SANTA ANA COLLEGE
School of Continuing Education

Santiago Canyon College
DIVISION OF CONTINUING EDUCATION

Continuing Education- Self-Service Faculty User Guide

Getting Started

1. Log in to Self Service
   a. For SCC-CE go to: www.sccollege.edu/selfservice
   b. For SAC-CE go to: www.sac.edu/selfservice

Sign in with your username and password (your single sign-on credentials).

2. Select the Faculty tile, from the home menu.

Faculty
Here you can view your active classes and submit grades and waivers for students.
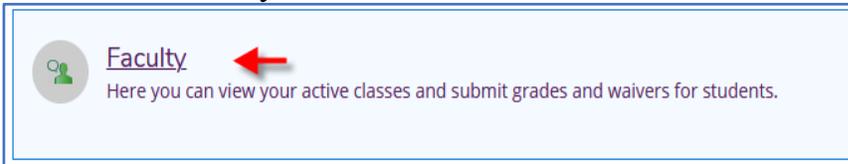
3. Select a Section.

Manage your courses by selecting a section below

Spring 2020

Section	Times	Locations
ITAL-120-65383: Elementary Italian I	M/W 10:15 AM - 12:45 PM 2/10/2020 - 6/7/2020	D - Dunlap Hall, D-103 1 Lecture
ITAL-120-65384: Elementary Italian I	T 8:00 AM - 9:45 AM 2/10/2020 - 6/7/2020	D - Dunlap Hall, D-103 1 Lecture

4. Click the TAB for function you wish to complete.

Waitlisted 0

Roster   Drop Roster   Grading   Add Authorizations/Permissions   Waitlist
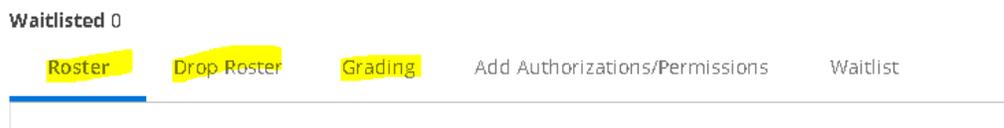
Class Roster

Faculty can see all enrolled students in the Roster section. The students' Chosen Names will be displayed first if students have their Chosen Names in our system. Otherwise, Preferred Names will be displayed. In addition, the Personal Pronoun will be displayed if students have their Personal Pronouns on record.

Student Name	Student ID	Class Level	Preferred Email
SAC Student 1	SAC ID 1	Sophomore	student1@sac.edu
SAC Student 2	SAC ID 2	Sophomore	student2@sac.edu
Hello, Test Ze/Hir/Hirs ← Student's Chosen Name		Freshman	student3@sac.edu
Test, Only She/Her/Hers ← Student's Pronoun Name		Freshman	student4@sac.edu

Select Roster

ITAL-120-53466: Elementary Italian I

Fall 2018
Santa Ana College

M/W 10:40 AM - 1:10 PM
8/27/2018 - 12/16/2018
D - Dunlap Hall, D-303 1 Lecture

Seats Available 8 of 30

Deadline Dates

Waitlisted 0 of 10

| Roster | Attendance | Grading | Books | Permissions | Waitlist |

🖨 Print   ✉ Email All   ⇗ Export ∨

Student Name	Student ID	Class Level	Preferred Email
SAC Student 1	SAC ID 1	Freshman	student1@sac.edu
SAC Student 2	SAC ID 2	Freshman	student2@sac.edu
SAC Student 3	SAC ID 3	Freshman	student3@sac.edu

Options for Roster

- **View student contact information:** Hover over each student name to see contact details
- **Print**: Print out the roster to a printer or PDF file
- **Email All**: This will open your default email client on your local PC
- **Export**: Export file to a CSV file

Attendance

Important notes Before you Begin

Attendance for positive attendance classes (PANC) must be recorded in the AttendanceWeb system. Do not use any Self-Service Attendance tabs to record attendance.

You can access the AttendanceWeb system through the link available in Self-service or by entering the URL below on your browser.

https://attendance.rsccd.edu/ATTENDANCEWEB

Drops

Important notes Before you Begin

- Faculty can **not** drop students after the **Last Day to Drop with a Grade.** To view the Drop period Faculty can open their Deadline Dates pop-up by clicking on the Deadline Dates link on their Section Details screen.
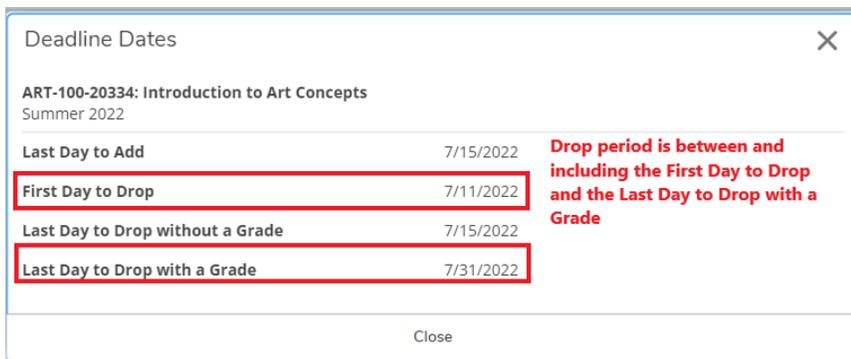
- You most likely won't see a Last Day to Drop without a Grade because Non-Credit does not require a particular grade to be recorded during the drop period when a student is dropped from a class. The **Last Day to Drop with a Grade** is the **last day that you can drop a student from your class:**

Deadline Dates   ✕

ESL-490-18737: Adv Writing & Grammar
Summer 2022 -Continuing Ed.

Last Day to Add	8/15/2022
First Day to Drop	6/21/2022
Last Day to Drop without a Grade	
Last Day to Drop with a Grade	8/15/2022

Late Day to Drop. No grade is required to drop and if no grade is entered then no grade will be recorded.

Close

Dropping Students

1. From your Self-Service Home page, click on the **Faculty** tile:

Faculty
Here you can view your active classes and submit grades and waivers for students.
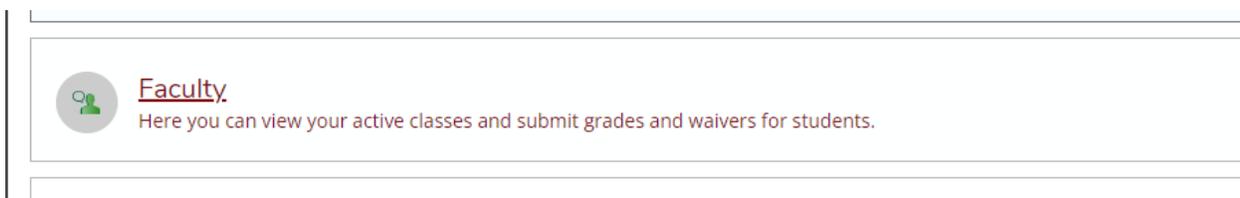
--OR--

You can access the **Faculty** menu in the left navigation by expanding the **Daily Work** menu (briefcase icon):

💼 **Daily Work**	⌃
Advising	⌄
Faculty	⌄
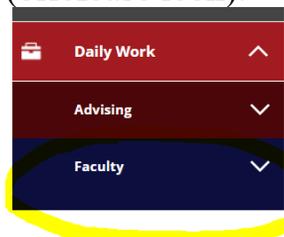
Then click on **Faculty Overview**:

Faculty	⌃
Faculty Overview	

2. Click the section name of the section that you want to drop students from. Sections that you are teaching are organized by term.

Fall 2022 Continuing Ed.			
Section	Times	Locations	Availability ⓘ
ESL-120-20340: ESL for Citizenship	F 8:00 AM - 12:00 PM 8/22/2022 - 12/17/2022	Centennial Education Bldg - A, A-107 1 Lecture	43 / 45 / 0

3. Click the **Drop Roster** tab to select student(s) to drop:

a. <u>Dropping No-Shows:</u>

- o Click the Never Attended box (for No Shows)
- o If Never Attended is clicked the Final Grade option will be disabled:

b. <u>Dropping Students that stop attending:</u>

- o Enter the **Last Date of Attendance** and a final grade (follow format displayed).
- o Entering this information will enable the Drop button (it will turn blue when enabled). Click Drop.

IMPORTMANT NOTES: You should only enter grades for students that you plan to drop through the Drop Roster. To post grades you enter on the Drop Roster you must still use the Final Grade tab to POST the grade. (NOTE: Refer to Grading instructions on page 6 to learn how to post grades). Dropped students will appear on the Grading roster.

4. Once you have clicked on the Drop button you will see a Drop Student confirmation pop-up. Click **Drop** to drop the student(s):

If the student has been successfully dropped you will see a green confirmation message at the top right-hand corner of our Section Details page:
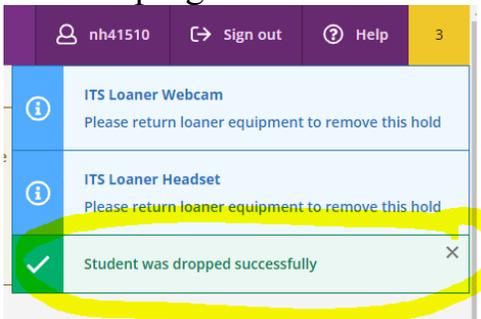
5. Once the student(s) have been dropped you will no longer see the student(s) on your Drop roster. The Drop roster will only display students with an ACTIVE status that can still be dropped. To see the students that have been dropped click the Roster tab (the Drop status and date will display). You must refresh your browser to see the dropped status/date on your roster.
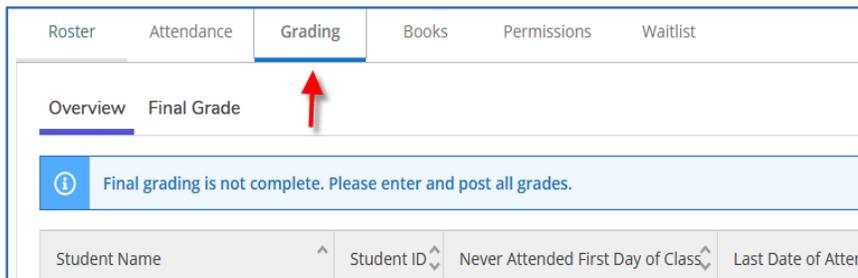
Grading

Faculty can post grades either for each student individually or for the entire class. Grades cannot be edited after they are posted. However, after posting grades, faculty can go back in later to enter additional grades for other students.

Select Grading, then click Final Grade

a) Grading No-shows

Grades are not required for no-show students (these are student with zero attendance). No-shows should be dropped using the Drop roster. If you dropped them using the Drop roster these students will have a "Never Attended" check mark.

b) Grading Active Students (student that are attending/participating)

Grade students that have attendance or participated in class by selecting a Final Grade from the drop down. Refer to noncredit grading guidelines to determine when or if to issue a student a grade.
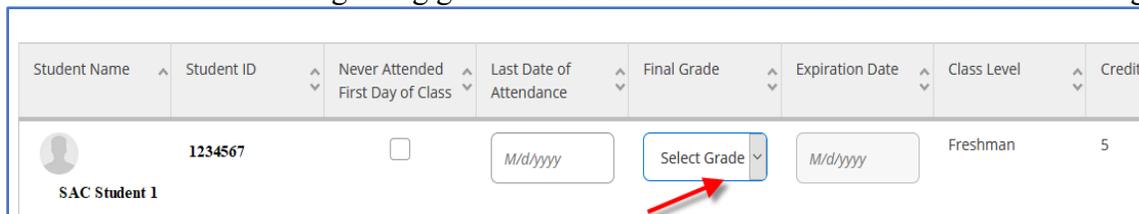
c) Grading Dropped Students (students that stop attending)
Faculty cannot grade students using the Final Grade tab if they have already been dropped. The Final Grade field will be disabled and you will see the drop date. To Grade and Drop students that stop attending use the Drop Roster (see page 5 for details).

Finalizing Grades

After you have graded your students (dropped or active status students) on **Final Grading** tab you will need to click the **Post Grades** to finalize your grades for all students. Once grades have been posted, it cannot be changed. Faculty must submit a Change of Grade card to change any grade that have been posted.
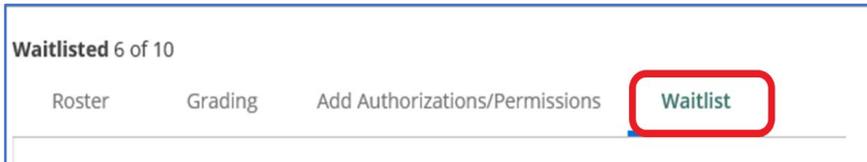
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Waitlist

If a waitlist was authorized and activated by the Administrator for your class students will be able to add themselves to the waitlist. You can see the list of active waitlisted students in the Waitlist tab. Please note that the active waitlisted students **are not in order**. Select "Status Date" to sort the waitlisted students in order by date they added to waitlist.

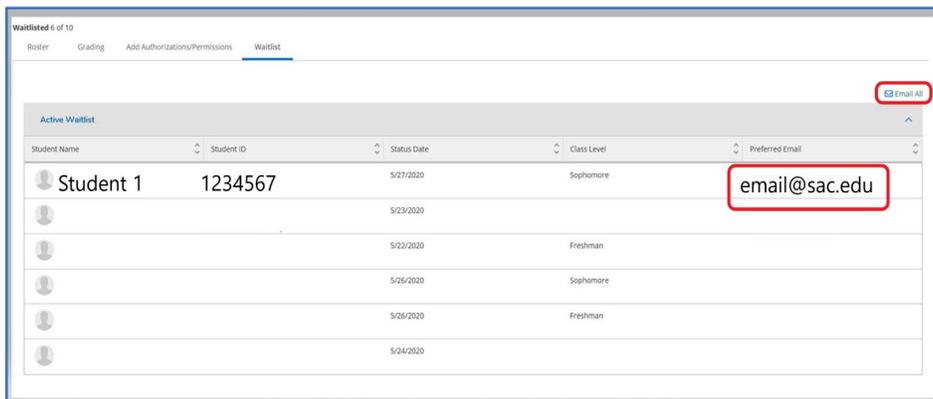**Select Waitlist**

List all active waitlisted students

There are two options for email students on the waitlist:

1. Email all students at the same time by selecting on the "Email All" link.
2. Email individual student by selecting on preferred email displayed.
3. Additionally, if faculty selects the "Email All" option it puts the waitlisted students' preferred email addresses into the BCC section of the email.