

# SIS Screens

**ROS2 Screen:** Shows student roster in alphabetic order with Student ID Numbers and students' phone numbers.

1. In the FUNCTION LINE: Type *ros2* and press <Enter>.
2. In the FUNCTION LINE: Press F2 and then press <Tab>.
3. In the TERM LINE: Type YYYY 1 for spring , YYYY 2 for summer , and YYYY 3 for fall.
4. In the CLASS LINE: Type MATH XXX then press <Tab> <Tab> and type the section number of the course. Next press <Enter>.
5. To ensure that you see all the students continue to press <Enter> to scroll through the roster.

**ROS5 Screen:** Shows student roster in alphabetic order with Student ID Numbers and students' grades.

1. In the FUNCTION LINE: Type *ros5* and press <Enter>.
2. In the FUNCTION LINE: Press F2 and then press <Tab>.
3. In the TERM LINE: Type YYYY 1 for spring , YYYY 2 for summer , and YYYY 3 for fall.
4. In the CLASS LINE: Type MATH XXX then press <Tab> <Tab> and type the section number of the course. Next press <Enter>.
5. To ensure that you see all the students continue to press <Enter> to scroll through the roster.

**ROST Screen:** Shows student roster in alphabetic order with students' school ID numbers. Additionally, this screen shows when a student withdraws.

1. In the FUNCTION LINE: Type *rost* and press <Enter>.
2. In the FUNCTION LINE: Press F2 and then press <Tab>.
3. In the TERM LINE: Type YYYY 1 for spring , YYYY 2 for summer , and YYYY 3 for fall.
4. In the CLASS LINE: Type MATH XXX then press <Tab> <Tab> and type the section number of the course. Next press <Enter>.
5. To ensure that you see all the students continue to press <Enter> to scroll through the roster.

**TEST Screen:** Shows all Placement Test Scores.

1. In the FUNCTION LINE: Type *test* and press <Enter>.
2. In the FUNCTION LINE: Press F2 and then press <Tab>.
3. In the ID LINE: Type the Student ID number and press <Enter>.
4. To ensure that you see all Placement Test scores press <Enter> again.

**TOOK Screen:** Shows all of the courses that a student has taken at CCSN.

1. In the FUNCTION LINE: Type *took* and press <Enter>.
2. In the FUNCTION LINE: Press F2 and then press <Tab>.
3. In the ID LINE: Type the Student ID number and press <Enter>.
4. To ensure that you see all of the student's courses continue to press <Enter> to scroll through the semesters.

**STUD Screen:** Shows a student summary of course transferred in or transcripts provided for placement purposes.

1. In the FUNCTION LINE: Type *stud* and press <Enter>.
2. In the FUNCTION LINE: Press F2 and then press <Tab>.
3. In the ID LINE: Type the Student ID number and press <Enter>.
4. To ensure that you see all of the student's courses continue to press <Enter> to scroll through the semesters.

**CSUM Screen:** Shows a listing of all courses being taught in a specified semester.

1. In the FUNCTION LINE: Type *csum* and press <Enter>.
3. In the FUNCTION LINE: Press F2 and then press <Tab>.
4. In the TERM LINE: Type YYYY 1 for spring , YYYY 2 for summer , and YYYY 3 for fall
5. You will be on the first line of the roster.

If you want to look at the enrollment of a specific course, type MATH XXX then press <Tab> <Tab> and type the section number of the course. Next press <Enter>.

If you want to look at the enrollment of all mathematics courses, type MATH and press <Enter>.

6. To ensure that you see all courses continue to press <Enter> to scroll through the roster.

**NAME Screen:** Shows a student's name, address, and date of birth.

1. In the FUNCTION LINE: Type *name* and press <Enter>.
2. In the FUNCTION LINE: Press F2 and the press <Tab>.
3. In the ID/SSN LINE: Type the Student ID number and press <Enter>.