

To all instructors:

As of September 1, 2020, instructors will be able to access a Student Location Report that will provide a student's geographical region. This report has been created at the request of instructors now teaching in a remote learning environment and is designed to promote the creation of an inclusive learning environment. We know that students will be joining us from different time zones and this report will provide critical information in one location.

We will be asking students to update their address through a university wide communication, however, you may also wish to reinforce this request in your first few classes. As students update the information the report will update in real time.

You can access the Student Location report on the Class Roster page in Instructor Self Service (Bear Tracks). The report will generate and automatically open with the list of currently enrolled students. Please see the screenshots below for more information.

The screenshot displays the Instructor Self Service (Bear Tracks) interface. On the left sidebar, the 'Class Roster' menu item is highlighted with a red box. The main content area shows the 'Class Roster' page with a navigation bar at the top containing 'My Schedule', 'Class Roster', 'Grade Roster', 'Assign Class Website', 'Search for Classes', and 'Browse Course Catalog'. Below the navigation bar, there is a 'View FOIPP' button. The main content area lists available downloads: 'Class Record Book (PDF) for this class', 'UAPPOL Assessment and Grading Policy (PDF)', and 'Guidelines for exam cancellation: Protocol for Exam Disruptions (PDF)'. The 'Student Location Report' link is highlighted with a red box. Below the links, there is a yellow 'download' button and instructions for downloading the class roster in Excel format.

**Instructors**

- My Schedule
- Class Roster
- Grade Roster
- Assign Class Website
- Search for Classes
- Browse Course Catalog

**Employees**
**Search**
**Academics**
**Financials**
**Personal Information**
**Awards & Financial Support**
**Continuing Education**


<b>Term:</b> Fall Term 2020	<b>Course:</b> STAT 151 A1 (75218)	<b>Date Generated:</b> 2020-AUG-26
<b>Course Name:</b> INTRO TO APPLIED STATISTICS I		

S.No	ID	Name	City	State	Country
1		Aewuq Bbneq Bexog	Anytown	Alberta	Canada
2		Bajet Ftogbeqv	Anytown	Karnataka	India
3		Bagfeg Kewkiav Kofkein	Anytown	Ontario	Canada
4		Bateq Qexeqgek	Anytown	Ontario	Canada
5		Beb Kotoep Gein	Anytown	Alberta	Canada
6		Bi Guqj Hebne Pufkinni	Anytown	Alberta	Canada
7		Bi Je Ztac Mette Jonoqeq	Anytown	Alberta	Canada
8		Biowvfk Roiqqe Keo	Anytown	Alberta	Canada
9		Biqj Wakeq	Anytown	Hunan	China
10		Birtuovlv Lofuni Uqq	Anytown	Alberta	Canada
11		Bofmvuq Kuqofe Pei	Anytown	Alberta	Canada

If you have any questions about this report or how to access it, please contact the IST Help Desk at [ist@ualberta.ca](mailto:ist@ualberta.ca)