

Self-Service Rosters for Faculty



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

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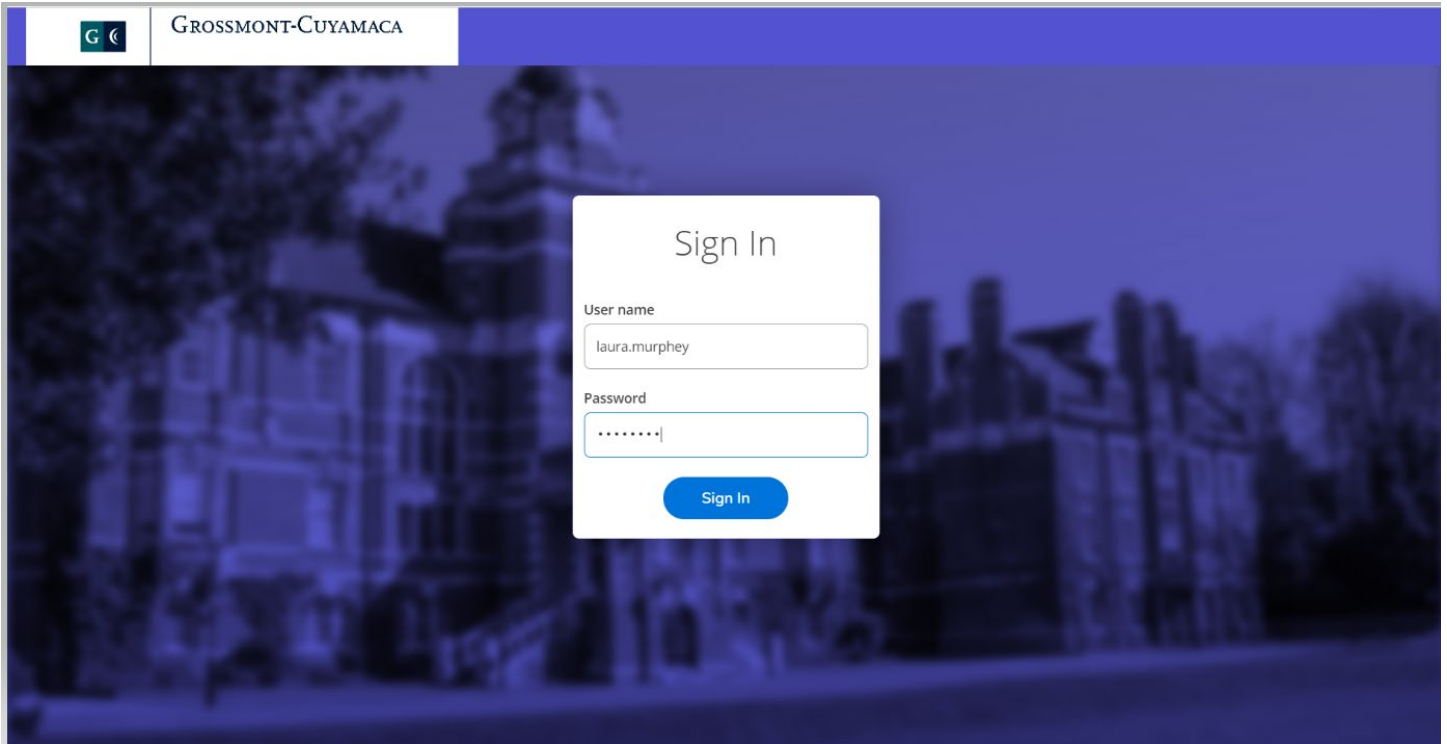
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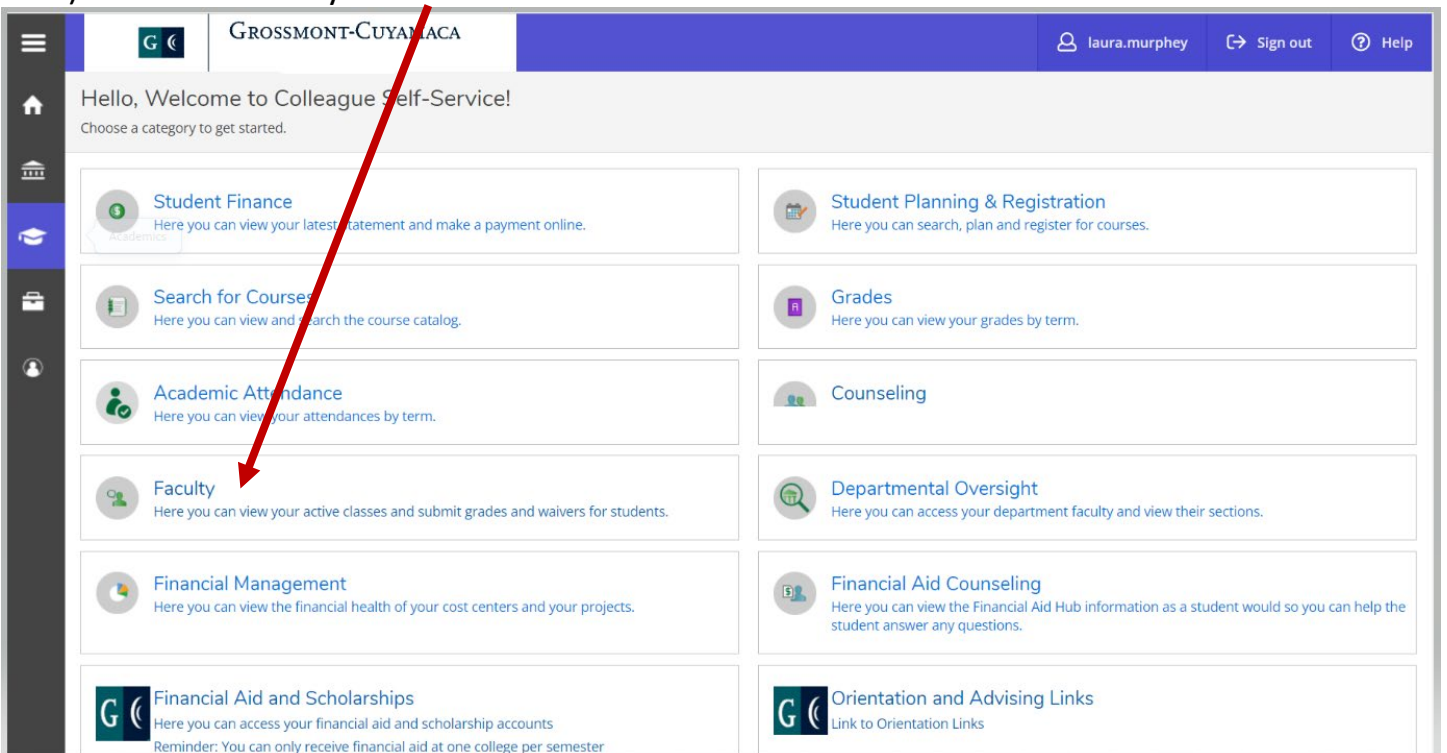
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Roster/Class Contact Roster

1) Log into Self-Service by entering your credentials and click submit



2) Click the Faculty tab



3) This link will take your Self-Service Faculty Overview page where you can view your class schedule.

Manage your courses by selecting a section below

| Section | Times | Locations | Availability | Books | Census Dates |
|---|--|--|------------------|-------|--|
| ANTH-120-6370: Cultural Anthropology | 1/30/2023 - 6/5/2023 | Distance Education/Online, WEB Internet 100% | -1 / 21 / 20 / 1 | | Census 2/13/2023 - Last Drop 4/30/2023 - |
| COMM-120-3764: Interpersonal Communication | T/Th 8:00 AM - 9:15 AM 1/30/2023 - 6/5/2023 | Bldg 24, 263 Lecture | -1 / 21 / 20 / 2 | | Census 2/13/2023 - Last Drop 4/30/2023 - |
| HIST-103-7098: Twentieth Century World Hist | M/W 9:00 AM - 10:15 AM 1/30/2023 - 6/5/2023 | Bldg 51, 573 Lecture | -3 / 23 / 20 / 1 | | Census 2/13/2023 - Last Drop 4/30/2023 - |
| HUM-120-1872: European Humanities | 1/30/2023 - 6/5/2023 | Distance Education/Online, WEB Internet 100% | -1 / 21 / 20 / 2 | | Census 2/13/2023 - Last Drop 4/30/2022 |
| SPAN-120-3867: Spanish I | M/W 8:00 AM - 9:20 AM 1/30/2023 - 6/5/2023 | Bldg 53, 555B Lecture | -2 / 22 / 20 / 2 | | Census 2/13/2023 - Last Drop 4/30/2023 - |
| ASL-121-0308: American Sign Language II | T/W/Th - 2/7/2023 - 6/1/2023 | Public Charter High School, HCHS Lecture | -21 / 21 / 0 / 2 | | Census 2/13/2023 - Last Drop 4/30/2023 - |

4) Click on the link for the section you would like to access.

5) This will take you to your section screen, the "Roster" tab.

6) You may email the entire class by clicking the "Email All" button. This will place all of the student emails in the BCC line for security.

You must have Outlook set up on your computer to use the email all function.

Section Details

< Back to Courses

ANTH-120-6370: Cultural Anthropology

Spring 2023
Grossmont College

1/30/2023 - 6/5/2023
Distance Education/Online, WEB Internet 100%

Seats Available -1 / 21 / 20 / 1

Deadline Dates

Waitlisted 1

Roster Attendance Drop Roster Census Grading Permissions Waitlist

Print Email All Export

| Student Name | Student ID | Class Level | Preferred Email |
|-----------------------|------------|-------------|--|
| Abdullah A. Aldulaimi | | | abdullahdlymy@gmail.com |
| Rami Alzuhairi | | | rami04a@gmail.com |

7) You may also email just one student by clicking the email on the right side of the student.

- 8) You may also print or export this roster. By clicking the “Print” or “Export” buttons.
- Many of you prefer to use the attendance roster template that was sent to you through WebAdvisor. We have created a template that you may use with the .csv export. Instructions below on how to merge the template and the .csv file.

The screenshot shows the WebAdvisor interface for Grossmont-Cuyamaca. The page title is 'Section Details' for 'ANTH-120-6370: Cultural Anthropology'. The course is for Spring 2023 at Grossmont College, running from 1/30/2023 to 6/5/2023. There are 1 seat available out of 20. The 'Roster' tab is active, showing a list of students with columns for Student Name, Student ID, Class Level, and Preferred Email. A red box highlights the 'Print', 'Email All', and 'Export' buttons in the top right corner of the roster area.

9) Below is the format of the export csv feature.

| Student Name | Student ID | Class Level | Preferred Email |
|----------------|------------|-------------|-------------------------|
| Fake, Caryn | 816379 | | laura.murphey@gcccd.edu |
| Fake, David L. | 865698 | | laura.murphey@gcccd.edu |
| Fake, Delila | 858950 | | laura.murphey@gcccd.edu |
| Fake, Destiny | 822723 | | laura.murphey@gcccd.edu |
| Fake, Evon | 828196 | | |
| Fake, Spicy | 885782 | | laura.murphey@gcccd.edu |

10) With the .csv file highlight the student name/student ID and right click on your mouse to copy

| | A | B | C | D | E | F | G |
|---|----------------------------------|------------|-------------|-----------|-------------------------|---|---|
| 1 | Student Name | Student ID | Class Level | Pass/Audi | Preferred Email | | |
| 2 | Fake, Caryn | 816379 | | | laura.murphey@gcccd.edu | | |
| 3 | Fake, David L. | 865698 | | | laura.murphey@gcccd.edu | | |
| 4 | Fake, Delila (Dropped 3/10/2022) | 858950 | | | laura.murphey@gcccd.edu | | |
| 5 | Fake, Destiny | 822723 | | | laura.murphey@gcccd.edu | | |
| 6 | Fake, Evon (Dropped 3/4/2022) | 828196 | | | | | |
| 7 | Fake, Spicy | 885782 | | | laura.murphey@gcccd.edu | | |

11) Open the roster template {insert links for both colleges} – below is a copy

Course: _____ Section Number: _____

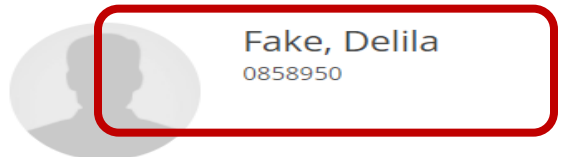
| T | W | T | F | S | M | T | W | T | F | S | M | T | W | T | F | S | M | T | W | T | F | S | Student Name | ID Number | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|--------------|-----------|--|---|
| | | | | | | | | | | | | | | | | | | | | | | | | | | 1 |
| | | | | | | | | | | | | | | | | | | | | | | | | | | 2 |
| | | | | | | | | | | | | | | | | | | | | | | | | | | 3 |
| | | | | | | | | | | | | | | | | | | | | | | | | | | 4 |
| | | | | | | | | | | | | | | | | | | | | | | | | | | 5 |
| | | | | | | | | | | | | | | | | | | | | | | | | | | 6 |
| | | | | | | | | | | | | | | | | | | | | | | | | | | 7 |
| | | | | | | | | | | | | | | | | | | | | | | | | | | 8 |
| | | | | | | | | | | | | | | | | | | | | | | | | | | 9 |

- 12) Click on the square for the student name on the first line.
- 13) Right-click to paste the student name and ID to the roster template.

Course: _____ Section Number: _____

| T | W | T | F | S | M | T | W | T | F | S | M | T | W | T | F | S | M | T | W | T | F | S | Student Name | ID Number | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|--------------|----------------------------------|--------|---|
| | | | | | | | | | | | | | | | | | | | | | | | | Fake, Caryn | 816379 | 1 |
| | | | | | | | | | | | | | | | | | | | | | | | | Fake, David L. | 865698 | 2 |
| | | | | | | | | | | | | | | | | | | | | | | | | Fake, Delila (Dropped 3/10/2022) | 858950 | 3 |
| | | | | | | | | | | | | | | | | | | | | | | | | Fake, Destiny | 822723 | 4 |
| | | | | | | | | | | | | | | | | | | | | | | | | Fake, Evon (Dropped 3/4/2022) | 828196 | 5 |
| | | | | | | | | | | | | | | | | | | | | | | | | Fake, Spicy | 885782 | 6 |

14) You may also view the student’s phone number, email and major by hovering over the student’s name.



Fake, Delila
0858950

CSIS - Cybersecurity & Networking

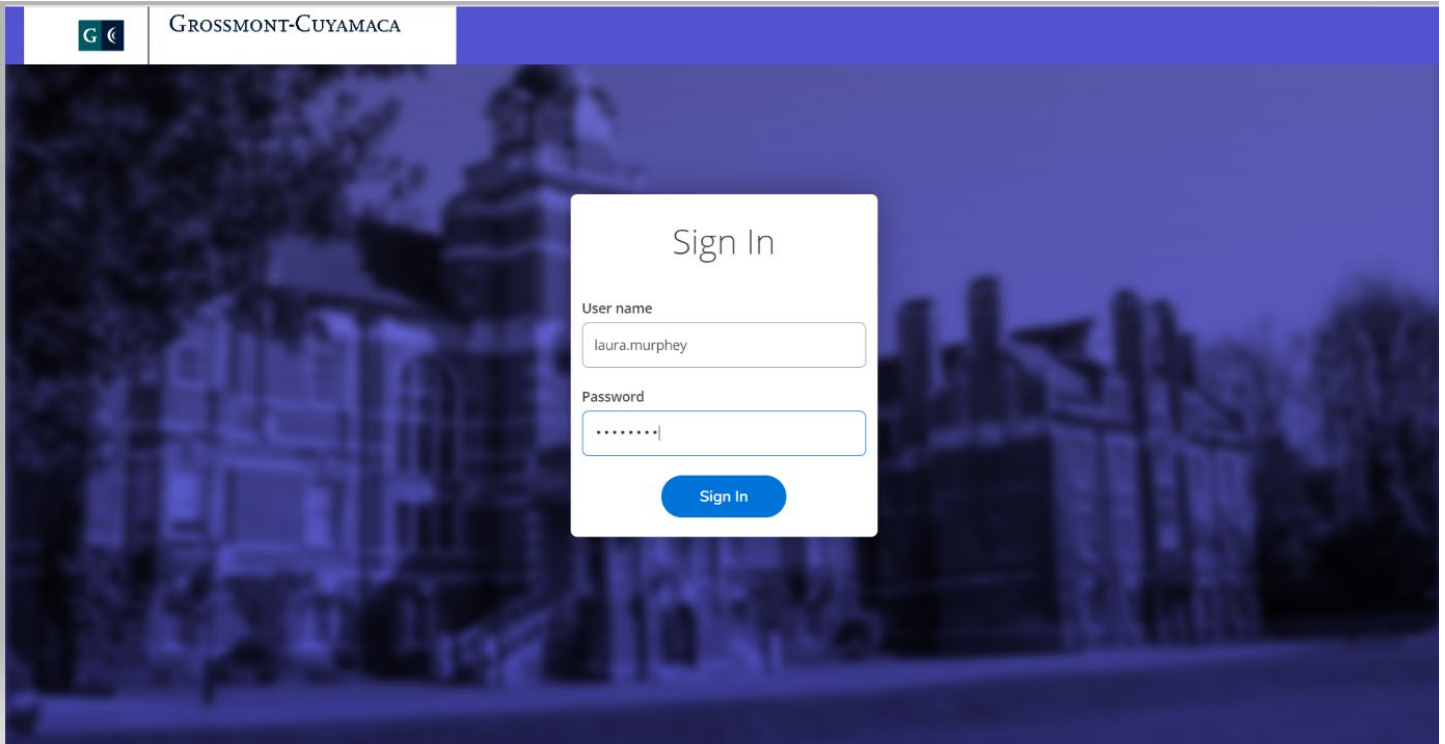
laura.murphey@gcccd.edu (Primary)

619-644-7712 (Home)

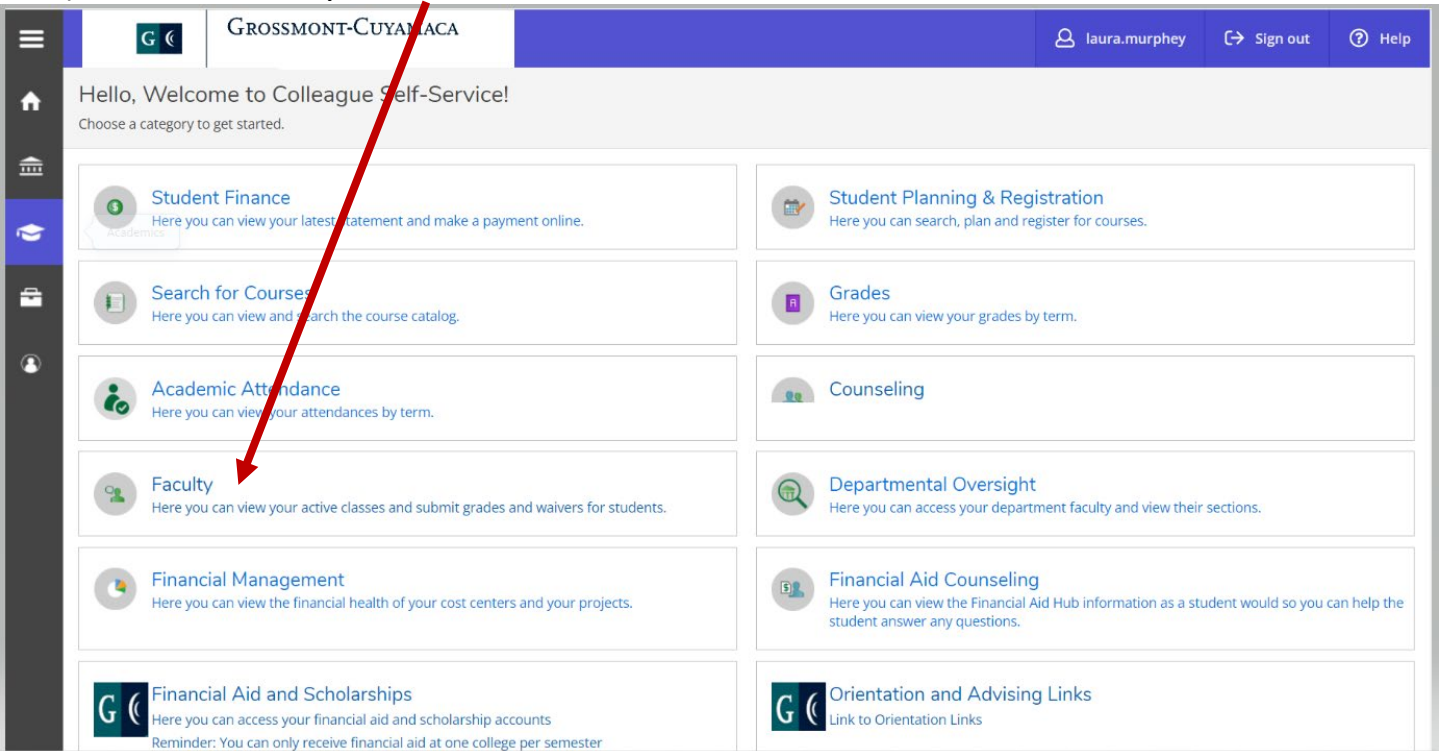
[View Full Profile](#)

Attendance Rosters

1) Log into Self-Service by entering your credentials and click submit



2) Click the Faculty tab



3) This link will take your Self-Service Faculty Overview page where you can view your class schedule.

Manage your courses by selecting a section below

| Section | Times | Locations | Availability | Books | Census Dates |
|---|--|---|------------------|-------|---|
| ANTH-120-6370: Cultural Anthropology | 1/30/2023 - 6/5/2023 | Distance Education/Online, WEB Internet 100% | -1 / 21 / 20 / 1 | | Census 2/13/2023 - Last Drop 4/30/2023 - |
| COMM-120-3764: Interpersonal Communication | T/Th 8:00 AM - 9:15 AM 1/30/2023 - 6/5/2023 | Bldg 24, 263 Lecture | -1 / 21 / 20 / 2 | | Census 2/13/2023 - Last Drop 4/30/2023 - |
| HIST-103-7098: Twentieth Century World Hist | M/W 9:00 AM - 10:15 AM 1/30/2023 - 6/5/2023 | Bldg 51, 573 Lecture | -3 / 23 / 20 / 1 | | Census 2/13/2023 - Last Drop 4/30/2023 - |
| HUM-120-1872: European Humanities | 1/30/2023 - 6/5/2023 | Distance Education/Online, WEB Internet 100% | -1 / 21 / 20 / 2 | | Census 2/13/2023 - Last Drop 4/30/2022 |
| SPAN-120-3867: Spanish I | M/W 8:00 AM - 9:20 AM 1/30/2023 - 6/5/2023 | Bldg 53, 555B Lecture | -2 / 22 / 20 / 2 | | Census 2/13/2023 - Last Drop 4/30/2023 - |
| ASL-121-0308: American Sign Language II | T/W/Th - 2/7/2023 - 6/1/2023 | Public Charter High School, HCHS Lecture | -21 / 21 / 0 / 2 | | Census 2/13/2023 - Last Drop 4/30/2023 - |

4) Click on the link for the section you would like to access.

5) Click the "Attendance tab"

Section Details
[< Back to Courses](#)

BUS-110-0103: Introduction to Business

Spring 2022
Grossmont College

M/T/W 11:00 AM - 12:00 PM
1/31/2022 - 6/6/2022
Bldg 30, 222 Lecture

Seats Available 0 of 1

[Deadline Dates](#)

Waitlisted 4

Roster **Attendance** Census Grading Permissions Waitlist

6) Your attendance roster will appear and you have several options to mark the students:

- Present
- Absent, no excuse
- Absent excused
- Late

AOJ-110-6719: Intro to Admin of Justice

Spring 2022
Grossmont College

T/Th -
1/4/2022 - 1/28/2022
Bldg 19, 100 Lecture

Seats Available 50 of 50

[Deadline Dates](#)

Roster **Attendance** Drop Roster Census Grading Permissions Waitlist

Update All Select Date 1/27/2022 (Thursday) [Export](#)

| Student | Time not specified | Last Attendance Recorded | P | A | E | L |
|--|--------------------|--------------------------|---|---|---|---|
| Lane, Eric (Dropped 3/7/2022) | Absent, no excuse | 1/27/2022 | 1 | 1 | 0 | 1 |
| Murphey, Laura L. (Dropped 2/23/2022) | Present | 1/27/2022 | 2 | 1 | 0 | 1 |

7) If you forget to take attendance on a particular date you may click the drop down menu to select a previous date.

AOJ-110-6719: Intro to Admin of Justice

Spring 2022
Grossmont College

T/Th -
1/4/2022 - 1/28/2022
Bldg 19, 100 Lecture

Seats Available 50 of 50

[Deadline Dates](#)

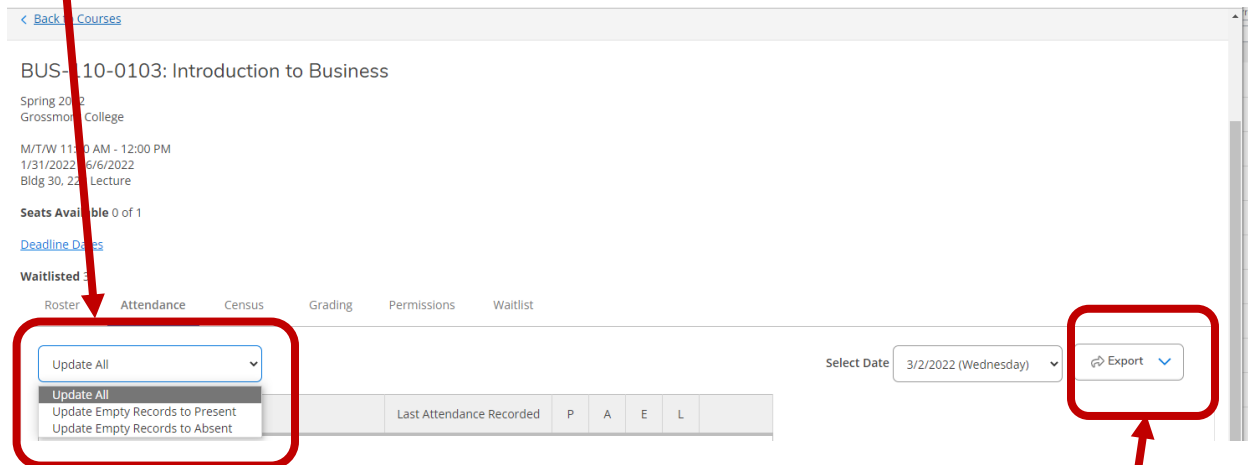
Roster **Attendance** Drop Roster Census Grading Permissions Waitlist

Update All Select Date 1/27/2022 (Thursday) [Export](#)

| Student | Time not specified | Last Attendance Recorded | P | A | E | L |
|--|--------------------|--------------------------|---|---|---|---|
| Lane, Eric (Dropped 3/7/2022) | Absent, no excuse | 1/27/2022 | 1 | 1 | 0 | 1 |
| Murphey, Laura L. (Dropped 2/23/2022) | Present | 1/27/2022 | 2 | 1 | 0 | 1 |

****Notice: If the student has dropped the section this screen will also show the date that the student dropped****

****Note: You may mark all the students who are absent or late and then use the “Update empty records to present” option to update the rest of the class.****



8) After attendance is taken for a given day you may export the roster using the export button. This will open in excel. Below is a sample of the recorded attendance roster.

****Note: The drop date of a student will also appear on the exported .csv file.**

BUS-110-0103:
Introduction to Business
Spring 2022
CSV Generated:
03/10/2022 3:54 PM

| Student ID | Student Name | 3/9/2022 (11:00 AM) | 3/2/2022 (11:00 AM) |
|------------|----------------------------------|---------------------|---------------------|
| 0885782 | Fake, Spicy | P | P |
| 0816379 | Fake, Caryn | A | P |
| 0865698 | Fake, David L. | A | P |
| 0822723 | Fake, Destiny | P | P |
| 0858950 | Fake, Delila (Dropped 3/10/2022) | P | P |
| 0828196 | Fake, Evon (Dropped 3/4/2022) | P | P |

The codes that appear on the roster for each meeting day are:

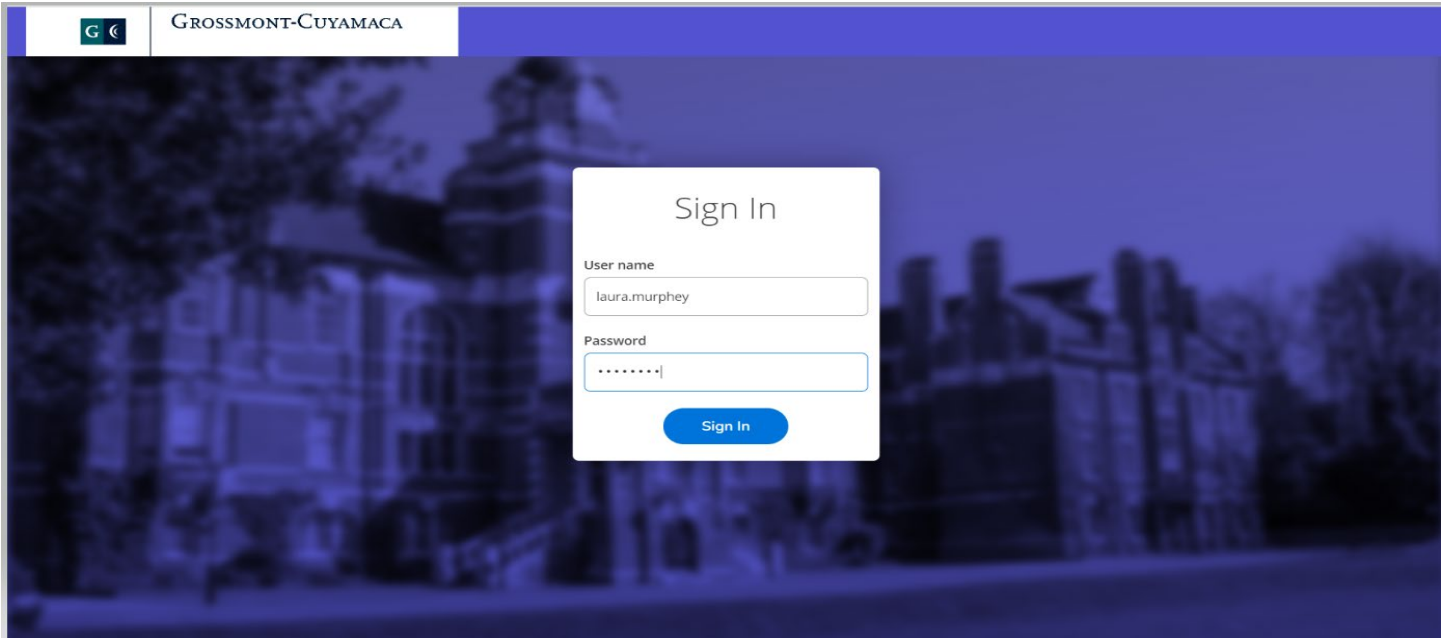
- Present
- Absent, no excuse
- Absent excused
- Late

Positive Attendance Roster

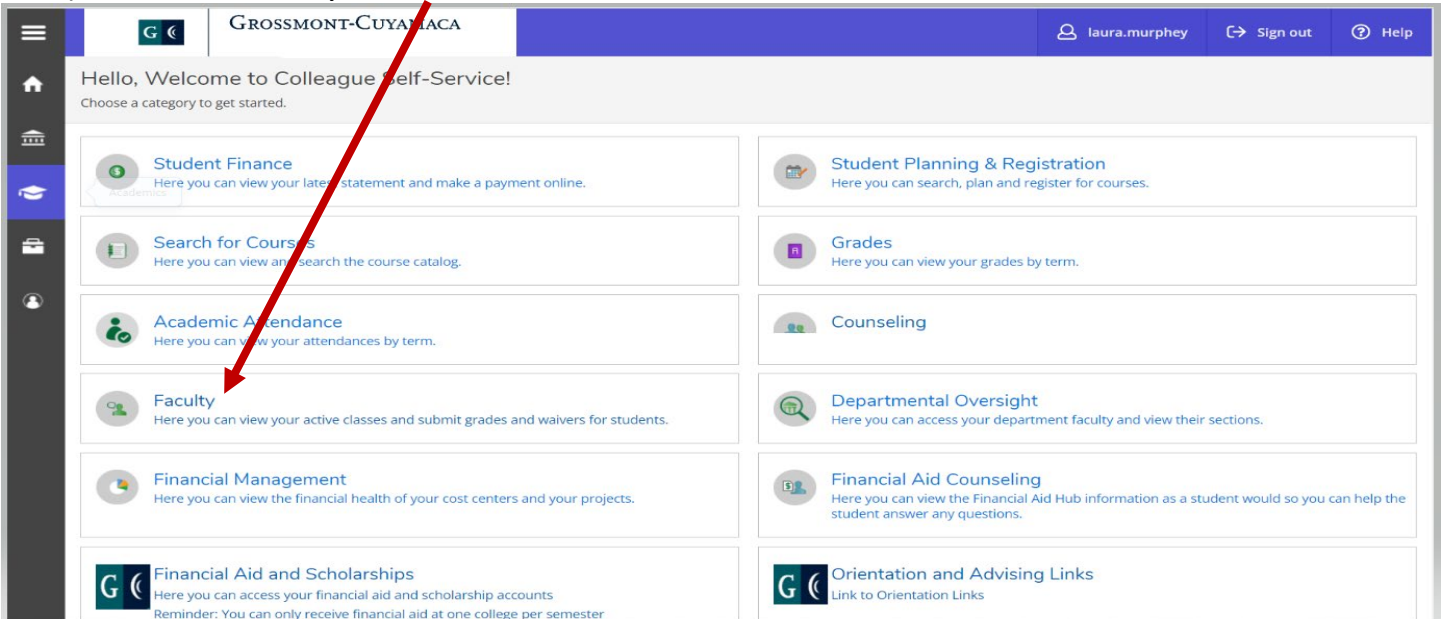
There are 2 different types of positive attendance rosters depending on how your course is coded.

- Section meeting positive attendance = Positive attendance course with scheduled meeting days/times
- Non-scheduled positive attendance = Positive attendance course with no meeting times.

1) Log into Self-Service by entering your credentials and click submit



2) Click the Faculty tab



3) This link will take your Self-Service Faculty Overview page where you can view your class schedule.

Manage your courses by selecting a section below

| Section | Times | Locations | Availability | Books | Census Dates |
|---|--|---|------------------|-------|---|
| ANTH-120-6370: Cultural Anthropology | 1/30/2023 - 6/5/2023 | Distance Education/Online, WEB Internet 100% | -1 / 21 / 20 / 1 | | Census 2/13/2023 - Last Drop 4/30/2023 - |
| COMM-120-3764: Interpersonal Communication | T/Th 8:00 AM - 9:15 AM 1/30/2023 - 6/5/2023 | Bldg 24, 263 Lecture | -1 / 21 / 20 / 2 | | Census 2/13/2023 - Last Drop 4/30/2023 - |
| HIST-103-7098: Twentieth Century World Hist | M/W 9:00 AM - 10:15 AM 1/30/2023 - 6/5/2023 | Bldg 51, 573 Lecture | -3 / 23 / 20 / 1 | | Census 2/13/2023 - Last Drop 4/30/2023 - |
| HUM-120-1872: European Humanities | 1/30/2023 - 6/5/2023 | Distance Education/Online, WEB Internet 100% | -1 / 21 / 20 / 2 | | Census 2/13/2023 - Last Drop 4/30/2022 |
| SPAN-120-3867: Spanish I | M/W 8:00 AM - 9:20 AM 1/30/2023 - 6/5/2023 | Bldg 53, 555B Lecture | -2 / 22 / 20 / 2 | | Census 2/13/2023 - Last Drop 4/30/2023 - |
| ASL-121-0308: American Sign Language II | T/W/Th - 2/7/2023 - 6/1/2023 | Public Charter High School, HCHS Lecture | -21 / 21 / 0 / 2 | | Census 2/13/2023 - Last Drop 4/30/2023 - |

4) Click on the link for the section you would like to access.

5) Click the "Attendance tab"

6) If your class is a Positive attendance course with scheduled meeting days/times your roster will appear as follows. Please enter the number of hours attended for each student in each of the time slots. You may also update the entire class by entering the hours and minutes in the following format hh:mm and press the update all button. This will update the entire class.

MUS-038-3574: Chorale for Adult Learner

Fall 2022
Grossmont College

T 7:00 PM - 9:15 PM
9/14/2022 - 12/17/2022
Bldg 26, 225 Lecture

T 9:15 AM - 9:50 AM
9/14/2022 - 12/17/2022
Bldg 26, 225 Laboratory/Studio/Activity

TBD
9/14/2022 - 12/17/2022
TBD

Seats Available 19 / 21 / 40 / 0

Deadline Dates

Waitlisted 0 of 25

Roster Attendance Drop Roster Census Grading Permissions Waitlist

hh:mm Update All

12/6/2022 (Tuesday) Export

| Student | Overall Hours | Hours to (12/6/2022) | 9:15 AM | 7:00 PM |
|-------------------|---------------|----------------------|---------|---------|
| Patricia A. Alley | 53:00 | 53:00 | hh:mm | hh:mm |
| Brenna E. Brean | 48:00 | 48:00 | hh:mm | hh:mm |

7) If your section is Positive attendance section with no scheduled meeting days/times then you will see the following.

COUN-095-0373: Academic/Financial Aid Plan
 Fall 2022
 Grossmont College
 9/14/2022 - 12/14/2022
 Distance Education/Online. WEB Internet 100%

Seats Available 46 / 2 / 48 / 0

Deadline Dates

Waitlisted 0 of 25

Roster Attendance Drop Roster Census Grading Permissions Waitlist

Student Name or ID 12/6/2022

| Student | Overall Hours | Hours to (12/6/2022) | | Date |
|------------------------|---------------|----------------------|-------------------------------------|-----------|
| Darrell J. Gillespie | 731:00 | 731:00 | <input type="text" value="hhh:mm"/> | 12/6/2022 |
| Zachary M. Hildebrecht | 55:00 | 55:00 | <input type="text" value="hhh:mm"/> | 12/6/2022 |

8) Please enter the total number of hours:minutes the student attended your section. You may also update the entire class by enter the number of hours:minutes and press the update all button.

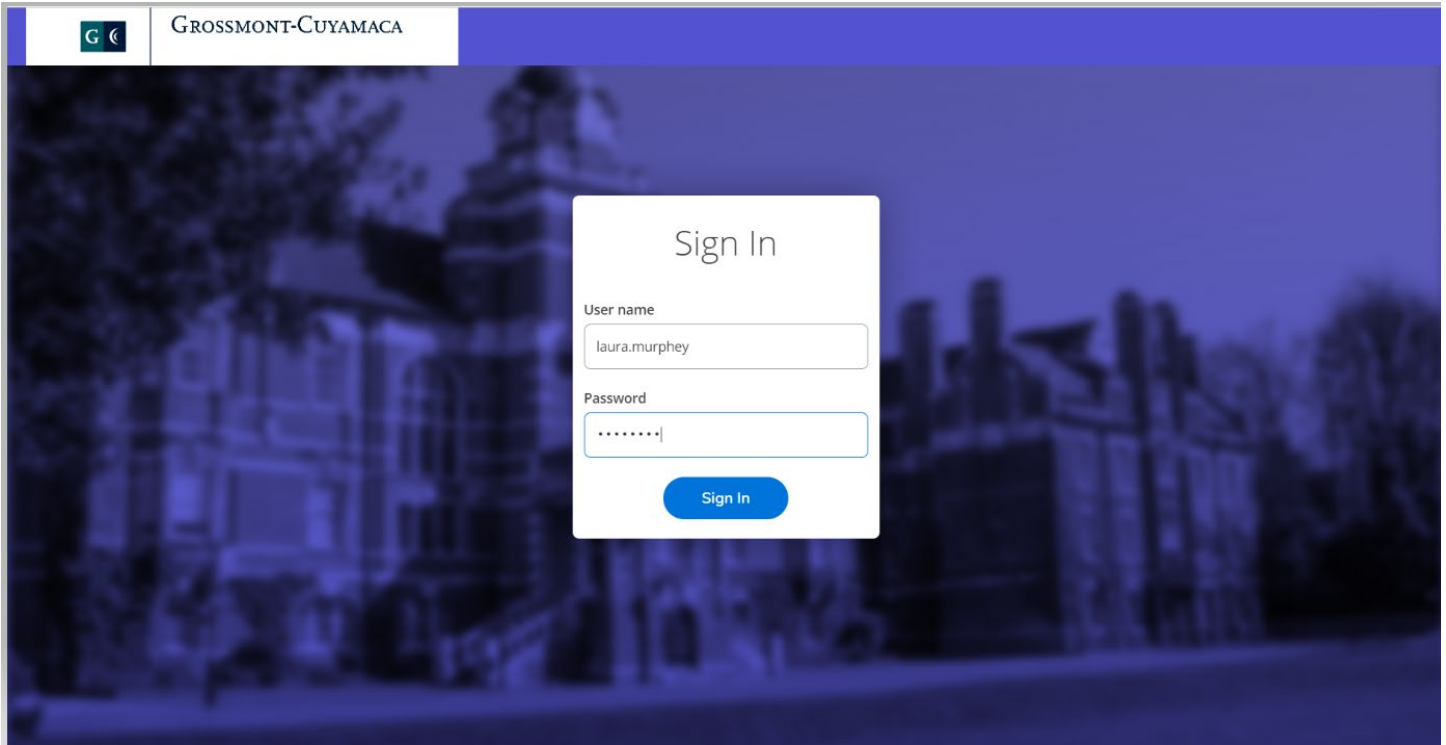
9) Whichever roster you have you may export the roster as a .csv. It will display the dates you entered hours for each student. Below is an example:

| | A | B | C | D | E | F | G | H | I | J | K |
|---|--|------------------------|-----------|-----------|------------|------------|-----------|-----------|-----------|---|---|
| 1 | COUN-095-0373: Academic/Financial Aid Plan | | | | | | | | | | |
| 2 | Fall 2022 | | | | | | | | | | |
| 3 | CSV Generated: 12/06/2022 1:05 PM | | | | | | | | | | |
| 4 | | | | | | | | | | | |
| 5 | Student ID | Student Name | 12/6/2022 | 12/2/2022 | 11/29/2022 | 11/27/2022 | 9/28/2022 | 9/22/2022 | 9/19/2022 | | |
| 6 | | Darrell J. Gillespie | 9:00 | 400:00:00 | | | 305:00:00 | 4:00 | 22:00 | | |
| 7 | | Zachary M. Hildebrecht | 9:00 | | 10:00 | 15:00 | 2:00 | 4:00 | 24:00:00 | | |

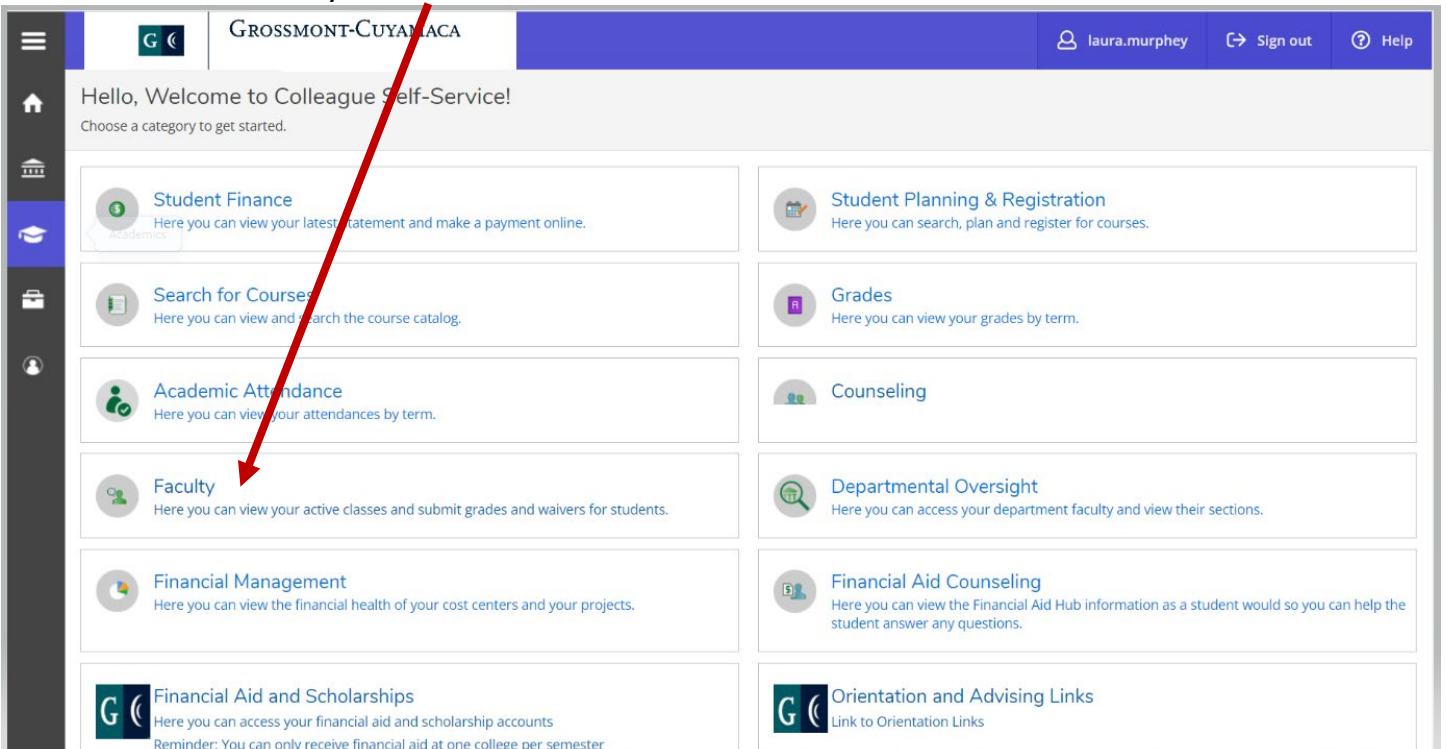
Instructor Drop Roster

*** All drops will be processed by this roster. The census roster will only be used to certify enrollment as of census***

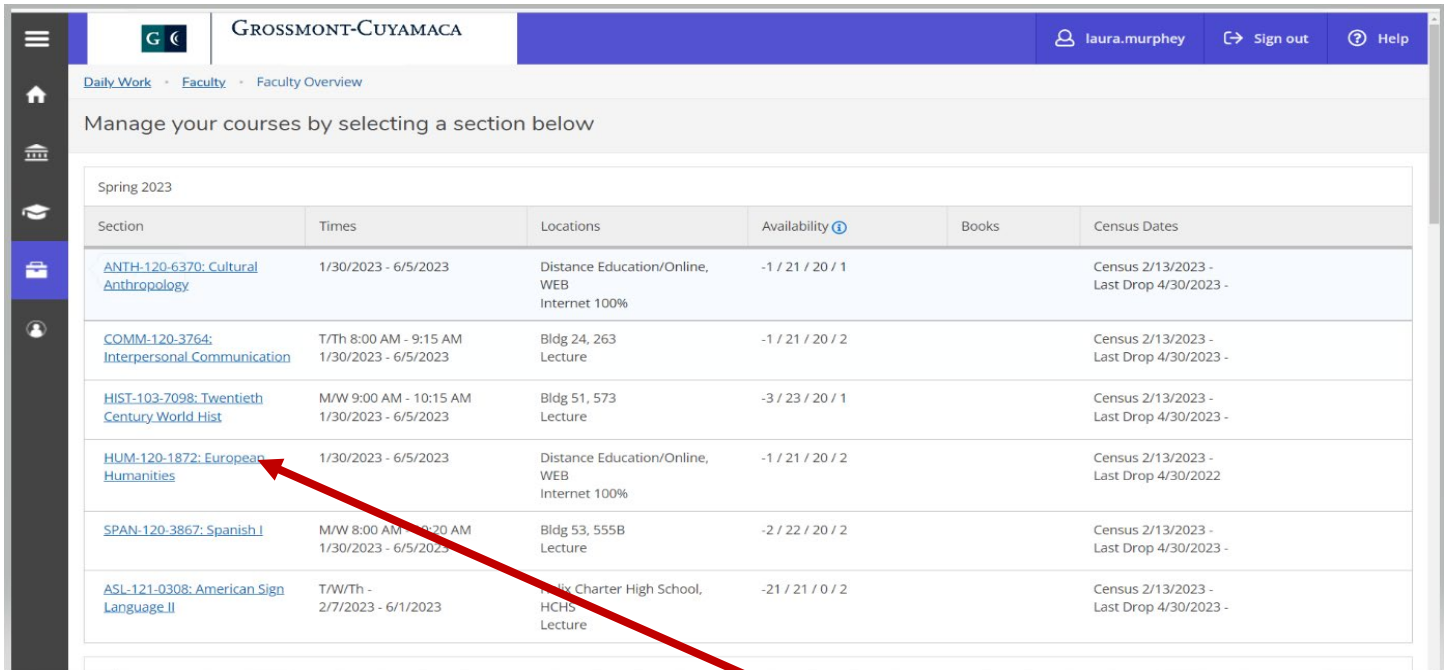
1. Log into Self-Service by entering your credentials and click submit



2. Click the Faculty tab



- This link will take your Self-Service Faculty Overview page where you can view your class schedule.



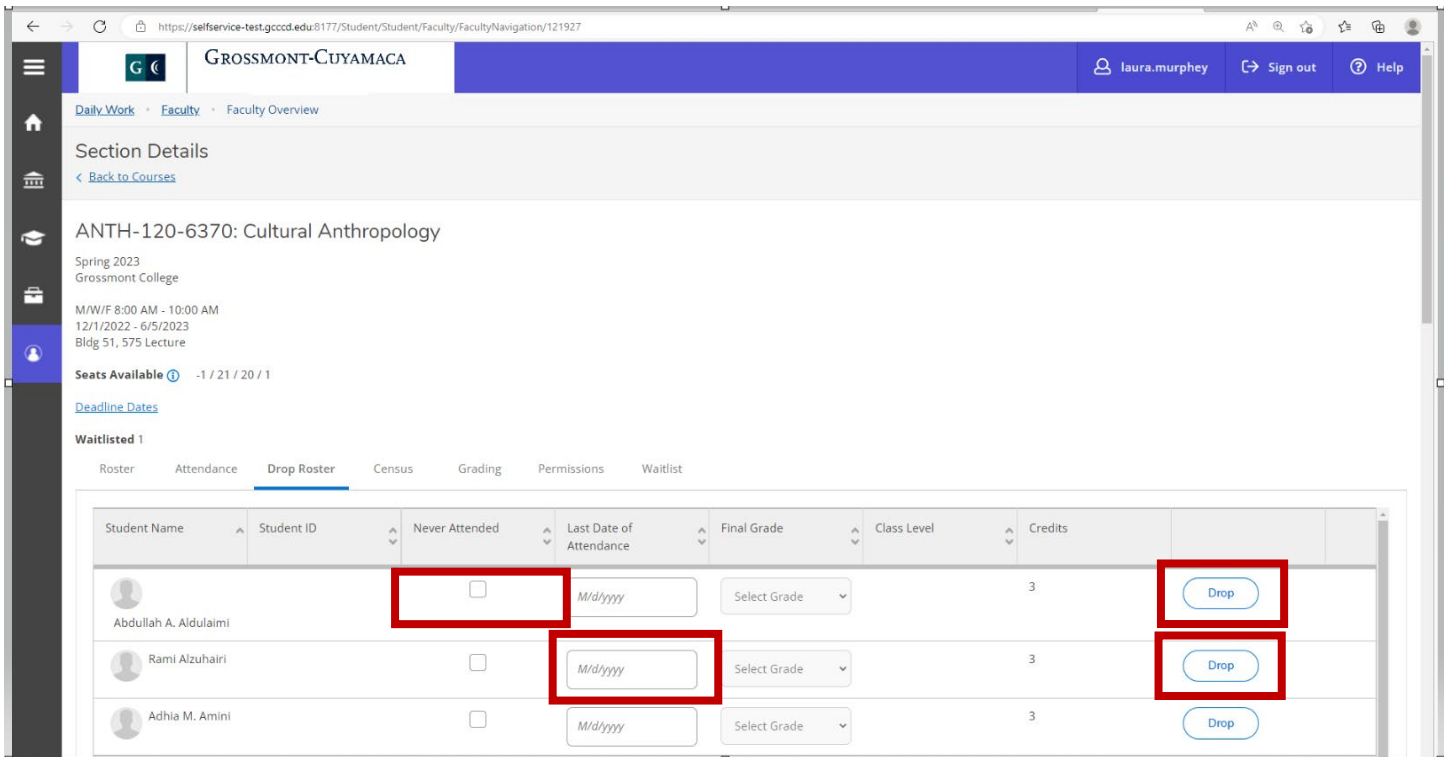
The screenshot shows the 'Faculty Overview' page for Spring 2023. The page header includes the Grossmont-Cuyamaca logo and the user's name 'laura.murphey' with 'Sign out' and 'Help' options. The main heading is 'Manage your courses by selecting a section below'. Below this is a table of course sections. A red arrow points to the 'HUM-120-1872: European Humanities' section.

| Section | Times | Locations | Availability | Books | Census Dates |
|---|--|---|------------------|-------|---|
| ANTH-120-6370: Cultural Anthropology | 1/30/2023 - 6/5/2023 | Distance Education/Online, WEB Internet 100% | -1 / 21 / 20 / 1 | | Census 2/13/2023 - Last Drop 4/30/2023 - |
| COMM-120-3764: Interpersonal Communication | T/Th 8:00 AM - 9:15 AM 1/30/2023 - 6/5/2023 | Bldg 24, 263 Lecture | -1 / 21 / 20 / 2 | | Census 2/13/2023 - Last Drop 4/30/2023 - |
| HIST-103-7098: Twentieth Century World Hist | M/W 9:00 AM - 10:15 AM 1/30/2023 - 6/5/2023 | Bldg 51, 573 Lecture | -3 / 23 / 20 / 1 | | Census 2/13/2023 - Last Drop 4/30/2023 - |
| HUM-120-1872: European Humanities | 1/30/2023 - 6/5/2023 | Distance Education/Online, WEB Internet 100% | -1 / 21 / 20 / 2 | | Census 2/13/2023 - Last Drop 4/30/2022 |
| SPAN-120-3867: Spanish I | M/W 8:00 AM - 9:20 AM 1/30/2023 - 6/5/2023 | Bldg 53, 555B Lecture | -2 / 22 / 20 / 2 | | Census 2/13/2023 - Last Drop 4/30/2023 - |
| ASL-121-0308: American Sign Language II | T/W/Th - 2/7/2023 - 6/1/2023 | Public Charter High School, HCHS Lecture | -21 / 21 / 0 / 2 | | Census 2/13/2023 - Last Drop 4/30/2023 - |

- Click on the link for the section you would like to submit drops for.
- Click the drop roster tab

6. This will allow you to drop students from your section
 - a. Check the never attended box – if the student never attended the class and click the drop button to drop the student
 - b. If the student stopped attending at a certain point in the class you may enter the date of last attendance in the following format mm/dd/yyyy. Click the drop button to drop the student using the last date of attendance

*** If the drop date to not receive a “W” has passed you will be prompted to enter a grade. Please chose any grade, the system will know the student is dropped and change the grade to a “W” overnight. ***

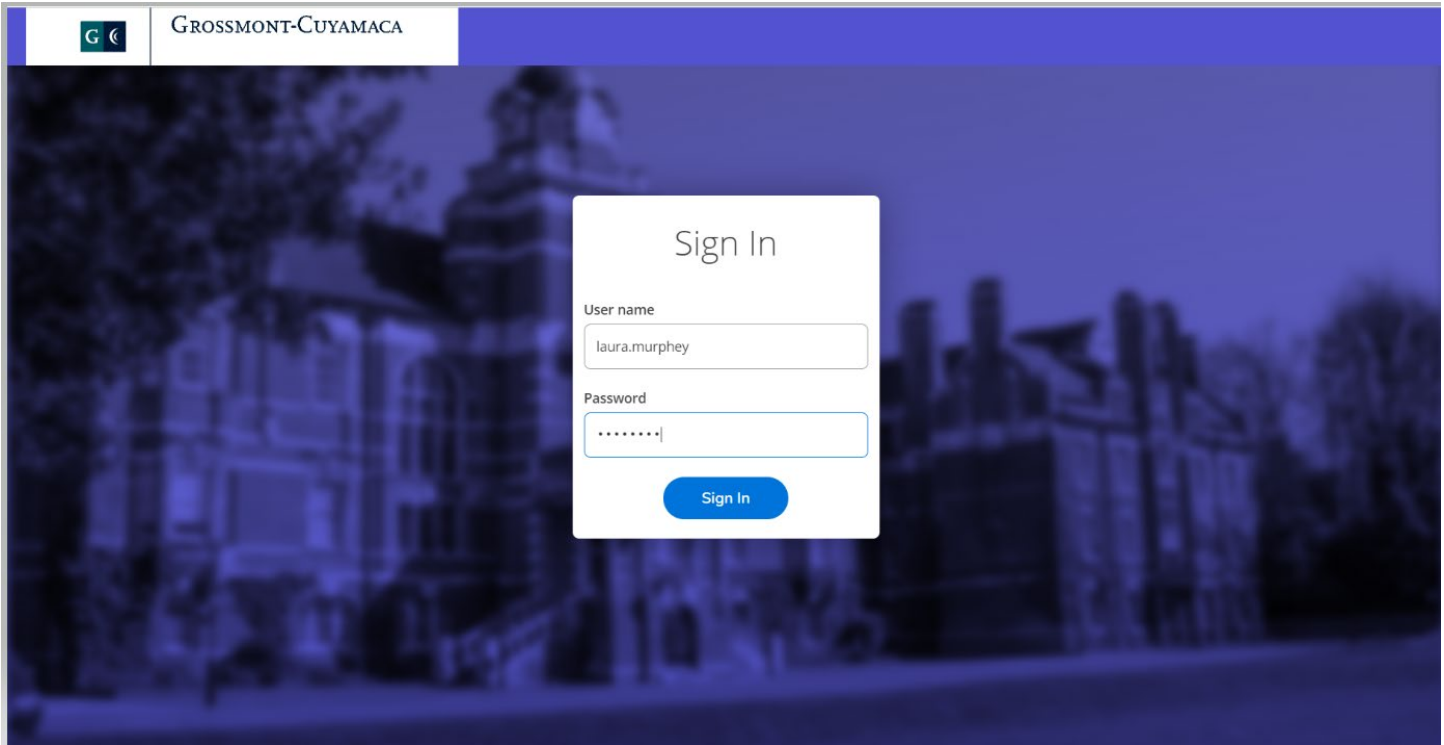


7. You may use this drop roster until the last day to drop your students.

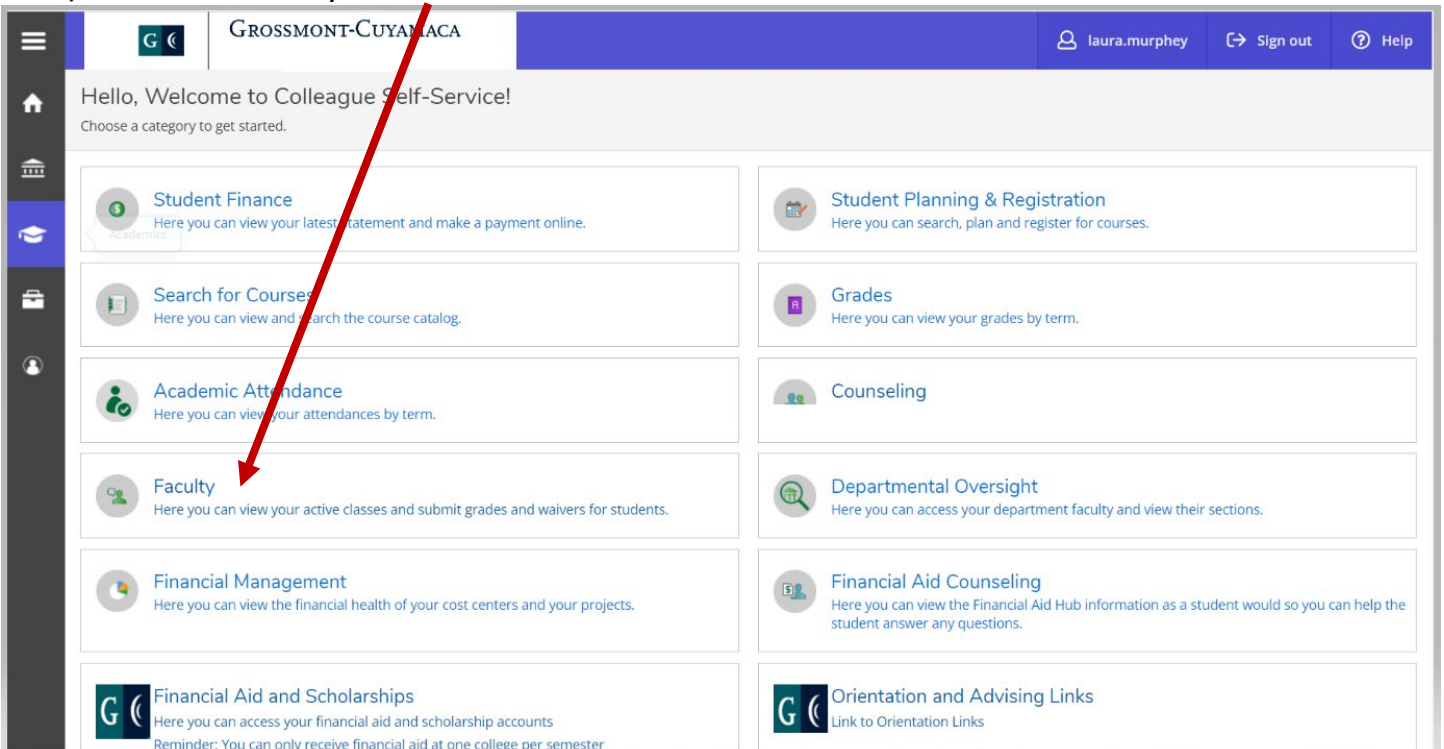
Census Roster

***** Note: This roster is only used to certify your census as of the census. You may only submit this roster 3 days before your census date*****

1) Log into Self-Service by entering your credentials and click submit



2) Click the Faculty tab



3) This link will take your Self-Service Faculty Overview page where you can view your class schedule.

Manage your courses by selecting a section below

| Section | Times | Locations | Availability | Books | Census Dates |
|---|--|---|------------------|-------|---|
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| HIST-103-7098: Twentieth Century World Hist | M/W 9:00 AM - 10:15 AM 1/30/2023 - 6/5/2023 | Bldg 51, 573 Lecture | -3 / 23 / 20 / 1 | | Census 2/13/2023 - Last Drop 4/30/2023 - |
| HUM-120-1872: European Humanities | 1/30/2023 - 6/5/2023 | Distance Education/Online, WEB Internet 100% | -1 / 21 / 20 / 2 | | Census 2/13/2023 - Last Drop 4/30/2022 |
| SPAN-120-3867: Spanish I | M/W 8:00 AM - 9:30 AM 1/30/2023 - 6/5/2023 | Bldg 53, 555B Lecture | -2 / 22 / 20 / 2 | | Census 2/13/2023 - Last Drop 4/30/2023 - |
| ASL-121-0308: American Sign Language II | T/W/Th - 2/7/2023 - 6/1/2023 | Public Charter High School, HCHS Lecture | -21 / 21 / 0 / 2 | | Census 2/13/2023 - Last Drop 4/30/2023 - |

4) Click on the link for the section you would like to certify your census for.

5) Click on the Census tab

Section Details

ANTH-120-6370: Cultural Anthropology

Spring 2023
Grossmont College

M/W/F 8:00 AM - 10:00 AM
12/1/2022 - 6/5/2023
Bldg 51, 575 Lecture

Seats Available -1 / 21 / 20 / 1

Deadline Dates

Waitlisted 1

Roster Attendance Drop Rost **Census** Grading Permissions Waitlist

Census Last Drop

Census 12/3/2022

Certify

| Student Name | Student ID | Class Level | Credits |
|-----------------------|------------|-------------|---------|
| Abdullah A. Aldulaimi | | | 3 |
| Rami Alzuhairi | | | 3 |
| Adhia M. Amini | | | 3 |

6) Click the “Certify” button to submit and certify your census roster.

The screenshot shows the LMS interface for Grossmont-Cuyamaca College. The user is logged in as 'laura.murphey'. The page title is 'Section Details' for 'ANTH-120-6370: Cultural Anthropology'. The course is for Spring 2023. The 'Census' tab is selected, showing a 'Census 12/3/2022' entry. A blue 'Certify' button is located at the bottom right of the census entry. A red arrow points from the top right of the page to the 'Certify' button.

7) You will be prompted to certify your census roster – Click submit

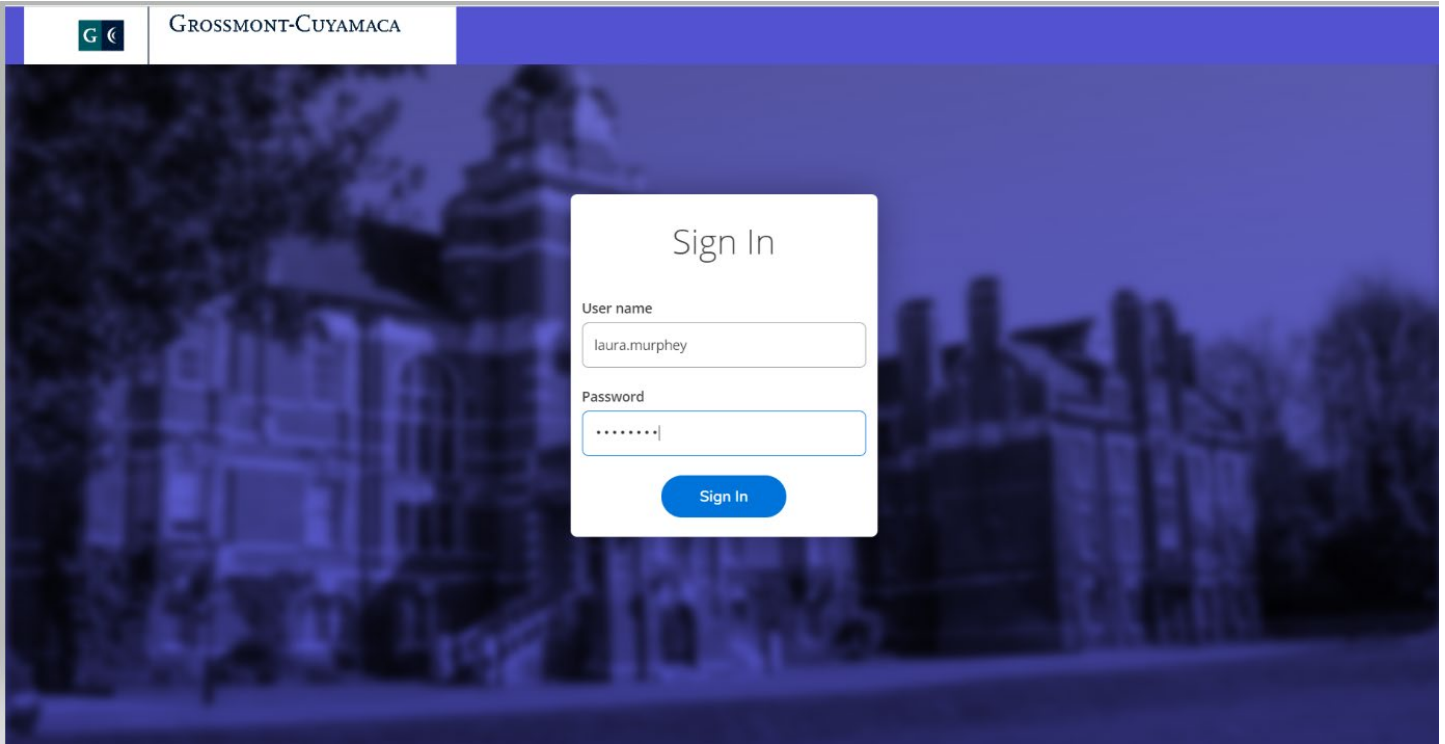
The screenshot shows a dialog box titled 'Certify Census Attendance'. The text reads: 'I certify all inactive students, as defined by California Code of Regulations, Title 5 section 58004 and local board adopted procedures, have been dropped on the class roster as of the census date or that positive attendance hours are based upon an accurate count of students present at each course meeting.' There are two buttons: 'Cancel' and 'Submit'. The 'Submit' button is highlighted with a red box.

8) After clicking on the submit button, you will see that you have successfully completed the census submission in 2 places.

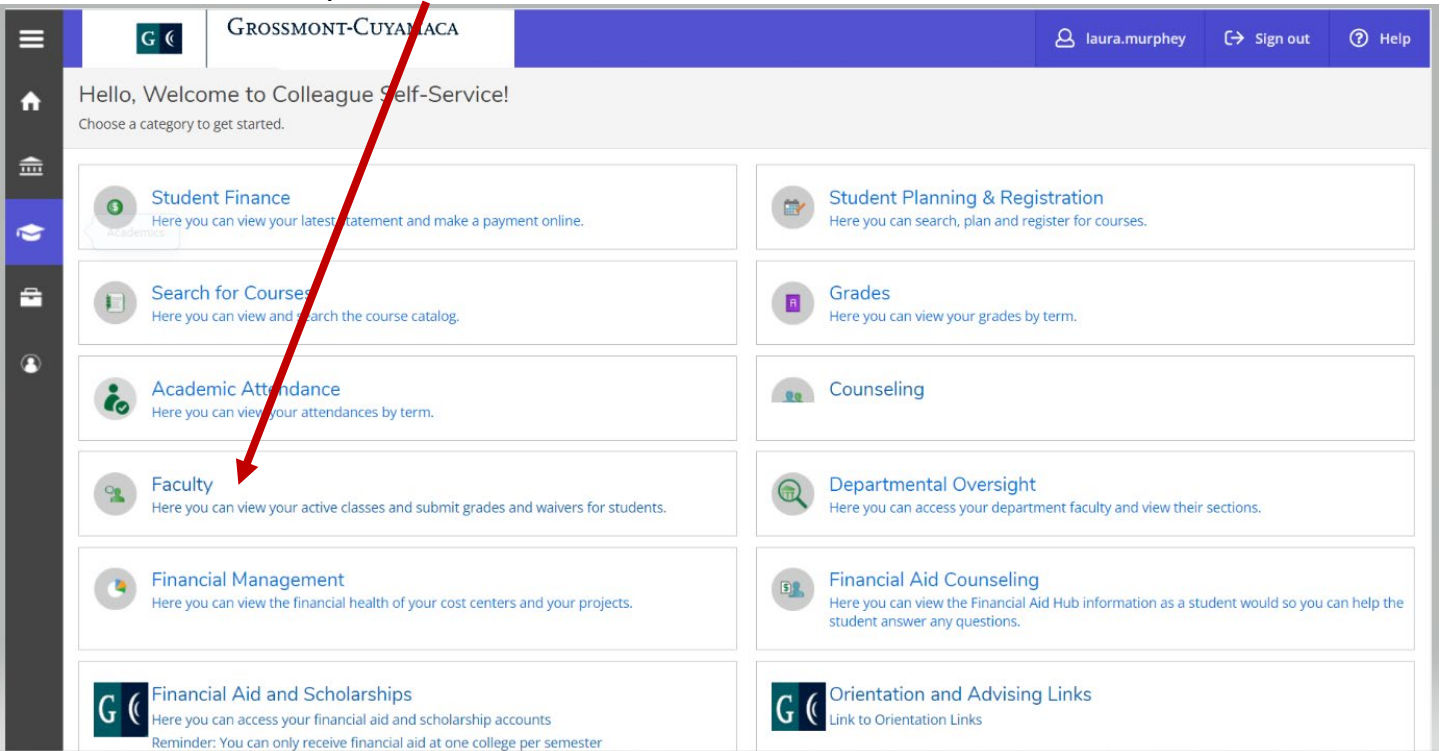
The screenshot shows the LMS interface after the census submission. A green notification banner at the top right says 'Census Certification completed successfully'. The 'Census' tab is still selected, but the entry now reads 'Census 12/3/2022 Census Certified On 12/1/2022 3:22 PM'. A red arrow points from the notification banner to the updated census entry. Another red arrow points from the top right of the page to the notification banner.

Grade Rosters

1. Log into Self-Service by entering your credentials and click submit



2. Click the Faculty tab



3. This link will take your Self-Service Faculty Overview page where you can view your class schedule.

Manage your courses by selecting a section below

| Section | Times | Locations | Availability | Books | Census Dates |
|---|--|---|------------------|-------|---|
| ANTH-120-6370: Cultural Anthropology | 1/30/2023 - 6/5/2023 | Distance Education/Online, WEB Internet 100% | -1 / 21 / 20 / 1 | | Census 2/13/2023 - Last Drop 4/30/2023 - |
| COMM-120-3764: Interpersonal Communication | T/Th 8:00 AM - 9:15 AM 1/30/2023 - 6/5/2023 | Bldg 24, 263 Lecture | -1 / 21 / 20 / 2 | | Census 2/13/2023 - Last Drop 4/30/2023 - |
| HIST-103-7098: Twentieth Century World Hist | M/W 9:00 AM - 10:15 AM 1/30/2023 - 6/5/2023 | Bldg 51, 573 Lecture | -3 / 23 / 20 / 1 | | Census 2/13/2023 - Last Drop 4/30/2023 - |
| HUM-120-1872: European Humanities | 1/30/2023 - 6/5/2023 | Distance Education/Online, WEB Internet 100% | -1 / 21 / 20 / 2 | | Census 2/13/2023 - Last Drop 4/30/2022 |
| SPAN-120-3867: Spanish I | M/W 8:00 AM - 9:20 AM 1/30/2023 - 6/5/2023 | Bldg 53, 555B Lecture | -2 / 22 / 20 / 2 | | Census 2/13/2023 - Last Drop 4/30/2023 - |
| ASL-121-0308: American Sign Language II | T/W/Th - 2/7/2023 - 6/1/2023 | Public Charter High School, HCHS Lecture | -21 / 21 / 0 / 2 | | Census 2/13/2023 - Last Drop 4/30/2023 - |

4. Click on the link for the section you would like to submit grades for.

5) Click on the “Grading” tab.

Section Details

ANTH-120-6370: Cultural Anthropology

Spring 2023
Grossmont College

M/W/F 8:00 AM - 10:00 AM
12/1/2022 - 6/5/2023
Bldg 51, 575 Lecture

Seats Available -1 / 21 / 20 / 1

Waitlisted 1

Roster Attendance Drop Roster Census **Grading** Permissions Waitlist

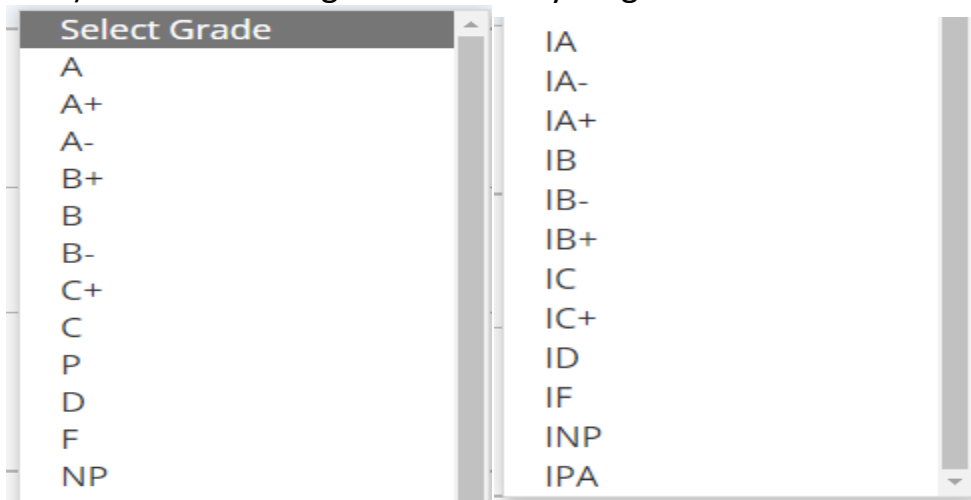
Overview **Final Grade**

Final grading is not complete. Please enter and post all grades.

| Student Name | Student ID | Never Attended | Last Date of Attendance | Final Grade | Expiration Date | Class Level | Credits |
|-----------------------|------------|----------------|-------------------------|-------------|-----------------|-------------|---------|
| Abdullah A. Aldulaimi | 0875057 | | | | | | 3 |
| Rami Alzuhairi | 0906398 | | | | | | 3 |

6) Click on the “Final Grade” tab. This will bring up the students in your class to grade.

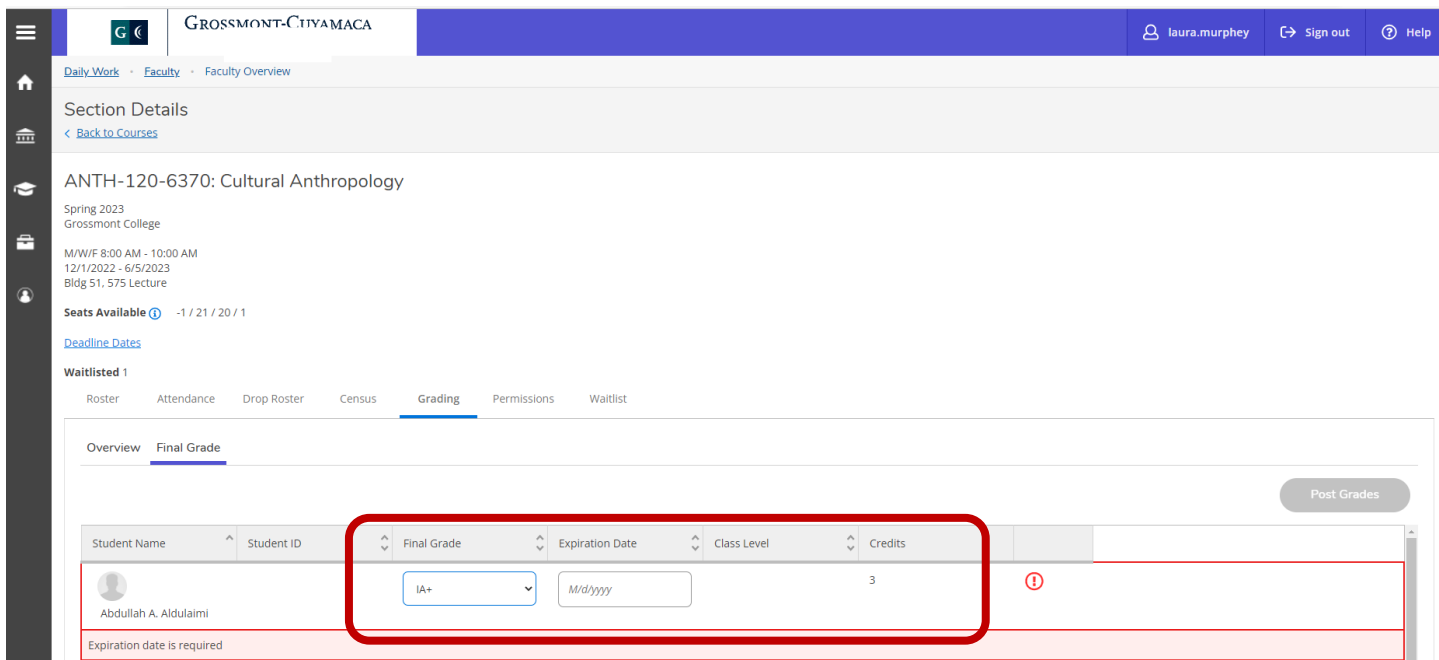
7) Below are the grades that may be given to a student.



8) If you enter an incomplete grade as shown below you must also enter the date the incomplete will expire. For GCCCD the student has one semester to complete the work. Enter the last date of the next semester.

****Note: Incomplete forms must still be submitted to the Admissions and Records Office****

9) If a student needs an extension of the one-semester they may petition at the Admissions and Records office.



10) When you have entered grades for the entire class, click the “Post Grades” button to submit your grades.

GROSSMONT-CUYAMACA

laura.murphey Sign out Help

Daily Work Faculty Faculty Overview

Section Details

Academics

ANTH-120-6370: Cultural Anthropology

Spring 2023
Grossmont College

M/W/F 8:00 AM - 10:00 AM
12/1/2022 - 6/5/2023
Bldg 51, 575 Lecture

Seats Available -1 / 21 / 20 / 1

Deadline Dates

Waitlisted 1

Roster Attendance Drop Roster Census Grading Permissions Waitlist

Overview Final Grade

Post Grades

| Student Name | Student ID | Final Grade | Expiration Date | Class Level | Credits |
|-----------------------|------------|-------------|-----------------|-------------|---------|
| Abdullah A. Aldulaimi | 0875057 | A | M/d/yyyy | | 3 |

11) Once you click the “Post Grades” button you will receive a pop-up message asking you to confirm the grades you are submitting.

12) Click Post Grades

Confirm grade posting

Grades cannot be modified after they are posted.

1 grade(s) will be posted

Please confirm that the grades you entered are correct before posting them.

Cancel Post Grades

13) After you have submitted your grades, you may view the grades you submitted by clicking the “Overview” button.

***** If you have not submitted grades for all of the students in your class you will receive the following error message “Final grading is not complete. Please enter and post all of your grades”*****

GROSSMONT-CUYAMACA

laura.murphey Sign out Help

Daily Work Faculty Faculty Overview

Section Details

ANTH-120-6370: Cultural Anthropology

Spring 2023
Grossmont College

M/W/F 8:00 AM - 10:00 AM
12/1/2022 - 6/5/2023
Bldg 51, 575 Lecture

Seats Available -1 / 21 / 20 / 1

Waitlisted 1

Roster Attendance Drop Roster Census Grading Permissions Waitlist

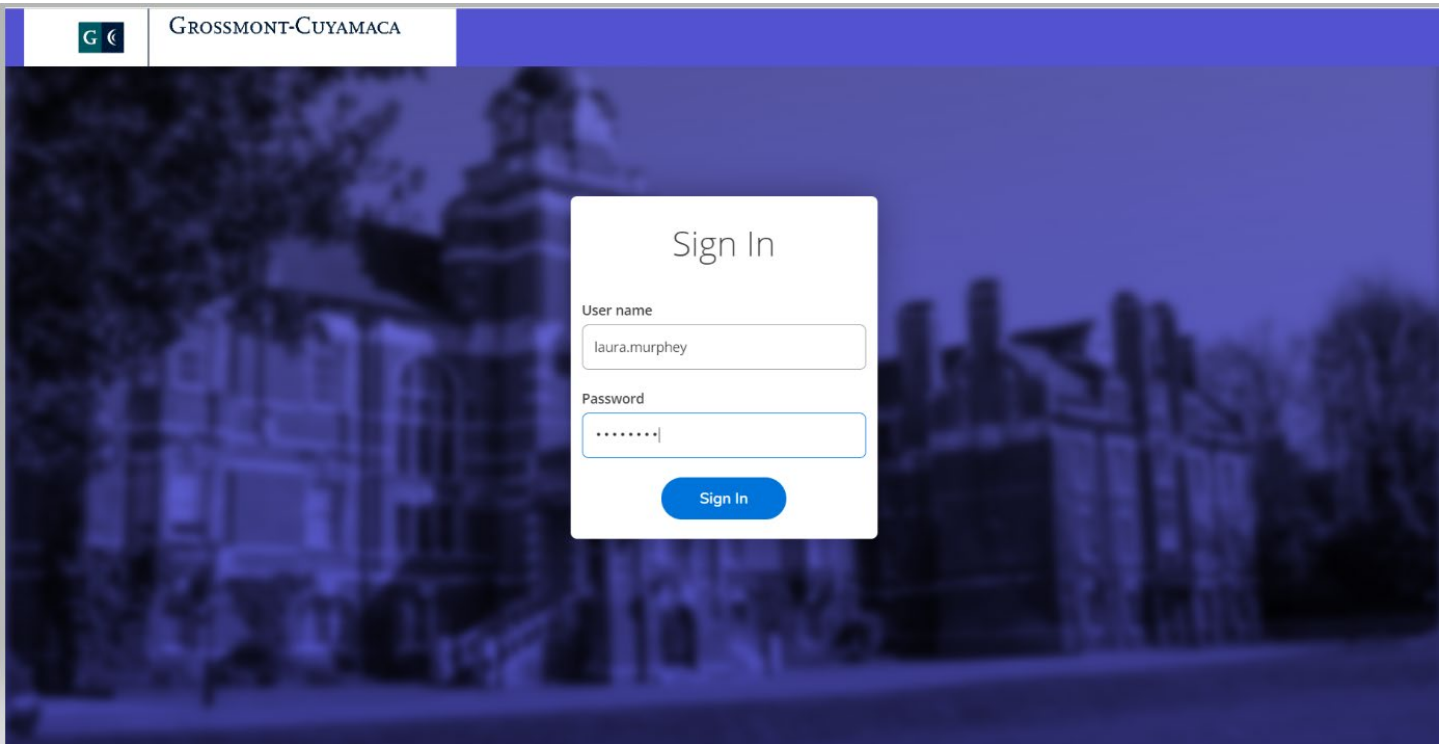
Overview Final Grade

Final grading is not complete. Please enter and post all grades.

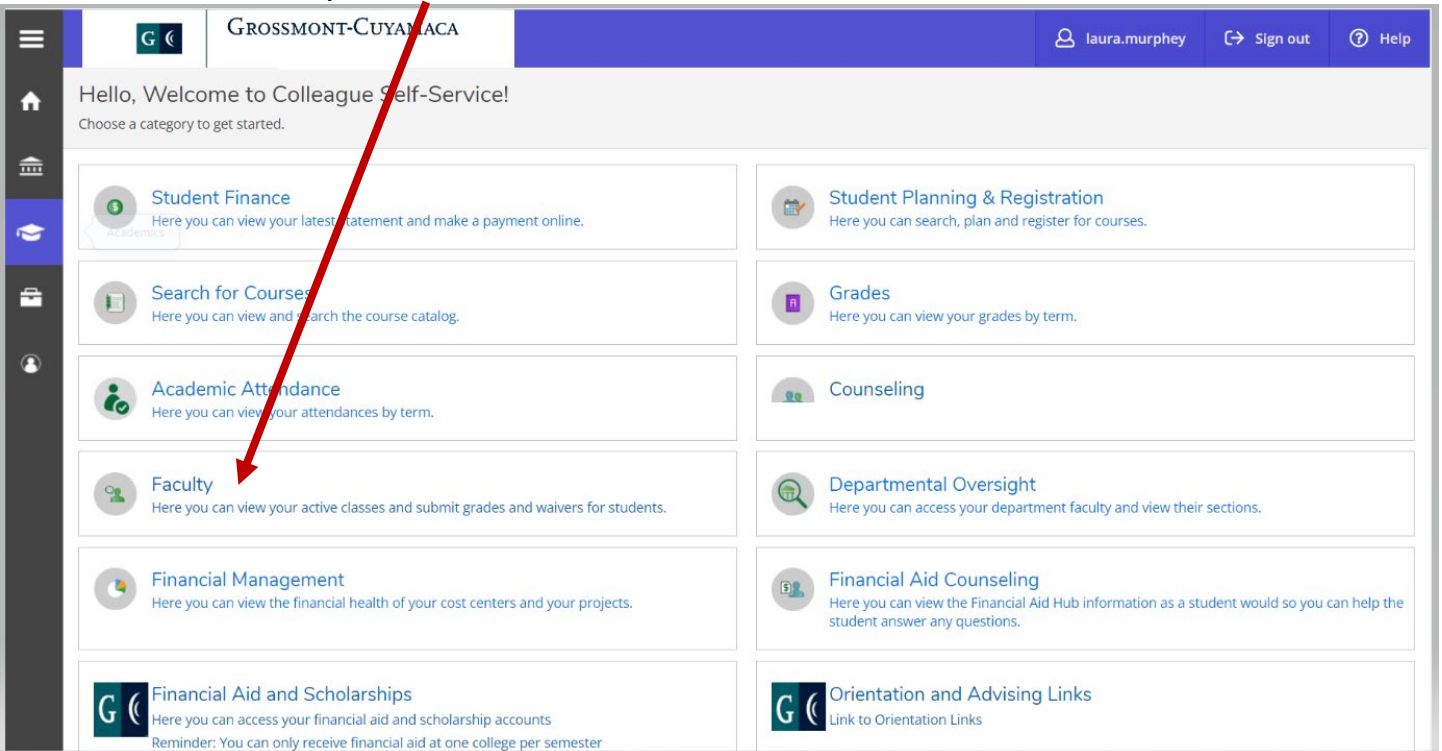
| Student Name | Student ID | Never Attended | Last Date of Attendance | Final Grade | Expiration Date | Class Level | Credits |
|-----------------------|------------|----------------|-------------------------|-------------|-----------------|-------------|---------|
| Abdullah A. Aldulaimi | 0875057 | | | A | | | 3 |

Add Authorizations/Permissions

1. Log into Self-Service by entering your credentials and click submit



2. Click the Faculty tab



3. This link will take your Self-Service Faculty Overview page where you can view your class schedule.

| Section | Times | Locations | Availability | Books | Census Dates |
|---|--|---|------------------|-------|---|
| ANTH-120-6370: Cultural Anthropology | 1/30/2023 - 6/5/2023 | Distance Education/Online, WEB Internet 100% | -1 / 21 / 20 / 1 | | Census 2/13/2023 - Last Drop 4/30/2023 - |
| COMM-120-3764: Interpersonal Communication | M/W 8:00 AM - 9:15 AM 1/30/2023 - 6/5/2023 | Bldg 24, 263 Lecture | -1 / 21 / 20 / 2 | | Census 2/13/2023 - Last Drop 4/30/2023 - |
| HIST-103-7098: Twentieth Century World Hist | M/W 9:00 AM - 10:15 AM 1/30/2023 - 6/5/2023 | Bldg 51, 573 Lecture | -3 / 23 / 20 / 1 | | Census 2/13/2023 - Last Drop 4/30/2023 - |
| HUM-120-1872: European Humanities | 1/30/2023 - 6/5/2023 | Distance Education/Online, WEB Internet 100% | -1 / 21 / 20 / 2 | | Census 2/13/2023 - Last Drop 4/30/2022 |
| SPAN-120-3867: Spanish I | M/W 8:00 AM - 10:20 AM 1/30/2023 - 6/5/2023 | Bldg 53, 555B Lecture | -2 / 22 / 20 / 2 | | Census 2/13/2023 - Last Drop 4/30/2023 - |
| ASL-121-0308: American Sign Language II | T/W/Th - 2/7/2023 - 6/1/2023 | Helix Charter High School, HCHS Lecture | -21 / 21 / 0 / 2 | | Census 2/13/2023 - Last Drop 4/30/2023 - |

4. Click on the link for the section you would like to give a student authorization to register for you class.

5) Click on the permissions tab.

Section Details

[Back to Courses](#)

ANTH-120-6370: Cultural Anthropology

Spring 2023
Grossmont College

M/W/F 8:00 AM - 10:00 AM
12/11/2022 - 6/5/2023
Bldg 51, 575 Lecture

Seats Available -1 / 21 / 20 / 1

[Deadline Dates](#)

Waitlisted 1

Roster Attendance Drop Roster Census Grading **Permissions** Waitlist

Faculty Permissions

Choose one of the categories below:

[Faculty Consent](#)
Review and manage faculty consent.

[Add Authorization](#)
Review and manage add authorizations

6) Click on the Add Authorizations tab.

7) Enter in the 7 digit student id number and the student should show.

**Note: A name search can be done, by entering the students name in the search box. If the name is a common name then you may have many students to choose from. Please be careful to choose the correct one.

8) Click on the correct student and hit enter.

The screenshot shows the LMS interface for Grossmont-Cuyamaca. The top header includes the college name and user information (laura.murphey). The main content area is titled 'Section Details' for 'ANTH-120-6370: Cultural Anthropology'. Below this, there are tabs for 'Roster', 'Attendance', 'Drop Roster', 'Census', 'Grading', 'Permissions', and 'Waitlist'. The 'Permissions' tab is active, showing 'Student Add Authorization'. A search box contains '0070027' and a dropdown menu shows a list of student names, with 'Student Fake, II' selected. The interface also includes a navigation menu on the left and a bottom status bar.

9) After selecting the student you will immediately be prompted if you want to give an add authorization to the student.

The screenshot shows a dialog box titled 'Add Authorization Confirmation'. The text inside the dialog asks 'Do you want to grant an Add Authorization for Student Fake, II?'. At the bottom of the dialog, there are two buttons: 'Cancel' and 'OK'.

10) Choose 'OK' if the student name is correct.

11) Choose 'Cancel' if the incorrect student is shown.

12) After you click okay you can see all of your students that you have authorized for the course.

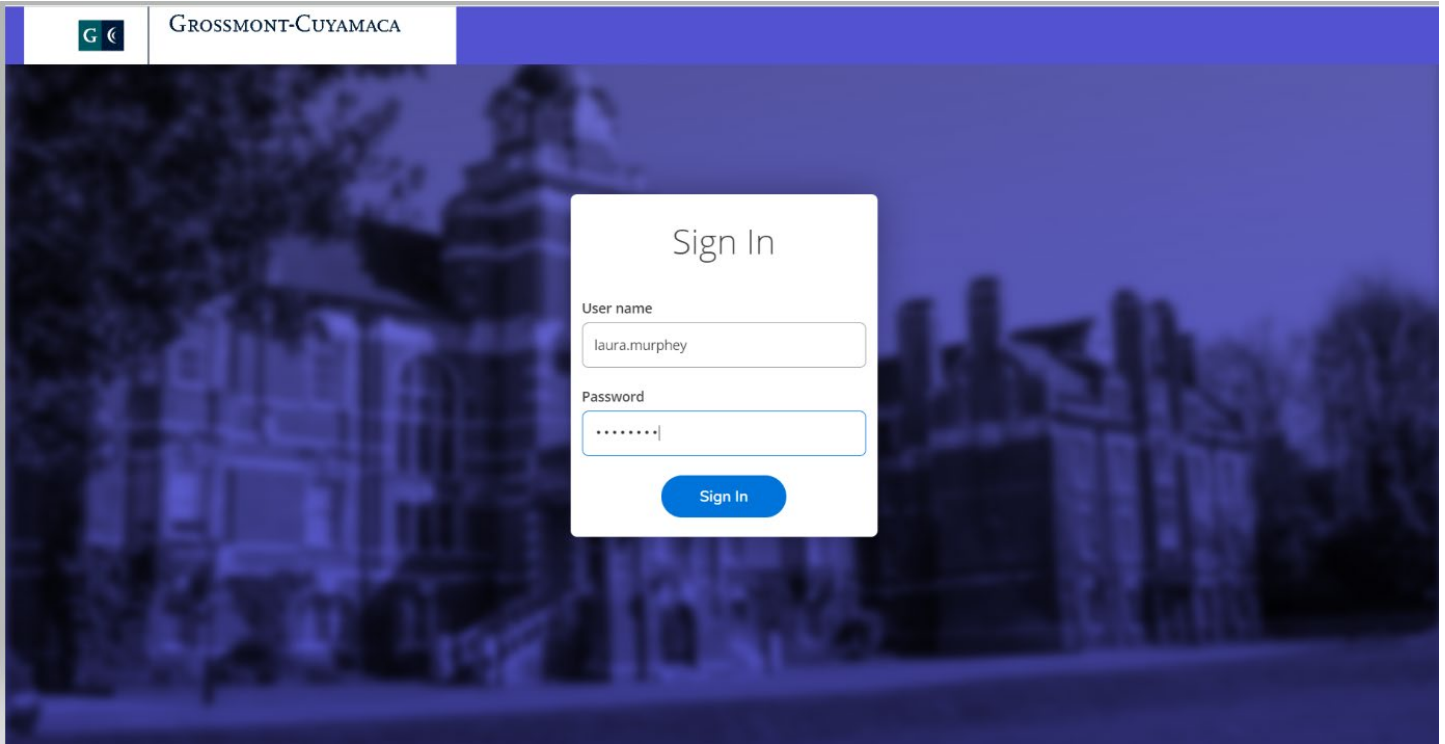
****Note: If you have given the wrong student the add authorization you may revoke the authorization by clicking the revoke button. You may also see which students have registered for your course using their add authorization****

The screenshot shows a web application interface for Grossmont-Cuyamaca College. The top navigation bar includes the college logo, the name 'GROSSMONT-CUYAMACA', and user information for 'laura.murphey' with options for 'Sign out' and 'Help'. A green notification banner at the top right states 'Add authorization granted.' The main content area is titled 'Section Details' and provides information for the course 'ANTH-120-6370: Cultural Anthropology', including the semester (Spring 2023), college name, schedule (M/W/F 8:00 AM - 10:00 AM), and location (Bldg 51, 575 Lecture). It also shows 'Seats Available' as -1 / 21 / 20 / 1. Below this, there are tabs for 'Roster', 'Attendance', 'Drop Roster', 'Census', 'Grading', 'Permissions', and 'Waitlist'. The 'Permissions' tab is active, showing a 'Student Add Authorization' table. A search bar with the value '0070027' is present. The table has columns for 'Student Name', 'Student ID', and 'Status Date'. One row is visible for 'Student Fake, II' with ID '0070027' and status date '12/1/2022 4:22:52 PM'. A blue 'Revoke' button is located in the rightmost column of this row and is highlighted with a red rectangular box.

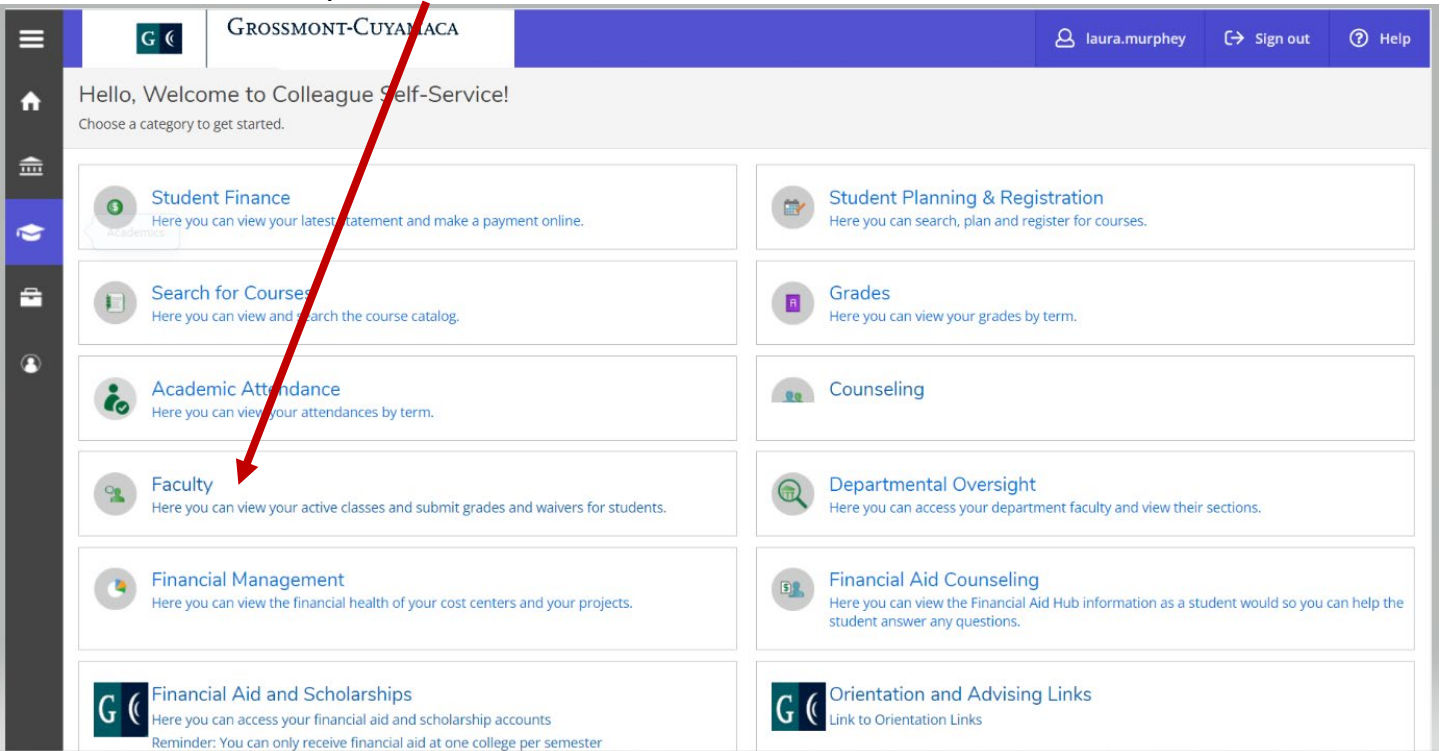
| Student Name | Student ID | Status Date | |
|------------------|------------|----------------------|------------------------|
| Student Fake, II | 0070027 | 12/1/2022 4:22:52 PM | Revoke |

Wait List Roster

1. Log into Self-Service by entering your credentials and click submit



2. Click the Faculty tab



3. This link will take your Self-Service Faculty Overview page where you can view your class schedule.

Manage your courses by selecting a section below

| Section | Times | Locations | Availability | Books | Census Dates |
|---|--|---|------------------|-------|---|
| ANTH-120-6370: Cultural Anthropology | 1/30/2023 - 6/5/2023 | Distance Education/Online, WEB Internet 100% | -1 / 21 / 20 / 1 | | Census 2/13/2023 - Last Drop 4/30/2023 - |
| COMM-120-3764: Interpersonal Communication | M/W 8:00 AM - 9:15 AM 1/30/2023 - 6/5/2023 | Bldg 24, 263 Lecture | -1 / 21 / 20 / 2 | | Census 2/13/2023 - Last Drop 4/30/2023 - |
| HIST-103-7098: Twentieth Century World Hist | M/W 9:00 AM - 10:15 AM 1/30/2023 - 6/5/2023 | Bldg 51, 573 Lecture | -3 / 23 / 20 / 1 | | Census 2/13/2023 - Last Drop 4/30/2023 - |
| HUM-120-1872: European Humanities | 1/30/2023 - 6/5/2023 | Distance Education/Online, WEB Internet 100% | -1 / 21 / 20 / 2 | | Census 2/13/2023 - Last Drop 4/30/2022 |
| SPAN-120-3867: Spanish I | M/W 8:00 AM - 10:20 AM 1/30/2023 - 6/5/2023 | Bldg 53, 555B Lecture | -2 / 22 / 20 / 2 | | Census 2/13/2023 - Last Drop 4/30/2023 - |
| ASL-121-0308: American Sign Language II | T/W/Th - 2/7/2023 - 6/1/2023 | Helix Charter High School, HCHS Lecture | -21 / 21 / 0 / 2 | | Census 2/13/2023 - Last Drop 4/30/2023 - |

4. Click on the link for the section you would like to give a student authorization to register for you class.

5) Click the "Wait List" tab.

Section Details

[Back to Courses](#)

ANTH-120-6370: Cultural Anthropology

Spring 2023
Grossmont College

M/W/F 8:00 AM - 10:00 AM
12/1/2022 - 6/5/2023
Bldg 51, 575 Lecture

Seats Available -1 / 21 / 20 / 1

[Deadline Dates](#)

Waitlisted 1

Roster Attendance Drop Roster Census Grading Permissions **Waitlist**

| Student Name | Student ID | Date Added | Waitlist Status | Status Date | Class Level | Preferred Email | Add Authorization |
|--------------|------------|------------------------|-----------------|-------------|-------------|--|------------------------------------|
| Spicy Fake | 0885782 | 11/16/2022 10:24:56 AM | Active | 11/16/2022 | | laura.murphey@gcccd.edu | <button>Authorize Student</button> |

6) Once you click the "waitlist" tab you will see the students who are on your waitlist.

7) You may also email the entire waitlist by clicking the “Email All” button.

****Note: This will place all of the student emails in the BCC line for security. ****

8) You may email a student individually by clicking on the student email in the Preferred email column.

The screenshot shows a web interface for a course waitlist. At the top, there is a navigation bar with the logo for Grossmont-Cuyamaca College, the user name 'laura.murphey', and links for 'Sign out' and 'Help'. Below this is a breadcrumb trail: 'Daily Work > Faculty > Faculty Overview'. The main content area is titled 'Section Details' and includes a link to 'Back to Courses'. The course information is: 'ANTH-120-6370: Cultural Anthropology', 'Spring 2023', 'Grossmont College', 'M/W/F 8:00 AM - 10:00 AM', '12/1/2022 - 6/5/2023', 'Bldg 51, 575 Lecture', and 'Seats Available -1 / 21 / 20 / 1'. There is a link for 'Deadline Dates'. The 'Waitlisted 1' section has tabs for 'Roster', 'Attendance', 'Drop Roster', 'Census', 'Grading', 'Permissions', and 'Waitlist'. An 'Email All' button is in the top right of the waitlist area. Below is a table with columns: Student Name, Student ID, Date Added, Waitlist Status, Status Date, Class Level, Preferred Email, and Add Authorization. One student is listed: 'Spicy Fake' with ID '0885782', added on '11/16/2022 10:24:56 AM', status 'Active', status date '11/16/2022', and preferred email 'laura.murphey@gcccd.edu'. A red box highlights the 'Add Authorization' section, which contains an 'Authorize Student' button. Red arrows point from the text above to the 'Email All' button, the student's preferred email, and the 'Authorize Student' button.

| Student Name | Student ID | Date Added | Waitlist Status | Status Date | Class Level | Preferred Email | Add Authorization |
|--------------|------------|------------------------|-----------------|-------------|-------------|--|-------------------|
| Spicy Fake | 0885782 | 11/16/2022 10:24:56 AM | Active | 11/16/2022 | | laura.murphey@gcccd.edu | Authorize Student |

9) *****New Feature***** You may authorize the student from the waitlist to add your class by clicking the “Authorize Student” button