


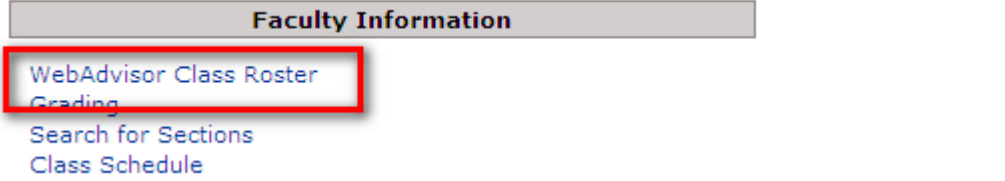
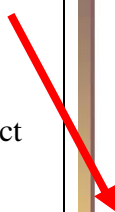
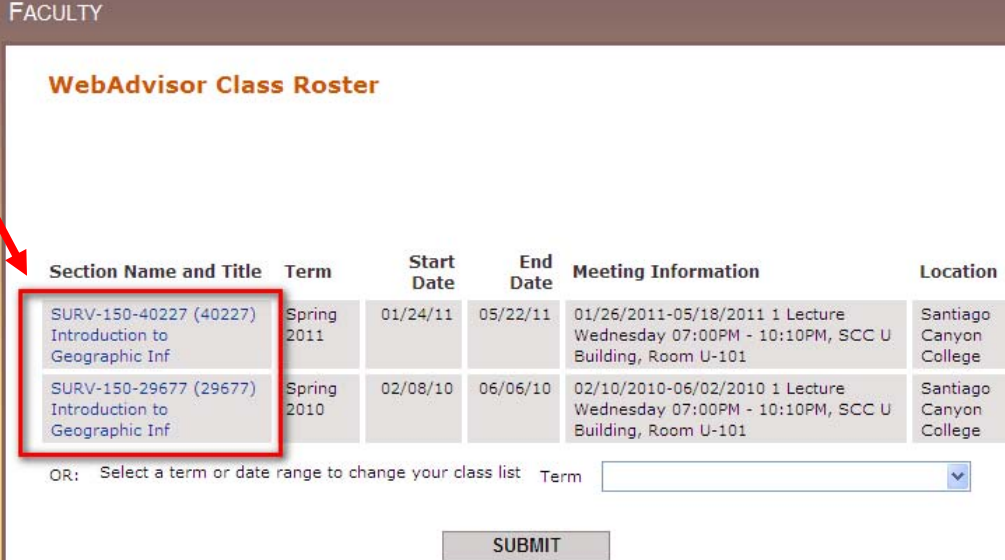
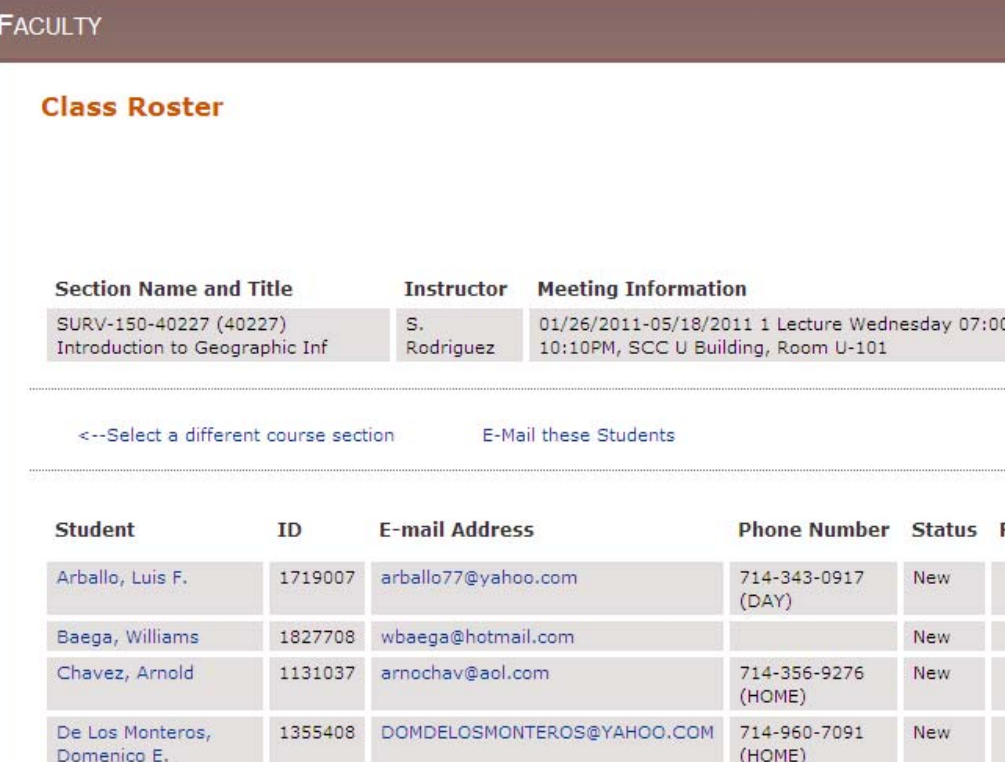
# Faculty WebAdvisor Manual

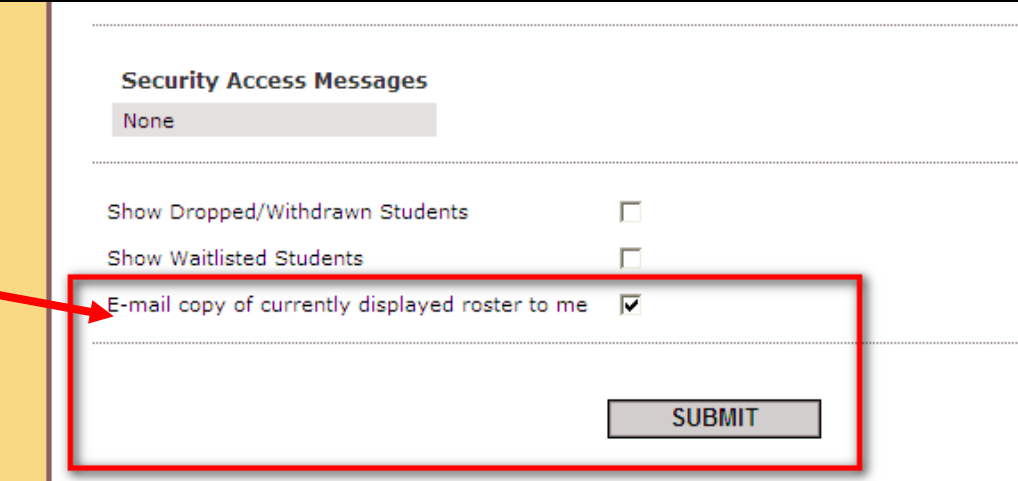
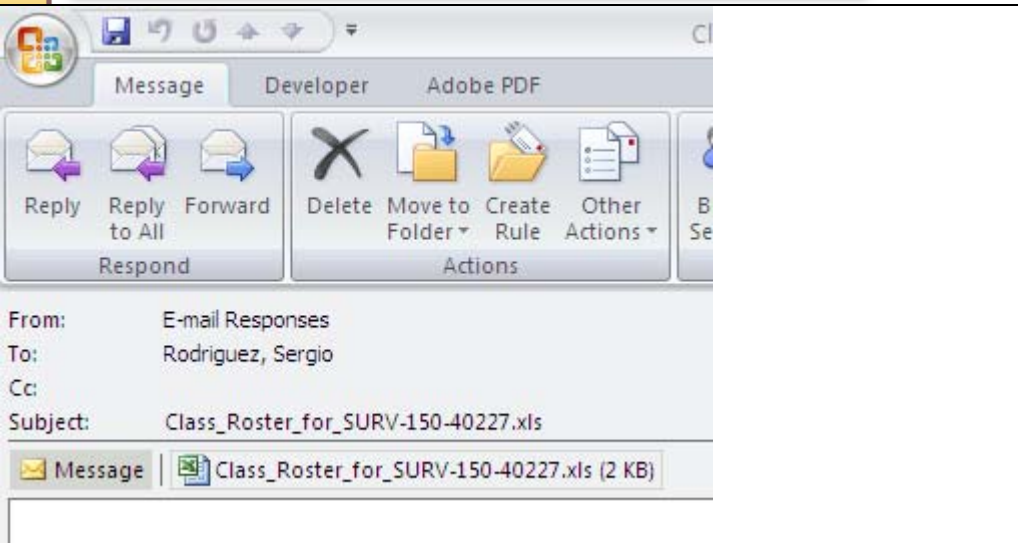
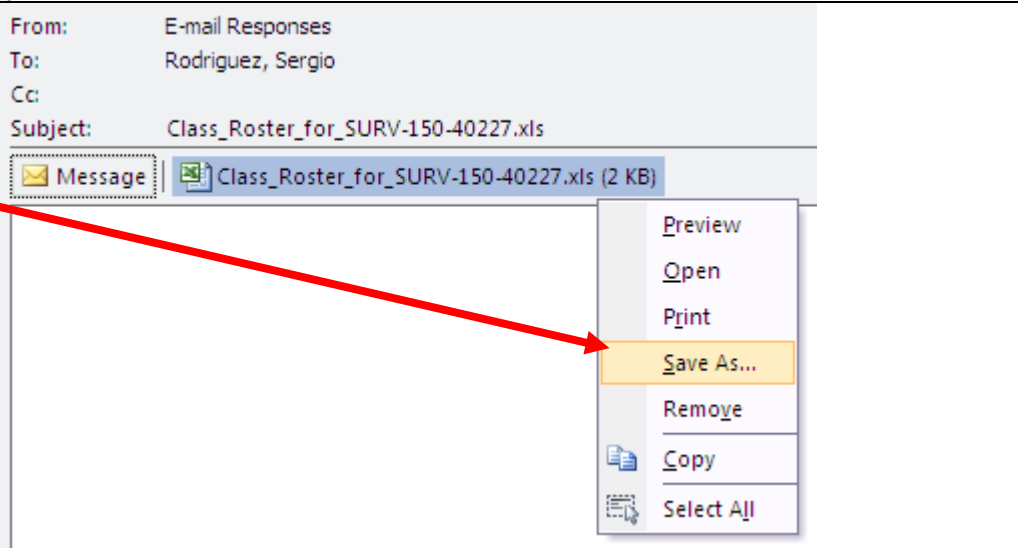
## Contents

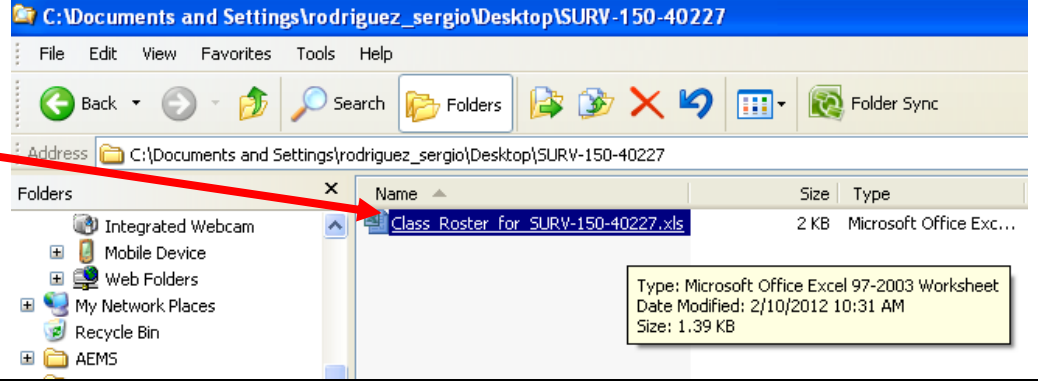

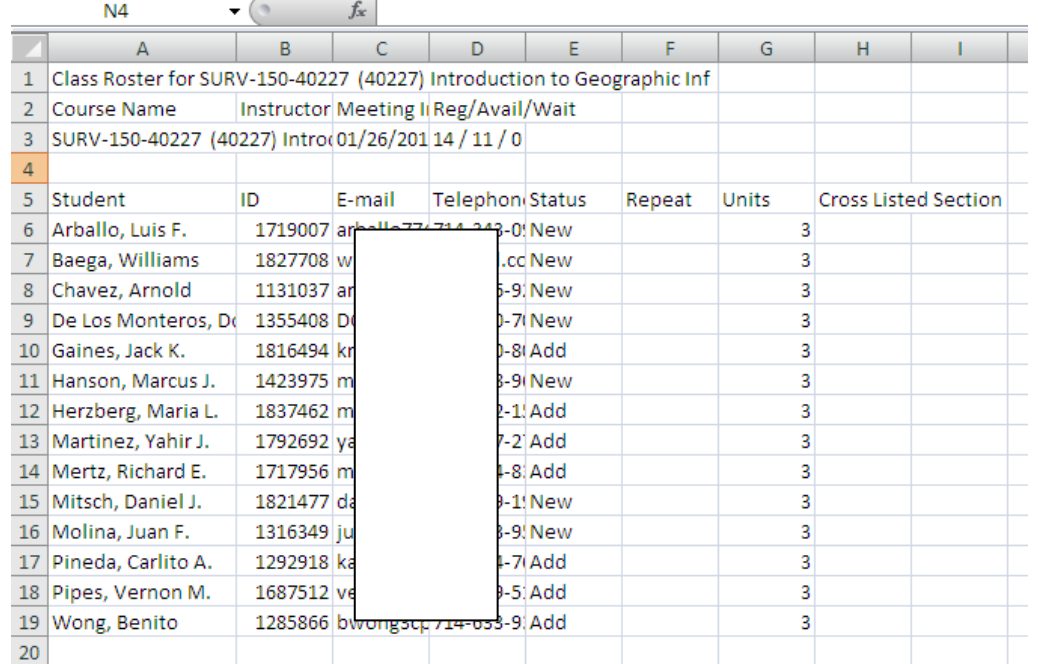
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| ➤ View and Email Myself the Class Roster..... | 2  |
| ➤ View My Teaching Class Schedule.....        | 6  |
| ➤ View Student Contact Information.....       | 7  |
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| ➤ Dropping a Student.....                     | 11 |

**NOTE: You may not have access to all menus listed in this training document. Use this document for guidance for the menus that apply to your access.**

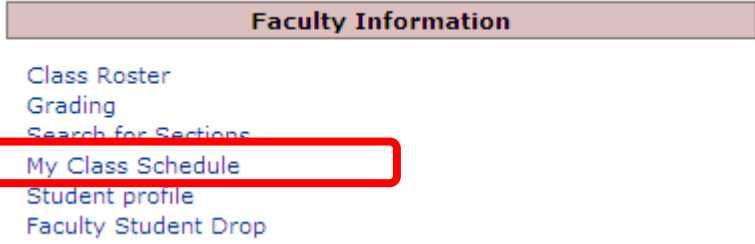
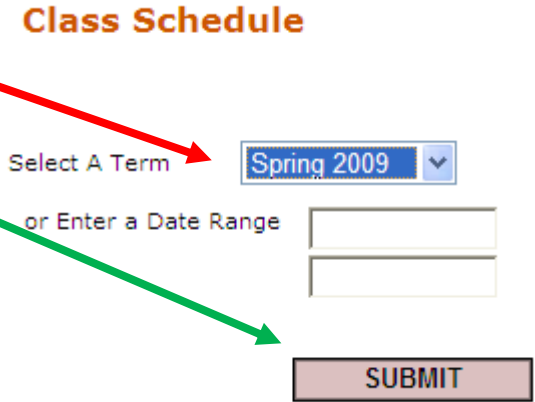
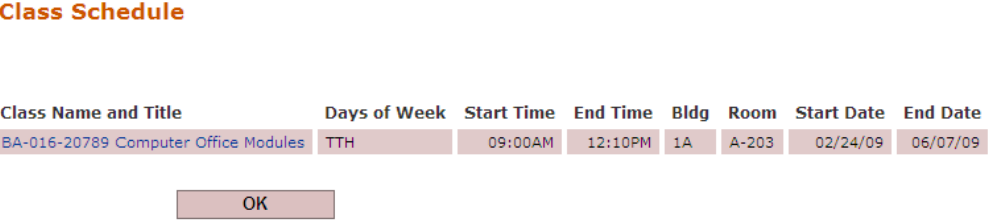
# View and Email Myself the Class Roster

| STEPS   | SCREENSHOT  |   |                     |   |   |                     |   |   |             |                |              |   |                         |   |             |                     |                    |   |                         |                 |         |                    |  |     |  |                |         |                  |                     |     |  |                              |         |                            |                     |     |  |
|---|---|---|---------------------|---|---|---------------------|---|---|-------------|----------------|--------------|---|-------------------------|---|-------------|---------------------|--------------------|---|-------------------------|-----------------|---------|--------------------|--|-----|--|----------------|---------|------------------|---------------------|-----|--|------------------------------|---------|----------------------------|---------------------|-----|--|
| <p>1. From the Faculty Information menu, click the WebAdvisor Class Roster link.</p>   |  <p style="text-align: center;"><b>Faculty Information</b></p> <p><a href="#">WebAdvisor Class Roster</a><br/> <a href="#">Grading</a><br/> <a href="#">Search for Sections</a><br/> <a href="#">Class Schedule</a><br/> <a href="#">Student Cl...</a></p>  |   |                     |   |   |                     |   |   |             |                |              |   |                         |   |             |                     |                    |   |                         |                 |         |                    |  |     |  |                |         |                  |                     |     |  |                              |         |                            |                     |     |  |
| <p>2. To select a section roster, click on a section name link.</p> <p>Alternatively, you can select older terms by selecting a term and clicking the SUBMIT button.</p>                               |  <p style="text-align: center;"><b>WebAdvisor Class Roster</b></p> <table border="1"> <thead> <tr> <th>Section Name and Title</th> <th>Term</th> <th>Start Date</th> <th>End Date</th> <th>Meeting Information</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td><a href="#">SURV-150-40227 (40227) Introduction to Geographic Inf</a></td> <td>Spring 2011</td> <td>01/24/11</td> <td>05/22/11</td> <td>01/26/2011-05/18/2011 1 Lecture Wednesday 07:00PM - 10:10PM, SCC U Building, Room U-101</td> <td>Santiago Canyon College</td> </tr> <tr> <td><a href="#">SURV-150-29677 (29677) Introduction to Geographic Inf</a></td> <td>Spring 2010</td> <td>02/08/10</td> <td>06/06/10</td> <td>02/10/2010-06/02/2010 1 Lecture Wednesday 07:00PM - 10:10PM, SCC U Building, Room U-101</td> <td>Santiago Canyon College</td> </tr> </tbody> </table> <p>OR: Select a term or date range to change your class list Term <input type="text"/></p> <p style="text-align: center;"><b>SUBMIT</b></p>   | Section Name and Title  | Term                | Start Date  | End Date  | Meeting Information | Location  | <a href="#">SURV-150-40227 (40227) Introduction to Geographic Inf</a> | Spring 2011 | 01/24/11       | 05/22/11     | 01/26/2011-05/18/2011 1 Lecture Wednesday 07:00PM - 10:10PM, SCC U Building, Room U-101 | Santiago Canyon College | <a href="#">SURV-150-29677 (29677) Introduction to Geographic Inf</a> | Spring 2010 | 02/08/10            | 06/06/10           | 02/10/2010-06/02/2010 1 Lecture Wednesday 07:00PM - 10:10PM, SCC U Building, Room U-101 | Santiago Canyon College |                 |         |                    |  |     |  |                |         |                  |                     |     |  |                              |         |                            |                     |     |  |
| Section Name and Title  | Term  | Start Date  | End Date            | Meeting Information   | Location  |                     |   |   |             |                |              |   |                         |   |             |                     |                    |   |                         |                 |         |                    |  |     |  |                |         |                  |                     |     |  |                              |         |                            |                     |     |  |
| <a href="#">SURV-150-40227 (40227) Introduction to Geographic Inf</a>   | Spring 2011   | 01/24/11  | 05/22/11            | 01/26/2011-05/18/2011 1 Lecture Wednesday 07:00PM - 10:10PM, SCC U Building, Room U-101 | Santiago Canyon College                               |                     |   |   |             |                |              |   |                         |   |             |                     |                    |   |                         |                 |         |                    |  |     |  |                |         |                  |                     |     |  |                              |         |                            |                     |     |  |
| <a href="#">SURV-150-29677 (29677) Introduction to Geographic Inf</a>   | Spring 2010   | 02/08/10  | 06/06/10            | 02/10/2010-06/02/2010 1 Lecture Wednesday 07:00PM - 10:10PM, SCC U Building, Room U-101 | Santiago Canyon College                               |                     |   |   |             |                |              |   |                         |   |             |                     |                    |   |                         |                 |         |                    |  |     |  |                |         |                  |                     |     |  |                              |         |                            |                     |     |  |
| <p>3. Your selected class section will be displayed.</p> <p>NOTE:</p> <ul style="list-style-type: none"> <li>A status of New or Add means the student is registered for the class.</li> </ul> <p>NEW – registered before the semester</p> <p>ADD – registered during the Add period</p> |  <p style="text-align: center;"><b>Class Roster</b></p> <table border="1"> <thead> <tr> <th>Section Name and Title</th> <th>Instructor</th> <th>Meeting Information</th> </tr> </thead> <tbody> <tr> <td>SURV-150-40227 (40227) Introduction to Geographic Inf</td> <td>S. Rodriguez</td> <td>01/26/2011-05/18/2011 1 Lecture Wednesday 07:00 10:10PM, SCC U Building, Room U-101</td> </tr> </tbody> </table> <p style="text-align: center;"> <a href="#">--Select a different course section</a>      <a href="#">E-Mail these Students</a> </p> <table border="1"> <thead> <tr> <th>Student</th> <th>ID</th> <th>E-mail Address</th> <th>Phone Number</th> <th>Status</th> <th>F</th> </tr> </thead> <tbody> <tr> <td>Arballo, Luis F.</td> <td>1719007</td> <td>arballo77@yahoo.com</td> <td>714-343-0917 (DAY)</td> <td>New</td> <td></td> </tr> <tr> <td>Baega, Williams</td> <td>1827708</td> <td>wbaega@hotmail.com</td> <td></td> <td>New</td> <td></td> </tr> <tr> <td>Chavez, Arnold</td> <td>1131037</td> <td>arnochav@aol.com</td> <td>714-356-9276 (HOME)</td> <td>New</td> <td></td> </tr> <tr> <td>De Los Monteros, Domenico E.</td> <td>1355408</td> <td>DOMDELOSMONTEROS@YAHOO.COM</td> <td>714-960-7091 (HOME)</td> <td>New</td> <td></td> </tr> </tbody> </table> | Section Name and Title  | Instructor          | Meeting Information   | SURV-150-40227 (40227) Introduction to Geographic Inf | S. Rodriguez        | 01/26/2011-05/18/2011 1 Lecture Wednesday 07:00 10:10PM, SCC U Building, Room U-101 | Student   | ID          | E-mail Address | Phone Number | Status  | F                       | Arballo, Luis F.  | 1719007     | arballo77@yahoo.com | 714-343-0917 (DAY) | New   |                         | Baega, Williams | 1827708 | wbaega@hotmail.com |  | New |  | Chavez, Arnold | 1131037 | arnochav@aol.com | 714-356-9276 (HOME) | New |  | De Los Monteros, Domenico E. | 1355408 | DOMDELOSMONTEROS@YAHOO.COM | 714-960-7091 (HOME) | New |  |
| Section Name and Title  | Instructor  | Meeting Information   |                     |   |   |                     |   |   |             |                |              |   |                         |   |             |                     |                    |   |                         |                 |         |                    |  |     |  |                |         |                  |                     |     |  |                              |         |                            |                     |     |  |
| SURV-150-40227 (40227) Introduction to Geographic Inf   | S. Rodriguez  | 01/26/2011-05/18/2011 1 Lecture Wednesday 07:00 10:10PM, SCC U Building, Room U-101 |                     |   |   |                     |   |   |             |                |              |   |                         |   |             |                     |                    |   |                         |                 |         |                    |  |     |  |                |         |                  |                     |     |  |                              |         |                            |                     |     |  |
| Student   | ID  | E-mail Address  | Phone Number        | Status  | F   |                     |   |   |             |                |              |   |                         |   |             |                     |                    |   |                         |                 |         |                    |  |     |  |                |         |                  |                     |     |  |                              |         |                            |                     |     |  |
| Arballo, Luis F.  | 1719007   | arballo77@yahoo.com   | 714-343-0917 (DAY)  | New   |   |                     |   |   |             |                |              |   |                         |   |             |                     |                    |   |                         |                 |         |                    |  |     |  |                |         |                  |                     |     |  |                              |         |                            |                     |     |  |
| Baega, Williams   | 1827708   | wbaega@hotmail.com  |                     | New   |   |                     |   |   |             |                |              |   |                         |   |             |                     |                    |   |                         |                 |         |                    |  |     |  |                |         |                  |                     |     |  |                              |         |                            |                     |     |  |
| Chavez, Arnold  | 1131037   | arnochav@aol.com  | 714-356-9276 (HOME) | New   |   |                     |   |   |             |                |              |   |                         |   |             |                     |                    |   |                         |                 |         |                    |  |     |  |                |         |                  |                     |     |  |                              |         |                            |                     |     |  |
| De Los Monteros, Domenico E.  | 1355408   | DOMDELOSMONTEROS@YAHOO.COM  | 714-960-7091 (HOME) | New   |   |                     |   |   |             |                |              |   |                         |   |             |                     |                    |   |                         |                 |         |                    |  |     |  |                |         |                  |                     |     |  |                              |         |                            |                     |     |  |

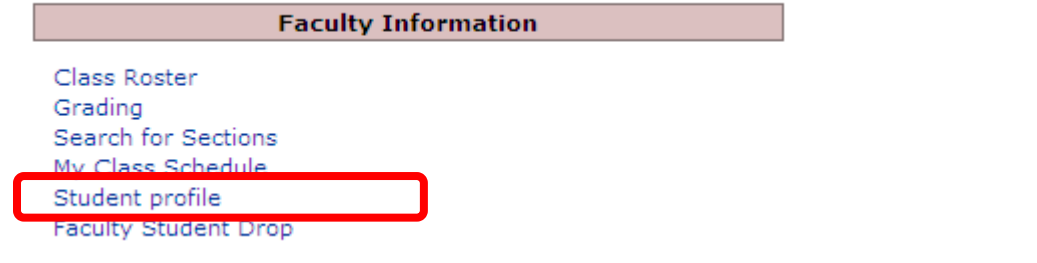

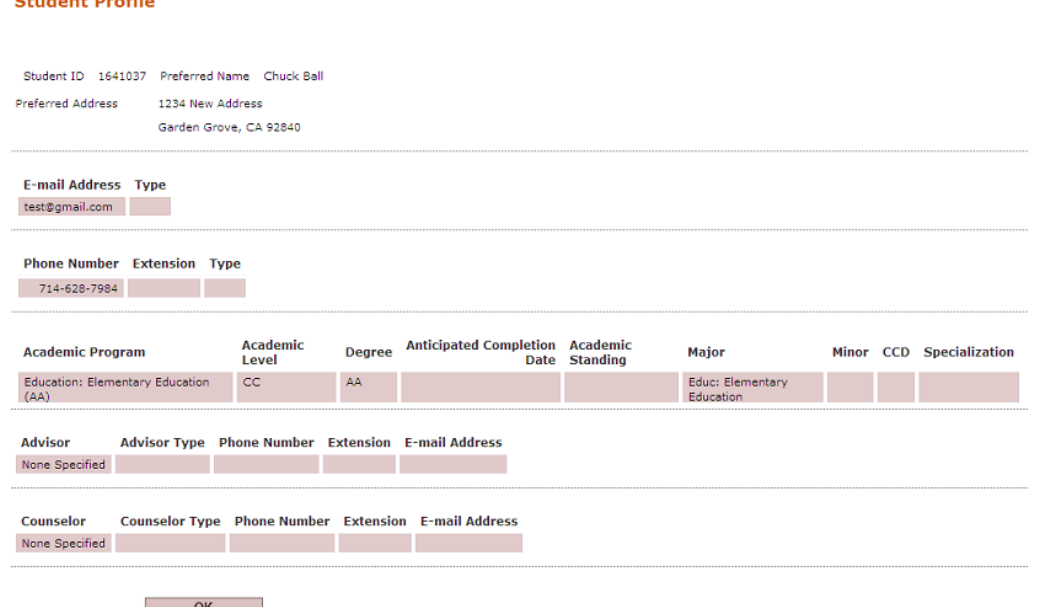
| STEPS   | SCREENSHOT   |
|---|--|
| <p>4. To email yourself the class roster, scroll down to the bottom of the roster and check the box for “<b>E-mail copy of currently displayed roster to me</b>” and click the SUBMIT button.</p> |    |
| <p>5. An email will be sent to your SAC.EDU or SCCOLLEGE.EDU email account with the attached Excel class roster.</p>  |   |
| <p>6. Depending on your email client, right click on the attachment and save it to a folder on your hard drive.</p>   |  |

| STEPS  | SCREENSHOT  |            |               |                                |        |        |       |              |         |   |   |   |   |  |  |                                |  |  |  |  |  |   |             |            |         |                |  |  |  |  |  |   |                        |       |            |        |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |   |         |    |        |           |        |        |       |              |         |   |                  |         |               |       |     |  |   |  |  |   |                 |         |   |  |     |  |   |  |  |   |                |         |    |  |     |  |   |  |  |   |                    |         |   |  |     |  |   |  |  |    |                 |         |    |  |     |  |   |  |  |    |                   |         |   |  |     |  |   |  |  |    |                    |         |   |  |     |  |   |  |  |    |                    |         |    |  |     |  |   |  |  |    |                   |         |   |  |     |  |   |  |  |    |                   |         |    |  |     |  |   |  |  |    |                 |         |    |  |     |  |   |  |  |    |                    |         |    |  |     |  |   |  |  |    |                  |         |    |  |     |  |   |  |  |    |              |         |         |           |     |  |   |  |  |    |  |  |  |  |  |  |  |  |  |
|--|---|------------|---------------|--------------------------------|--------|--------|-------|--------------|---------|---|---|---|---|--|--|--------------------------------|--|--|--|--|--|---|-------------|------------|---------|----------------|--|--|--|--|--|---|------------------------|-------|------------|--------|--|--|--|--|--|---|--|--|--|--|--|--|--|--|--|---|---------|----|--------|-----------|--------|--------|-------|--------------|---------|---|------------------|---------|---------------|-------|-----|--|---|--|--|---|-----------------|---------|---|--|-----|--|---|--|--|---|----------------|---------|----|--|-----|--|---|--|--|---|--------------------|---------|---|--|-----|--|---|--|--|----|-----------------|---------|----|--|-----|--|---|--|--|----|-------------------|---------|---|--|-----|--|---|--|--|----|--------------------|---------|---|--|-----|--|---|--|--|----|--------------------|---------|----|--|-----|--|---|--|--|----|-------------------|---------|---|--|-----|--|---|--|--|----|-------------------|---------|----|--|-----|--|---|--|--|----|-----------------|---------|----|--|-----|--|---|--|--|----|--------------------|---------|----|--|-----|--|---|--|--|----|------------------|---------|----|--|-----|--|---|--|--|----|--------------|---------|---------|-----------|-----|--|---|--|--|----|--|--|--|--|--|--|--|--|--|
| <p>7. Once saved to a folder, go click on the downloaded Excel file to open up in Excel.</p> |   |            |               |                                |        |        |       |              |         |   |   |   |   |  |  |                                |  |  |  |  |  |   |             |            |         |                |  |  |  |  |  |   |                        |       |            |        |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |   |         |    |        |           |        |        |       |              |         |   |                  |         |               |       |     |  |   |  |  |   |                 |         |   |  |     |  |   |  |  |   |                |         |    |  |     |  |   |  |  |   |                    |         |   |  |     |  |   |  |  |    |                 |         |    |  |     |  |   |  |  |    |                   |         |   |  |     |  |   |  |  |    |                    |         |   |  |     |  |   |  |  |    |                    |         |    |  |     |  |   |  |  |    |                   |         |   |  |     |  |   |  |  |    |                   |         |    |  |     |  |   |  |  |    |                 |         |    |  |     |  |   |  |  |    |                    |         |    |  |     |  |   |  |  |    |                  |         |    |  |     |  |   |  |  |    |              |         |         |           |     |  |   |  |  |    |  |  |  |  |  |  |  |  |  |
| <p>8. When prompted, click the YES button to open the Excel file.</p>                        |   |            |               |                                |        |        |       |              |         |   |   |   |   |  |  |                                |  |  |  |  |  |   |             |            |         |                |  |  |  |  |  |   |                        |       |            |        |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |   |         |    |        |           |        |        |       |              |         |   |                  |         |               |       |     |  |   |  |  |   |                 |         |   |  |     |  |   |  |  |   |                |         |    |  |     |  |   |  |  |   |                    |         |   |  |     |  |   |  |  |    |                 |         |    |  |     |  |   |  |  |    |                   |         |   |  |     |  |   |  |  |    |                    |         |   |  |     |  |   |  |  |    |                    |         |    |  |     |  |   |  |  |    |                   |         |   |  |     |  |   |  |  |    |                   |         |    |  |     |  |   |  |  |    |                 |         |    |  |     |  |   |  |  |    |                    |         |    |  |     |  |   |  |  |    |                  |         |    |  |     |  |   |  |  |    |              |         |         |           |     |  |   |  |  |    |  |  |  |  |  |  |  |  |  |
| <p>9. Your class roster opens up in Excel. You can now format the roster as needed.</p>      |  <table border="1" data-bbox="505 695 1537 1354"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> <th>F</th> <th>G</th> <th>H</th> <th>I</th> </tr> </thead> <tbody> <tr> <td>1</td> <td colspan="3">Class Roster for SURV-150-40227 (40227)</td> <td colspan="6">Introduction to Geographic Inf</td> </tr> <tr> <td>2</td> <td>Course Name</td> <td>Instructor</td> <td>Meeting</td> <td>Reg/Avail/Wait</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>SURV-150-40227 (40227)</td> <td>Intro</td> <td>01/26/2014</td> <td>11 / 0</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>4</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>5</td> <td>Student</td> <td>ID</td> <td>E-mail</td> <td>Telephone</td> <td>Status</td> <td>Repeat</td> <td>Units</td> <td>Cross Listed</td> <td>Section</td> </tr> <tr> <td>6</td> <td>Arballo, Luis F.</td> <td>1719007</td> <td>arballo377714</td> <td>343-0</td> <td>New</td> <td></td> <td>3</td> <td></td> <td></td> </tr> <tr> <td>7</td> <td>Baega, Williams</td> <td>1827708</td> <td>w</td> <td></td> <td>New</td> <td></td> <td>3</td> <td></td> <td></td> </tr> <tr> <td>8</td> <td>Chavez, Arnold</td> <td>1131037</td> <td>ar</td> <td></td> <td>New</td> <td></td> <td>3</td> <td></td> <td></td> </tr> <tr> <td>9</td> <td>De Los Monteros, D</td> <td>1355408</td> <td>D</td> <td></td> <td>New</td> <td></td> <td>3</td> <td></td> <td></td> </tr> <tr> <td>10</td> <td>Gaines, Jack K.</td> <td>1816494</td> <td>kr</td> <td></td> <td>Add</td> <td></td> <td>3</td> <td></td> <td></td> </tr> <tr> <td>11</td> <td>Hanson, Marcus J.</td> <td>1423975</td> <td>m</td> <td></td> <td>New</td> <td></td> <td>3</td> <td></td> <td></td> </tr> <tr> <td>12</td> <td>Herzberg, Maria L.</td> <td>1837462</td> <td>m</td> <td></td> <td>Add</td> <td></td> <td>3</td> <td></td> <td></td> </tr> <tr> <td>13</td> <td>Martinez, Yahir J.</td> <td>1792692</td> <td>ya</td> <td></td> <td>Add</td> <td></td> <td>3</td> <td></td> <td></td> </tr> <tr> <td>14</td> <td>Mertz, Richard E.</td> <td>1717956</td> <td>m</td> <td></td> <td>Add</td> <td></td> <td>3</td> <td></td> <td></td> </tr> <tr> <td>15</td> <td>Mitsch, Daniel J.</td> <td>1821477</td> <td>da</td> <td></td> <td>New</td> <td></td> <td>3</td> <td></td> <td></td> </tr> <tr> <td>16</td> <td>Molina, Juan F.</td> <td>1316349</td> <td>ju</td> <td></td> <td>New</td> <td></td> <td>3</td> <td></td> <td></td> </tr> <tr> <td>17</td> <td>Pineda, Carlito A.</td> <td>1292918</td> <td>ka</td> <td></td> <td>Add</td> <td></td> <td>3</td> <td></td> <td></td> </tr> <tr> <td>18</td> <td>Pipes, Vernon M.</td> <td>1687512</td> <td>ve</td> <td></td> <td>Add</td> <td></td> <td>3</td> <td></td> <td></td> </tr> <tr> <td>19</td> <td>Wong, Benito</td> <td>1285866</td> <td>bwongsc</td> <td>714-653-9</td> <td>Add</td> <td></td> <td>3</td> <td></td> <td></td> </tr> <tr> <td>20</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> |            | A             | B                              | C      | D      | E     | F            | G       | H | I | 1 | Class Roster for SURV-150-40227 (40227) |  |  | Introduction to Geographic Inf |  |  |  |  |  | 2 | Course Name | Instructor | Meeting | Reg/Avail/Wait |  |  |  |  |  | 3 | SURV-150-40227 (40227) | Intro | 01/26/2014 | 11 / 0 |  |  |  |  |  | 4 |  |  |  |  |  |  |  |  |  | 5 | Student | ID | E-mail | Telephone | Status | Repeat | Units | Cross Listed | Section | 6 | Arballo, Luis F. | 1719007 | arballo377714 | 343-0 | New |  | 3 |  |  | 7 | Baega, Williams | 1827708 | w |  | New |  | 3 |  |  | 8 | Chavez, Arnold | 1131037 | ar |  | New |  | 3 |  |  | 9 | De Los Monteros, D | 1355408 | D |  | New |  | 3 |  |  | 10 | Gaines, Jack K. | 1816494 | kr |  | Add |  | 3 |  |  | 11 | Hanson, Marcus J. | 1423975 | m |  | New |  | 3 |  |  | 12 | Herzberg, Maria L. | 1837462 | m |  | Add |  | 3 |  |  | 13 | Martinez, Yahir J. | 1792692 | ya |  | Add |  | 3 |  |  | 14 | Mertz, Richard E. | 1717956 | m |  | Add |  | 3 |  |  | 15 | Mitsch, Daniel J. | 1821477 | da |  | New |  | 3 |  |  | 16 | Molina, Juan F. | 1316349 | ju |  | New |  | 3 |  |  | 17 | Pineda, Carlito A. | 1292918 | ka |  | Add |  | 3 |  |  | 18 | Pipes, Vernon M. | 1687512 | ve |  | Add |  | 3 |  |  | 19 | Wong, Benito | 1285866 | bwongsc | 714-653-9 | Add |  | 3 |  |  | 20 |  |  |  |  |  |  |  |  |  |
|  | A   | B          | C             | D                              | E      | F      | G     | H            | I       |   |   |   |   |  |  |                                |  |  |  |  |  |   |             |            |         |                |  |  |  |  |  |   |                        |       |            |        |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |   |         |    |        |           |        |        |       |              |         |   |                  |         |               |       |     |  |   |  |  |   |                 |         |   |  |     |  |   |  |  |   |                |         |    |  |     |  |   |  |  |   |                    |         |   |  |     |  |   |  |  |    |                 |         |    |  |     |  |   |  |  |    |                   |         |   |  |     |  |   |  |  |    |                    |         |   |  |     |  |   |  |  |    |                    |         |    |  |     |  |   |  |  |    |                   |         |   |  |     |  |   |  |  |    |                   |         |    |  |     |  |   |  |  |    |                 |         |    |  |     |  |   |  |  |    |                    |         |    |  |     |  |   |  |  |    |                  |         |    |  |     |  |   |  |  |    |              |         |         |           |     |  |   |  |  |    |  |  |  |  |  |  |  |  |  |
| 1  | Class Roster for SURV-150-40227 (40227)   |            |               | Introduction to Geographic Inf |        |        |       |              |         |   |   |   |   |  |  |                                |  |  |  |  |  |   |             |            |         |                |  |  |  |  |  |   |                        |       |            |        |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |   |         |    |        |           |        |        |       |              |         |   |                  |         |               |       |     |  |   |  |  |   |                 |         |   |  |     |  |   |  |  |   |                |         |    |  |     |  |   |  |  |   |                    |         |   |  |     |  |   |  |  |    |                 |         |    |  |     |  |   |  |  |    |                   |         |   |  |     |  |   |  |  |    |                    |         |   |  |     |  |   |  |  |    |                    |         |    |  |     |  |   |  |  |    |                   |         |   |  |     |  |   |  |  |    |                   |         |    |  |     |  |   |  |  |    |                 |         |    |  |     |  |   |  |  |    |                    |         |    |  |     |  |   |  |  |    |                  |         |    |  |     |  |   |  |  |    |              |         |         |           |     |  |   |  |  |    |  |  |  |  |  |  |  |  |  |
| 2  | Course Name   | Instructor | Meeting       | Reg/Avail/Wait                 |        |        |       |              |         |   |   |   |   |  |  |                                |  |  |  |  |  |   |             |            |         |                |  |  |  |  |  |   |                        |       |            |        |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |   |         |    |        |           |        |        |       |              |         |   |                  |         |               |       |     |  |   |  |  |   |                 |         |   |  |     |  |   |  |  |   |                |         |    |  |     |  |   |  |  |   |                    |         |   |  |     |  |   |  |  |    |                 |         |    |  |     |  |   |  |  |    |                   |         |   |  |     |  |   |  |  |    |                    |         |   |  |     |  |   |  |  |    |                    |         |    |  |     |  |   |  |  |    |                   |         |   |  |     |  |   |  |  |    |                   |         |    |  |     |  |   |  |  |    |                 |         |    |  |     |  |   |  |  |    |                    |         |    |  |     |  |   |  |  |    |                  |         |    |  |     |  |   |  |  |    |              |         |         |           |     |  |   |  |  |    |  |  |  |  |  |  |  |  |  |
| 3  | SURV-150-40227 (40227)  | Intro      | 01/26/2014    | 11 / 0                         |        |        |       |              |         |   |   |   |   |  |  |                                |  |  |  |  |  |   |             |            |         |                |  |  |  |  |  |   |                        |       |            |        |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |   |         |    |        |           |        |        |       |              |         |   |                  |         |               |       |     |  |   |  |  |   |                 |         |   |  |     |  |   |  |  |   |                |         |    |  |     |  |   |  |  |   |                    |         |   |  |     |  |   |  |  |    |                 |         |    |  |     |  |   |  |  |    |                   |         |   |  |     |  |   |  |  |    |                    |         |   |  |     |  |   |  |  |    |                    |         |    |  |     |  |   |  |  |    |                   |         |   |  |     |  |   |  |  |    |                   |         |    |  |     |  |   |  |  |    |                 |         |    |  |     |  |   |  |  |    |                    |         |    |  |     |  |   |  |  |    |                  |         |    |  |     |  |   |  |  |    |              |         |         |           |     |  |   |  |  |    |  |  |  |  |  |  |  |  |  |
| 4  |   |            |               |                                |        |        |       |              |         |   |   |   |   |  |  |                                |  |  |  |  |  |   |             |            |         |                |  |  |  |  |  |   |                        |       |            |        |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |   |         |    |        |           |        |        |       |              |         |   |                  |         |               |       |     |  |   |  |  |   |                 |         |   |  |     |  |   |  |  |   |                |         |    |  |     |  |   |  |  |   |                    |         |   |  |     |  |   |  |  |    |                 |         |    |  |     |  |   |  |  |    |                   |         |   |  |     |  |   |  |  |    |                    |         |   |  |     |  |   |  |  |    |                    |         |    |  |     |  |   |  |  |    |                   |         |   |  |     |  |   |  |  |    |                   |         |    |  |     |  |   |  |  |    |                 |         |    |  |     |  |   |  |  |    |                    |         |    |  |     |  |   |  |  |    |                  |         |    |  |     |  |   |  |  |    |              |         |         |           |     |  |   |  |  |    |  |  |  |  |  |  |  |  |  |
| 5  | Student   | ID         | E-mail        | Telephone                      | Status | Repeat | Units | Cross Listed | Section |   |   |   |   |  |  |                                |  |  |  |  |  |   |             |            |         |                |  |  |  |  |  |   |                        |       |            |        |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |   |         |    |        |           |        |        |       |              |         |   |                  |         |               |       |     |  |   |  |  |   |                 |         |   |  |     |  |   |  |  |   |                |         |    |  |     |  |   |  |  |   |                    |         |   |  |     |  |   |  |  |    |                 |         |    |  |     |  |   |  |  |    |                   |         |   |  |     |  |   |  |  |    |                    |         |   |  |     |  |   |  |  |    |                    |         |    |  |     |  |   |  |  |    |                   |         |   |  |     |  |   |  |  |    |                   |         |    |  |     |  |   |  |  |    |                 |         |    |  |     |  |   |  |  |    |                    |         |    |  |     |  |   |  |  |    |                  |         |    |  |     |  |   |  |  |    |              |         |         |           |     |  |   |  |  |    |  |  |  |  |  |  |  |  |  |
| 6  | Arballo, Luis F.  | 1719007    | arballo377714 | 343-0                          | New    |        | 3     |              |         |   |   |   |   |  |  |                                |  |  |  |  |  |   |             |            |         |                |  |  |  |  |  |   |                        |       |            |        |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |   |         |    |        |           |        |        |       |              |         |   |                  |         |               |       |     |  |   |  |  |   |                 |         |   |  |     |  |   |  |  |   |                |         |    |  |     |  |   |  |  |   |                    |         |   |  |     |  |   |  |  |    |                 |         |    |  |     |  |   |  |  |    |                   |         |   |  |     |  |   |  |  |    |                    |         |   |  |     |  |   |  |  |    |                    |         |    |  |     |  |   |  |  |    |                   |         |   |  |     |  |   |  |  |    |                   |         |    |  |     |  |   |  |  |    |                 |         |    |  |     |  |   |  |  |    |                    |         |    |  |     |  |   |  |  |    |                  |         |    |  |     |  |   |  |  |    |              |         |         |           |     |  |   |  |  |    |  |  |  |  |  |  |  |  |  |
| 7  | Baega, Williams   | 1827708    | w             |                                | New    |        | 3     |              |         |   |   |   |   |  |  |                                |  |  |  |  |  |   |             |            |         |                |  |  |  |  |  |   |                        |       |            |        |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |   |         |    |        |           |        |        |       |              |         |   |                  |         |               |       |     |  |   |  |  |   |                 |         |   |  |     |  |   |  |  |   |                |         |    |  |     |  |   |  |  |   |                    |         |   |  |     |  |   |  |  |    |                 |         |    |  |     |  |   |  |  |    |                   |         |   |  |     |  |   |  |  |    |                    |         |   |  |     |  |   |  |  |    |                    |         |    |  |     |  |   |  |  |    |                   |         |   |  |     |  |   |  |  |    |                   |         |    |  |     |  |   |  |  |    |                 |         |    |  |     |  |   |  |  |    |                    |         |    |  |     |  |   |  |  |    |                  |         |    |  |     |  |   |  |  |    |              |         |         |           |     |  |   |  |  |    |  |  |  |  |  |  |  |  |  |
| 8  | Chavez, Arnold  | 1131037    | ar            |                                | New    |        | 3     |              |         |   |   |   |   |  |  |                                |  |  |  |  |  |   |             |            |         |                |  |  |  |  |  |   |                        |       |            |        |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |   |         |    |        |           |        |        |       |              |         |   |                  |         |               |       |     |  |   |  |  |   |                 |         |   |  |     |  |   |  |  |   |                |         |    |  |     |  |   |  |  |   |                    |         |   |  |     |  |   |  |  |    |                 |         |    |  |     |  |   |  |  |    |                   |         |   |  |     |  |   |  |  |    |                    |         |   |  |     |  |   |  |  |    |                    |         |    |  |     |  |   |  |  |    |                   |         |   |  |     |  |   |  |  |    |                   |         |    |  |     |  |   |  |  |    |                 |         |    |  |     |  |   |  |  |    |                    |         |    |  |     |  |   |  |  |    |                  |         |    |  |     |  |   |  |  |    |              |         |         |           |     |  |   |  |  |    |  |  |  |  |  |  |  |  |  |
| 9  | De Los Monteros, D  | 1355408    | D             |                                | New    |        | 3     |              |         |   |   |   |   |  |  |                                |  |  |  |  |  |   |             |            |         |                |  |  |  |  |  |   |                        |       |            |        |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |   |         |    |        |           |        |        |       |              |         |   |                  |         |               |       |     |  |   |  |  |   |                 |         |   |  |     |  |   |  |  |   |                |         |    |  |     |  |   |  |  |   |                    |         |   |  |     |  |   |  |  |    |                 |         |    |  |     |  |   |  |  |    |                   |         |   |  |     |  |   |  |  |    |                    |         |   |  |     |  |   |  |  |    |                    |         |    |  |     |  |   |  |  |    |                   |         |   |  |     |  |   |  |  |    |                   |         |    |  |     |  |   |  |  |    |                 |         |    |  |     |  |   |  |  |    |                    |         |    |  |     |  |   |  |  |    |                  |         |    |  |     |  |   |  |  |    |              |         |         |           |     |  |   |  |  |    |  |  |  |  |  |  |  |  |  |
| 10   | Gaines, Jack K.   | 1816494    | kr            |                                | Add    |        | 3     |              |         |   |   |   |   |  |  |                                |  |  |  |  |  |   |             |            |         |                |  |  |  |  |  |   |                        |       |            |        |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |   |         |    |        |           |        |        |       |              |         |   |                  |         |               |       |     |  |   |  |  |   |                 |         |   |  |     |  |   |  |  |   |                |         |    |  |     |  |   |  |  |   |                    |         |   |  |     |  |   |  |  |    |                 |         |    |  |     |  |   |  |  |    |                   |         |   |  |     |  |   |  |  |    |                    |         |   |  |     |  |   |  |  |    |                    |         |    |  |     |  |   |  |  |    |                   |         |   |  |     |  |   |  |  |    |                   |         |    |  |     |  |   |  |  |    |                 |         |    |  |     |  |   |  |  |    |                    |         |    |  |     |  |   |  |  |    |                  |         |    |  |     |  |   |  |  |    |              |         |         |           |     |  |   |  |  |    |  |  |  |  |  |  |  |  |  |
| 11   | Hanson, Marcus J.   | 1423975    | m             |                                | New    |        | 3     |              |         |   |   |   |   |  |  |                                |  |  |  |  |  |   |             |            |         |                |  |  |  |  |  |   |                        |       |            |        |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |   |         |    |        |           |        |        |       |              |         |   |                  |         |               |       |     |  |   |  |  |   |                 |         |   |  |     |  |   |  |  |   |                |         |    |  |     |  |   |  |  |   |                    |         |   |  |     |  |   |  |  |    |                 |         |    |  |     |  |   |  |  |    |                   |         |   |  |     |  |   |  |  |    |                    |         |   |  |     |  |   |  |  |    |                    |         |    |  |     |  |   |  |  |    |                   |         |   |  |     |  |   |  |  |    |                   |         |    |  |     |  |   |  |  |    |                 |         |    |  |     |  |   |  |  |    |                    |         |    |  |     |  |   |  |  |    |                  |         |    |  |     |  |   |  |  |    |              |         |         |           |     |  |   |  |  |    |  |  |  |  |  |  |  |  |  |
| 12   | Herzberg, Maria L.  | 1837462    | m             |                                | Add    |        | 3     |              |         |   |   |   |   |  |  |                                |  |  |  |  |  |   |             |            |         |                |  |  |  |  |  |   |                        |       |            |        |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |   |         |    |        |           |        |        |       |              |         |   |                  |         |               |       |     |  |   |  |  |   |                 |         |   |  |     |  |   |  |  |   |                |         |    |  |     |  |   |  |  |   |                    |         |   |  |     |  |   |  |  |    |                 |         |    |  |     |  |   |  |  |    |                   |         |   |  |     |  |   |  |  |    |                    |         |   |  |     |  |   |  |  |    |                    |         |    |  |     |  |   |  |  |    |                   |         |   |  |     |  |   |  |  |    |                   |         |    |  |     |  |   |  |  |    |                 |         |    |  |     |  |   |  |  |    |                    |         |    |  |     |  |   |  |  |    |                  |         |    |  |     |  |   |  |  |    |              |         |         |           |     |  |   |  |  |    |  |  |  |  |  |  |  |  |  |
| 13   | Martinez, Yahir J.  | 1792692    | ya            |                                | Add    |        | 3     |              |         |   |   |   |   |  |  |                                |  |  |  |  |  |   |             |            |         |                |  |  |  |  |  |   |                        |       |            |        |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |   |         |    |        |           |        |        |       |              |         |   |                  |         |               |       |     |  |   |  |  |   |                 |         |   |  |     |  |   |  |  |   |                |         |    |  |     |  |   |  |  |   |                    |         |   |  |     |  |   |  |  |    |                 |         |    |  |     |  |   |  |  |    |                   |         |   |  |     |  |   |  |  |    |                    |         |   |  |     |  |   |  |  |    |                    |         |    |  |     |  |   |  |  |    |                   |         |   |  |     |  |   |  |  |    |                   |         |    |  |     |  |   |  |  |    |                 |         |    |  |     |  |   |  |  |    |                    |         |    |  |     |  |   |  |  |    |                  |         |    |  |     |  |   |  |  |    |              |         |         |           |     |  |   |  |  |    |  |  |  |  |  |  |  |  |  |
| 14   | Mertz, Richard E.   | 1717956    | m             |                                | Add    |        | 3     |              |         |   |   |   |   |  |  |                                |  |  |  |  |  |   |             |            |         |                |  |  |  |  |  |   |                        |       |            |        |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |   |         |    |        |           |        |        |       |              |         |   |                  |         |               |       |     |  |   |  |  |   |                 |         |   |  |     |  |   |  |  |   |                |         |    |  |     |  |   |  |  |   |                    |         |   |  |     |  |   |  |  |    |                 |         |    |  |     |  |   |  |  |    |                   |         |   |  |     |  |   |  |  |    |                    |         |   |  |     |  |   |  |  |    |                    |         |    |  |     |  |   |  |  |    |                   |         |   |  |     |  |   |  |  |    |                   |         |    |  |     |  |   |  |  |    |                 |         |    |  |     |  |   |  |  |    |                    |         |    |  |     |  |   |  |  |    |                  |         |    |  |     |  |   |  |  |    |              |         |         |           |     |  |   |  |  |    |  |  |  |  |  |  |  |  |  |
| 15   | Mitsch, Daniel J.   | 1821477    | da            |                                | New    |        | 3     |              |         |   |   |   |   |  |  |                                |  |  |  |  |  |   |             |            |         |                |  |  |  |  |  |   |                        |       |            |        |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |   |         |    |        |           |        |        |       |              |         |   |                  |         |               |       |     |  |   |  |  |   |                 |         |   |  |     |  |   |  |  |   |                |         |    |  |     |  |   |  |  |   |                    |         |   |  |     |  |   |  |  |    |                 |         |    |  |     |  |   |  |  |    |                   |         |   |  |     |  |   |  |  |    |                    |         |   |  |     |  |   |  |  |    |                    |         |    |  |     |  |   |  |  |    |                   |         |   |  |     |  |   |  |  |    |                   |         |    |  |     |  |   |  |  |    |                 |         |    |  |     |  |   |  |  |    |                    |         |    |  |     |  |   |  |  |    |                  |         |    |  |     |  |   |  |  |    |              |         |         |           |     |  |   |  |  |    |  |  |  |  |  |  |  |  |  |
| 16   | Molina, Juan F.   | 1316349    | ju            |                                | New    |        | 3     |              |         |   |   |   |   |  |  |                                |  |  |  |  |  |   |             |            |         |                |  |  |  |  |  |   |                        |       |            |        |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |   |         |    |        |           |        |        |       |              |         |   |                  |         |               |       |     |  |   |  |  |   |                 |         |   |  |     |  |   |  |  |   |                |         |    |  |     |  |   |  |  |   |                    |         |   |  |     |  |   |  |  |    |                 |         |    |  |     |  |   |  |  |    |                   |         |   |  |     |  |   |  |  |    |                    |         |   |  |     |  |   |  |  |    |                    |         |    |  |     |  |   |  |  |    |                   |         |   |  |     |  |   |  |  |    |                   |         |    |  |     |  |   |  |  |    |                 |         |    |  |     |  |   |  |  |    |                    |         |    |  |     |  |   |  |  |    |                  |         |    |  |     |  |   |  |  |    |              |         |         |           |     |  |   |  |  |    |  |  |  |  |  |  |  |  |  |
| 17   | Pineda, Carlito A.  | 1292918    | ka            |                                | Add    |        | 3     |              |         |   |   |   |   |  |  |                                |  |  |  |  |  |   |             |            |         |                |  |  |  |  |  |   |                        |       |            |        |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |   |         |    |        |           |        |        |       |              |         |   |                  |         |               |       |     |  |   |  |  |   |                 |         |   |  |     |  |   |  |  |   |                |         |    |  |     |  |   |  |  |   |                    |         |   |  |     |  |   |  |  |    |                 |         |    |  |     |  |   |  |  |    |                   |         |   |  |     |  |   |  |  |    |                    |         |   |  |     |  |   |  |  |    |                    |         |    |  |     |  |   |  |  |    |                   |         |   |  |     |  |   |  |  |    |                   |         |    |  |     |  |   |  |  |    |                 |         |    |  |     |  |   |  |  |    |                    |         |    |  |     |  |   |  |  |    |                  |         |    |  |     |  |   |  |  |    |              |         |         |           |     |  |   |  |  |    |  |  |  |  |  |  |  |  |  |
| 18   | Pipes, Vernon M.  | 1687512    | ve            |                                | Add    |        | 3     |              |         |   |   |   |   |  |  |                                |  |  |  |  |  |   |             |            |         |                |  |  |  |  |  |   |                        |       |            |        |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |   |         |    |        |           |        |        |       |              |         |   |                  |         |               |       |     |  |   |  |  |   |                 |         |   |  |     |  |   |  |  |   |                |         |    |  |     |  |   |  |  |   |                    |         |   |  |     |  |   |  |  |    |                 |         |    |  |     |  |   |  |  |    |                   |         |   |  |     |  |   |  |  |    |                    |         |   |  |     |  |   |  |  |    |                    |         |    |  |     |  |   |  |  |    |                   |         |   |  |     |  |   |  |  |    |                   |         |    |  |     |  |   |  |  |    |                 |         |    |  |     |  |   |  |  |    |                    |         |    |  |     |  |   |  |  |    |                  |         |    |  |     |  |   |  |  |    |              |         |         |           |     |  |   |  |  |    |  |  |  |  |  |  |  |  |  |
| 19   | Wong, Benito  | 1285866    | bwongsc       | 714-653-9                      | Add    |        | 3     |              |         |   |   |   |   |  |  |                                |  |  |  |  |  |   |             |            |         |                |  |  |  |  |  |   |                        |       |            |        |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |   |         |    |        |           |        |        |       |              |         |   |                  |         |               |       |     |  |   |  |  |   |                 |         |   |  |     |  |   |  |  |   |                |         |    |  |     |  |   |  |  |   |                    |         |   |  |     |  |   |  |  |    |                 |         |    |  |     |  |   |  |  |    |                   |         |   |  |     |  |   |  |  |    |                    |         |   |  |     |  |   |  |  |    |                    |         |    |  |     |  |   |  |  |    |                   |         |   |  |     |  |   |  |  |    |                   |         |    |  |     |  |   |  |  |    |                 |         |    |  |     |  |   |  |  |    |                    |         |    |  |     |  |   |  |  |    |                  |         |    |  |     |  |   |  |  |    |              |         |         |           |     |  |   |  |  |    |  |  |  |  |  |  |  |  |  |
| 20   |   |            |               |                                |        |        |       |              |         |   |   |   |   |  |  |                                |  |  |  |  |  |   |             |            |         |                |  |  |  |  |  |   |                        |       |            |        |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |   |         |    |        |           |        |        |       |              |         |   |                  |         |               |       |     |  |   |  |  |   |                 |         |   |  |     |  |   |  |  |   |                |         |    |  |     |  |   |  |  |   |                    |         |   |  |     |  |   |  |  |    |                 |         |    |  |     |  |   |  |  |    |                   |         |   |  |     |  |   |  |  |    |                    |         |   |  |     |  |   |  |  |    |                    |         |    |  |     |  |   |  |  |    |                   |         |   |  |     |  |   |  |  |    |                   |         |    |  |     |  |   |  |  |    |                 |         |    |  |     |  |   |  |  |    |                    |         |    |  |     |  |   |  |  |    |                  |         |    |  |     |  |   |  |  |    |              |         |         |           |     |  |   |  |  |    |  |  |  |  |  |  |  |  |  |

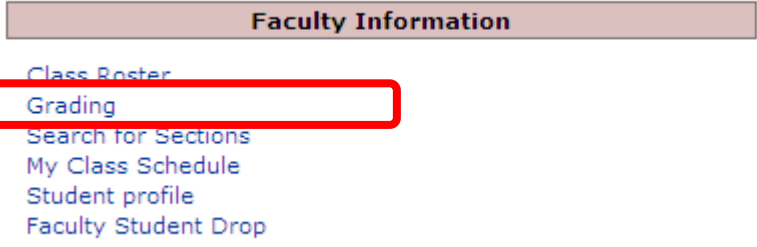
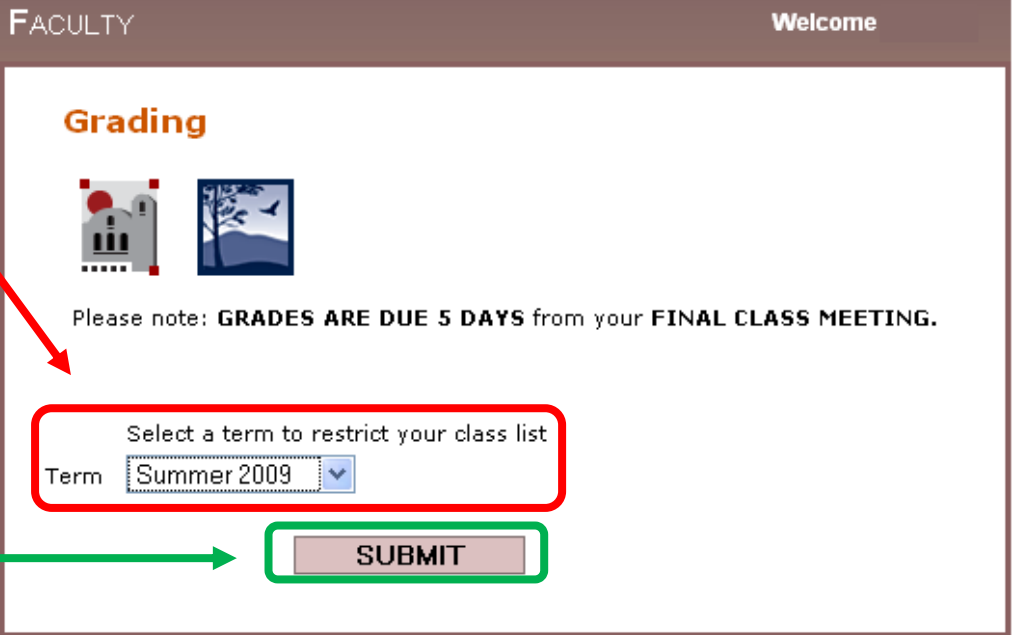


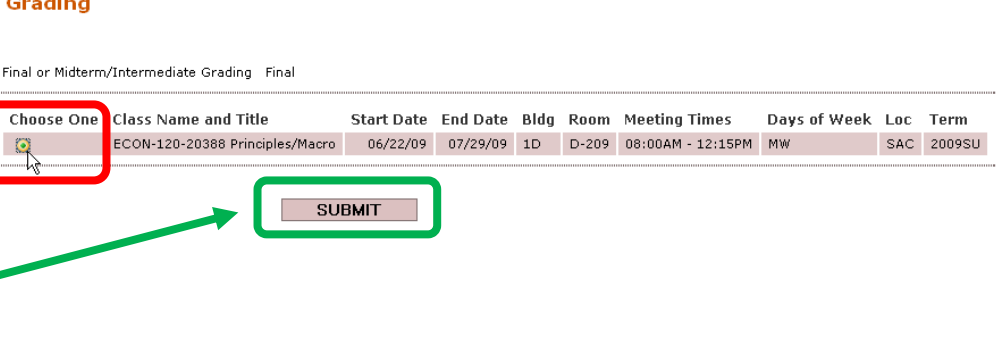
# View My Teaching Class Schedule

| STEPS   | SCREENSHOT   |                      |              |            |          |            |          |            |          |                                      |     |         |         |    |       |          |          |
|---|--|----------------------|--------------|------------|----------|------------|----------|------------|----------|--------------------------------------|-----|---------|---------|----|-------|----------|----------|
| <p>1. From the Faculty Information menu, click the “My Class Schedule” link.</p>  |  <p>The screenshot shows a header bar labeled "Faculty Information". Below it is a list of links: "Class Roster", "Grading", "Search for Sections", "My Class Schedule" (highlighted with a red rectangular box), "Student profile", and "Faculty Student Drop".</p>   |                      |              |            |          |            |          |            |          |                                      |     |         |         |    |       |          |          |
| <p>2. To select a roster:</p> <p>A. Select the term in the drop-down menu</p> <p>B. Click the SUBMIT button.</p>  |  <p>The screenshot shows the "Class Schedule" section. It includes a label "Select A Term" next to a dropdown menu currently showing "Spring 2009". Below this is the text "or Enter a Date Range" followed by two empty input fields. At the bottom is a "SUBMIT" button. A red arrow points from step 2A to the dropdown menu, and a green arrow points from step 2B to the SUBMIT button.</p>   |                      |              |            |          |            |          |            |          |                                      |     |         |         |    |       |          |          |
| <p>3. Now you can view your class schedule.</p> <p>NOTE:</p> <ul style="list-style-type: none"> <li>• Clicking the OK button will take you back to the faculty menu.</li> <li>• You can use your browser’s print button to print this page for your records.</li> </ul> |  <p>The screenshot shows the "Class Schedule" table with the following data:</p> <table border="1"> <thead> <tr> <th>Class Name and Title</th> <th>Days of Week</th> <th>Start Time</th> <th>End Time</th> <th>Bldg</th> <th>Room</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>BA-016-20789 Computer Office Modules</td> <td>TTH</td> <td>09:00AM</td> <td>12:10PM</td> <td>1A</td> <td>A-203</td> <td>02/24/09</td> <td>06/07/09</td> </tr> </tbody> </table> <p>Below the table is an "OK" button.</p> | Class Name and Title | Days of Week | Start Time | End Time | Bldg       | Room     | Start Date | End Date | BA-016-20789 Computer Office Modules | TTH | 09:00AM | 12:10PM | 1A | A-203 | 02/24/09 | 06/07/09 |
| Class Name and Title  | Days of Week   | Start Time           | End Time     | Bldg       | Room     | Start Date | End Date |            |          |                                      |     |         |         |    |       |          |          |
| BA-016-20789 Computer Office Modules  | TTH  | 09:00AM              | 12:10PM      | 1A         | A-203    | 02/24/09   | 06/07/09 |            |          |                                      |     |         |         |    |       |          |          |

# View Student Contact Information

| STEPS   | SCREENSHOT   |
|---|--|
| <p>1. From the Faculty Information menu, click the “Student profile” link.</p>  |  <p>The screenshot shows a menu titled "Faculty Information" with several options: "Class Roster", "Grading", "Search for Sections", "My Class Schedule", "Student profile" (highlighted with a red box), and "Faculty Student Drop".</p>  |
| <p>2. Enter the student’s ID or SSN in the appropriate field and click the SUBMIT button.</p>   |  <p>The screenshot shows the "Student profile" form. It includes the instruction "Enter the student's ID or Social Security/Social Identification Number." There are two input fields: "Student ID" containing "1641037" and "Social Security Number". A "SUBMIT" button is located at the bottom.</p>   |
| <p>3. View student contact information.</p> <p>NOTE:</p> <ul style="list-style-type: none"> <li>Clicking the OK button will take you back to the faculty menu.</li> <li>You can use your browser’s print button to print this page for your records.</li> </ul> |  <p>The screenshot shows the "Student Profile" page for student ID 1641037, name Chuck Ball. It displays preferred address, email address (test@gmail.com), and phone number (714-628-7984). It also shows academic information including program (Elementary Education AA), level (CC), degree (AA), and major (Elementary Education). There are sections for Advisor and Counselor, both currently set to "None Specified". An "OK" button is at the bottom.</p> |

# Submit Grades

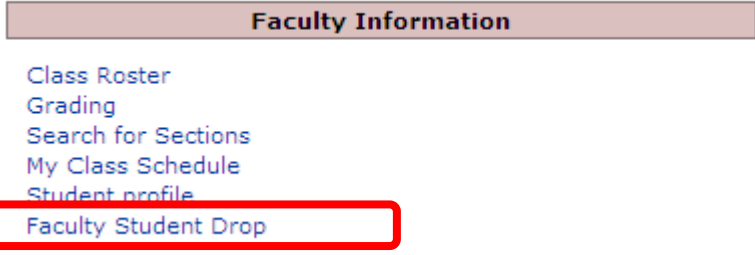
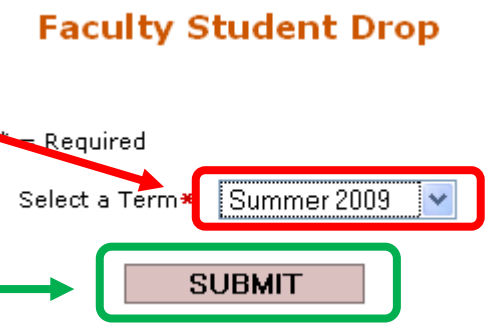
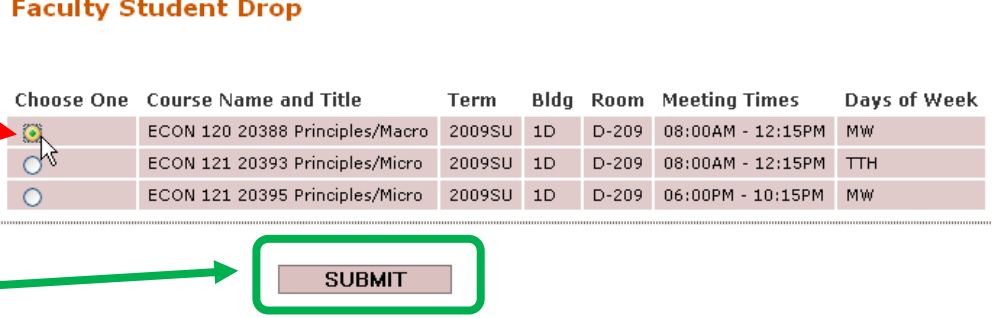
| STEPS  | SCREENSHOT   |            |                      |            |          |                   |              |               |              |     |      |                       |                                 |          |          |    |       |                   |    |     |        |
|--|--|------------|----------------------|------------|----------|-------------------|--------------|---------------|--------------|-----|------|-----------------------|---------------------------------|----------|----------|----|-------|-------------------|----|-----|--------|
| <p>1. From the Faculty Information menu, click the “Grading” link.</p>   |  <p>Faculty Information</p> <ul style="list-style-type: none"> <li>Class Roster</li> <li><b>Grading</b></li> <li>Search for Sections</li> <li>My Class Schedule</li> <li>Student profile</li> <li>Faculty Student Drop</li> </ul>  |            |                      |            |          |                   |              |               |              |     |      |                       |                                 |          |          |    |       |                   |    |     |        |
| <p>2. To select a term:</p> <p>A. Select the term in the drop-down menu</p> <p>B. Click the SUBMIT button.</p>                       |  <p>FACULTY <span style="float: right;">Welcome</span></p> <h2 style="text-align: center;">Grading</h2> <div style="display: flex; justify-content: space-around;">   </div> <p style="text-align: center;">Please note: <b>GRADES ARE DUE 5 DAYS</b> from your <b>FINAL CLASS MEETING</b>.</p> <div style="border: 1px solid red; padding: 5px; margin: 10px auto; width: fit-content;">         Select a term to restrict your class list<br/>         Term <input type="text" value="Summer 2009"/> </div> <div style="text-align: center; margin-top: 10px;"> <div style="border: 1px solid green; padding: 5px; display: inline-block;">SUBMIT</div> </div>  |            |                      |            |          |                   |              |               |              |     |      |                       |                                 |          |          |    |       |                   |    |     |        |
| <p>3. To select a class section:</p> <p>A. Click the radio button next to your class section.</p> <p>B. Click the SUBMIT button.</p> |  <p style="text-align: center;">Grading</p> <p style="text-align: center;">Final or Midterm/Intermediate Grading Final</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Choose One</th> <th style="width: 40%;">Class Name and Title</th> <th style="width: 10%;">Start Date</th> <th style="width: 10%;">End Date</th> <th style="width: 5%;">Bldg</th> <th style="width: 5%;">Room</th> <th style="width: 15%;">Meeting Times</th> <th style="width: 10%;">Days of Week</th> <th style="width: 5%;">Loc</th> <th style="width: 5%;">Term</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input type="radio"/></td> <td>ECON-120-20388 Principles/Macro</td> <td>06/22/09</td> <td>07/29/09</td> <td>1D</td> <td>D-209</td> <td>08:00AM - 12:15PM</td> <td>MW</td> <td>SAC</td> <td>2009SU</td> </tr> </tbody> </table> <div style="text-align: center; margin-top: 10px;"> <div style="border: 1px solid green; padding: 5px; display: inline-block;">SUBMIT</div> </div> | Choose One | Class Name and Title | Start Date | End Date | Bldg              | Room         | Meeting Times | Days of Week | Loc | Term | <input type="radio"/> | ECON-120-20388 Principles/Macro | 06/22/09 | 07/29/09 | 1D | D-209 | 08:00AM - 12:15PM | MW | SAC | 2009SU |
| Choose One   | Class Name and Title   | Start Date | End Date             | Bldg       | Room     | Meeting Times     | Days of Week | Loc           | Term         |     |      |                       |                                 |          |          |    |       |                   |    |     |        |
| <input type="radio"/>  | ECON-120-20388 Principles/Macro  | 06/22/09   | 07/29/09             | 1D         | D-209    | 08:00AM - 12:15PM | MW           | SAC           | 2009SU       |     |      |                       |                                 |          |          |    |       |                   |    |     |        |

| STEPS   | SCREENSHOT   |         |       |             |       |             |       |                 |         |   |   |  |      |                    |         |   |   |  |      |                   |         |   |   |  |      |             |         |   |   |  |      |              |         |   |  |  |      |                    |         |   |  |  |      |               |         |   |  |  |      |                   |         |   |  |  |      |                 |         |   |  |  |      |                    |         |   |  |  |      |                    |         |   |  |  |      |              |         |   |  |  |      |                   |         |   |  |  |      |            |         |   |  |  |      |
|---|--|---------|-------|-------------|-------|-------------|-------|-----------------|---------|---|---|--|------|--------------------|---------|---|---|--|------|-------------------|---------|---|---|--|------|-------------|---------|---|---|--|------|--------------|---------|---|--|--|------|--------------------|---------|---|--|--|------|---------------|---------|---|--|--|------|-------------------|---------|---|--|--|------|-----------------|---------|---|--|--|------|--------------------|---------|---|--|--|------|--------------------|---------|---|--|--|------|--------------|---------|---|--|--|------|-------------------|---------|---|--|--|------|------------|---------|---|--|--|------|
| <p>1. In the Final Grading screen:</p> <p>A. Enter a grade for each respective student in the Grade column fields.</p> <p>A - Excellent<br/>           B - Good<br/>           C - Satisfactory<br/>           D - Less Than Satisfactory<br/>           F - Fail<br/>           P - Pass<br/>           NP - No Pass<br/>           I - Incomplete (see notes on next page)</p> <p>B. Click the SUBMIT button.</p> | <p><b>Final Grading</b></p> <p>Class Name ECON-120-20388<br/>           Title Principles/Macro<br/>           Location Santa Ana College<br/>           Term Summer 2009</p> <p><b>Instructor</b><br/>           Serg Rodriguez</p> <hr/> <table border="1"> <thead> <tr> <th>Student</th> <th>ID</th> <th>Status</th> <th>Grade</th> <th>Expire Date</th> <th>Units</th> </tr> </thead> <tbody> <tr><td>Albert, Lori A.</td><td>1090577</td><td>N</td><td>A</td><td></td><td>3.00</td></tr> <tr><td>Bowen, Jennifer L.</td><td>1380170</td><td>N</td><td>C</td><td></td><td>3.00</td></tr> <tr><td>Brooms, Sharon D.</td><td>1068760</td><td>N</td><td>D</td><td></td><td>3.00</td></tr> <tr><td>Chew, Wendy</td><td>1069277</td><td>N</td><td>F</td><td></td><td>3.00</td></tr> <tr><td>Dinh, Bay V.</td><td>1000003</td><td>N</td><td></td><td></td><td>3.00</td></tr> <tr><td>Ignacio, Moises J.</td><td>1104021</td><td>N</td><td></td><td></td><td>3.00</td></tr> <tr><td>Lam, Huong X.</td><td>1329943</td><td>N</td><td></td><td></td><td>3.00</td></tr> <tr><td>Medina, Elizabeth</td><td>1196391</td><td>N</td><td></td><td></td><td>3.00</td></tr> <tr><td>Mendez, Vanessa</td><td>1218500</td><td>N</td><td></td><td></td><td>3.00</td></tr> <tr><td>Morris, Kandace D.</td><td>1338629</td><td>N</td><td></td><td></td><td>3.00</td></tr> <tr><td>Nguyen, Nhatruc K.</td><td>1069295</td><td>N</td><td></td><td></td><td>3.00</td></tr> <tr><td>Pham, Tan D.</td><td>1226124</td><td>N</td><td></td><td></td><td>3.00</td></tr> <tr><td>Stone, Michael C.</td><td>1025671</td><td>N</td><td></td><td></td><td>3.00</td></tr> <tr><td>To, Van T.</td><td>1419559</td><td>N</td><td></td><td></td><td>3.00</td></tr> </tbody> </table> <hr/> <p style="text-align: center;"><b>SUBMIT</b></p> | Student | ID    | Status      | Grade | Expire Date | Units | Albert, Lori A. | 1090577 | N | A |  | 3.00 | Bowen, Jennifer L. | 1380170 | N | C |  | 3.00 | Brooms, Sharon D. | 1068760 | N | D |  | 3.00 | Chew, Wendy | 1069277 | N | F |  | 3.00 | Dinh, Bay V. | 1000003 | N |  |  | 3.00 | Ignacio, Moises J. | 1104021 | N |  |  | 3.00 | Lam, Huong X. | 1329943 | N |  |  | 3.00 | Medina, Elizabeth | 1196391 | N |  |  | 3.00 | Mendez, Vanessa | 1218500 | N |  |  | 3.00 | Morris, Kandace D. | 1338629 | N |  |  | 3.00 | Nguyen, Nhatruc K. | 1069295 | N |  |  | 3.00 | Pham, Tan D. | 1226124 | N |  |  | 3.00 | Stone, Michael C. | 1025671 | N |  |  | 3.00 | To, Van T. | 1419559 | N |  |  | 3.00 |
| Student   | ID   | Status  | Grade | Expire Date | Units |             |       |                 |         |   |   |  |      |                    |         |   |   |  |      |                   |         |   |   |  |      |             |         |   |   |  |      |              |         |   |  |  |      |                    |         |   |  |  |      |               |         |   |  |  |      |                   |         |   |  |  |      |                 |         |   |  |  |      |                    |         |   |  |  |      |                    |         |   |  |  |      |              |         |   |  |  |      |                   |         |   |  |  |      |            |         |   |  |  |      |
| Albert, Lori A.   | 1090577  | N       | A     |             | 3.00  |             |       |                 |         |   |   |  |      |                    |         |   |   |  |      |                   |         |   |   |  |      |             |         |   |   |  |      |              |         |   |  |  |      |                    |         |   |  |  |      |               |         |   |  |  |      |                   |         |   |  |  |      |                 |         |   |  |  |      |                    |         |   |  |  |      |                    |         |   |  |  |      |              |         |   |  |  |      |                   |         |   |  |  |      |            |         |   |  |  |      |
| Bowen, Jennifer L.  | 1380170  | N       | C     |             | 3.00  |             |       |                 |         |   |   |  |      |                    |         |   |   |  |      |                   |         |   |   |  |      |             |         |   |   |  |      |              |         |   |  |  |      |                    |         |   |  |  |      |               |         |   |  |  |      |                   |         |   |  |  |      |                 |         |   |  |  |      |                    |         |   |  |  |      |                    |         |   |  |  |      |              |         |   |  |  |      |                   |         |   |  |  |      |            |         |   |  |  |      |
| Brooms, Sharon D.   | 1068760  | N       | D     |             | 3.00  |             |       |                 |         |   |   |  |      |                    |         |   |   |  |      |                   |         |   |   |  |      |             |         |   |   |  |      |              |         |   |  |  |      |                    |         |   |  |  |      |               |         |   |  |  |      |                   |         |   |  |  |      |                 |         |   |  |  |      |                    |         |   |  |  |      |                    |         |   |  |  |      |              |         |   |  |  |      |                   |         |   |  |  |      |            |         |   |  |  |      |
| Chew, Wendy   | 1069277  | N       | F     |             | 3.00  |             |       |                 |         |   |   |  |      |                    |         |   |   |  |      |                   |         |   |   |  |      |             |         |   |   |  |      |              |         |   |  |  |      |                    |         |   |  |  |      |               |         |   |  |  |      |                   |         |   |  |  |      |                 |         |   |  |  |      |                    |         |   |  |  |      |                    |         |   |  |  |      |              |         |   |  |  |      |                   |         |   |  |  |      |            |         |   |  |  |      |
| Dinh, Bay V.  | 1000003  | N       |       |             | 3.00  |             |       |                 |         |   |   |  |      |                    |         |   |   |  |      |                   |         |   |   |  |      |             |         |   |   |  |      |              |         |   |  |  |      |                    |         |   |  |  |      |               |         |   |  |  |      |                   |         |   |  |  |      |                 |         |   |  |  |      |                    |         |   |  |  |      |                    |         |   |  |  |      |              |         |   |  |  |      |                   |         |   |  |  |      |            |         |   |  |  |      |
| Ignacio, Moises J.  | 1104021  | N       |       |             | 3.00  |             |       |                 |         |   |   |  |      |                    |         |   |   |  |      |                   |         |   |   |  |      |             |         |   |   |  |      |              |         |   |  |  |      |                    |         |   |  |  |      |               |         |   |  |  |      |                   |         |   |  |  |      |                 |         |   |  |  |      |                    |         |   |  |  |      |                    |         |   |  |  |      |              |         |   |  |  |      |                   |         |   |  |  |      |            |         |   |  |  |      |
| Lam, Huong X.   | 1329943  | N       |       |             | 3.00  |             |       |                 |         |   |   |  |      |                    |         |   |   |  |      |                   |         |   |   |  |      |             |         |   |   |  |      |              |         |   |  |  |      |                    |         |   |  |  |      |               |         |   |  |  |      |                   |         |   |  |  |      |                 |         |   |  |  |      |                    |         |   |  |  |      |                    |         |   |  |  |      |              |         |   |  |  |      |                   |         |   |  |  |      |            |         |   |  |  |      |
| Medina, Elizabeth   | 1196391  | N       |       |             | 3.00  |             |       |                 |         |   |   |  |      |                    |         |   |   |  |      |                   |         |   |   |  |      |             |         |   |   |  |      |              |         |   |  |  |      |                    |         |   |  |  |      |               |         |   |  |  |      |                   |         |   |  |  |      |                 |         |   |  |  |      |                    |         |   |  |  |      |                    |         |   |  |  |      |              |         |   |  |  |      |                   |         |   |  |  |      |            |         |   |  |  |      |
| Mendez, Vanessa   | 1218500  | N       |       |             | 3.00  |             |       |                 |         |   |   |  |      |                    |         |   |   |  |      |                   |         |   |   |  |      |             |         |   |   |  |      |              |         |   |  |  |      |                    |         |   |  |  |      |               |         |   |  |  |      |                   |         |   |  |  |      |                 |         |   |  |  |      |                    |         |   |  |  |      |                    |         |   |  |  |      |              |         |   |  |  |      |                   |         |   |  |  |      |            |         |   |  |  |      |
| Morris, Kandace D.  | 1338629  | N       |       |             | 3.00  |             |       |                 |         |   |   |  |      |                    |         |   |   |  |      |                   |         |   |   |  |      |             |         |   |   |  |      |              |         |   |  |  |      |                    |         |   |  |  |      |               |         |   |  |  |      |                   |         |   |  |  |      |                 |         |   |  |  |      |                    |         |   |  |  |      |                    |         |   |  |  |      |              |         |   |  |  |      |                   |         |   |  |  |      |            |         |   |  |  |      |
| Nguyen, Nhatruc K.  | 1069295  | N       |       |             | 3.00  |             |       |                 |         |   |   |  |      |                    |         |   |   |  |      |                   |         |   |   |  |      |             |         |   |   |  |      |              |         |   |  |  |      |                    |         |   |  |  |      |               |         |   |  |  |      |                   |         |   |  |  |      |                 |         |   |  |  |      |                    |         |   |  |  |      |                    |         |   |  |  |      |              |         |   |  |  |      |                   |         |   |  |  |      |            |         |   |  |  |      |
| Pham, Tan D.  | 1226124  | N       |       |             | 3.00  |             |       |                 |         |   |   |  |      |                    |         |   |   |  |      |                   |         |   |   |  |      |             |         |   |   |  |      |              |         |   |  |  |      |                    |         |   |  |  |      |               |         |   |  |  |      |                   |         |   |  |  |      |                 |         |   |  |  |      |                    |         |   |  |  |      |                    |         |   |  |  |      |              |         |   |  |  |      |                   |         |   |  |  |      |            |         |   |  |  |      |
| Stone, Michael C.   | 1025671  | N       |       |             | 3.00  |             |       |                 |         |   |   |  |      |                    |         |   |   |  |      |                   |         |   |   |  |      |             |         |   |   |  |      |              |         |   |  |  |      |                    |         |   |  |  |      |               |         |   |  |  |      |                   |         |   |  |  |      |                 |         |   |  |  |      |                    |         |   |  |  |      |                    |         |   |  |  |      |              |         |   |  |  |      |                   |         |   |  |  |      |            |         |   |  |  |      |
| To, Van T.  | 1419559  | N       |       |             | 3.00  |             |       |                 |         |   |   |  |      |                    |         |   |   |  |      |                   |         |   |   |  |      |             |         |   |   |  |      |              |         |   |  |  |      |                    |         |   |  |  |      |               |         |   |  |  |      |                   |         |   |  |  |      |                 |         |   |  |  |      |                    |         |   |  |  |      |                    |         |   |  |  |      |              |         |   |  |  |      |                   |         |   |  |  |      |            |         |   |  |  |      |



| STEPS  | SCREENSHOT  |         |             |             |             |             |         |                 |         |   |   |            |      |                    |         |   |   |  |      |                   |         |   |   |  |      |             |         |   |   |  |      |
|--|---|---------|-------------|-------------|-------------|-------------|---------|-----------------|---------|---|---|------------|------|--------------------|---------|---|---|--|------|-------------------|---------|---|---|--|------|-------------|---------|---|---|--|------|
| <p>2. After submitting the grades, the Grading Confirmation screen will display your final grades.</p> <p>NOTE:</p> <ul style="list-style-type: none"> <li>• Clicking the OK button will take you back to the faculty menu.</li> <li>• You can use your browser's print button to print this grade confirmation for your records.</li> </ul> | <p style="text-align: center;"><b>Grading Confirmation Form</b></p> <p>Class Name ECON-120-20388<br/> Title Principles/Macro<br/> Location Santa Ana College<br/> Term Summer 2009</p> <p><b>Instructor</b><br/> Serg Rodriguez</p> <p style="text-align: center;">** Your changes have been saved. Modified records are shown below **</p> <hr/> <table border="1"> <thead> <tr> <th>Student</th> <th>ID</th> <th>Status</th> <th>Final Grade</th> <th>Expire Date</th> <th>Credits</th> </tr> </thead> <tbody> <tr> <td>Albert, Lori A.</td> <td>1090577</td> <td>N</td> <td>A</td> <td></td> <td>3.00</td> </tr> <tr> <td>Bowen, Jennifer L.</td> <td>1380170</td> <td>N</td> <td>C</td> <td></td> <td>3.00</td> </tr> <tr> <td>Brooms, Sharon D.</td> <td>1068760</td> <td>N</td> <td>D</td> <td></td> <td>3.00</td> </tr> <tr> <td>Chew, Wendy</td> <td>1069277</td> <td>N</td> <td>F</td> <td></td> <td>3.00</td> </tr> </tbody> </table> <hr/> <p style="text-align: center;">OK</p> | Student | ID          | Status      | Final Grade | Expire Date | Credits | Albert, Lori A. | 1090577 | N | A |            | 3.00 | Bowen, Jennifer L. | 1380170 | N | C |  | 3.00 | Brooms, Sharon D. | 1068760 | N | D |  | 3.00 | Chew, Wendy | 1069277 | N | F |  | 3.00 |
| Student  | ID  | Status  | Final Grade | Expire Date | Credits     |             |         |                 |         |   |   |            |      |                    |         |   |   |  |      |                   |         |   |   |  |      |             |         |   |   |  |      |
| Albert, Lori A.  | 1090577   | N       | A           |             | 3.00        |             |         |                 |         |   |   |            |      |                    |         |   |   |  |      |                   |         |   |   |  |      |             |         |   |   |  |      |
| Bowen, Jennifer L.   | 1380170   | N       | C           |             | 3.00        |             |         |                 |         |   |   |            |      |                    |         |   |   |  |      |                   |         |   |   |  |      |             |         |   |   |  |      |
| Brooms, Sharon D.  | 1068760   | N       | D           |             | 3.00        |             |         |                 |         |   |   |            |      |                    |         |   |   |  |      |                   |         |   |   |  |      |             |         |   |   |  |      |
| Chew, Wendy  | 1069277   | N       | F           |             | 3.00        |             |         |                 |         |   |   |            |      |                    |         |   |   |  |      |                   |         |   |   |  |      |             |         |   |   |  |      |
| <p>NOTE: For Incomplete grades, the system will automatically enter a one year expiration date upon submission.</p> <p>After the expiration date the Incomplete will turn to a Fail grade.</p>   | <p>Class Name BA-016-20789<br/> Title Computer Office Modules<br/> Location Santa Ana College<br/> Term Spring 2009</p> <p><b>Instructor</b><br/> Joyce M. Miller<br/> Robert Manson<br/> Linda J. Dussault</p> <p style="text-align: center;">** Your changes have been saved. Modified records are shown below **</p> <hr/> <table border="1"> <thead> <tr> <th>Student</th> <th>ID</th> <th>Status</th> <th>Final Grade</th> <th>Expire Date</th> <th>Credits</th> </tr> </thead> <tbody> <tr> <td>Ball, Chuck</td> <td>1641037</td> <td>A</td> <td>I</td> <td>05/18/2010</td> <td>1.00</td> </tr> </tbody> </table> <hr/> <p style="text-align: center;">OK</p>   | Student | ID          | Status      | Final Grade | Expire Date | Credits | Ball, Chuck     | 1641037 | A | I | 05/18/2010 | 1.00 |                    |         |   |   |  |      |                   |         |   |   |  |      |             |         |   |   |  |      |
| Student  | ID  | Status  | Final Grade | Expire Date | Credits     |             |         |                 |         |   |   |            |      |                    |         |   |   |  |      |                   |         |   |   |  |      |             |         |   |   |  |      |
| Ball, Chuck  | 1641037   | A       | I           | 05/18/2010  | 1.00        |             |         |                 |         |   |   |            |      |                    |         |   |   |  |      |                   |         |   |   |  |      |             |         |   |   |  |      |

# Dropping a Student

| STEPS   | SCREENSHOT   |            |                       |       |                   |              |               |              |                                  |                                 |        |    |       |                   |    |                       |                                 |        |    |       |                   |     |                       |                                 |        |    |       |                   |    |
|---|--|------------|-----------------------|-------|-------------------|--------------|---------------|--------------|----------------------------------|---------------------------------|--------|----|-------|-------------------|----|-----------------------|---------------------------------|--------|----|-------|-------------------|-----|-----------------------|---------------------------------|--------|----|-------|-------------------|----|
| <p>1. From the Faculty Information menu, click the “Faculty Student Drop” link.</p>   |  <p>Faculty Information</p> <ul style="list-style-type: none"> <li>Class Roster</li> <li>Grading</li> <li>Search for Sections</li> <li>My Class Schedule</li> <li>Student profile</li> <li><b>Faculty Student Drop</b></li> </ul>  |            |                       |       |                   |              |               |              |                                  |                                 |        |    |       |                   |    |                       |                                 |        |    |       |                   |     |                       |                                 |        |    |       |                   |    |
| <p>2. To select a term:<br/>A. Select the term in the drop-down menu.<br/><br/>B. Click the SUBMIT button.</p>                      |  <p>Faculty Student Drop</p> <p>Select a Term* <b>Summer 2009</b></p> <p><b>SUBMIT</b></p>   |            |                       |       |                   |              |               |              |                                  |                                 |        |    |       |                   |    |                       |                                 |        |    |       |                   |     |                       |                                 |        |    |       |                   |    |
| <p>3. To select a class section:<br/>A. Click the radio button next to your class section.<br/><br/>B. Click the SUBMIT button.</p> |  <p>Faculty Student Drop</p> <table border="1"> <thead> <tr> <th>Choose One</th> <th>Course Name and Title</th> <th>Term</th> <th>Bldg</th> <th>Room</th> <th>Meeting Times</th> <th>Days of Week</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/></td> <td>ECON 120 20388 Principles/Macro</td> <td>2009SU</td> <td>1D</td> <td>D-209</td> <td>08:00AM - 12:15PM</td> <td>MW</td> </tr> <tr> <td><input type="radio"/></td> <td>ECON 121 20393 Principles/Micro</td> <td>2009SU</td> <td>1D</td> <td>D-209</td> <td>08:00AM - 12:15PM</td> <td>TTH</td> </tr> <tr> <td><input type="radio"/></td> <td>ECON 121 20395 Principles/Micro</td> <td>2009SU</td> <td>1D</td> <td>D-209</td> <td>06:00PM - 10:15PM</td> <td>MW</td> </tr> </tbody> </table> <p><b>SUBMIT</b></p> | Choose One | Course Name and Title | Term  | Bldg              | Room         | Meeting Times | Days of Week | <input checked="" type="radio"/> | ECON 120 20388 Principles/Macro | 2009SU | 1D | D-209 | 08:00AM - 12:15PM | MW | <input type="radio"/> | ECON 121 20393 Principles/Micro | 2009SU | 1D | D-209 | 08:00AM - 12:15PM | TTH | <input type="radio"/> | ECON 121 20395 Principles/Micro | 2009SU | 1D | D-209 | 06:00PM - 10:15PM | MW |
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| STEPS  | SCREENSHOT  |         |                          |        |                |         |                                     |         |        |                 |         |  |                      |  |     |      |                                     |                    |         |  |                          |    |     |      |                          |                   |         |  |                        |  |     |      |                                     |
|--|---|---------|--------------------------|--------|----------------|---------|-------------------------------------|---------|--------|-----------------|---------|--|----------------------|--|-----|------|-------------------------------------|--------------------|---------|--|--------------------------|----|-----|------|--------------------------|-------------------|---------|--|------------------------|--|-----|------|-------------------------------------|
| <p>4. In the Faculty Student Drop screen:</p> <p>A. Click the check boxes in the Drop column next to each respective student you want to drop from the class.</p> <p>B. Click the SUBMIT button.</p>   | <p><b>Faculty Student Drop</b></p> <p>Course Name and Title<br/>ECON-121-20872 Principles/Micro</p> <hr/> <p>Instructors<br/>Serg Rodriguez</p> <hr/> <p>Last date to drop as no show 02/28/2009<br/>Last date to drop for excessive absence 05/31/2009</p> <hr/> <table border="1"> <thead> <tr> <th>Student</th> <th>ID</th> <th>Access</th> <th>E-mail address</th> <th>Class</th> <th>Status</th> <th>Credits</th> <th>Drop</th> </tr> </thead> <tbody> <tr> <td>Albert, Lori A.</td> <td>1090577</td> <td></td> <td>lorialbert@ymail.com</td> <td></td> <td>Add</td> <td>3.00</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Bowen, Jennifer L.</td> <td>1380170</td> <td></td> <td>JENNIFER.BOWEN@YAHOO.COM</td> <td>FR</td> <td>Add</td> <td>3.00</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Brooms, Sharon D.</td> <td>1068760</td> <td></td> <td>AMBITIONGOAL@YAHOO.COM</td> <td></td> <td>Add</td> <td>3.00</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table> <hr/> <p style="text-align: center;"><b>SUBMIT</b></p> | Student | ID                       | Access | E-mail address | Class   | Status                              | Credits | Drop   | Albert, Lori A. | 1090577 |  | lorialbert@ymail.com |  | Add | 3.00 | <input checked="" type="checkbox"/> | Bowen, Jennifer L. | 1380170 |  | JENNIFER.BOWEN@YAHOO.COM | FR | Add | 3.00 | <input type="checkbox"/> | Brooms, Sharon D. | 1068760 |  | AMBITIONGOAL@YAHOO.COM |  | Add | 3.00 | <input checked="" type="checkbox"/> |
| Student  | ID  | Access  | E-mail address           | Class  | Status         | Credits | Drop                                |         |        |                 |         |  |                      |  |     |      |                                     |                    |         |  |                          |    |     |      |                          |                   |         |  |                        |  |     |      |                                     |
| Albert, Lori A.  | 1090577   |         | lorialbert@ymail.com     |        | Add            | 3.00    | <input checked="" type="checkbox"/> |         |        |                 |         |  |                      |  |     |      |                                     |                    |         |  |                          |    |     |      |                          |                   |         |  |                        |  |     |      |                                     |
| Bowen, Jennifer L.   | 1380170   |         | JENNIFER.BOWEN@YAHOO.COM | FR     | Add            | 3.00    | <input type="checkbox"/>            |         |        |                 |         |  |                      |  |     |      |                                     |                    |         |  |                          |    |     |      |                          |                   |         |  |                        |  |     |      |                                     |
| Brooms, Sharon D.  | 1068760   |         | AMBITIONGOAL@YAHOO.COM   |        | Add            | 3.00    | <input checked="" type="checkbox"/> |         |        |                 |         |  |                      |  |     |      |                                     |                    |         |  |                          |    |     |      |                          |                   |         |  |                        |  |     |      |                                     |
| <p>5. After submitting the drops, the Student Drop Confirmation screen will display your dropped students.</p> <p>NOTE:</p> <ul style="list-style-type: none"> <li>Clicking the OK button will take you back to the faculty menu.</li> <li>You can use your browser's print button to print this page for your records.</li> </ul> | <p><b>Student Drop Confirmation</b></p> <p>Course Name and Title<br/>ECON-121-20872 Principles/Micro</p> <hr/> <p>Instructors<br/>Serg Rodriguez</p> <hr/> <p>Last date to drop as no show 02/20/09</p> <hr/> <table border="1"> <thead> <tr> <th>Student</th> <th>ID</th> <th>Access</th> <th>E-mail address</th> <th>Class</th> <th>Status</th> <th>Credits</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Albert, Lori A.</td> <td>1090577</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Dropped</td> </tr> <tr> <td>Brooms, Sharon D.</td> <td>1068760</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Dropped</td> </tr> </tbody> </table> <hr/> <p>Security Access Messages<br/>None</p> <hr/> <p style="text-align: center;"><b>OK</b></p>   | Student | ID                       | Access | E-mail address | Class   | Status                              | Credits | Action | Albert, Lori A. | 1090577 |  |                      |  |     |      | Dropped                             | Brooms, Sharon D.  | 1068760 |  |                          |    |     |      | Dropped                  |                   |         |  |                        |  |     |      |                                     |
| Student  | ID  | Access  | E-mail address           | Class  | Status         | Credits | Action                              |         |        |                 |         |  |                      |  |     |      |                                     |                    |         |  |                          |    |     |      |                          |                   |         |  |                        |  |     |      |                                     |
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