouse, Minnie	minnie@vsu	minniemouse@school.edu	VSU		NG	NG
Tea, Sweet	stea@gcsu	sweet.tea@school.edu	GCSU	P	C	B

<< Exports the table in MS Excel spreadsheet format

A1 Student Name

A	B	C	D	E	F	G	H
Student Name	Email	User ID	Institution	Attendance	Midterm	Final	
Apple, Ruby	rubya@school.edu	rapple@gcsu	Georgia College & State University	P	A	A	
Banana, Barney	bananab@school.edu	bbanana@gcsu	Georgia College & State University	A	B	B	
Beans, Butter	butterbean@school.edu	bbeans@gcsu	Georgia College & State University	P	C	B	
Daniels, Charlie	cdaniels2@inst.edu	cdaniels2@vsu	Valdosta State University	A	W	NG	
Eggplant, Evan	evaneggplant@school.edu	eeggplan@gcsu	Georgia College & State University	P	B	B	
Granola, Greg	ggranola@school.edu	ggranola@vsu	Valdosta State University	P	B	C	
Icing, Isabell	isabelli@school.edu	icinggirl@vsu	Valdosta State University	A	B	A	
Mouse, Minnie	minniemouse@school.edu	minnie@vsu	Valdosta State University		NG	NG	
Tea, Sweet	sweet.tea@school.edu	stea@gcsu	Georgia College & State University	P	C	B	
1							
2							