



MyCCC Faculty Manual

ADMISSIONS & RECORDS

TABLE OF CONTENTS

MyCCC Overview	1
Logging in to MyCCC	2
Logging in to MyCCC for the Very First Time	2
Logging in to MyCCC (After Logging in for the First Time)	5
MyCCC Basic Structure - Tabs, Channels	7
Faculty Tab.....	8
Faculty Dashboard Channel.....	9
Icons on the Faculty Dashboard.....	10
Rosters	11
Viewing and Printing Faculty Term Rosters	11
Registration Status Codes	13
Add permits & ADD authorization codes	13
Excel Download.....	15
Excel Data File (downloaded from the course roster)	18
E-mailing Students	18
How to View WaitLists.....	21
Instructor Drops (Dropping Students).....	30
Dropping No Shows.....	32
Last Date (Day) of Attendance	32
Drop Confirmation Roster.....	34
Submitting Final Grades	35
Faculty Grade Assignment	35
Final Grades Screen	37
Grade Codes	39
Early Grades.....	41
Reporting Positive Attendance.....	42
Faculty Success Center	46
Canvas Course Websites	46
Accessing Your Canvas Course Website	47
Canvas Training Resources.....	49
Logging Out of MyCCC	50
Time Out.....	50
Contact Information/Help.....	51
Admissions and Records	51
MyCCC Password Support.....	51
Appendix A – Using the Edit Button to Change Channel Preferences	52
Edit Button.....	52

Appendix B – Coastline E-Mail (OWA)	56
OWA (Outlook Web Access) Login Procedures.....	56
Logging In	56
E-mail Students From Your @coastline.edu Address.....	57
Appendix C – FERPA Basics.....	60
Student Confidentiality is Your Responsibility	60
Other Protected Information	61
Security Tips for Handling Confidential Data	61

MYCCC OVERVIEW

MyCCC is Coastline’s Internet portal system for Coastline students, faculty, and staff. Faculty can use MyCCC to:

- Access up-to-date rosters
- Retrieve add authorization codes
- Submit final grades
- Report positive attendance
- Obtain students’ e-mail addresses, phone #s, addresses, etc.
- Perform instructor initiated drops

For more information about MyCCC, go to: myccc.coastline.edu

If you are having problems logging into MyCCC, please submit an online help request for MyCCC Password Reset at www.coastline.edu/helpdesk/password/. Be prepared to give your Employee ID #. To get your Employee ID #, look on your pay stub, contact your Area Site Facilitator, or call Debbie Nibeel in the Personnel Office at (714) 241-6149.

The screenshot displays the MyCCC instructor portal interface. At the top, there is a banner for Coastline Community College. Below the banner, the user is logged in as Cheryl A. Chapman. The interface includes navigation tabs for 'All Users Sample', 'Faculty Sample', and 'Employee Sample'. The main content area is divided into several sections: 'My Canvas Courses' with a 'Canvas Login' link; 'Faculty Schedule' showing the current date as August 18, 2017, and a search function; 'Faculty Dashboard' listing various courses such as 'Dreamweaver Basics', 'Intro Teaching & Learning', and 'Intro Comp Education'; and 'Other Faculty Resources' including links for 'Faculty Term Rosters', 'Drop Rosters', 'Positive Attendance Rosters', 'Summary Waitlist', 'How to View Faculty Waitlists (PDF)', 'Add Office Hours', 'Add/Update Syllabus', 'OCC Faculty Information', and 'Faculty Enlight (textbook adoptions and support)'. The interface also features utility icons for 'Calendar', 'Logout', and 'Help'.

LOGGING IN TO MYCCC

LOGGING IN TO MYCCC FOR THE VERY FIRST TIME

You can log into MyCCC from anywhere as long as you have a computer, Internet connection, and a Web browser, such as Microsoft Internet Explorer or Mozilla Firefox. MyCCC works on both Windows and Macintosh computers.

1. From the Coastline Website: (<http://coastline.edu>), click the **MyCCC** button.



2. Enter your **MyCCC user name**. This is typically your first initial and last name. (e.g. rgenery0).

A screenshot of a "Secure Access Login" form. The form has a light blue header and a white body. It contains two input fields: "User Name:" with the text "rgenery" and "Password:" with "*****". Below the fields are "Login" and "Cancel" buttons. A note at the bottom states: "Note: Accounts not used after one year (365 days) will be deleted." and a link for "Forgot Password?".

- **MYCCC USER NAME:** This is generally the first letter of your first name + your last name. This would be your name as it appears on official district documents. For instance, an instructor named Robert Genery may go by Bob, but his official name is Robert at the district. So, his user name is **rgenery**. (However, this isn't always the case. Please read the notes under Step 3.)

3. Tab to or click in the **Password** field and type in your **MyCCC initial password**.
 - **MYCCC “INITIAL” PASSWORD:** When you log into MyCCC for the first time, your password is your birth date in the six-digit mmddyy format. So, a person born on May 7, 1971, would have 050771 as their MyCCC initial password.
4. Once you have entered your user name and password in the text boxes, click **Login**.
5. Upon initial log in, you will be prompted to change your password. Look at the Password Rules on the right and enter a **new password**. Then, enter that password again as a confirmation.

Password Expired

Please provide a new password.

New password: [.....]

Confirm New password: [.....]

Save Changes **Cancel**

Password Rules

- Length must be 8 or greater
- Length must be 20 or less
- Must contain at least one letter
- Must contain at least one digit

6. When you are finished, click **Save Changes**.

- Next, you will be prompted to answer three secret questions (the third question is determined by you). Enter answers in each of the fields (see sample below).

Note: Answers are case-sensitive and must be entered exactly the same way in the future. You may want to write down your secret questions and answers and store them in a secure place.

Questions	Answers
What is the first name of your best childhood friend?	<input type="text" value="Jennifer"/>
If you could travel to any place in the world, where would you go?	<input type="text" value="Bali"/>
<input type="text" value="What is your favorite sport?"/>	<input type="text" value="Soccer"/>

- When you are finished entering your secret questions and answers, click **Submit Setup**.
- Once your secret questions and answers are accepted, click **Click here to continue**. You will be taken to the **Home** tab in MyCCC.
-

Secret Questions and Answers Setup Success
You have successfully setup your secret questions and answers.
[Click here to continue.](#)

LOGGING IN TO MYCCC (AFTER LOGGING IN FOR THE FIRST TIME)

1. From the Coastline Web site (<http://coastline.edu>), click the **MyCCC** button.



2. Enter your **MyCCC username**. This is typically your first initial and last name. (e.g. rgenery).

A screenshot of a "Secure Access Login" form. The form has a title bar and contains the following elements: a "User Name:" label followed by a text input field containing "rgenery"; a "Password:" label followed by a password input field containing "*****"; two buttons labeled "Login" and "Cancel"; a note that reads "Note: Accounts not used after one year (365 days) will be deleted."; and a blue link labeled "Forgot Password?".

3. Tab to or click in the **Password** field and type in your **MyCCC Password**. This is the password you created in MyCCC.
4. Click **Login**.
5. If you have forgotten your password, click **Forgot Password?** If you have forgotten your MyCCC password, you can log in by supplying answers to your previously determined secret questions.

What If My Log In is Unsuccessful?

- If your log in is unsuccessful, you may have tried the wrong user name. Your MyCCC username may **NOT** be the same user name and password that you use for Coastline email (OWA). For instance, if you have a common last name, chances are that there will be other employees in the district with your same first initial and last name. In that case, a number is placed after your name (e.g., jsmith1, jsmith2, jsmith3).
- If you can't log in after two attempts, If you are having problems logging into MyCCC, please submit an online help request for MyCCC Password Reset at www.coastline.edu/helpdesk/password/. Be prepared to give your Employee ID #. To get your Employee ID #, look on your pay stub, contact your Area Site Facilitator, or call Debbie Nibeel in the Personnel Office at (714) 241-6149.
- If you are unsuccessful, please do not attempt to log in more than two or three times. After five unsuccessful attempts, the account will be temporarily disabled.

MYCCC BASIC STRUCTURE - TABS, CHANNELS

The basic structure of MyCCC is:

- **Tabs** - Each tab represents a role within the district (Faculty, Employee, and Student).
- **Channels** - Within each tab, information is organized into columns. Each of the columns contains multiple “channels” of information. Each of the individual channels can be focused, maximized and some can be removed. **DO NOT REMOVE A CHANNEL!** If you remove a channel, you can't get it back!



The tabs and channels displayed in MyCCC will vary depending on your role type (faculty, employee, and student) and college (Coastline Community College, Golden West College, and Orange Coast College). Your view may be slightly different from the screen captures shown in this manual.

FACULTY TAB

In this section, you will learn how to access and print a roster for your class from the **Faculty Dashboard** channel.



1. Click the **Faculty Tab**.

All of your classroom administrative tools are found on the **Faculty** tab.



FACULTY DASHBOARD CHANNEL



There are several channels (boxes) available on the **Faculty** tab. The **Faculty Dashboard** channel is the most important of these channels because it lists the courses you are teaching.

2. From the **Faculty Dashboard** channel, click the **Class List** icon, and you will go to the **Summary Class List** screen.



NOTE: If you do not see your class listed in the Faculty Dashboard, click **More** to view the entire list.

If you would rather show a specific number of classes in the Faculty Dashboard instead of clicking the **More** button, you can use the **Edit** button to change the preferences. Please refer to **Appendix A: Using the Edit Button to Change Channel Preferences** for instructions.

ICONS ON THE FACULTY DASHBOARD

Icon	Description
	<p><u>Class List</u> – allows you to see the following information on one screen:</p> <ul style="list-style-type: none"> • Course Information • Enrollment Counts • Summary Class List which lists all enrolled students • Print your Faculty Term Roster, Add Authorization Codes, and Drop Status Roster • Download your roster and student contact information to an Excel spreadsheet • In addition, you can e-mail students individually or you can e-mail the entire class from the Summary Class List screen. *See note below.
	<p><u>Waitlist</u> – View any students on the waitlist.</p>
	<p><u>Syllabus (optional)</u> - Use Canvas to enter syllabus information for your course. Any information entered in the MyCCC Syllabus area will appear in the searchable Class Schedule for all students.</p>
	<p><u>Office Hours (not being used)</u> - Use Canvas to enter instructor availability and instructor contact information.</p>
	<p><u>E-mail class</u> allows you to e-mail your class with one icon. *See note below.</p>

*** NOTE:** *The email function in MyCCC launches the default e-mail program that is set up on the computer you are using. For example, if you are e-mailing from home, and your personal e-mail provider is Yahoo!, the e-mail will be sent from your personal Yahoo! Account.*

To protect your personal e-mail account from student access you will need to copy and paste the students' e-mail addresses into an OWA e-mail message. It is college policy for faculty to use the @coastline.edu e-mail for all official college business. See "Appendix B - Coastline E-mail (OWA)" for detailed instructions. Make sure you paste all of the students' e-mail addresses into the Bcc box of the message header. This will ensure the students' privacy.

ROSTERS

VIEWING AND PRINTING FACULTY TERM ROSTERS

The following instructions will explain how to view and print Faculty Term Rosters. Once you have accessed the **Summary Class List**, it can be printed or downloaded as an Excel file.

1. To view the Faculty Term Roster, click **Print Basic Roster**.

Maximum Actual Remaining		
Enrollment:	119	6 113
Cross List:	0	0 0

Summary Class List

Record Number	Student Name	ID	Reg Status	Level	Credits	Grade Detail
1	Bunny, Bugs	111111111	Instructor drop-after 30%	Coastline Undergraduate	0.000	
2	Duck, Daffy	222222222	**Web Registered**	Coastline Undergraduate	1.500	
3	Joe, G.I.	333333333	**Web Registered**	Coastline Undergraduate *	1.500	
4	Kangaroo, Captain	444444444	**Registered**	Coastline Undergraduate	1.500	
5	Phooey, Hong Kong	555555555	**Web Registered**	Coastline Undergraduate	1.500	
6	Prime, Optimus	666666666	**Web Registered**	Coastline Undergraduate	1.500	
7	Squirrel, Sandy	777777777	**Web Registered**	Coastline Undergraduate	1.500	

Email class

Excel Download Print Basic Roster

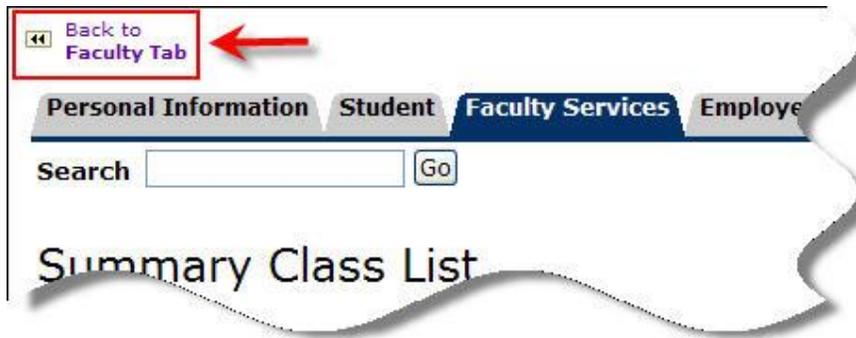
When you click on the **Print Basic Roster** button, you will be taken to the **Faculty Term Roster** screen (see screen capture on the following page).

Coast CCD									
CCC Spring/Intersession 2008									
First Half Term									
CRN	SUBJ	CRSE	CREDITS	COURSE TITLE					
92732	BC	C120	1.50	MICROSOFT EXCEL 1					
INSTRUCTOR(S) - (P)primary				TYPE	DAYS	TIME	BLDG.	ROOM	
Amitoelau, Sylvia (P)				Schedule	M	0615-0830pm	GG CTR	102	
				Schedule	TBA	-	CCC	ONLINE	
CRITICAL DATES									
Start Date: 28-JAN-2008					Last Date to drop without a "W": 14-FEB-2008				
End Date: 23-MAR-2008					Last Date to drop with a "W": 10-MAR-2008				
Last Date to add class: 05-FEB-2008					Census Date: 06-FEB-2008				
Last Date to drop with a refund: 29-JAN-2008					Add Auth Expiration: 05-FEB-2008				

Student Name		ID	Reg	Cr	M	T	W	R	F	S	M	T	W	R	F	S	M	T	W	R	F	S
1	Bunny, Bugs	C111111	AU	.00																		
2	Duck, Daffy	C222222	RW	1.50																		
3	Joe, G.I.	C333333	RW	1.50																		
4	Kahanamoku, Duke	C444444	RE	1.50																		
5	Phooey, Hong Kong	C555555	RE	1.50																		
6	Pig, Petunia	C666666	RW	1.50																		
7	Squirrel, Sandy	C777777	RW	1.50																		
8	Student, Joe	C888888	RE	1.50																		

Faculty Term Roster

- To print this roster, click on your browser's **Print button** located near the top of your screen. (As an alternative, click **File** on the menu bar near the top left of your screen, and then click **Print** or use the keyboard shortcut Ctrl P).
- When you are finished printing, click **Back to Faculty Tab**.



REGISTRATION STATUS CODES

Code	Description	Code	Description
AA	Administrative Drop no W	ID	Instructor Drop
AC	Administrative Drop no Refund	II	Instructor Drop After 30%
AD	Administrative Drop	IN	Drop No Grade w/Refund
AI	Administrative Drop with W	IP	Open Entry/Open Exit Add
AN	Administrative Drop w/Refund	MA	Move Add
AU	Audit	MD	Move Drop
CC	Cancelled Course	MW	Military Withdrawal
D	Drop for Calculated Drop Codes	NS	No Show Drop
DA	Drop no W	PD	Didn't Meet Pre-Requisite Drop
DC	Drop no Refund	RA	Re-Add the Course
DD	Drop	RS	Re-Instate Student
DF	Drop for Non Payment of Fees	TA	Telephone Assisted
DI	Drop with W	RE	Registered
DN	Drop with Refund	RI	Re-Instate Instructor
DW	Drop Web	RW	Web Registered
IA	Instructor Drop no Ref-no W	WL	Waitlisted
IC	Instructor Drop Refund & Census		

ADD PERMITS & ADD AUTHORIZATION CODES

1. For **On-Site Courses** (*i.e. classroom courses*), the Pink Add Permits will be placed in your mailbox prior to your course start date (see sample below).

- If a student wants to add your course, simply fill out the student’s information and hand the pink permit form to the student, so that they can register for the course on MyCCC.

Add Permit

CCC Fall 2011 GG CTR

Once the Term begins, you must have an Add Permit in order to register in the course

Register using MyCCC on or before the expiration date 11/1/2011

How to Register:

1. Log on to MyCCC on or before the expiration date
2. Click on the Student Tab (you MUST have a registration appointment to continue)
3. Under Registration Tools click on Add and Drop Classes
4. Under Registration Term select: **CCC Fall 2011** and click submit
5. Enter the CRN number - if you are waitlisted, choose Web Registered from the drop down menu for this CRN
6. Click on Finalize Add/Drop
7. Under Registration Add Authorization Code enter the ADD CODE number in the box next to Incomplete and click on Validate
8. Click Submit - Verify your enrollment, then click on Pay Fees
9. Print your Student Class Program to verify your enrollment, fees paid and refund and withdrawal deadline dates
10. Verify with your instructor that you are on the updated instructor class roster

FEEs ARE DUE AT THE TIME OF REGISTRATION

If you enroll in a class after it has started, you will NOT be dropped for non-payment. You are accountable for your registration fees and a hold will be placed on your records if the fees are not paid in full.

Course Info Area Site

Refund Date: 10/27/2011

If you enroll in a class after the refund deadline, and drop the class, you will not receive a refund or fee cancellation.

Enrollment is conditional upon completion of course pre-requisite and/or program restrictions.

(To be completed by instructor) Instructor signature and first date of attendance are required for in-person registration

Instructor: Lockwood, Frederick ID #: _____

Course Name: MS C100

CRN: 81104 Student Name: _____

First Date of Attendance: _____ Code may be used one time only

First date of attendance must be on or before the Add Code Expiration Date

ADD CODE

9996

Expiration Date: 11/01/2011

Students unable to register on MyCCC must register in-person
Instructor signature and first date of attendance are required for in-person registration

Deadline for registration is 11/01/2011. No registration in this course is permitted after this date.

Students who do not register by the deadline will NOT be allowed to attend the class and will NOT receive a grade!

Registration Office Hours: 8am-5pm (M-TH) 8am-12pm (FRI)
Phone: 714 241-6167

It is the policy of the Coast Community College District to provide all persons with equal employment and educational opportunities regardless of race, color, gender, sexual orientation, national origin, religion, age, disability, or marital status.

- For **Distance Learning Courses** (i.e. online, TV, Cable or IndepStudy) , your Add Authorization Codes need to be printed via the Faculty Term Roster.

** (For instructions on how to access the Faculty Term Roster, see the “Viewing and Printing Faculty Term Rosters” section of this manual).

Add Authorization Codes

CRN 82496 SUBJ BC CRSE BC008 CRSE TITLE Introduction to MyCCC

INSTRUCTOR(S) - (P)primary Amitoelau, Sylvia (P) TYPE Schedule DAYS TBA TIME - BLDG. CCC ROOM ONLINE

CRIT Start End Last Last

Last Date to drop without a "W": 27-SEP-2008
 Last Date to drop with a "W": 15-NOV-2008
 Census Date: 08-SEP-2008
 Add Auth Expiration: 07-SEP-2008

Auth#	Student Name
0308	
9609	
1411	
1457	
1641	

2. From the Faculty Term Roster screen, scroll down until you see the “Add Authorization Codes” section of this manual.

Print the Add Authorization page from your browser.

3. In order to maintain a record of the students you give an Add Authorization Card Permit to, write the students’ names on your Add Authorization Code roster. Please make sure to write the correct Add Code.
4. Distance Learning instructors will have to email the petitioning student an Add Authorization Code, so that the student can add the course on MyCCC. Please make sure this is done before the Last Day to Add deadline.

NOTE: Do not give students permission to add after the last date to add the course. Any exceptions to this rule must be approved by your Discipline Dean.

EXCEL DOWNLOAD

The Excel download file includes a more complete roster with students’ phone numbers, addresses, final grades, etc. You can use the Excel file to print rosters and keep records of the students’ final grades for your course. To access the Excel download, first go to the Summary Class List (see Page 9). From the **Summary Class List** screen complete the following steps:

1. Click **Excel Download**.

Maximum Actual Remaining
 Enrollment: 119 6 113
 Cross List: 0 0 0

Summary Class List

Record Number	Student Name	ID	Reg Status	Level	Credits	Grade Detail
1	Bunny, Bugs	111111111	Instructor drop-after 30%	Coastline Undergraduate	0.000	
2	Duck, Daffy	222222222	**Web Registered**	Coastline Undergraduate	1.500	
3	Joe, G.I.	333333333	**Web Registered**	Coastline Undergraduate *	1.500	
4	Kangaroo, Captain	444444444	**Registered**	Coastline Undergraduate	1.500	
5	Phoosy, Hong Kong	555555555	**Web Registered**	Coastline Undergraduate	1.500	
6	Prime, Optimus	666666666	**Web Registered**	Coastline Undergraduate	1.500	
7	Squirrel, Sandy	777777777	**Web Registered**	Coastline Undergraduate	1.500	

Email class

Excel Download Print Basic Roster

File Download

Do you want to open or save this file?

Name: pw_excel_rostr.xls
 Type: Microsoft Office Excel 97-2003 Worksheet, 1.35KB
 From: bannerls.cccd.edu

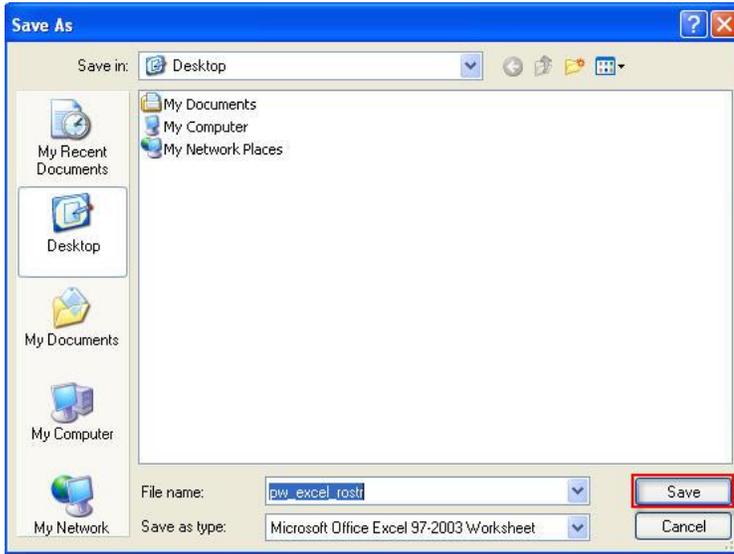
Open Save Cancel

Always ask before opening this type of file

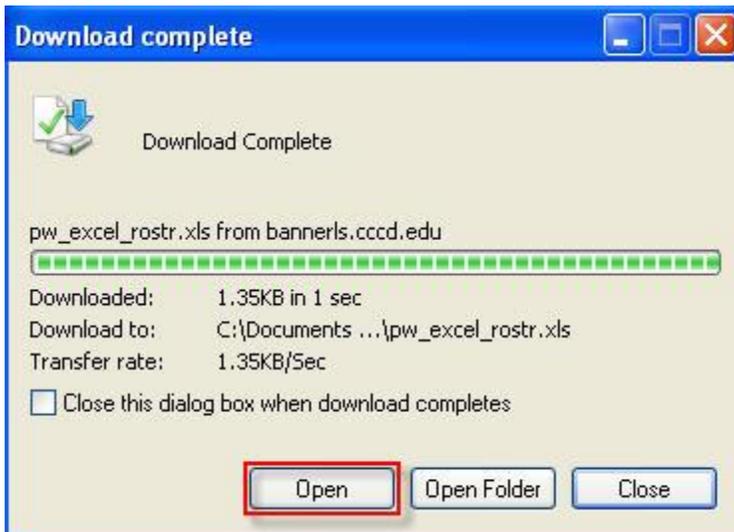
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

2. The File Download window will appear. Click **Save** to save the file.

3. Navigate to the place on your computer where you'd like to save the file and click **Save**.



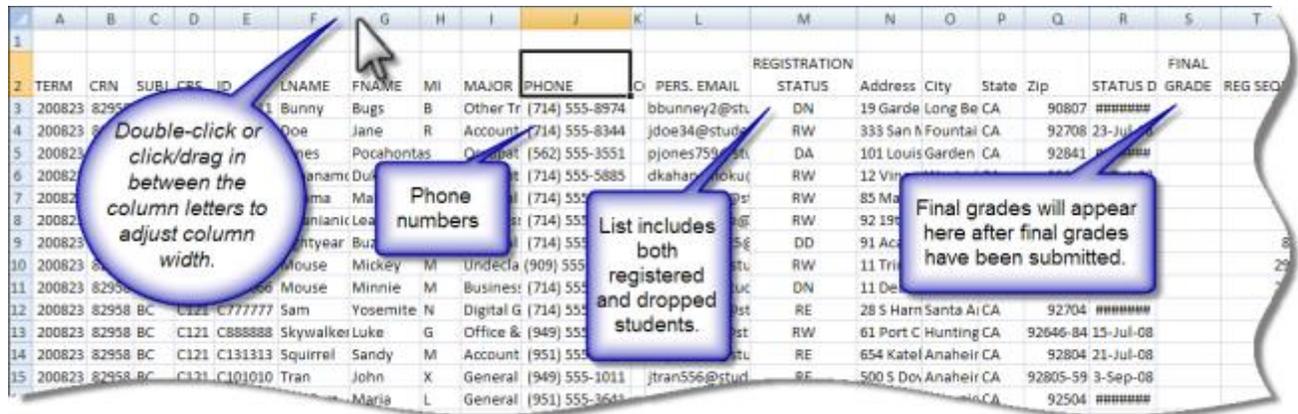
4. Now that the download is complete, click **Open** to open the Excel file.



EXCEL DATA FILE (DOWNLOADED FROM THE COURSE ROSTER)

The Excel file contains students that are currently registered as well as students that have dropped, so pay special attention to the **Registration Status** column. Refer to the Add/Drop Codes section of this manual for a description of the registration status codes.

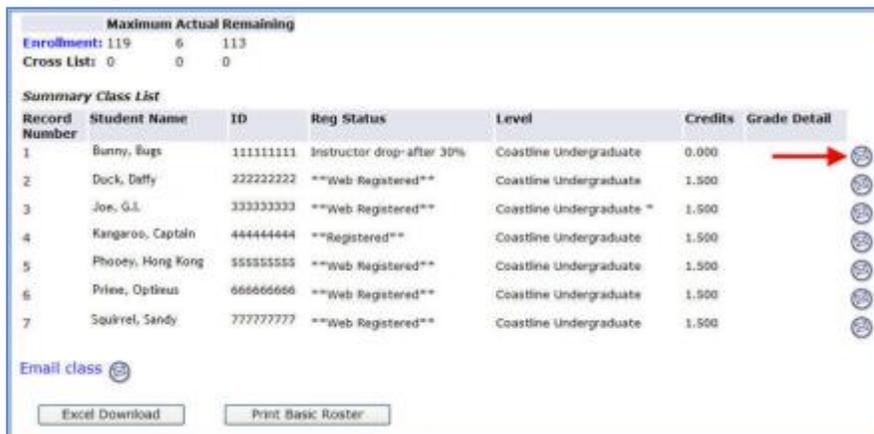
You can manipulate the Excel spreadsheet any way you like. To make sure the data in each column is visible, double-click the boundary between the column letter headings. This will expand each column enough to show the heading and the contents of the cells below.



WARNING! The Excel file contains confidential information! Please review FERPA guidelines for information on how to handle sensitive data (see “Appendix C – FERPA Basics”).

E-MAILING STUDENTS

1. Send an e-mail to an *individual student* by clicking the **envelope icon** to the right of the student’s information. *See Note below.



2. Send the entire class an e-mail by clicking the **E-mail Class** icon  below the list of students. *See note below.



*** NOTE:** The email function in MyCCC launches the default e-mail program that is set up on the computer you are using. For example, if you are e-mailing from home, and your personal e-mail provider is Yahoo!, the e-mail will be sent from your personal Yahoo! Account.

To protect your personal e-mail account from student access you will need to copy and paste the students' e-mail addresses into an OWA e-mail message. It is college policy for faculty to use the @coastline.edu e-mail for all official college business. See "Appendix B - Coastline E-mail (OWA)" for detailed instructions.

- Remember, in order to comply with FERPA privacy guidelines...
 - Since your rosters include sensitive data, make sure you keep them in a secure place and shred them when you are done.
 - When you are leaving MyCCC, ALWAYS logout, especially if you are using a computer that is not your own. If you don't logout, someone could walk up to the same computer after you're finished and access all your course rosters and your personal information.
- Note:
 - The Faculty Term Roster displays active, enrolled students.
 - It is recommended that you print the roster the morning of your classes. If you teach in the evening, print it just before going to the class. This will give you the latest information on who is still enrolled in your class.

- Mark attendance on your Faculty Term Roster then turn them in to Admissions and Records at the end of your course. Make sure you indicate dates on your roster. The Faculty Term Roster should be used to take attendance.

Remember: Please use black or navy blue ink on your Faculty Term Roster so that these rosters can be scanned for State required record keeping. Please do not use a pencil or any other colors.

- Since this roster includes space to take attendance for four weeks, you may want to **print a new one every four weeks** during the length of your course. The good news is that your rosters will be updated each time you print them since they will only print the students registered in your course as of that date.
- Attendance must be turned in for all on-site (classroom) courses. If you have any questions, contact your Discipline Dean or Area Facilitator.
- For safety and observance of security, please close the Faculty Term Roster window as soon as you are done.

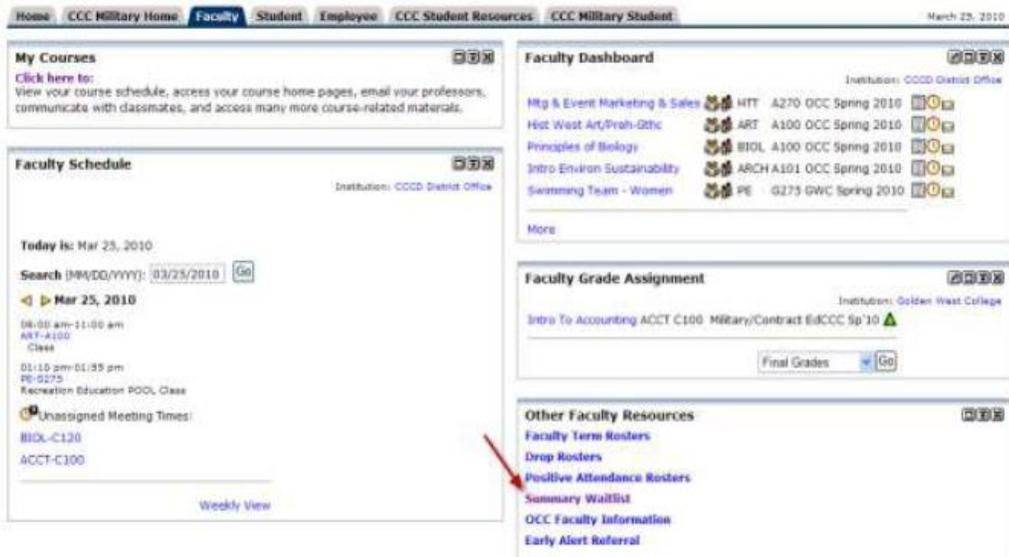
HOW TO VIEW WAITLISTS

There are three ways to access the course waitlist.

Log-in to MyCCC, MyGWC, or MyOCC (mycoast.cccd.edu)



Option 1 - Click on the Faculty tab – Select the Summary Waitlist option in the Other Faculty Resources channel:



Or click on the Employee tab – Banner Self-Service Channel – Click on the Banner Self-Service Link to display the Menu items – click on the Faculty and Advisors link – click on the Summary Wait List link:

The screenshot shows a web interface with a navigation bar at the top containing tabs for Home, CCC Military Home, Faculty, Student, and Employee. The Employee tab is selected. Below the navigation bar is a section titled "Banner Self-Service" with an "Institution:" label. A tree view of menu items is displayed, with "Banner Self-Service" as the root. Under "Banner Self-Service", there are folders for "Personal Information", "Student and Financial Aid", and "Faculty and Advisors". The "Faculty and Advisors" folder is expanded, showing a list of links: "Student Information Menu", "Term Selection", "CRN Selection", "Faculty Detail Schedule", "Week at a Glance", "Summary Class List", "Summary Wait List" (highlighted in yellow), "Midterm Grades", "Final Grades", "Add or Drop Classes", "Active Assignments", "Assignment History", "Class Schedule", "Syllabus Information", "Office Hours", "Faculty Term Rosters", and "Drop Rosters". At the bottom of the tree view are folders for "Employee", "WebTailor Administration", and "Finance".

Select a Term from the drop-down menu and click Submit:

Select Term

Select a Term:

Select a CRN from the drop-down menu and click Submit:

Select a CRN

CRN:

[\[Enter CRN Directly \]](#)

If there are students on the waitlist for the selected CRN, the Summary Wait List will display as follows:

Summary Wait List with notified students:

Summary Wait List

OCC Spring 2010
Mar 25, 2010 03:53 pm

An asterisk will appear next to the appropriate field if any of the following conditions exist:

1. The student has more than one major or department in the primary or secondary curriculum.
2. The student has a program, level, college, or degree in the secondary curriculum that is different from that in the primary curriculum.

If the word Confidential appears next to a student's name, the personal information is to be kept confidential.

Course Information

Hist West Art/Preh-Gthc - ART A100 0
CRN: 33379
Duration: Mar 21, 2010 - May 30, 2010
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	4	3	1
Wait List:	4	1	3
Cross List:	0	0	0

Summary Wait List

Waitlist Position	Student Name	ID	Reg Status	Level	Credits	Notification Expires
0	[REDACTED]	[REDACTED]	Waitlisted	OCC Undergraduate	0.000	Mar 24, 2010 02:39 pm

Email wait listed students

[Return to Previous](#)

Summary Wait List with students not yet notified:

Summary Wait List

OCC Spring 2010
Mar 25, 2010 04:04 pm

An asterisk will appear next to the appropriate field if any of the following conditions exist:

1. The student has more than one major or department in the primary or secondary curriculum.
2. The student has a program, level, college, or degree in the secondary curriculum that is different from that in the primary curriculum.

If the word Confidential appears next to a student's name, the personal information is to be kept confidential.

Course Information

Principles of Biology - BIOL A100 0
CRN: 33380
Duration: Apr 05, 2010 - May 30, 2010
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	2	2	0
Wait List:	2	1	1
Cross List:	0	0	0

Summary Wait List

Waitlist Position	Student Name	ID	Reg Status	Level	Credits	Notification Expires
1	[REDACTED]	[REDACTED]	Waitlisted	OCC Undergraduate *	0.000	

Email wait listed students

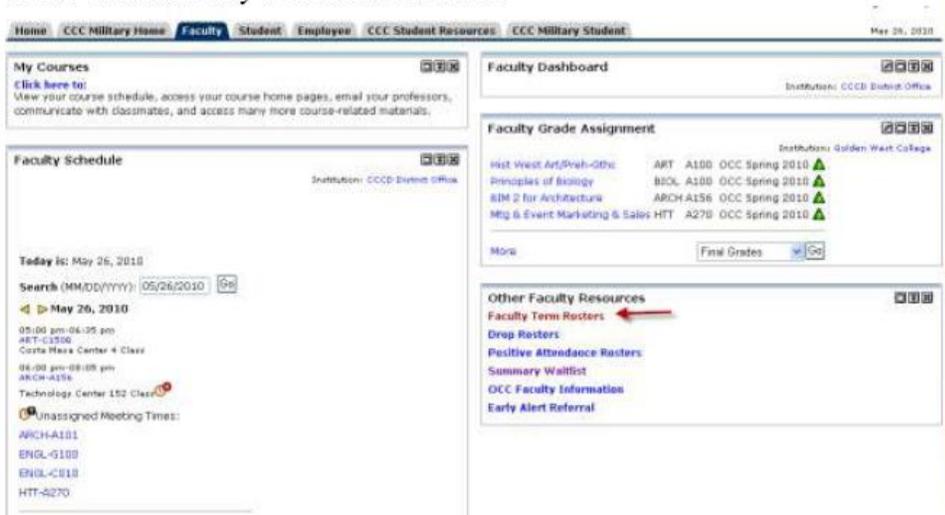
If no students are waitlisted for the selected CRN, the following message will appear:

Summary Wait List

 **There are no students wait listed for:**

33324 HTT A270 Mtg & Event Marketing & Sales, section 001.

Option 2 - Click on the Faculty tab – Select the Faculty Term Rosters option in the Other Faculty Resources channel:



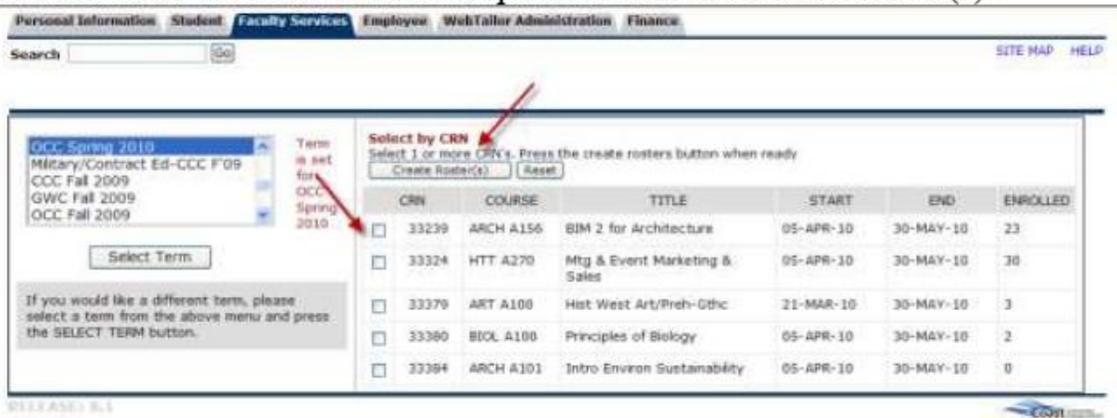
The screenshot shows the MyCCC Faculty Dashboard interface. At the top, there are navigation tabs: Home, CCC Military Home, Faculty (selected), Student, Employee, CCC Student Resources, and CCC Military Student. The date is May 26, 2010. The dashboard is divided into several sections:

- My Courses:** A link to view course schedules and materials.
- Faculty Schedule:** A calendar view for the current date, May 26, 2010. It shows a search bar with the date 05/26/2010 and a list of classes for that day: ART-C350 (09:00 am-04:35 pm) and ARCH-A156 (08:00 pm-09:00 pm). It also lists unassigned meeting times for ARCH-A101, ENGL-G100, ENGL-C018, and HTT-A270.
- Faculty Dashboard:** A summary section for the institution, CCCD District Office.
- Faculty Grade Assignment:** A table showing course assignments for Golden West College. The table includes columns for course name, CRN, section, and term. The courses listed are: Hist West Art/Prsh-Gth (ART A100), Principles of Biology (BIOL A100), BIM 2 for Architecture (ARCH A156), and Mtg & Event Marketing & Sales HTT (HTT A270). All are for OCC Spring 2010. There are green triangle icons next to each row. A 'Final Grades' button is visible below the table.
- Other Faculty Resources:** A list of links including Faculty Term Rosters (highlighted with a red arrow), Drop Rosters, Positive Attendance Rosters, Summary Waitlist, OCC Faculty Information, and Early Alert Referral.

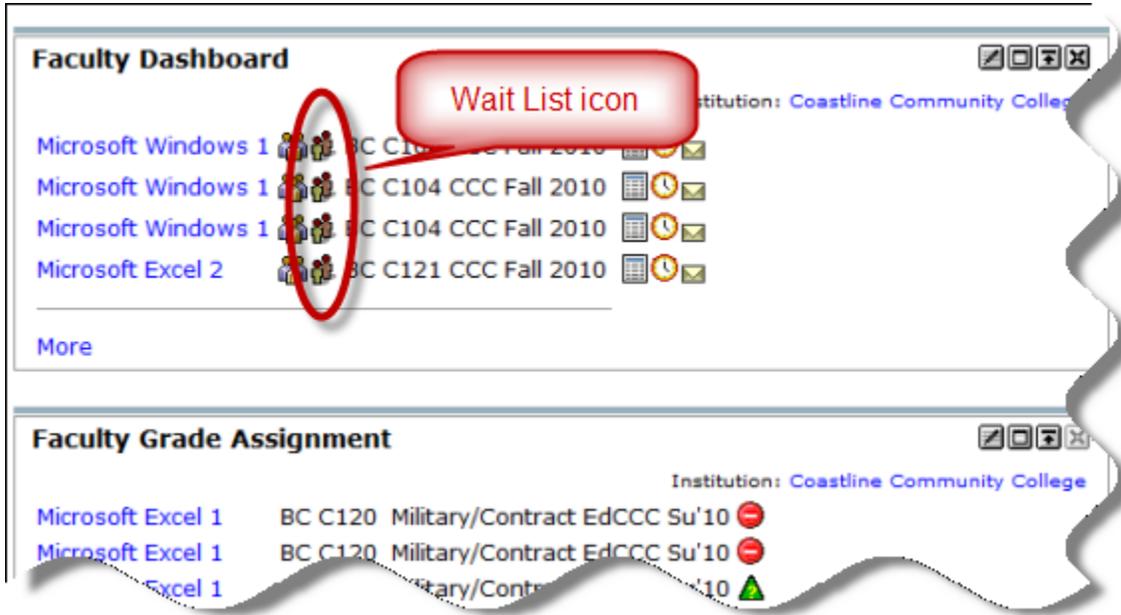
Select a Term from the menu and click Select Term:



Select a CRN from the available options and click Create Roster(s):



Option 3: From the Faculty tab, look in the Faculty Dashboard channel and click on the Wait List icon located to the right of the course.



INSTRUCTOR DROPS (DROPPING STUDENTS)

Instructor initiated drops are performed via MyCCC. You can drop a student any time up until the “Last Date to Drop with a W.” Look on the Faculty Term Roster for the exact date.

Drop Deadline Dates are posted on the top of the Faculty Term Roster

1. From the **Faculty** tab in MyCCC, look in the **Other Faculty Resources** channel and click **Drop Rosters**.



2. Click the drop-down arrow, select the term, and then click **Submit**.



Select a CRN

CRN: Microsoft Windows 1 - 91417

Submit

3. Select a **CRN** (course section) and then click **Submit**.

You will be taken to the **Drop Roster** screen for the selected CRN (see screen capture on the following page).

4. In the **DROP** column, click in the checkbox for each student that is to be dropped.

5. Save your work by clicking **Submit Students**.

NOTE: If there are more than 17 students listed, click the **18+** records button(s) to reveal more students. The records buttons show students in increments of 17. You have to submit students on a page-by-page basis, so use the records buttons to advance through screens for your students.

15	47	C00000123	Pig, Porky	Jun 09, 2009
				0.00 **Registered** /
				May 26, 2009
16	8	C00000124	Sam, Yosemite	0.00 Re-instate Student
				Jun 08, 2009
17	18	C00000125	Sparrow, Jack	0.00 Drop with Refun
				Jun 09, 2009

Please click the **Submit Students** button often. There is a 20 minute time limit on...

Records: 1 - 17 18 - 34 35 - 35

DROPPING NO SHOWS

Note: Under Title V, section 58004, all “no shows” must be cleared from the class roll prior to the census date. Therefore, in order to remain in compliance with Title V, you must submit students for drop OR check the box next to all students who do not attend and/or stop attending prior to the census date. The census date for your course is listed on the Faculty Term Roster.

- After the “Census Date” and prior to the “Last Day to Drop with a W” deadline (deadlines are printed on the top of your Faculty Term Roster), instructors may drop students who have accumulated three or more unexcused absences. However, please notify students that it is their responsibility to officially withdraw from a class if they decide to stop attending. Please inform students of the following consequences if they do not withdraw by the **LAST DAY TO DROP WITHOUT A “W” Deadline**.
- A "W" reduces a student's registration priority.
- Two "W"s in the same course (or in any combination of D, F, NC, NP, or W) prevents a student from enrolling a third time.
- If a student receives a "W" in 50% or more of their units in a given semester, they are put on progress probation; after a second consecutive semester, they are disqualified.
- It's highly recommended that you state this information in your course syllabus. If you tell students that you will drop them if they stop attending, then you should make sure you do so before the final withdrawal deadline. The **Last Day to Drop with a “W” (printed at the top of your Faculty Term Roster)** deadline is the last chance a student has to withdraw. If a student does not withdraw by that deadline you **MUST** assign the student a course grade, which will affect their GPA until the student repeats the class. The deadline is the same for instructors and students as it is mandated by Title V.

LAST DATE (DAY) OF ATTENDANCE

The following excerpt from AP5070 pertain to the Last Date of Attendance for both onsite and distance education classes.

“Consistent with federal regulations pertaining to federal financial aid eligibility, each instructor will document and report the last date of attendance for all students who stopped attending a class, including students who withdrew themselves, after the census day for the class but before the last day of the class.”

MyCCC Instructor Manual – Admissions & Records

The last date of attendance is the actual date that a student actively participated in the class activities that faculty can document in case of an audit. For face-to-face classes, documentation is based on taking class attendance and the class roster.

You will add the date last attended when a student has dropped themselves or when the instructor drops a student for inactivity.

For distance education classes, documentation is based on participation in academically-related activities such as:

- Submitting an academic assignment
- Taking an exam, an interactive tutorial, or computer-assisted instruction
- Attending a study group that is assigned by the institution
- Participating in an online discussion about academic matters
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course"

: Intersession/Spring 2016

Census Day: 02/15/2016 - Last Day to Enroll: 02/14/2016 - Last Day to Drop: 05/01/2016

⚠ Please click the Submit Students button often. There is a 20 minute time limit on this screen.

***** To comply with federal and state regulations regarding student attendance, please mark the No Show box for each student who did not attend the class at all. No Shows need to be identified no later than the day before the census of the class. For No Shows no last date of attendance is required. The No Show designation will no longer be available to be checked once the census for the class is reached. For students who attended the class but stopped attending, please mark the Drop box, if the student has not already self-dropped, and indicate the actual last date of attendance for all students who stopped attending. The student may have stopped attending before the drop date. All students who either did not attend at all or stopped attending before the census of the class, must be dropped before census. *****

Course Information
 Latin Dance Styles I - DANC A116 001
 CRN: 35202
 Duration: Jan 30, 2016 - May 29, 2016
 Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	20	6	14
Wait List:	30	4	26
Cross List:	20	20	0

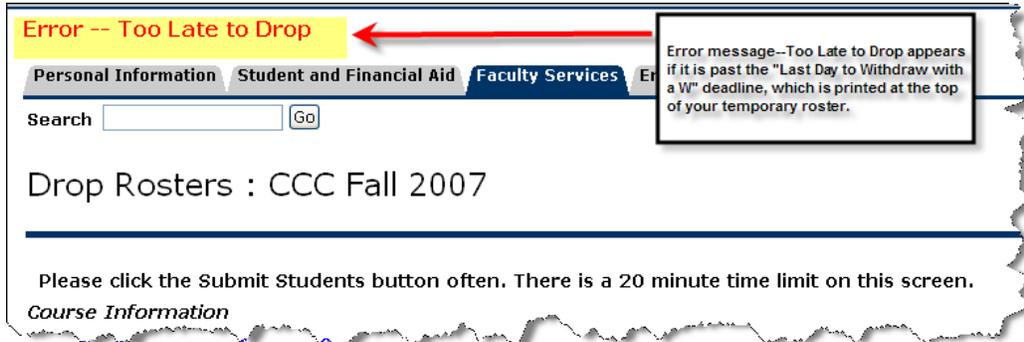
Reg.#	Reg. Seq.	ID	Student Name	Credits	Reg. Status/Date	NoShow?	Drop	Last Attend Date MM/DD/YYYY	Colled
1	7	C0246	[REDACTED]	0.00	Instructor drop with Refund / Feb 10, 2016	<input type="checkbox"/>	<input type="checkbox"/>	09/03/2017	No
2	16	C0061	[REDACTED]	1.00	**Web Registered** / Nov 22, 2016	<input type="checkbox"/>	<input type="checkbox"/>		No
3	13	C0220	[REDACTED]	1.00	**Web Registered** / Nov 12, 2016	<input type="checkbox"/>	<input type="checkbox"/>		No
4	8	C0242	[REDACTED]	1.00	**Web Registered** / Oct 23, 2016	<input type="checkbox"/>	<input type="checkbox"/>		No
5	27	C0236	[REDACTED]	1.00	**Web Registered** / Jan 10, 2016	<input type="checkbox"/>	<input type="checkbox"/>		No
6	3	C0242	[REDACTED]	1.00	**Web Registered** / Oct 15, 2016	<input checked="" type="checkbox"/>	<input type="checkbox"/>		No
7	11	C0227	[REDACTED]	0.00	No show drop / Feb 13, 2016	<input type="checkbox"/>	<input type="checkbox"/>		No
8	6	C0241	[REDACTED]	1.00	**Web Registered** / Oct 16, 2016	<input type="checkbox"/>	<input type="checkbox"/>		No
9	18	C0104	[REDACTED]	1.00	**Web Registered** / Dec 03, 2016	<input type="checkbox"/>	<input type="checkbox"/>		No
10	9	C0244	[REDACTED]	1.00	**Web Registered** / Oct 27, 2016	<input type="checkbox"/>	<input type="checkbox"/>		No
11	20	C0233	[REDACTED]	1.00	**Web Registered** / Dec 05, 2016	<input type="checkbox"/>	<input type="checkbox"/>		No
12	4	C0040	[REDACTED]	1.00	**Web Registered** / Oct 16, 2016	<input type="checkbox"/>	<input type="checkbox"/>		No

⚠ Please click the Submit Students button often. There is a 20 minute time limit on this screen.

***** NoShow Drops are only available until the day before the census of the class. *****

What if the Drop Deadline has passed?

If the deadline for dropping students has past, you will get an error message when you try to submit a student drop via the Faculty Drop Roster. At this point it is too late to drop a student, and you must assign the student a course grade at the end of the course.



DROP

CONFIRMATION ROSTER

The Drop Confirmation Roster indicates which students have been dropped from your class and the reason for their drop (as indicated by the drop code). Refer to the Add/Drop Codes table for a description of the codes.

You can access the Drop Confirmation Roster via the Faculty Term Roster (for instructions on how to access the Faculty Term Roster, see the “Viewing and Printing Faculty Term Rosters” section of this manual). The Drop Confirmation Roster is at the bottom of the screen, below the Faculty Term Roster and Add Authorization Codes.

Coast CCD
CCC Spring 2008
DROP

CRN	SUBJ	CRSE	CREDITS	COURSE TITLE	INSTRUCTOR(S)	TYPE	DAYS	TIME	BLDG.	ROOM
92732	BC	C120			Amitoelau, Sylvia (P)	Schedule	M	0615-0830pm	GG CTR	102
						Schedule	TR	-	CCC	ONLINE

CONFIRMATION ROSTER

CRITICAL DATES

Start Date: 28-JAN-2008	Last Date to drop without a "W": 14-FEB-2008
End Date: 23-MAR-2008	Last Date to drop with a "W": 10-MAR-2008
Last Date to add class: 05-FEB-2008	Census Date: 06-FEB-2008
Last Date to drop with a refund: 29-JAN-2008	Add Auth Expiration: 05-FEB-2008

Seats Taken Available		Dropped Students As of: 23-JAN-2008 06:45:16																											
34	26	8	Web Date	T	W	R	F	S	M	T	W	R	F	S	M	T	W	R	F	S	M	T	W	R	F	S			
				1	Doe, Jane	C74355	DD	.00																					
				2	Doe, John	C75619	DD	.00																					
				3	Lightyear, Buzz	C42666	DW	.00																					
				4	Skywalker, Luka	C717733	DW	.00																					
				5																									
				6																									
				7																									
				8																									
				9																									

SUBMITTING FINAL GRADES

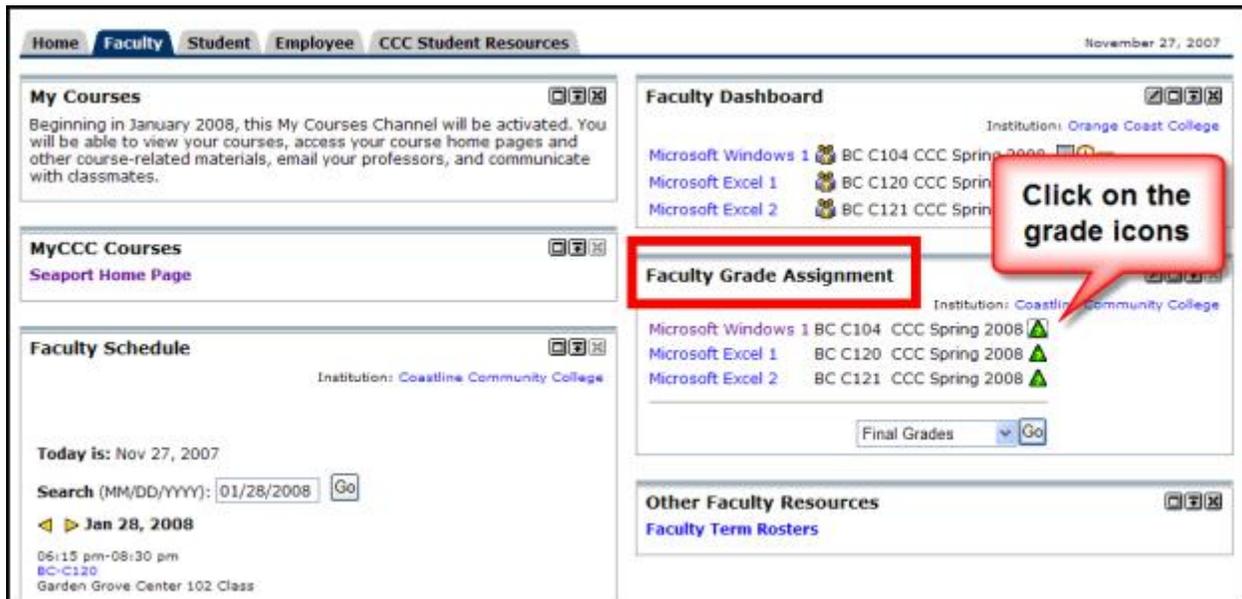
FACULTY GRADE ASSIGNMENT

You will be submitting final grades online via MyCCC. Even if you maintain your grades on paper or via your own grade program or spreadsheet, you will submit your grades online.

Remember: Please submit a hard copy or e-mail your grade calculations and final grades (i.e. excel spreadsheets or grade book) to the Office of Admissions and Records after the completion of your course. You can email it to arussell@coastline.edu.

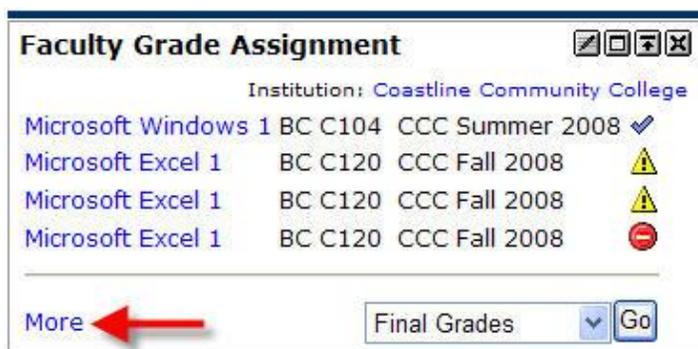
How do I submit Final Grades?

1. From the **Faculty** tab in MyCCC, look in the **Faculty Grade Assignment** channel.



2. **IMPORTANT:** Click on the icon to the right of the course. The table on the following page explains the various grade icons on the **Faculty Grade Assignment** channel.

- If you do not see the class you are looking for, click **More** at the bottom of the **Faculty Grade Assignment** channel. Once you do that, you will see a complete list of your classes.



Note: If you would rather show a specific number of classes in the **Faculty Grade Assignment** channel instead of clicking the **More** button, you can use the Edit button to change the preferences. Please refer to **Appendix A: Using the Edit Button to Change Channel Preferences** for instructions.

Grade Icons

Icon	Description
	Indicates that grade entry has not been started for this course. Grades can be entered.
	Indicates that some grades have been entered for this course but final course grade assignments have not been completed for this course.
	Indicates that you have completed the final course grade assignments for this course.
	The grades for this course have been rolled to academic history. A grade change must be made with Anita Russell in the Admissions and Records Department. Please complete the Change of Grade form (green card) for each student.
	No enrollment
	Indicates that the course is not gradable. C400 courses will not be gradable (i.e. ESL C412). Positive attendance should be reported for non-gradable courses.
No icon	This course is not yet available for grading.

FINAL GRADES SCREEN

Enter the final course grade for the course. Enter the attendance date and hours ONLY if you were notified that the course is on positive attendance.

Course Information
Microsoft Windows 1 - BC C104 001
 CRN: 91417
 Students Registered: 3

Please submit the grades often. There is a 20 minute time limit starting at 12:03 pm on Nov 27, 2007 for this page.

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1			1.500	**Registered** Nov 13, 2007	None	N			1
2			1.500	**Registered** Nov 16, 2007	A	N			3
3			1.500	**Registered** Nov 13, 2007	C	N			2

Submit Reset

Please submit the grades often. There is a 20 minute time limit starting at 12:03 pm on Nov 27, 2007 for this page.

- In the **Grade** column, click on the down arrow and assign a grade for each student. Refer to the Grade Codes section of this document for a description of the various codes.
- Click **Submit** to save your changes.

Record Sets: 1 - 17 18 - 29

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	Dee, Sandra	C99887766	0.000	Instructor drop-after 30% Mar 10, 2008	W	N			29
2	Kahuna, Great	C99887755	1.500	**Web Registered** Dec 11, 2007	C	N			9
3	Lawrence, Elizabeth Gidget	C99887744	1.500	**Web Registered** Jan 25, 2008	A	N			32
4	Moondoggie, Jeff	C99887733	1.500	**Registered** Nov 13, 2007	None	N			1
5	Triton, King	C99887722	1.500	**Web Registered** Dec 25, 2007	None	N			12

NOTE: If your student has opted to receive a pass/no pass grade instead of a letter grade, then your choices will be **INP**, **NP**, and **P** (see screen capture below). See the “Grade Codes” section for a description of the various grade codes.

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	DOE, JANE	C3084253	1.500	**Registered** Nov 13, 2007	None	N			1
2	DOE, JOHN W	C3084323	1.500	**Registered** Nov 16, 2007	None	N			3
3	TRAN, VAN	C3214993	1.500	**Registered** Nov 13, 2007	None	N			2

NOTE: Enter “Attend Hours” ONLY if positive attendance hours need to be reported for your course. You should have been notified by your Discipline Dean if you are required to report positive attendance hours. Contact your Discipline Dean or Area Facilitator if you need to know the maximum contact hours or if you have any questions.

- There is a 20 minute time limit on each screen in MyCCC so use the **Submit** button often to avoid losing data.
- You can make changes to final grades at any time prior to the final deadline. Check your Coastline e-mail and the **CCC Messages** channel on the MyCCC **Home** tab for the deadline to submit final grades.
- **If you need to make a change to a grade after the deadline to submit final grades has passed, you must complete a Change of Grade card.** Change of Grade cards are available in the Admissions and Records Office.

IMPORTANT: You will no longer be able to view final grades in MyCCC after 5 working days from the last day of the term. Make sure you keep your own record of the final grades.

- ❖ To get a printout of final grades go to the **Summary Class List** screen and print.
- ❖ To save the final grades to an Excel file, go to the **Summary Class List** screen and perform an Excel download. Refer to the **Excel Download** section in this manual for directions. The Excel download file contains the final grades.

GRADE CODES

Grade	Description
A	Excellent = 4 grade points
B	Good = 3 grade points
C	Satisfactory = 2 grade points
D	Passing, less than satisfactory = 1 grade point
F	Failing = 0 grade points
P	Pass (A, B, or C) (replaces CR grade)
NP	No pass (D or F) (replaces NC grade)
IB	Incomplete-will revert to a B if coursework not made up in one year
IC	Incomplete-will revert to a C if coursework not made up in one year
ID	Incomplete-will revert to a D if coursework not made up in one year
IF	Incomplete-will revert to a F if coursework not made up in one year
INP	Incomplete-will revert to a NP if coursework not made up in one year

PASS GRADES “P”

The grade of “P” (Pass), may be assigned in all classes carrying college units and should be awarded if:

- The student elects to be graded on the Pass/No pass method rather than “A, B, C, D, F,” and satisfactorily completes the course objectives. Students must identify which grading method they desire prior to completion of the first 30% of the course (dates found on coastline.edu.)
- The course is a Pass/No Pass course and the student has satisfactorily completed the course objectives.

Note: “Pass” is not the equivalent of any letter grade. It simply means that the student had done at least satisfactory work in the course. A “Pass” protects the grade point average for those students desiring general education experiences outside their major, and should be avoided as a substitute for a letter grade in a major field of study.

NO PASS GRADES “NP”

The grade of No Pass, should be assigned by an instructor at the end of the course if:

- A student selects the Pass/No pass option and the student has not satisfactorily completed the objectives of the course.

WITHDRAWAL GRADES

An instructor **CAN NOT** assign a withdrawal “W” grade, as a final grade. If the student has failed to withdraw themselves from the course and has not completed the course, an “F” will have to be assigned.

INCOMPLETE GRADES

If agreed upon between the instructor and the student or, if necessary, by the instructor alone, a student may receive an “I” grade when work in the class cannot be completed by the last day of the semester.

- Most of the academic work must be completed and there must be a justifiable reason for receiving the incomplete such as an accident or illness.
- The condition for removal of the incomplete shall be stated by the instructor in a written record and recorded as an IB, IC, ID, IF, or INP depending on what grade the incomplete will revert to if the student doesn’t meet the condition for removal within the stated period of time.
- All academic work must be completed and submitted to the instructor per the written agreement with the student, which will be no longer than **one year** following the end of the semester in which it was assigned.

- An incomplete not made up within the specified timeline will revert to the alternate grade assigned by the instructor when the “I” was assigned.
- A student may not re-enroll in a class in which an incomplete was awarded.
- A student may only attend the class meetings they missed due to the justifiable circumstance

Important:

The Incomplete Grade is a contract between you and the student. The student will be contacting you directly regarding the missing work that needs to be completed. Once it is completed, a grade change card needs to be filled out and submitted to the Admissions and Records Office.

EARLY GRADES

Grade reports are not mailed. Students can access their grades online through MyCCC.

What to do?

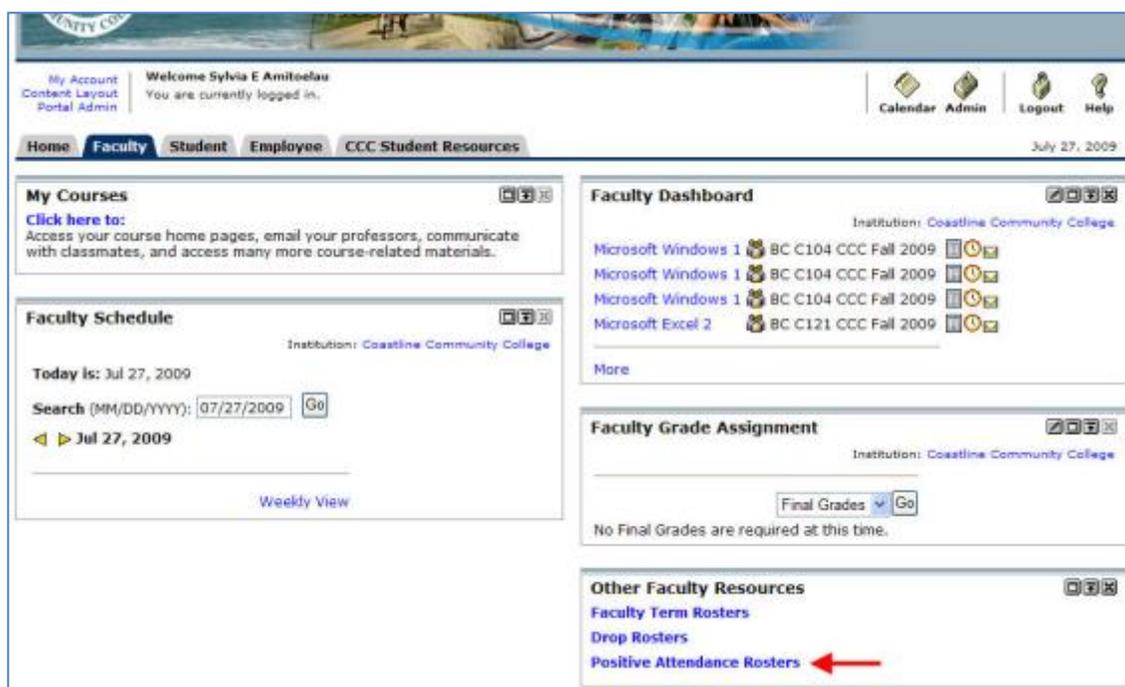
If a student needs an Early Grade, simply obtain and fill out the Early Grade form and submit it back to Anita Russell in the Admissions and Records. Early Grade forms can be obtained from Anita Russell in the Admissions and Records Office.

- Once the student completes all the coursework, the Early Grade will be submitted into the system, **however** the final GPA will not be calculated unless it is the only course the student is taking that semester. **Therefore,** the grade will not be available on an official transcript.
- The Early Grade process will provide a student an official letter with the title of the course, final grade, and units earned. The student must make sure that an Early Grade Letter is accepted at their institution before requesting this.

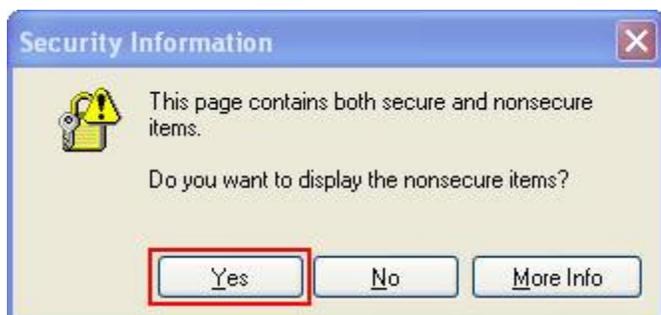
REPORTING POSITIVE ATTENDANCE

Important Note: Positive Attendance hours for on-site positive attendance courses, must be submitted at the end of the course. Please note that you **MUST** keep track of attendance for your course. You must report the attendance hours at the end of the course or the college will not collect state funding for the students registered in your class.

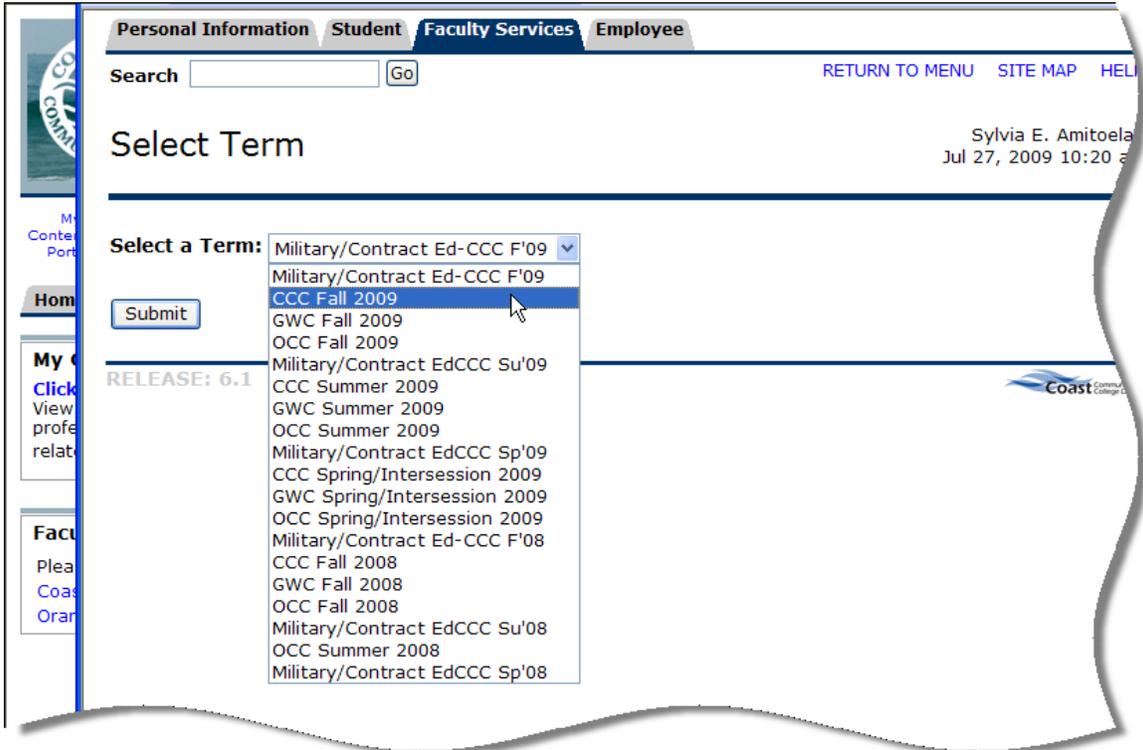
1. From the **Faculty** tab, in the **Other Faculty Resources** channel, click **Positive Attendance Rosters**. A new browser window will open.



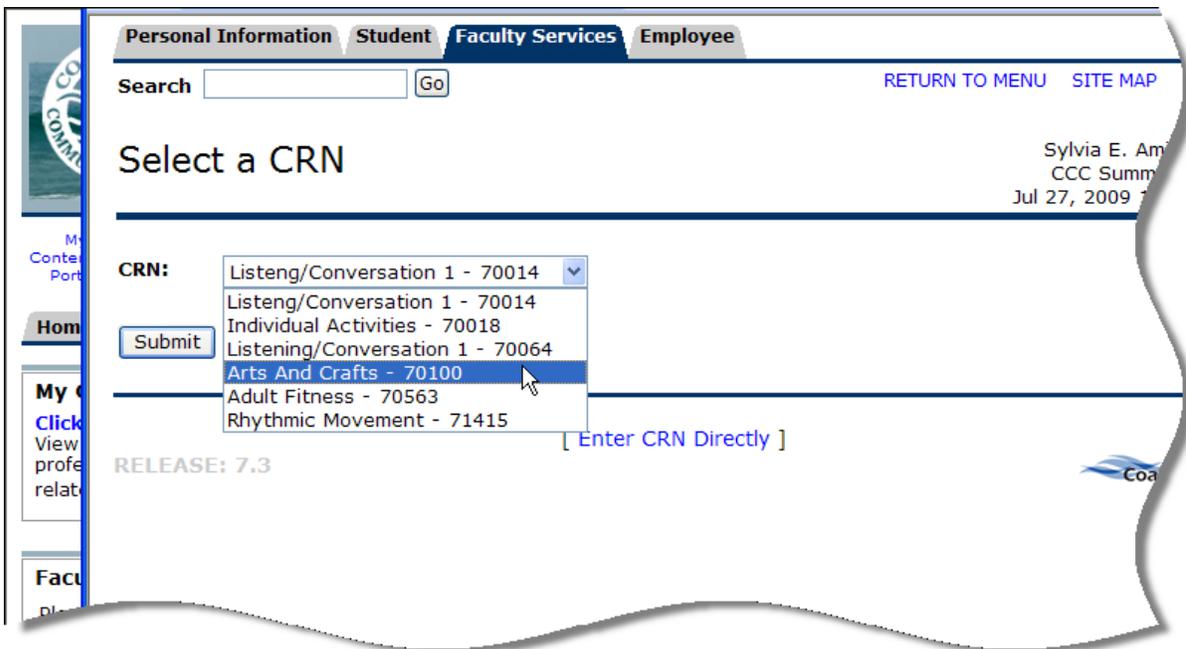
2. If you receive a pop-up window asking if you want to display the nonsecure items, click **Yes**. If you receive this same pop-up window in the future, click **Yes**.



3. Select the term by clicking on the down arrow, clicking on the desired term, and click **Submit**.



4. Select the CRN of the course by clicking on the down arrow, clicking on the desired course title – CRN, and click **Submit**.



- In the “Attend Hours” column, enter the number of hours for each student. You may use up to two decimal points if applicable. The number for the maximum contact hours is indicated in the “Attend Hours” column header. NOTE: DO NOT enter any information in the “Last Attend Date” column. DO NOT enter any grades. Grades entered will NOT be saved.

Note: DO NOT enter any information in the “Last Attend Date” column. DO NOT enter any grades. Grades entered will NOT be saved.

Sylvia E. Amitoelau
CCC Summer 2009
Jul 27, 2009 10:26 am

Final Grades

Section is NOT gradable. The Attendance Hours and Last Attend Date may be entered and saved.
Grades entered will NOT be saved.

Enter the final course grade for the course. Enter the attendance date and hours ONLY if you were notified that the course is on positive attendance.

Course Information
Listeng/Conversation 1 - ESL C416 001
CRN: 70014
Students Registered: 29

Please submit the grades often. There is a 20 minute time limit starting at 10:26 am on Jul 27, 2009 for this page.

Record Sets: 1 - 17 18 - 33

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-67.2	Registration Number
1	Darling, Mary	C00002222	0.000	**Registered** Jun 22, 2009	None	N		67.2	50
2	DeSpell, Magica	C00000486	0.000	**Registered** Jun 08, 2009	None	N		58	21
3	Hood, Robin	C00000099	0.000	**Registered** Jun 01, 2009	None	N		60.5	23
4	Merryweather, Flora	C00000002	0.000	**Registered** Jun 08, 2009	None	N		67.2	20

- After entering the data for this screen of students, click on the **Submit** button to save the data. If you need to enter data for more students, click on the appropriate **Record Set** (e.g. 18 – 33). Make sure you click on the **Submit** button after entering the data for each screen.

12	Denver, Gilligan	C11223344	0.000	**Registered** Jun 09, 2009	None	N			43
13	Grant, Ginger	C11223355	0.000	**Registered** Jun 01, 2009	None	N		67.2	41
14	Grumby, Jonas Skipper	C11223366	0.000	Re-instate Student Jun 09, 2009	None	N		67.2	12
15	Howell, Lovey			**Registered** Jun 06, 2009	None	N		58.5	47
16	Howell III, Thurston			Re-instate Student Jun 08, 2009	None	N		67.2	8
17	Summers, Mary Ann			with Refund Jun 09, 2009	Not Gradable	N		67.2	18

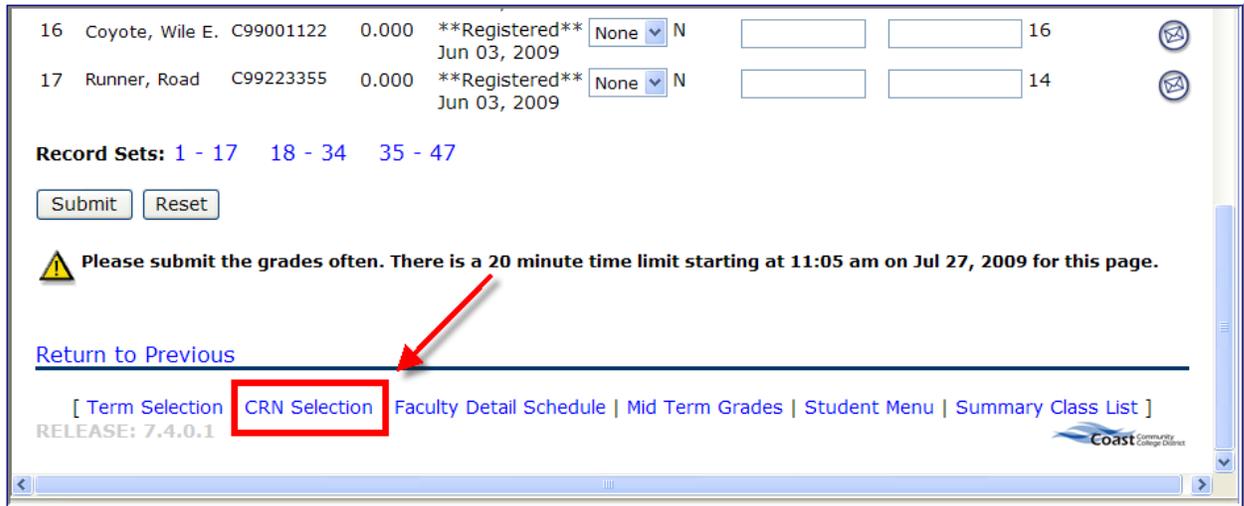
Record Sets: 1 - 17 18 - 33

Please submit the grades often. There is a 20 minute time limit starting at 10:26 am on Jul 27, 2009 for this page.

Once you are finished entering data for this course and have no other courses for which to report data, you may close the browser window. Make sure you logout of MyCCC when you are done.

If you need to submit positive attendance data for another course, continue on with the following steps.

7. From the “Final Grades” screen, scroll down to the bottom of the page and click **CRN Selection**.



8. Select the CRN of the course for which you want to report positive attendance.
9. From the Faculty and Advisors menu, click **Final Grades**.
10. You may now enter the positive attendance hours for this CRN (repeat steps 5 & 6.)



FACULTY SUCCESS CENTER



Coastline's **Faculty Success Center** provides leadership and support in teaching and learning to all faculty at the college. The center provides guidance in exploring innovative teaching strategies in all delivery modalities. Visit our [FSC website for information](#) on how to make in person or virtual appointments!

Contact the FSC with your design, technical or pedagogical questions while developing your courses. Email: fsc@coastline.edu

The FSC is located in the building adjacent to Coastline College Center at 17075 Newhope Ave., Fountain Valley, CA 92708. The door is just to the left of the Social Security door. Ring the doorbell and someone will let you in.

CANVAS COURSE WEBSITES

All Coastline courses automatically have a course website in Canvas. Canvas is Coastline's Learning Management System. (LMS)



Faculty of on-site/classroom courses may supplement their course by putting portions of their course content into their Canvas course website. Faculty who teach hybrid or online courses will use Canvas to provide students with all of their course content, interactions and feedback.

Each faculty needs to complete Canvas Training to teach online or hybrid courses. Course review is also included in the training. Check our [Faculty Success Center](#) website for more information.

In our Canvas courses, the template provides the student with:

- Instructor contact information
- Syllabus - all syllabus sections are in the Orientation Module. You may also provide a file for students to download and print. This document must pass the accessibility requirements.
- Handouts (Word files, PowerPoint presentations, Adobe Acrobat PDF files, etc.) These documents must pass the accessibility requirements.

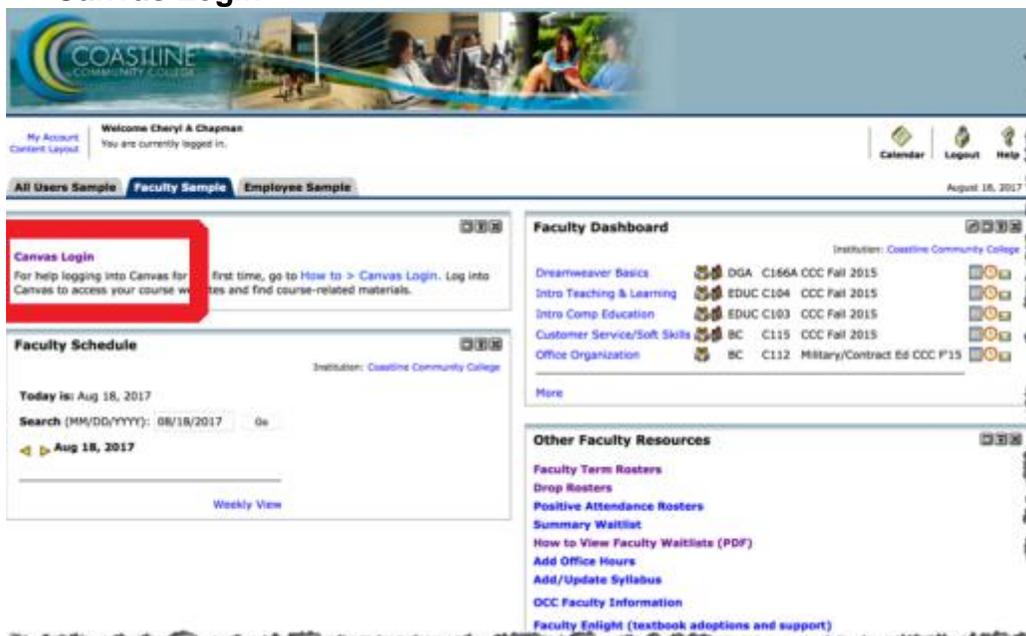
- Links to videos, audio, websites, etc. All media must pass the accessibility requirements.
- Online testing (multiple-choice, True/False, short answer, and essay)
- Grade book
- Discussion Forum
- Canvas Inbox for Messaging

All course content is available to students one the course start date. (Military courses may have different availability dates.) Each term, shells will be generated in Canvas for instructors who have an active assignment. Instructors can copy their own courses from one term to another.

You can access your Canvas course website from MyCCC *from the front page*, or you can login directly to Canvas at: coastdistrict.instructure.com/. When using this option for the first time, click on Password Help and set a password for this site.

ACCESSING YOUR CANVAS COURSE WEBSITE

1. From the MyCCC **Faculty** tab, look in the **My Courses** channel and click the **Canvas Login**



You will come to the District landing page. Lick the button that says login with MyCCC account.



2. On the next screen, fill in your MyCCC username (without @coastline.edu) and password.



Username

Password

> [Forgot your password?](#)

> [Student Help](#)

> [Faculty Help](#)

Please use your MyCoast (MyCCC, MyGWC, or MyOCC) username and password to login to this service.

3. Another browser window will open showing the **Canvas Dashboard**.



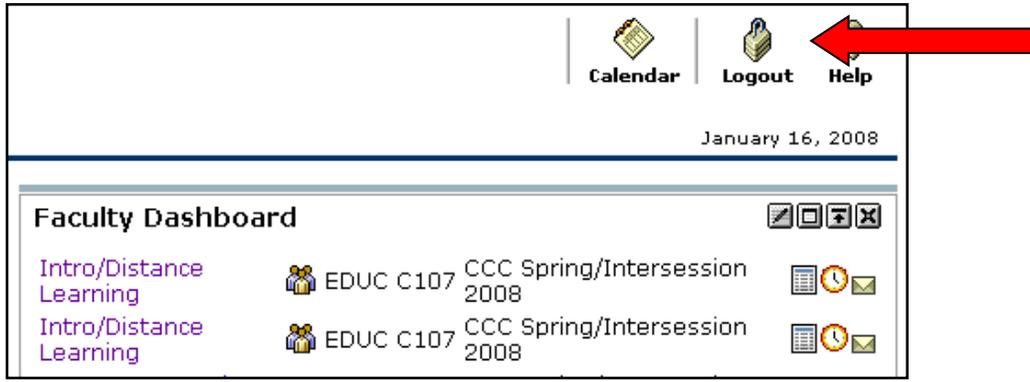
Your current courses will show on this page. Also, any course you marked as a favorite will display here. If you don't see your course, Click **Courses**, then **All Courses** to find your course. Click the star in front of the name to make it a favorite and show on your dashboard.

CANVAS TRAINING RESOURCES

[Visit the Faculty Center website](#) to find the following information:

- Faculty Professional Development
- Workshop Ideas and Information
- Canvas Training Registration
- Canvas Help Request - send an email to fsc@coastline.edu

LOGGING OUT OF MYCCC



Important: Since you have access to confidential information in MyCCC (including your own), it is imperative that you log out of MyCCC when you are finished. Simply click **Logout** located near the top right of your screen.

After you log out, please close your browser window to clear the cache so other people cannot access your information. If you do not sign out before closing the browser, anyone signing on before the system times out will have access to your class and personal information.

TIME OUT

MyCCC times out after 20 minutes. When you are working in MyCCC, if you have not actively involved the system for approximately 20 minutes, your session will time out. When you are entering grades for a large class, enter them in batches, saving/submitting often. A pop-up warning will let you know when you are within 5 minutes of being timed out.

CONTACT INFORMATION/HELP

ADMISSIONS AND RECORDS

(Information regarding your rosters, submitting grades, grade changes, positive attendance, Incomplete forms, Early Grade forms)

(Admissions and Records Technician)

Anita E. Russell

E-mail: arussell@coastline.edu

(714) 241-6167

(Information regarding Registration)

Maria Mai

E-mail: mmai@coastline.edu

(714) 241-6169

(Director of Admissions and Records)

Jennifer McDonald

E-mail: jmcdonald@coastline.edu

(714) 241-6163

MYCCC PASSWORD SUPPORT

If you are having problems logging into MyCCC, please submit an online help request for MyCCC Password Reset at www.coastline.edu/myccc then click “faculty”. Be prepared to give your Employee ID #. To get your Employee ID #, look on your pay stub, contact your Area Site Facilitator, or call Debbie Nibeel in the Personnel Office at (714) 241-6149.

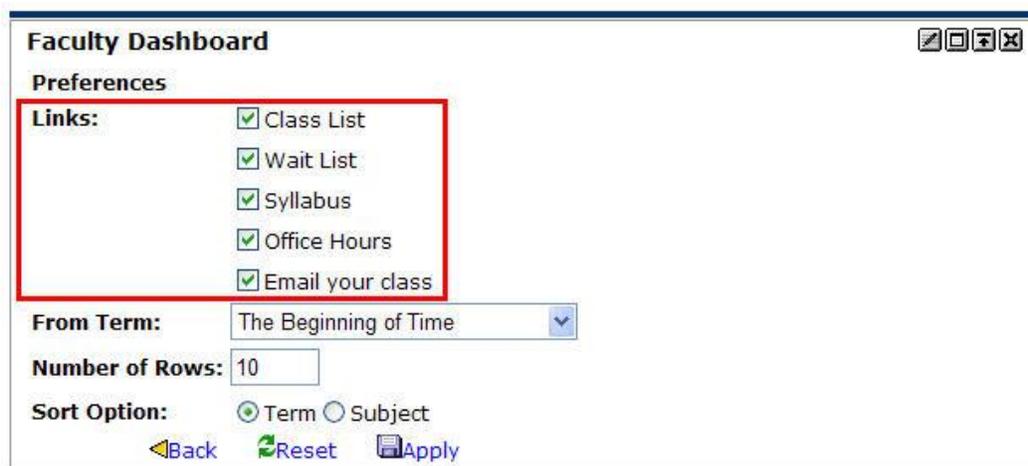
APPENDIX A – USING THE EDIT BUTTON TO CHANGE CHANNEL PREFERENCES

EDIT BUTTON

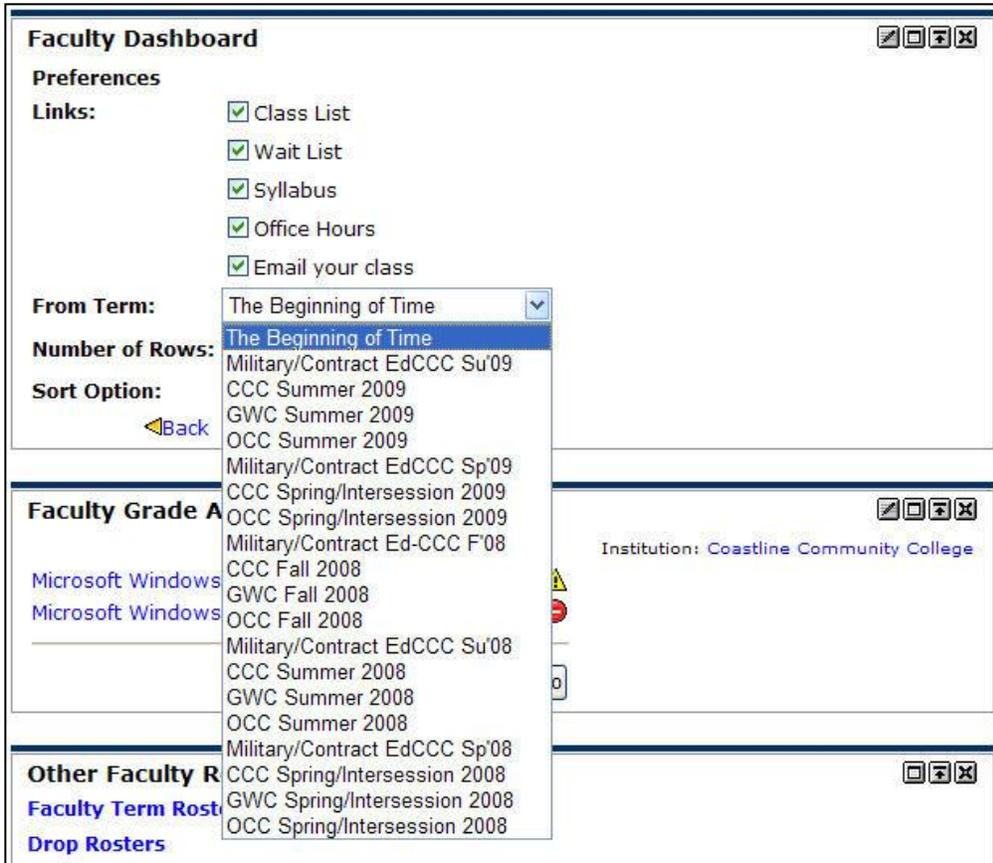
You may click the **Edit** button to change the preferences in the **Faculty Dashboard** channel. Among other preferences, you can display a specific number of classes in the channel to avoid having to click **More** in the channel. To change the channel preferences:



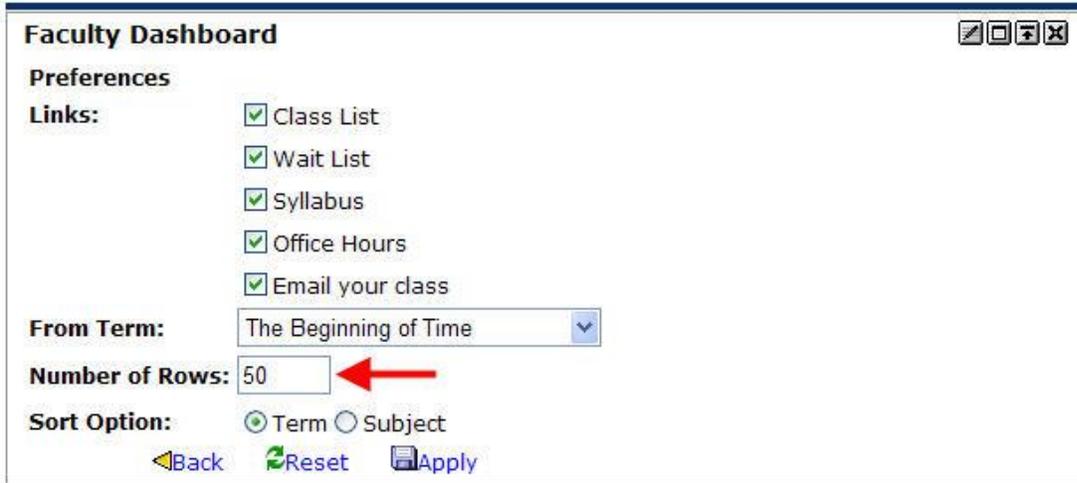
1. Click the **Edit** button.



You can select the **links** (icons) to be shown in the **Faculty Dashboard** channel. In the screen capture below, all of the links are selected and will be displayed in the channel. If you deselect a link, it will not show up in the channel.



You can also select which **term(s)** you'd like to display. If you select "The Beginning of Time," every course from the beginning of your teaching career at Coastline College will be displayed. You may want to display from only one particular term.



Faculty Dashboard [Window Controls]

Preferences

Links:

- Class List
- Wait List
- Syllabus
- Office Hours
- Email your class

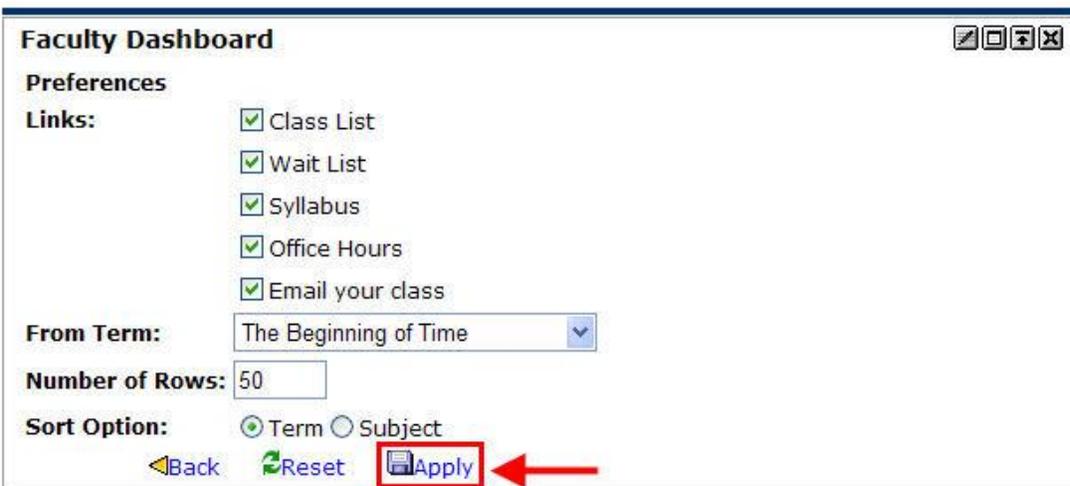
From Term: The Beginning of Time [v]

Number of Rows: 50 ←

Sort Option: Term Subject

[Back](#) [Reset](#) [Apply](#)

2. To avoid having to click **More** on the **Faculty Dashboard** Channel to see all your classes, you can specify the the number of classes you want displayed. Just type a high number in the **Number of Rows** field, and all your classes will be displayed in the channel.



Faculty Dashboard [Window Controls]

Preferences

Links:

- Class List
- Wait List
- Syllabus
- Office Hours
- Email your class

From Term: The Beginning of Time [v]

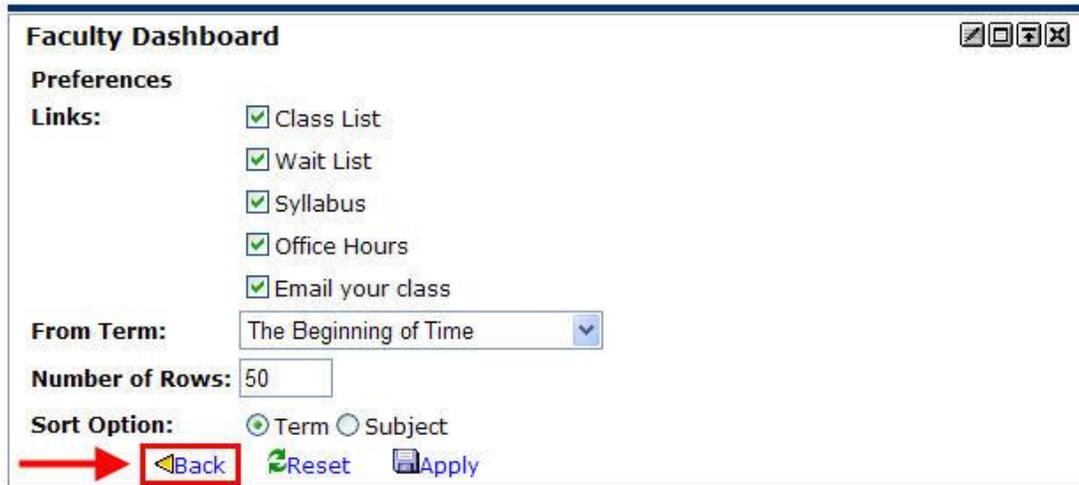
Number of Rows: 50

Sort Option: Term Subject

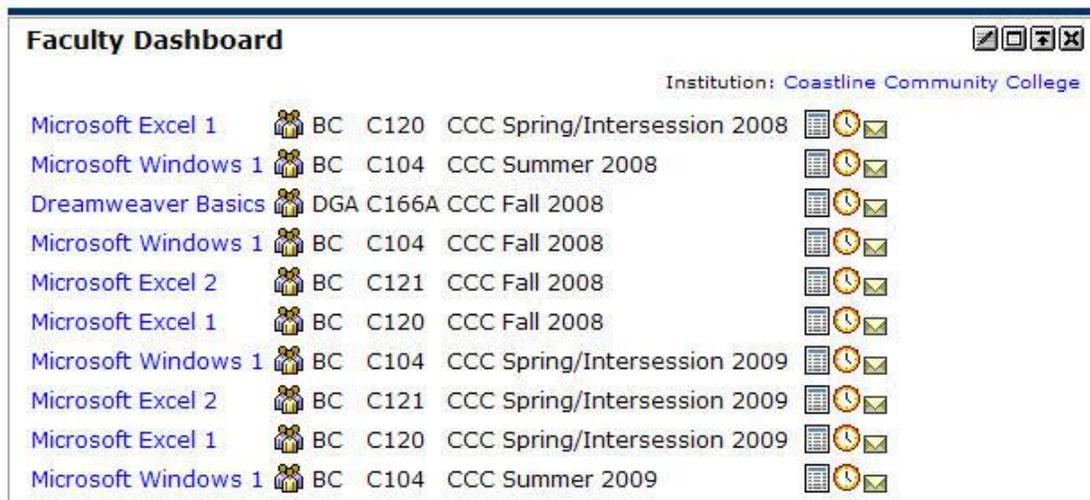
[Back](#) [Reset](#) [Apply](#) ←

3. When you are finished selecting your preferences, click **Apply**.

4. Your preferences are applied, but you are not automatically returned to the **Faculty Dashboard** channel, so click **Back**.



5. Notice that all of your classes are listed and the More button is no longer visible.



APPENDIX B – COASTLINE E-MAIL (OWA)

OWA (OUTLOOK WEB ACCESS) LOGIN PROCEDURES

LOGGING IN

You can access your Coastline e-mail using **Outlook Web Access (OWA)**. Your Coastline e-mail address is usually your username followed by @coastline.edu. Your username is typically the first letter of your first name followed by your last name. If you don't have a @coastline.edu e-mail account or forget your password, contact your [Area Facilitator](#). Distance Learning instructors should contact the Distance Learning Department.

For computers in a lab or office at Coastline:

Begin by opening your Web browser (Chrome for example).

1. Go to <http://owa.coastline.edu> for direct logon access.
2. Enter the following in the logon box:
Username: adminccc\user name

***Note:** adminccc\ is required. If you do not type in adminccc\ before your user name, you will experience problems downloading attachments, running spell check, using links, etc.*

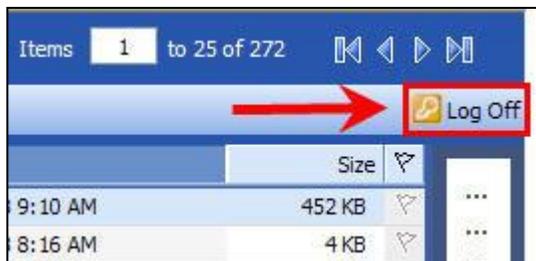
Password: Combination of letters, numbers and at least one special character.



***Note:** Do not select "Remember my password," as it makes your e-mail less secure.*

You are now logged in to your @coastline.edu e-mail account. When you've completed your OWA session, make sure you properly log off.

1. Click **Log Off** near the top right of the OWA window



2. Close the Internet browser (Internet Explorer) window.

E-MAIL STUDENTS FROM YOUR @COASTLINE.EDU ADDRESS



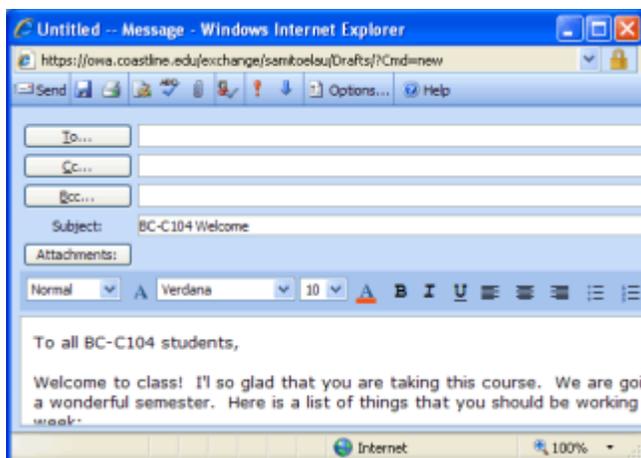
In MyCCC, you can access students' e-mail addresses from the **Faculty Dashboard** channel on the **Faculty** tab (see screen capture below) or from the **Summary Class List** screen. When you click on an e-mail link anywhere in MyCCC, this launches the **default e-mail program that is running on the computer you are using.**

******It is college policy for faculty to use the @coastline.edu e-mail for all official college business.**

You will need to copy and paste the students' e-mail addresses into an OWA e-mail message

The following instructions will explain how to e-mail students from your @coastline.edu (OWA) e-mail account.

Before you proceed with the instructions below, you should already have a Web browser window open and be logged into MyCCC.

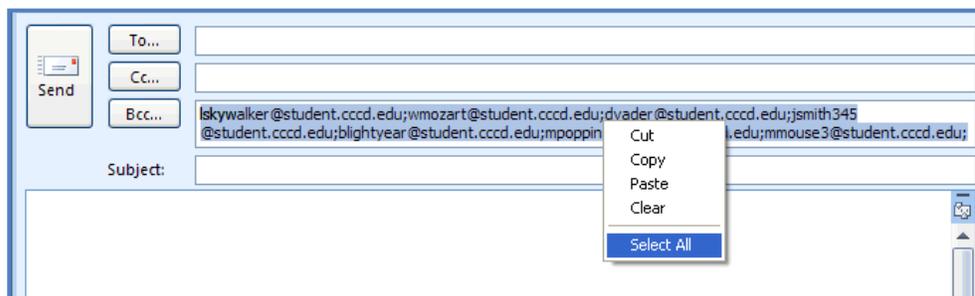


1. Open a new browser window and login to your Coastline e-mail OWA account.
2. Prepare your e-mail message. Leave the address boxes blank (see screen capture at right).
3. Switch to the MyCCC browser window that you already have open.
4. In the **Faculty Dashboard** channel, click on the **envelope** next to the class you wish to e-mail.

A new mail message should appear with the students' e-mail addresses in the address box. However, this e-mail window is from the default e-mail client.

5. Copy all the e-mail addresses. You can do this by any of the following methods:
 - Click and drag your mouse across all the addresses and then perform the Copy command. The keyboard shortcut to copy is **Ctrl C**.

- OR -

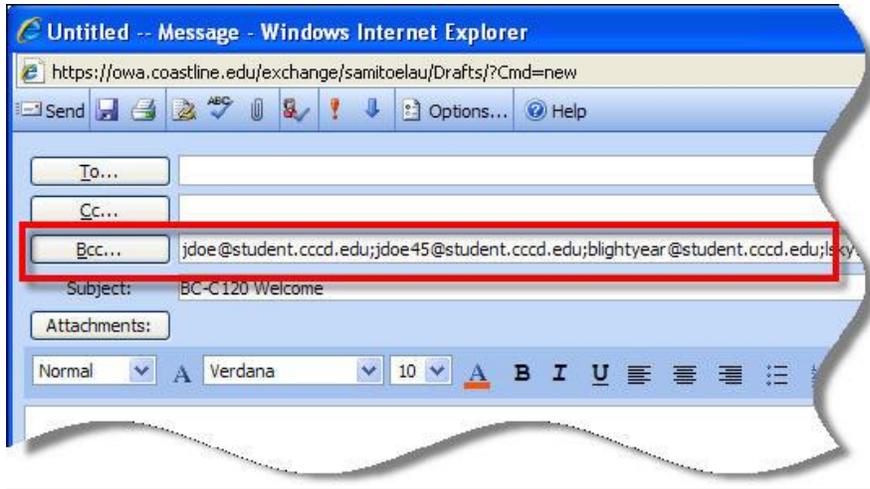


- Point inside the box with the students' addresses and RIGHT-click to get the shortcut menu. Then left-click on **Select All** (see screen capture below). Then point inside the students' addresses again and RIGHT-click again to get the shortcut menu and left click **Copy**.
6. In the OWA e-mail message that you have already prepared, **paste the students' addresses into the Bcc address field**. This is so all students won't be able to see every student email address. (The keyboard shortcut for pasting is **Ctrl V**. Another

method is to point inside the Bcc text box and RIGHT-click your mouse to get the shortcut menu and then left-click on **Paste**).

7. Click **Send** and your message will be sent from your @coastline.edu address.

Note: Make sure you paste all of the students' e-mail addresses into the Bcc box of the message header (see screen capture below). This will ensure the students' privacy. When the message is sent, students will not see each other's e-mail addresses.



APPENDIX C – FERPA BASICS

STUDENT CONFIDENTIALITY IS YOUR RESPONSIBILITY

As a faculty or staff member, you have a legal responsibility under FERPA (Family Educational Rights and Privacy Act) to protect the confidentiality of student educational records in your possession.

- You have access to student information only for legitimate use in the completion of your responsibilities as a College employee. Need-to-know is the basic principle.
- Student educational records (other than non-suppressed directory information) are considered confidential and may not be released without written consent of the student.
- Student information stored in electronic format must be secure and available only to those entitled to access that information.
- Your access to student information, including directory information, is based on your faculty or staff role within the College. You may not release lists or files with student information to any third party outside your college or departmental unit.

Posting grades

The public posting of grades either by the student's name, institutional student identification number or social security number, without the student's written permission, is a violation of FERPA. Even with names obscured, numeric student identifiers are considered personally identifiable information and therefore violate FERPA. Instructors can assign students unique numbers or codes that can be used to post grades. However, the order of the posting must not be alphabetic.

Returning assignments

Leaving personally identifiable, graded papers unattended for students to view is no different from posting grades in the hallway. If these papers contain "personally identifiable" information, then leaving them unattended for anyone to see is a violation of FERPA if the instructor has not obtained the written permission of each student to do so. A possible solution would be either to leave the graded papers (exams, quizzes, and homework) with an assistant or secretary who would ask students for proper identification prior to distributing them or to leave them in a sealed envelope with only the student's name on it.

OTHER PROTECTED INFORMATION

Other information protected by state and federal laws and regulations includes, but is not limited to:

- Medical Treatment records that include records maintained by physicians, psychiatrists and psychologists
- Financial information, including banking, credit and loan information
- Employment records when employment is not contingent on being a student
- Records created and maintained by a law enforcement unit (campus safety)

Federal and State legislation is extensive and constantly changing. This document is intended only as a high-level overview. Any legislation regarding maintaining the security and confidentiality of information which is binding upon the Coast Community College District, is also binding upon its employees, whether it is mentioned in this document or not.

SECURITY TIPS FOR HANDLING CONFIDENTIAL DATA

On your computer:

- Don't walk away from your computer when displaying confidential data.
- When accessing confidential data in a public place, be aware of who else can view your screen. Take necessary precautions.

Paper format:

- Properly dispose of confidential data.
- Do not leave paper copies in areas accessible to others.