

# INSTRUCTOR'S REFERENCE CARD FOR BroncoDirect

## GETTING INTO BRONCO DIRECT



Select Internet Explorer, Safari or Netscape



From the Cal Poly Pomona Home page (www.csupomona.edu) click on



Type in your 9 digit BroncoNumber and password. BroncoNumber is your employee ID, NOT your Social Security Number. Your password is case sensitive)

**NOTE:** If you do not know your BroncoNumber please send an e-mail to: [helpdesk@csupomona.edu](mailto:helpdesk@csupomona.edu)

## CHANGING YOUR PASSWORD

Once you have successfully logged in, you will be able to **Change your password.**

From the **Password Management** heading select **-Change Password** and follow the directions.



**We strongly recommend that you change your password as soon as possible.**

## HOW DO I RETRIEVE MY CLASS ROSTER?

Once you have successfully signed into BroncoDirect you are now able to retrieve your class roster(s):

1) Click on the Instructor Home page tab



2) From the Instructors Self Services select **- View Class Rosters**

3) Select the current term to view your class lists.



4) Select the class to view and/or print

Select Class Roster						
Instructor	Summer Quarter 2004					
Select the Course Title of the roster you wish to view.						
Course Title	Subject	Catalog Nbr	Section	Class Nbr	Institution	Career
<a href="#">Basic Algebra</a>	MAT	11	01	50642	POCMP	Undergraduate
<a href="#">Basic Algebra</a>	MAT	11	02	50643	POCMP	Undergraduate
<a href="#">Intermediate Algebra</a>	MAT	12	01	50666	POCMP	Undergraduate

Your class roster includes: class name, quarter, class title & total students. Your class roster **does not** include the section, class number, days or times of the class.

Class Roster					
MAT 12	Summer Quarter 2004				
Intermediate Algebra					
Enrollment Status: <b>Enrolled</b>					
Total Students: 20 <a href="#">Detail</a>					
Name	Student ID	Short Description	Units Taken	Primary Academic Program	
Aas,Desi	000000000	ExcludeGPA 4.00	Undergraduate	Baccalaureate	
Camp, Gene	000000000	ExcludeGPA 4.00	Undergraduate	Baccalaureate	
Ginez,Roez	000000000	ExcludeGPA 4.00	Undergraduate	Baccalaureate	
Gody, Damen C	000000000	ExcludeGPA 4.00	Undergraduate	Baccalaureate	
Hernandez, Kevin J	000000000	ExcludeGPA 4.00	Undergraduate	Baccalaureate	
Lee,Nicole M	000000000	ExcludeGPA 4.00	Undergraduate	Baccalaureate	

## HOW TO PRINT YOUR CLASS ROSTER

From the tool bar select the printer Icon



or from the Menu, select File and Print

To review or print an additional class roster, scroll to the bottom of the page and click on

[Return to Previous Page](#)

Select your next class.

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## ADDITIONAL INFORMATION

You can view your personal class schedule.

From the Learning Management menu select

- View My Class Schedule



You will see 2 tabs.

The Instructor Schedule tab will show you the days, times and location of your classes.

Instructor Schedule		Instructor Schedule 2							
Class Number	Subject	Catalog	Sect	Component	Start Time	End Time	Meeting Days	Building	Rm
50642	MAT	11	01	LEC	12:00PM	1:50PM	MW	8	26
50643	MAT	11	02	LEC	8:00AM	9:50AM	TuTh	8	15
50666	MAT	12	01	LEC	8:00AM	9:50AM	MW	8	24

The Instructor Schedule 2 tab will show you:

Instructor Schedule		Instructor Schedule 2							
Class Number	Subject	Catalog	Sect	Component	Start Date	End Date	Session	Institution	Com Min
50642	MAT	11	01	LEC	06/21/2004	08/27/2004	Regular	POCMP	
50643	MAT	11	02	LEC	06/21/2004	08/27/2004	Regular	POCMP	
50666	MAT	12	01	LEC	06/21/2004	08/27/2004	Regular	POCMP	

**NOTE: The end date does not include Finals week**

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## PERMISSION NUMBERS?

You will be issued permission numbers that only override class size.

If the student does not meet the prerequisites for a class a special permission number will be required in order for the student to register. Please refer to your departmental procedures.

## HOW DO I CHECK PREREQUISITES FOR A SPECIFIC STUDENT?

To review **TEST** scores including **MDPT, SAT, EPT, etc.**

Click on the Advisor Home Page Tab



From Advisor Self Services locate [-View Admissions Information](#)

From the CSU Admissions Inquiry screen type in any of the following: ID (bronco ID), Last Name, First Name or National ID (SSN) and click on the Search button. Click on the appropriate individual to continue.

Now select the Academic Test Summary tab

Admission Summary Checklist Summary Academic Test Summary

**Academic Test Summary**

Jessica Carter ID: 003849612

Test Summary by ID Component

Test ID: [ ] Test Component: [ ] Sort By: [ ] [ ] Date [ ] Score [ ] Test [ ] Search [ ]

Test ID	Description	Score	Title	Test Dt	Strnd Admin	Ad Level	Data Src	Dt Loaded
1	AP Calculus AB	1.00		01/01/2002		Unknown	E	07/30/2002
2	MDPC MDPT - Composite except TG	37.00		05/21/2001		Unknown	E	05/21/2002
3	MDPC MDPT - Composite Total for All	41.00		05/21/2002		Unknown	E	05/21/2002
4	MDPC Trigonometry	4.00		05/21/2002		Unknown	E	05/21/2002
5	SAT SAT Verbal	580.00		10/01/2001		Unknown	ETS	
6	SAT SAT Verbal	560.00		03/01/2001		Unknown	ETS	

View All First 11 of 16 Last

Select [View All](#) to get all test scores.

## TO REVIEW COURSEWORK AND GRADE INFORMATION

First click on the [Home](#) just below the BroncoDirect icon



From Advisor Self Services / Learning Management click on [-View Advisee Information](#)

Advisor Self Services

- Admissions Information
  - [- View Admissions Information](#)
- Learning Management
  - [Learning Management Shortcut](#)
  - [- View Course Catalog](#)
  - [- View Schedule of Classes](#)
  - [- View Class Roster](#)
  - [- View Advisee Information](#)

From the New/Drop-In Advisee screen type in the student ID (bronco number) or search to find a student.

To begin a student search click on the located to the right of the Student ID: box.

From the [Lookup Student ID](#) screen type in Last Name, First Name (if known) and click on the Lookup button

**Lookup Student ID**

EmpID: [ ]

Name: [ ]

Last Name: Carter

First Name: D

Academic Career: [ ]

[Lookup](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

Once you have found the correct individual, select by clicking on any part of their information.

If you already know the student's Bronco ID Type it in and press enter

**New Drop-In Advisee?**

Enter the Student ID below or use the Search function and select a process from \*\*Student Details\*\*.

Student ID: 002632240 Carter, Eli M \*\*Student Details\*\* [Go](#)

[Return to Learning Management](#)

- \*\*Student Details\*\*
- Address Info
- Class Schedule
- Degree Progress
- Enrollment Appointments
- Grade Inquiry
- Telephone
- Transfer Credit Report
- Unofficial Transcript

From the **\*\*Student Details\*\*** drop down box select **Grade Inquiry** and click on **Go**

**New Drop-In Advisee?**

Enter the Student ID below or use the Search function and select a process from \*\*Student Details\*\*.

Student ID: 003849612 Carter, Jessica E [Grade Inquiry](#) [Go](#)

Grade information is by quarter and includes GPA.

To get a summary of all Cal Poly grades without select "Degree Progress"

**Helpful Hint:** From the Student Detail screen click on the Cancel button to return to the dropdown box to select additional information.

To go to a different area on the menu (for example; navigating from New/Drop-In Advisee screen to the CSU Admissions Information) click on the [Home](#) key (located just below the **BroncoDirect**) first and then select the area you would like.

**DO NOT USE** the **BACK** button located on your windows toolbar as this may freeze up your system.

## HOW WILL I SUBMIT MY CLASS GRADES?

- 1) From the Bronco Direct menu click on the Instructor Home page tab
- 2) From the Instructors Self Services menu select [- Record Grades](#)

- 3) Select the current term to submit grades

Grade Rosters

- [Fall Quarter 2004](#)
- [Summer Quarter 2004](#)
- [Spring Quarter 2004](#)
- [Winter Quarter 2004](#)

- 4) Select the class

**Select Grade Roster** Summer Quarter 2004

Instructor: [ ]

Select the Course Title of the roster you wish to view.

Course Title	Subject Catalog No.	Section	Class No.	Institution
Health, Growth and Calculus III	MAT 118	01	50796	Cal Poly Pomona
Health, Growth and Calculus III	MAT 118	021	54796	Cal Poly Pomona

[Select a Different Term](#)

- 5) Type in the student's grade in the Grade Input field, tab to the next student and continue.

**Grade Roster** MAT 118 Section: 01 05/21/2004 Cal Poly Pomona

Arabic, Greek and Calculus III Undergraduate Summer Quarter 2004

Class No: 50000

Instructor Name: [ ]

Select Desired Roster: [ ] First 41 of 121 Last

Roster Type: [ ] Final Grade: [ ] Final Grade: [ ]  Display Upgraded Students Only

Approval Status: Not Reviewed

ID	Name	Grade Input	Critical Grade	Grading Basis	Short Description
000000000	Lim,P	[ ]	[ ]	Graded	Undergrad

[Select a Different Class](#)

- 6) Once you have completed, select

- 7) When you have finalized the grades for the class, go to the Approval Status drop down box and select **Approve**

Approval Status: Not Reviewed

select once again.

You may now go to a different class.

For additional information go to BroncoDirect Instructor help to review [-How to Record Grades Overview](#) [-How to Record Grades Detail](#)