



# Online Absences & Substitute Availability Forms

Training for faculty @ Continuing Education



Submitting an Absence

Step 1: Access the District Intranet Site by visiting: [www.rscdd.edu](http://www.rscdd.edu)



When you click on 'Employee Intranet', this box will appear. Enter your username and password.

Sign in

<https://intranet.rscdd.edu>

Username

Password

Step 2: Click on 'Continuing Education' to access the Continuing Education Intranet site.



SharePoint ? Lehman, Colleen

Online Forms Reports & Requests SHARE

RSCCD EMPLOYEE  
INTRANET

**Welcome to RSCCD Employee Intranet!**

INTRANET

- Accounting/ Fiscal Services
- Benefits
- Chancellor
- Communications, Marketing & Public Relations
- Continuing Education
- Coronavirus (COVID-19)
- Economic Services
- Educational Services
- Human Resources

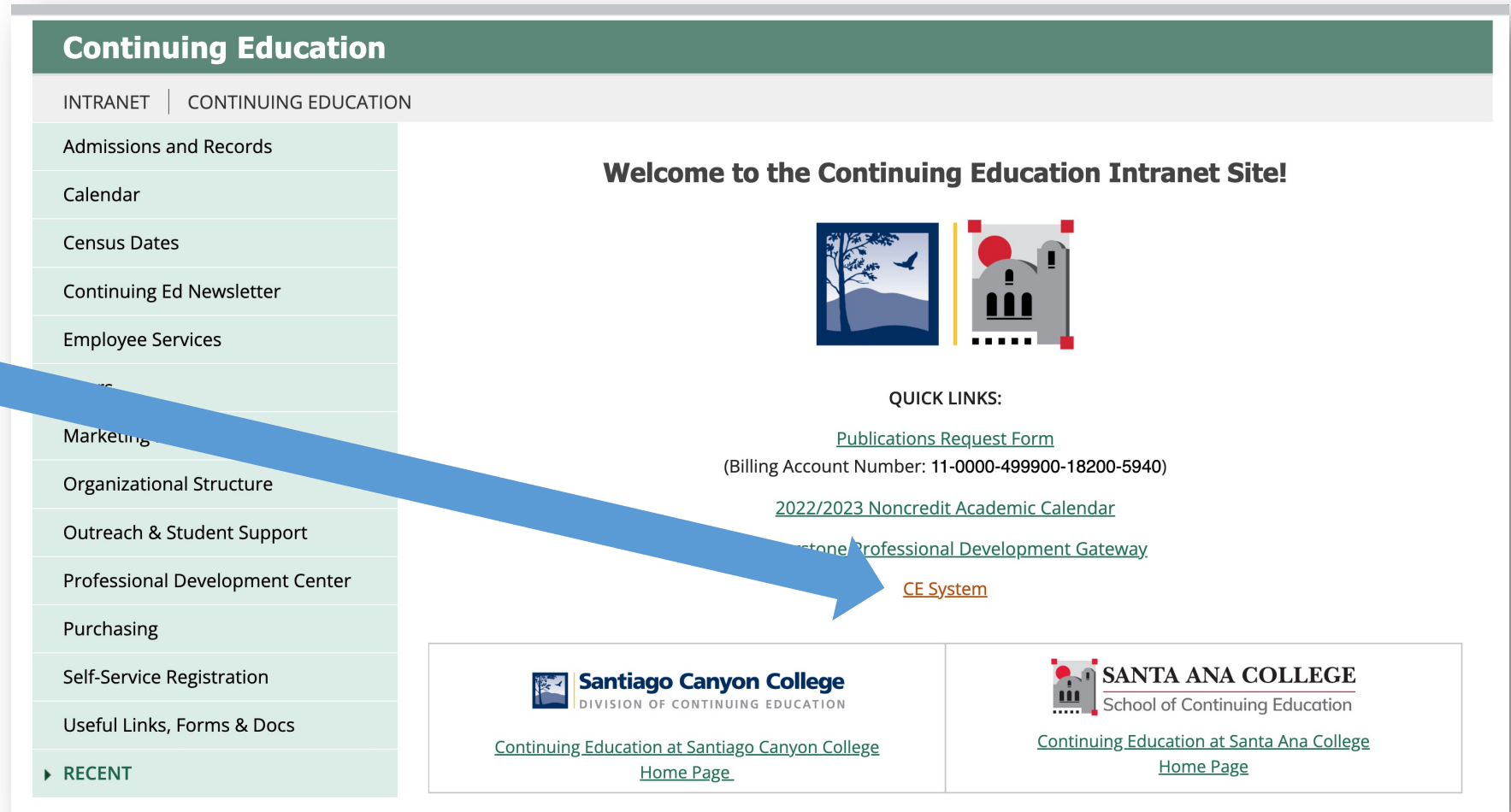
<https://intranet.rsccd.edu/ContinuingEducation>



RSCCD Budget Reports

Report	Current Year to Date	Prior Fiscal Year End Actual
GL0010 Budget Reconciliation	<ul style="list-style-type: none"><li>• <a href="#">Unrestricted Funds (11) - October 2022</a></li></ul>	<ul style="list-style-type: none"><li>• <a href="#">Unrestricted Funds (11) - Year End</a></li></ul>

Step 3: Go to Quick Links and click on 'CE System'.




**Continuing Education**

INTRANET | CONTINUING EDUCATION



- Admissions and Records
- Calendar
- Census Dates
- Continuing Ed Newsletter
- Employee Services
- Marketing
- Organizational Structure
- Outreach & Student Support
- Professional Development Center
- Purchasing
- Self-Service Registration
- Useful Links, Forms & Docs
- ▶ RECENT

### Welcome to the Continuing Education Intranet Site!





**QUICK LINKS:**

- [Publications Request Form](#)  
(Billing Account Number: 11-0000-499900-18200-5940)
- [2022/2023 Noncredit Academic Calendar](#)
- [Professional Development Gateway](#)
- [CE System](#)

 <b>Santiago Canyon College</b> DIVISION OF CONTINUING EDUCATION <a href="#">Continuing Education at Santiago Canyon College Home Page</a>	 <b>SANTA ANA COLLEGE</b> School of Continuing Education <a href="#">Continuing Education at Santa Ana College Home Page</a>
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Fun Fact: 'CE System' stands for 'Continuing Education System'. This system created specifically for Continuing Education and many applications we use every day were developed within this system including the online searchable schedule and automated faculty communications.



Sign in with your organizational account

Keep me signed in

**Login authentication screens are changing.**  
[Learn More - Single Sign-On FAQs](#)  
[Retrieve Username or Reset Password](#)

For Students:

- SelfServiceID@student.sccollege.edu
- SelfServiceID@student.sac.edu

Example: ab12345@student.sac.edu

For Employees:

- LastName\_FirstName@sccollege.edu
- LastName\_FirstName@sac.edu
- LastName\_FirstName@rscdd.edu

Example: Smith\_John@rscdd.edu



Step 3: Login to the system using your school email address and password.

You are now logged into your CE System dashboard.

This is your top navigation.



CE Support System | Dashboard | Reports ▾ | Substitute Availability | Communication Preferences | Program Administration ▾ | Logout

Absent Instructor Dashboard for (1029813) Lehman, Colleen

Absent Instructor Dashboard / My Absences

My Absences create new absence

Reason	Start Date	Status	Action Required

Step 4: Click on the 'create new absence' button.



## Select Absence Date(s) and Reason

**Important Note:**

For details about COVID-19 related absence reasons, please see the documents at the bottom of this page.

Absence Reason

Choose Absence Reason

Absence Date(s)

12/14/2022 6:00 AM



to

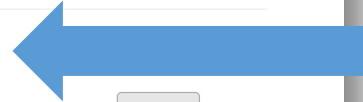
12/14/2022 10:00 PM



+ Add

If you can work some of the time during your absence, you may add multiple segments.

Continue >



Step 5: Using the pulldown menu, choose your absence reason and select the dates you will be absent.

## Select Absence Date(s) and Reason

Absence Reason

Sick / SIC

Absence Date(s)

12/1/2022 6:00:00 AM



to

12/1/2022 10:00:00 PM



+ Add

If you can work some of the time during your absence, you may add multiple segments.

12/14/2022 6:00:00 AM

12/14/2022 10:00:00 PM

x

Next >



Step 6: Click the 'add' button. Your absence date and time will appear under the blue box. Click 'Next'.



(If you would like to remove the absence request, click the 'X' button.)

## Choose Assignments and Provide Details

Please choose the course instances affected by your absence below.

### Absence Reason

Sick (SIC)

### Absence Date(s)

Begin	End
12/14/2022 6:00:00 AM	12/14/2022 10:00:00 PM

### In-person assignments affected by this absence

Check / Uncheck All

ESL 302 - ESL Beginning High

[Set Instruction Language](#)

[Set Lesson Plan](#)

[Suggest Instructor](#)

[Add Note](#)

#19183 Wed 12/14/2022 at 8:00 AM to 11:00 AM at CEC in CE-D D-108

[Back](#)

[Next](#)

### Rancho Santiago Community College District Continuing Education

Santa Ana College School of Continuing Education 2900 W. Edinger Ave. Santa Ana, CA 92704  
Orange Education Center, Santiago Canyon College 1934 W. Chapman Ave. Orange, CA 92868

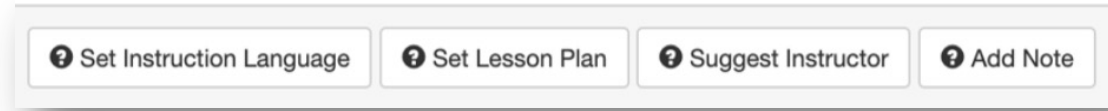
Here you will see your classes affected by the absence.



You will use these buttons to provide information about this class to employee services & the substitute instructor.



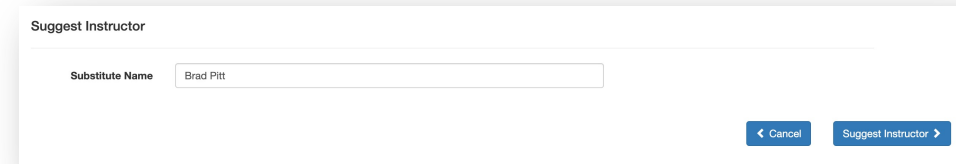
## Button Details



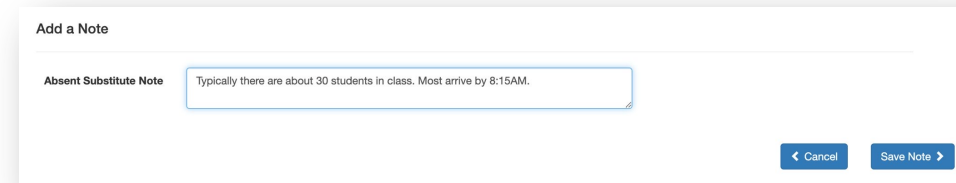
**Set Instruction Language:** If your class is taught in a language other than English, you can clarify that here. (For example, some career education classes are taught in Spanish or Vietnamese.)

**Set Lesson Plan:** Click on this button to upload your lesson plan for the substitute. (Go to the following slide for more detail.)

**Suggest Instructor:** If you know of an instructor that is available to sub your class, you can add that here.

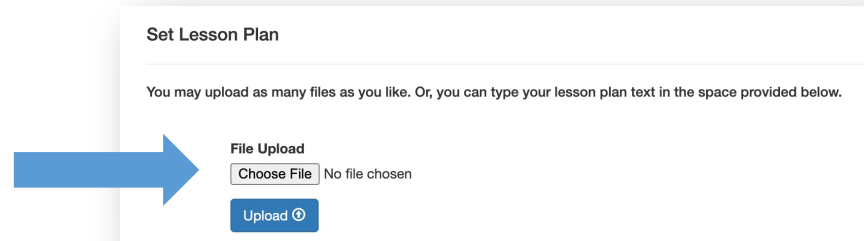


**Add Note:** Here you can add additional details you think Employee Services or the substitute teacher should know about.

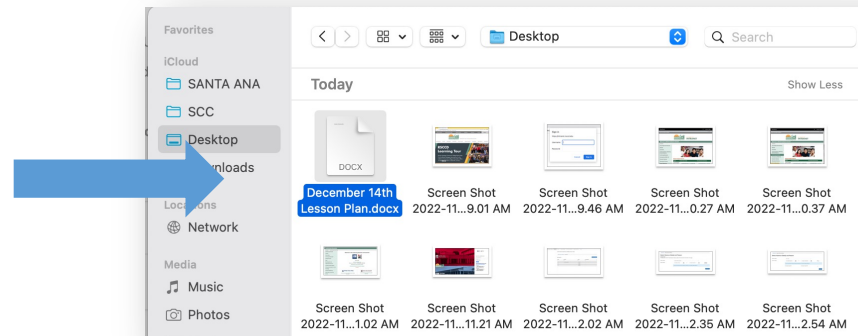


Step 7: Click on the 'Set Lesson Plan' to provide lesson details to the substitute. When you are done, click the 'done' button at the bottom of the page.

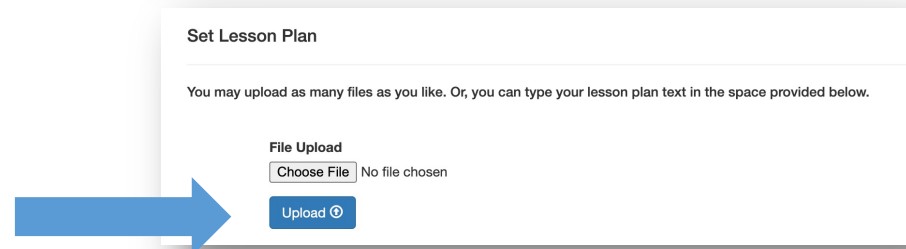
A. Click on the 'choose file' button.



B. Select the file from your computer.  
(Word or PDF)



C. Click 'Upload' to save your file to the system.



(You can also choose to type your lesson plan online in the fields provided.)

## Choose Assignments and Provide Details

Please choose the course instances affected by your absence below.

### Absence Reason

Sick (SIC)

### Absence Date(s)

Begin	End
12/14/2022 6:00:00 AM	12/14/2022 10:00:00 PM

### In-person assignments affected by this absence

Check / Uncheck All

ESL 302 - ESL Beginning High

#19183 Wed 12/14/2022 at 8:00 AM to 11:00 AM at CEC in CE-D D-108

### Rancho Santiago Community College District Continuing Education

Santa Ana College School of Continuing Education 2900 W. Edinger Ave. Santa Ana, CA 92704  
Orange Education Center, Santiago Canyon College 1934 W. Chapman Ave. Orange, CA 92868

Step 8:

Double check that the information on the page is correct. If so, click 'next'.

Note: You can see that the lesson plan has been updated because the button is now green.

## Step 9:

Confirm one last time that the information is correct and then click 'finish'.

**Review and Finalize Absence**

Almost done! Please review your absence and click "Finish"

**Absence Reason**  
Sick (SIC)

**Absence Date(s)**

Begin	End
12/14/2022 6:00:00 AM	12/14/2022 10:00:00 PM

**In-person assignments affected by this absence**

ESL 302 - ESL Beginning High

[December 14th Lesson Plan.docx](#)

**Scheduled Instruction Language:** --  
**Suggested Instructor:** Brad Pitt  
**Note:** Note supplied

**Sessions Requiring a Substitute Instructor**  
#19183 Wed 12/14/2022 at 8:00 AM to 11:00 AM at CEC in CE-D D-108

**ATTENTION:** Once you click the finish button, your absence will be confirmed and you will no longer be able to make changes to it! If a change is needed, please call the instructor absence line at 714-241-5760.

[Back](#) [Finish](#)

## Step 10:

The screen below will appear confirming that your absence request has been completed. Click on 'dashboard' in the top navigation to return to your home screen.

[Dashboard](#) / [Absence Complete](#)

**Absence Complete**

This absence has been completed and will now be made available to substitute instructors.

**Absence Reason**  
Sick (SIC)

**Absence Date(s)**

Begin	End
12/14/2022 6:00:00 AM	12/14/2022 10:00:00 PM

**In-person assignments affected by this absence**

ESL 302 - ESL Beginning High

[December 14th Lesson Plan.docx](#)

**Scheduled Instruction Language:** --  
**Suggested Instructor:** Brad Pitt  
**Note:** Note supplied

**Sessions Requiring a Substitute Instructor**  
#19183 Wed 12/14/2022 at 8:00 AM to 11:00 AM at CEC in CE-D D-108



Congratulations. You have successfully learned how to complete an online absence request.



# Completing a Substitute Availability Form

Step 1:  
Using the top navigation, click on 'Substitute Availability'.



CE Support System   Dashboard   Reports ▾   **Substitute Availability**   Communication Preferences   Program Administration ▾   [Logout](#)

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**Absent Instructor Dashboard for (1029813) Lehman, Colleen**

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[Absent Instructor Dashboard](#) / [My Absences](#)

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**My Absences** [create new absence](#)

Reason	Start Date	Status	Action Required
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Step 2: Click 'Create New Substitute Availability'.



**Manage Substitute Availability**

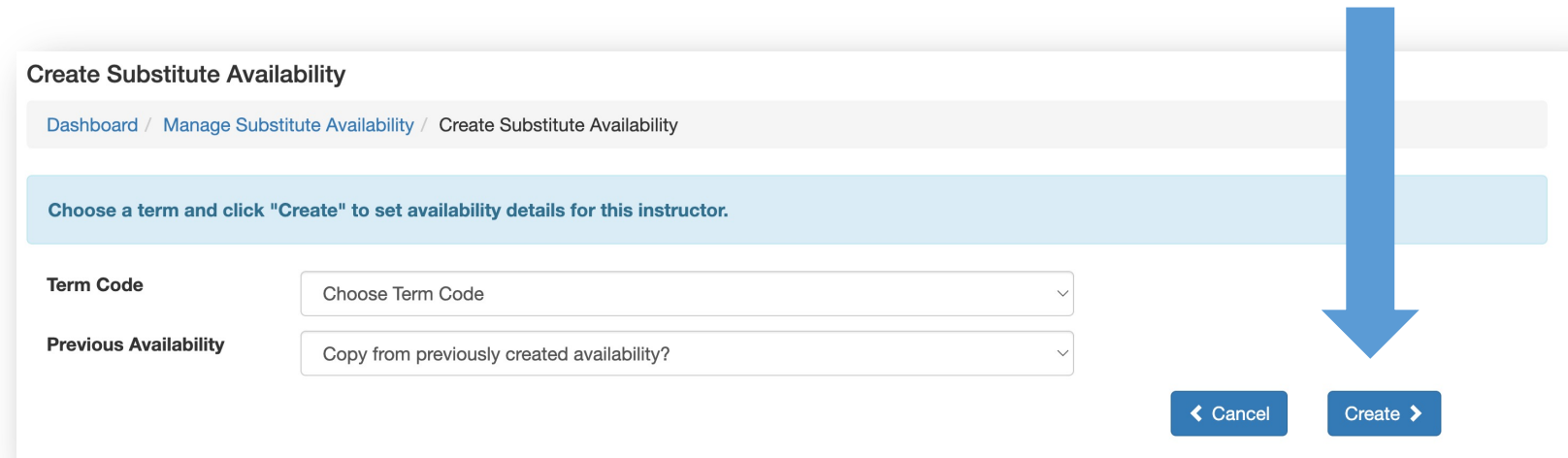
[Dashboard](#) / [Manage Substitute Availability](#)

**Substitute Availability**

[Create New Substitute Availability](#)

Term	Created	Updated
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Step 3: Choose the appropriate Term code then click 'Create'.



**Create Substitute Availability**

[Dashboard](#) / [Manage Substitute Availability](#) / [Create Substitute Availability](#)

Choose a term and click "Create" to set availability details for this instructor.

**Term Code**

**Previous Availability**

[< Cancel](#) [Create >](#)

Step 4: Choose the hours you can substitute and then click 'Add'. Then answer the questions under 'Additional Availability Details'. Next, click 'finish'.

### Manage Substitute Availability

Dashboard / Substitute Availability / Edit Substitute Availability (2023FAN)

Please add the hours that the instructor can substitute  
The hours selected here will be used to show you assignments that fit their schedule.

Monday

**Monday**  
05:00 AM - 08:00 AM ✕

**Tuesday**  
Not Available

**Wednesday**  
Not Available

**Thursday**  
Not Available

**Friday**  
Not Available

**Saturday**  
Not Available

**Sunday**  
Not Available

#### Manage Substitute Availability

Dashboard / Manage Substitute Availability

Finish

Term	Created	Updated
2018SUN	8/15/2018	8/15/2018
2018SPN	1/24/2019	1/24/2019
2018FAN	9/10/2019	9/10/2019
2022FAN	9/16/2022	10/14/2022
2023FAN	9/16/2022	9/16/2022

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Sierra Area College School of Continuing Education 2600 W. Edinger Ave, Santa Ana, CA 92704  
Orange Education Center, Santiago Canyon College 1934 W. Chapman Ave, Orange, CA 92668

### Additional Availability Details

These details can change your ability to receive a substitute assignment. Please review them carefully and change as needed.

**I have an OTC (Online Training Certificate) from SAC**  
 Yes  No

**I have an OTC (Online Training Certificate) from SCC**  
 Yes  No

Your substitute availability is now complete. If you ever want to modify your hours, simply click on the current term to make changes. The modifications will be updated immediately.

**Manage Substitute Availability**

[Dashboard](#) / [Manage Substitute Availability](#)

**Substitute Availability** [Create New Substitute Availability](#)

Term	Created	Updated
<a href="#">2023SPN</a>	11/30/2022	11/30/2022



Congratulations. You have successfully learned how to complete a substitute availability form.



# Thank you for watching.

For questions or to request additional training please contact:  
Nicole Gallegos or Jennifer Hoeger

