



**Santiago
Canyon
College**

Faculty WebAdvisor Training Manual

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For account or log in issues please contact Help Desk



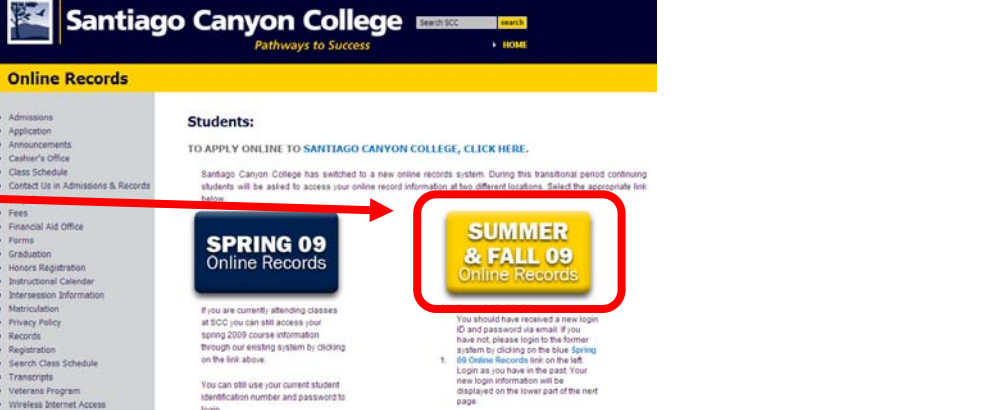

- **Tammy Cottrell - (714)480-7414 - cottrell_tammy@rsccd.edu**

For training needs please contact:

- **Leigh Ann Unger - (714)628-4852 - unger_leigh_ann@sccollege.edu**
- **Sergio Rodriguez - (714)628-4711 - rodriguez_sergio@sccollege.edu**

NOTE: You may not have access to all menus listed in this training document. Use this document for guidance for the menus that apply to your access.

Logging into WebAdvisor

STEPS	SCREENSHOT
<p>1. Go to the SCC web page at http://www.sccollege.edu</p>	
<p>2. Click on the Online Records link in the upper right. ONLINE RECORDS</p>	
<p>3. Click the Summer & Fall 09 button to open WebAdvisor.</p> <p>SUMMER & FALL 09 Online Records</p>	
<p>4. Click the Log In button.</p> <p>LOG IN</p>	

STEPS	SCREENSHOT
<p>5. To log in:</p> <p>A. Enter your WebAdvisor ID (as emailed to you on 5/1/2009) in the User ID field. Example: sr55837</p> <p>B. Enter your birth date as MMDDYY in Password field. Example: 010174</p> <p>C. Click the SUBMIT button.</p>	<p>Log In</p> <p>Is this your first time logging onto WebAdvisor? If so, your temporary password is your birth month, birth day, and two digit birth year (mmddy). You will be prompted to change your password after you first log on.</p> <p>User ID <input type="text" value="sr55837"/></p> <p>Password <input type="password" value="....."/></p> <p>Hint <input type="checkbox"/></p> <p><input type="button" value="SUBMIT"/></p>
<p>8. You will be prompted to change your password:</p> <p>A. Enter your WebAdvisor ID in the User ID field.</p> <p>B. Enter your birth date in the Old Password field.</p> <p>C. Create a new password in the New Password field.</p> <p>D. Re-enter you new password in the Confirm Password field.</p> <p>E. Enter a password hint in the Hint field.</p> <p>F. Click the SUBMIT button.</p>	<p>Change Password</p> <p>Your password has expired. Please choose a new password.</p> <p>User ID <input type="text" value="sr55837"/></p> <p>Old Password <input type="password" value="....."/></p> <p>New Password <input type="password" value="....."/></p> <p>Confirm Password <input type="password" value="....."/></p> <p>Hint <input type="text" value="pet dog's name"/></p> <p><input type="button" value="SUBMIT"/></p>
<p>9. Once you have logged in you will be taken back to the WebAdvisor home page. Click on the Faculty button to access the faculty menu.</p>	<p>Santa Ana College & Santiago Canyon College</p> <p>CHANGE PASSWORD LOG OUT MAIN MENU CONTACT US</p> <p>Welcome Sergio!</p> <p>Online Records for Guests</p> <p>Students</p> <p>Faculty</p> <p>Online Records System</p> <p>Guests are allowed to view current class schedules and to apply online.</p> <p>Students and Faculty must log in first to access their WebAdvisor menus.</p> <p>What's My User ID? What's My Password?</p> <p>CHANGE PASSWORD LOG OUT MAIN MENU CONTACT US</p> <p>WebAdvisor^{3.1} POWERED BY DATASEL</p>

STEPS

10. Faculty menu links can now be accessed.

Faculty Information

- [Class Roster](#)
- [Grading](#)
- [Search for Sections](#)
- [My Class Schedule](#)
- [Student profile](#)
- [Faculty Student Drop](#)

SCREENSHOT

Santa Ana College & Santiago Canyon College

[CHANGE PASSWORD](#) | [LOG OUT](#) | [MAIN MENU](#) | [FACULTY MENU](#) | [CONTACT US](#)

FACULTY - WEBADVISOR FOR FACULTY MENU

Welcome Sergio!

User Account

- [What's my User ID?](#)
- [What's my password](#)
- [Change Password](#)
- [Address Change](#)

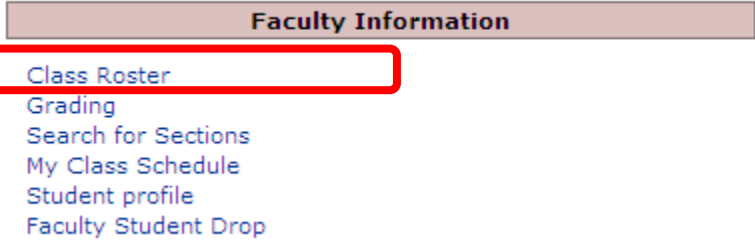
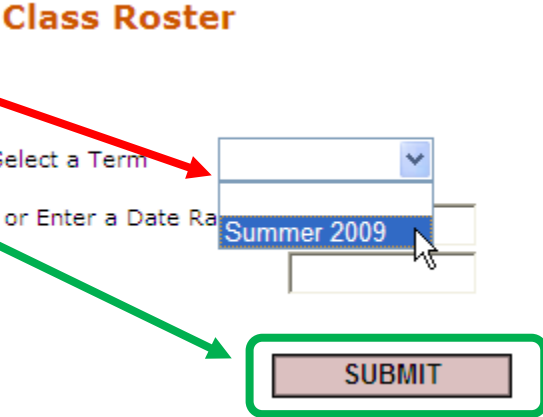
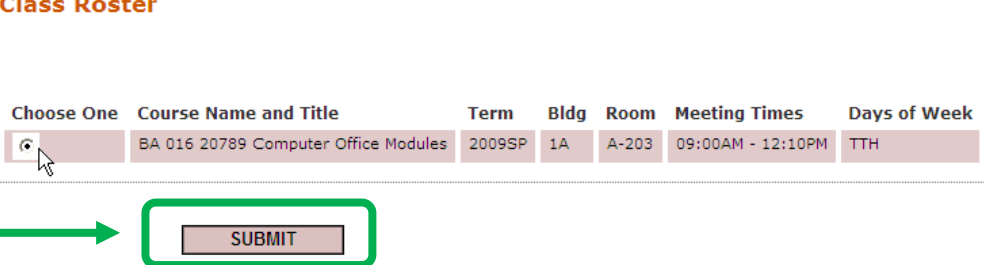
Faculty Information

- [Class Roster](#)
- [Grading](#)
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[CHANGE PASSWORD](#) | [LOG OUT](#) | [MAIN MENU](#) | [FACULTY MENU](#) | [CONTACT US](#)

WebAdvisor 3.1
POWERED BY DATATEL

View Class Roster

STEPS	SCREENSHOT														
<p>1. From the Faculty Information menu, click the Class Roster link.</p>	 <p>The screenshot shows a header bar labeled "Faculty Information". Below it is a list of links: "Class Roster", "Grading", "Search for Sections", "My Class Schedule", "Student profile", and "Faculty Student Drop". The "Class Roster" link is highlighted with a red rectangular box.</p>														
<p>2. To select a roster: A. Select the term in the drop-down menu B. Click the SUBMIT button.</p>	 <p>The screenshot shows the "Class Roster" page. It has a form with a "Select a Term" label and a dropdown menu. The dropdown menu is open, showing "Summer 2009" selected. Below the dropdown is the text "or Enter a Date Range". A red arrow points from step 2A to the dropdown menu. A green arrow points from step 2B to a "SUBMIT" button which is highlighted with a green rectangular box.</p>														
<p>3. To select a class section: A. Click the radio button next to your class section. B. Click the SUBMIT button.</p>	 <p>The screenshot shows the "Class Roster" page with a table of class sections. The table has columns: "Choose One", "Course Name and Title", "Term", "Bldg", "Room", "Meeting Times", and "Days of Week". The first row has a radio button selected in the "Choose One" column. A red arrow points from step 3A to this radio button. Below the table is a "SUBMIT" button highlighted with a green rectangular box. A green arrow points from step 3B to this button.</p> <table border="1" data-bbox="532 1197 1510 1270"> <thead> <tr> <th>Choose One</th> <th>Course Name and Title</th> <th>Term</th> <th>Bldg</th> <th>Room</th> <th>Meeting Times</th> <th>Days of Week</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/></td> <td>BA 016 20789 Computer Office Modules</td> <td>2009SP</td> <td>1A</td> <td>A-203</td> <td>09:00AM - 12:10PM</td> <td>TTH</td> </tr> </tbody> </table>	Choose One	Course Name and Title	Term	Bldg	Room	Meeting Times	Days of Week	<input checked="" type="radio"/>	BA 016 20789 Computer Office Modules	2009SP	1A	A-203	09:00AM - 12:10PM	TTH
Choose One	Course Name and Title	Term	Bldg	Room	Meeting Times	Days of Week									
<input checked="" type="radio"/>	BA 016 20789 Computer Office Modules	2009SP	1A	A-203	09:00AM - 12:10PM	TTH									

STEPS

SCREENSHOT

4. The roster for the class section selected will be displayed.

NOTE:

- A status of Add or New means the student is registered for the class.
- Waitlisted students will be displayed at the bottom of the same roster page with a status of Wait. The order they appear is the order they were added to the waitlist. In the example to the right, there are two waitlisted students.
- If no students are waitlisted then no students will appear on your roster with a status of Wait.

Status

Wait

Class Roster

Course Name and Title Section Meeting Information
BA-016-20789 Computer Office Modules 02/24/2009-06/07/2009 Laboratory/Studio/Activity Tuesday, Thursday 09:00AM - 12:10PM, A - Cesar Chavez Bldg, Room A-203

Instructors

Robert Manson

E-mail a copy of this roster to me.

Student	ID	E-mail Address	Telephone	Course Name	Status	Units	Student Profile
Ball, Chuck	1641037	test@gmail.com	DAY 714-628-7984	BA-016	Add	1.00	<input type="checkbox"/>
Le, Vincent H.	1376140		HOME 547-1706	BA-016	Add	1.50	<input type="checkbox"/>
Pack, Brittany	1641069	birtp@yahoo.com			Wait		<input type="checkbox"/>
Ball, Chuck	1641037	test@gmail.com			Wait		<input type="checkbox"/>

Security Access Messages

None

SUBMIT

Option 1

Email the roster to yourself by:

- Clicking the check box next to "E-mail a copy of this roster to me."
- Click the SUBMIT button.
- An email will be sent to your RSCCD email account.

NOTE: You can copy and paste the roster from your email onto MS Excel 2003 or 2007 by following the steps on the next page.

E-mail a copy of this roster to me.

Student	ID	E-mail Address	Telephone	Course Name	Status	Units	Student Profile
Ball, Chuck	1641037	test@gmail.com	DAY 714-628-7984	BA-016	Add	1.00	<input type="checkbox"/>
Le, Vincent H.	1376140		HOME 547-1706	BA-016	Add	1.50	<input type="checkbox"/>

Security Access Messages

None

SUBMIT

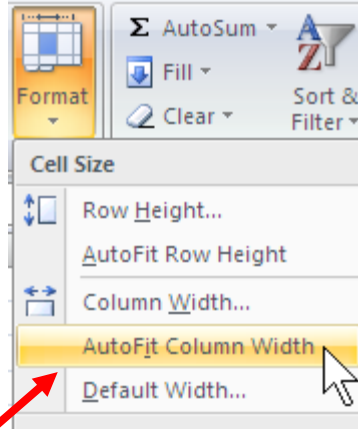
STEPS

SCREENSHOT

Option 1, continued

For Excel 2007, copy and paste the roster from your email by:

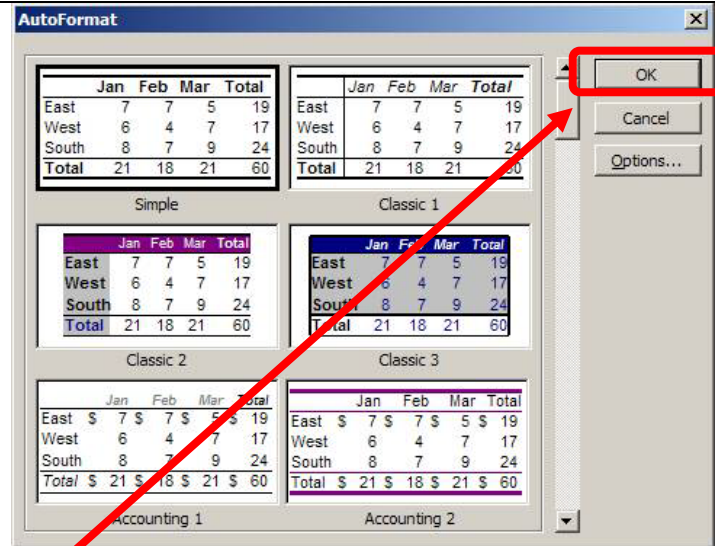
1. Opening Excel (this step must be done first).
2. In the email, select the content and copy it.
3. In Excel do a paste.
4. In Excel select the portion under line three (e.g. A4-G4)
5. Now click the Format button (Home tab) and select the AutoFit Column Width menu item.



Option 1, continued

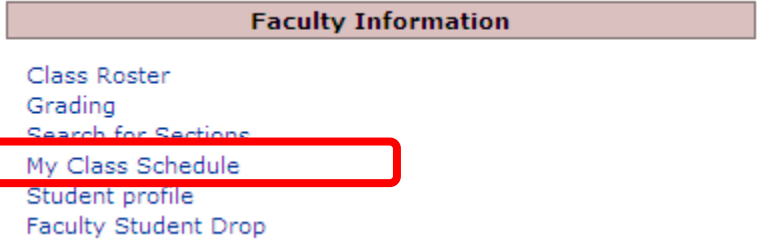
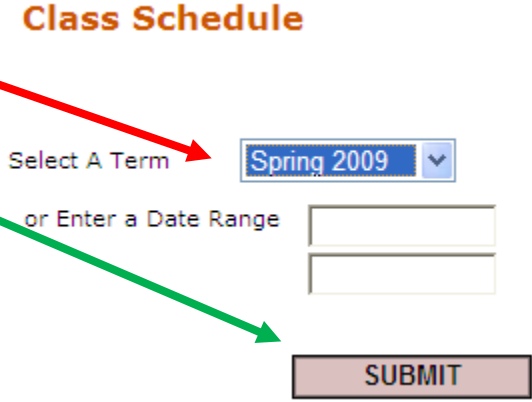
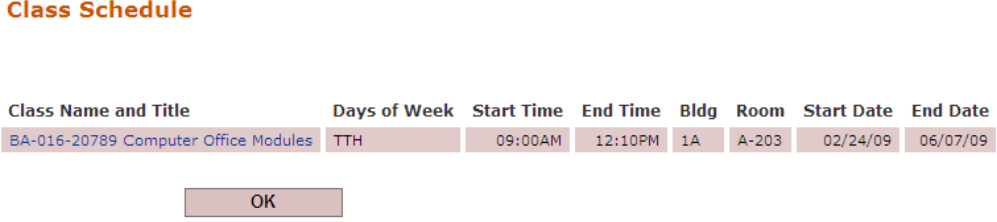
For Excel 2003, copy and paste the roster from your email by:

1. Opening Excel (this step must be done first).
2. In the email, select the content and copy it.
3. In Excel do a paste.
4. In Excel select the portion under line three (e.g. A4-G4)
5. In Excel click on Format menu and select AutoFormat.
6. Now click the OK button in the AutoFormat Dialog.

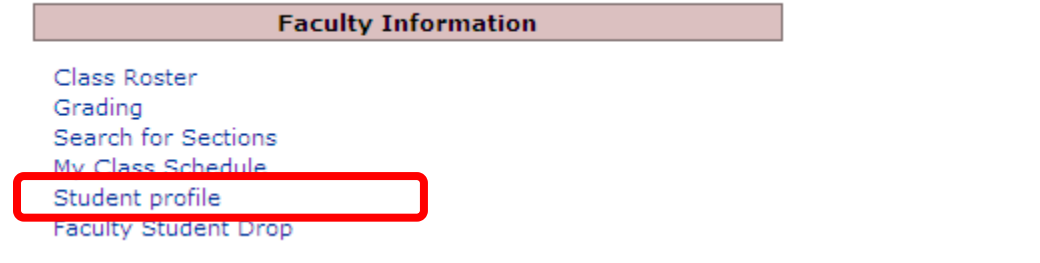

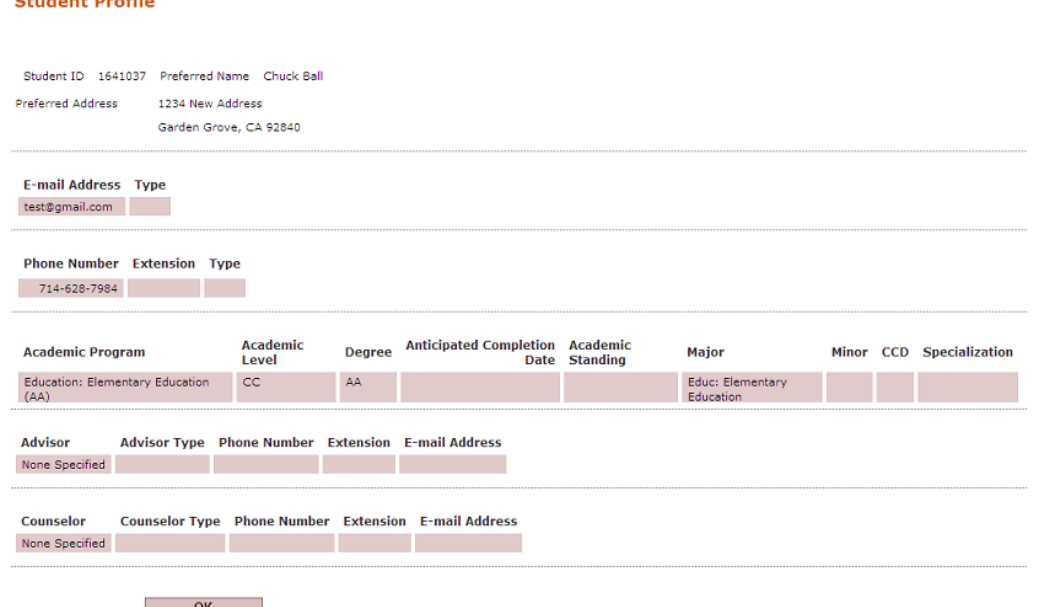


STEPS	SCREENSHOT																								
<p>Option2 View student contact information by:</p> <p>A. Clicking the Student Profile check box for a particular student</p> <p>B. Clicking the SUBMIT button.</p>	<p>Class Roster</p> <p>Course Name and Title BA-016-20789 Computer Office Modules</p> <hr/> <p>Instructors Robert Manson</p> <hr/> <table border="1"> <thead> <tr> <th>Student</th> <th>ID</th> <th>E-mail address</th> <th>Pass/NoPass</th> <th>Course Name</th> <th>Status</th> <th>Units</th> <th>Student Profile</th> </tr> </thead> <tbody> <tr> <td>Ball, Chuck</td> <td>1641037</td> <td>test@gmail.com</td> <td>P</td> <td>BA-016</td> <td>Add</td> <td>1.00</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Le, Vincent H.</td> <td>1376140</td> <td></td> <td>P</td> <td>BA-016</td> <td>Add</td> <td>1.50</td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <hr/> <p>Security Access Messages None</p> <hr/> <p style="text-align: center;">SUBMIT</p>	Student	ID	E-mail address	Pass/NoPass	Course Name	Status	Units	Student Profile	Ball, Chuck	1641037	test@gmail.com	P	BA-016	Add	1.00	<input checked="" type="checkbox"/>	Le, Vincent H.	1376140		P	BA-016	Add	1.50	<input type="checkbox"/>
Student	ID	E-mail address	Pass/NoPass	Course Name	Status	Units	Student Profile																		
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<p>C. View student contact information.</p>	<p>Student Profile</p> <p>Student ID 1641037 Preferred Name Chuck Ball Preferred Address 1234 New Address Garden Grove, CA 92840</p> <hr/> <p>E-mail Address Type test@gmail.com</p> <hr/> <p>Phone Number Extension Type 714-628-7984</p> <hr/> <table border="1"> <thead> <tr> <th>Academic Program</th> <th>Academic Level</th> <th>Degree</th> <th>Anticipated Completion Date</th> <th>Academic Standing</th> <th>Major</th> <th>Minor</th> <th>CCD</th> <th>Specialization</th> </tr> </thead> <tbody> <tr> <td>Education: Elementary Education (AA)</td> <td>CC</td> <td>AA</td> <td></td> <td></td> <td>Educ: Elementary Education</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <hr/> <p>Advisor Advisor Type Phone Number Extension E-mail Address None Specified</p> <hr/> <p>Counselor Counselor Type Phone Number Extension E-mail Address None Specified</p> <hr/> <p style="text-align: center;">OK</p>	Academic Program	Academic Level	Degree	Anticipated Completion Date	Academic Standing	Major	Minor	CCD	Specialization	Education: Elementary Education (AA)	CC	AA			Educ: Elementary Education									
Academic Program	Academic Level	Degree	Anticipated Completion Date	Academic Standing	Major	Minor	CCD	Specialization																	
Education: Elementary Education (AA)	CC	AA			Educ: Elementary Education																				

View My Class Schedule

STEPS	SCREENSHOT																
<p>1. From the Faculty Information menu, click the “My Class Schedule” link.</p>	 <p>The screenshot shows a header bar labeled "Faculty Information". Below it is a list of links: "Class Roster", "Grading", "Search for Sections", "My Class Schedule" (highlighted with a red rectangular box), "Student profile", and "Faculty Student Drop".</p>																
<p>2. To select a roster: A. Select the term in the drop-down menu B. Click the SUBMIT button.</p>	 <p>The screenshot shows the "Class Schedule" form. It has a title "Class Schedule" in orange. Below the title is the text "Select A Term" followed by a dropdown menu showing "Spring 2009". Below that is the text "or Enter a Date Range" followed by two empty input fields. At the bottom is a "SUBMIT" button. A red arrow points from step 2A to the dropdown menu, and a green arrow points from step 2B to the SUBMIT button.</p>																
<p>3. Now you can view your class schedule.</p> <p>NOTE:</p> <ul style="list-style-type: none"> • Clicking the OK button will take you back to the faculty menu. • You can use your browser’s print button to print this page for your records. 	 <p>The screenshot shows the "Class Schedule" table with the following data:</p> <table border="1"> <thead> <tr> <th>Class Name and Title</th> <th>Days of Week</th> <th>Start Time</th> <th>End Time</th> <th>Bldg</th> <th>Room</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>BA-016-20789 Computer Office Modules</td> <td>TTH</td> <td>09:00AM</td> <td>12:10PM</td> <td>1A</td> <td>A-203</td> <td>02/24/09</td> <td>06/07/09</td> </tr> </tbody> </table> <p>Below the table is an "OK" button.</p>	Class Name and Title	Days of Week	Start Time	End Time	Bldg	Room	Start Date	End Date	BA-016-20789 Computer Office Modules	TTH	09:00AM	12:10PM	1A	A-203	02/24/09	06/07/09
Class Name and Title	Days of Week	Start Time	End Time	Bldg	Room	Start Date	End Date										
BA-016-20789 Computer Office Modules	TTH	09:00AM	12:10PM	1A	A-203	02/24/09	06/07/09										

View Student Contact Information

STEPS	SCREENSHOT																		
<p>1. From the Faculty Information menu, click the “Student profile” link.</p>	 <p>The screenshot shows a menu titled "Faculty Information" with several options: "Class Roster", "Grading", "Search for Sections", "My Class Schedule", "Student profile" (highlighted with a red box), and "Faculty Student Drop".</p>																		
<p>2. Enter the student’s ID or SSN in the appropriate field and click the SUBMIT button.</p>	 <p>The screenshot shows the "Student profile" form. It includes the instruction "Enter the student's ID or Social Security/Social Identification Number." There are two input fields: "Student ID" containing "1641037" and "Social Security Number". A "SUBMIT" button is located at the bottom.</p>																		
<p>3. View student contact information.</p> <p>NOTE:</p> <ul style="list-style-type: none"> Clicking the OK button will take you back to the faculty menu. You can use your browser’s print button to print this page for your records. 	 <p>The screenshot shows the "Student Profile" page for Student ID 1641037, Preferred Name Chuck Ball. It displays preferred address, email address (test@gmail.com), and phone number (714-628-7984). Below this is a table of academic information:</p> <table border="1"> <thead> <tr> <th>Academic Program</th> <th>Academic Level</th> <th>Degree</th> <th>Anticipated Completion Date</th> <th>Academic Standing</th> <th>Major</th> <th>Minor</th> <th>CCD</th> <th>Specialization</th> </tr> </thead> <tbody> <tr> <td>Education: Elementary Education (AA)</td> <td>CC</td> <td>AA</td> <td></td> <td></td> <td>Educ: Elementary Education</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Below the table are sections for "Advisor" and "Counselor", both currently showing "None Specified". An "OK" button is at the bottom.</p>	Academic Program	Academic Level	Degree	Anticipated Completion Date	Academic Standing	Major	Minor	CCD	Specialization	Education: Elementary Education (AA)	CC	AA			Educ: Elementary Education			
Academic Program	Academic Level	Degree	Anticipated Completion Date	Academic Standing	Major	Minor	CCD	Specialization											
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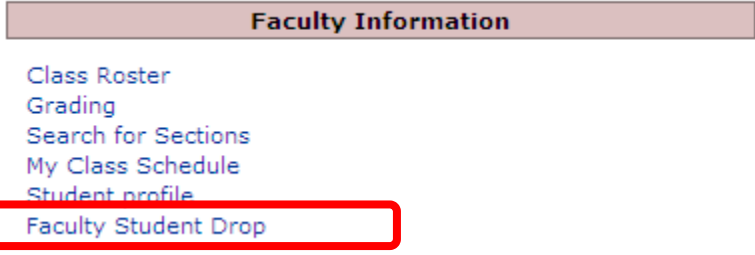
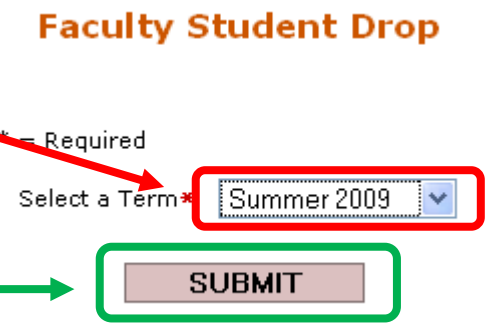
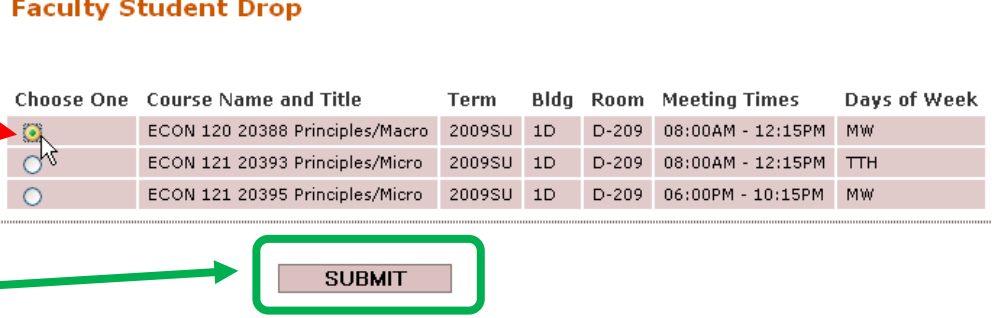
Submit Grades

STEPS	SCREENSHOT																				
<p>1. From the Faculty Information menu, click the “Grading” link.</p>	 <p>Faculty Information</p> <ul style="list-style-type: none"> Class Roster Grading Search for Sections My Class Schedule Student profile Faculty Student Drop 																				
<p>2. To select a term:</p> <p>A. Select the term in the drop-down menu</p> <p>B. Click the SUBMIT button.</p>	 <p>FACULTY Welcome</p> <h2 style="text-align: center;">Grading</h2> <div style="display: flex; justify-content: space-around;">   </div> <p style="text-align: center;">Please note: GRADES ARE DUE 5 DAYS from your FINAL CLASS MEETING.</p> <div style="border: 2px solid red; padding: 5px; margin: 10px auto; width: fit-content;"> Select a term to restrict your class list Term <input type="text" value="Summer 2009"/> </div> <div style="text-align: center; margin-top: 10px;"> <div style="border: 2px solid green; padding: 5px; display: inline-block;">SUBMIT</div> </div>																				
<p>3. To select a class section:</p> <p>A. Click the radio button next to your class section.</p> <p>B. Click the SUBMIT button.</p>	 <p style="text-align: center;">Grading</p> <p style="text-align: center;">Final or Midterm/Intermediate Grading Final</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Choose One</th> <th style="width: 40%;">Class Name and Title</th> <th style="width: 10%;">Start Date</th> <th style="width: 10%;">End Date</th> <th style="width: 5%;">Bldg</th> <th style="width: 5%;">Room</th> <th style="width: 15%;">Meeting Times</th> <th style="width: 10%;">Days of Week</th> <th style="width: 5%;">Loc</th> <th style="width: 5%;">Term</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input type="radio"/></td> <td>ECON-120-20388 Principles/Macro</td> <td>06/22/09</td> <td>07/29/09</td> <td>1D</td> <td>D-209</td> <td>08:00AM - 12:15PM</td> <td>MW</td> <td>SAC</td> <td>2009SU</td> </tr> </tbody> </table> <div style="text-align: center; margin-top: 10px;"> <div style="border: 2px solid green; padding: 5px; display: inline-block;">SUBMIT</div> </div>	Choose One	Class Name and Title	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term	<input type="radio"/>	ECON-120-20388 Principles/Macro	06/22/09	07/29/09	1D	D-209	08:00AM - 12:15PM	MW	SAC	2009SU
Choose One	Class Name and Title	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term												
<input type="radio"/>	ECON-120-20388 Principles/Macro	06/22/09	07/29/09	1D	D-209	08:00AM - 12:15PM	MW	SAC	2009SU												

STEPS	SCREENSHOT																																																																																										
<p>1. In the Final Grading screen:</p> <p>A. Enter a grade for each respective student in the Grade column fields.</p> <p>A - Excellent B - Good C - Satisfactory D - Less Than Satisfactory F - Fail P - Pass NP - No Pass I - Incomplete (see notes on next page)</p> <p>B. Click the SUBMIT button.</p>	<p style="text-align: center;">Final Grading</p> <p>Class Name ECON-120-20388 Title Principles/Macro Location Santa Ana College Term Summer 2009</p> <p>Instructor Serg Rodriguez</p> <hr/> <table border="1"> <thead> <tr> <th>Student</th> <th>ID</th> <th>Status</th> <th>Grade</th> <th>Expire Date</th> <th>Units</th> </tr> </thead> <tbody> <tr><td>Albert, Lori A.</td><td>1090577</td><td>N</td><td>A</td><td></td><td>3.00</td></tr> <tr><td>Bowen, Jennifer L.</td><td>1380170</td><td>N</td><td>C</td><td></td><td>3.00</td></tr> <tr><td>Brooms, Sharon D.</td><td>1068760</td><td>N</td><td>D</td><td></td><td>3.00</td></tr> <tr><td>Chew, Wendy</td><td>1069277</td><td>N</td><td>F</td><td></td><td>3.00</td></tr> <tr><td>Dinh, Bay V.</td><td>1000003</td><td>N</td><td></td><td></td><td>3.00</td></tr> <tr><td>Ignacio, Moises J.</td><td>1104021</td><td>N</td><td></td><td></td><td>3.00</td></tr> <tr><td>Lam, Huong X.</td><td>1329943</td><td>N</td><td></td><td></td><td>3.00</td></tr> <tr><td>Medina, Elizabeth</td><td>1196391</td><td>N</td><td></td><td></td><td>3.00</td></tr> <tr><td>Mendez, Vanessa</td><td>1218500</td><td>N</td><td></td><td></td><td>3.00</td></tr> <tr><td>Morris, Kandace D.</td><td>1338629</td><td>N</td><td></td><td></td><td>3.00</td></tr> <tr><td>Nguyen, Nhatruc K.</td><td>1069295</td><td>N</td><td></td><td></td><td>3.00</td></tr> <tr><td>Pham, Tan D.</td><td>1226124</td><td>N</td><td></td><td></td><td>3.00</td></tr> <tr><td>Stone, Michael C.</td><td>1025671</td><td>N</td><td></td><td></td><td>3.00</td></tr> <tr><td>To, Van T.</td><td>1419559</td><td>N</td><td></td><td></td><td>3.00</td></tr> </tbody> </table> <hr/> <p style="text-align: center;">SUBMIT</p>	Student	ID	Status	Grade	Expire Date	Units	Albert, Lori A.	1090577	N	A		3.00	Bowen, Jennifer L.	1380170	N	C		3.00	Brooms, Sharon D.	1068760	N	D		3.00	Chew, Wendy	1069277	N	F		3.00	Dinh, Bay V.	1000003	N			3.00	Ignacio, Moises J.	1104021	N			3.00	Lam, Huong X.	1329943	N			3.00	Medina, Elizabeth	1196391	N			3.00	Mendez, Vanessa	1218500	N			3.00	Morris, Kandace D.	1338629	N			3.00	Nguyen, Nhatruc K.	1069295	N			3.00	Pham, Tan D.	1226124	N			3.00	Stone, Michael C.	1025671	N			3.00	To, Van T.	1419559	N			3.00
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STEPS	SCREENSHOT																														
<p>2. After submitting the grades, the Grading Confirmation screen will display your final grades.</p> <p>NOTE:</p> <ul style="list-style-type: none"> Clicking the OK button will take you back to the faculty menu. You can use your browser's print button to print this grade confirmation for your records. 	<p style="text-align: center;">Grading Confirmation Form</p> <p>Class Name ECON-120-20388 Title Principles/Macro Location Santa Ana College Term Summer 2009</p> <p>Instructor Serg Rodriguez</p> <p style="text-align: center;">** Your changes have been saved. Modified records are shown below **</p> <hr/> <table border="1"> <thead> <tr> <th>Student</th> <th>ID</th> <th>Status</th> <th>Final Grade</th> <th>Expire Date</th> <th>Credits</th> </tr> </thead> <tbody> <tr> <td>Albert, Lori A.</td> <td>1090577</td> <td>N</td> <td>A</td> <td></td> <td>3.00</td> </tr> <tr> <td>Bowen, Jennifer L.</td> <td>1380170</td> <td>N</td> <td>C</td> <td></td> <td>3.00</td> </tr> <tr> <td>Brooms, Sharon D.</td> <td>1068760</td> <td>N</td> <td>D</td> <td></td> <td>3.00</td> </tr> <tr> <td>Chew, Wendy</td> <td>1069277</td> <td>N</td> <td>F</td> <td></td> <td>3.00</td> </tr> </tbody> </table> <hr/> <p style="text-align: center;">OK</p>	Student	ID	Status	Final Grade	Expire Date	Credits	Albert, Lori A.	1090577	N	A		3.00	Bowen, Jennifer L.	1380170	N	C		3.00	Brooms, Sharon D.	1068760	N	D		3.00	Chew, Wendy	1069277	N	F		3.00
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<p>NOTE: For Incomplete grades, the system will automatically enter a one year expiration date upon submission.</p> <p>After the expiration date the Incomplete will turn to a Fail grade.</p>	<p>Class Name BA-016-20789 Title Computer Office Modules Location Santa Ana College Term Spring 2009</p> <p>Instructor Joyce M. Miller Robert Manson Linda J. Dussault</p> <p style="text-align: center;">** Your changes have been saved. Modified records are shown below **</p> <hr/> <table border="1"> <thead> <tr> <th>Student</th> <th>ID</th> <th>Status</th> <th>Final Grade</th> <th>Expire Date</th> <th>Credits</th> </tr> </thead> <tbody> <tr> <td>Ball, Chuck</td> <td>1641037</td> <td>A</td> <td>I</td> <td>05/18/2010</td> <td>1.00</td> </tr> </tbody> </table> <hr/> <p style="text-align: center;">OK</p>	Student	ID	Status	Final Grade	Expire Date	Credits	Ball, Chuck	1641037	A	I	05/18/2010	1.00																		
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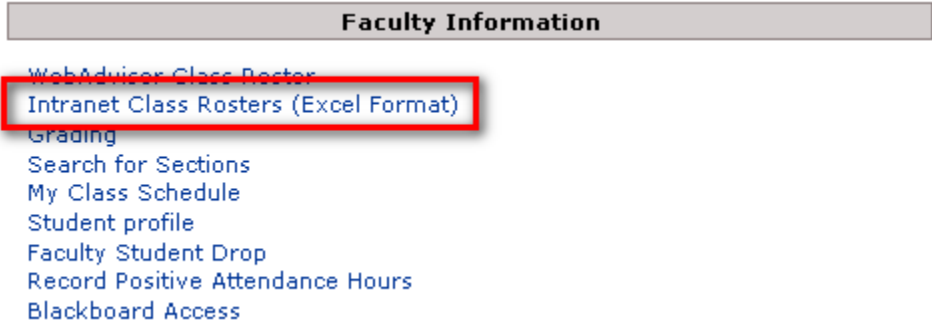
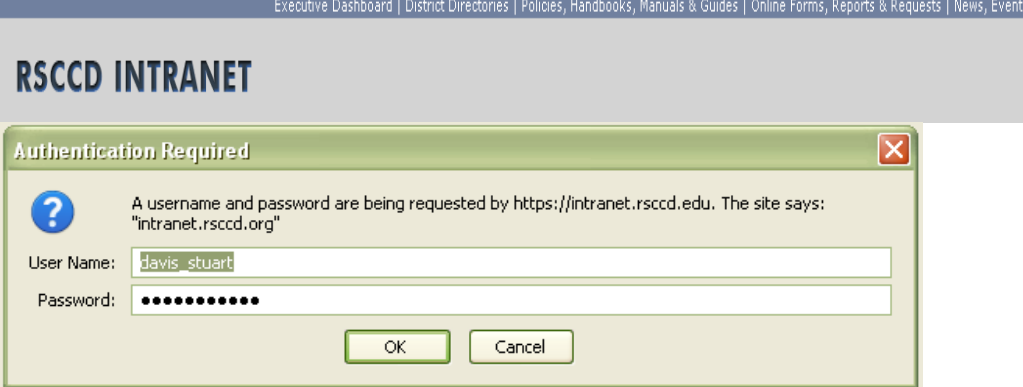

Dropping a Student



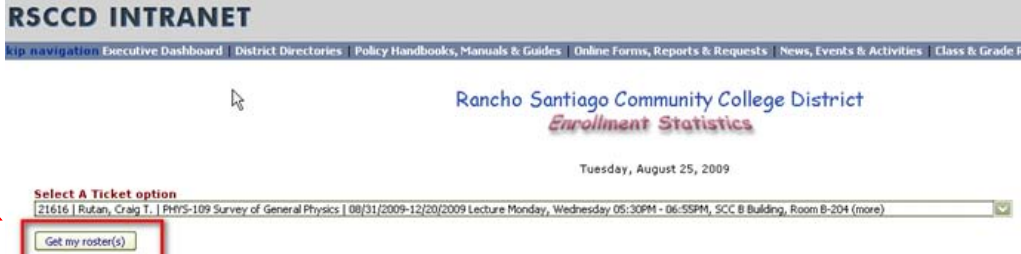

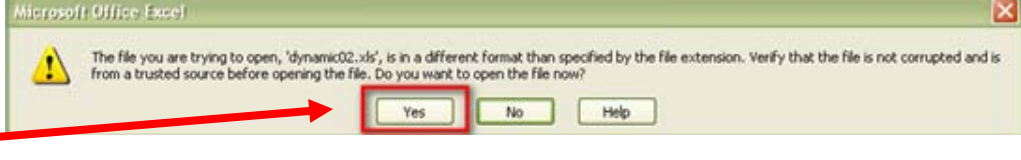
STEPS	SCREENSHOT																												
<p>1. From the Faculty Information menu, click the “Faculty Student Drop” link.</p>	 <p>The screenshot shows a header bar labeled "Faculty Information". Below it are several menu items: "Class Roster", "Grading", "Search for Sections", "My Class Schedule", "Student profile", and "Faculty Student Drop". The "Faculty Student Drop" link is highlighted with a red rectangular box.</p>																												
<p>2. To select a term: A. Select the term in the drop-down menu. B. Click the SUBMIT button.</p>	 <p>The screenshot shows the "Faculty Student Drop" page. A dropdown menu labeled "Select a Term*" is set to "Summer 2009" and is highlighted with a red box. A red arrow points from the text "Select the term in the drop-down menu." to this dropdown. Below the dropdown is a "SUBMIT" button, which is highlighted with a green box. A green arrow points from the text "Click the SUBMIT button." to this button.</p>																												
<p>3. To select a class section: A. Click the radio button next to your class section. B. Click the SUBMIT button.</p>	 <p>The screenshot shows the "Faculty Student Drop" page with a table of class sections. The first radio button in the "Choose One" column is selected, indicated by a red arrow from the text "Click the radio button next to your class section.". Below the table is a "SUBMIT" button, highlighted with a green box. A green arrow points from the text "Click the SUBMIT button." to this button.</p> <table border="1" data-bbox="532 1060 1518 1186"> <thead> <tr> <th>Choose One</th> <th>Course Name and Title</th> <th>Term</th> <th>Bldg</th> <th>Room</th> <th>Meeting Times</th> <th>Days of Week</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/></td> <td>ECON 120 20388 Principles/Macro</td> <td>2009SU</td> <td>1D</td> <td>D-209</td> <td>08:00AM - 12:15PM</td> <td>MW</td> </tr> <tr> <td><input type="radio"/></td> <td>ECON 121 20393 Principles/Micro</td> <td>2009SU</td> <td>1D</td> <td>D-209</td> <td>08:00AM - 12:15PM</td> <td>TTH</td> </tr> <tr> <td><input type="radio"/></td> <td>ECON 121 20395 Principles/Micro</td> <td>2009SU</td> <td>1D</td> <td>D-209</td> <td>06:00PM - 10:15PM</td> <td>MW</td> </tr> </tbody> </table>	Choose One	Course Name and Title	Term	Bldg	Room	Meeting Times	Days of Week	<input checked="" type="radio"/>	ECON 120 20388 Principles/Macro	2009SU	1D	D-209	08:00AM - 12:15PM	MW	<input type="radio"/>	ECON 121 20393 Principles/Micro	2009SU	1D	D-209	08:00AM - 12:15PM	TTH	<input type="radio"/>	ECON 121 20395 Principles/Micro	2009SU	1D	D-209	06:00PM - 10:15PM	MW
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STEPS	SCREENSHOT																																
<p>4. In the Faculty Student Drop screen:</p> <p>A. Click the check boxes in the Drop column next to each respective student you want to drop from the class.</p> <p>B. Click the SUBMIT button.</p>	<p>Faculty Student Drop</p> <p>Course Name and Title ECON-121-20872 Principles/Micro</p> <hr/> <p>Instructors Serg Rodriguez</p> <hr/> <p>Last date to drop as no show 02/28/2009 Last date to drop for excessive absence 05/31/2009</p> <hr/> <table border="1"> <thead> <tr> <th>Student</th> <th>ID</th> <th>Access</th> <th>E-mail address</th> <th>Class</th> <th>Status</th> <th>Credits</th> <th>Drop</th> </tr> </thead> <tbody> <tr> <td>Albert, Lori A.</td> <td>1090577</td> <td></td> <td>lorialbert@ymail.com</td> <td></td> <td>Add</td> <td>3.00</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Bowen, Jennifer L.</td> <td>1380170</td> <td></td> <td>JENNIFER.BOWEN@YAHOO.COM</td> <td>FR</td> <td>Add</td> <td>3.00</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Brooms, Sharon D.</td> <td>1068760</td> <td></td> <td>AMBITIONGOAL@YAHOO.COM</td> <td></td> <td>Add</td> <td>3.00</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table> <hr/> <p style="text-align: center;">SUBMIT</p>	Student	ID	Access	E-mail address	Class	Status	Credits	Drop	Albert, Lori A.	1090577		lorialbert@ymail.com		Add	3.00	<input checked="" type="checkbox"/>	Bowen, Jennifer L.	1380170		JENNIFER.BOWEN@YAHOO.COM	FR	Add	3.00	<input type="checkbox"/>	Brooms, Sharon D.	1068760		AMBITIONGOAL@YAHOO.COM		Add	3.00	<input checked="" type="checkbox"/>
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<p>5. After submitting the drops, the Student Drop Confirmation screen will display your dropped students.</p> <p>NOTE:</p> <ul style="list-style-type: none"> Clicking the OK button will take you back to the faculty menu. You can use your browser's print button to print this page for your records. 	<p>Student Drop Confirmation</p> <p>Course Name and Title ECON-121-20872 Principles/Micro</p> <hr/> <p>Instructors Serg Rodriguez</p> <hr/> <p>Last date to drop as no show 02/20/09</p> <hr/> <table border="1"> <thead> <tr> <th>Student</th> <th>ID</th> <th>Access</th> <th>E-mail address</th> <th>Class</th> <th>Status</th> <th>Credits</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Albert, Lori A.</td> <td>1090577</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Dropped</td> </tr> <tr> <td>Brooms, Sharon D.</td> <td>1068760</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Dropped</td> </tr> </tbody> </table> <hr/> <p>Security Access Messages None</p> <hr/> <p style="text-align: center;">OK</p>	Student	ID	Access	E-mail address	Class	Status	Credits	Action	Albert, Lori A.	1090577						Dropped	Brooms, Sharon D.	1068760						Dropped								
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Retrieving Excel Class Rosters from the Intranet

➤ The RSCCD Intranet stores the class rosters in Excel format for ease of use.

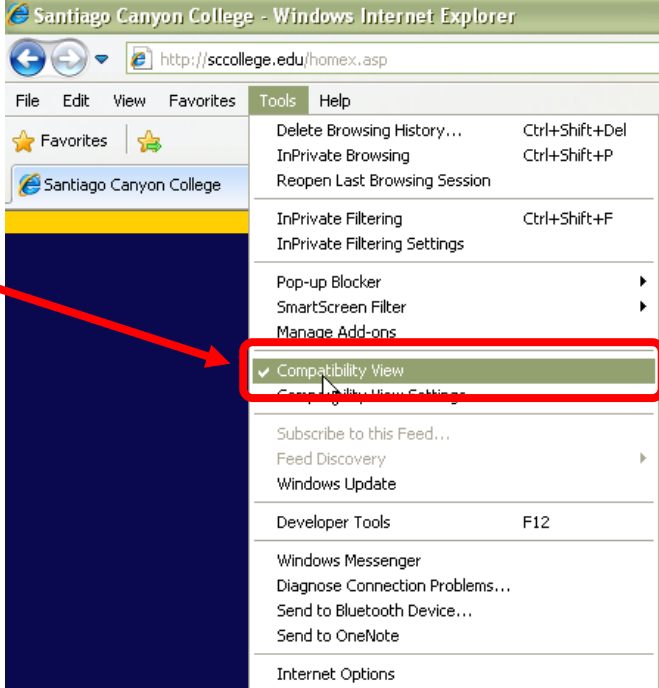
STEPS	SCREENSHOT
<p>1. From the Faculty menu, click the Intranet Class Rosters link.</p> <p>The RSCCD Intranet link is also available through the http://remote.rsccd.edu Web site.</p>	 <p>A screenshot of a web menu titled "Faculty Information". The menu items are: WebAdvisor Class Roster, Intranet Class Rosters (Excel Format) (highlighted with a red box), Grading, Search for Sections, My Class Schedule, Student profile, Faculty Student Drop, Record Positive Attendance Hours, and Blackboard Access.</p>
<p>2. Log on to the Intranet using your RSCCD network log on. For example:</p> <p>Username: davis_stuart Default password: Nov111976</p> <p>You can contact help desk (x4999) if you need your account information or need to reset the password.</p>	 <p>A screenshot of the RSCCD Intranet login page. At the top, there is a navigation bar with links: Executive Dashboard District Directories Policies, Handbooks, Manuals & Guides Online Forms, Reports & Requests News, Events. Below this is the "RSCCD INTRANET" header. A "Authentication Required" dialog box is displayed, showing a message: "A username and password are being requested by https://intranet.rsccd.edu. The site says: 'intranet.rsccd.org'". The dialog box contains input fields for "User Name:" (with "davis_stuart" entered) and "Password:" (with masked characters). There are "OK" and "Cancel" buttons at the bottom.</p>
<p>3. Once you have logged in to the Intranet, click the Class and Grade Rosters link in the upper right hand corner.</p>	 <p>A screenshot of the RSCCD Intranet home page. The top navigation bar includes "News, Events & Activities" and "Class & Grade Rosters" (highlighted with a red box). Below the navigation bar, the user's name and date are displayed: "Stuart Davis Tue, 8/25/2009". The main content area shows the date "Tuesday, August 25, 2009", followed by sections for "Upcoming Events" (listing "RSCCD Board of Trustees Meeting (9/14/2009)"), "New Documents", and a "Search" box. At the bottom, there is a link: "For Xerox Web Page Submission, click here".</p>

STEPS	SCREENSHOT
<p>4. Click on the link for semester you are interested in.</p>	
<p>5. Enter your PIN in the Pin No. field.</p> <p>The first time you access the Intranet rosters, the last 4 of your social security number is used as the PIN.</p>	
<p>6. Select your section in the drop down menu and click the Get my roster(s) button.</p>	
<p>7. You will be prompted to save your Excel roster file for the section you selected. Click the Save button and save the file to a directory on your computer.</p>	
<p>8. On your computer, click on the file you just saved and click the Yes button when Excel prompts you to open the file.</p>	

STEPS		SCREENSHOT					
9. Your section roster is now open in Excel.		A	B	C	D	E	
	1	Course Name and Title:		PHYS-109-21616 Survey of General Physics			
	2	Section Meeting Information:		08/31/2009-12/20/2009 Lecture Monday, Wednesday 05:30PM - 06:55PM, SCC B Bu (more)...			
	3						
	4	Instructor(s):		Rutan, Craig T.			
	5						
	6	Seq	Student	ID	E-mail Address	Telephone	Sta
	7	1	Anderson, Mallory C.	1162476	MALLORYC.ANDERSON@GMAIL.COM	HOME 714-335-3344	Ne
	8	2	Anguiano, Angel	1173080		HOME 714-750-9174	Ne
	9	3	Armi, Aline J.	1198984	ALINEARMI@GMAIL.COM	HOME 909-894-8094	Ne
	10	4	Borhardt, Eric	1396386		HOME 714-544-4096	Ne
	11	5	Caron, Jennifer C.	1542465	JCARON9876@HOTMAIL.COM	HOME 949-262-1381	Ne
	12	6	Clark, Chad N.	1175149	CHADCLARK@SBCGLOBAL.NET	HOME 714-906-5506	Ne
	13	7	Cuevas, Eleni R.	1666249	LIL_BOSSY@HOTMAIL.COM	EVE 714-532-4575	Ne
	14	8	Duket, Dustin T.	1452263	DUSTIN_DUKET@YAHOO.COM		Ne
	15	9	Ellis, Dalen	1490970	djecali@yahoo.com	EVE 714-499-3073	Ne
	16	10	Goffredo, Christopher A.	1270209	goffredo.christopher@gmail.com	HOME 760-617-0383	Ne
	17	11	Keylor, Mark A.	1263796	MARKK@INNDEV.NET	HOME 714-675-5080	Ne
	18	12	Lopez, Mauricio	1495595	CRYPTICMO8@GMAIL.COM	HOME 714-510-6352	Ne
	19	13	MacKey, James D.	1547598	OPFIREBIRDV2@GMAIL.COM	HOME 714-454-3871	Ne
	20	14	Martinez, Carly D.	1124839	CARLY.MARTINEZ@YAHOO.COM		Ne
	21	15	Merida, Gerardo H.	1260356	GERARDOMERIDA08@HOTMAIL.COM		Ne
	22	16	Mey, Jeffrey J.	1267157	JMEY49@YAHOO.COM	HOME 714-771-0261	Ne
	23	17	Mosley, Troy	1374473	TROYMOSLEY@GMAIL.COM		Ne
	24	18	Naberman, Christie A.	1405217	radiantangel25@yahoo.com	HOME 760-403-8418	Ne
	25	19	Reed, Marcus	1410507	MARCUSREED13@MAC.COM	HOME 714-469-2584	Ne
	26	20	Smith, Nicholas R.	1264909	creamyfilms@yahoo.com		Ne
	27	21	Tafoya, Erik S.	1383052	ETAFOYA19@HOTMAIL.COM	HOME 714-614-6096	Ne
	28	22	Ventura, Cheyla	1674476	cheyla07_7@yahoo.com		Ne
	29	23	Ward, Alison N.	1185098	CALIALI84@yahoo.COM	HOME 714-381-1130	Ne
30	24	Wright, Paul A.	1301842	pwright747@gmail.com	HOME 714-538-8790	Ne	

Using Internet Explorer 8 with WebAdvisor

- Internet Explorer 8 can be used with WebAdvisor only in Compatibility mode.

STEPS	SCREENSHOT
<p>If you are using Internet Explorer 8, you have to switch to Compatibility View in the Tools menu in order to activate all WebAdvisor features.</p> <p>Once this step has been performed, WebAdvisor will work fine with Internet Explorer 8.</p>	 <p>The screenshot shows the Internet Explorer 8 interface. The address bar displays 'http://sccollege.edu/homex.asp'. The 'Tools' menu is open, and the 'Compatibility View' option is highlighted with a red box. A red arrow points from the text in the 'STEPS' column to this highlighted option. Other menu items include 'Delete Browsing History...', 'InPrivate Browsing', 'InPrivate Filtering', 'Pop-up Blocker', 'SmartScreen Filter', 'Manage Add-ons', 'Subscribe to this Feed...', 'Windows Update', 'Developer Tools', 'Windows Messenger', 'Diagnose Connection Problems...', 'Send to Bluetooth Device...', 'Send to OneNote', and 'Internet Options'.</p>