# Self-Service Survival Guide

## How to Add a Student During Late Add Period:
(start of section up until the day prior to Census)

Add Authorization
Review and manage add authorizations

On the **Permissions** menu, select **Add Authorization**, enter the student ID number (available on waitlist) or student name in the search box. Ensure you select the correct student. You will then confirm authorization.

> **Note:** Add Authorizations can be granted as early as three days prior to the start of the term or class for short term sections, but students are not authorized to register until the first day of the class. Add Authorization has replaced the Late Add Code process in EagleAdvisor. No more Late Add Codes!

> **Tip: Deadline Dates** are available for each of your sections (date below is an example)

**Last Day to use Add Authorization**　　　　　8/30/2020

## Waitlist Change:

Your Active Waitlists now automatically sort in rank order.
**Reminder -**There are two waitlist types:
1. Active Waitlist (current students)
2. Inactive Waitlist (dropped and enrolled students) Click to expand

## How to View a Dropped Student:

Dropped students do not appear on your roster, but they do show on the grading roster. Click the **Grading menu** and select the **Final Grade Tab** to view dropped students.

## How to Search for Sections:

Everything you need to see about your section appears after you select it from the **Faculty Overview** page. You can use the Course Catalog to search by subject, do an advanced search or type a course or section number directly into the search box. Use the filters on the left to further limit your search. The term and open sections only filters are helpful. All results are listed by course, simply click view available sections.

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

## 3 Steps to Census Completion:

1. Drop Students that Never Attended (No Shows)
2. Drop Students No Longer Participating (Inactive)
3. Accept Census Agreements

## How to Complete Census Requirements:

On the **Grading** menu, click **Final Grade** tab:

**STEP 1:** Mark the **Never Attended box** to drop **No Shows**
**STEP 2:** Enter the last day the student attended a Face to Face class or actively engaged in an online class in the **Last Date of Attendance** box to drop **Inactive Students**

**Drops** should be completed <u>no later than</u> the day prior to census but will be honored for one week past to serve as a grace period. You do not need to wait until the day prior to census to complete drops. No show drops should occur once identified. Inactive student drops should be ongoing up until the day prior to census. Refer to the Faculty Handbook for more information on Drop Procedures and Last Date of Attendance.

On the On the **User Options** menu, select **Required Agreements:** 
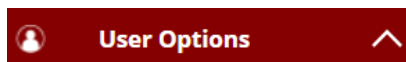
**STEP 3:** View and **Accept** the Census Agreement for each section as certification that you dropped **No Show** and **Inactive** students as required per Title 58004. A notification will appear in Self-Service once it is time to accept your agreement(s) and a courtesy email sent to you. Your Census Agreement(s) can be accepted starting the day prior to census and are due in one week. Due dates appear on the agreement. Remember, the agreement is just a certification and not a census roster. Drops should be completed prior to accepting your Census Agreement. There is no longer a census roster to submit.

**Tip: Deadline Dates** are available for each of your sections (dates below are examples)

**Last Day to Drop without a "W" (Day Prior**     8/30/2020
**to Census)**

## How to Drop a Student After Census:

On the **Grading** menu, select **Final Grade** tab and enter a last date of attendance for the student you wish to drop. This will prompt an Instructor drop up until 75% of the term also known as the last day to drop. The recorded drop date on the student record is the date you submit the drop, not the actual last date of attendance entered.  Allow up to 24hrs for drops to reflect on your Roster in Self-Service and Canvas.

## How to Grade:

Select the **Grading** menu and then click on the **Final Grade** tab. Us the drop down to select the grade. Last date of attendance is required when issuing an unsatisfactory grade. Use the **Overview** tab to review your entered grades.

## Positive Attendance:
## (applies to irregularly scheduled sections or sections with 5 or less meetings - ONLY)

Positive attendance hours are required to be entered using the **Attendance** menu. Hours must be entered by day. Use the box on the top right to select the date. Assign hours to students by typing a value in the **hh:mm** field (example 1:10 for 1 hour and 10 minutes) our use the **Update All** option and then update individual students as needed. Update All is a time saver!