

Continuing Education

Self-Service Faculty User Guide

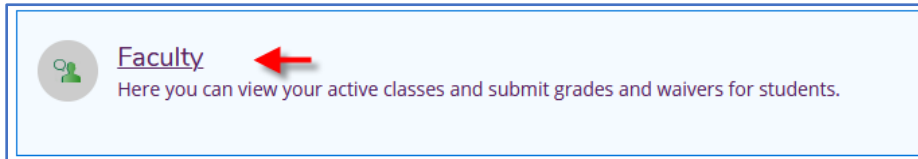
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GETTING STARTED

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

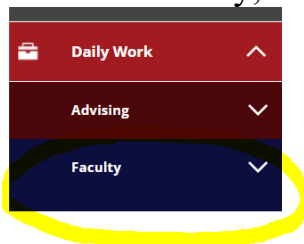
Sign in with your username and password (your single sign-on credentials).

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
ITAL-120-65383: Elementary Italian I ←	M/W 10:15 AM - 12:45 PM 2/10/2020 - 6/7/2020	D - Dunlap Hall, D-103 1 Lecture
ITAL-120-65384: Elementary Italian I	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

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

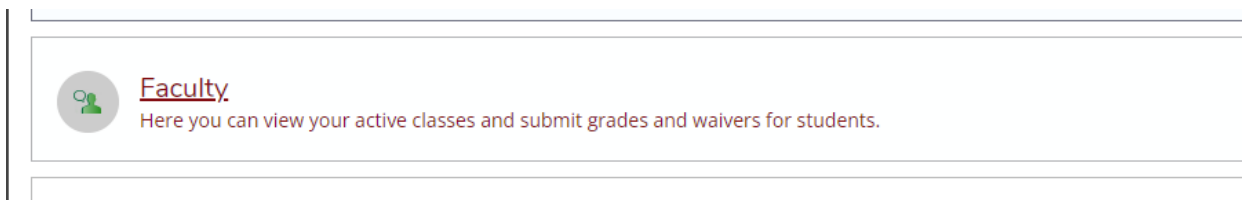
The following image will display:

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 particular grade during a “drop period” if the student is dropped from the class.
- **Last Day to Drop WITH a Grade:** Is the last day Faculty can drop and grade a student simultaneously if they stopped attending/participating.

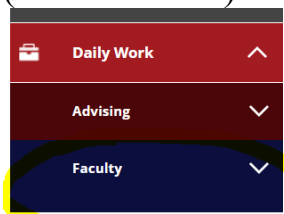
Dropping Students

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

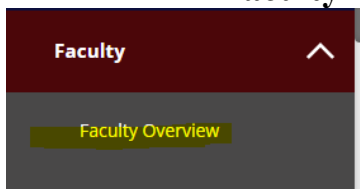


--OR--

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 student(s) to drop:



a. Dropping No-Shows

- Click the Never Attended box (for No Shows)

- If Never Attended is clicked the Final Grade option will be disabled:

Never Attended | Last Date of Attendance | Final Grade

b. Dropping Students that stop attending/participating

- Enter the **Last Date of Attendance** and a Final grade for period student attended/participated (use the date format displayed).
- Entering this information will enable the Drop button (it will turn blue when enabled). Click Drop.

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Class Level	Credits	
Student2, Ellucian	2244861	<input checked="" type="checkbox"/>	M/d/yyyy	Select Grade	Freshman	3	Drop
Student3, Ellucian	2244862	<input type="checkbox"/>	M/d/yyyy	Select Grade	Freshman	3	Drop

IMPORTANT NOTE: Faculty should only Drop & Grade simultaneously using the Drop roster if they are absolutely sure the student is not returning to class for the remainder of the semester. Once grades are posted in a section the student cannot reenroll in the same section. Grades entered through the drop roster must still be POSTED using the Grade - Final Grade tab. (Refer to Grading instructions on page 6 to learn how to post grades). Dropped students will appear on the Grading roster.

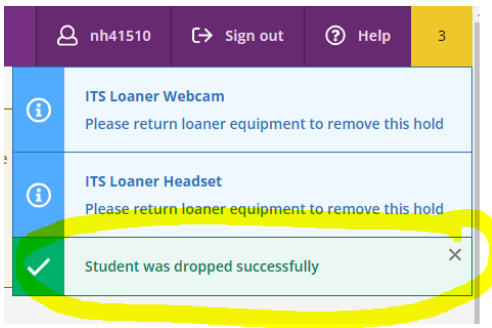
4. Once you have clicked on the Drop button you will see a Drop Student confirmation pop-up. Click **Drop** to drop the student(s):

Drop Student

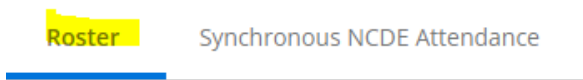
Drop student Student2, Ellucian from the section



Cancel | Drop

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.



Student Name	
	Student10, Ellucian (Dropped 7/28/2022)
	Student7, Ellucian

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.**

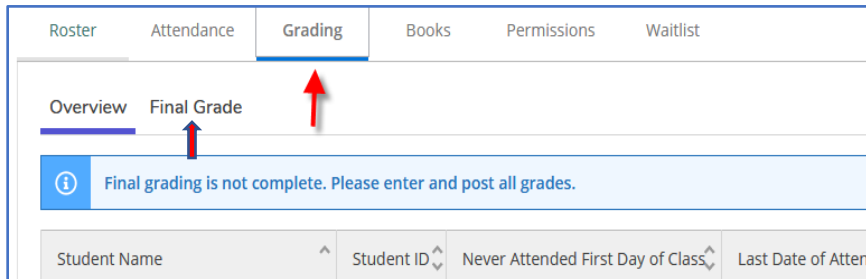
You can access the AttendanceWeb system through the link available in Self-service or by entering the URL below on your browser.

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

GRADING

Faculty can post grades either for each student individually or for the entire class. Grades cannot be edited after they are posted. However, after posting grades, faculty can go back in later to enter additional grades for other students.

Select Grading, then click Final Grade

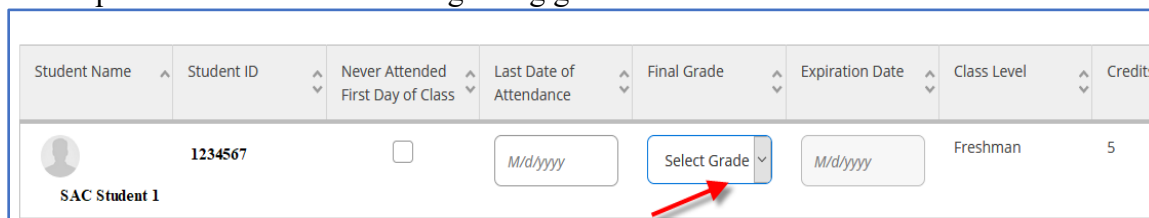


a) Grading No-shows

Grades are not required for no-show students (these are student with zero attendance). No-shows should be dropped using the Drop roster. If the student was dropped through the Drop roster these students will have a “Never Attended” check mark.

b) Grading Active Students when they complete the class

Grade students that attended/participated when they complete the class by selecting a Final Grade from the drop down. Refer to noncredit grading guidelines to determine when/if to issue a student a grade.



c) Grading Dropped Students (students that stop attending)

Faculty cannot grade students using the Final Grade tab if they have already been dropped. The Final Grade field will be disabled and you will see the drop date. To Grade students that have already been dropped use the Drop roster. (See page 5 for instructions to Grade and Drop using the Drop roster).

Roster Synchronous NCDE Attendance Drop Roster Census **Grading** Add Authorizations/Permissions Waitlist

Overview **Final Grade**

Student Name	Student ID	Never Attended First Day of Class	Last Date of Attendance	Final Grade	Ex
Student10, Ellucian (Dropped 7/28/2022)	2244869	<input type="checkbox"/>	7/15/2022	P	
Student7, Ellucian (Dropped 7/28/2022)	2244866	<input type="checkbox"/>	6/30/2022		

Finalizing Grades

After you have graded your students (dropped or active status students) on **Final Grading** tab you will need to click the **Post Grades** to finalize your grades for all students. Once grades have been posted, it cannot be changed. Faculty must submit a Change of Grade card to change any grade that have been posted.

Roster Synchronous NCDE Attendance Drop Roster Census **Grading** Add Authorizations/Permissions Waitlist

Overview **Final Grade** Post Grades

Student Name	Student ID	Never Attended First Day of Class	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
Student10, Ellucian (Dropped 7/28/2022)	2244869	<input type="checkbox"/>	7/15/2022	P	M/d/yyyy	Freshman	5
Student7, Ellucian (Dropped 7/28/2022)	2244866	<input type="checkbox"/>	6/30/2022		M/d/yyyy	Freshman	5
Student8, Ellucian (Dropped 8/4/2022)	2244867	<input type="checkbox"/>	7/15/2022	A	M/d/yyyy	Freshman	5
Student9, Ellucian (Dropped 8/4/2022)	2244868	<input type="checkbox"/>	7/19/2022	F	M/d/yyyy	Freshman	5

Synchronous NCDE Attendance Drop Roster Census **Grading**

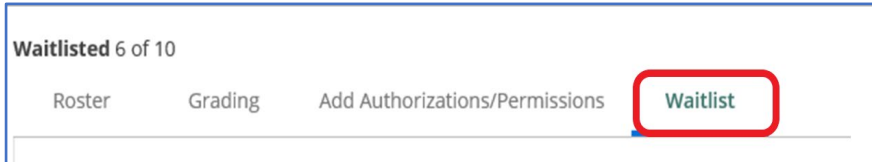
Final Grade

Post Grades

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 Student 1 with ID 1234567, status date 5/27/2020, class level Sophomore, and preferred email email@sac.edu. There are four other rows with different status dates and class levels.

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.

