



SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • CONTINUING EDUCATION

October 28, 2019

To: Continuing Education Faculty

From: Lynn Ceresino Neault 

Subject: **November 1, 2019** Go Live for New Online Attendance and Grade Roster for Continuing Education

As you know, the new Online Attendance and Grade Roster for Continuing Education will go live Friday, November 1st. The new process was developed with input from CE faculty and staff. Training was provided throughout the CE campuses and via Zoom the week of October 21st. If you missed the trainings, following is the link with Job Aids (step-by-step guides) for SDCE Faculty at mySDCCD Info Hub:

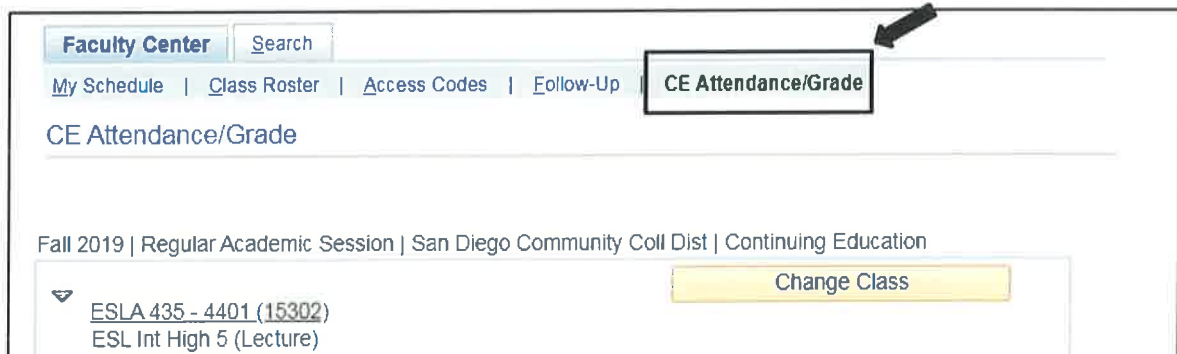
<https://mysdccd.atlassian.net/wiki/spaces/MYS/pages/324075521/Continuing+Education+Faculty+Tutorials+CE>

It is imperative that faculty only enter daily attendance for students beginning November 1st. Attendance data added to the system prior to November 1st will cause the custom program to fail. Attendance data that has been submitted for June through October will be added to Campus Solutions via another special process.

Following are the key roll out dates for the new Attendance and Grade Roster:

Friday, November 1, 2019

- All faculty will begin to use the new online Attendance/Grade Roster via mySDCCD portal (see screenshot below).



The screenshot shows the mySDCCD portal interface. At the top, there is a navigation bar with 'Faculty Center' and a search box. Below this, there are several menu items: 'My Schedule', 'Class Roster', 'Access Codes', 'Follow-Up', and 'CE Attendance/Grade'. The 'CE Attendance/Grade' item is highlighted with a black box and an arrow pointing to it from the right. Below the navigation bar, the text 'CE Attendance/Grade' is displayed. At the bottom of the screenshot, there is a section for 'Fall 2019 | Regular Academic Session | San Diego Community Coll Dist | Continuing Education'. Below this, there is a dropdown menu showing 'ESLA 435 - 4401 (15302)' and 'ESL Int High 5 (Lecture)'. To the right of this dropdown is a yellow button labeled 'Change Class'.

- Student hours from Attendance tracking classes will automatically populate to the Attendance/Grade Roster nightly.
- Faculty will NOT input **teaching hours** on **Friday, November 1st**, and **Saturday, November 2nd**. Instead, faculty will submit a CAV summary per the normal process. Teaching hours will be submitted online in the new attendance roster beginning the week of **November 4th**, (see screenshots below).

Friday, November 1, 2019 – Only input student hours and save

Select Your Week....

Week 09 - Week of 10/28/2019 - 11/03/2019

Student Roster... Find | View All |

Student ID	Name	Enrollment Status	Drop	Mon 10/28	Tue 10/29	Wed 10/30	Thu 10/31	Fri 11/1	Sat 11/2	Sun 11/3	Weekly Hours	Cummulative Total Hours	Input Grade	Completion	Enrollment Message
0005107623	Ary, Sandra Nicole	Enrolled	✘	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19.00	<input type="text"/>	<input type="text"/>	Submit Grade
0000680408	Chen, Ming-Shiow	Enrolled	✘	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33.00	<input type="text"/>	<input type="text"/>	Submit Grade
0005768162	Clemons, Richard L.	Enrolled	✘	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33.00	<input type="text"/>	<input type="text"/>	Submit Grade
0005639299	Corrales II, Jason Patrick	Enrolled	✘	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33.00	<input type="text"/>	<input type="text"/>	Submit Grade
0005765273	Cox, Junko Otsu	Enrolled	✘	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33.00	<input type="text"/>	<input type="text"/>	Submit Grade
0001245745	Craft, Emi	Enrolled	✘	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33.00	<input type="text"/>	<input type="text"/>	Submit Grade
0005655429	Crellin, Heather Anne	Enrolled	✘	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33.00	<input type="text"/>	<input type="text"/>	Submit Grade

Totals...

Teaching Hours / Average Class Size

Teaching Hours Total Teach Hours 12.00

Average Weekly Class Size Average Size Total 37.75

Update All Option...

Input Grade Hours Day

Completion

Attendance/Grade Page Actions

Monday, November 4, 2019 – Continue to input student hours and begin to input teaching hours

Select Your Week....
 Week: **10 - Week of 11/04/2019 - 11/10/2019**

1. Enter the weekly hours

Student ID	Name	Enrollment Status	Drop	Mon 11/4	Tue 11/5	Wed 11/6	Thu 11/7	Fri 11/8	Sat 11/9	Sun 11/10	Weekly Hours	Cummulative Total Hours	Input Grade	Completion	Enrollment Message
0005107623	Ary, Sandra Nicole	Enrolled	✘	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19.00			Submit Grade
0000680408	Chen, Ming-Shiow	Enrolled	✘	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33.00			Submit Grade
0005768162	Clemons, Richard L.	Enrolled	✘	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33.00			Submit Grade
0005639299	Corrales II, Jason Patrick	Enrolled	✘	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33.00			Submit Grade
0005765273	Cox, Junko Otsu	Enrolled	✘	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33.00			Submit Grade
0001245745	Craft, Emi	Enrolled	✘	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33.00			Submit Grade
0005655429	Crellin, Heather Anne	Enrolled	✘	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33.00			Submit Grade

Totals...

Teaching. Hours / Average Class Size

Teaching Hours: Total Teach Hours: 12.00
 Average Weekly Class Size: 0.00 Average Size Total: 37.75

Submit Teaching Hours

Update All Option...

Input Grade: Hours: Day:
 Completion:

Apply To All

Attendance/Grade Page Actions...

Save Print CAV Sign In Sheet Print Weekly CAV Summary FINAL Posting

2. Click Save

Teaching. Hours / Average Class Size

Teaching Hours: Total Teach Hours: 0.00
 Average Weekly Class Size: 0.00 Average Size Total: 0.00

Submit Teaching Hours

3. Enter Teaching Hours

4. Click Submit Teaching Hours

Attendance/Grade Page Actions...

Save Print CAV Sign In Sheet Print Weekly CAV Summary

Teaching. Hours / Average Class Size

Teaching Hours: Total Teach Hours: 2.50
 Average Weekly Class Size: 15.50 Average Size Total: 15.50

Submit Teaching Hours

Update All Option...

Input Grade: Hours: Day:
 Completion:

Apply To All

Attendance/Grade Page Actions...

Save Print CAV Sign In Sheet Print Weekly CAV Summary FINAL Posting

5. Click Print Weekly CAV Summary

Please continue to submit your attendance for June-October (except those utilizing the Attendance Tracking System) to the campus attendance clerk via the designated campus email address below.

Thursday, November 5 - FINAL Electronic rollbooks/excel files with daily attendance from classes that ended in October are due to the campus attendance clerks.

- Cesar Chavez: cecesarchavezattendance@sdccd.edu
- ECC: ceeccattendance@sdccd.edu
- Mid-City: cemidcityattendance@sdccd.edu
- North City: cenorthcityattendance@sdccd.edu
- West City: cwestcityattendance@sdccd.edu

Thank you for your support. If you have any questions, please contact CE Instructional Services' office at (619) 388-4850.

/jd

cc: Carlos Cortez, Michelle Fischthal, Star Rivera-Lacey