



**SANTA ANA COLLEGE**

School of Continuing Education

# Self-Service Overview Summer 2024

Pilar Traslavina - Interim Registrar

# Spring 2024

- Rosters
- Attendance Web
- Dropping and Grading Students

# Rosters

The screenshot shows the Colleague Self-Service portal. At the top, there is a navigation bar with logos for Santa Ana College, Santiago Canyon College, and San Diego State University. On the right side of the navigation bar, there is a user profile icon with the ID 'sr66666', a 'Sign out' button, and a 'Help' button. Below the navigation bar, there is a yellow banner with a warning icon and text: 'Dear Student, As you sign up for your class, please be aware your professor may have certain camera or technology requirements. We suggest you reach out to your professor ahead of time to determine course requirements and find the class that is the most suitable for your needs. Fall courses held Online and through Remote/Online Instruction require a device and internet connection. CLICK the SECTION NAME for important course details. Parking Permits: Parking Permits are now available for purchase through the permit portal.' Below the banner, there is a white section with the heading 'Hello, Welcome to Colleague Self-Service!' and the text 'Choose a category to get started.' There are four category cards: 'Employee' (with a briefcase icon), 'Course Catalog' (with a document icon), 'Advising' (with a group of people icon), and 'Faculty' (with a person icon). A large yellow arrow points from the 'Advising' card to the 'Faculty' card. At the bottom of the page, there is a footer with the text '© 2000-2023 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)'.

SANTA ANA COLLEGE | Santiago Canyon College | SAN DIEGO STATE UNIVERSITY

sr66666 | Sign out | Help

**Dear Student,**  
As you sign up for your class, please be aware your professor may have certain camera or technology requirements. We suggest you reach out to your professor ahead of time to determine course requirements and find the class that is the most suitable for your needs.  
Fall courses held Online and through Remote/Online Instruction require a device and internet connection. **CLICK** the SECTION NAME for important course details.  
**Parking Permits:**  
Parking Permits are now available for purchase through the permit portal.

**Hello, Welcome to Colleague Self-Service!**  
Choose a category to get started.

- Employee**  
Please see the Employee navigation menu for links to common employee applications including eForms, OCDE EIS, Parking Permits and more.
- Course Catalog**  
Here you can view and search the course catalog.
- Advising**  
Here you can access your advisees and provide guidance & feed planning.
- Faculty**  
Here you can view your class rosters, grade and drop students, and grant add authorizations. For additional applications including Attendance Web please see the Faculty menu under the Daily Work menu.

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# Rosters

SANTA ANA COLLEGE | Santiago Canyon College

sr66666 | Sign out | Help

Daily Work | Faculty | Faculty Overview

Dear Student,  
As you sign up for your class, please be aware your professor may have certain camera or technology requirements. We suggest you reach out to your professor ahead of time to determine course requirements and find the class that is the most suitable for your needs.  
Fall courses held Online and through Remote/Online Instruction require a device and internet connection. CLICK the SECTION NAME for important course details.

Parking Permits:  
Parking Permits are now available for purchase through the permit portal.

Manage your courses by selecting a section below

Section	Locations	Availability	Books	Census Dates
<a href="#">SURV-230-24611: Legal Aspects of Land Surveyin</a>	., CANVAS Online Live Remote Meetings	4 / 30 / 0		CC and CE Census - 2/21/2023 - NCDE Only Census - 4/20/2023 -

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CENSUS



# Rosters

## Section Details

[Back to Courses](#)

### SURV-230-24611: Legal Aspects of Land Surveyin

Spring 2023  
Santiago Canyon College  
Th 6:30 PM - 9:04 PM  
2/6/2023 - 6/4/2023  
.. CANVAS Online Live Remote Meetings

Seats Available ⓘ 5 / 30 / 0

[Deadline Dates](#)

Waitlisted 0

[Roster](#) [Drop Roster](#) [Grading](#) [Add Authorizations/Permissions](#) [Waitlist](#)

## Deadline Dates

**SURV-230-24611: Legal Aspects of Land Surveyin**  
Spring 2023

**Last Day to Add** 2/20/2023

**First Day to Drop** 2/6/2023

**Last Day to Drop without a Grade** 2/20/2023

**Last Day to Drop with a Grade** 5/7/2023

Close

[Print](#) [Email All](#) [Export](#)

Student Name	Student ID	Class Level	Pass/Audit	Repeated	Preferred Email
AK [REDACTED]	26 [REDACTED]	Freshman		Yes	[REDACTED]@gmail.com
Al [REDACTED] J.	25 [REDACTED]	Freshman			[REDACTED]@GMAIL.COM
Bar [REDACTED] or T.	26 [REDACTED]	Freshman			[REDACTED]@m
Bu [REDACTED]	26 [REDACTED]	Sophomore			[REDACTED]@engineering.com
CH [REDACTED] N.	24 [REDACTED]	Sophomore			[REDACTED]@yahoo.com
Co [REDACTED] rias, Jose L.	26 [REDACTED]	Freshman			[REDACTED]@gmail.com
De [REDACTED] hard A.	24 [REDACTED]	Freshman			[REDACTED]@com

# Attendance Web

Attendance: In-person and remote live classes are considered positive attendance classes. This means attendance **MUST** be taken every day. You will take attendance in an application called 'Attendance Web'.

The screenshot shows a web browser window with the URL `colss-prod.cloud.rscdd.edu/Student/?hideProxyDialog=false`. The page features a dark blue navigation sidebar on the left with the following items: Home, Financial Information, Employment, Employee, Attendance Web (circled in red), Canvas Login, CE System, Check My Email (Office365), District Safety Report, Electronic Direct Deposit Form, Employee eForms, ITS Help Desk, and Noncredit High School Grading Application. The main content area has a yellow warning banner for Parking Permits, a welcome message, and a Notifications table. The table contains one row: Documents Required, with details stating 'There are 2 requests from your institution that require your action.' and a link to 'View required documents'. Below the table are several service tiles: Student Finance, Financial Aid, Tax Information, Employee, Student Planning, Course Catalog, Grades, and Advising. A red arrow points from the 'Attendance Web' link in the sidebar to the 'Documents Required' notification in the table.

Title	Details	Link
Documents Required	There are 2 requests from your institution that require your action.	<a href="#">View required documents</a>

# Attendance Web (Continued)

Choose the section you need to take attendance for. (Click on the 5-digit number).

## Attendance Web

Select Teacher name :

OR Section Number :

Master class list : ~~Adele, David~~

[Click a section number you want to take or view attendance](#)

Section #	Term	Name	Title	Location	Start Time	Weekdays	Type	Missing Attendance	CASAS UPDATE	CASAS Eiligible	Faculty Name
<a href="#">40844</a>	2024SPN	OAP-457-40844	Guitar Ensemble	CEC	10:00AM	Sa		<a href="#">0</a>	<a href="#">Move to CASAS update</a>		Adele, David

# Attendance Web (Continued)

## Take Attendance for Section: **Orientation to College**

Section No: 35522 Term: 2023FAN Location: CEC Start date: 08/07/23 End date: 08/10/23 Room: 1H-104

Choose the correct class date

Student with attendance: 23 Total hours: 69:00

[Back to Section List](#)

Class Start time : 12:00PM Class End time : 3:00PM

Class Date : 08/10/23-Thursday Set Default time : 12:00PM 3:00PM Set

**For reporting attendance hours, if you already graded or dropped your students, you must change "Enrollment Status" to "Show All" by clicking the arrow.**

Enrollment Status: Show all

Take attendance

Student Full Name	Student ID	Ref No	Fill class time	Time IN	Time Out	Enr Status	Class Date
Antonio, Joshua Daniel	2591028	21142691	Fill   Clear	12:00PM	3:00PM	New	08/10/2023
Armenta, Diana	2490087	21142692	Fill   Clear	12:00PM	3:00PM	New	08/10/2023
Bernal, Jasmine Melissa	2674883	21142693	Fill   Clear	12:00PM	3:00PM	New	08/10/2023
Cruz, Isaiah Andy	2703497	21142694	Fill   Clear	12:00PM	3:00PM	New	08/10/2023
Diaz Araiza, Samantha Marie	2679689		Fill   Clear			Deleted	08/10/2023
Esquivel, Samantha Diana	2727444		Fill   Clear			Dropped	08/10/2023
Rancho Santiago, Community College District	2404004	21142695	Fill   Clear	12:00PM	3:00PM	New	08/10/2023

Save your changes

# Dropping and Grading

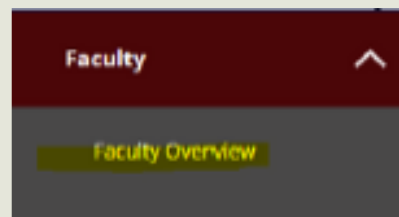
## Dropping and Grading:

To drop and grade students, you will use Self Service, a student information management system.

LINK:  
[sac.edu/selfservice](https://sac.edu/selfservice)

The screenshot shows the Self-Service portal interface. At the top, there are logos for Santa Ana College and Santiago Canyon College, along with user information (sr66666) and links for Sign out and Help. Below the header, there is a yellow banner with a warning icon and text: "Dear Student, As you sign up for your class, please be aware your professor may have certain camera or technology requirements. We suggest you reach out to your professor ahead of time to determine course requirements and find the class that is the most suitable for your needs. Fall courses held Online and through Remote/Online Instruction require a device and internet connection. CLICK the SECTION NAME for important course details. Parking Permits: Parking Permits are now available for purchase through the permit portal." Below this, a white box says "Hello, Welcome to Colleague Self-Service! Choose a category to get started." There are four service tiles: "Employee" (with a calendar icon), "Course Catalog" (with a document icon), "Advising" (with a person icon), and "Faculty" (with a person icon). A large yellow arrow points from the "Advising" tile to the "Faculty" tile. At the bottom, there is a copyright notice: "© 2000-2023 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)."

Then, click on 'Faculty Overview'.



# Dropping and Grading (Continued)

Choose the correct section.

Section	Times	Locations	Availability ⓘ	Books	Census Dates
<a href="#">OAP-802-40816: Gardening</a>	M 12:30 PM - 2:30 PM 1/22/2024 - 5/25/2024	Acacia Adult Day Services, MPR 1 Lecture	160 / 200 / 0		CC and CE Census - 5/25/2024 -
<a href="#">OAP-802-41369: Gardening</a>	M 9:30 AM - 12:00 PM 1/22/2024 - 5/25/2024	Crescent Landing at Santa Ana, MPR 1 Lecture	60 / 60 / 0		CC and CE Census - 5/25/2024 -
<a href="#">OAP-802-42620: Cultivating Life Skills</a>	W 5:30 PM - 7:30 PM 2/7/2024 - 3/27/2024	Country Villa Plaza, MPR 1 Lecture	200 / 200 / 0		CC and CE Census - 5/25/2024 -

Click on the 'Drop Roster' tab. If the student never attended class, click the 'Never Attended' box.

A screenshot of a form with three tabs: 'Never Attended', 'Last Date of Attendance', and 'Final Grade'. The 'Never Attended' tab is selected and has a blue checkmark. Below it is a date input field containing 'MM/yyyy' and a yellow highlight.

If the student attended but now has stopped, add the last day the student attended. You can also grade the student at this time. Then click 'Drop'.

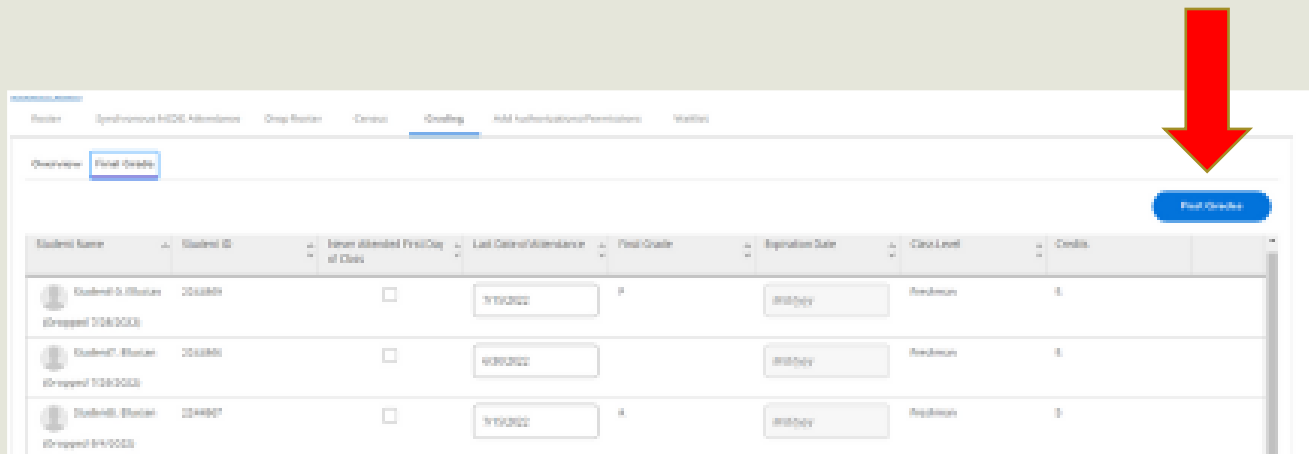
A screenshot of a student roster interface. The 'Drop Roster' tab is active. The table has columns for Student Name, Student ID, Never Attended, Last Date of Attendance, Final Grade, Class Level, and Credits. Two student rows are visible. Red arrows point to the 'Never Attended' checkbox, the 'Last Date of Attendance' input field, and the 'Drop' button for the first student. A red callout box points to the 'Never Attended' checkbox with the text: 'Click in Never Attended OR enter in Last Date of Attendance (MM/yyyy)'.

A window will open. Click 'Drop' to confirm.

A dialog box titled 'Drop Student'. It contains the text 'Drop student Student2, Ellucian from the section'. At the bottom, there are two buttons: 'Cancel' and 'Drop'. The 'Drop' button is highlighted with a yellow and green highlight.

# Dropping and Grading (Continued)

To finalize your grades, go the Grading tab and post your grades. Always grade your student AFTER dropping them.



The screenshot shows a software interface for managing student grades. At the top, there are navigation tabs: 'Roster', 'Synchronous H-OCG Attendance', 'Drop Roster', 'Cancel', 'Grading', 'Add Authorizations/Permissions', and 'Settings'. The 'Grading' tab is currently selected. Below the tabs, there are two sub-tabs: 'Overview' and 'Final Grades', with 'Final Grades' being the active one. A blue button labeled 'Post Grades' is located in the top right corner of the main content area, and a large red arrow points directly to it. Below the button is a table with the following columns: Student Name, Student ID, Enroll/Attend First Day of Class, Last Date of Attendance, Final Grade, Expiration Date, Class Level, and Credits. The table contains three rows of data, each representing a student who has been dropped from the class.

Student Name	Student ID	Enroll/Attend First Day of Class	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
Student 5 (Status: Dropped 10/1/2023)	222222	<input type="checkbox"/>	1/1/2022	F	1/1/2022	freshman	3
Student 6 (Status: Dropped 10/1/2023)	222222	<input type="checkbox"/>	1/1/2022		1/1/2022	freshman	3
Student 8 (Status: Dropped 10/1/2023)	222222	<input type="checkbox"/>	1/1/2022	F	1/1/2022	freshman	3

## Made a Mistake Dropping?



“It’s never too late, to re-enroll!”

# End of Term Processes

- Grades Due: Thursday, August 8<sup>th</sup>
- Important that Grades are submitted on time:
  - MIS Submission soon after grades are due
  - Students need transcripts
- We will send an email reminder near the end of term with instructions

# Questions?



**SANTA ANA COLLEGE**

School of Continuing Education

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