Self-Service Rosters for Faculty

GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

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Self-Service Rosters
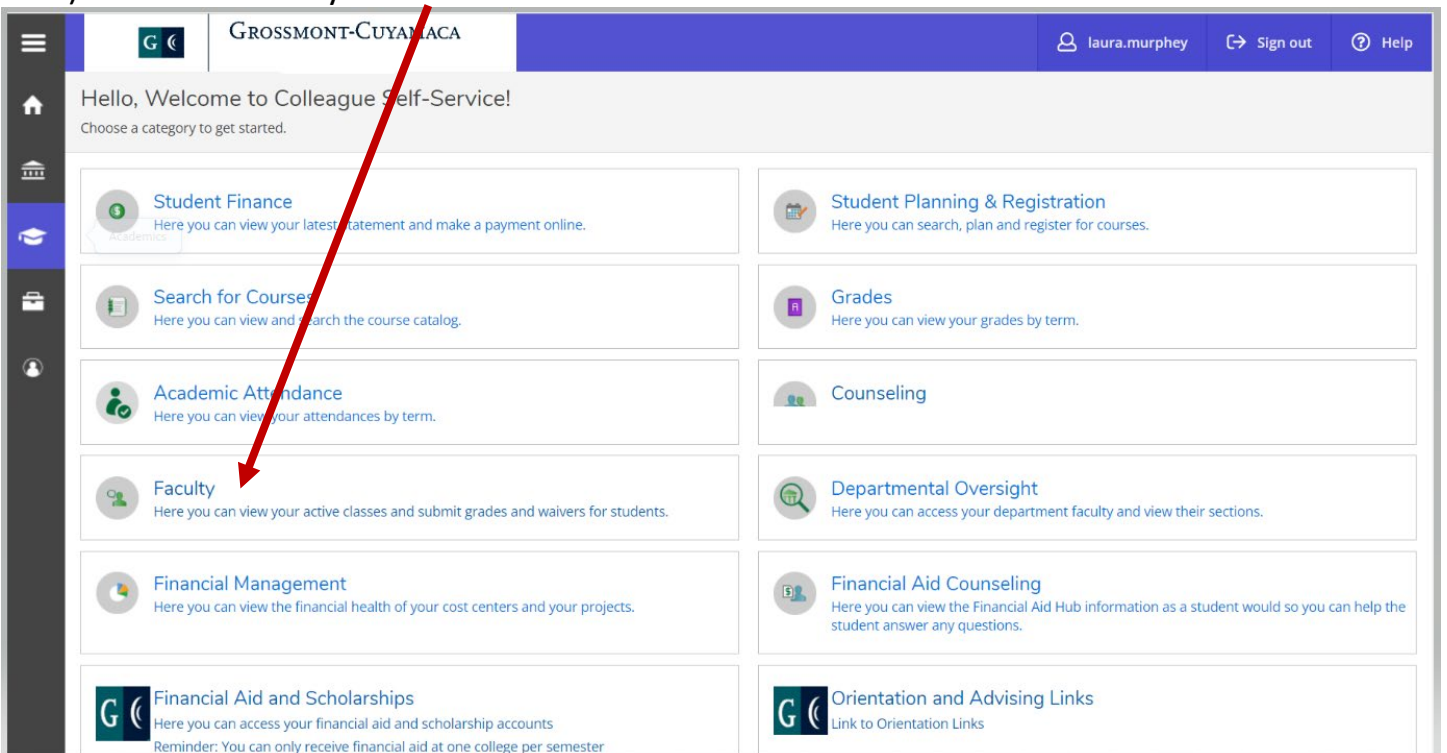
Roster/Class Contact Roster

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.

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.

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.
   a. 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.

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

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

Course:																														Section Number:											Student Name	ID Number	
T	W	T	F	S	M	T	W	T	F	S	M	T	W	T	F	S	M	T	W	T	F	S	M	T	W	T	F	S														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:											Student Name	ID Number	
T	W	T	F	S	M	T	W	T	F	S	M	T	W	T	F	S	M	T	W	T	F	S	M	T	W	T	F	S													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.
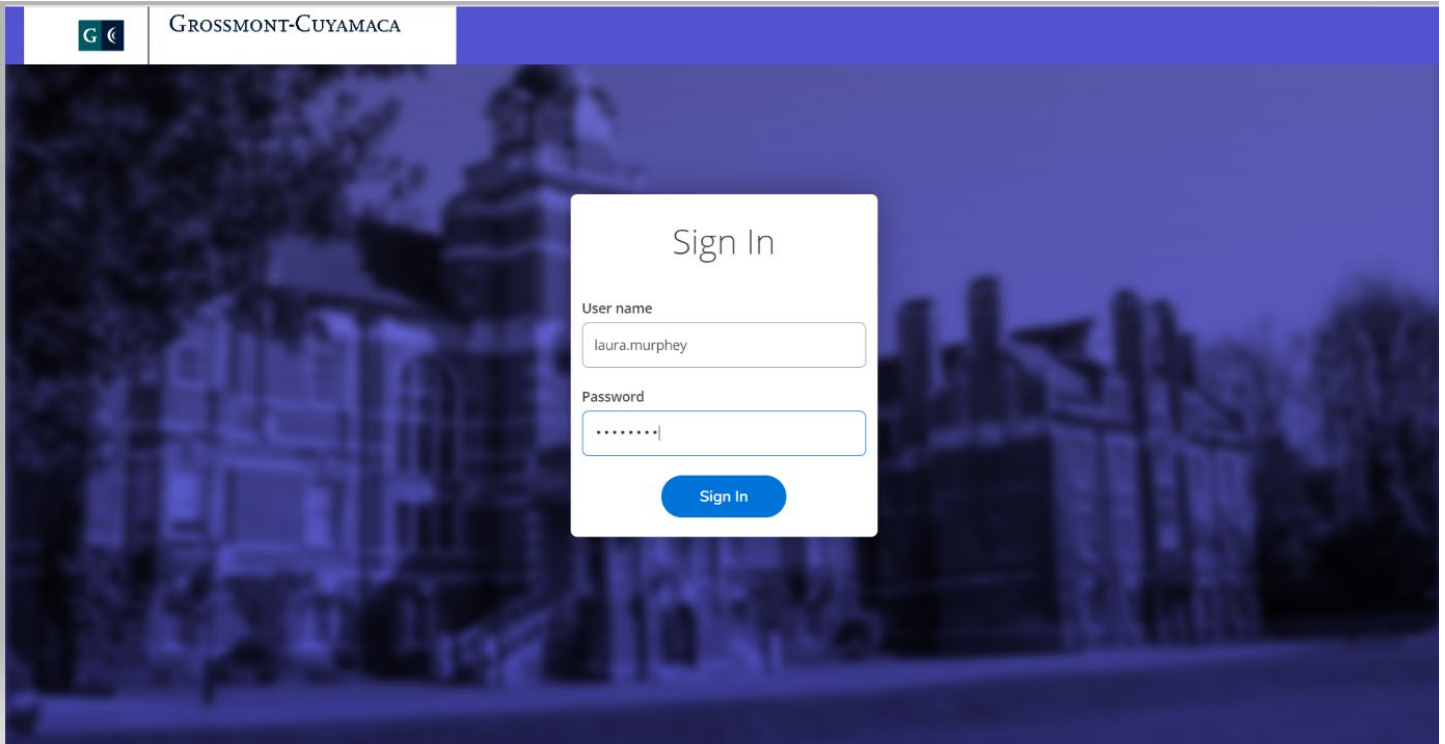
Fake, Delila
0858950

CSIS - Cybersecurity & Networking

laura.murphey@gcccd.edu   (Primary)
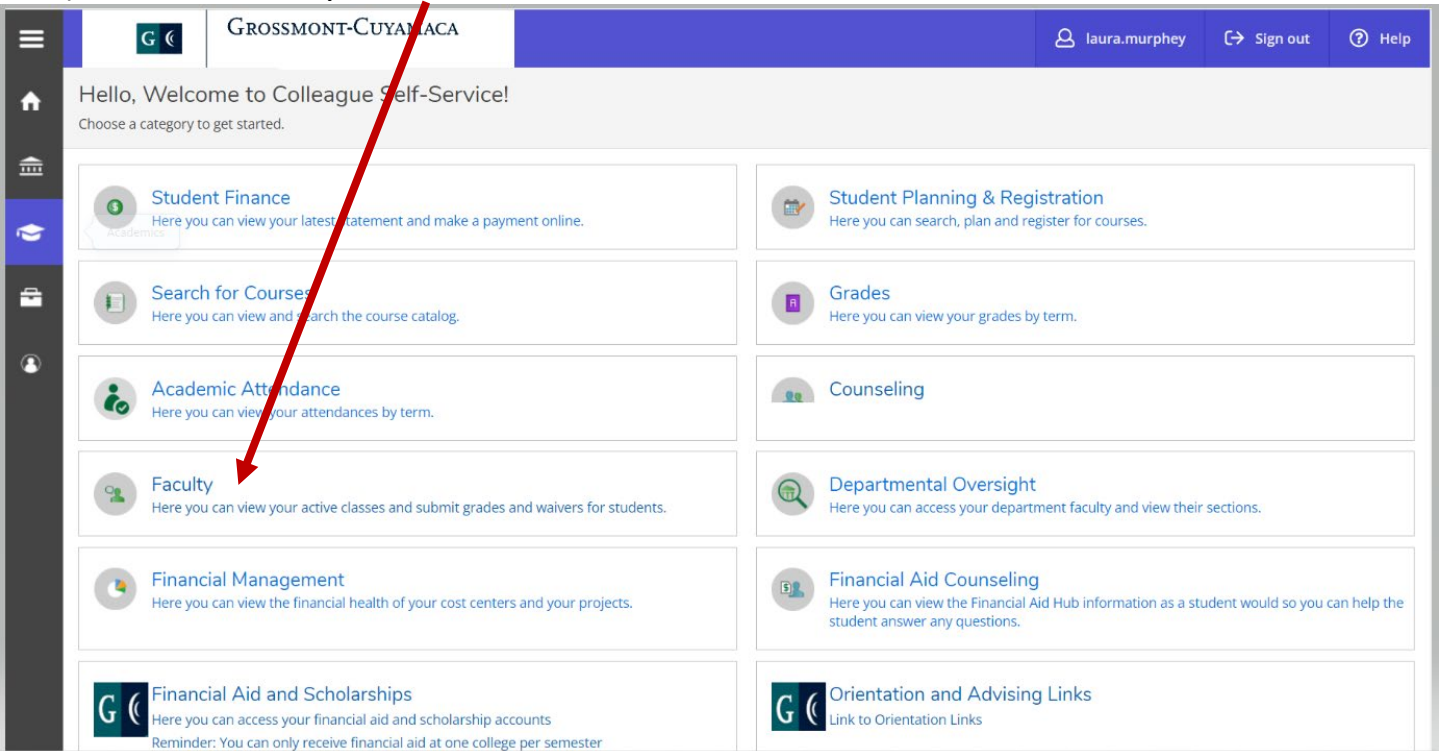
619-644-7712   (Home)

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.

4) Click on the link for the section you would like to access.
5) Click the "Attendance tab"

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	
	Select Attendance / Present / **Absent, no excuse** / Absent, excused / Late						
Murphey, Laura L. (Dropped 2/23/2022 ✉		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.

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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	

Date dropdown options:
1/27/2022 (Thursday)
1/25/2022 (Tuesday)
1/20/2022 (Thursday)
1/18/2022 (Tuesday)
1/13/2022 (Thursday)
1/11/2022 (Tuesday)
1/6/2022 (Thursday)
1/4/2022 (Tuesday)

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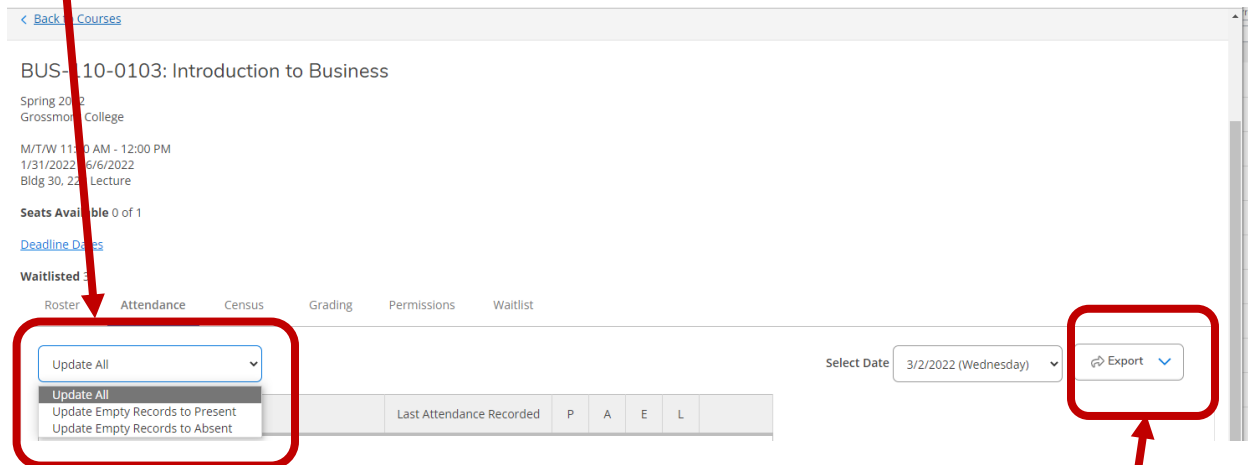
8) After attendance is taken for a given day you may export the roster using the export button. This will open in excel. Below is a sample of the recorded attendance roster.

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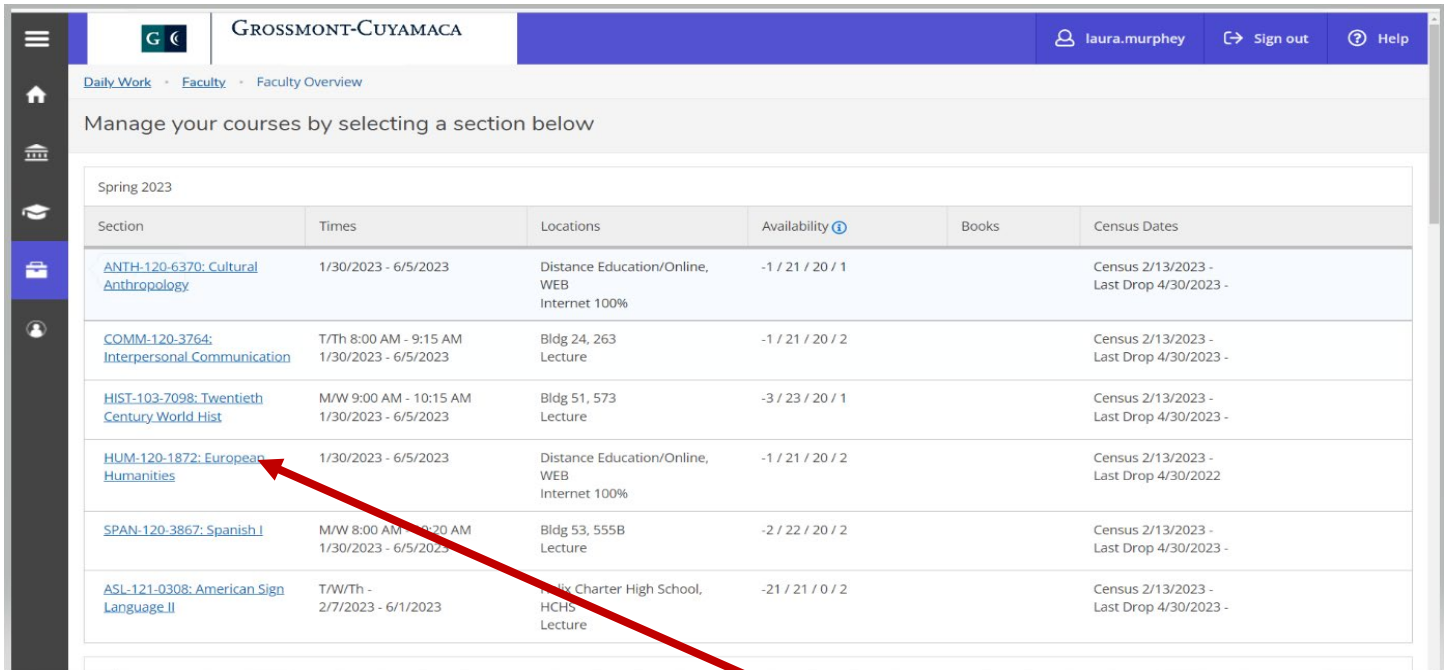- Non-scheduled positive attendance = Positive attendance course with no meeting times.

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.

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 appears 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.

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 🔍 hhh:mm Update All				12/6/2022 🗓 Export ˅
Student	Overall Hours	Hours to (12/6/2022)		Date	
Darrell J. Gillespie ✉	731:00	731:00	hhh:mm 💬	12/6/2022	
Zachary M. Hildebrecht ✉	55:00	55:00	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

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

4. Click on the link for the section you would like to submit drops for.
5. 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. ***
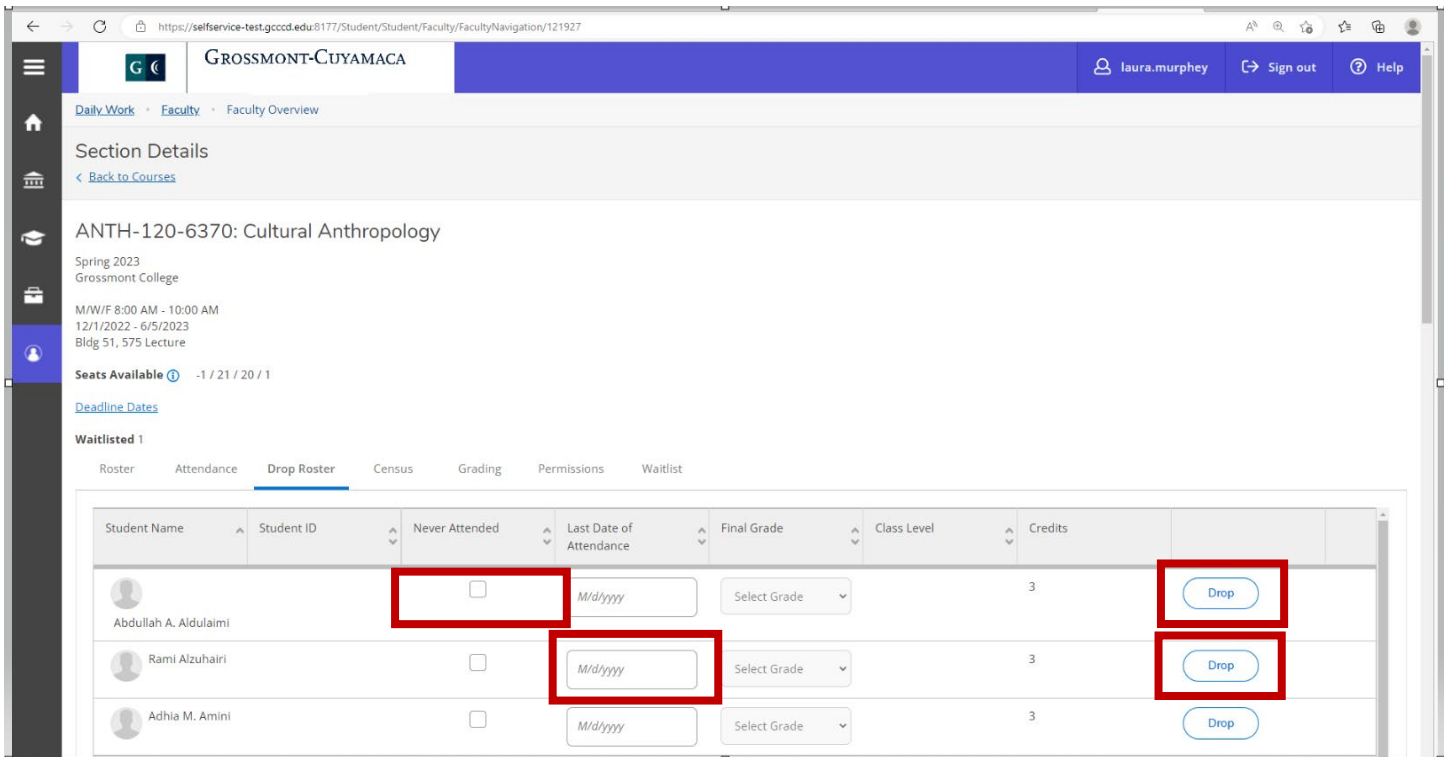
7. You may use this drop roster until the last day to drop your students.

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.

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

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

7) You will be prompted to certify your census roster – Click submit
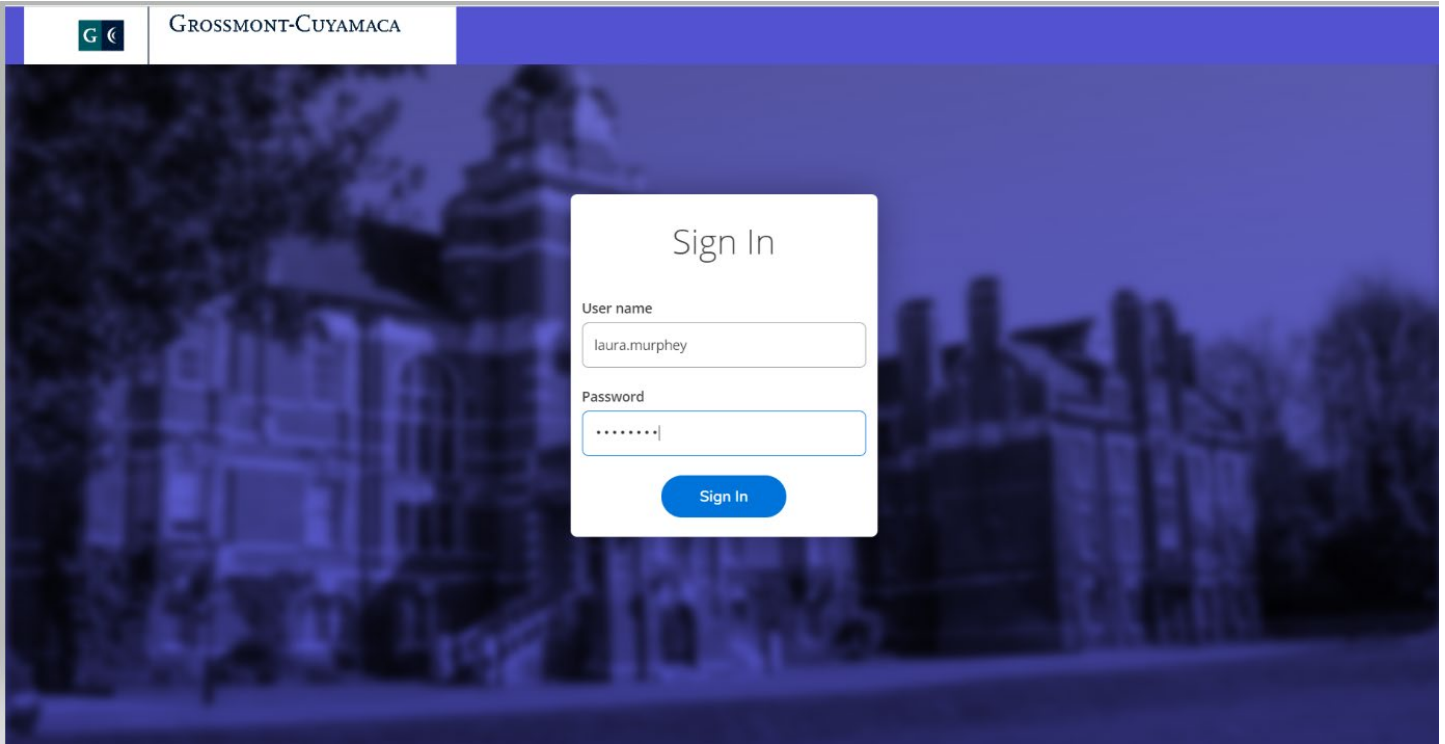
8) After clicking on the submit button, you will see that you have successfully completed the census submission in 2 places.

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.

4. Click on the link for the section you would like to submit grades for.
5) Click on the "Grading" tab.

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.

Select Grade	
A	IA
A+	IA-
A-	IA+
B+	IB
B	IB-
B-	IB+
C+	IC
C	IC+
P	ID
D	IF
F	INP
NP	IPA
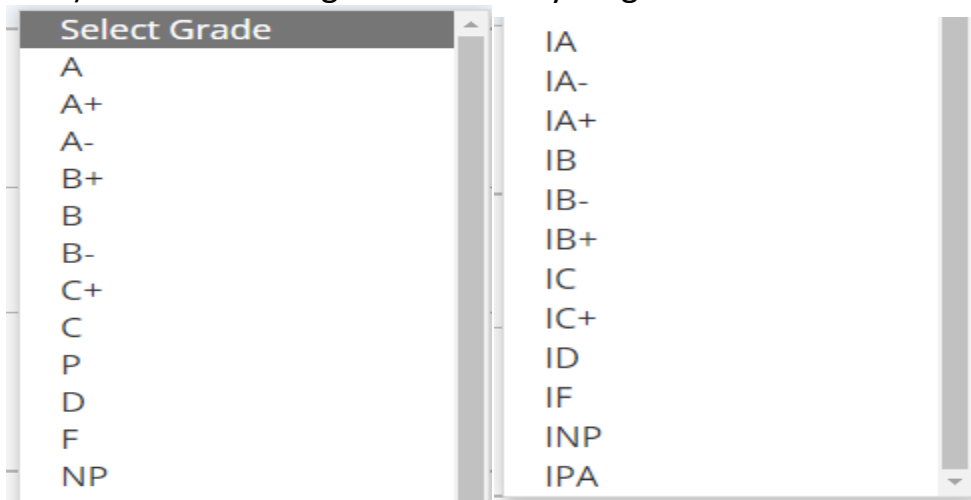
8) If you enter an incomplete grade as shown below you must also enter the date the incomplete will expire. For GCCCD the student has one semester to complete the work. Enter the last date of the next semester.

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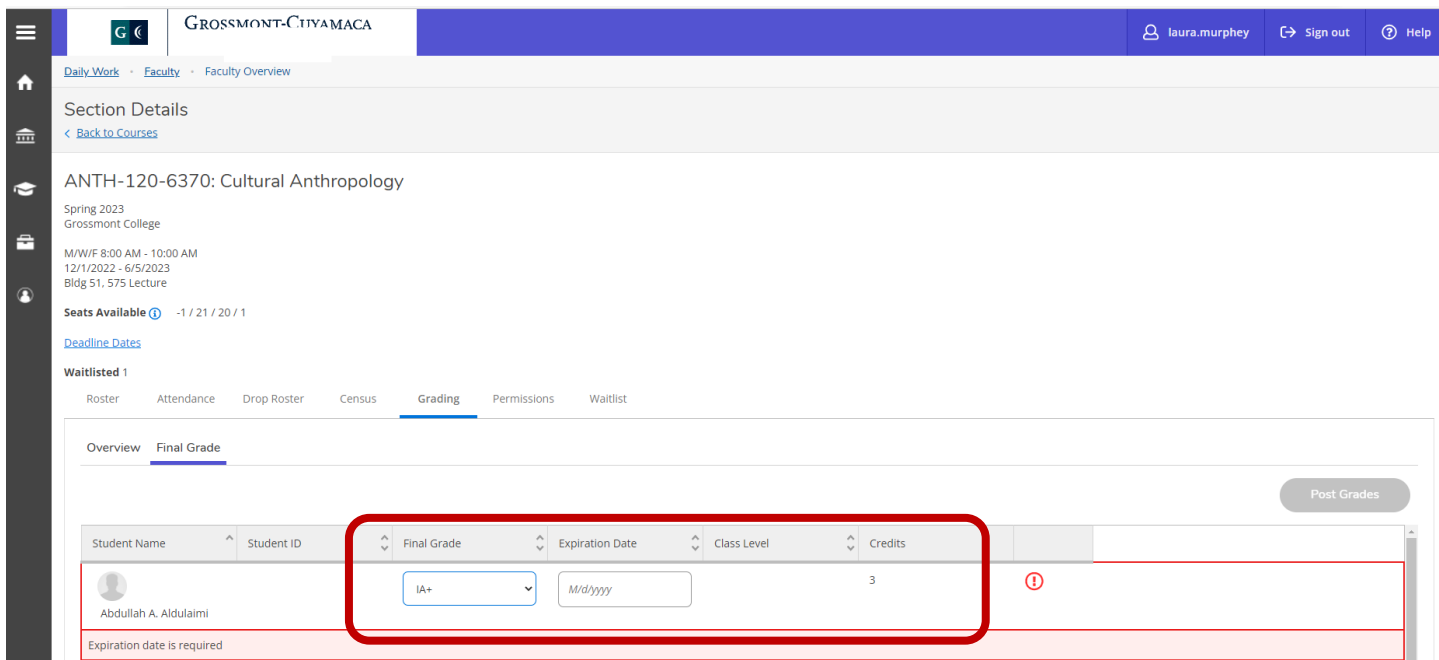
10) When you have entered grades for the entire class, click the "Post Grades" button to submit your grades.

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

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"***

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.

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.

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.

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

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

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.

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.

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.

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