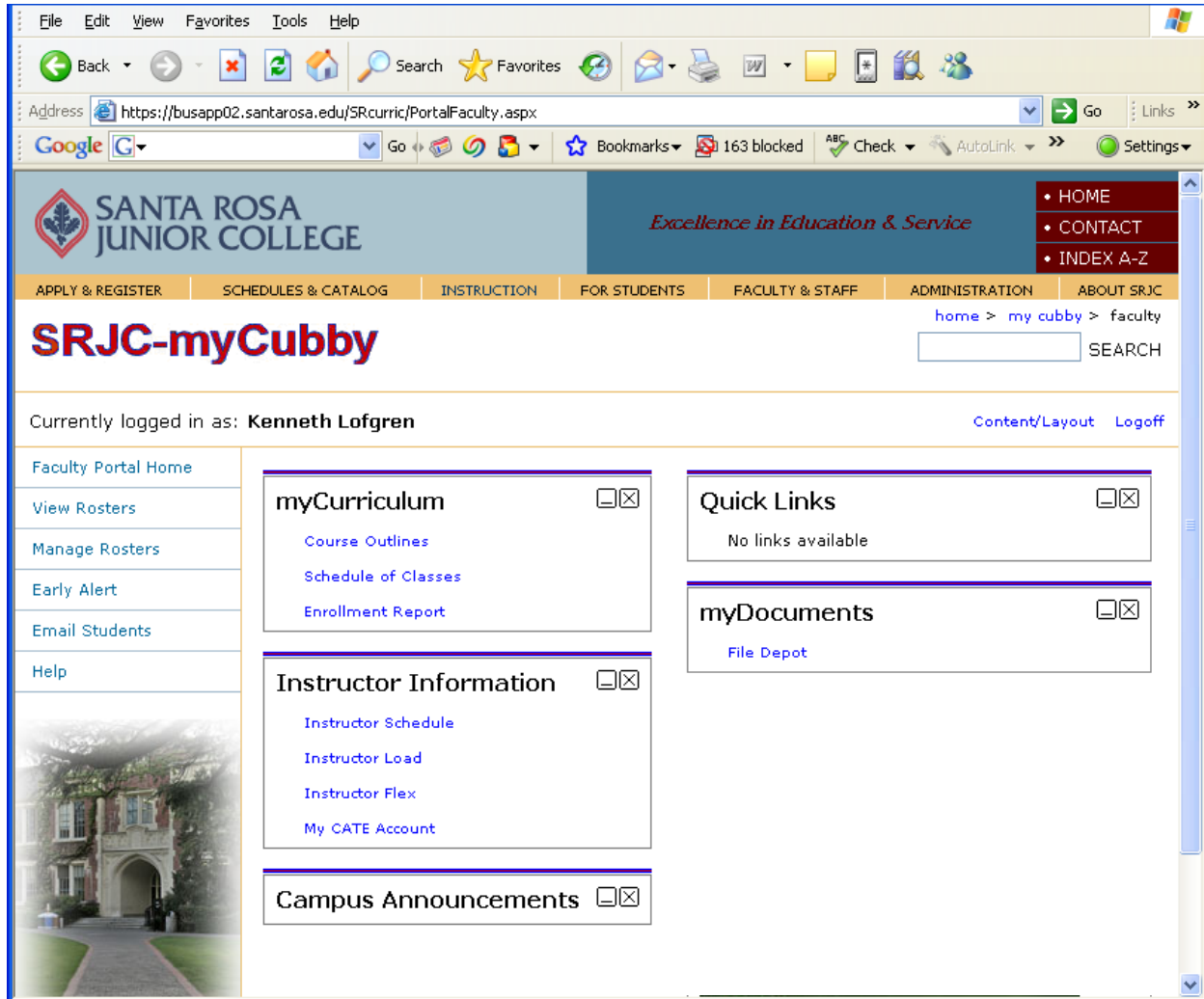


Faculty Portal

Quick Start Training Guide



Prepared By

Santa Rosa Junior College Development Team

October 6, 2008 (version 2)

Saved in: \\bus-home\Admin_Serv\CS\Programmers\Documentation\FacPortal-Documentation-Ver2.pdf

The new Student Information System (SIS) is planned to launch November 12, 2008. With the launch of the new system, faculty will be expected to manage their Rosters and Grade Submissions online. Specifically, the faculty will be expected to submit the following with a web browser:

- Wait List Drops - drop students from the wait list
- No-Show Drops - drop no-show students prior to first census
- Certify Census Roster - certify census roster (all students remaining on the roster are not no-shows)
- MidTerm Grades - submit mid-term grades
- Final Grades - submit final grades and/or attendance hours

To this end, this Quick Start Training Guide has been prepared to assist you as you get acquainted with the new Faculty Portal.

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Accessing the Faculty Portal

Logging in

1. Launch your favorite browser (e.g. Internet Explorer, Firefox, Safari, etc)
2. On your browser address line type in <http://www.santarosa.edu/portal>.
This will produce the following Faculty Portal login screen:
Enter your Santa Rosa Junior College Identification Number, Pin Code and click on the Login button.

Please note: you may use your Social Security Number in the ID Number field and your birthdate (in mmddyyyy format) in the Pin Code Field to Login. You will be required to change your Pin Code from your birthday to something else the first time you login.

I Forgot My SRJC ID (SID) Number

1. If you forgot your SRJC ID Number click on the "I forgot my SID Number" link in the side navigation area which will bring up the next screen.

2. Please enter your email address and birthdate. An email containing your SID Number and Pin Code will be sent to this email address. If you do not have an email address or your email address currently on file is not correct, please contact the Admissions and Records Office during normal business hours at (707) 527-4685 for assistance.
3. Click on the **Submit** button to complete the request.

https://busapp02.santarosa.edu/SRCurric/SR_HelpID.aspx - Microsoft Internet Explorer

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SRJC-myCubby

home > login

SEARCH

I forgot my SID Number
I forgot my Pin Code
Registration Policies
Contact Us

Please enter your email address and birthdate. An email containing your SID Number and Pin Code will be sent to this email address. If you do not have an email address or your email address currently on file is not correct, please contact the Admissions and Records Office during normal business hours at (707) 527-4685 for assistance.

Email Address:

Birthdate: Month Day Year:

Submit Cancel

I Forgot My SRJC Pin Code

1. If you forgot your SRJC Pin Code click on the "I forgot my Pin Code" link in the side navigation area which will bring up the next screen.
2. Please enter your SID Number. An email containing your Pin Code will be sent to your email address currently on file. If your email address currently on file is not correct or you do not have an email address, please contact the Admissions and Records Office during normal business hours at (707) 527-4685 for assistance.
3. Click on the **Submit** button to complete the request.

https://busapp02.santarosa.edu/SRCurric/SR_HelpPin.aspx - Microsoft Internet Explorer

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SRJC-myCubby

home > login

SEARCH

I forgot my SID Number
I forgot my Pin Code
Registration Policies
Contact Us

Please enter your SID Number. An email containing your Pin Code will be sent to your email address currently on file. If your email address currently on file is not correct, please complete the [Student Data Change Form](#).

ID Number:

Submit Cancel

How to Navigate in your Faculty Portal

Side Navigation

Is the first of the four main navigation elements on the Faculty Portal. It contains links to the Faculty Portal Home, View Rosters, Manage Rosters, Early Alerts, Email Students and Help. By clicking on any of these links you can jump to the pages that handle the respective tasks.

SRJC-myCubby

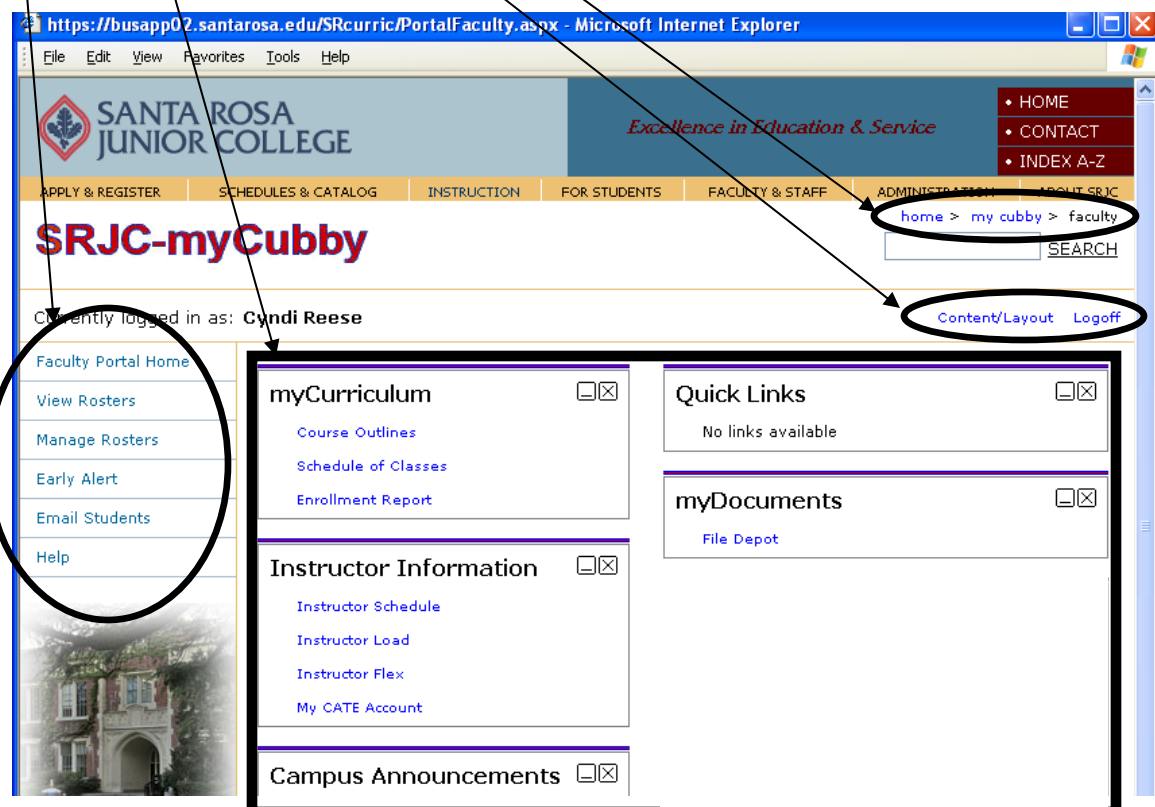
Is the second of the four main navigation elements on the Faculty Portal. It is customizable and contains links to Course Outlines, Schedule of Classes, Enrollment Reports, Instructor Schedule, Instructor Load, Instructor Flex, CATE Home Page, Campus Announcements, Quick Links (Instructor added) and Weather. The order and location of the sub-windows in this section is determined by each faculty member.

Top Navigation

Is the third of the four main navigation elements on the Faculty Portal. This area contains links to control the Content/Layout of the portal page and Logoff.

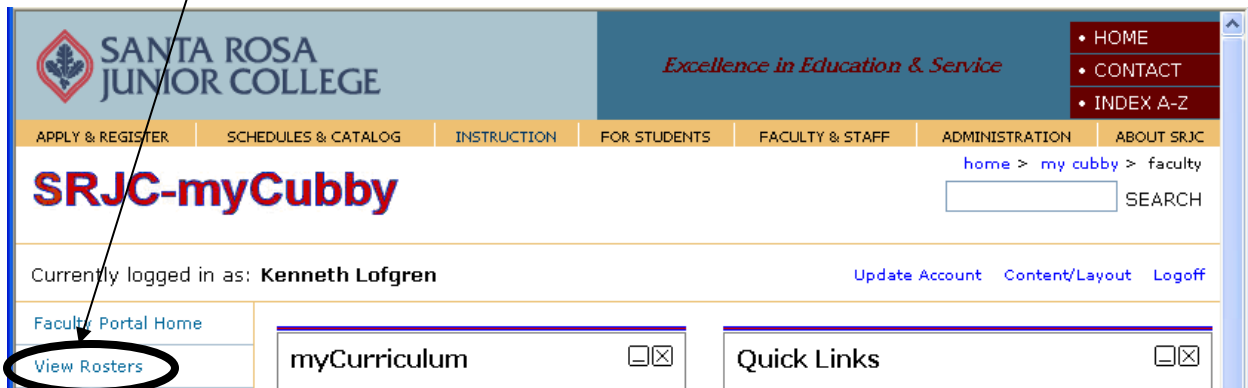
Cookie Crumb Trail

Is the fourth of the four main navigation elements on the Faculty Portal. This contains the recent path of navigation within the Faculty Portal. You may use this trail to jump back to a previous screen visited during your Faculty Portal session.

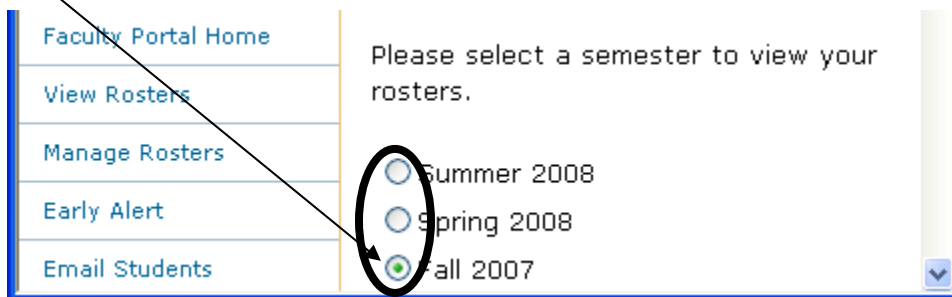


How to View Rosters

First, click on "View Rosters" in the side navigation area of your Faculty Portal.



Second, select a term by clicking on the appropriate radio button. In this example Fall 2007.



Third, click on the section number of interest to produce the Current Roster selection screen.



Fourth, this screen allows you to customize what will appear on the roster including:

- Dropped students, wait list students, print add codes, sorting by Last Name or Chronologically (click on one or more of the radio button choices)
- and
- Include on the roster Student ID, Transaction Date, Add/Drop Status, CR/NC Option, Phone Number, the Email Address (click on one of more of the check boxes)
- and
- Add blank columns to the roster to take attendance (enter a number 0-9).

Currently logged in as: **Cyndi Reese**

SRJC-myCubby

home > my cubby > faculty > view rosters

Currently logged in as: **Cyndi Reese**

Fall 2007 > View Rosters > Current Roster

Section: 2946 **Status:** Too Late to Add 13 seats available
Course: CIS 58.51A **Units:** 1.50 **Room:** 2928 Maggini Hall, Santa Rosa Campus
Instructor: Reese C **Days:** Th **Time:** 5:00 pm - 7:00 pm

Select the items you wish to see on the roster:

Include drops: ☐ Yes ☒ No
 Include wait list: ☐ Yes ☒ No
 Print add codes: ☐ Yes ☒ No
 Sort Option: ☒ Last Name ☐ Chronologically

☐ Student ID ☒ Transaction Date ☒ Add/Drop Status ☐ CR/NC Option
☐ Phone Number ☐ Email Address

Enter number of blank columns to appear on the roster for attendance purposes

Display Roster **Generate Additional Add Codes**

Fifth, click on "Display Roster" to view and/or print your roster.

Student Name	Date of Trans	Status
bonnet, susanne	07/23/2007	Add
Carpenter, Alex	07/16/2007	Add
Chapman, Jeannette A	07/07/2007	Add
Coe, John G	07/17/2007	Add
Cox, Sidnee A	07/16/2007	Add

How to Manage Rosters (Wait Lists, No Shows, Census Roster, Mid-Term Grades, Final Grades, and Positive Attendance Hours)

When you select the "Manage Rosters" link you will see a screen similar to the one below. It will have a list of Sections, Course Titles, and the Actions to be Taken. The "Action to be Taken" columns will have various links that become active at different times during the term.

Currently logged in as: **Cyndi Reese**

Fall 2007 > Manage Rosters

Select the action to be taken:

- Wait List Drops - drop students from the wait list
- No-Show Drops - drop no-show students prior to first census
- Certify Census Roster - certify census roster (all students remaining on the roster are not no-shows)
- MidTerm Grades - submit mid-term grades
- Final Grades - submit final grades and/or attendance hours

Section	Course Title	Action to be Taken				
2946	CIS 58.51A	Wait List Drops	No-Show Drops	Positive Attendance	not Full Term	Final Grades
2947	CIS 58.51A	Wait List Drops	No-Show Drops	Positive Attendance	not Full Term	Final Grades
4254	CIS 58.51B	No Enrollment	No Enrollment	No Enrollment	No Enrollment	No Enrollment
2326	CIS 73.41A	Wait List Drops	No-Show Drops	Certify Census Roster	MidTerm Grades	Final Grades
2955	CIS 73.41A	Wait List Drops	No-Show Drops	Census Roster Certified	MidTerm Grades	Final Grades
0471	CIS 73.41B	No Enrollment	No Enrollment	No Enrollment	No Enrollment	No Enrollment
0472	CIS 73.41C	No Enrollment	No Enrollment	No Enrollment	No Enrollment	No Enrollment
0474	CIS 175	No Enrollment	No Enrollment	No Enrollment	No Enrollment	No Enrollment
3614	CIS 770	No Enrollment	No Enrollment	No Enrollment	No Enrollment	No Enrollment

home | apply & register | schedules & catalog | instruction | for students | faculty & staff | administration | about SRJC

- **Wait List Drops** - The first column in the Action to be Taken area is for "Wait List Drops". Before the start of a class or early in the term you may link to the list of students that are on the wait list and drop them by putting a check mark in front of the names that should be removed from the wait list. When you do this the student will automatically get a refund for the course.
- **No-Show Drops** - The second column in the Action to be Taken area is for "No-Show Drops". Normally these links will be active prior to census date and will provide faculty with a method to drop No-Show students. By using this link you will get a list of all students currently enrolled in your class. By placing a check in front of the name and clicking on the Drop Students button at the bottom of the list the student will be dropped from the class using the current date.
- **Certify Census Roster** - The third column in the Action to be Taken area is used to "Certify Census Rosters". This column will have an active link for all full term courses and must be completed prior to submitting MidTerm or Final Grades. If you select this link you will see a list of all currently enrolled students for the section. If you put a check

mark in front of someone's name, they will be dropped from the class with a date prior to the Census Date. The remaining students must receive a Final Grade.

Check the box to remove a student from the Census Roster.

When done, click on the "Certify Roster to submit your roster to Admissions and Records.

Currently logged in as: **Cyndi Reese**

Semester > Manage Rosters > **Certify Census Roster**

Section: 2326 Status: Too Late to Add 15 seats available
Course: CIS 73.41A Units: 3.00 Room: PC227 Bertolini Hall, Petaluma Campus
Instructor: Reese C Days: W Time: 10:30 am - 12:30 pm

The following students are officially registered in your class. To drop a student, please check the 'Drop' box next to the student's ID and then click the 'Drop Students' button.

Drop	Student ID	Student Name
<input type="checkbox"/>	***-**-2089	Ball, Crystal
<input type="checkbox"/>	***-**-3346	Barr, Candy
<input type="checkbox"/>	***-**-1234	Dahl, Barb E
<input type="checkbox"/>	***-**-4532	Howe, Annie
<input type="checkbox"/>	***-**-9011	Kat, Tom
<input type="checkbox"/>	***-**-0728	Lyons, Dan D
<input type="checkbox"/>	***-**-9876	Matterhorn, Largerthan A
<input type="checkbox"/>	***-**-5555	McCulligh, Chainsaw
<input type="checkbox"/>	***-**-6744	Oakey, Carrie
<input type="checkbox"/>	***-**-8733	Plumer, Anita
<input type="checkbox"/>	***-**-3855	Strong, I M
<input type="checkbox"/>	***-**-5123	Trout, Brook
<input type="checkbox"/>	***-**-1299	Us, Toys R

Total Students: 13

If you use the CATE system, you can download those students who have not completed the CATE check-in process and those students will be automatically checked for you to drop.

[CATE Download](#)

[Certify Roster](#) [Cancel](#)

- **Midterm Grades** – Midterm grades are optional and are only available for full term courses. If you choose to enter Midterm grades the option will only be active after you certify your census roster and between the 8th and 10th week of the class. There are three midterm grades that you can select, S (satisfactory), U(unsatisfactory), and W(withdrawal units not counted in GPA). To enter a midterm grade for students you click on the radio button to the left of the grade. For details see Final Grades and Positive Attendance below.



Section	Course Title	Action to be Taken					
2946	CIS 58.51A	Wait List Drops	No-Show Drops	Positive Attendance	not Full Term	Final Grades	
2947	CIS 58.51A	Wait List Drops	No-Show Drops	Positive Attendance	not Full Term	Final Grades	
4254	CIS 58.51B	No Enrollment	No Enrollment	No Enrollment	No Enrollment	No Enrollment	

- **Final Grades and Positive Attendance** – The Final Grade link will only be available after you have certified your census roster (for full term courses) and/or after the course has ended. To enter your final grades and positive attendance, click on the "Final Grades" link. This will produce a roster similar to the one below. Note that you will only see Classroom/DHR Hours and Timekeeper Lab Hour fields if the attendance accounting method is "Positive Attendance". "TimekeeperLab Hours" will automatically be entered from the "Timekeeper" attendance system.

- **To enter final grades –**

- Find the name of the student and click on the radio button to the left of the grade you are assigning. Continued on next page

Currently logged in as: **Cyndi Reese** [Content/Layout](#) [Logout](#)

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[Manage Rosters](#)
[Early Alert](#)
[Email Students](#)
[Help](#)

Semester > Manage Rosters > **Final Grades**

Section Number: 2947 **Grading:** Grade or CR/NC
Course Title: CIS 58.51A **Attendance:** Positive Attendance
Max Hours: 44.00

Student ID	Student Name	Grade	Classroom/ DHR Hours	Timekeeper Lab Hours	Total Hours
***-**-2089	Ball, Crystal	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> F	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
***-**-3316	Barr, Candy	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> F	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
***-**-1234	Dahl, Barb E	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> F	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
***-**-4532	Howe, Annie	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> F	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

☐ Click 'Save Grades' if you want to save your work and finish entering grades later.
☐ Click 'Submit Grades' when you are finished entering all of your grades.
☐ Click 'Cancel Changes' if you do not want to save any changes to the grades you have entered.

- To enter the Classroom/DHR Hours, position the cursor in the appropriate field and type in the hours.
- The "TimeKeeperLab Hours" will automatically be entered from "TimeKeeper" records and total hours will automatically be calculated by the computer.

Currently logged in as: **Cyndi Reese** [Content/Layout](#) [Logoff](#)

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[Manage Rosters](#)
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[Help](#)

Semester > [Manage Rosters](#) > **Final Grades**

Section Number: 2947 **Grading:** Grade or CR/NC
Course Title: CIS 58.51A **Attendance:** Positive Attendance
Max Hours: 44.00

Student ID	Student Name	Grade	Classroom/ DHR Hours	Timekeeper Lab Hours	Total Hours
***-**-2089	Ball, Crystal	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> F	<input type="text"/>	<input type="text"/>	<input type="text"/>
***-**-3346	Barr, Candy	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> F	<input type="text"/>	<input type="text"/>	<input type="text"/>
***-**-1234	Dahl, Barb E	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> F	<input type="text"/>	<input type="text"/>	<input type="text"/>
***-**-4532	Howe, Annie	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> F	<input type="text"/>	<input type="text"/>	<input type="text"/>

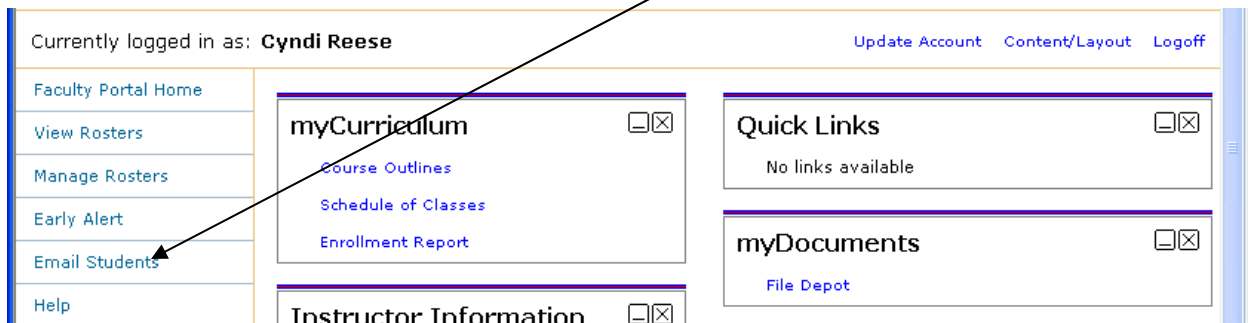
☐ Click 'Save Grades' if you want to save your work and finish entering grades later.
☐ Click 'Submit Grades' when you are finished entering all of your grades.
☐ Click 'Cancel Changes' if you do not want to save any changes to the grades you have entered.

When you are done, you can:

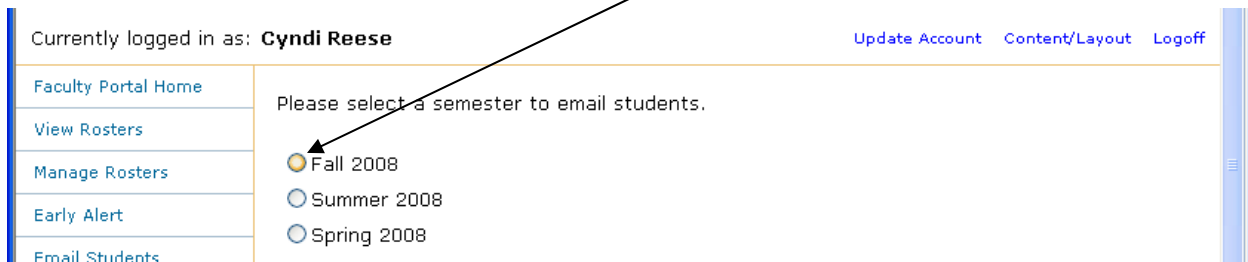
- Save your grades and return later
- Submit your grades if you are completely done: Please note, final grades can only be submitted **once** (they can be saved as often as needed). Once submitted, any changes to the final grade or attendance hours would have to go thru Admissions & Records.
- Cancel all changes that were entered during the session

Early Alert – The early alert system will be included in a future release.

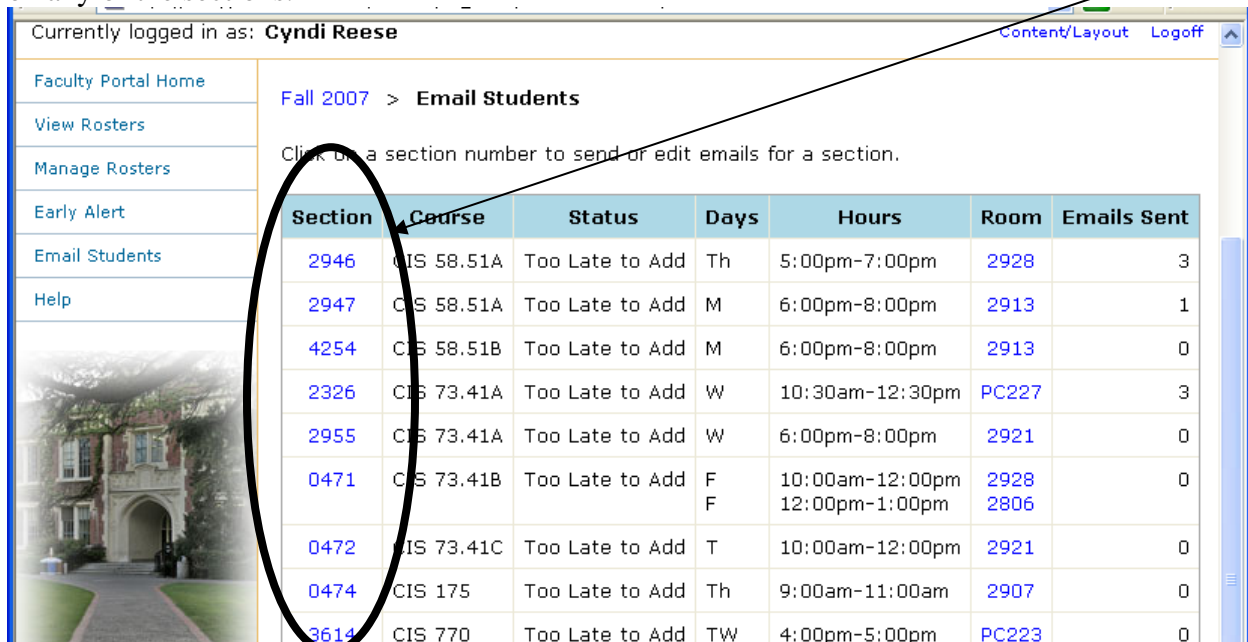
Email Students – The Faculty Portal provides a tool to email to all students (with email accounts) and post a message to the Student Portal. To use this feature, first logon to the Faculty Portal (see Logging in for help) and then click on the "Email Students" link.



You will be asked to select a term. To select a term click on the appropriate radio button.



You will see a list of courses that you are teaching in the selected term. To send a message, click on any of the sections.



If you have sent previous messages to students in this class you will see a list of previous messages. By clicking on one of the subject links you can edit and resend a message.

Currently logged in as: **Cyndi Reese** [Content/Layout](#) [Logoff](#)

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Fall 2007 > [Email Students](#) > **Section 2946**

Section: 2946 **Course:** CIS 58.51A **Status:** Too Late to Add 13 seats available
Days: Th **Time:** 5:00 pm - 7:00 pm **Room:** 2928 Maggini Hall, Santa Rosa Campus

- Click on a subject to edit and resend an email
- Click on the button to send a new email
- Activate/Inactivate an announcement by clicking on the active checkbox and then clicking the 'Update Active Status' button

Subject	Active	Date Range
no class today	<input checked="" type="checkbox"/>	12/18/2007 - 1/1/2008
Final exam room change	<input checked="" type="checkbox"/>	12/18/2007 - 1/1/2008
final tomorros	<input checked="" type="checkbox"/>	12/19/2007 - 1/2/2008

If you want to send a new Email click on the "New Email" button which is where you select students, dates, and craft your message. Please continue on the next page to see a sample.

Cyndi Reese [Content/Layout](#) [Logoff](#)

Fall 2007 > [Email Students](#) > **Section 2946** > **New Email**

Section: 2946 **Course:** CIS 58.51A **Status:** Too Late to Add 13 seats available
Days: Th **Time:** 5:00 pm - 7:00 pm **Room:** 2928 Maggini Hall, Santa Rosa Campus

Messages sent to all students will be posted in the student's portal and be delivered as email. Messages sent to specified student(s) will only be delivered as email.

Subject:
Message:

Messages sent to all students will also appear as an announcement in each student's web portal. Please select a date range for when the announcement will be available in the student's web portal.

Date Begin: Jul August 2008 Sep **Date End:** Jul August 2008 Sep

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Recipients of the message

☐ All currently enrolled students
☒ Send copy to myself

- ☐ Ball, Crystal
- ☐ Barr, Candy
- ☐ Dahl, Barb E
- ☐ Flops, Belle E
- ☐ Howe, Annie
- ☐ Kat, Tom
- ☐ Lyons, Dan D
- ☐ Matterhorn, Largent Jan A
- ☐ McCulligh, Chainsaw
- ☐ Oakey, Carrie
- ☐ Plumer, Anita
- ☐ Strong, I M
- ☐ Trout, Brook
- ☐ Us, Toys R

To create your message, enter a brief description in the subject line and then type a message in the message box. If you click on the "All currently enrolled students" check box, a message will be sent to all your students in this section (who have an email account) and to the Student Portal page. If you want to restrict your message to specific students, then click on the check box in front of each student who should get an email message.

Cyndi Reese [Content/Layout](#) [Logoff](#)

Fall 2007 > Email Students > Section 2946 > New Email

Section: 2946 **Course:** CIS 58.51A **Status:** Too Late to Add 13 seats available
Days: Th **Time:** 5:00 pm - 7:00 pm **Room:** 2928 Maggini Hall, Santa Rosa Campus

Messages sent to all students will be posted in the student's portal and be delivered as email. Messages sent to specified student(s) will only be delivered as email.

Subject:

Message:

Messages sent to all students will also appear as an announcement in each student's web portal. Please select a date range for when the announcement will be available in the student's web portal.

Date Begin:

August 2008						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Date End:

August 2008						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Recipients of the message

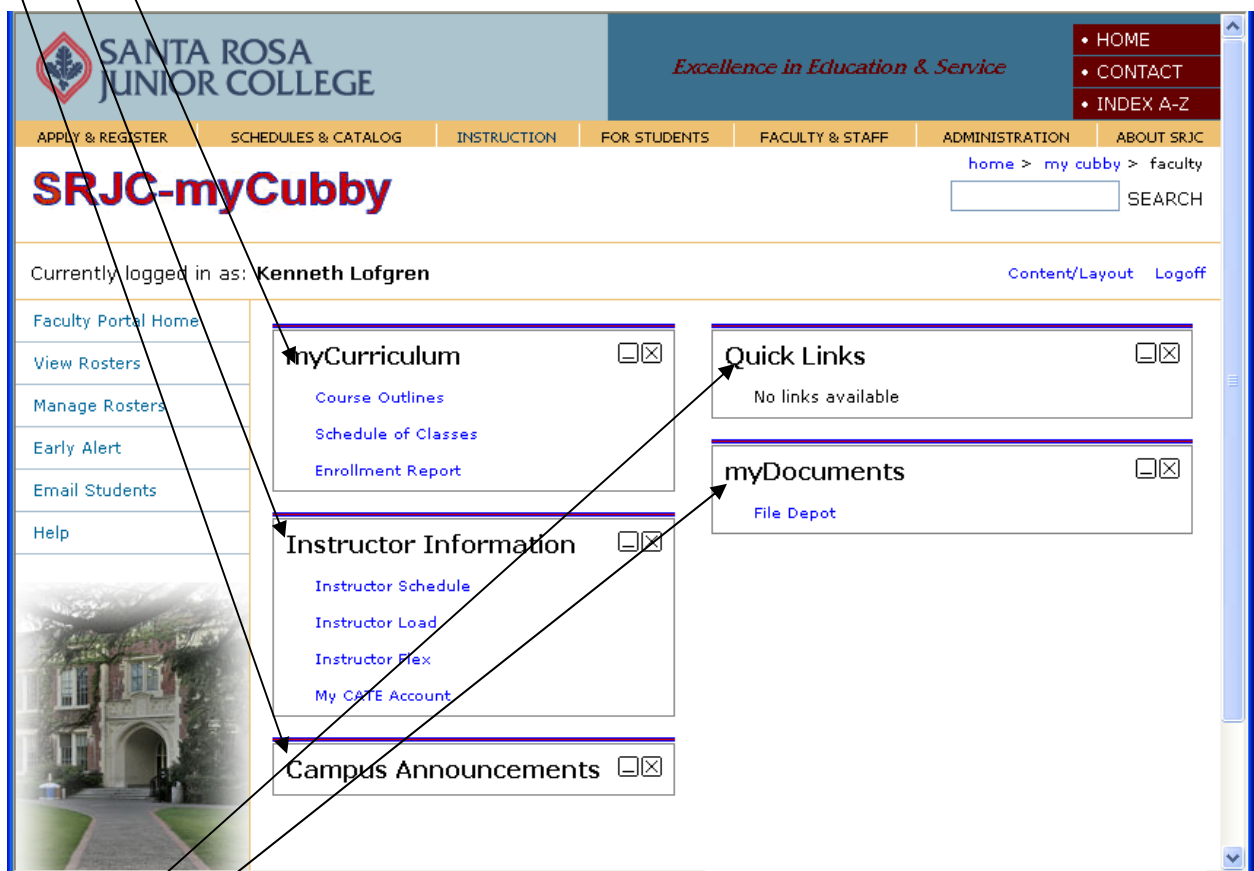
- ☐ All currently enrolled students
- ☒ Send copy to myself
- ☐ Ball, Crystal
- ☐ Barr, Candy
- ☐ Bahl, Barb E
- ☐ Bops, Belle E
- ☐ Howe, Annie
- ☐ Kat, Tom
- ☐ Lyons, Dan D
- ☐ Matterhorn, Largerthan A
- ☐ McCulligh, Chainsaw
- ☐ Oakey, Carrie
- ☐ Plumer, Anita
- ☐ Strong, I M
- ☐ Trout, Brook
- ☐ Us, Toys R

The next step is to select a "Date Begin" and "Date End" for your message to remain active on the Student Portal. You can move the calendar forward or backward by clicking on the small month labels on either side of the calendar. If you are satisfied with all your choices then the final step is to click on the Send Email button which concludes the process.

Navigating in SRJC-myCubby

SRJC-myCubby is the second of the four main navigation elements on the Faculty Portal. It is customizable and contains links which are grouped into five sub-windows.

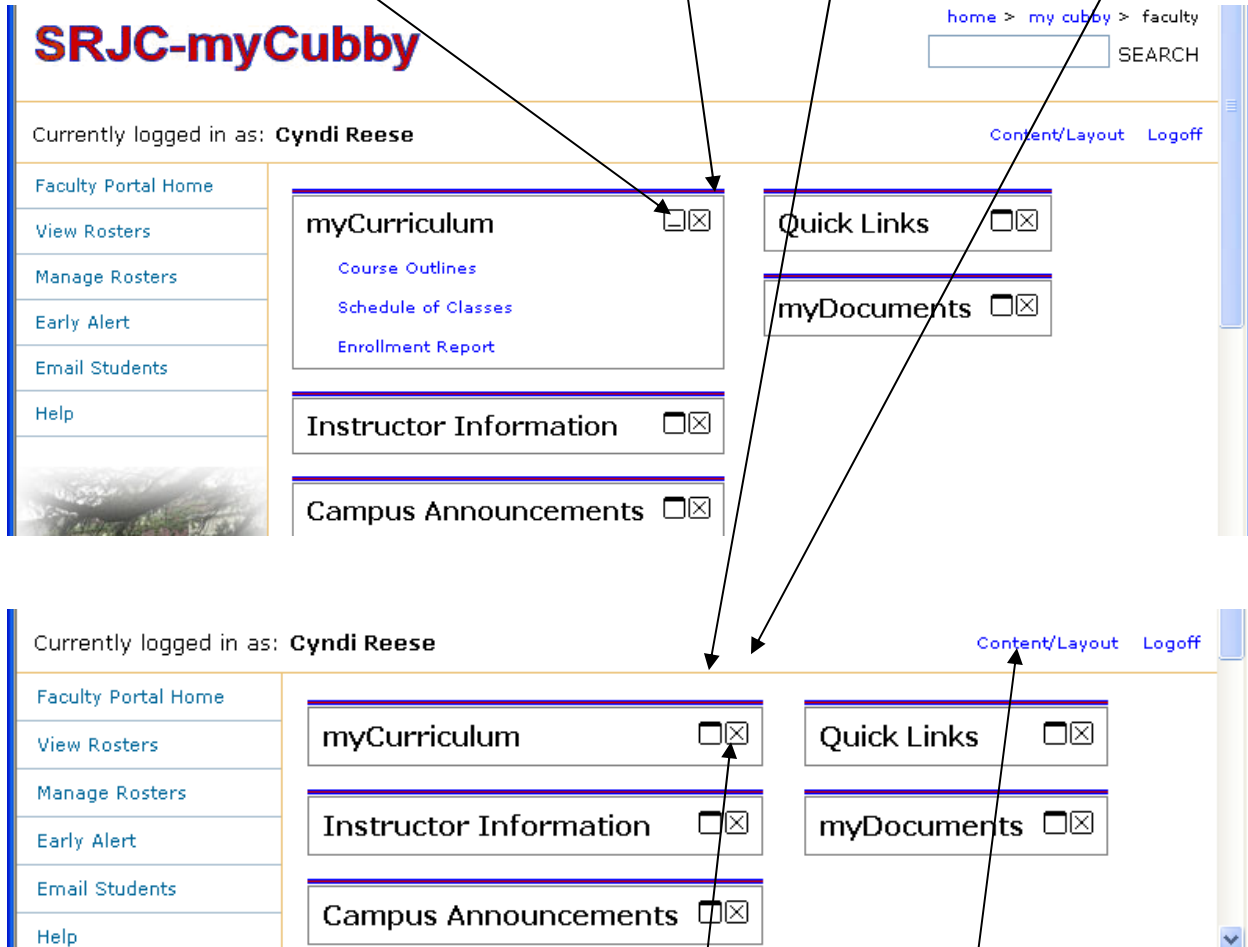
- Sub-window 1 (myCurriculum) contains links to Course Outlines, Schedule of Classes, and Enrollment Reports (available in a future release).
- Sub-window 2 (Instructor Information) contains links to Instructor Schedules, Instructor Loads, Instructor Flex activities page, and a link to My CATE Account Home Page.
- Sub-window 3 is for Campus Announcements. It will be ???



- Sub-window 4 is for Quick Links (Instructor added). This feature will be added in a future release.
- Sub-window 5 is for myDocuments which links to the File Depot page. On the File Depot page you can save large documents and share the documents by sending the link generated by File Depot

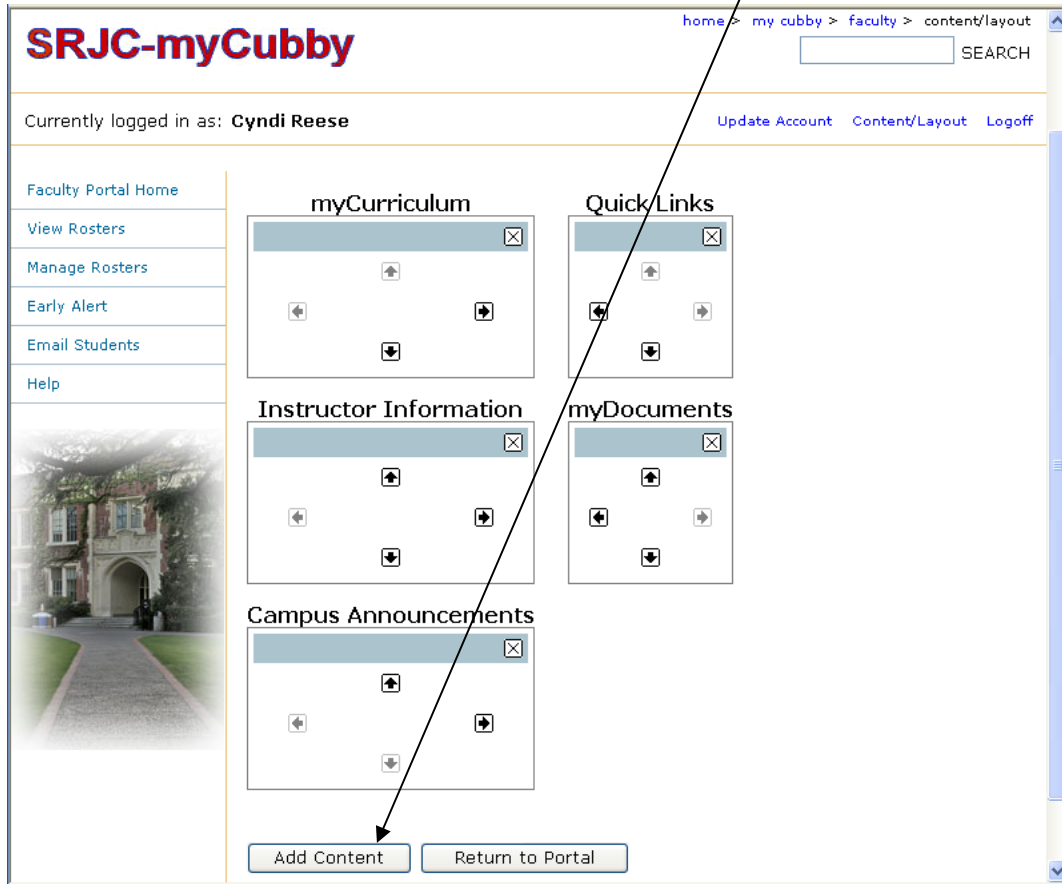
- The order and location of the sub-windows in this section is determined by each faculty member. For example you can minimize/maximize sub-windows, delete sub windows, and move the sub-windows to different locations in the myCubby area. The following describe how this works:

- Click on the dash to minimize a sub-window. For example this is the "myCurriculum" sub-window maximized. This is the "myCurriculum" minimized after clicking on the dash. To maximize it again click on the empty box.

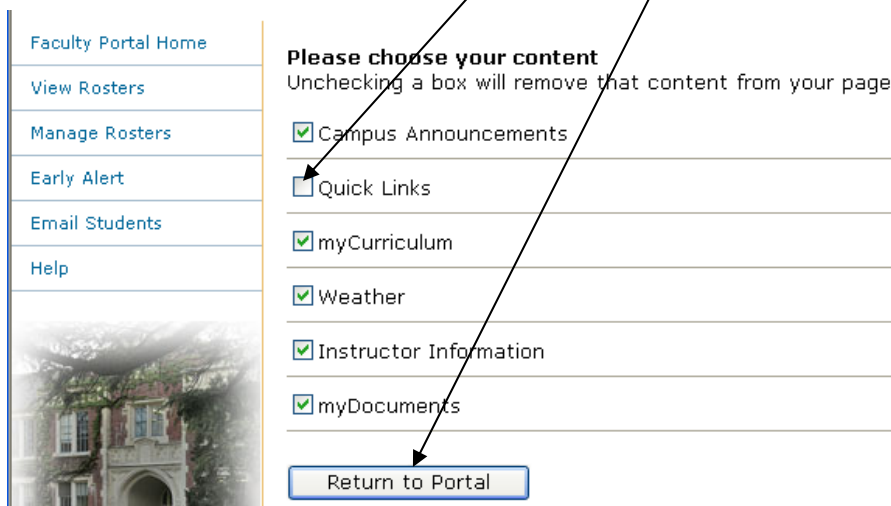


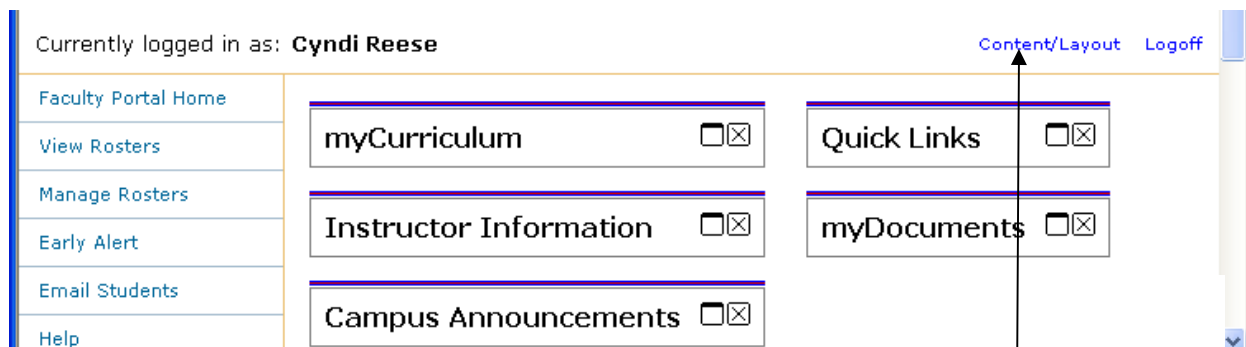
- To delete a sub-window click on the "X" in the small box.
 - To get a sub-window back after deletion click on the "Content/Layout" link.
- Continued on the next page

- After clicking on the "Content/Layout" link you will see the following screen. Look at the bottom of this window for the "Add Content" button. Click on the "Add Content" button to view the "Please choose your content screen".

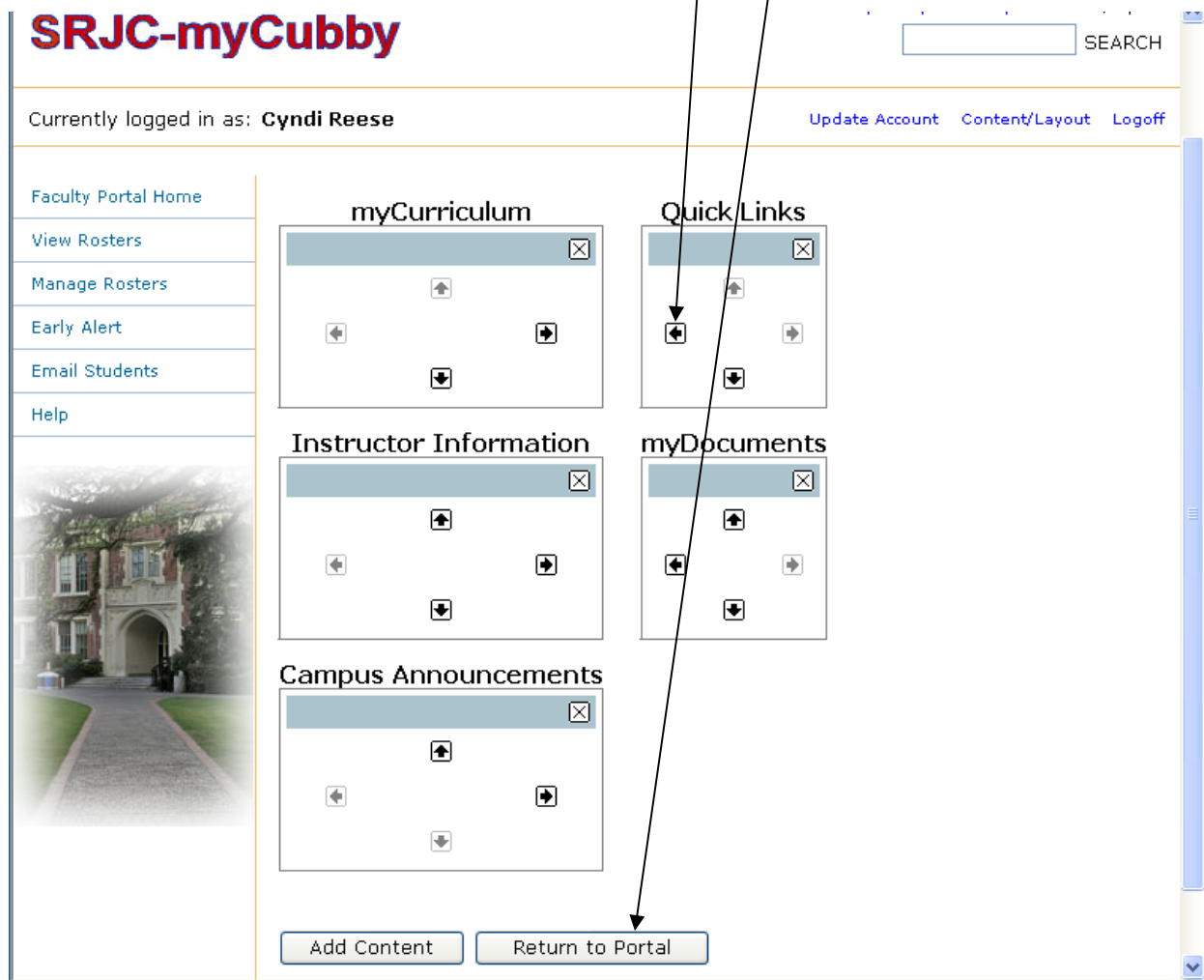


- To restore a sub-window click on one of the empty check boxes. To see your sub-window again click on the "Return to Portal" button.



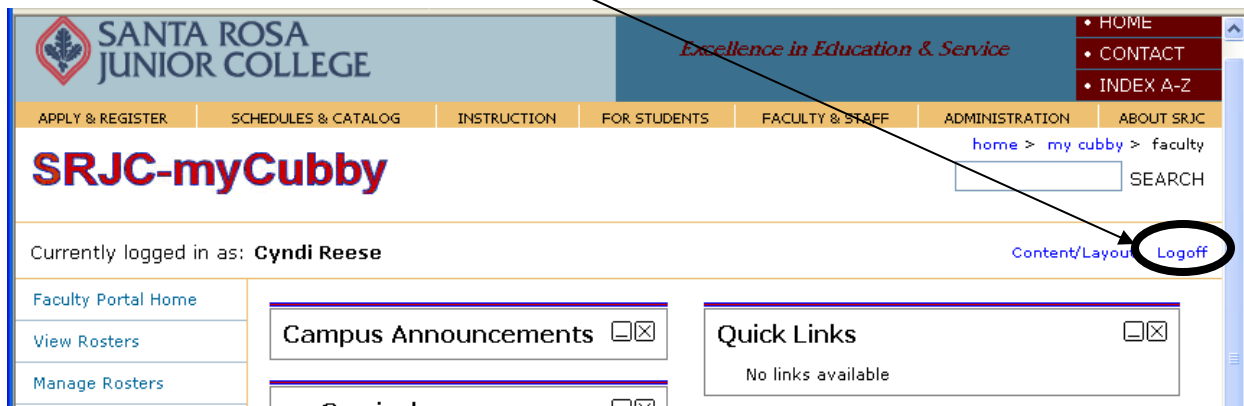


- To move or change the order of your sub-window click on the "Content/Layout" link. To move the sub-windows, simply click on a bold arrow and the sub-window will exchange places with the adjacent sub-window. When you are done moving the sub-windows around click on "Return to Portal" button.



Logoff the Faculty Portal

When you want to leave the Faculty Portal make sure you have saved any grade and/or roster information and then click on the "Logoff" link in the top navigation area.



Navigating the Cookie Crumb Trail

The last of the four navigation areas in the Faculty Portal is the "cookie crumb trail". This is a dynamic list of links that changes as you travel through the various menus on the Faculty Portal. You can use these links to jump back to a previous screen on the portal. In the example below, we are looking at the cookie crumb trail for a faculty member who has been to the SRJC home page, logged on to SRJC-myCubby, and selected manage rosters from the side navigation. If you click on any of the links in the trail you will jump back to that page.

