Faculty WebAdvisor Manual

Contents

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.

View Class Roster

STEPS	SCREENSHOT
1. From the Faculty Information menu, click the Class Roster link.	**Faculty Information** Class Roster Grading Search for Sections My Class Schedule Student profile Faculty Student Drop

2. To select a roster:
  A. Select the term in the drop-down menu
 	
  B. Click the SUBMIT button.
	Class Roster
	
	Select a Term
	or Enter a Date Ra Summer 2009
	
	SUBMIT

3. To select a class section:
  A. Click the radio button next to your class section.
 	
  B. Click the SUBMIT button.
	Class Roster
	
	Choose One Course Name and Title Term Bldg Room Meeting Times Days of Week
	           BA 016 20789 Computer Office Modules 2009SP 1A A-203 09:00AM - 12:10PM TTH
	
	SUBMIT

| 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. **Status** Wait • If no students are waitlisted then no students will appear on your roster with a status of 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. ☐ <table><tr><td>**Student**</td><td>**ID**</td><td>**E-mail Address**</td><td>**Telephone**</td><td>**Course Name**</td><td>**Status**</td><td>**Units**</td><td>**Student Profile**</td></tr><tr><td>Ball, Chuck</td><td>1641037</td><td>test@gmail.com</td><td>DAY 714-628-7984</td><td>BA-016</td><td>Add</td><td>1.00</td><td>☐</td></tr><tr><td>Le, Vincent H.</td><td>1376140</td><td></td><td>HOME 547-1706</td><td>BA-016</td><td>Add</td><td>1.50</td><td>☐</td></tr><tr><td>Pack, Brittany</td><td>1641069</td><td>birtp@yahoo.com</td><td></td><td></td><td>Wait</td><td></td><td>☐</td></tr><tr><td>Ball, Chuck</td><td>1641037</td><td>test@gmail.com</td><td></td><td></td><td>Wait</td><td></td><td>☐</td></tr></table> **Security Access Messages** None SUBMIT

Option 1
Email the roster to yourself by:
  A. Clicking the check box next to "E-mail a copy of this roster to me."
 	
  B. Click the SUBMIT button.
 	
  C. 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. ☑
	
	<table><tr><td>**Student**</td><td>**ID**</td><td>**E-mail Address**</td><td>**Telephone**</td><td>**Course Name**</td><td>**Status**</td><td>**Units**</td><td>**Student Profile**</td></tr><tr><td>Ball, Chuck</td><td>1641037</td><td>test@gmail.com</td><td>DAY 714-628-7984</td><td>BA-016</td><td>Add</td><td>1.00</td><td>☐</td></tr><tr><td>Le, Vincent H.</td><td>1376140</td><td></td><td>HOME 547-1706</td><td>BA-016</td><td>Add</td><td>1.50</td><td>☐</td></tr></table>
	Security Access Messages
	None
	
	SUBMIT

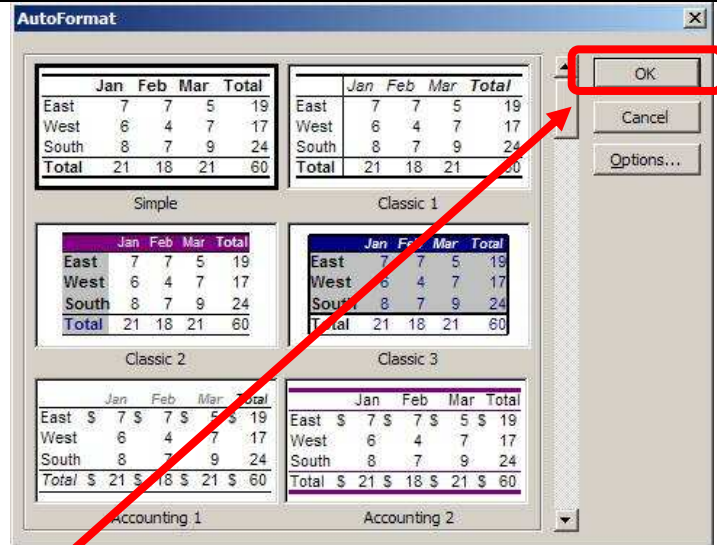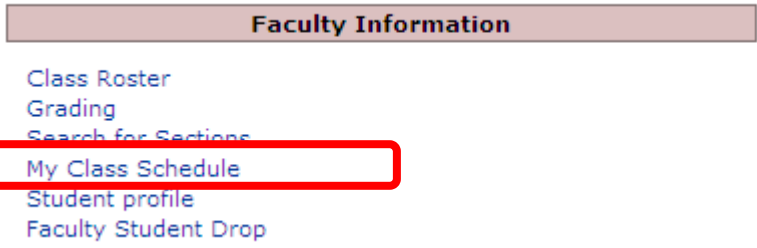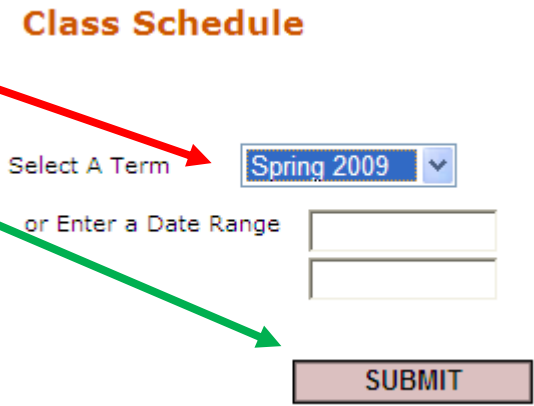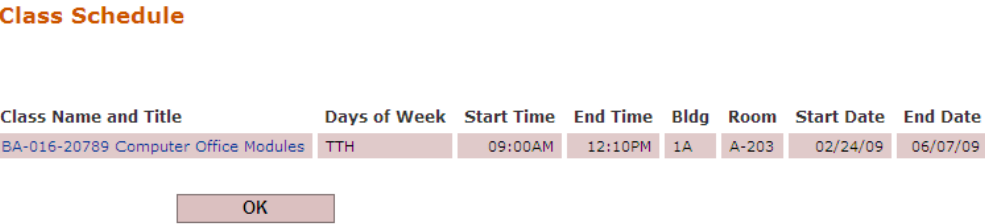| STEPS	SCREENSHOT

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-G9)
   5. Now click the Format button (Home tab) and select the AutoFit Column Width menu item.	
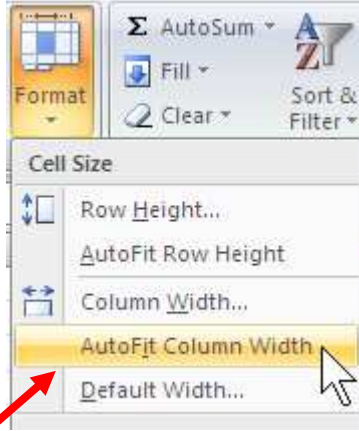
Option 1, continued
 	
For Excel 2003, copy and paste the roster from your email by:
   1. Opening Excel (this step must be done first).
   2. In the email, select the content and copy it.
   3. In Excel do a paste.
   4. In Excel select the portion under line three (e.g. A4-G9)
   5. In Excel click on Format menu and select AutoFormat.
   6. Now click the OK button in the AutoFormat Dialog.	
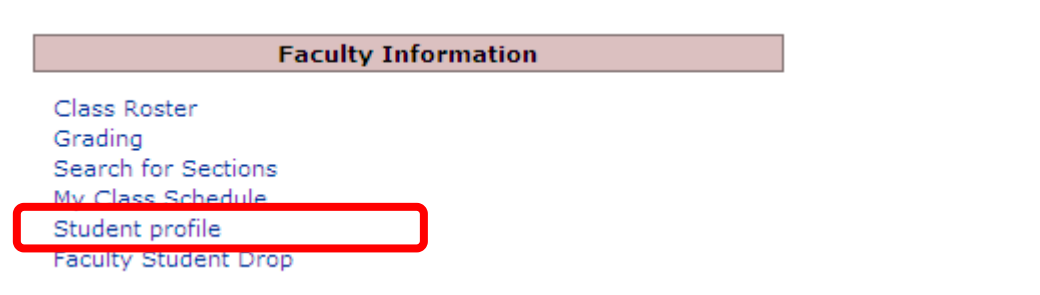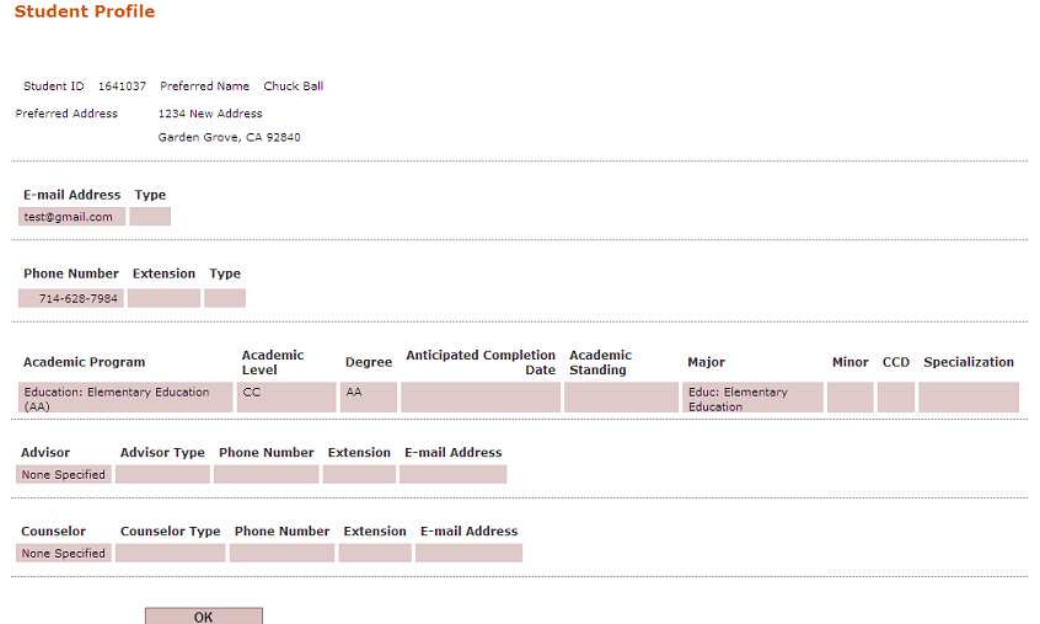
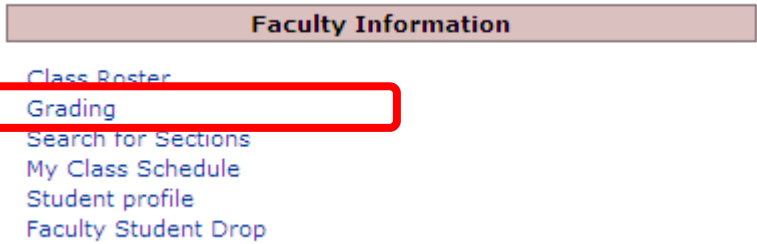| STEPS	SCREENSHOT

Option2
View student contact information by:
   A. Clicking the Student Profile check box for a particular student
 	
   B. Clicking the SUBMIT button.
	Class Roster
	
	Course Name and Title
	BA-016-20789 Computer Office Modules
	
	Instructors
	Robert Manson
	
	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 ☑
	Le, Vincent H. 1376140 P BA-016 Add 1.50 ☐
	
	Security Access Messages
	None
	
	SUBMIT

C. View student contact information.	**Student Profile** Student ID 1641037 Preferred Name Chuck Ball Preferred Address 1234 New Address Garden Grove, CA 92840 E-mail Address Type test@gmail.com Phone Number Extension Type 714-628-7984 Academic Program Academic Level Degree Anticipated Completion Date Academic Standing Major Minor CCD Specialization Education: Elementary Education (AA) CC AA Educ: Elementary Education Advisor Advisor Type Phone Number Extension E-mail Address None Specified Counselor Counselor Type Phone Number Extension E-mail Address None Specified OK

View My Teaching Class Schedule

STEPS	SCREENSHOT
1. From the Faculty Information menu, click the "My Class Schedule" link.	**Faculty Information** Class Roster Grading Search for Sections My Class Schedule Student profile Faculty Student Drop

2. To select a roster:
  A. Select the term in the drop-down menu
 	
  B. Click the SUBMIT button.
	Class Schedule
	
	Select A Term Spring 2009
	
	or Enter a Date Range
	
	SUBMIT

3. Now you can view your class schedule.
 	
NOTE:
  • 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.
	Class Schedule
	
	Class Name and Title: BA-016-20789 Computer Office Modules; Days of Week: TTH; Start Time: 09:00AM; End Time: 12:10PM; Bldg: 1A; Room: A-203; Start Date: 02/24/09; End Date: 06/07/09
	
	OK

View Student Contact Information

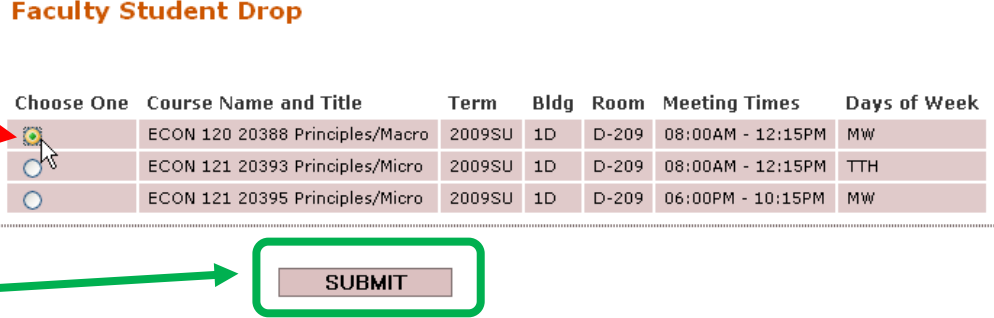| STEPS	SCREENSHOT
1. From the Faculty Information menu, click the "Student profile" link.	**Faculty Information** Class Roster Grading Search for Sections My Class Schedule Student profile Faculty Student Drop
2. Enter the student's ID or SSN in the appropriate field and click the SUBMIT button.	**Student profile** Enter the student's ID or Social Security/Social Identification Number. Student ID 1641037 Social Security Number SUBMIT
3. View student contact information. NOTE: - 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.	**Student Profile** Student ID 1641037 Preferred Name Chuck Ball Preferred Address 1234 New Address Garden Grove, CA 92840 E-mail Address Type test@gmail.com Phone Number Extension Type 714-628-7984 Academic Program / Academic Level / Degree / Anticipated Completion Date / Academic Standing / Major / Minor / CCD / Specialization Education: Elementary Education (AA) / CC / AA / Educ: Elementary Education Advisor Advisor Type Phone Number Extension E-mail Address None Specified Counselor Counselor Type Phone Number Extension E-mail Address None Specified OK

Submit Grades

STEPS	SCREENSHOT
1. From the Faculty Information menu, click the "Grading" link.	**Faculty Information** Class Roster Grading Search for Sections My Class Schedule Student profile Faculty Student Drop

2. To select a term:
  A. Select the term in the drop-down menu
 	
  B. Click the SUBMIT button.
	FACULTY Welcome
	
	Grading
	
	Please note: **GRADES ARE DUE 5 DAYS** from your **FINAL CLASS MEETING.**
	
	Select a term to restrict your class list
	Term Summer 2009
	
	SUBMIT

3. To select a class section:
  A. Click the radio button next to your class section.
 	
  B. Click the SUBMIT button.
	Grading
	
	Final or Midterm/Intermediate Grading Final
	
	Choose One Class Name and Title Start Date End Date Bldg Room Meeting Times Days of Week Loc Term
	ECON-120-20388 Principles/Macro 06/22/09 07/29/09 1D D-209 08:00AM - 12:15PM MW SAC 2009SU
	
	SUBMIT

STEPS	SCREENSHOT

1. In the Final Grading screen:
  A. Enter a grade for each respective student in the Grade column fields.
 	
    A - Excellent
    B - Good
    C - Satisfactory
    D – Less Than Satisfactory
    F - Fail
    P - Pass
    NP – No Pass
    I – Incomplete (see notes on next page)
 	
  B. Click the SUBMIT button.
	Final Grading
	
	Class Name ECON-120-20388
	Title Principles/Macro
	Location Santa Ana College
	Term Summer 2009
	
	Instructor
	Serg Rodriguez

Final Grading

Class Name   ECON-120-20388
Title   Principles/Macro
Location   Santa Ana College
Term   Summer 2009

Instructor
Serg Rodriguez

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

SUBMIT

STEPS	SCREENSHOT
2. After submitting the grades, the Grading Confirmation screen will display your final grades. NOTE: • 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.	**Grading Confirmation Form** Class Name ECON-120-20388 Title Principles/Macro Location Santa Ana College Term Summer 2009 **Instructor** Serg Rodriguez ** Your changes have been saved. Modified records are shown below ** | 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	 OK
NOTE: For Incomplete grades, the system will automatically enter a one year expiration date upon submission. After the expiration date the Incomplete will turn to a Fail grade.	Class Name BA-016-20789 Title Computer Office Modules Location Santa Ana College Term Spring 2009 Instructor Joyce M. Miller Robert Manson Linda J. Dussault ** Your changes have been saved. Modified records are shown below ** | Student	ID	Status	Final Grade	Expire Date	Credits
---	---	---	---	---	---
Ball, Chuck	1641037	A	I	05/18/2010	1.00	 OK
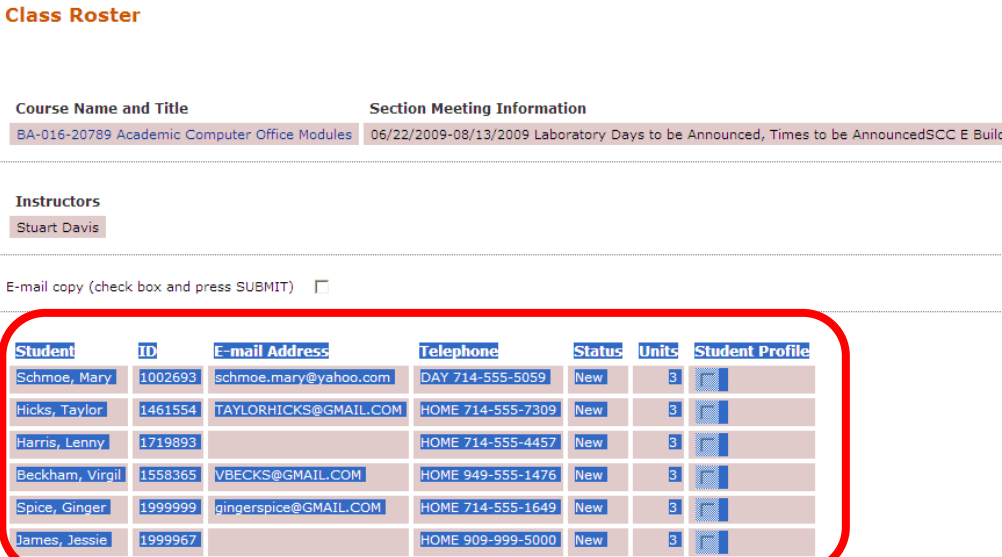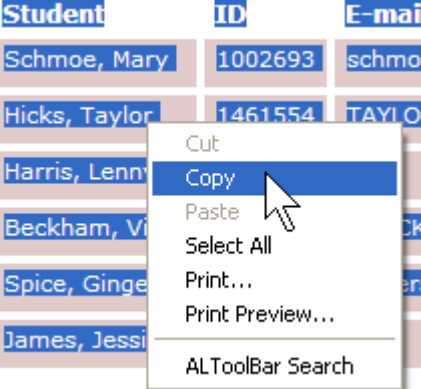
Dropping a Student

STEPS	SCREENSHOT
1. From the Faculty Information menu, click the "Faculty Student Drop" link.	**Faculty Information** Class Roster Grading Search for Sections My Class Schedule Student profile Faculty Student Drop

2. To select a term:
  A. Select the term in the drop-down menu.
 	
  B. Click the SUBMIT button.
	Faculty Student Drop
	
	* = Required
	
	Select a Term* [Summer 2009 ▼]
	
	[SUBMIT]

3. To select a class section:
  A. Click the radio button next to your class section.
 	
  B. Click the SUBMIT button.
	Faculty Student Drop
	
	Choose One Course Name and Title Term Bldg Room Meeting Times Days of Week
	⊙ ECON 120 20388 Principles/Macro 2009SU 1D D-209 08:00AM - 12:15PM MW
	○ ECON 121 20393 Principles/Micro 2009SU 1D D-209 08:00AM - 12:15PM TTH
	○ ECON 121 20395 Principles/Micro 2009SU 1D D-209 06:00PM - 10:15PM MW
	
	[SUBMIT]

STEPS	SCREENSHOT

4. In the Faculty Student Drop screen:
 	
  A. Click the check boxes in the Drop column next to each respective student you want to drop from the class.
 	
  B. Click the SUBMIT button.
	Faculty Student Drop
	
	Course Name and Title
	ECON-121-20872 Principles/Micro
	
	Instructors
	Serg Rodriguez
	
	Last date to drop as no show 02/28/2009
	Last date to drop for excessive absence 05/31/2009
	
	| Student
		ID	Access	E-mail address	Class	Status	Credits	Drop

---	---	---	---	---	---	---	---
Albert, Lori A.	1090577		lorialbert@ymail.com		Add	3.00	☑
Bowen, Jennifer L.	1380170		JENNIFER.BOWEN@YAHOO.COM	FR	Add	3.00	☐
Brooms, Sharon D.	1068760		AMBITIONGOAL@YAHOO.COM		Add	3.00	☑	 SUBMIT
5. After submitting the drops, the Student Drop Confirmation screen will display your dropped students. NOTE: • 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.	**Student Drop Confirmation** **Course Name and Title** ECON-121-20872 Principles/Micro **Instructors** Serg Rodriguez Last date to drop as no show 02/20/09 | Student	ID	Access	E-mail address	Class	Status	Credits	Action
---	---	---	---	---	---	---	---
Albert, Lori A.	1090577						Dropped
Brooms, Sharon D.	1068760						Dropped	 **Security Access Messages** None OK

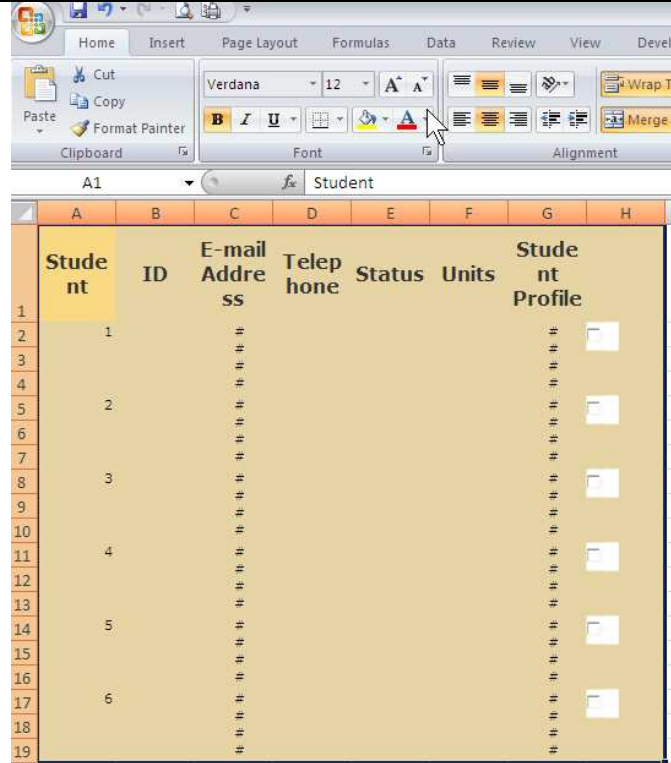# Copying Class Roster onto Excel Manually

> ➢ **Useful method for getting class roster into MS Excel 2007.**

STEPS	SCREENSHOT
1. From the Class Roster page (see page 5 for details), highlight the roster by left clicking on the mouse and dragging to select all the rows. The area should now be highlighted in blue.	**Class Roster** **Course Name and Title** — **Section Meeting Information** BA-016-20789 Academic Computer Office Modules — 06/22/2009-08/13/2009 Laboratory Days to be Announced, Times to be AnnouncedSCC E Build **Instructors** Stuart Davis E-mail copy (check box and press SUBMIT) ☐

Student	ID	E-mail Address	Telephone	Status	Units	Student Profile
Schmoe, Mary	1002693	schmoe.mary@yahoo.com	DAY 714-555-5059	New	3	
Hicks, Taylor	1461554	TAYLORHICKS@GMAIL.COM	HOME 714-555-7309	New	3	
Harris, Lenny	1719893		HOME 714-555-4457	New	3	
Beckham, Virgil	1558365	VBECKS@GMAIL.COM	HOME 949-555-1476	New	3	
Spice, Ginger	1999999	gingerspice@GMAIL.COM	HOME 714-555-1649	New	3	
James, Jessie	1999967		HOME 909-999-5000	New	3	

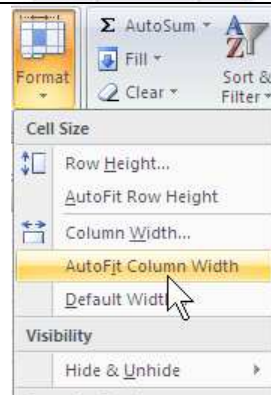| STEPS	SCREENSHOT
2. Right-click on the highlighted area and select copy.	**Student** — **ID** — **E-mai** Schmoe, Mary — 1002693 — schmo Hicks, Taylor — 1461554 — TAYLO Harris, Lenny Cut Copy Paste Select All Print... Print Preview... ALToolBar Search Beckham, Vi Spice, Ginge James, Jessi

13

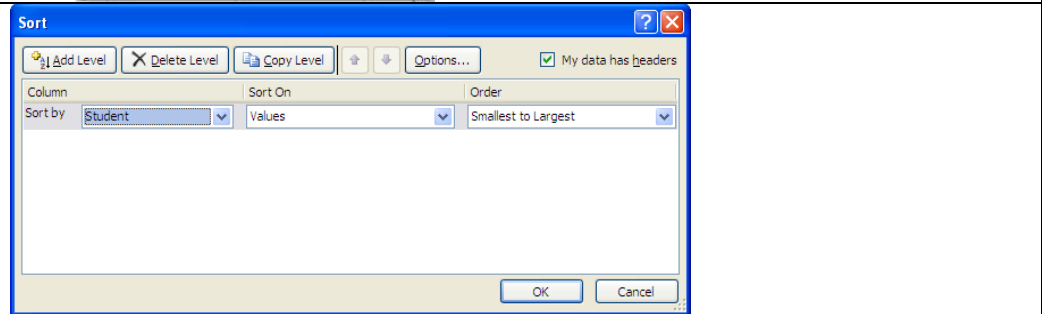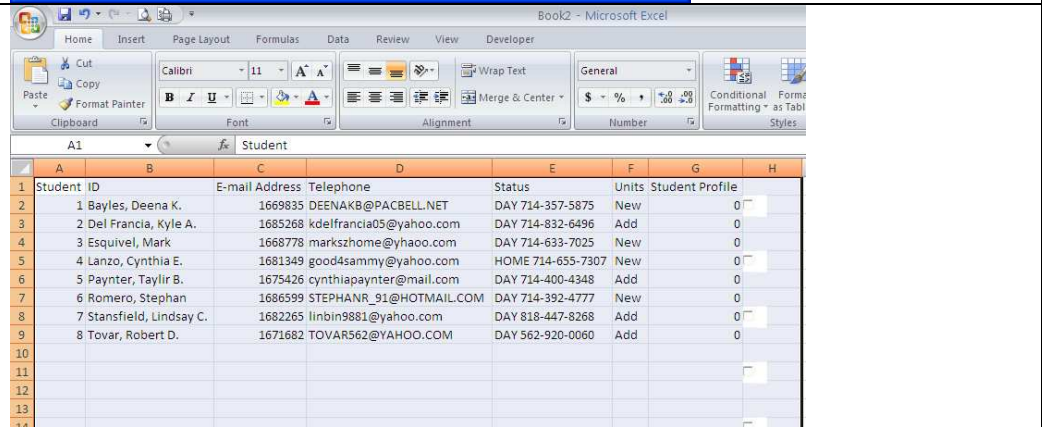| STEPS	SCREENSHOT
3. Open Excel and paste the copied data into the first cell.	
4. Click the Clear button and select Clear Formats.	
5. Click the Format button and select AutoFit Column Width.	

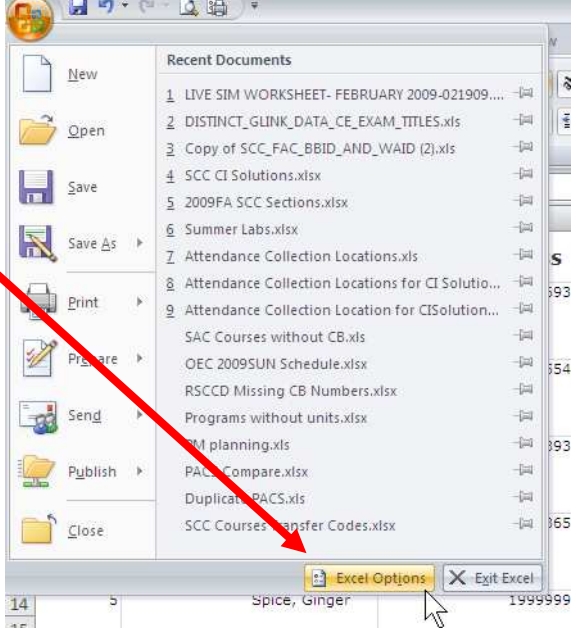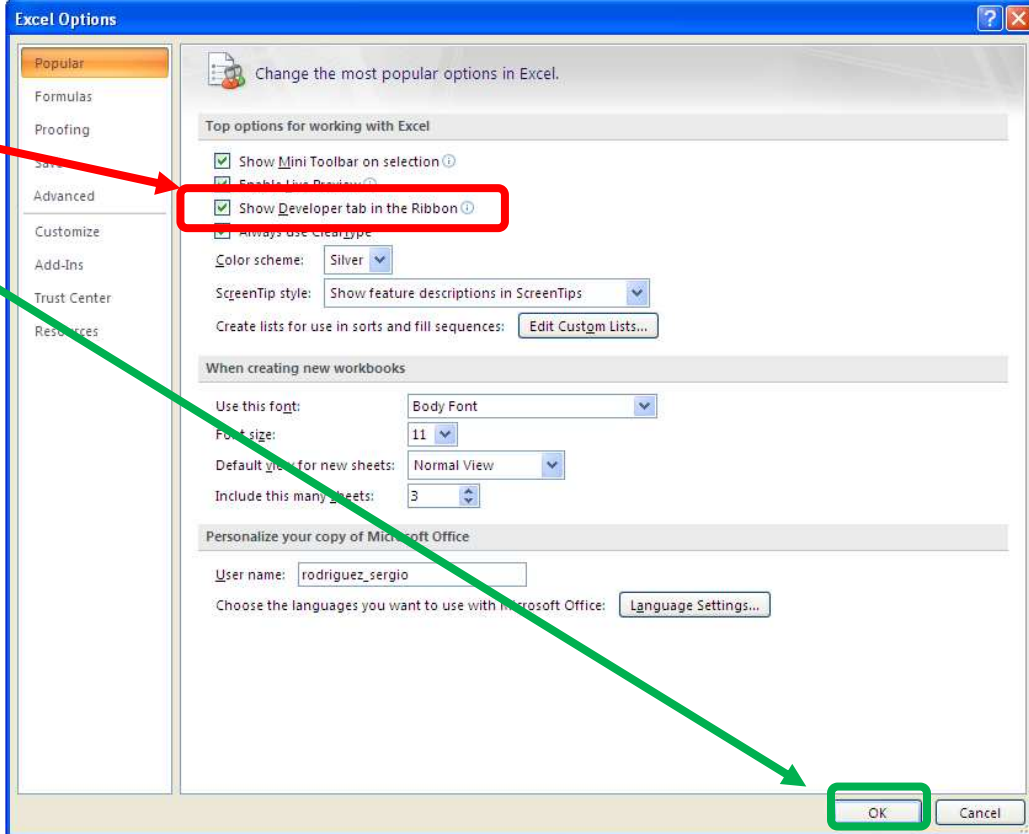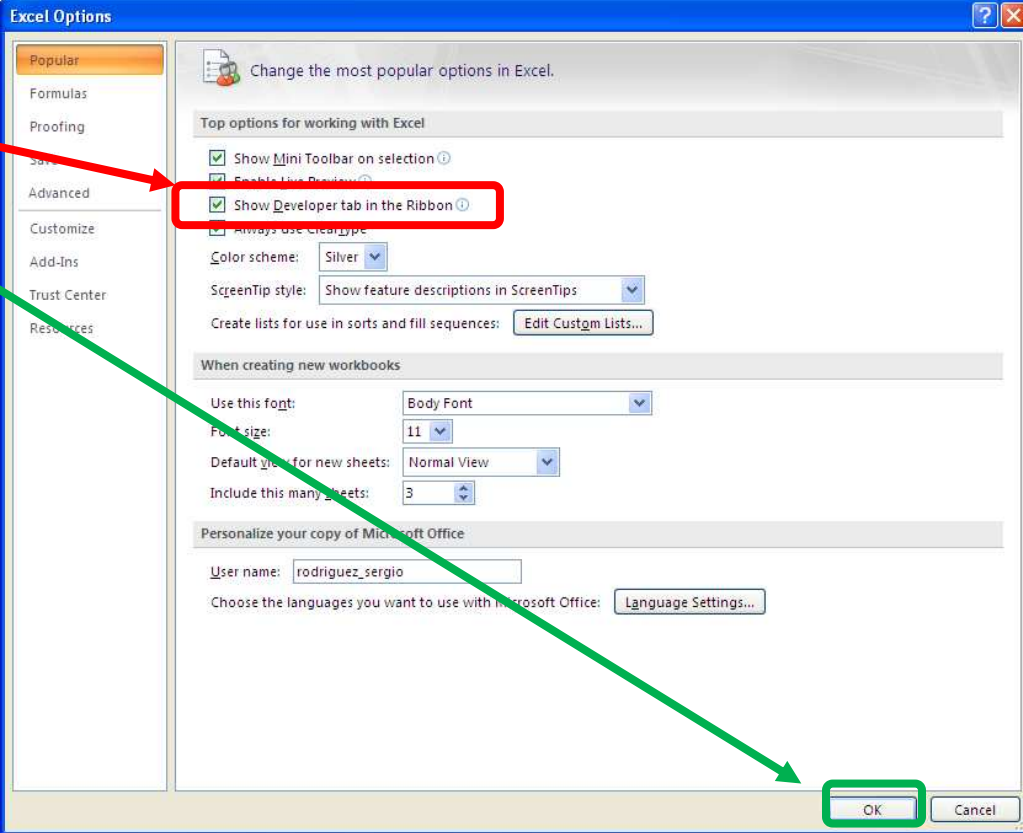| STEPS	SCREENSHOT
6. Click the Sort & Filter button and select Custom Sort.	
7. In the Sort dialog box, select: A. Student in the Sort by drop-down menu. B. Smallest to Largest in the Order drop-down menu.	
8. Format roster as required by deleting unnecessary rows.	

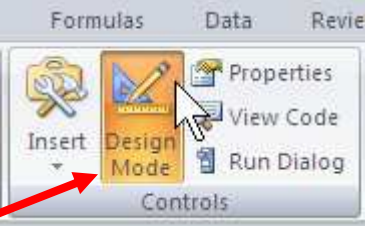| STEPS	SCREENSHOT
Optionally, you can remove those pesky check boxes by: A. Going to the Excel ribbon and clicking on the Excel options button.	
B. Click the check box next to the Show Developer tab in the Ribbon option. C. Click the OK button.	

STEPS	SCREENSHOT
D. Click the check box next to the Show Developer tab in the Ribbon option. E. Click the OK button.	
F. Click on the new Developer tab Developer to activate it. G. Click on the Design Mode button. Notice that the some spreadsheet values changed to fields.	
H. Click on the check box to highlight it. I. Press the delete key on the keyboard. J. Repeat Steps F to G as necessary. K. Click on the Design Mode button to deactivate.	