

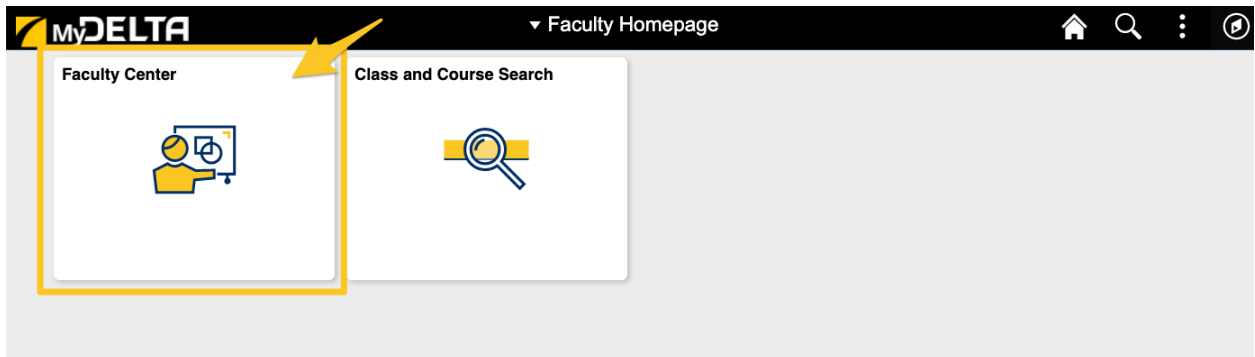


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How to Access Your Faculty Center

1. Go to the MyDelta Login page (<https://cs-prod-pub.deltacollege.edu/ps/ps/?cmd=login>)
2. Enter Your User Name
 - Your User Name is **firstname.lastname** (i.e. john.smith)
3. Enter Your Password
 - If this is your first time logging in, your password is **SJdc!** plus your **6 digit birthdate**
 - Example: If your birthdate is 06/04/1995 your password is SJdc!060495
 - Passwords are case sensitive
 - Once you log in the first time, click on the link to change your password.
4. Click **Submit** to log in and access your **Faculty Homepage**.
5. From your Faculty Homepage, click on the **Faculty Center** icon to open up the **Faculty Center**.



How to View Your Teaching Schedule

1. Click on the **Faculty Center** icon from your homepage in MyDelta.
2. When the Faculty Center opens, the default view is your **Teaching Schedule** for the current term.
 - o In order to look at your schedule of a different term, click the **Change Term** button and select the term you wish to view.

Change Term

will prompt you with all the terms you have taught .

Patrick McClanahan

Faculty Center Search

My Schedule | Class Roster | Grade Roster

Faculty Center

My Schedule

Fall 2019 | San Joaquin Delta College

Change Term

Select display option

☒ Show All Classes ☐ Show Enrolled Classes Only

Icon Legend Class Roster Grade Roster Learning Management

My Teaching Schedule > Fall 2019 > San Joaquin Delta College

Class	Class Title	Enrolled	Days & Times	Room	Class Dates	Grant Permission	Close Waitlist
CS 11-04A (11695)	Fundamentals of CS (Lecture)	60	Tu 12:00PM - 1:20PM	SCMA 216	Aug 26, 2019-Dec 20, 2019	Grant Permission	Close Waitlist
CS 11-04B (12186)	Fundamentals of CS (Internet Lecture)	60	TBA	TBA	Aug 26, 2019-Dec 20, 2019	Grant Permission	Close Waitlist
CS 11-05A (11696)	Fundamentals of CS (Lecture)	60	Th 12:00PM - 1:20PM	SCMA 216	Aug 26, 2019-Dec 20, 2019	Grant Permission	Close Waitlist
CS 11-05B (12187)	Fundamentals of CS (Internet Lecture)	60	TBA	TBA	Aug 26, 2019-Dec 20, 2019	Grant Permission	Close Waitlist
CS 42-01A (11708)	Intro to Unix/Linux (Internet Lecture)	43	TBA	TBA	Aug 26, 2019-Dec 20, 2019	Grant Permission	Close Waitlist
CS 56-01A (11713)	Networking Essentials (Internet Lecture)	39	TBA	TBA	Aug 26, 2019-Dec 20, 2019	Grant Permission	Close Waitlist
CSP 17-02A (11715)	Intro to Programming Conc (Lecture)	45	MoWe 11:30AM - 12:50PM	SHIM 237	Aug 26, 2019-Dec 20, 2019	Grant Permission	Close Waitlist

Patrick McClanahan

Faculty Center Search

My Schedule | Class Roster | Grade Roster

Faculty Center

Select Term

View FERPA Statement

Continue

Select a term then select Continue.

Term	
<input checked="" type="radio"/> Fall 2019	San Joaquin Delta College
<input type="radio"/> Summer 2019	San Joaquin Delta College
<input type="radio"/> Spring 2019	San Joaquin Delta College
<input type="radio"/> Fall 2018	San Joaquin Delta College
<input type="radio"/> Summer 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"/> Summer 2017	San Joaquin Delta College
<input type="radio"/> Spring 2016	San Joaquin Delta College

Continue

3. In the table displaying your teaching schedule, you will see the following information for each class you are teaching during the selected term:

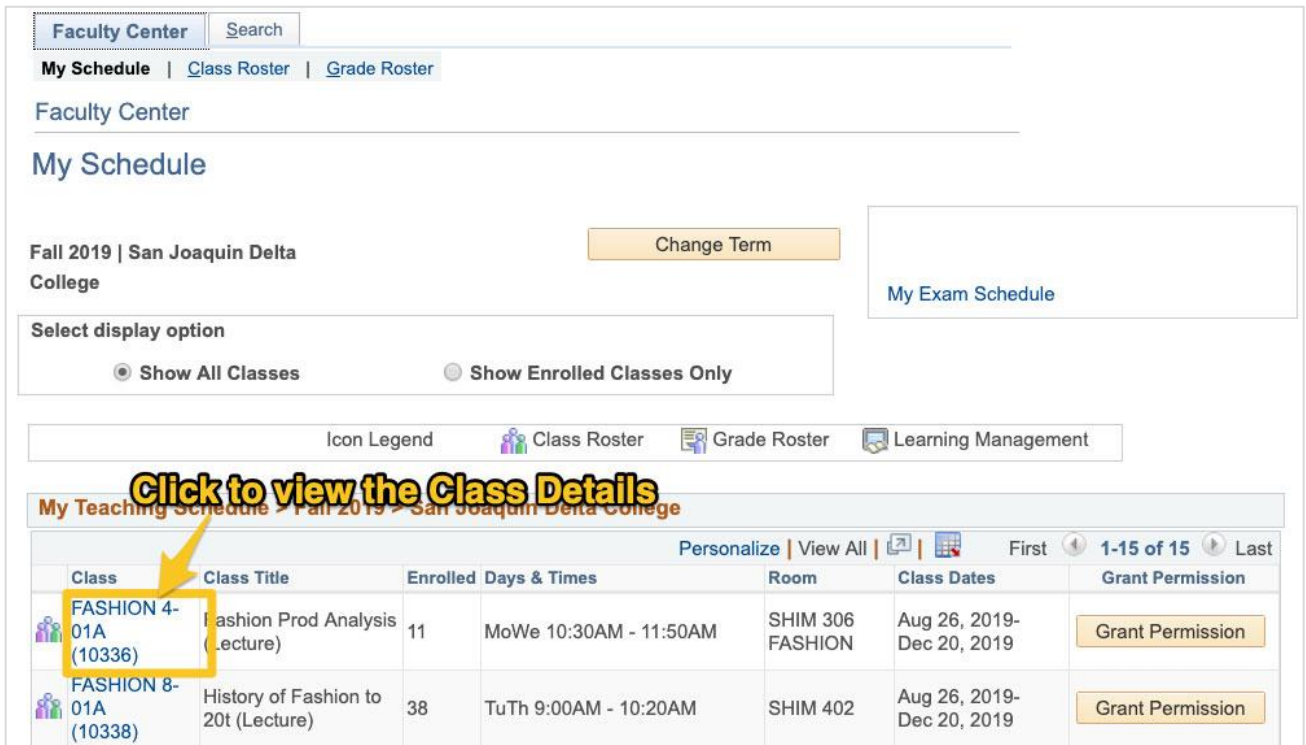
- o Class Number

- Class Title
- Current number enrolled
- Meeting days & times
- Room Location
- Class Start and End Dates
- Grant Permission Button (Use to give permission for a specific student to enroll in a class.
Review our [Grant Student Specific Permission](#) guide .
- Starting on the first day the class meets you will also be able to close your waitlist

Next

View Class Details

1. Click on the **Class** link to view additional information about the class.



The screenshot shows the 'My Schedule' page for Fall 2019 at San Joaquin Delta College. The page includes a 'Select display option' section with radio buttons for 'Show All Classes' (selected) and 'Show Enrolled Classes Only'. Below this is a table of classes. A yellow box highlights the first class, 'FASHION 4-01A (10336)', with a yellow arrow pointing to it and the text 'Click to view the Class Details'.

Class	Class Title	Enrolled	Days & Times	Room	Class Dates	Grant Permission
FASHION 4-01A (10336)	Fashion Prod Analysis (Lecture)	11	MoWe 10:30AM - 11:50AM	SHIM 306 FASHION	Aug 26, 2019-Dec 20, 2019	Grant Permission
FASHION 8-01A (10338)	History of Fashion to 20t (Lecture)	38	TuTh 9:00AM - 10:20AM	SHIM 402	Aug 26, 2019-Dec 20, 2019	Grant Permission

2. A new page will load, displaying the **Class Detail View** where you will be able to find:

Faculty Center
Search

My Schedule | Class Roster | Grade Roster

Faculty Center

Class Detail

FASHION 4 - 01A Fashion Product Analysis
San Joaquin Delta College | Fall 2019 | Lecture

Class Details

Status	Open	Career	Undergraduate
Class Number	10336	Dates	8/26/2019 - 12/20/2019
Session	Regular Academic Session	Grading	Letter Grade only
Units	3 units	Location	Stockton Main Campus
Class Components	Lecture Required	Campus	Stockton Main Campus

Key Dates

Census Date	09/16/2019	Last Drop No Penalty Date	09/15/2019
Refund Date	08/26/2019	Last Drop with W Date	11/15/2019

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
MoWe 10:30AM - 11:50AM	SHIM 306 FASHION	Faculty Name	08/26/2019 - 12/20/2019

Enrollment Information

Class Attributes	Transferable to CSU only Course is not a basic skills course Not degree and/or certificate applicable
------------------	---

Class Availability

Class Capacity	28	Wait List Capacity	10
Enrollment Total	11	Wait List Total	0
Available Seats	17		

Description

Prerequisites: None. Corequisites: None. Limitations on Enrollment: None. Advisories: None. This course is designed to increase the student's knowledge of fashion products in the market. Areas of production, content, use, value, durability, versatility, care and the price of goods will be evaluated. An in-depth analysis of apparel and accessories for women, men, and children, as well as cosmetics, is covered. (CSU)

Textbook/Other Materials

Textbook Assignment Pending (assignments not shown to students)

- **Class Details:** Such as status (i.e. open, closed or waitlisted), class number, session, etc.
- **Key Dates:** Census Date, Refund Date, Last Drop No Penalty Date and Last Drop with a W Date
- **Meeting Information:** Days, Times, Room, Start & End Date
- **Class Attributes (i.e. transferable to a CSU only, not a basic skills course, etc.)**

- **Class Availability and Class Status:** Class capacity, the current number enrolled, available seats, Wait List capacity and total currently on the Wait List
- **Course Descriptions** from the College Catalog
- **Textbook Assignments**

Week View of Your Teaching Schedule

1. Click on the **View My Weekly Teaching Schedule** button to see your teaching schedule in a week grid.

	ID 13-01A (10380)	Specs & Prof Practices (Lecture)	11	TuTh 2:30PM - 3:20PM	SHIM 305 FASHION	Aug 26, 2019-Dec 20, 2019	Grant Permission
	ID 13-01B (10381)	Specs & Prof Practices (Laboratory)					Grant Permission
	ID 19-01A (10382)	Retailing Fashion and Int (Lecture)		12:00PM - 1:20PM	SHIM 306 FASHION	Aug 26, 2019-Dec 20, 2019	Grant Permission
	ID 21-01A (10383)	Trend Forecasting (Lecture)	7	MoWe 2:00PM - 2:50PM	SHIM 306 FASHION	Aug 26, 2019-Dec 20, 2019	Grant Permission
	ID 21-01B (10384)	Trend Forecasting (Laboratory)		MoWe 1:30PM - 2:00PM	SHIM 306 FASHION	Aug 26, 2019-Dec 20, 2019	Grant Permission
View Weekly Teaching Schedule							Go to top

2. This will load a new page that displays your Teaching Schedule for the selected term. The default view will be the current week or the first week of the term if the term has not yet started.
3. Use the filters above the schedule to view your schedule for future or past weeks of the term. (Note: Non-teaching days/campus holidays will be reflected!)

Faculty Center
Search

My Schedule | Class Roster | Grade Roster

Faculty Center

View My Weekly Schedule

Change the week being displayed in the calendar

<< Previous Week
Week of 8/26/2019 - 9/1/2019
Next Week >>

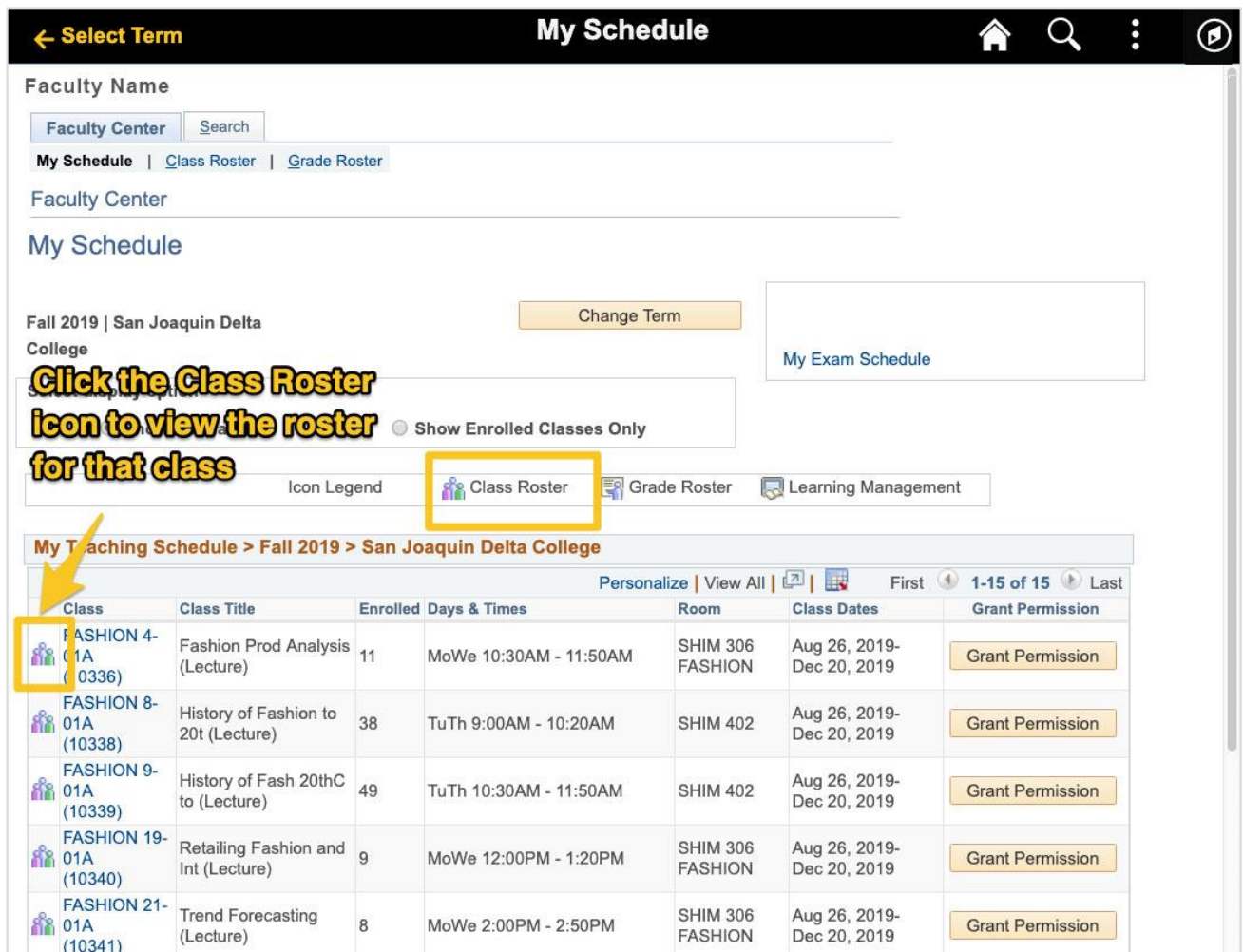
Show Week of 08/26/2019
Start Time 8:00AM
End Time 6:00PM
Refresh Calendar

Time	Monday Aug 26	Tuesday Aug 27	Wednesday Aug 28	Thursday Aug 29	Friday Aug 30	Saturday Aug 31	Sunday Sep 1
8:00AM							
9:00AM	ID 2 - 01A Lecture 9:00AM - 10:20AM SHIMA CENTER 305	FASHION 8 - 01A Lecture 9:00AM - 10:20AM SHIMA CENTER 402	ID 2 - 01A Lecture 9:00AM - 10:20AM SHIMA CENTER 305	FASHION 8 - 01A Lecture 9:00AM - 10:20AM SHIMA CENTER 402			
10:00AM	ID 2 - 01A Lecture 9:00AM - 10:20AM SHIMA CENTER 305 FASHION 4 - 01A Lecture 10:30AM - 11:50AM SHIMA CENTER 306	FASHION 8 - 01A Lecture 9:00AM - 10:20AM SHIMA CENTER 402 FASHION 9 - 01A Lecture 10:30AM - 11:50AM SHIMA CENTER 402	ID 2 - 01A Lecture 9:00AM - 10:20AM SHIMA CENTER 305 FASHION 4 - 01A Lecture 10:30AM - 11:50AM SHIMA CENTER 306	FASHION 8 - 01A Lecture 9:00AM - 10:20AM SHIMA CENTER 402 FASHION 9 - 01A Lecture 10:30AM - 11:50AM SHIMA CENTER 402			
11:00AM	FASHION 4 - 01A Lecture 10:30AM - 11:50AM SHIMA CENTER 306	FASHION 9 - 01A Lecture 10:30AM - 11:50AM SHIMA CENTER 402	FASHION 4 - 01A Lecture 10:30AM - 11:50AM SHIMA CENTER 306	FASHION 9 - 01A Lecture 10:30AM - 11:50AM SHIMA CENTER 402			

- Scroll to the bottom of the grid and use the **Display Options** to select to display more or less information in the grid. After checking or unchecking options, click the **Refresh Calendar** button to update the Weekly Schedule with your updated display options.
- If you wish to print your schedule, click the **Printer Friendly Page** link under the Display Options.

View a Class Roster

1. If the class you are teaching has enrollment, the **Class Roster** icon will appear to its left in the schedule. Click on the **icon** to load a new page with a list of students enrolled in the class.



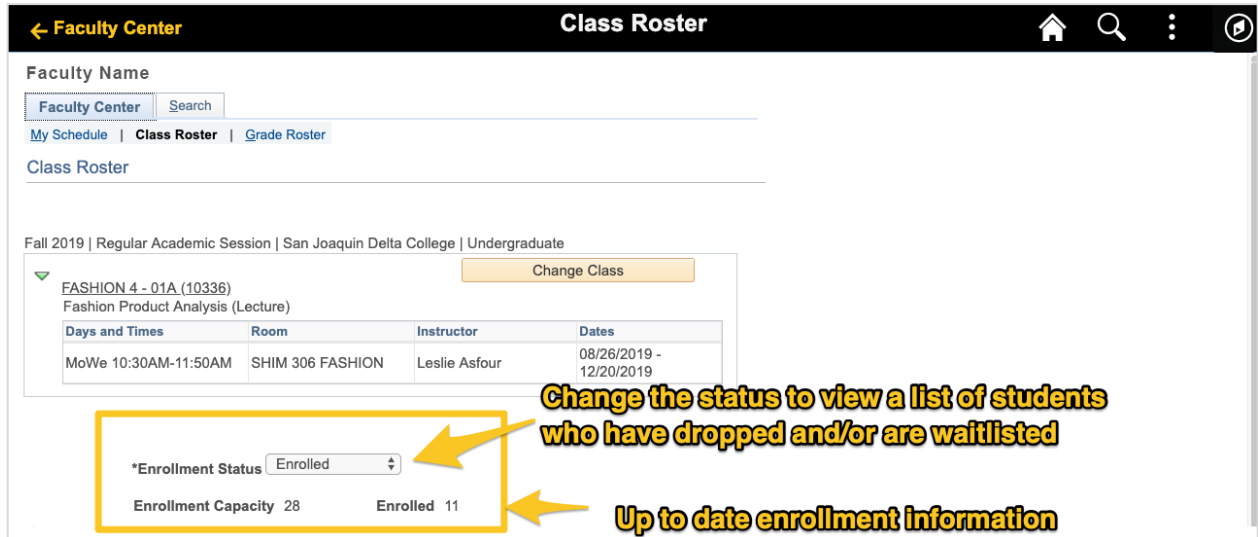
Click the Class Roster icon to view the roster for that class

My Teaching Schedule > Fall 2019 > San Joaquin Delta College

Class	Class Title	Enrolled	Days & Times	Room	Class Dates	Grant Permission
FASHION 4-01A (10336)	Fashion Prod Analysis (Lecture)	11	MoWe 10:30AM - 11:50AM	SHIM 306 FASHION	Aug 26, 2019-Dec 20, 2019	Grant Permission
FASHION 8-01A (10338)	History of Fashion to 20t (Lecture)	38	TuTh 9:00AM - 10:20AM	SHIM 402	Aug 26, 2019-Dec 20, 2019	Grant Permission
FASHION 9-01A (10339)	History of Fash 20thC to (Lecture)	49	TuTh 10:30AM - 11:50AM	SHIM 402	Aug 26, 2019-Dec 20, 2019	Grant Permission
FASHION 19-01A (10340)	Retailing Fashion and Int (Lecture)	9	MoWe 12:00PM - 1:20PM	SHIM 306 FASHION	Aug 26, 2019-Dec 20, 2019	Grant Permission
FASHION 21-01A (10341)	Trend Forecasting (Lecture)	8	MoWe 2:00PM - 2:50PM	SHIM 306 FASHION	Aug 26, 2019-Dec 20, 2019	Grant Permission

2. When the **Class Roster** loads, it will display the capacity of the class in the Enrollment Capacity field, as well as the total number of enrolled students in the Enrolled field.

- The default view for the class roster is **Enrolled**. You can use the **Enrollment Status** dropdown to view students who have dropped the course and/or who are waitlisted.



Faculty Name

Faculty Center Search

My Schedule | **Class Roster** | Grade Roster

Class Roster

Fall 2019 | Regular Academic Session | San Joaquin Delta College | Undergraduate

Change Class

FASHION 4 - 01A (10336)
Fashion Product Analysis (Lecture)

Days and Times	Room	Instructor	Dates
MoWe 10:30AM-11:50AM	SHIM 306 FASHION	Leslie Asfour	08/26/2019 - 12/20/2019

*Enrollment Status: Enrolled

Enrollment Capacity 28 Enrolled 11

Change the status to view a list of students who have dropped and/or are waitlisted

Up to date enrollment information

- Each class roster contains the following information on the students:

*Enrollment Status

All

Enrollment Capacity

28

Enrolled

11

Dropped

1

Select display option

Link to Photos

Include photos in list

All Students

Personalize

Find

First

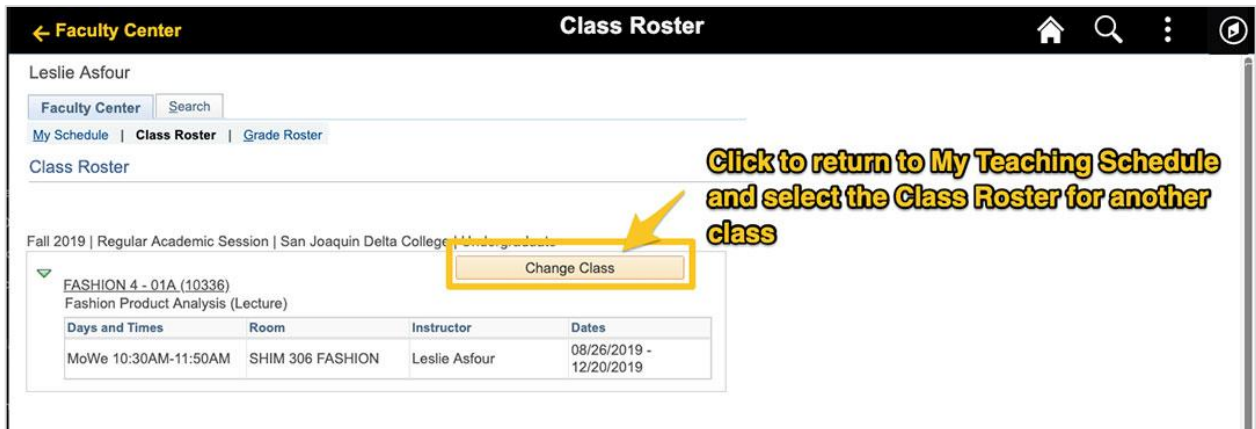
1-12 of 12

Last

Notify	Photo	ID	Priority	Name	Grade Basis	Units	Program and Plan	Level	Add Date	Drop Date	Student Center	Status
1		98*****	<input type="checkbox"/>	Last Name, First Name	Graded	3.00	Associate in Arts - Lib. Arts Bus./Lib. Arts Bus.	Sophomore	06/13/2019		Student Center	Enrolled
2		98*****	<input type="checkbox"/>	Last Name, First Name	Graded	3.00	Historical Top Codes for Major - Undeclared	Sophomore	07/01/2019		Student Center	Enrolled
3		98*****	<input type="checkbox"/>	Last Name, First Name	Graded	3.00	Associate in Science - Nursing AS	Sophomore	06/21/2019		Student Center	Enrolled
4		98*****	<input type="checkbox"/>	Last Name, First Name	Graded	3.00	Associate in Arts - Apparel Design AA/Apparel Design AA	Freshman	06/25/2019		Student Center	Enrolled
5		98*****	<input type="checkbox"/>	Last Name, First Name			Associate in Science - Nursing AS	Sophomore	08/14/2019	08/14/2019	Student Center	Dropped

- ID Number:** A unique number that identifies the student.
- Priority:** If checked, this indicates the students belongs to one of the priority registration groups
- Name:** Student's Name
- Program & Plan:** The academic program to which the student has selected as their major
- Level:** The student's progress towards their academic program/degree
- Add Date:** The date the student added the class
- Drop Date:** The date the student dropped the class (*if applicable*)

- **Student Center:** Click to display the Student Center for a particular student on your roster. The Student Center will display additional information about the student.
 - **Status:** Student's current enrollment status. *Note this is only available when you have selected All from the Enrollment Dropdown*
5. While viewing the class roster, if you wish to look at a different class, click the **Change Class** button to be returned to the **My Schedule** page and select another roster following Step 4 above.



← Faculty Center Class Roster

Leslie Asfour

Faculty Center Search

My Schedule | Class Roster | Grade Roster

Class Roster

Fall 2019 | Regular Academic Session | San Joaquin Delta College | Undergraduate

Change Class

Click to return to My Teaching Schedule and select the Class Roster for another class

Days and Times	Room	Instructor	Dates
MoWe 10:30AM-11:50AM	SHIM 306 FASHION	Leslie Asfour	08/26/2019 - 12/20/2019

Export and/or Print Your Class Roster


Export






1. From your teaching schedule, click on the **Class Roster** icon for a class you're teaching
2. The roster will load. Click on the **Export Icon** at the top of the class roster table

*Enrollment Status



Enrollment Capacity 28 Enrolled 11 Dropped 1

Select display option
☒ Link to Photos ☐ Include photos in list

All Students [Personalize](#) | [Find](#) |  First 1-12 of 12 Last

Notify	Photo	ID	Priority	Name	Grade Basis	Units	Program and Plan	Level	Add Date	Drop Date	Student Center	Status
1		98 *****	<input type="checkbox"/>	Last Name, First Name	Graded	3.00	Associate in Arts - Lib. Arts Bus./Lib. Arts Bus.	Sophomore	06/13/2019		Student Center	Enrolled
2		98 *****	<input type="checkbox"/>	Last Name, First Name	Graded	3.00	Historical Top Codes for Major - Undeclared	Sophomore	07/01/2019		Student Center	Enrolled
3		98 *****	<input type="checkbox"/>	Last Name, First Name	Graded	3.00	Associate in Science - Nursing AS	Sophomore	06/21/2019		Student Center	Enrolled
4		98 *****	<input type="checkbox"/>	Last Name, First Name	Graded	3.00	Associate in Arts - Apparel Design AA/Apparel Design AA	Freshman	06/25/2019		Student Center	Enrolled
5		98 *****	<input type="checkbox"/>	Last Name, First Name			Associate in Science - Nursing AS	Sophomore	08/14/2019	08/14/2019	Student Center	Dropped

3. This will download your roster as a Microsoft Excel File with all of the information included in the table on the online **Class Roster**.
4. From this roster you will also be able to Enroll, Drop and Reinstate students based on the first day of each class.

[Personalize](#) | [Find](#) |  |  First 1-11 of 11 Last

Add Date	Drop Date	Student Center	Enroll	Drop	Reinstate
06/13/2019		Student Center	Enroll	Drop	Reinstate

Print Your Class Roster



To printer your class roster, you can export the file as an Excel sheet and print it out. Or, you can click **Printer Friendly Version** at the bottom of the roster to print a copy.

*Enrollment Status Enrolled












Enrollment Capacity 28 Enrolled 11

Select display option

☒ Link to Photos
 ☐ Include photos in list

Personalize | Find |  

First 1-11 of 11 Last

Notify	Photo	ID	Priority	Name	Grade Basis	Units	Program and Plan	Level	Add Date	Drop Date	Student Center
1		98*****	<input type="checkbox"/>	Last Name, First Name	Graded	3.00	Associate in Arts - Lib. Arts Bus./Lib. Arts Bus.	Sophomore	06/13/2019		Student Center
2		98*****	<input type="checkbox"/>	Last Name, First Name	Graded	3.00	Historical Top Codes for Major - Undeclared	Sophomore	07/01/2019		Student Center
3		98*****	<input type="checkbox"/>	Last Name, First Name	Graded	3.00	Associate in Science - Nursing AS	Sophomore	06/21/2019		Student Center
4		98*****	<input type="checkbox"/>	Last Name, First Name	Graded	3.00	Associate in Arts - Apparel Design AA/Apparel Design AA	Freshman	06/25/2019		Student Center
5		98*****	<input type="checkbox"/>	Last Name, First Name	Graded	3.00	Associate in Science - Fashion Merchandising AS/Fashion Merchandising AS	Freshman	06/26/2019		Student Center
6		98*****	<input type="checkbox"/>	Last Name, First Name	Graded	3.00	Historical Top Codes for Major - Undeclared	Sophomore	07/03/2019		Student Center
7		98*****	<input type="checkbox"/>	Last Name, First Name	Graded	3.00	Historical Top Codes for Major - Japanese	Freshman	06/28/2019		Student Center
8		98*****	<input type="checkbox"/>	Last Name, First Name	Graded	3.00	Associate in Science - Nursing AS	Freshman	06/26/2019		Student Center
9		98*****	<input type="checkbox"/>	Last Name, First Name	Graded	3.00	Associate in Science - Retail Mgmt AS/Fashion Merchandising AS	Sophomore	06/17/2019		Student Center
10		98*****	<input type="checkbox"/>	Last Name, First Name	Graded	3.00	Historical Top Codes for Major - Social Worker	Sophomore	06/13/2019		Student Center
11		98*****	<input type="checkbox"/>	Last Name, First Name	Graded	3.00	Associate in Science - Nursing AS	Freshman	06/24/2019		Student Center

[Select All](#) [Clear All](#)

[Notify Selected Students](#) [Notify All Students](#)

[Printer Friendly Version](#)

Email Your Students

The Class Roster allows you to send emails to students who are enrolled in your class. You can choose to send an email to one, some or all students on your roster.

Send an email to ALL students:

1. Click the **Notify All Students** button below the roster.

*Enrollment Status

Enrollment Capacity 28 Enrolled 11

Select display option
☒ Link to Photos ☐ Include photos in list

Enrolled Students												Personalize	Find	First	1-11 of 11	Last
Notify	Photo	ID	Priority	Name	Grade Basis	Units	Program and Plan	Level	Add Date	Drop Date	Student Center					
1		98*****	<input type="checkbox"/>	Last Name, First Name	Graded	3.00	Associate in Arts - Lib. Arts Bus./Lib. Arts Bus.	Sophomore	06/13/2019		Student Center					
2		98*****	<input type="checkbox"/>	Last Name, First Name	Graded	3.00	Historical Top Codes for Major - Undeclared	Sophomore	07/01/2019		Student Center					
3		98*****	<input type="checkbox"/>	Last Name, First Name	Graded	3.00	Associate in Science - Nursing AS	Sophomore	06/21/2019		Student Center					
4		98*****	<input type="checkbox"/>	Last Name, First Name	Graded	3.00	Associate in Arts - Apparel Design AA/Apparel Design AA	Freshman	06/25/2019		Student Center					
5		98*****	<input type="checkbox"/>	Last Name, First Name	Graded	3.00	Associate in Science - Fashion Merchandising AS/Fashion Merchandising AS	Freshman	06/26/2019		Student Center					
6		98*****	<input type="checkbox"/>	Last Name, First Name	Graded	3.00	Historical Top Codes for Major - Undeclared	Sophomore	07/03/2019		Student Center					
7		98*****	<input type="checkbox"/>	Last Name, First Name	Graded	3.00	Historical Top Codes for Major - Japanese	Freshman	06/28/2019		Student Center					
8		98*****	<input type="checkbox"/>	Last Name, First Name	Graded	3.00	Associate in Science - Nursing AS	Freshman	06/26/2019		Student Center					
9		98*****	<input type="checkbox"/>	Last Name, First Name	Graded	3.00	Associate in Science - Retail Mgmt AS/Fashion Merchandising AS	Sophomore	06/17/2019		Student Center					
10		98*****	<input type="checkbox"/>	Last Name, First Name	Graded	3.00	Historical Top Codes for Major - Social Worker	Sophomore	06/13/2019		Student Center					
11		98*****	<input type="checkbox"/>	Last Name, First Name	Graded	3.00	Associate in Science - Nursing AS	Freshman	06/24/2019		Student Center					

Click to email all students in the class

Printer Friendly Version

2. A new page will appear and the email addresses of all students in the class will be listed in the To: field.
 - Note: **Notify All Students** will only include emails for the students in the **Enrollment Status** you have selected. If you have, **Enrolled** selected from the Enrollment Status dropdown, only those students will be notified. If you have **All** selected, then all students (Enrolled, Dropped and Waitlisted) will be notified.

-
- Send Notification**
- Type e-mail addresses in the To, CC or BCC fields using a comma as a separator.
- Notification**
- From:** dev.test@deltacollege.edu **Your Faculty Email**
- To:** dev.test@deltacollege.edu
- CC:**
- BCC:** dev.test@deltacollege.edu, dev.test@deltacollege.edu, dev.test@deltacollege.edu, dev.test@deltacollege.edu, dev.test@deltacollege.edu, dev.test@deltacollege.edu, dev.test@deltacollege.edu, dev.test@deltacollege.edu, dev.test@deltacollege.edu, dev.test@deltacollege.edu, dev.test@deltacollege.edu, dev.test@deltacollege.edu **Emails of the Selected Students**
- Subject:** <From the desk of Faculty Name> **Change Your Email Subject**
- Message Text:** **Add Your Message Here**
- Spell Check**
- Send Notification** **Send Your Email**
- Return to Class Roster** **Click to "Cancel" and return to the Roster**

Page 15

Send an email to selected student(s):

1. Select the students using the Notify checkbox to the left of the students' name

*Enrollment Status

Enrollment Capacity 28 Enrolled 11

Select display option
☒ Link to Photos ☐ Include photos in list

Enrolled Students Personalize | Find | First 1-11 of 11 Last

	Notify	Photo	ID	Priority	Name	Grade Basis	Units	Program and Plan	Level	Add Date	Drop Date	Student Center
1	<input type="checkbox"/>		98*****	<input type="checkbox"/>	Last Name, First Name	Graded	3.00	Associate in Arts - Lib. Arts Bus./Lib. Arts Bus.	Sophomore	06/13/2019		Student Center
2	<input checked="" type="checkbox"/>		98*****	<input type="checkbox"/>	Last Name, First Name	Graded	3.00	Historical Top Codes for Major - Undeclared	Sophomore	07/01/2019		Student Center
3	<input type="checkbox"/>		98*****	<input type="checkbox"/>	Last Name, First Name	Graded	3.00	Associate in Science - Nursing AS	Sophomore	06/21/2019		Student Center
4	<input type="checkbox"/>		98*****	<input type="checkbox"/>	Last Name, First Name	Graded	3.00	Associate in Arts - Apparel Design AA/Apparel Design AA	Freshman	06/25/2019		Student Center
5	<input type="checkbox"/>		98*****	<input type="checkbox"/>	Last Name, First Name	Graded	3.00	Associate in Science - Fashion Merchandising AS/Fashion Merchandising AS	Freshman	06/26/2019		Student Center
6	<input checked="" type="checkbox"/>		98*****	<input type="checkbox"/>	Last Name, First Name	Graded	3.00	Historical Top Codes for Major - Undeclared	Sophomore	07/03/2019		Student Center
7	<input type="checkbox"/>		98*****	<input type="checkbox"/>	Last Name, First Name	Graded	3.00	Historical Top Codes for Major - Japanese	Freshman	06/28/2019		Student Center
8	<input type="checkbox"/>		98*****	<input type="checkbox"/>	Last Name, First Name	Graded	3.00	Associate in Science - Nursing AS	Freshman	06/26/2019		Student Center
9	<input checked="" type="checkbox"/>		98*****	<input type="checkbox"/>	Last Name, First Name	Graded	3.00	Associate in Science - Retail Mgmt AS/Fashion Merchandising AS	Sophomore	06/17/2019		Student Center
10	<input type="checkbox"/>		98*****	<input type="checkbox"/>	Last Name, First Name	Graded	3.00	Historical Top Codes for Major - Social Worker	Sophomore	06/13/2019		Student Center
11	<input type="checkbox"/>		98*****	<input type="checkbox"/>	Last Name, First Name	Graded	3.00	Associate in Science - Nursing AS	Freshman	06/24/2019		Student Center

Check this box to email that specific student

Click to email selected students

Select All Clear All

[Printer Friendly Version](#)

2. A new page will appear and only the email addresses of selected students will appear in the **To:** field.
3. Add your subject and message and click **Send Notification**.

Grant Student Specific Permissions

Student Specific Permissions are used when a class is set to Instructor Consent, Enrollment Permission Only, or when permission is granted for specific students (who otherwise would not qualify) to enroll in a class.

1. Login to MyDelta and click on your **Faculty Center** Icon.
2. Your Teaching Schedule for the current term will load.

- From the schedule, click on the **Grant Permission** button next to the class you wish to grant permissions for.

My Teaching Schedule > Fall 2019 > San Joaquin Delta College

Personalize | View All | First 1-10 of 10 Last

Class	Class Title	Enrolled	Days & Times	Room	Class Dates	Grant Permission
CS 11-04A (11695)	Fundamentals of CS (Lecture)	60	Tu 12:00PM - 1:20PM	SCMA 216	Aug 26, 2019-Dec 20, 2019	Grant Permission

- This page defaults to show the **Permission to Add** tab.
 - This example shows that the first section displayed in the Class Type field is an **Enrollment Section**.

Permission to Add | Permission to Drop

Course ID 012668 Course Offering Nbr 1

Academic Institution San Joaquin Delta College

Term Fall 2019 Undergrad

Subject Area FASHION Fashion

Catalog Nbr 4 Fashion Prod Analysis

Class Section Data Find | View All First 1 of 1 Last

Session 1 Regular Academic Session Class Nbr 10336 Class Status Active

Class Section 01A Class Type **Enrollment Section**

Component Lecture Instructor

☒ Student Specific Permissions

Defaults

Expiration Date 09/15/2019

Permission Valid For

Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Select the restriction(s) that the permission will override for the student. For example, classes set to Instructor Consen d box.

Defaults

Expiration Date 09/15/2019

Permission Valid For

Consent Required	Permission Time Period
<input checked="" type="checkbox"/>	<input type="checkbox"/>



- Consent Required** – This must be checked when if the class requires Dept or Instructor Consent.
- In the **Defaults** section of the page, you can also change the **Expiration Date** to a date of your choosing.

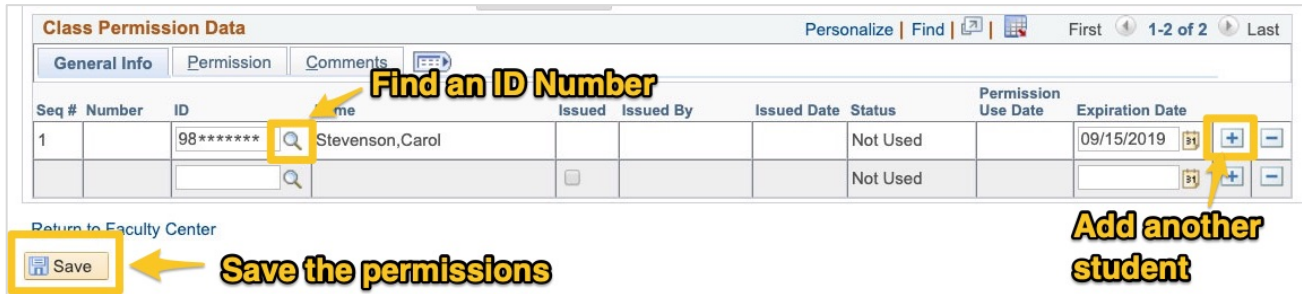
Defaults

Expiration Date 09/15/2019

Permission Valid For

Consent Required	Permission Time Period
<input checked="" type="checkbox"/>	<input type="checkbox"/>

- NOTE: Permissions will not override a student's time conflict.
- 7. Under Class Permission Data, enter a student ID number in the ID field. You can also use the **look up** icon () to search for a student by name.
- 8. Select the **plus button** () to add new rows to enter additional students.
- 9. Select the SAVE button at the bottom of the page when finished.



Class Permission Data Personalize | Find | First 1-2 of 2 Last

General Info | Permission | Comments

Find an ID Number

Seq #	Number	ID	Name	Issued	Issued By	Issued Date	Status	Permission Use Date	Expiration Date
1		98*****	Stevenson, Carol				Not Used		09/15/2019
							Not Used		

Add another student

Return to Faculty Center

Save the permissions

Save

Grade Roster

The Grade Roster will be available towards the end of a term, once student rosters are final (i.e. all student adds, drops, withdrawals are reflected and final) and it's time to enter grades. If a grade roster exists for a class, the Grade Roster icon will appear to its left. Click on the icon to see the grade roster.

Faculty Center
Search

My Schedule | Class Roster | Grade Roster

Faculty Center

My Schedule

Fall 2019 | San Joaquin Delta College
Change Term



My Exam Schedule

Select display option
☒ Show All Classes
☐ Show Enrolled Classes Only

Icon Legend
Class Roster
Grade Roster
Learning Management

My Teaching Schedule > Fall 2019 > San Joaquin Delta College

Personalize | View All |
First
1-15 of 15
Last

Class	Class Title	Enrolled	Days & Times	Room	Class Dates	Grant Permission
 FASHION 4-01A (10336)	Fashion Prod Analysis (Lecture)	11	MoWe 10:30AM - 11:50AM	SHIM 306 FASHION	Aug 26, 2019-Dec 20, 2019	Grant Permission
 FASHION 8-01A (10338)	History of Fashion to 20t (Lecture)	38	TuTh 9:00AM - 10:20AM	SHIM 402	Aug 26, 2019-Dec 20, 2019	Grant Permission