

# **Continuing Education**

## **Self-Service Faculty User Guide**

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Getting Started .....	Page 1
Class Roster.....	Page 2
Dropping.....	Page 3-6
Attendance.....	Page 6
Grading.....	Page 7-8
Waitlist.....	Page 9

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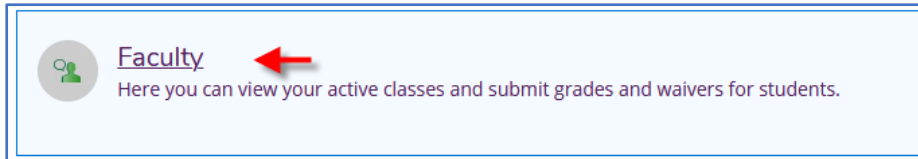
# GETTING STARTED

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

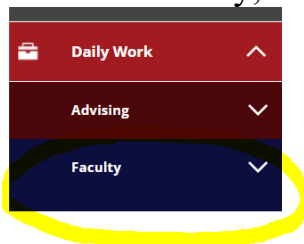
Sign in with your username and password (your single sign-on credentials).

2. Select the Faculty tile from the Self-Service Home page, then click the **Faculty** tile:



--OR--

Expand the **Daily Work** menu (briefcase icon on the left navigation menu). Click Faculty, then click on **Faculty Overview**.



3. Select a Section.

Manage your courses by selecting a section below

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

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

Waitlisted 0

Roster

Drop Roster

Grading

Add Authorizations/Permissions

Waitlist

# CLASS ROSTER

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

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

Annotations: A callout box labeled "Student's Chosen Name" points to the name "Hello, Test Ze/Hir/Hirs". Another callout box labeled "Student's Pronoun Name" points to the name "Test, Only She/Her/Hers".

## Select Roster

ITAL-120-53466: Elementary Italian I  
Fall 2018  
Santa Ana College  
M/W 10:40 AM - 1:10 PM  
8/27/2018 - 12/16/2018  
D - Dunlap Hall, D-303 1 Lecture  
Seats Available 8 of 30  
[Deadline Dates](#)  
Waitlisted 0 of 10

Roster Attendance Grading Books Permissions Waitlist

Print Email All Export

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

## Options for Roster

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

# DROPS

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## Important notes **Before you Begin**

To view the drop deadlines for each section, select a section from your section list. From the Section Details page click Deadline Dates.

Deadline Dates



Waitlisted 0

Roster Drop Roster Grading Ac

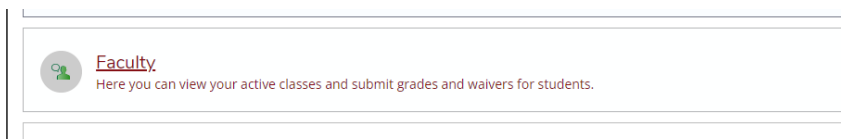
The following image will display:

Deadline Dates	
ESL-500-21005: TEST-Intermediate Multilevel Fall 2022 Continuing Ed.	
Last Day to Add	12/25/2022
First Day to Drop	8/22/2022
Last Day to Drop without a Grade	
Last Day to Drop with a Grade	12/25/2022
Close	

- **Last Day to Add:** Is the last day students can register in the class
- **Last Day to Drop:** Is the last day students can drop the class
- **Last Day to Drop WITHOUT a Grade:** Continuing Education faculty will most likely not see a date on this field because noncredit does not require that students be issued a specific grade if the student is dropped during the “drop period”.
- **Last Day to Drop WITH a Grade:** Is the last day faculty can Drop and Grade simultaneously using the Drop Roster.

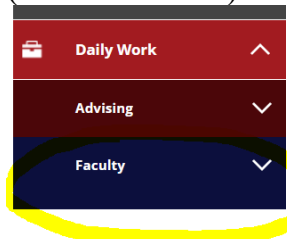
# Dropping Students

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

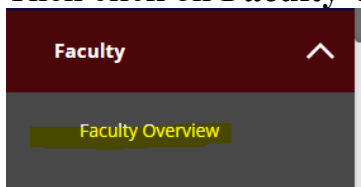


--OR--

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



Then click on **Faculty Overview**:



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

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

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



## a) Dropping Students that Never Attend (No-Shows)

1. Use the Drop Roster to drop no-shows (students that never attended).
2. Click the “Never Attended” check box. This will enable the Drop button (it will turn blue).
3. Then Click “Drop” to drop the student.

NOTE: *Grades are NOT required for no-shows. For this reason, when the Never Attended check box is clicked the Final Grade option will be disabled.*

The screenshot shows the 'Drop Roster' tab selected in a navigation menu. Below the menu is a table with columns: Student Name, Student ID, Never Attended, Last Date of Attendance, Final Grade, Class Level, Credits, and a Drop button. The 'Never Attended' checkbox is checked, and the 'Drop' button is highlighted in blue. Red boxes highlight the 'Drop Roster' button, the 'Never Attended' checkbox, and the 'Drop' button.

## b) Dropping students that stop attending or complete classes during the term.

1. Use the Drop Roster to drop and grade students that stop attending/participating.
2. **Enter the Last Date of Attendance** (use the date format displayed). If your class is a positive attendance (PANC) class the date attendance was last recorded in AttendanceWeb will display in the “last date of attendance” field. For census based classes (NCDE) a last date of attendance must be entered.
3. **Then Select a Final grade** for period of time the student attended/participated. This will enable the Drop button (it will turn blue).
4. Then Click “Drop” to drop the student.
5. Then go to the Grading tab, click the Final Grade tab and click the POST GRADES button to submit the grades you entered through the Drop Roster.

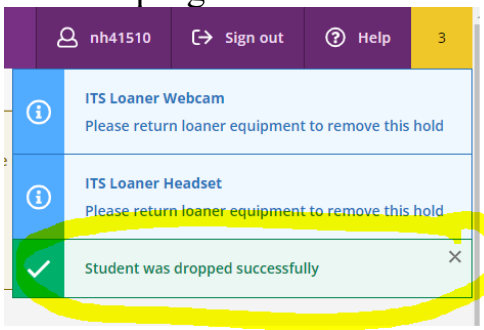
NOTE: *Do not click the never attended check box that should only be checked for no shows.*

The screenshot shows the 'Drop Roster' tab selected. The table has columns: Student Name, Student ID, Never Attended, Last Date of Attendance, Final Grade, Class Level, Credits, and a Drop button. The 'Never Attended' checkbox is unchecked. The 'Last Date of Attendance' field contains 'M/d/yyyy' and the 'Final Grade' dropdown is set to 'Select Grade'. The 'Drop' button is highlighted in blue. Red boxes highlight the 'Drop Roster' button, the 'Last Date of Attendance' field, the 'Final Grade' dropdown, and the 'Drop' button.

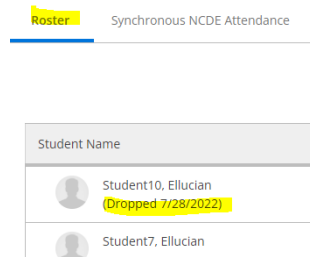
4. Once you have clicked on the Drop button you will see a Drop Student confirmation pop-up. Click **Drop** to drop the student(s):

The screenshot shows a confirmation dialog box titled 'Drop Student'. The text inside reads 'Drop student Student2, Ellucian from the section'. There are two buttons: 'Cancel' and 'Drop'. The 'Drop' button is highlighted with a yellow circle.

If the student has been successfully dropped you will see a green confirmation message at the top right-hand corner of our Section Details page:



5. Once the student(s) have been dropped you will no longer see the student(s) on your Drop roster. The Drop roster will only display students with an ACTIVE status that can still be dropped. To see the students that have been dropped click the Roster tab (the Drop status and date will display). You MUST refresh your browser to see the dropped status/date on your roster.



- **IMPORTANT NOTE:** Do NOT use the Grading tab to enter a grade first and then try to drop the student. Self-service will NOT allow you to drop a student after they were graded. Also faculty should only Drop & Grade simultaneously using the Drop roster if they are absolutely sure the student is not returning to class. Once the instructor has posted a grade through the Grading - Final Grade tab the student cannot be reenrolled in the same section.

## ATTENDANCE

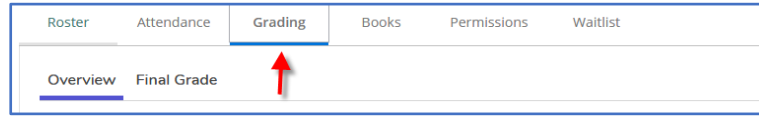
Attendance for positive attendance classes (PANC) must be recorded in the AttendanceWeb system. **Do not use any Self-Service Attendance tabs to record attendance.**

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

<https://attendance.rscdd.edu/ATTENDANCEWEB>

# GRADING

Faculty can post grades for each student individually or for the entire class. Once grades are posted they cannot be edited through self-service. Faculty can continue to post grades throughout the semester for students they have not posted grades for. To post grades Select Grading, then click the Final Grade tab to begin grading.

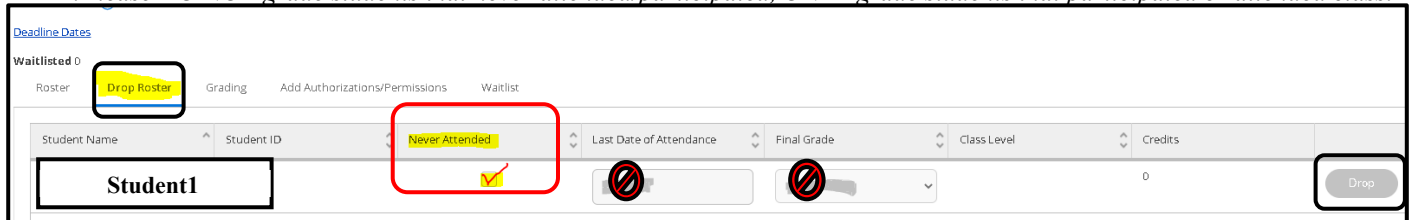


## a) Grading students that Never Attend (Grades are NOT required)

Students that **never attended/participated** (or no-shows) **should NOT be graded**. These students **MUST** be dropped using the Drop Roster as follows:

1. Click the Drop Roster tab
2. Select/click the “Never Attended” check box for the student(s) that never attended. This will disable the Final grade options and enable the Drop button (it will turn blue).
3. Then Click the “Drop” button to drop the student(s).

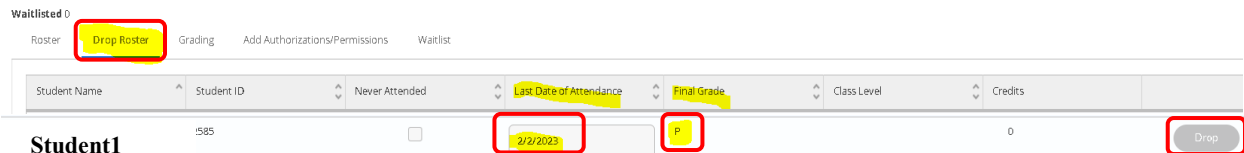
NOTE: Please **DO NOT** grade students that never attended/participated, **ONLY** grade students that participated or attended class.



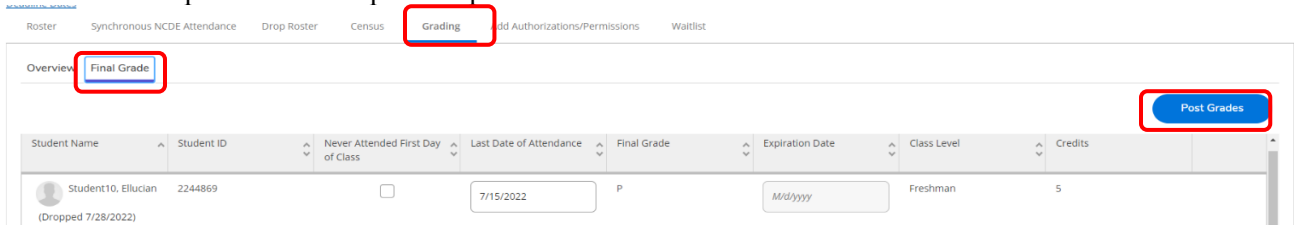
## b) Grading students that stop attending or complete classes during the term.

Students that stop attending or complete the class during the term **MUST be graded** for the period of participation and should **also be dropped**. Instructors must use the Drop Roster to GRADE and DROP at the same time:

1. Click the Drop Roster tab
2. Enter the **Last Date of Attendance** (in the month/day/year format). Positive attendance classes (PANC) will display the last date the instructor recorded attendance in AttendanceWeb in the “last date of attendance” field. For census-based classes (NCDE) the instructor must enter the last date the student attended/participated in class
3. Enter a **Final Grade** and then click “Drop”.

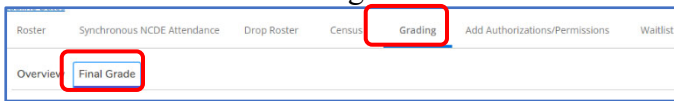


4. Go to the **Final Grade** tab and click the “Post Grades” button to submit the grade you entered on the Drop Roster. Grades can only be “POSTED” using the Final Grade roster and will not appear on student transcripts until this step is completed.

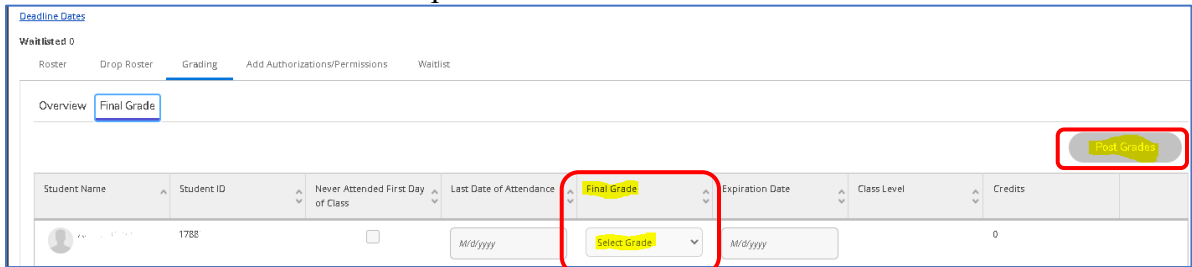


## c) Grading students at the end of the term

5. Use the Final Grade tab to grade students that were active through the end of the term.



6. Select a Final Grade from the drop down



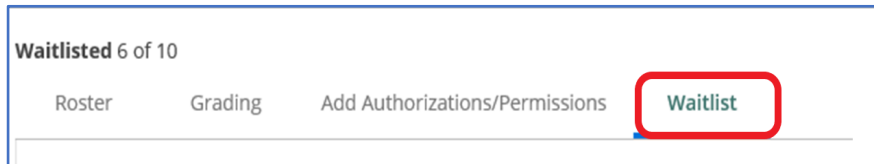
7. Click the “POST GRADES” button to submit the grades. DO NOT change or enter a last date of attendance. A last date of attendance may default automatically on the Final Grade roster if attendance was entered in AttendanceWeb (for PANC classes only). A date is NOT required to grade students at the end of the term.

**IMPORTANT NOTE:** Grades will not appear on student records/transcripts until they are posted by clicking the POST GRADES button on the Final Grade Roster. Once a grade is posted it can only be changed by submitting a Change of Grade card to the Admissions & Records Office.

# WAITLIST

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

## Select Waitlist



## List all active waitlisted students

A screenshot of the "Active Waitlist" table. The table has columns for Student Name, Student ID, Status Date, Class Level, and Preferred Email. The first row shows a student named "Student 1" with ID "1234567", status date "5/27/2020", class level "Sophomore", and preferred email "email@sac.edu".

Student Name	Student ID	Status Date	Class Level	Preferred Email
Student 1	1234567	5/27/2020	Sophomore	email@sac.edu
		5/23/2020		
		5/22/2020	Freshman	
		5/26/2020	Sophomore	
		5/26/2020	Freshman	

There are two options for email students on the waitlist:

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

A screenshot of the "Active Waitlist" table, similar to the previous one, but with two red rounded rectangles highlighting the "Email All" link in the top right corner and the "email@sac.edu" email address in the first row.

Student Name	Student ID	Status Date	Class Level	Preferred Email
Student 1	1234567	5/27/2020	Sophomore	email@sac.edu
		5/23/2020		
		5/22/2020	Freshman	
		5/26/2020	Sophomore	
		5/26/2020	Freshman	
		5/24/2020		