

Faculty Self-Service Quick Guides

Self-Service Topics

- Accessing Manuals
- Accessing A&R forms
- Emailing Students
- Add Authorizations
- Dropping Students from Section
- Grading Students

Accessing Faculty Manuals in SELF-SERVICE



STEP 1: Click on Faculty module

The screenshot displays the Colleague Self-Service portal interface. At the top, there is a navigation bar with logos for Santa Ana College, Santiago Canyon College, and San Diego State University. The user is logged in as 'sr66666' and has options for 'Sign out' and 'Help'. A yellow banner contains a message to students regarding course requirements and parking permits. Below this, a grey bar says 'Hello, Welcome to Colleague Self-Service!' and prompts the user to 'Choose a category to get started.' The main content area features four modules: 'Employee', 'Course Catalog', 'Advising', and 'Faculty'. A large yellow arrow points to the 'Faculty' module, which is the target of the first step. The 'Faculty' module description states: 'Here you can view your class rosters, grade and drop students, and grant add authorizations. For additional applications including Attendance Web please see the Faculty menu under the Daily Work menu.'

Dear Student,
As you sign up for your class, please be aware your professor may have certain camera or technology requirements. We suggest you reach out to your professor ahead of time to determine course requirements and find the class that is the most suitable for your needs.
Fall courses held Online and through Remote/Online Instruction require a device and internet connection. [CLICK the SECTION NAME](#) for important course details.

Parking Permits:
Parking Permits are now available for purchase through the permit portal.

Hello, Welcome to Colleague Self-Service!
Choose a category to get started.

Employee
Please see the Employee navigation menu for links to common employee applications including eForms, OCDE EIS, Parking Permits and more.

Course Catalog
Here you can view and search the course catalog.

Advising
Here you can access your advisees and provide guidance & feedt planning.

Faculty
Here you can view your class rosters, grade and drop students, and grant add authorizations. For additional applications including Attendance Web please see the Faculty menu under the Daily Work menu.

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STEP 2: Click on your section to open the details

Dear Student,
As you sign up for your class, please be aware your professor may have certain camera or technology requirements. We suggest you reach out to your professor ahead of time to determine course requirements and find the class that is the most suitable for your needs.
Fall courses held Online and through Remote/Online Instruction require a device and internet connection. **CLICK** the SECTION NAME for important course details.

Parking Permits:
Parking Permits are now available for purchase through the permit portal.

Manage your courses by selecting a section below

| Section | Locations | Availability ⓘ | Books | Census Dates |
|--|--|----------------|-------|--|
| SURV-230-24611: Legal Aspects of Land Surveyin | ., CANVAS Online Live Remote Meetings | 4 / 30 / 0 | | CC and CE Census - 2/21/2023 - NCDE Only Census - 4/20/2023 - |

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STEP 3: Self-Service Manuals

SANTA ANA COLLEGE **Santiago Canyon College**

sr66666 Sign out Help

Daily Work Faculty Faculty Overview

Dear Student,
As you sign up for your class, please be aware your professor may have certain camera or technology requirements. We suggest you reach out to your professor ahead of time to determine course requirements and find the class that is the most suitable for your needs.
Fall courses held Online and through Remote/Online Instruction require a device and internet connection. **CLICK** the SECTION NAME for important course details.

Parking Permits:
Parking Permits are now available for purchase through the permit portal.

New! Faculty Grading and Dropping Manuals are now available:
[Self-Service Grading Manual](#)
[College Credit Drop Manual](#)
[Continuing Education Drop Instructions, Pages 3-6](#)

Section Details
[Back to Courses](#)

SURV-230-24611: Legal Aspects of Land Surveyin
Spring 2023
Santiago Canyon College
Th 6:30 PM - 9:04 PM
2/6/2023 - 6/4/2023
., CANVAS Online Live Remote Meetings

Seats Available ⓘ 4 / 30 / 0

[Deadline Dates](#)

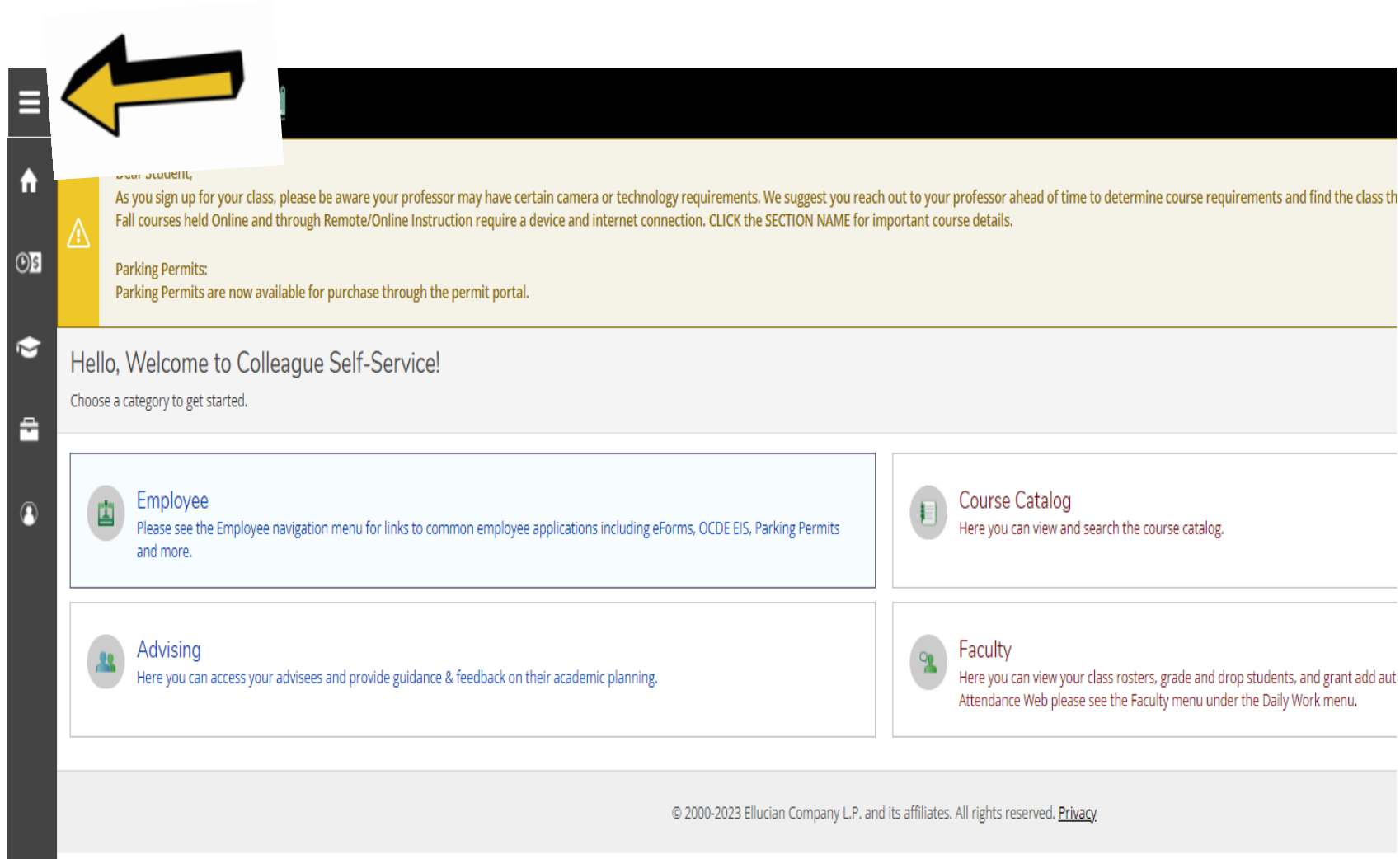
Waitlisted 0

Roster Drop Roster Grading Add Authorizations/Permissions Waitlist

Accessing A&R Forms SELF-SERVICE



STEP 1: Click on hamburger menu

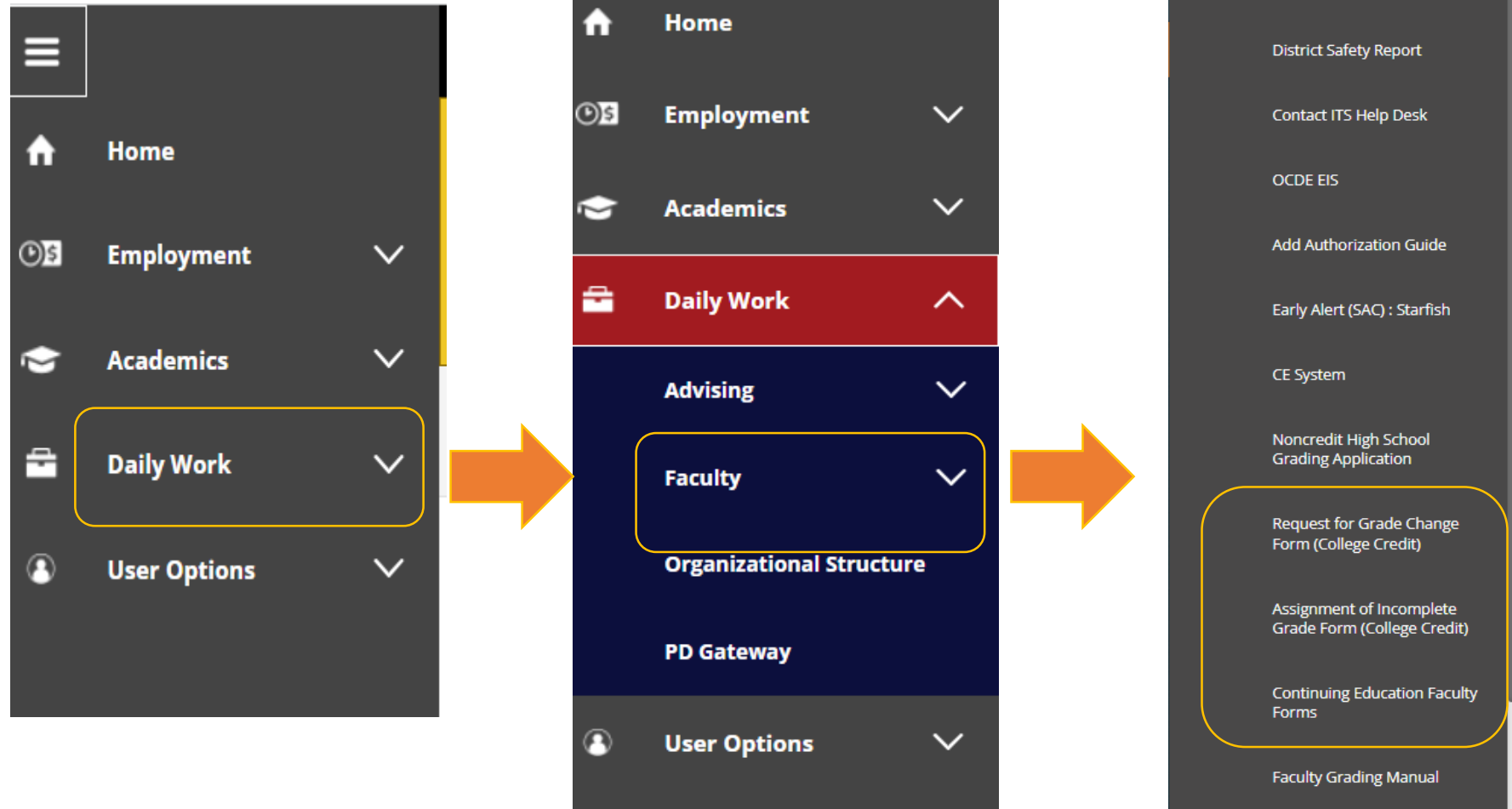


The screenshot shows the Colleague Self-Service portal interface. A yellow arrow points to the hamburger menu icon (three horizontal lines) in the top left corner of the dark navigation bar. The main content area is divided into several sections:

- Header:** A black bar at the top.
- Yellow Alert Box:** Contains a warning icon and text: "Dear student, As you sign up for your class, please be aware your professor may have certain camera or technology requirements. We suggest you reach out to your professor ahead of time to determine course requirements and find the class th Fall courses held Online and through Remote/Online Instruction require a device and internet connection. CLICK the SECTION NAME for important course details."
- Yellow Notification Box:** Contains a warning icon and text: "Parking Permits: Parking Permits are now available for purchase through the permit portal."
- Welcome Message:** "Hello, Welcome to Colleague Self-Service! Choose a category to get started."
- Category Cards:** Four cards with icons and descriptions:
 - Employee:** "Please see the Employee navigation menu for links to common employee applications including eForms, OCDE EIS, Parking Permits and more."
 - Course Catalog:** "Here you can view and search the course catalog."
 - Advising:** "Here you can access your advisees and provide guidance & feedback on their academic planning."
 - Faculty:** "Here you can view your class rosters, grade and drop students, and grant add aut Attendance Web please see the Faculty menu under the Daily Work menu."
- Footer:** "© 2000-2023 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)."

STEP 2: Expand Menus

- Grade Change form
- Incomplete Grade form



Email Students in **SELF-SERVICE**



Roster

- Census dates and emails
- Will include dropped students
- Chosen name displays

Section Details
[Back to Courses](#)

SURV-230-24611: Legal Aspects of Land Surveyin
Spring 2023
Santiago Canyon College
Th 6:30 PM - 9:04 PM
2/6/2023 - 6/4/2023
.. CANVAS Online Live Remote Meetings

Seats Available ⓘ 5 / 30 / 0

Deadline Dates

Waitlisted 0

Roster Drop Roster Grading Add Authorizations/Permissions Waitlist

Print Email All Export

| Student Name | Student ID | Class Level | Pass/Audit | Repeated | Preferred Email |
|-----------------------------|---------------|-------------|------------|----------|----------------------------|
| AK [redacted] | 26 [redacted] | Freshman | | Yes | [redacted]@gmail.com |
| AK [redacted] J. | 25 [redacted] | Freshman | | | [redacted]@AOL.COM |
| BA [redacted] or T. | 26 [redacted] | Freshman | | | [redacted]@gmail.com |
| BU [redacted] | 26 [redacted] | Sophomore | | | [redacted]@engineering.com |
| CH [redacted] N. | 24 [redacted] | Sophomore | | | [redacted]@yahoo.com |
| CO [redacted] rias, Jose L. | 26 [redacted] | Freshman | | | [redacted]@gmail.com |
| DO [redacted] hard A. | 24 [redacted] | Freshman | | | [redacted]@gmail.com |

Deadline Dates [X]

SURV-230-24611: Legal Aspects of Land Surveyin
Spring 2023

Last Day to Add 2/20/2023

First Day to Drop 2/6/2023

Last Day to Drop without a Grade 2/20/2023

Last Day to Drop with a Grade 5/7/2023

Close

Email

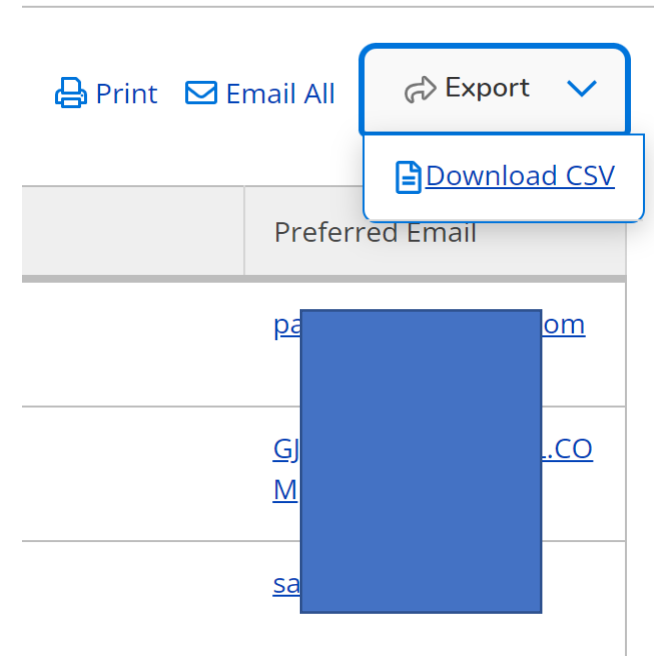
- Click on Export link to download CSV file of roster and open in Excel

The screenshot displays a web interface with a navigation bar containing 'Print', 'Email All', and 'Export' (with a dropdown arrow). The 'Export' dropdown menu is open, showing a 'Download CSV' option with a document icon. An orange arrow points from this option to the 'Preferred Email' column in a table below. The table has columns labeled A through F: Student Name, Student ID, Class Level, Pass/Audit, Repeated, and Preferred Email. The table contains 27 rows of student data, with some cells in columns A, B, and F obscured by blue vertical bars.

| | A | B | C | D | E | F |
|----|--------------|------------|--------------|------------|----------|-----------------------|
| 1 | Student Name | Student ID | Class Level | Pass/Audit | Repeated | Preferred Email |
| 2 | Akg | 20 | 43 Freshman | | Yes | paskalakgul@gmail.com |
| 3 | Ald | 25 | 35 Freshman | | | G |
| 4 | Bar | 20 | 66 Freshman | | | sa |
| 5 | Bue | 20 | 38 Sophomore | | | ja |
| 6 | Cha | 24 | 45 Sophomore | | | ja |
| 7 | Cor | 20 | 76 Freshman | | | co |
| 8 | Dor | 24 | 67 Freshman | | | ri |
| 9 | Gar | 24 | 63 Freshman | | | a |
| 10 | Gre | 20 | 45 Sophomore | | | g |
| 11 | Gre | 20 | 81 Freshman | | | g |
| 12 | Gre | 25 | 20 Freshman | | | ja |
| 13 | Har | 20 | 07 Freshman | | | re |
| 14 | Her | 20 | 87 Freshman | | | h |
| 15 | Isla | 17 | 89 Freshman | | | e |
| 16 | Izag | 25 | 51 Freshman | | | p |
| 17 | Ma | 20 | 10 Freshman | | | m |
| 18 | Mis | 20 | 38 Freshman | | | n |
| 19 | Mo | 24 | 60 Freshman | | | m |
| 20 | Par | 20 | 82 Freshman | | | ta |
| 21 | Rich | 20 | 61 Freshman | | | N |
| 22 | Rio | 20 | 84 Freshman | | | k |
| 23 | Rui | 25 | 06 Freshman | | | d |
| 24 | Sch | 25 | 89 Sophomore | | Yes | se |
| 25 | Szy | 22 | 83 Freshman | | | ja |
| 26 | Wo | 25 | 44 Freshman | | | g |
| 27 | You | 20 | 95 Sophomore | | | st |
| 28 | | | | | | |

Email

- Clicking on a student's email or the Email All link will open up the computer's default email client
 - Great if you are on a district computer
 - Not so great if you are working on a personal computer
- Workaround:
 - Use Canvas email functionality
 - Use the Export link to download a CSV file in Excel. Can copy the emails to your college email client.



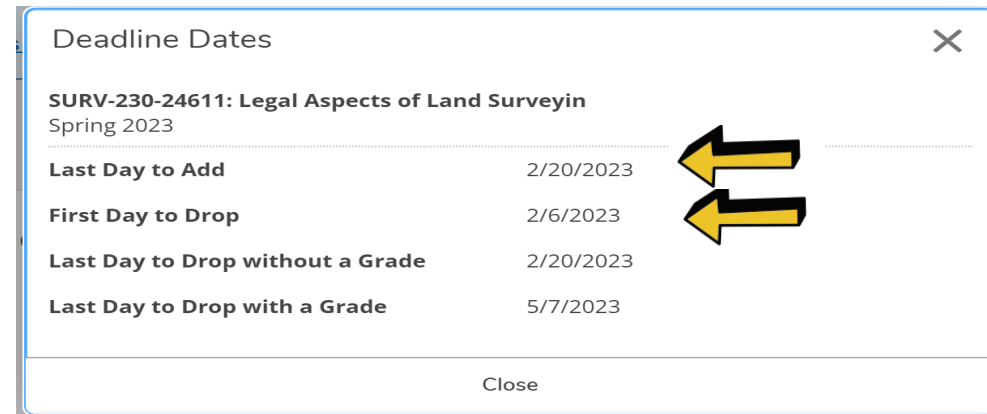
Add Authorizations in SELF-SERVICE




Add Authorizations

- You can only Add students to your class during the Add/Drop period before Census.

In the example below, that date period is inclusively between 2/6 to 2/20.



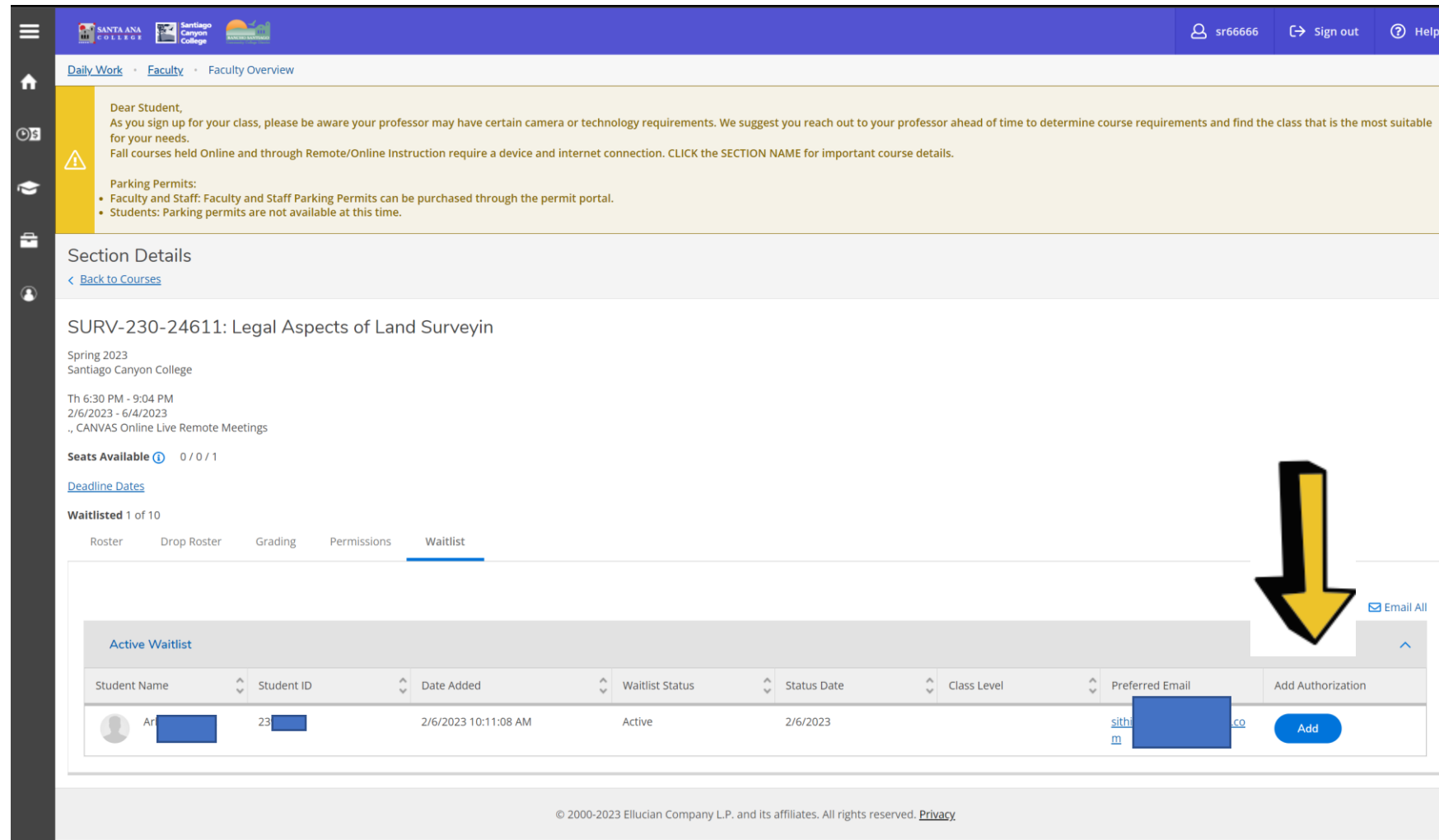
| Deadline Dates | | ✕ |
|--|-----------|--|
| SURV-230-24611: Legal Aspects of Land Surveyin Spring 2023 | | |
| Last Day to Add | 2/20/2023 |  |
| First Day to Drop | 2/6/2023 | |
| Last Day to Drop without a Grade | 2/20/2023 | |
| Last Day to Drop with a Grade | 5/7/2023 | |
| Close | | |

Authorize from Waitlist

- You can Authorize using a Student ID or from the Waitlist.
- Easiest to Authorize from Waitlist.
- Student needs to Waitlist themselves before Start Date of class.
- Waitlist only available if class has met its capacity

Authorize from Waitlist

In the Waitlist tab, click on the Add button to grant an Add Authorization



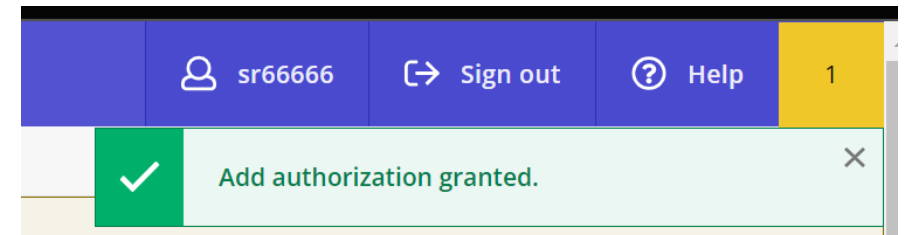
The screenshot displays the Canvas LMS interface for a course. The top navigation bar includes the user's name 'sr66666', 'Sign out', and 'Help'. The breadcrumb trail shows 'Daily Work > Faculty > Faculty Overview'. A yellow banner contains a message to the student regarding course requirements and parking permits. Below this, the 'Section Details' for 'SURV-230-24611: Legal Aspects of Land Surveyin' are shown, including the semester 'Spring 2023' and the instructor 'Santiago Canyon College'. The 'Seats Available' section shows '0 / 0 / 1'. The 'Waitlisted 1 of 10' section is active, with tabs for 'Roster', 'Drop Roster', 'Grading', 'Permissions', and 'Waitlist'. A table lists the waitlisted student with columns for 'Student Name', 'Student ID', 'Date Added', 'Waitlist Status', 'Status Date', 'Class Level', 'Preferred Email', and 'Add Authorization'. The 'Add' button in the 'Add Authorization' column is highlighted by a large yellow arrow.

| Student Name | Student ID | Date Added | Waitlist Status | Status Date | Class Level | Preferred Email | Add Authorization |
|---------------|---------------|----------------------|-----------------|-------------|-------------|---|-------------------|
| Ar [redacted] | 23 [redacted] | 2/6/2023 10:11:08 AM | Active | 2/6/2023 | | sith [redacted]@sc [redacted].co [redacted] | Add |

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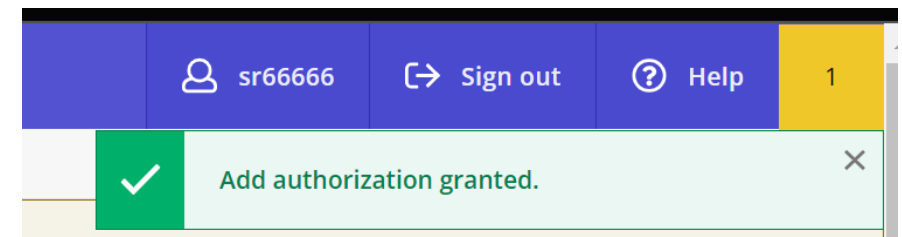
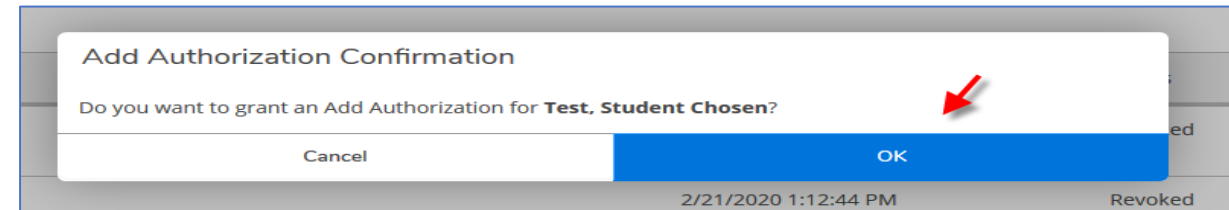
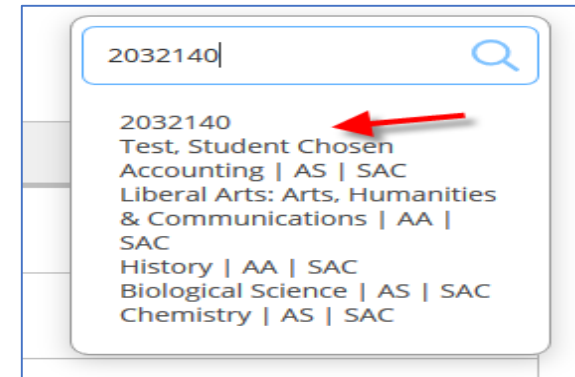
Authorize from Waitlist

- Click OK to grant the Add Authorization.
- Green confirmation notification is displayed.



Authorize from Add Authorization tab

- In the Search box, type the student's ID.
- Double click on the student's record to Authorize.
- Click OK to Authorize.
- Green confirmation notification is displayed.



Authorize from Add Authorization tab

- The authorized student is displayed in Add Authorization list.
- You can optionally cancel the authorization by clicking the Revoke link.

Section Details
[Back to Courses](#)

SURV-230-24611: Legal Aspects of Land Surveyin
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Th 6:30 PM - 9:04 PM
2/6/2023 - 6/4/2023
., CANVAS Online Live Remote Meetings


Seats Available ⓘ 0 / 0 / 1
[Deadline Dates](#)

Waitlisted 1 of 10

Roster Drop Roster Grading **Permissions** Waitlist

[Back To Faculty Permissions](#)

Student Add Authorization

| Student Name | Student ID | Authorization Code | Status Date | Status | |
|--|---------------|--------------------|----------------------|------------------------|--|
|  Art [redacted] | 23 [redacted] | | 2/6/2023 10:49:16 AM | Revoke | |

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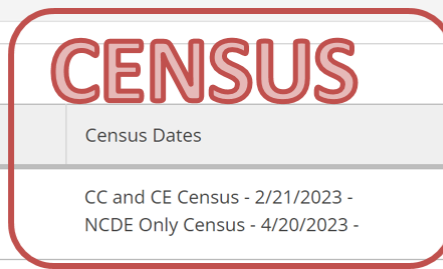
Student must register themselves once Authorized

- A student is only notified about the Authorization when they log into Self-Service.
- Please communicate to the student that they have been Authorized and must register. Their email is available on the Waitlist tab.

Dropping Students in SELF-SERVICE

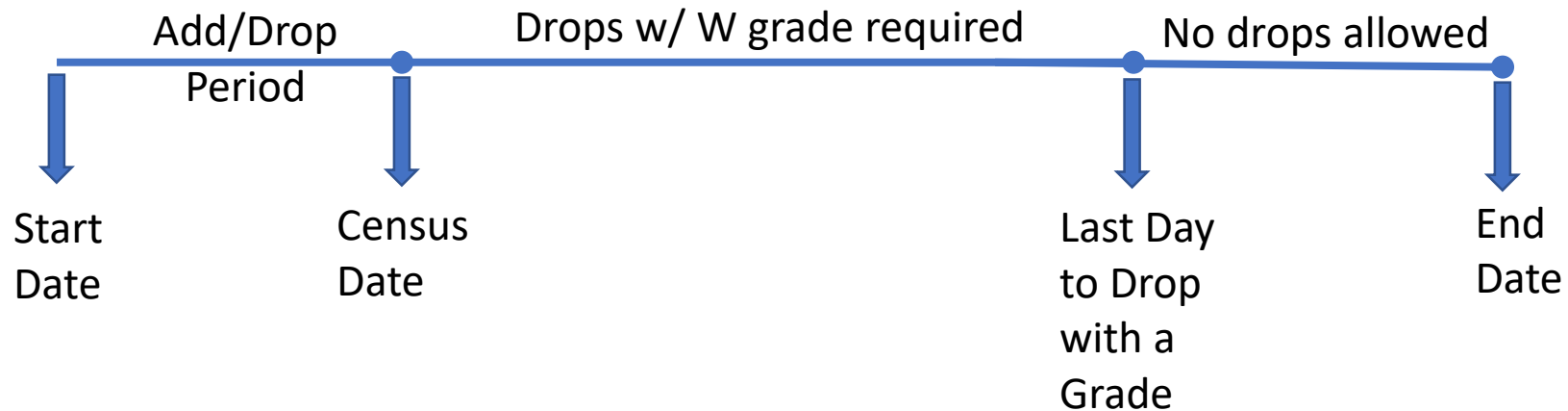


Drops



| Deadline Dates | |
|---|-----------|
| SURV-230-24611: Legal Aspects of Land Survey in Spring 2023 | |
| Last Day to Add | 2/20/2023 |
| First Day to Drop | 2/6/2023 |
| Last Day to Drop without a Grade | 2/20/2023 |
| Last Day to Drop with a Grade | 5/7/2023 |
| Close | |

- No grade required before Census
- W Grade required after Census
- DOE requires Last Date Attended or Never Attended fields be provided for any drop



Before Census Drops

CENSUS

Census Dates

CC and CE Census - 2/21/2023 -
NCDE Only Census - 4/20/2023 -

Deadline Dates

SURV-230-24611: Legal Aspects of Land Surveyin
Spring 2023

| | |
|----------------------------------|-----------|
| Last Day to Add | 2/20/2023 |
| First Day to Drop | 2/6/2023 |
| Last Day to Drop without a Grade | 2/20/2023 |
| Last Day to Drop with a Grade | 5/7/2023 |

Close

- **For No Shows: Click in the Never Attended checkbox.**
Note: this should only be done before Census. Doing this after Census will cause issues.

OR

- **For Students who Attended Class: Enter the Last Date of Attendance (format is m/d/yyyy – four-digit year. It will not accept a two-digit year)**

Roster Attendance **Drop Roster** Census Grading Books Add Authorizations/Permissions Waitlist

| Student Name | Student ID | Never Attended | Last Date of Attendance | Final Grade | Class Level | Credits | |
|--------------------|------------|--------------------------|---------------------------------------|--------------|-------------|---------|------|
| Student2, Ellucian | 2244861 | <input type="checkbox"/> | <input type="text" value="m/d/yyyy"/> | Select Grade | Freshman | 3 | Drop |
| Student3, Ellucian | 2244862 | <input type="checkbox"/> | <input type="text" value="m/d/yyyy"/> | Select Grade | Freshman | 3 | Drop |

Click in Never Attended OR enter in Last Date of Attendance (m/d/yyyy)

After Census Drops

CENSUS

Census Dates

CC and CE Census - 2/21/2023 -
NCDE Only Census - 4/20/2023 -

Deadline Dates

SURV-230-24611: Legal Aspects of Land Surveyin
Spring 2023

| | |
|----------------------------------|-----------|
| Last Day to Add | 2/20/2023 |
| First Day to Drop | 2/6/2023 |
| Last Day to Drop without a Grade | 2/20/2023 |
| Last Day to Drop with a Grade | 5/7/2023 |

Close

- If it is **ON** or **AFTER** census, you must enter a **Last Date of Attendance** **AND** choose the **“W”** grade from the drop-down:

| Last Date of Attendance | Final Grade | Class Level | Credits | |
|-------------------------|-------------|-------------|---------|------|
| 7/15/2022 | W | Freshman | 3 | Drop |

Select Grade

- A
- B
- C
- P
- D
- F
- NP
- W

Drop Student

Drop student Student2, Ellucian from the section

Cancel Drop

After Census Drops

CENSUS

Census Dates

CC and CE Census - 2/21/2023 -
NCDE Only Census - 4/20/2023 -

Deadline Dates

SURV-230-24611: Legal Aspects of Land Surveyin
Spring 2023

| | |
|----------------------------------|-----------|
| Last Day to Add | 2/20/2023 |
| First Day to Drop | 2/6/2023 |
| Last Day to Drop without a Grade | 2/20/2023 |
| Last Day to Drop with a Grade | 5/7/2023 |

Close

- **Drop confirmation is displayed and student is marked as such on roster**
- **Over night grade verification process will post W grade to transcript**

nh41510 Sign out Help 3

ITS Loaner Webcam
Please return loaner equipment to remove this hold

ITS Loaner Headset
Please return loaner equipment to remove this hold

✓ Student was dropped successfully

Roster Synchronous NCDE Attendance

Student Name

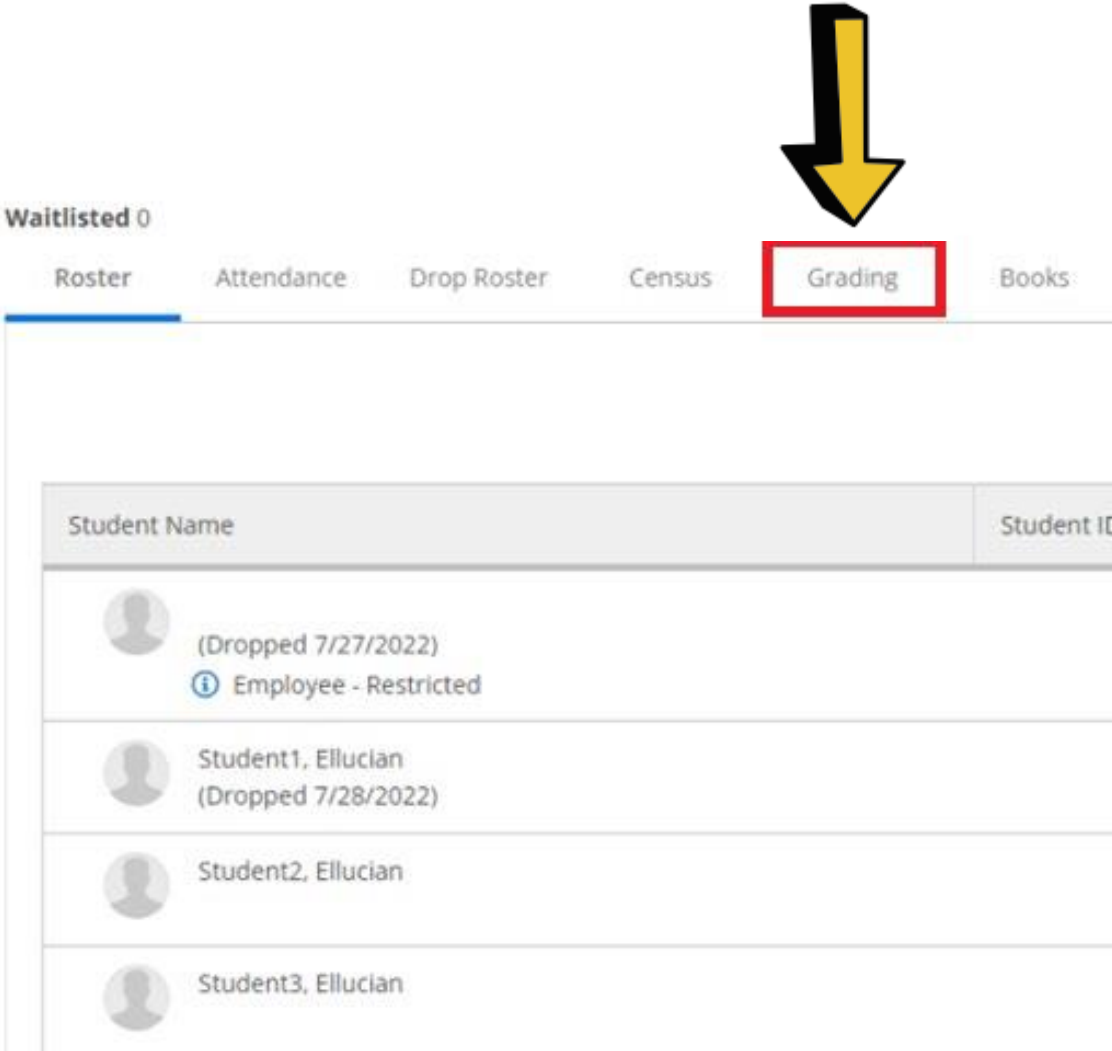
Student10, Ellucian
(Dropped 7/28/2022)

Student7, Ellucian

Grading Students in **SELF-SERVICE**








STEP 1: Click on Grading tab

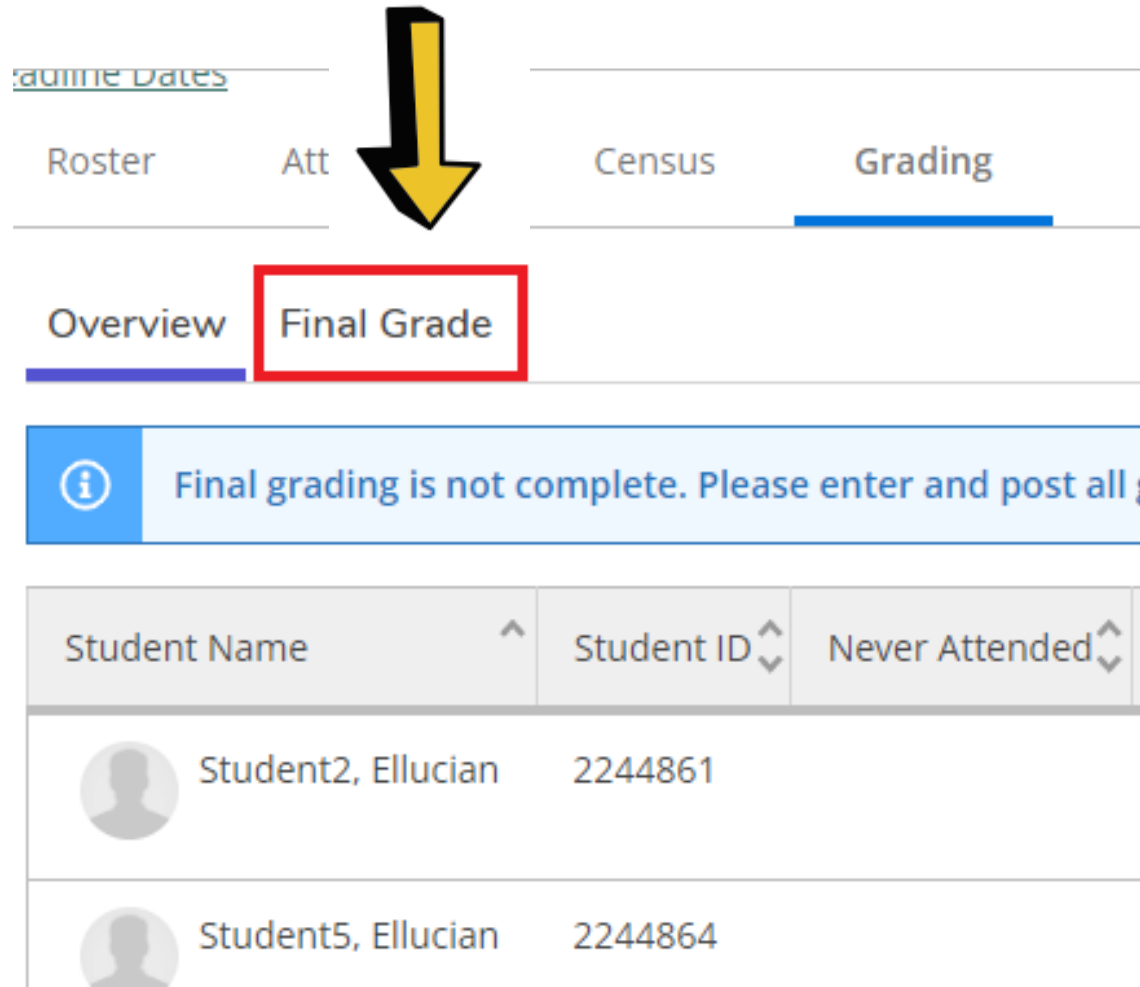


Waitlisted 0

Roster Attendance Drop Roster Census **Grading** Books

| Student Name | Student ID |
|---|------------|
|  (Dropped 7/27/2022)  Employee - Restricted | |
|  Student1, Ellucian (Dropped 7/28/2022) | |
|  Student2, Ellucian | |
|  Student3, Ellucian | |

STEP 2: Click on Final Grade subtab



The screenshot shows a software interface with several navigation tabs. A yellow arrow points to the 'Final Grade' tab, which is highlighted with a red box. Below the tabs is a blue information banner with a white 'i' icon and the text 'Final grading is not complete. Please enter and post all...'. Below the banner is a table with columns for 'Student Name', 'Student ID', and 'Never Attended'. The table contains two rows of student data.

Final Grade subtab

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

| Student Name | Student ID | Never Attended |
|--------------------|------------|----------------|
| Student2, Ellucian | 2244861 | |
| Student5, Ellucian | 2244864 | |

STEP 3: For a student, select a **Grade** from the drop-down menu


NOTE:

When awarding an “F” grade, enter the student’s last date of attendance into the Last Date of Attendance field for that student.

Enter the date in the format shown: mm/dd/yyyy (it will not accept a 2-digit year):

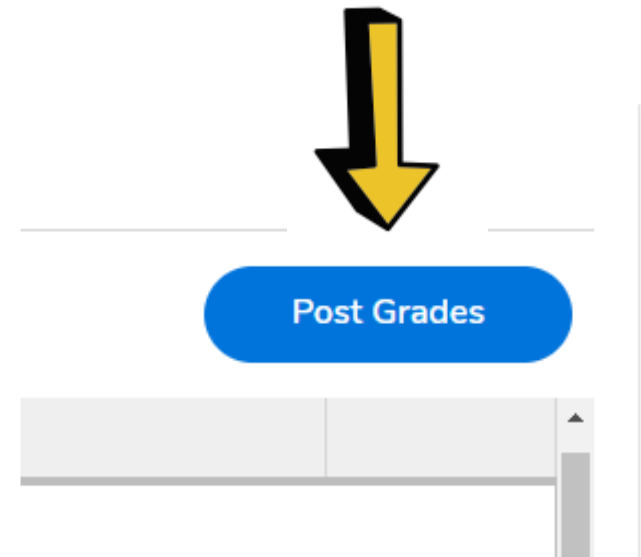
| Last Date of Attendance | Final Grade | Exp |
|-------------------------|-------------|-----|
| 11/18/2022 | F | M |

| Final Grade |
|--------------|
| Select Grade |
| A |
| B |
| C |
| P |
| D |
| F |
| NP |
| I |



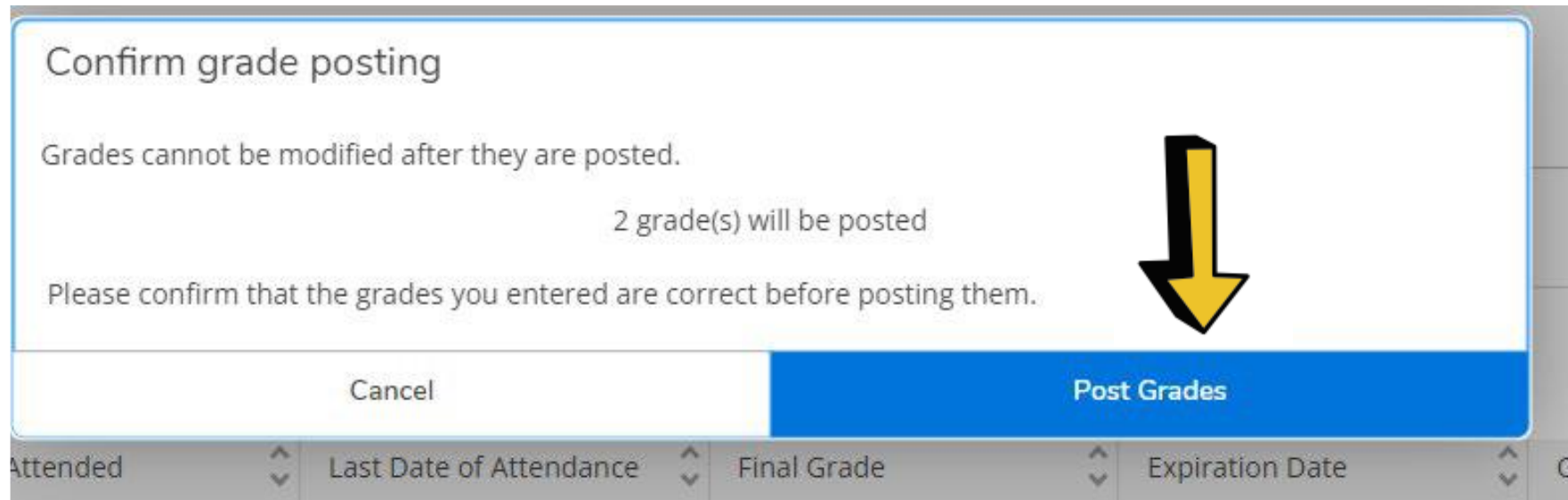
STEP 4: Click Post Grades

Once you have entered all of your grades, click on the blue Post Grades button at the top, right-hand corner of your grading roster.



STEP 5: Confirm Posting of Grades

Click on **Post Grades** to confirm.



Grades FYI

- View posted grades on Overview subtab
- You do not have to grade your students at the same time. You can post grades a little at a time if you prefer, but you **MUST** post the grades for them to become final and recorded on a student's transcript.
- Once you've clicked on Post Grades and confirmed you can not go back and change your grades.

The screenshot shows a software interface for managing student grades. At the top, there are two tabs: 'Overview' (highlighted with a red circle) and 'Final Grade'. Below the tabs is a blue notification bar with an information icon and the text: 'Final grading is not complete. Please enter and post all grades.' Below the notification is a table with the following columns: 'Student Name', 'Student ID', 'Never Attended', 'Last Date of Attendance', 'Final Grade', and 'Expiration'. The 'Final Grade' column is highlighted in yellow and is also enclosed in an orange box. The table contains three rows of student data:

| Student Name | Student ID | Never Attended | Last Date of Attendance | Final Grade | Expiration |
|--------------------|------------|----------------|-------------------------|-------------|------------|
| | | | 8/26/2022 | W | |
| Student1, Ellucian | 2244860 | | 9/6/2022 | P | |
| Student2, Ellucian | 2244861 | | | | |

Self-Service Assistance

For assistance contact ITS Helpdesk
ITS_HelpDesk@rscdd.edu

Tuyen Nguyen, A&R
A&R Office
nguyen_tuyen@sccollege.edu

Sergio Rodriguez, SIS
x4711, Room E-101 in A&R
sr66666@sccollege.edu