








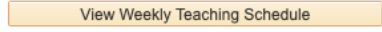



Faculty Center 2.0

The following functionality currently exist and is available to Faculty:

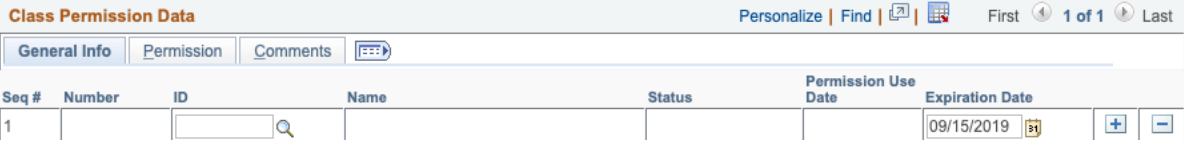
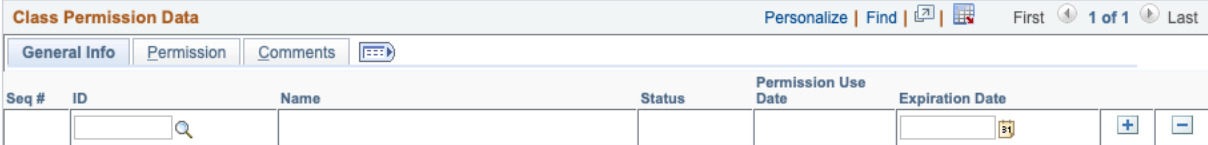
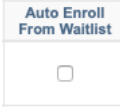
- View/submit Class, Waitlist, Drop, Reinstate, Positive Attendance, Grade and Census Rosters
- View Academic Data, Student and Class Schedule
- Print and Sign the Roster Certificate Form
- Email students individually or entire class
- View historical class schedules in past terms

Step	Steps and Action																												
1.	<p>Login into MyDelta</p> <p>Enter 'User Id', 'Password' and click Sign In</p> <p>EXPECTED RESULTS: should be logged in and the Home Page should be displayed</p>																												
2.	<div style="display: flex; align-items: flex-start;"> <div style="background-color: #fff9c4; padding: 10px; margin-right: 10px;"> <p>Faculty Center</p>  </div> <div> <p>Navigate to <i>Faculty Center</i></p> <p>EXPECTED RESULTS: The My Schedule page displays all classes, being offered in the current term, that have you listed as an instructor. You can also view your teaching or exam schedules in a calendar format by clicking the View Weekly Teaching Schedule links.</p> <div style="text-align: center; margin-top: 10px;"> View Weekly Teaching Schedule </div> </div> </div>																												
3.	<p>Verify you are viewing the desired term. If not desired Term click on Change Term Button to pick from a previous set of terms you have record of teaching at this institution.</p> <p>EXPECTED RESULTS: Only those terms you have taught should appear.</p> <div style="display: flex; justify-content: space-between; align-items: flex-start; margin-top: 10px;"> <div style="width: 45%;"> <p>Faculty Center</p> <p>Select Term</p> <p style="text-align: right;">View FERPA Statement</p> <p style="text-align: right;">Continue</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Select a term then select Continue.</th> </tr> <tr> <th>Term</th> <th></th> </tr> </thead> <tbody> <tr> <td><input type="radio"/> Fall 2019</td> <td>San Joaquin Delta College</td> </tr> <tr> <td><input checked="" type="radio"/> Spring 2019</td> <td>San Joaquin Delta College</td> </tr> <tr> <td><input type="radio"/> Fall 2018</td> <td>San Joaquin Delta College</td> </tr> <tr> <td><input type="radio"/> Spring 2018</td> <td>San Joaquin Delta College</td> </tr> <tr> <td><input type="radio"/> Fall 2017</td> <td>San Joaquin Delta College</td> </tr> <tr> <td><input type="radio"/> Spring 2017</td> <td>San Joaquin Delta College</td> </tr> </tbody> </table> </div> <div style="width: 50%; border: 1px solid #ccc; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Enrolled</th> <th>Days & Times</th> </tr> </thead> <tbody> <tr> <td>32</td> <td>TuWeTh 3:00PM - 4:30PM</td> </tr> <tr> <td>32</td> <td>TuWeTh 4:30PM - 7:20PM</td> </tr> <tr> <td>20</td> <td>TuWeTh 8:00AM - 8:40AM</td> </tr> <tr> <td>20</td> <td>TuWeTh 8:40AM - 2:40PM</td> </tr> <tr> <td>1</td> <td>TBA</td> </tr> </tbody> </table> </div> </div>	Select a term then select Continue.		Term		<input type="radio"/> Fall 2019	San Joaquin Delta College	<input checked="" type="radio"/> Spring 2019	San Joaquin Delta College	<input type="radio"/> Fall 2018	San Joaquin Delta College	<input type="radio"/> Spring 2018	San Joaquin Delta College	<input type="radio"/> Fall 2017	San Joaquin Delta College	<input type="radio"/> Spring 2017	San Joaquin Delta College	Enrolled	Days & Times	32	TuWeTh 3:00PM - 4:30PM	32	TuWeTh 4:30PM - 7:20PM	20	TuWeTh 8:00AM - 8:40AM	20	TuWeTh 8:40AM - 2:40PM	1	TBA
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4.	<p>Click on “Show Enrolled Classes Only”</p> <p>EXPECTED RESULTS: Only classes that have enrollment should appear. The number of rows in the grid will be reduced to only sections that have 1 or more students enrolled in them.</p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <table border="1" style="width: 45%; border-collapse: collapse;"> <thead> <tr> <th>Enrolled</th> <th>Days & Times</th> </tr> </thead> <tbody> <tr> <td>32</td> <td>TuWeTh 3:00PM - 4:30PM</td> </tr> <tr> <td>32</td> <td>TuWeTh 4:30PM - 7:20PM</td> </tr> <tr> <td>20</td> <td>TuWeTh 8:00AM - 8:40AM</td> </tr> <tr> <td>20</td> <td>TuWeTh 8:40AM - 2:40PM</td> </tr> <tr> <td>1</td> <td>TBA</td> </tr> </tbody> </table> <table border="1" style="width: 45%; border-collapse: collapse;"> <thead> <tr> <th>Enrolled</th> <th>Days & Times</th> </tr> </thead> <tbody> <tr> <td>32</td> <td>TuWeTh 3:00PM - 4:30PM</td> </tr> <tr> <td>32</td> <td>TuWeTh 4:30PM - 7:20PM</td> </tr> <tr> <td>0</td> <td>TuWeTh 3:00PM - 3:30PM</td> </tr> <tr> <td>0</td> <td>TuWeTh 3:30PM - 7:50PM</td> </tr> <tr> <td>20</td> <td>TuWeTh 8:00AM - 8:40AM</td> </tr> <tr> <td>20</td> <td>TuWeTh 8:40AM - 2:40PM</td> </tr> </tbody> </table> </div>	Enrolled	Days & Times	32	TuWeTh 3:00PM - 4:30PM	32	TuWeTh 4:30PM - 7:20PM	20	TuWeTh 8:00AM - 8:40AM	20	TuWeTh 8:40AM - 2:40PM	1	TBA	Enrolled	Days & Times	32	TuWeTh 3:00PM - 4:30PM	32	TuWeTh 4:30PM - 7:20PM	0	TuWeTh 3:00PM - 3:30PM	0	TuWeTh 3:30PM - 7:50PM	20	TuWeTh 8:00AM - 8:40AM	20	TuWeTh 8:40AM - 2:40PM		
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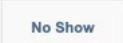
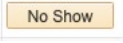




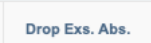


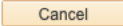



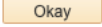
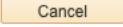







Faculty Center 2.0

Step	Steps and Action															
5.	<p>Verify Icon Legend</p> <hr/> <p>Icon Legend  Class Roster  Grade Roster</p> <hr/> <p>EXPECTED RESULTS: From the My Schedule page, you can access your class rosters, using the  to the left of your class schedule. Using the  you will be able to access the grade roster at the end of the class.</p> <p>If either of these icons are not showing is because there is no one in the roster</p>															
6.	<p>View My Teaching Schedule Grid should have the following Columns:</p> <table border="1" data-bbox="180 600 1528 636"> <thead> <tr> <th>Class</th> <th>Class Title</th> <th>Enrolled Days & Times</th> <th>Room</th> <th>Class Dates</th> <th>Acct Method</th> <th>Grant Permission</th> <th>Auto Enroll From Waitlist</th> <th>Close Waitlist</th> <th>Census Roster</th> </tr> </thead> </table> <p>Class will show a link to a page that has all the details from the schedule of classes. Class Title included the title of the courses that would display on a student’s transcript and also the component that a class may be taught as. This includes Lecture, Lab, Work Experience, Internet Lecture and so on. Enrolled will indicate how many students are enrolled in the class Days & Time will indicate for that section what times of the week it meets, TBA if it doesn’t meet. Room shows you the Facility ID and Room description Class Dates shows you the start and end date of the class. Acct Method (Accounting Method) shows you Census, Positive Attendance and No Apportionment etc. Grant Permission shows you a button on the enrollment sections that allow you to enter a student’s ID and give them permission to add or to drop. Auto Enroll From Waitlist is a checkbox that allows you to control if you want the system to move students from the waitlist to the enroll automatically. This Job runs every 6 hours prior to the term and every hour once the term starts. Close Waitlist allows you to set the waitlist capacity to zero and prevents new students from adding to your waitlist. The auto enroll from waitlist can still run on the remaining students in the waitlist Census Roster shows you a link to Certification Required link where you can certify your roster. Other links are available for positive attendance. And nothing is available for no apportionment classes.</p>	Class	Class Title	Enrolled Days & Times	Room	Class Dates	Acct Method	Grant Permission	Auto Enroll From Waitlist	Close Waitlist	Census Roster					
Class	Class Title	Enrolled Days & Times	Room	Class Dates	Acct Method	Grant Permission	Auto Enroll From Waitlist	Close Waitlist	Census Roster							
7.	<p>In addition to seeing a grid of all your classes, you can also view a calendar of your classes. The weekly calendar view will also omit holidays from being scheduled. Please click on  to see the weekly schedule for today and then confirm your meeting times. If a section is TBA hours or has not been assigned a time, you can view the section of this page that doesn’t have times assigned in the botton.</p> <p>EXPECTED RESULTS: All sections that show in the grid, should also show in the calendar view.</p>															
8.	<p>Click on the  In the first row of classes you see. This will take you to view the class roster page.</p> <p>EXPECTED RESULTS: All students who have enrolled, drop or are waitlisted should appear in this page.</p>															
9.	<p>The Class Roster Grid should have all the following columns</p> <table border="1" data-bbox="180 1514 1528 1560"> <thead> <tr> <th>Notify</th> <th>Photo ID</th> <th>Name</th> <th>Phone#</th> <th>Grade Basis</th> <th>Units</th> <th>Program and Plan</th> <th>Add Date</th> <th>Date of Drop Transaction</th> <th>Course History</th> <th>Status</th> <th>No Show</th> <th>Drop Exs. Abs.</th> <th>Last Dt. Attended</th> <th>Reinstate</th> </tr> </thead> </table> <p>Notify allows you to select a student in the grid and send them an email. You may select one, some or all student and then use the notify buttons in the bottom of the screen.</p> <p> </p> <p>Photo ID is not working as the system doesn’t have any student photos stored in the system. ID is the campus solutions number for the student. Name is the preferred name of the student Clicking on this name will allow you to email that student directly from your</p>	Notify	Photo ID	Name	Phone#	Grade Basis	Units	Program and Plan	Add Date	Date of Drop Transaction	Course History	Status	No Show	Drop Exs. Abs.	Last Dt. Attended	Reinstate
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Step	Steps and Action
	<p>preferred email client.</p> <p>Phone# shows you the phone that students have opted in to received text messages.</p> <p>Grading Basis shows you what Grade system should be used for that student in your class. Options are Graded, Pass No Pass, Credit no Credit, Audit, Not graded etc etc</p> <p>Units is the number of attempted units the student is enrolled in for that class. If you have a variable credit class this value <i>may</i> be different for some of the students.</p> <p>Program and Plan shows you the degree they are seeking along with a Major.</p> <p>Add Date is the day the student enrolled in the class</p> <p>Date of Drop Transaction shows the day a drop was created (different than a last day of attendance)</p> <p>Course History shows a link that allows you to see what classes a student has been enrolled in.</p> <p>Status shows you Enrolled, Dropped or Waiting depending on what status the student is in. Reasons for being in that status may include, Waitlist Position Number, Withdrawn if student received a W</p> <p>No Show allows you to drop a student for no enrollment at the beginning of the term. System will back date to add date.</p> <p>Drop Exc Abs. provides you with a link to indicate the last date a student attended and then process a drop. Last Dt. Attended shows the date that was used when a drop was processed for excessive absences.</p> <p>Reinstate for students who are in a status of dropped, this will add the students back into the class as of the first day they added the class.</p>
10.	<p>Grant Permission for a student to enroll into your class.</p> <p>Look for desired class in my schedule. Press the Grant Permissions Button Look at the bottom of the page Enter student's Delta ID number</p>  <p>Set the Expiration Date Press the Comments Tab if you desire to indicate why the permission is granted If granting permission to Drop the class Press the Permission to drop tab at the top of the screen You may generate the permission from enrollment, from students you already gave add permission to or start a new student id like it was mentioned above.</p> <p> <input type="button" value="Generate"/> <input type="radio"/> From Student Enrollment <input type="radio"/> From Permission to Add </p>  <p>Return to Faculty Center When finished look for the Return to Faculty Center Link</p>
11.	<p>Turn the Auto Enroll from Waitlist off</p> <p>Each enrollment section you are teaching will contain a check box that you will be able to control. The check box is real time and will allow you to turn the waitlist engine on and off. Press the Checkbox to disable the Auto Enroll Press it again to enable the Auto Enroll from waitlist</p> 
12.	<p>Close your Waitlist</p> <p>This feature can only be done once. IT set the waitlist capacity to zero. It prevents students or administrators from adding more students into the waitlist. If you want to reenable the waitlist you must contact a dean to do so.</p>




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13.	<p>Drop a No Show Student</p> <p>Navigate to the desired Class roster using the  icon from your class schedule view.</p> <p>Select the student in an enrolled status you wish to drop for No Show.</p> <p>A screen will prompt you to confirm the drop. You may cancel or proceed with the drop.</p> <p>Proceeding will change the status of the student to drop and use the add date as the effective date of the drop.</p> <p>By dropping this student you are certifying that the student did not attend the first day of classes</p> <p>Please note you are required to drop "No Show" Students.</p> <p>OK will process the drop, Cancel will return back to the roster.</p> <div style="text-align: right;">   </div> <div style="text-align: center; margin-top: 20px;">   </div>								
14.	<p>Drop a student for Excessive Absences</p> <p>Navigate to the desired Class roster using the  icon from your class schedule view.</p> <p>Select the student in an enrolled status you wish to drop for excessive absences.</p> <p>A screen will prompt you to confirm the drop. You may cancel or proceed with the drop.</p> <p>Enter the student's last date of attendance as it is required to proceed. .</p> <p>Proceeding will change the status of the student to drop and use the last date attended as the effective date.</p> <p>By dropping this student you are certifying the students is no longer attending class and meets the requirements for "Excess Absenteeism" as noted in the Manual for Student Attendance and Grade Reporting.</p> <p>OK will process the drop, Cancel will return back to the roster</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p style="color: #0070c0; font-weight: bold; margin: 0;">Enter the Last Day of Attendance (Required)</p> <p style="margin: 5px 0;">*Last Date of Attendance <input style="width: 100px;" type="text"/> </p> </div> <div style="text-align: right; margin-right: 20px;">   </div> <div style="text-align: center; margin-top: 20px;">   </div>								
15.	<p>Drop a student from waitlist</p> <p>Navigate to the desired Class roster using the  icon from your class schedule view.</p> <p>Select the student in a Waiting status you wish to Drop from waitlist.</p> <p>Press the No Show button to drop the Waitlisted student.</p> <p>A screen will prompt you to confirm the drop. You may cancel or proceed with the drop.</p> <p>By dropping this student you are certifying that the student did not attend the first day of classes</p> <p>Please note you are required to drop "No Show" Students.</p> <p>OK will process the drop, Cancel will return back to the roster.</p> <div style="text-align: right; margin-right: 20px;"> <table border="1" style="border-collapse: collapse;"> <thead> <tr> <th style="padding: 2px 5px;">Status</th> <th style="padding: 2px 5px;"></th> <th style="padding: 2px 5px;">Enroll</th> <th style="padding: 2px 5px;">No Show</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px 5px;">Waiting</td> <td style="padding: 2px 5px;">Pos # 1</td> <td style="padding: 2px 5px;"></td> <td style="padding: 2px 5px;"></td> </tr> </tbody> </table> </div> <div style="text-align: center; margin-top: 20px;">   </div>	Status		Enroll	No Show	Waiting	Pos # 1		
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16.	<p>Reinstate a student</p> <p>Navigate to the desired Class roster using the  icon from your class schedule view.</p> <p>Select the student in a drop status you wish to reinstate.</p> <div style="text-align: right; margin-right: 20px;">   </div>								

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	<p>A screen will prompt you to confirm the reinstatement. You may cancel or proceed with the enrollment.</p> <p>The student has previously dropped the class. By reinstating them, you are certifying that the student is allowed to enroll in the class again.</p> <p>OK will process the enrollment, cancel will return back to the roster</p> <div style="text-align: center;"> <input type="button" value="Okay"/> <input type="button" value="Cancel"/> </div>
17.	<p>Enroll a student from the Waitlist</p> <p>Navigate to the desired Class roster using the  icon from your class schedule view.</p> <p>Select the student in a Waiting status you wish to Enroll from the waitlist.</p> <p>Press the Enroll button</p> <p>A screen will prompt you to confirm the enrollment You may cancel or proceed with the enrollment</p> <p>Please check this enrollment and press OK to process, otherwise press Cancel</p> <p>OK will process the enrollment, cancel will return back to the roster.</p> <div style="text-align: center;"> <input type="button" value="Okay"/> <input type="button" value="Cancel"/> </div>
18.	<p>Notify students in your class</p> <p>Navigate to the class roster. Select all the students you wish to notify using the column in the left</p> <p>Every student who is selected should appear in the notify page when using the <input type="button" value="Notify Selected Students"/></p> <p>Pressing the button will allow you to see the email composer window window</p> <p>Class Roster</p> <p>Send Notification</p> <p>Type e-mail addresses in the To, CC or BCC fields using a comma as a separator.</p> <div style="border: 1px solid #ccc; padding: 10px;"> <p>Notification from Robert Halabicky</p> <p>From dev.test@deltacollege.edu</p> <p>To <input type="text" value="dev.test@deltacollege.edu"/></p> <p>CC <input type="text"/></p> <p>BCC dev.test@deltacollege.edu, dev.test@deltacollege.edu</p> <hr/> <p>Subject <From the desk of Faculty></p> <p>Message Text <input type="text"/></p> <div style="text-align: center; margin-top: 10px;"> <input type="button" value="Send Notification"/> </div> </div> <p>Press the send notification and it will send the message text into the emails shown in the TO, CC, and BCC text boxes.</p> <p>For a desired HTML email you may copy the emails from the BCC and use your outlook email client instead.</p>

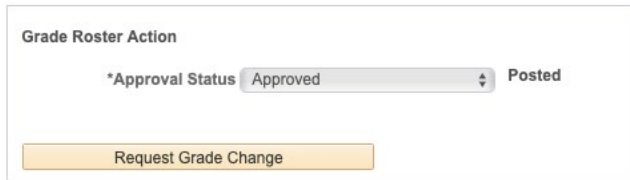
Faculty Center 2.0

Step	Steps and Action																																																																							
19.	<p>Grade your class and Post their grades</p> <p>Using the  you will be able to access the grade roster at the end of the class</p> <p>Fall 2019 8 Week - First San Joaquin Delta College Undergraduate</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>71 - 01A (10257) Change Class</p> <p>Plated Desserts (Lecture)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Days and Times</th> <th>Room</th> <th>Instructor</th> <th>Dates</th> </tr> </thead> <tbody> <tr> <td>TuWeTh 8:00AM-8:40AM</td> <td>LAB</td> <td></td> <td>08/26/2019 - 10/17/2019</td> </tr> </tbody> </table> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div style="border: 1px solid #ccc; padding: 5px; width: 45%;"> <p>Display Options</p> <p>*Grade Roster Type Final Grade</p> <p><input type="checkbox"/> Display Unassigned Roster Grade Only</p> </div> <div style="border: 1px solid #ccc; padding: 5px; width: 45%;"> <p>Grade Roster Action</p> <p>*Approval Status Not Reviewed Save</p> </div> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p style="text-align: right; font-size: small;">Personalize Find   First 1-20 of 20 Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Student Grade</th> <th>Transcript Note</th> <th>ID</th> <th>Name</th> <th>Roster Grade</th> <th>Official Grade</th> <th>Grading Basis</th> <th>Program and Plan</th> <th>Level</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td></td> <td>1 98</td> <td>A</td> <td>A</td> <td></td> <td>GRD</td> <td>Associate in Arts - Culinary Arts AA</td> <td>Sophomore</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td>2 98</td> <td>B</td> <td>B</td> <td></td> <td>GRD</td> <td>Associate in Science - Baking and Pastry AS</td> <td>Freshman</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td>3 98</td> <td>B</td> <td>B</td> <td></td> <td>GRD</td> <td>Certificate of Achievement - Baking and Pastry CT</td> <td>Freshman</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td>4 98</td> <td>B</td> <td>B</td> <td></td> <td>GRD</td> <td>Associate in Science - Baking and Pastry AS</td> <td>Freshman</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td>5 98</td> <td>C</td> <td>C</td> <td></td> <td>GRD</td> <td>Associate in Arts - Culinary Arts AA</td> <td>Sophomore</td> </tr> <tr> <td></td> <td></td> <td></td> <td>A</td> <td>A</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>To grade a student you may manually Enter the grade for each student. The grid will display the first 20 students enrolled in your class. Click the Display Unassigned Roster Grade Only checkbox, and the grid will populate with the remaining students. Ensure that all students are graded. Change the Grade Roster Action to Approved</p> <div style="margin-bottom: 10px;"> <p>Grade Roster Action</p> <p>*Approval Status Approved Save</p> </div> <p>Click Save Navigate to the bottom of the screen and Click POST</p> </div>	Days and Times	Room	Instructor	Dates	TuWeTh 8:00AM-8:40AM	LAB		08/26/2019 - 10/17/2019	Student Grade	Transcript Note	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level	<input type="checkbox"/>		1 98	A	A		GRD	Associate in Arts - Culinary Arts AA	Sophomore	<input type="checkbox"/>		2 98	B	B		GRD	Associate in Science - Baking and Pastry AS	Freshman	<input type="checkbox"/>		3 98	B	B		GRD	Certificate of Achievement - Baking and Pastry CT	Freshman	<input type="checkbox"/>		4 98	B	B		GRD	Associate in Science - Baking and Pastry AS	Freshman	<input type="checkbox"/>		5 98	C	C		GRD	Associate in Arts - Culinary Arts AA	Sophomore				A	A				
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20. Do a grade change after grades are posted


When a class has been fully graded you may submit a grade change



Grade Roster Action

*Approval Status Approved Posted

[Request Grade Change](#)

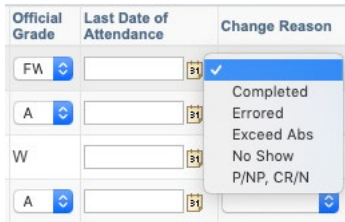
Using the  you will be able to access the grade roster

Click on the Request Grade Change button

A grid of existing grades for all students will appear.

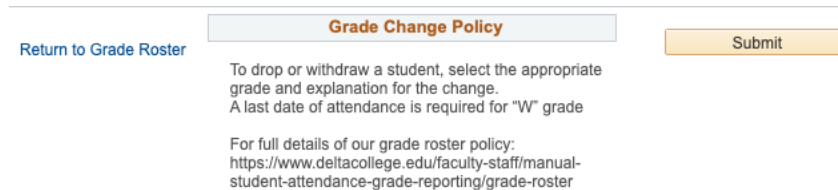
Change one of the grades.

Provide a Last Date of Attendance if Required and also indicate the reason for the grade change



Official Grade	Last Date of Attendance	Change Reason
FW	<input type="text"/>	<input checked="" type="checkbox"/>
A	<input type="text"/>	<input type="checkbox"/>
W	<input type="text"/>	<input type="checkbox"/>
A	<input type="text"/>	<input type="checkbox"/>

Scroll to the bottom of the screen and submit your changes.



[Return to Grade Roster](#)

Grade Change Policy

[Submit](#)

To drop or withdraw a student, select the appropriate grade and explanation for the change.
A last date of attendance is required for "W" grade

For full details of our grade roster policy:
<https://www.deltacollege.edu/faculty-staff/manual-student-attendance-grade-reporting/grade-roster>

21. Certify your Census Roster

In the My Schedule page, any class that has been marked for Census attendance tracking should have a link to Certification Required.



Census Roster
Certification required

Press the Certification Required link so you can view a list of all the students enrolled as of census.

EXPECTED RESULTS:

Faculty Center 2.0

Census Roster

The Census Report is used to determine state apportionment. This report reflects all students who are actively enrolled as of census day. It is important that Census Reports be given immediate attention on the due date. State Financial support of the college is based on these reports.

[Instruction Manual](#)

For assistance, please contact:

- [Amy Courtright](#)

Email is the fastest way to reach the Admissions and Records staff.

In-person assistance is available in the Admissions and Records Office, DeRicco Student Services Building, from 8:00a.m. - 5:00p.m., Monday through Friday. An Admissions and Records key card is available at the information desk.

R. |

Fall 2019 01A-LEC(10247)

Census Roster	
Student ID	Name
1 98	
2 98	
3 98	
4 98	
5 98	
6 98	
7 98	
8 98	
9 98	
10 98	

Scroll to the bottom of the roster to certify it

Roster Certification	
<p>Please Drop any student who is no longer participating in your class before you certify.</p> <p><input type="checkbox"/> I certify that the above-named students with an Enrollment Status of 'E' were actively participating in the class on or before 9/2/2019 for the Fall 2019 Term.</p>	
<input type="button" value="Submit"/>	

Check the Certification Check box


Press Submit

Press Return

The link should now be Complete.

Census Roster
Certification Complete

22. Print friendly roster

Navigate to the desired Class roster using the  icon from your class schedule view. Scroll to the bottom of the roster and look for the [Printer Friendly Version](#) Link. This will give you a clean version of the roster for printing.

Faculty Center 2.0

EXPECTED RESULTS: An HTML version of the roster

Class Roster

Fall 2019 | 8 Week - First | San Joaquin Delta College | Undergraduate

▼ CULART 7 - 01A (10247)

Baking (Lecture)

Days and Times	Room	Instructor	Dates
TuWeTh 3:00PM-4:30PM	:		08/26/2019 - 10/18/2019


Enrollment Status All

Enrollment Capacity 32 Enrolled 32 Dropped 6

Enrolled Students

ID	Name	Grade Basis	Units	Program and Plan	Level	
1		Graded	3.00	Associate in Science - Nursing AS	Sophomore	
2		Graded	3.00	Associate in Science - Advanced Culinary Arts AS	Freshman	
3		Graded	0.00	Certificate of Achievement - Culinary Arts CT	Not Set	Withdrawn
4		Graded	3.00	Certificate of Achievement - Electron Microscopy: Crysta CT	Sophomore	
5		Graded	3.00	Associate in Science - Nursing AS	Not Set	
6		Graded	3.00	Certificate of Achievement - Culinary Arts CT	Freshman	

23. Download Roster or Teaching Schedule to Excel

In the class roster find the download to excel link in the top right side of the grid 



Accept any browser prompts and ensure you don't have a pop up blocker.

EXPECTED RESULTS: An excel version of the roster in your downloads folder.

24. View historical Class Rosters

[Faculty Center](#)

[My Schedule](#)

Fall 2019 | San Joaquin Delta College

[Change Term](#)

The first button in the My Schedule Page allows you to go view historical and future terms. Use this link to change the term view of the classes you wish to see information for.