

CE_SYSTEM FACULTY USERGUIDE

HOW TO LOG IN

1. Go directly to CE_System at: <https://flexapp.rscsd.edu/SubstituteApplication/>

OR

Log in to Self-Service to access the CE_system link. From the *left navigation menu on the home page* click the briefcase icon labeled **DAILY WORK**, then click **FACULTY**, and scroll down the list of links to find the CE_system link.

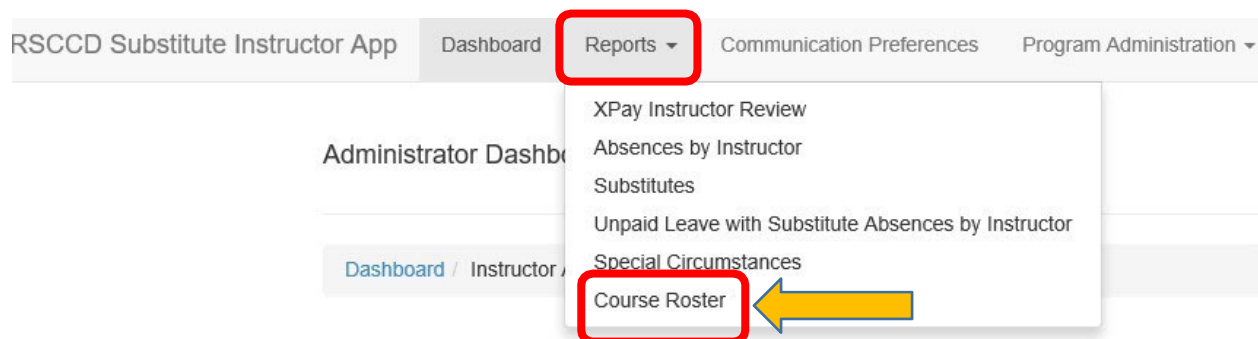
HOW TO DOWNLOAD A CLASS ROSTER

1. Go directly to CE_System at: <https://flexapp.rscsd.edu/SubstituteApplication/>

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2. When the CE_system page opens, click on the Reports drop down, then click on Course Roster. (Note: your drop down list may show less report options)



3. You will see a drop down to allow you to select from your currently assigned sections.

Class Section Roster Report

Location: CEC Term: 2021SPN Instructor: Choose Instructor Section: Section

4. Select a section and the roster will display. Then Click on the **DOWNLOAD CSV** icon to download a copy in excel.

Roster Sent to A&R on 4/22/2021 by #1026422 Alvano, Patricia

This roster has been submitted to A&R. For changes to submitted re-enrollments, please contact A&R.



Class Section Roster Report

[Click Here for Instructions](#)

[Download CSV](#)

Location: OEC Term: 2021SPN Instructor: 1026422 - Alvano, Patricia Section: 97531 - VBUS 119

#	Id	First Seen	Student Name	Phone	Email	Action Taken
1	2358983	01/29/2021	Snoopy Brown	7146285916	alvano_patricia@sccollege.edu	NO ACTION
2	1969310	01/29/2021	Snow White	9517075924	alvano_patricia@sccollege.edu	RET 2021SUN

5. Click on the CSV file icon when it appears near the bottom right or left corner of the screen to open the roster in excel. SAVE a copy.

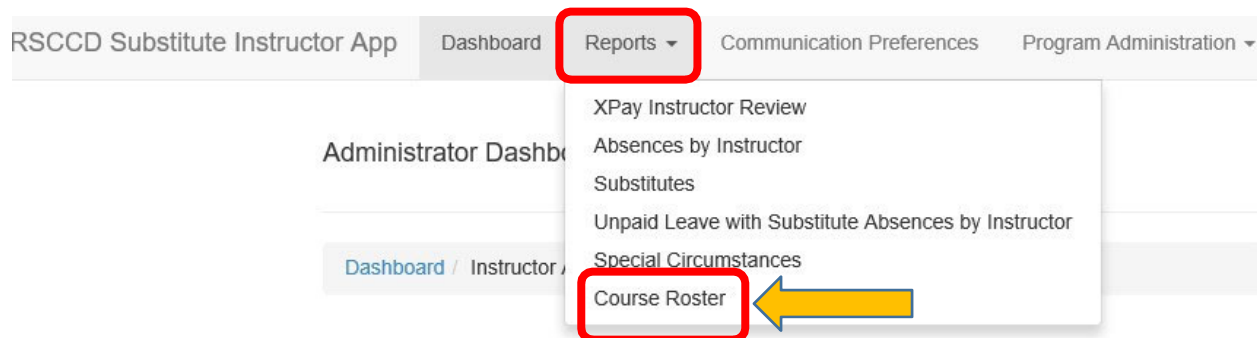
HOW TO SUBMIT LEVEL RECOMMENDATIONS OR RE-ENROLL STUDENTS

1. Go directly to CE_System at: <https://flexapp.rscdd.edu/SubstituteApplication/>

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2. When the CE_system page opens, click on the Reports drop down, then click on Course Roster. (Note: your drop down list may show less report options)



3. You will see a drop down to allow you to select from your currently assigned sections.

Class Section Roster Report

[Click Here for Instructions](#)

Location: CEC Term: 2021SPN Instructor: Choose Instructor Section: Section

Select a section

a. Click on the REPORTS tab and select COURSE ROSTER.

CE Support System Dashboard Reports Substitute Availability Communication Preferences Program Administration

Home / Reports - Class Section Roster Report

You Have Not Submitted this Roster
Please mark an action (retain/promote), then add comments/notes to each record if necessary, and click submit to forward to A&R for processing.

Submit

Class Section Roster Report

Location: OEC Term: 2020FAN Instructor: 102. hami, Marina Section: 91047 - ESL 300

Click Here for Instructions Download CSV

Action Check or Uncheck All

#	Id	First Seen	Student Name	Phone	Email	Action Taken	☑ for Action
1	699	12/08/2020	Zoraida			RET 2021SPN	☑
2	456	12/06/2020	Wan			RET 2021SPN	☑
3	9157	12/06/2020	Lien			RET 2021SPN	☑
4	2615	11/16/2020	Karen			RET 2021SPN	☑

b. Select a section from the SECTION drop down to display roster.

c. Click the light blue icon “Click Here for Instructions” for detailed instructions to make your re- enrollment recommendations. Print or save a copy of those instructions for easy reference.

Quick Help for Roster Report Activities

NOTE: Please remember to post a grade on WebAdvisor before making class recommendations.

RE-ENROLLMENT DATES:

- Re-enrollment for term **2022SUN** is available through this system beginning **4/25/2022 3:41:00 PM** through **5/23/2022 3:41:00 PM**.

HOW DO I ...

Promote Students

- Check the boxes next to the students you wish to promote.
- Click the ACTION icon.
- Choose PROMOTE IN (upcoming term).
- Click OK when the confirmation message appears to save the action.
- Once you have clicked OK, students will be marked as promoted and you will have the ability to add COMMENTS to specific students. See instructions below.

Retain Students

- Check the boxes next to the students you wish to retain.
- Click the ACTION icon.
- Choose RETAIN IN (upcoming term).
- Click OK when the confirmation message appears to save the action.
- Once you have clicked OK, students will be marked as retained and you will have the ability to add COMMENTS to specific students. See instructions below.

ADD COMMENTS TO STUDENTS

- Once an action has been recommended, click on the name of the student you want to add a comment to. You will note it is now a blue font on your roster.
- Type your comments in the comment box when prompted. Example of Comments: student will attend in AM instead of PM, student wants to add Conversation 1 in AM, add student to section 1234 & 56789, student wants to switch to Academic ESL etc.)
- Click on Save to submit your comment.

ADD THE SAME COMMENT TO MULTIPLE STUDENTS

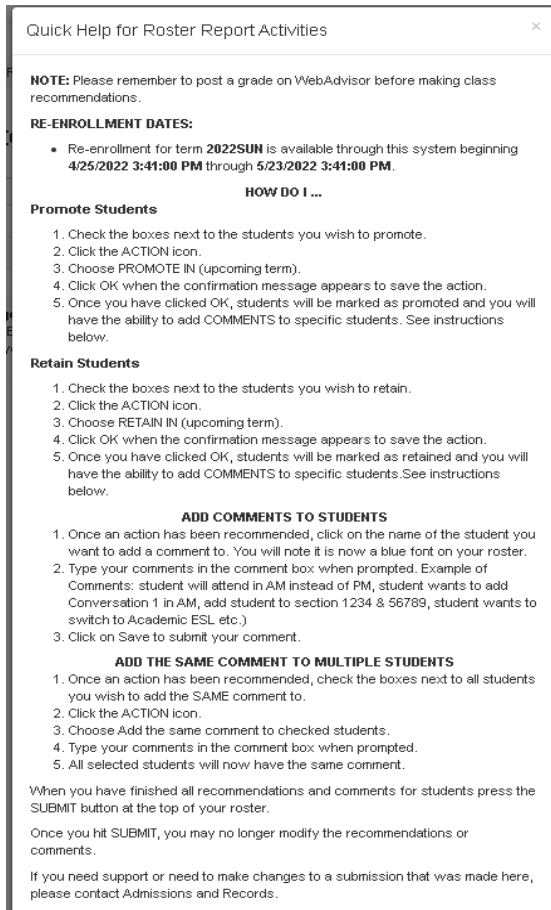
- Once an action has been recommended, check the boxes next to all students you wish to add the SAME comment to.
- Click the ACTION icon.
- Choose Add the same comment to checked students.
- Type your comments in the comment box when prompted.
- All selected students will now have the same comment.

When you have finished all recommendations and comments for students press the SUBMIT button at the top of your roster.

Once you hit SUBMIT, you may no longer modify the recommendations or comments.

If you need support or need to make changes to a submission that was made here, please contact Admissions and Records.

- d. **NOTE: Re-enrollment recommendations CAN be submitted prior to recording grades but we recommend that instructors keep a copy of level recommendation submitted to assist them to record a matching grade at the end of the term. Please keep in mind that if you are using CANVAS, student will disappear from your CANVAS roster if they are graded so grade students at the end of the term if you need them on that roster/system.**



Quick Help for Roster Report Activities

NOTE: Please remember to post a grade on WebAdvisor before making class recommendations.

RE-ENROLLMENT DATES:

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HOW DO I ...

Promote Students

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2. Click the ACTION icon.
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4. Click OK when the confirmation message appears to save the action.
5. Once you have clicked OK, students will be marked as promoted and you will have the ability to add COMMENTS to specific students. See instructions below.

Retain Students

1. Check the boxes next to the students you wish to retain.
2. Click the ACTION icon.
3. Choose RETAIN IN (upcoming term).
4. Click OK when the confirmation message appears to save the action.
5. Once you have clicked OK, students will be marked as retained and you will have the ability to add COMMENTS to specific students. See instructions below.

ADD COMMENTS TO STUDENTS

1. Once an action has been recommended, click on the name of the student you want to add a comment to. You will note it is now a blue font on your roster.
2. Type your comments in the comment box when prompted. Example of Comments: student will attend in AM instead of PM, student wants to add Conversation 1 in AM, add student to section 1234 & 56789, student wants to switch to Academic ESL etc.)
3. Click on Save to submit your comment.

ADD THE SAME COMMENT TO MULTIPLE STUDENTS

1. Once an action has been recommended, check the boxes next to all students you wish to add the SAME comment to.
2. Click the ACTION icon.
3. Choose Add the same comment to checked students.
4. Type your comments in the comment box when prompted.
5. All selected students will now have the same comment.

When you have finished all recommendations and comments for students press the SUBMIT button at the top of your roster.

Once you hit SUBMIT, you may no longer modify the recommendations or comments.

If you need support or need to make changes to a submission that was made here, please contact Admissions and Records.

- e. **Follow the INSTRUCTIONS to promote or retain students. After you select an action for each student you will be able to click the name of each student (in blue font) to add registration comments. Click on the student name to open the comment text box.**
- NOTE: Comments may include: student wants to attend in AM instead of PM, student wants to add Conversation 1 in AM, add student to section 1234 and section 6789 etc.**



Add Comment for Sariyeh Barche

Comment

Save

- f. To add the SAME comment to all the students, check mark all the students you want to apply the comment to, click the ACTION icon and select the “add the same Comment” option.

- g. After selecting an action for active students and adding your comments Click submit to send your roster to the Admissions & Records office for processing. To make any changes or corrections after submitting your roster you must contact the Admissions & Records office.

IMPORTANT REMINDERS:

- **NO SHOWS** (students with no attendance) should have been dropped by census drop deadlines. Only students that are actively attending classes should be re-enrolled using this roster. To submit late drops for students that you failed to drop by the drop deadline please refer to grading and dropping guidelines.
- We recommended that you select an ACTION (promote or retain) that corresponds to the grade you plan to issue the student. **You will only be allowed to submit your re-enrollment roster ONE time.** To make changes to the roster after submitting it you must contact the Admissions & Records office.
- **Submit your re-enrollment recommendations no later than the date displayed on the instructions on the light blue link to allow Admissions & Records staff enough time for processing.** Please inform students they will receive a registration confirmation email from Admission & Records when they have been registered in classes. If you were unable to confirm whether a student wants to re-enroll in classes and did not submit a recommendation please contact or refer the student to the Admissions & Records office to register.

 report-output.csv ^

	A	B	C	D	E	F	G
1	Section Number	Student Id	Date First Seen	Name	Phone	Email	
2	97531	2358983	1/29/2021 7:30	Snoopy Brown	7146285916	alvano_patricia@scollege.edu	
3	97531	1969310	1/29/2021 7:30	Snow White	9517075924	alvano_patricia@scollege.edu	
4							