Self-Service Rosters for Faculty

GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

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Self-Service Rosters

Rosters that Remain in WebAdvisor

Roster/Class Contact Roster

1) Click log in

2) Enter your WebAdvisor credentials click submit

3) Click the Faculty tab

4) Click the link "Self-Service Rosters – New Look!"

GCCCD WebAdvisor

FACULTY - WEBADVISOR FOR FACULTY MENU

Welcome Laura!

User Account

I'm New to WebAdvisor
What is my Username
What is my Password
Change Password
Student/Faculty Profile & Colleague ID

Faculty Information

My Class Schedule
Self-Service Rosters - New Look!
Class Rosters - Classic
Instructor Drop Roster
Positive Attendance Grading
VIDEO: How to Add Authorizations to Students

GROSSMONT-CUYAMACA
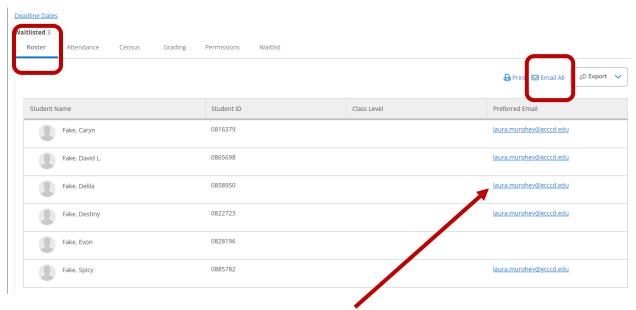COMMUNITY COLLEGE DISTRICT

This link will take your Self-Service Faculty Overview page where you can view your class schedule.

Daily Work · Faculty · Faculty Overview

Manage your courses by selecting a section below

Spring 2022

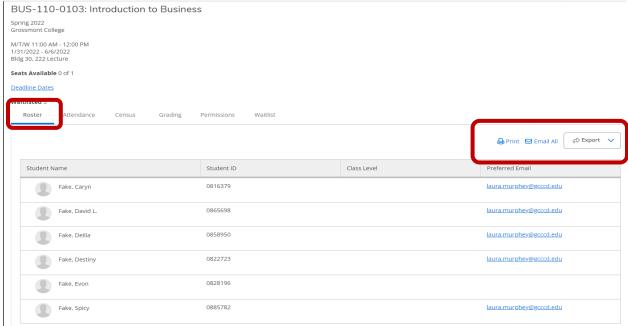| Section	Times	Locations	Availability ⓘ	Books	Census Dates
AOJ-110-6719: Intro to Admin of Justice	T/Th - 1/4/2022 - 1/28/2022	Bldg 19, 100 Lecture	50 / 50 / 0		
ANTH-120-6165: Cultural Anthropology	1/10/2022 - 6/6/2022	Distance Education/Online, WEB Internet 100%	0 / 0 / 0		1/12/2022 Census
COMM-122-3852: Public Speaking	T 6:30 PM - 9:20 PM 1/10/2022 - 6/6/2022	Bldg 24, 269 Lecture	30 / 30 / 0		1/12/2022 Census
HIST-106-4356: Modern Western Civilization	1/10/2022 - 6/6/2022	Distance Education/Online, WEB Internet 100%	50 / 50 / 0		1/12/2022 Census
BUS-110-1290: Introduction to Business	M/W/F - 1/24/2022 - 3/9/2022	BLDG 100, 121B Lecture	0 / 0 / 4		
CA-165-6913: Sanitation for Food Service	Th 11:00 AM - 12:50 PM 1/31/2022 - 3/25/2022	BLDG 100, 106 Lecture	36 / 36 / 0		2/10/2022 Census
BUS-110-0103: Introduction to Business	M/T/W 11:00 AM - 12:00 PM 1/31/2022 - 6/6/2022	Bldg 30, 222 Lecture	0 / 1 / 4		

5) Click on the link for the section you would like to access.

6) This will take you to your section screen, the "Roster" tab.
7) You may email the entire class by clicking the "Email All" button. This will place all of the student emails in the BCC line for security.

You must have Outlook set up on your computer to use the email all function.

8) You may also email just one student by clicking the email on the right side of the student.
9) You may also print or export this roster. By clicking the "Print" or "Export" buttons.
   a. Many of you prefer to use the attendance roster template that is currently sent to you through WebAdvisor. We have created a template that you may use with the .csv export. Instructions below on how to merge the template and the .csv file.
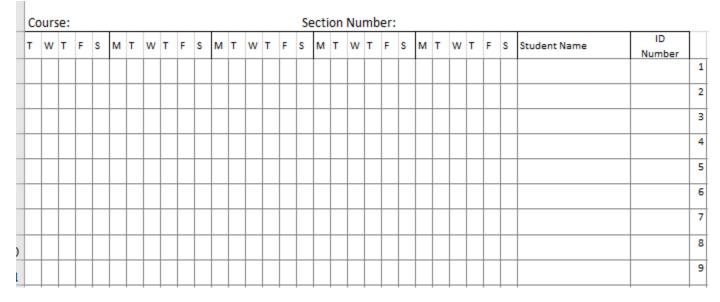
10) Below is the format of the export csv feature.

Student Name	Student ID	Class Level	Preferred Email
Fake, Caryn	816379		laura.murphey@gcccd.edu
Fake, David L.	865698		laura.murphey@gcccd.edu
Fake, Delila	858950		laura.murphey@gcccd.edu
Fake, Destiny	822723		laura.murphey@gcccd.edu
Fake, Evon	828196		
Fake, Spicy	885782		laura.murphey@gcccd.edu

11) With the .csv file highlight the student name/student ID and right click on your mouse to copy

	A	B	C	D	E	F	G
1	Student Name	Student ID	Class Leve	Pass/Audi	Preferred Email		
2	Fake, Caryn	816379			laura.murphey@gcccd.edu		
3	Fake, David L.	865698			laura.murphey@gcccd.edu		
4	Fake, Delila (Dropped 3/10/2022)	858950			laura.murphey@gcccd.edu		
5	Fake, Destiny	822723			laura.murphey@gcccd.edu		
6	Fake, Evon (Dropped 3/4/2022)	828196					
7	Fake, Spicy	885782			laura.murphey@gcccd.edu		

12) Open the roster template {insert links for both colleges} – below is a copy

Course:																															Section Number:						Student Name	ID Number	
T	W	T	F	S	M	T	W	T	F	S	M	T	W	T	F	S	M	T	W	T	F	S	M	T	W	T	F	S	M	T	W	T	F	S			Student Name		1
																																						2
																																							3
																																							4
																																							5
																																							6
																																							7
																																							8
																																							9

13) Click on the square for the student name on the first line.
14) Right-click to paste the student name and ID to the roster template.

Course:																														Section Number:		Student Name	ID Number	
T	W	T	F	S	M	T	W	T	F	S	M	T	W	T	F	S	M	T	W	T	F	S	M	T	W	T	F	S						
																																Fake, Caryn	816379	1
																																Fake, David L.	865698	2
																																Fake, Delila (Dropped 3/10/2022)	858950	3
																																Fake, Destiny	822723	4
																																Fake, Evon (Dropped 3/4/2022)	828196	5
																																Fake, Spicy	885782	6

15) You may also view the student's phone number, email and major by hovering over the student's name.

Fake, Delila
0858950

CSIS - Cybersecurity & Networking

laura.murphey@gcccd.edu   **(Primary)**

619-644-7712   **(Home)**

View Full Profile

Attendance Rosters

1) Click log in

GCCCD WebAdvisor

Log In | Main Menu | Contact Us

*** NOTE: Student's courses may be dropped on July 29th for non-payment. Please make payment before 10PM July 28th, 2021. ***

Students

Faculty

Welcome Guest!

Students and Faculty must Log In then select a point of entry to the right.

Search Self Service District Course List
No Login Required

Search WebAdvisor Class Schedule
No Login Required

List of Open Sections

How To Register in Self Service

Register to Vote!

2) Enter your WebAdvisor credentials click submit

GCCCD WebAdvisor

Log In | Main Menu | Contact Us

Welcome Guest!

Log In

Your user ID is firstname.lastname

Your first time password is your birthdate; format MMDDYY

If unable to login, please Click Here for additional information.

User ID laura.murphey

Password ••••••••

Hint ☐

SUBMIT

Log In | Main Menu | Contact Us

GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

3) Click the Faculty tab

GCCCD WebAdvisor

Change Password | Log Out | Main Menu | Contact Us

*** NOTE: Student's courses may be dropped on July 29th for non-payment. Please make payment before 10PM July 28th, 2021. ***

Students

Faculty

Welcome Laura!

Students and Faculty must Log In then select a point of entry to the right.

Search Self Service District Course List
No Login Required

Search WebAdvisor Class Schedule
No Login Required

List of Open Sections

How To Register in Self Service

Register to Vote!

Account Information   I'm New to WebAdvisor   What's My Password?

Change Password | Log Out | Main Menu | Contact Us

GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

4) Click the link "Self-Service Rosters – New Look!"

GCCCD WebAdvisor

FACULTY - WEBADVISOR FOR FACULTY MENU

Welcome Laura!

User Account	Faculty Information
I'm New to WebAdvisor What is my Username What is my Password Change Password Student/Faculty Profile & Colleague ID	My Class Schedule Self-Service Rosters - New Look! Class Roster Grading Instructor Drop Roster Positive Attendance Grading VIDEO: How to Add Authorizations to Students

GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

This link will take your Self-Service Faculty Overview page where you can view your class schedule.

Daily Work · Faculty · Faculty Overview

Manage your courses by selecting a section below

Spring 2022

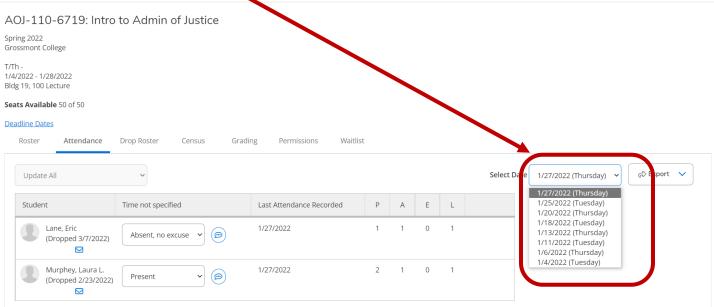| Section	Times	Locations	Availability ⓘ	Books	Census Dates
AOJ-110-6719: Intro to Admin of Justice	T/Th - 1/4/2022 - 1/28/2022	Bldg 19, 100 Lecture	50 / 50 / 0		
ANTH-120-6165: Cultural Anthropology	1/10/2022 - 6/6/2022	Distance Education/Online, WEB Internet 100%	0 / 0 / 0		1/12/2022 Census
COMM-122-3852: Public Speaking	T 6:30 PM - 9:20 PM 1/10/2022 - 6/6/2022	Bldg 24, 269 Lecture	30 / 30 / 0		1/12/2022 Census
HIST-106-4356: Modern Western Civilization	1/10/2022 - 6/6/2022	Distance Education/Online, WEB Internet 100%	50 / 50 / 0		1/12/2022 Census
BUS-110-1290: Introduction to Business	M/W/F - 1/24/2022 - 3/9/2022	BLDG 100, 121B Lecture	0 / 0 / 4		
CA-165-6913: Sanitation for Food Service	Th 11:00 AM - 12:50 PM 1/31/2022 - 3/25/2022	BLDG 100, 106 Lecture	36 / 36 / 0		2/10/2022 Census
BUS-110-0103: Introduction to Business	M/T/W 11:00 AM - 12:00 PM 1/31/2022 - 6/6/2022	Bldg 30, 222 Lecture	0 / 1 / 4		

5) Click on the link for the class you wish to see the attendance roster for.
6) Click the "Attendance tab"

Section Details

< Back to Courses

BUS-110-0103: Introduction to Business

Spring 2022
Grossmont College

M/T/W 11:00 AM - 12:00 PM
1/31/2022 - 6/6/2022
Bldg 30, 222 Lecture

Seats Available 0 of 1

Deadline Dates

Waitlisted 4

| Roster | Attendance | Census | Grading | Permissions | Waitlist |

7) Your attendance roster will appear and you have several options to mark the students:
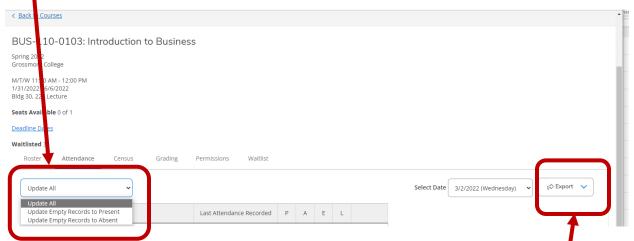- Present
- Absent, no excuse
- Absent excused
- Late

8) If you forget to take attendance on a particular date you may click the drop down menu to select a previous date.

Notice: If the student has dropped the section this screen will also show the date that the student dropped

Note: You may mark all the students who are absent or late and then use the "Update empty records to present" option to update the reset of the class.

9) After attendance is taken for a given day you may export the roster using the export button. This will open in excel. Below is a sample of the recorded attendance roster.

Note: The drop date of a student will also appear on the exported .csv file.

BUS-110-0103:
Introduction to Business
Spring 2022
CSV Generated:
03/10/2022 3:54 PM

Student ID	Student Name	3/9/2022 (11:00 AM)	3/2/2022 (11:00 AM)
0885782	Fake, Spicy	P	P
0816379	Fake, Caryn	A	P
0865698	Fake, David L.	A	P
0822723	Fake, Destiny	P	P
0858950	Fake, Delila (Dropped 3/10/2022)	P	P
0828196	Fake, Evon (Dropped 3/4/2022)	P	P

The codes that appear on the roster for each meeting day are:

- Present
- Absent, no excuse
- Absent excused
- Late

Census Roster

1) Click log in

2) Enter your WebAdvisor credentials click submit

3) Click the Faculty tab

4) Click the link "Self-Service Rosters – New Look!"

GCCCD WebAdvisor

FACULTY - WEBADVISOR FOR FACULTY MENU   **Welcome Laura!**

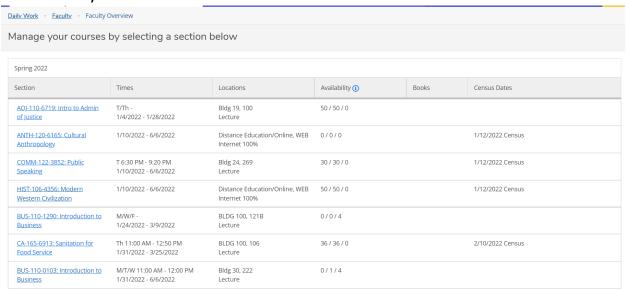| User Account	Faculty Information
I'm New to WebAdvisor	My Class Schedule
What is my Username	**Self-Service Rosters - New Look!**
What is my Password	Class Roster Grading
Change Password	Instructor Drop Roster
Student/Faculty Profile & Colleague ID	Positive Attendance Grading
	VIDEO: How to Add Authorizations to Students

GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

This link will take your Self-Service Faculty Overview page where you can view your class schedule.

Daily Work · Faculty · Faculty Overview

Manage your courses by selecting a section below

Spring 2022

Section	Times	Locations	Availability ⓘ	Books	Census Dates
AOJ-110-6719: Intro to Admin of Justice	T/Th - 1/4/2022 - 1/28/2022	Bldg 19, 100 Lecture	50 / 50 / 0		
ANTH-120-6165: Cultural Anthropology	1/10/2022 - 6/6/2022	Distance Education/Online, WEB Internet 100%	0 / 0 / 0		1/12/2022 Census
COMM-122-3852: Public Speaking	T 6:30 PM - 9:20 PM 1/10/2022 - 6/6/2022	Bldg 24, 269 Lecture	30 / 30 / 0		1/12/2022 Census
HIST-106-4356: Modern Western Civilization	1/10/2022 - 6/6/2022	Distance Education/Online, WEB Internet 100%	50 / 50 / 0		1/12/2022 Census
BUS-110-1290: Introduction to Business	M/W/F - 1/24/2022 - 3/9/2022	BLDG 100, 121B Lecture	0 / 0 / 4		
CA-165-6913: Sanitation for Food Service	Th 11:00 AM - 12:50 PM 1/31/2022 - 3/25/2022	BLDG 100, 106 Lecture	36 / 36 / 0		2/10/2022 Census
BUS-110-0103: Introduction to Business	M/T/W 11:00 AM - 12:00 PM 1/31/2022 - 6/6/2022	Bldg 30, 222 Lecture	0 / 1 / 4		

5) Click on the Census tab

Waitlisted 4

Roster	Attendance	**Census**	Grading	Permissions	Waitlist

3/12/2022 Census

Certify

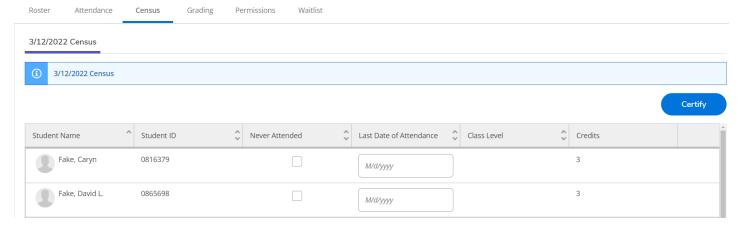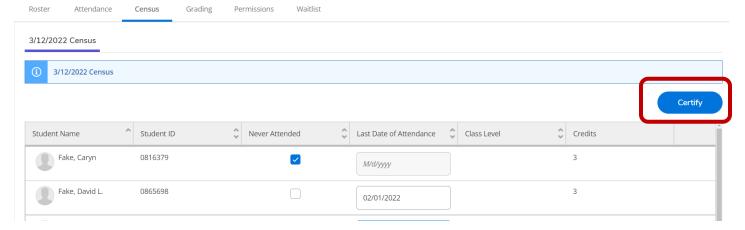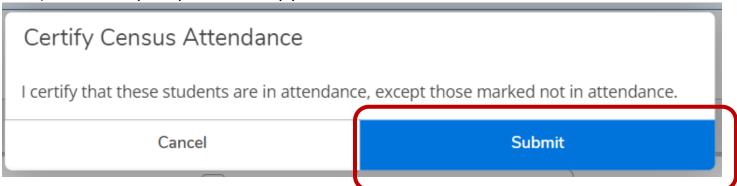| Student Name	Student ID	Never Attended	Last Date of Attendance	Class Level	Credits
Fake, Caryn	0816379	☐	M/d/yyyy		3
Fake, David L.	0865698	☐	M/d/yyyy		3

6) Click on the Census date on the left-hand side.

7) This will enable the Certify button.

8) Click the "Never Attended" box if you wish to drop the student because they never showed.
9) Enter the last date of attendance in the following format mm/dd/yyyy if the student stopped attending your class.
10) Clicking the "Never Attended" or entering a "Last date of Attendance" will drop the student when you certify your roster.
11) Leave the "Never Attended"/"Last Date of Attendance" boxes blank if the student is in attendance.
12) Click the "Certify" button to submit and certify your census roster.

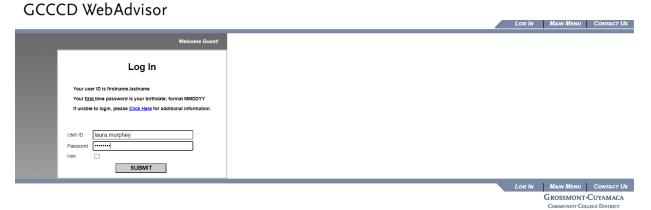13) You will be prompted to certify your census roster – Click submit

Grade Rosters

1) Click log in
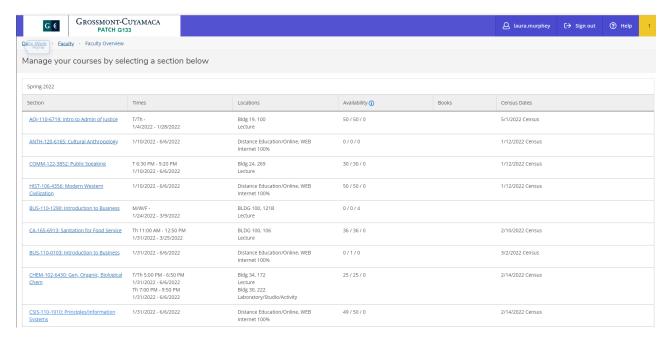

2) Enter your WebAdvisor credentials click submit

3) Click the Faculty tab

4) Click the link "Self-Service Rosters – New Look!"

NOTE: If you are submitting grades for a section that requires you to enter positive attendance hours, you will need to use the "Positive Attendance Grading" roster in WebAdvisor instructions on Page ##
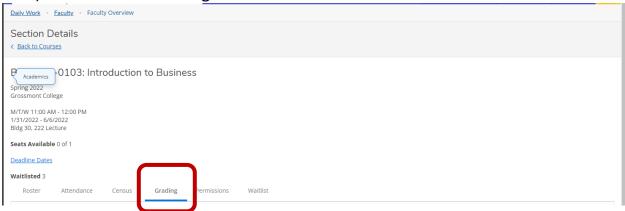
GCCCD WebAdvisor

FACULTY - WEBADVISOR FOR FACULTY MENU   Welcome Laura!

User Account

I'm New to WebAdvisor
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Student/Faculty Profile & Colleague ID

Faculty Information

My Class Schedule
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Positive Attendance Grading
VIDEO: How to Add Authorizations to Students

GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

This link will take your Self-Service Faculty Overview page where you can view your class schedule.

GROSSMONT-CUYAMACA
PATCH G133

laura.murphey | Sign out | Help | 1

Daily Work Home · Faculty · Faculty Overview

Manage your courses by selecting a section below

Spring 2022

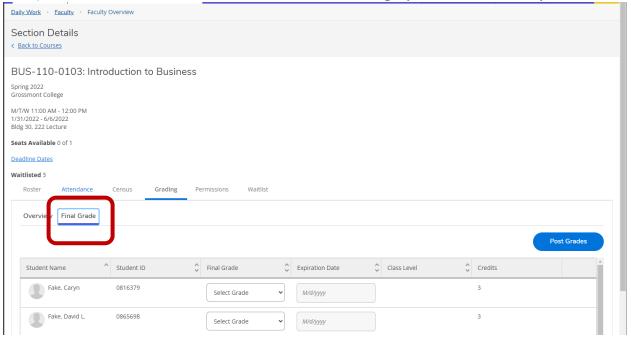| Section	Times	Locations	Availability ⓘ	Books	Census Dates
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BUS-110-1290: Introduction to Business	M/W/F - 1/24/2022 - 3/9/2022	BLDG 100, 121B Lecture	0 / 0 / 4		
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BUS-110-0103: Introduction to Business	1/31/2022 - 6/6/2022	Distance Education/Online, WEB Internet 100%	0 / 1 / 0		3/2/2022 Census
CHEM-102-6430: Gen, Organic, Biological Chem	T/Th 5:00 PM - 6:50 PM 1/31/2022 - 6/6/2022 Th 7:00 PM - 9:50 PM 1/31/2022 - 6/6/2022	Bldg 34, 172 Lecture Bldg 30, 222 Laboratory/Studio/Activity	25 / 25 / 0		2/14/2022 Census
CSIS-110-1910: Principles/Information Systems	1/31/2022 - 6/6/2022	Distance Education/Online, WEB Internet 100%	49 / 50 / 0		2/14/2022 Census

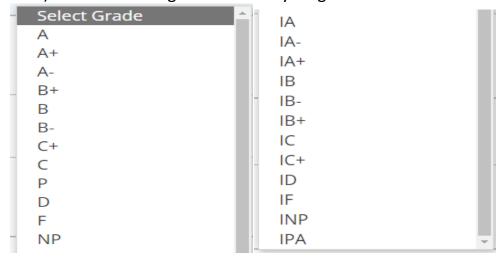5) Click on the link for the class you wish to grade.
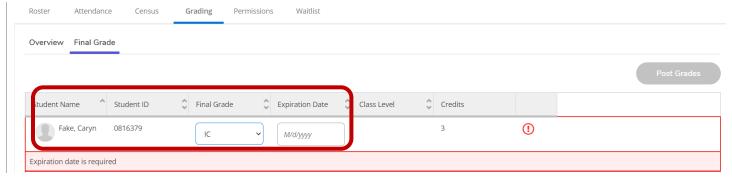
6) Click on the "Grading" tab.

7) Click on the "Final Grade" tab. This will bring up the students in your class to grade.

8) Below are the grades that may be given to a student.

9) If you enter an incomplete grade as shown below you must also enter the date the incomplete will expire. For GCCCD that date is the last day of the next semester.

Note: Incomplete forms must still be submitted to the Admissions and Records Office

10) If a student needs an extension of the one-semester they may petition at the Admissions and Records office.

11) When you have entered grades for the entire class, click the "Post Grades" button to submit your grades.

12) After you have submitted your grades, you may view the grades you submitted by clicking the "Overview" button.

Add Authorizations/Permissions

1) Click log in

2) Enter your WebAdvisor credentials click submit

3) Click the Faculty tab

4) Click the link "Self-Service Rosters – New Look!"

GCCCD WebAdvisor

This link will take your Self-Service Faculty Overview page where you can view your class schedule.

Section	Times	Locations	Availability	Books	Census Dates
AOJ-110-6719: Intro to Admin of Justice	T/Th - 1/4/2022 - 1/28/2022	Bldg 19, 100 Lecture	50 / 50 / 0		5/1/2022 Census
ANTH-120-6165: Cultural Anthropology	1/10/2022 - 6/6/2022	Distance Education/Online, WEB Internet 100%	0 / 0 / 0		1/12/2022 Census
COMM-122-3852: Public Speaking	T 6:30 PM - 9:20 PM 1/10/2022 - 6/6/2022	Bldg 24, 269 Lecture	30 / 30 / 0		1/12/2022 Census
HIST-106-4356: Modern Western Civilization	1/10/2022 - 6/6/2022	Distance Education/Online, WEB Internet 100%	50 / 50 / 0		1/12/2022 Census
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CA-165-6913: Sanitation for Food Service	Th 11:00 AM - 12:50 PM 1/31/2022 - 3/25/2022	BLDG 100, 106 Lecture	36 / 36 / 0		2/10/2022 Census
BUS-110-0103: Introduction to Business	1/31/2022 - 6/6/2022	Distance Education/Online, WEB Internet 100%	0 / 1 / 0		3/2/2022 Census
CHEM-102-6430: Gen, Organic, Biological Chem	T/Th 5:00 PM - 6:50 PM 1/31/2022 - 6/6/2022 Th 7:00 PM - 9:50 PM 1/31/2022 - 6/6/2022	Bldg 34, 172 Lecture Bldg 30, 222 Laboratory/Studio/Activity	25 / 25 / 0		2/14/2022 Census
CSIS-110-1910: Principles/Information Systems	1/31/2022 - 6/6/2022	Distance Education/Online, WEB Internet 100%	49 / 50 / 0		2/14/2022 Census

5) Click on the section you would like to give a student an add authorization for.

6) Click on the permissions tab.
7) Click on the Add Authorizations tab.

BUS-110-0103: Introduction to Business

Spring 2022
Grossmont College

M/T/W 11:00 AM - 12:00 PM
1/31/2022 - 6/6/2022
Bldg 30, 222 Lecture

Seats Available 0 of 1

Deadline Dates

Waitlisted 4

Roster   Attendance   Census   Grading   **Permissions**   Waitlist

Faculty Permissions
Choose one of the categories below :

🔒 **Requisite Waiver**
Waive prerequisites so that a student can register for the course.

🧍 **Student Petition**
Review and manage student petitions.

📋 **Faculty Consent**
Review and manage faculty consent.

📋 **Add Authorization**
Review and manage add authorizations

8) Enter in the 7 digit student id number and the student should show.

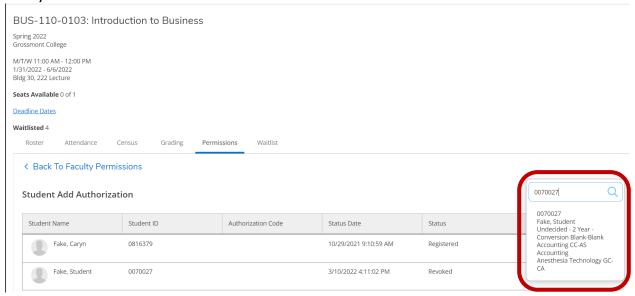**Note: A name search can be done, by entering the students name in the search box. If the name is a common name then you may have many students to choose from. Please be careful to choose the correct one.

9) Click on the correct student and hit enter.

BUS-110-0103: Introduction to Business

Spring 2022
Grossmont College

M/T/W 11:00 AM - 12:00 PM
1/31/2022 - 6/6/2022
Bldg 30, 222 Lecture

Seats Available 0 of 1

Deadline Dates

Waitlisted 4

Roster   Attendance   Census   Grading   **Permissions**   Waitlist

‹ Back To Faculty Permissions

Student Add Authorization

Student Name	Student ID	Authorization Code	Status Date	Status
Fake, Caryn	0816379		10/29/2021 9:10:59 AM	Registered
Fake, Student	0070027		3/10/2022 4:11:02 PM	Revoked

0070027

0070027
Fake, Student
Undecided - 2 Year -
Conversion Blank-Blank
Accounting CC-AS
Accounting
Anesthesia Technology GC-
CA

10) After selecting the student you will immediately be prompted if you want to give an add authorization to the student.

Add Authorization Confirmation

Do you want to grant an Add Authorization for **Fake, Student**?

Cancel	OK

11) Choose 'OK' if the student name is correct.
12) Choose 'Cancel' if the incorrect student is shown.
13) After you click okay you can see all of your students that you have authorized for the course.

Note: If you have given the wrong student the add authorization you may revoke the authorization by clicking the revoke button. You may also see which students have registered for your course using their add authorization

BUS-110-0103: Introduction to Business

Spring 2022
Grossmont College

M/T/W 11:00 AM - 12:00 PM
1/31/2022 - 6/6/2022
Bldg 30, 222 Lecture

Seats Available 0 of 1

Deadline Dates

Waitlisted 3

Roster	Attendance	Census	Grading	**Permissions**	Waitlist

‹ Back To Faculty Permissions

Student Add Authorization

student fake 🔍

Student Name	Student ID	Authorization Code	Status Date	Status	
Fake, Caryn	0816379		10/29/2021 9:10:59 AM	Registered	
Fake, Student	0070027		3/4/2022 11:23:15 AM		Revoke

Wait List Roster

1) Click log in

2) Enter your WebAdvisor credentials click submit

3) Click the Faculty tab

4) Click the link "Self-Service Rosters – New Look!"

GCCCD WebAdvisor

FACULTY - WEBADVISOR FOR FACULTY MENU

Welcome Laura!

User Account

I'm New to WebAdvisor
What is my Username
What is my Password
Change Password
Student/Faculty Profile & Colleague ID

Faculty Information

My Class Schedule
Self-Service Rosters - New Look!
~~Class Roster Grading~~
Instructor Drop Roster
Positive Attendance Grading
VIDEO: How to Add Authorizations to Students

GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

This link will take your Self-Service Faculty Overview page where you can view your class schedule.

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PATCH G133

laura.murphey | Sign out | Help | 1

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Manage your courses by selecting a section below

Spring 2022

Section	Times	Locations	Availability ⓘ	Books	Census Dates
AOJ-110-6719: Intro to Admin of Justice	T/Th - 1/4/2022 - 1/28/2022	Bldg 19, 100 Lecture	50 / 50 / 0		5/1/2022 Census
ANTH-120-6165: Cultural Anthropology	1/10/2022 - 6/6/2022	Distance Education/Online, WEB Internet 100%	0 / 0 / 0		1/12/2022 Census
COMM-122-3852: Public Speaking	T 6:30 PM - 9:20 PM 1/10/2022 - 6/6/2022	Bldg 24, 269 Lecture	30 / 30 / 0		1/12/2022 Census
HIST-106-4356: Modern Western Civilization	1/10/2022 - 6/6/2022	Distance Education/Online, WEB Internet 100%	50 / 50 / 0		1/12/2022 Census
BUS-110-1290: Introduction to Business	M/W/F - 1/24/2022 - 3/9/2022	BLDG 100, 121B Lecture	0 / 0 / 4		
CA-165-6913: Sanitation for Food Service	Th 11:00 AM - 12:50 PM 1/31/2022 - 3/25/2022	BLDG 100, 106 Lecture	36 / 36 / 0		2/10/2022 Census
BUS-110-0103: Introduction to Business	1/31/2022 - 6/6/2022	Distance Education/Online, WEB Internet 100%	0 / 1 / 0		3/2/2022 Census
CHEM-102-6430: Gen, Organic, Biological Chem	T/Th 5:00 PM - 6:50 PM 1/31/2022 - 6/6/2022 Th 7:00 PM - 9:50 PM 1/31/2022 - 6/6/2022	Bldg 34, 172 Lecture Bldg 30, 222 Laboratory/Studio/Activity	25 / 25 / 0		2/14/2022 Census
CSIS-110-1910: Principles/Information Systems	1/31/2022 - 6/6/2022	Distance Education/Online, WEB Internet 100%	49 / 50 / 0		2/14/2022 Census

5) Click the link of the section you would like to view the wait list for.

6) Click the "Wait List" tab.

Waitlisted 4

Roster	Attendance	Census	Grading	Permissions	Waitlist

☑ Email All

Active Waitlist ⌄

Student Name	Student ID	Rank	Status Date	Class Level	Preferred Email
Fake, Evon	0828196	3	3/4/2022		
Fake, Juanita	0757876	1	3/4/2022		laura.murphey@gcccd.edu
Fake, Student	0070027	2	3/4/2022		lane@sigcorp.com

7) Once you click the "waitlist" tab you will see the students who are on your waitlist.
8) You may also email the entire waitlist by clicking the "Email All" button.
**Note: This will place all of the student emails in the BCC line for security. **

9) The third column with the heading of "Ranking" is the order that which the student placed their name on your waitlist.

Instructor Drop Roster

NOTE: You may use this roster after you have submitted/certified the census roster

1) Click log in
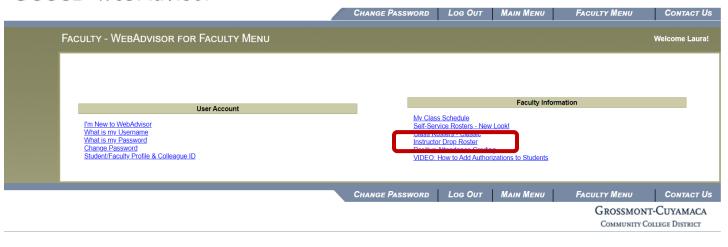

2) Enter your WebAdvisor credentials click submit
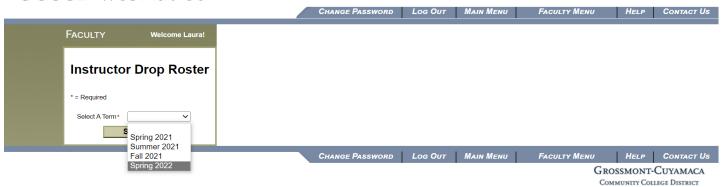

3) Click the Faculty tab

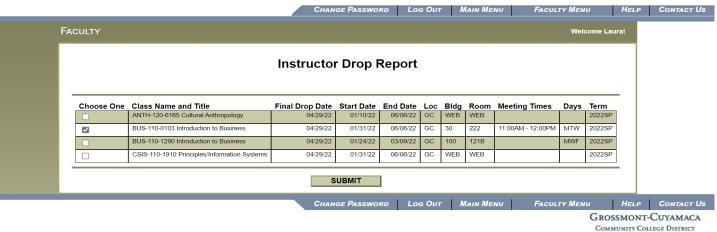4) Click the link "Instructor Drop Roster!"

GCCCD WebAdvisor

FACULTY - WEBADVISOR FOR FACULTY MENU   Welcome Laura!

User Account

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5) Select a term and click submit

GCCCD WebAdvisor

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FACULTY   Welcome Laura!

Instructor Drop Roster

* = Required

Select A Term* [⌄]

S
Spring 2021
Summer 2021
Fall 2021
Spring 2022

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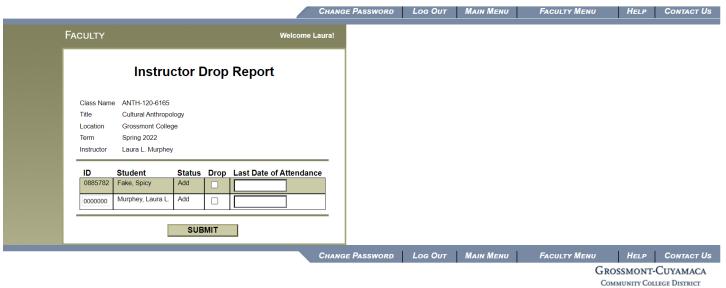
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6) Choose the class you would drop students from by clicking the box in the "choose one" column and click submit.

GCCCD WebAdvisor

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FACULTY   Welcome Laura!

Instructor Drop Report

Choose One	Class Name and Title	Final Drop Date	Start Date	End Date	Loc	Bldg	Room	Meeting Times	Days	Term
☐	ANTH-120-6165 Cultural Anthropology	04/29/22	01/10/22	06/06/22	GC	WEB	WEB			2022SP
☑	BUS-110-0103 Introduction to Business	04/29/22	01/31/22	06/06/22	GC	30	222	11:00AM - 12:00PM	MTW	2022SP
☐	BUS-110-1290 Introduction to Business	04/29/22	01/24/22	03/09/22	GC	100	121B		MWF	2022SP
☐	CSIS-110-1910 Principles/Information Systems	04/29/22	01/31/22	06/06/22	GC	WEB	WEB			2022SP

SUBMIT

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7) Check the box of the student you wish to drop, enter a date of last attendance and click submit.

GCCCD WebAdvisor

FACULTY   Welcome Laura!

Instructor Drop Report

Class Name	ANTH-120-6165
Title	Cultural Anthropology
Location	Grossmont College
Term	Spring 2022
Instructor	Laura L. Murphey

ID	Student	Status	Drop	Last Date of Attendance
0885782	Fake, Spicy	Add	☐	
0000000	Murphey, Laura L.	Add	☐	

SUBMIT

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Positive Attendance Grading

NOTE: This grade roster is for sections that need to record positive attendance hours

1) Click log in

2) Enter your WebAdvisor credentials click submit
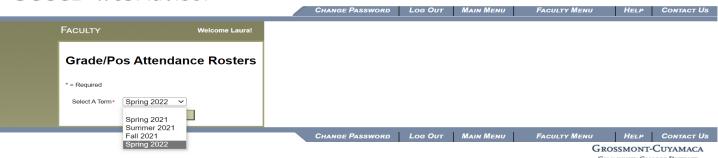

3) Click the Faculty tab

4) Click the link "Positive Attendance Grading!"

5) Select a term and click submit

6) Choose the class you would drop students from by clicking the box in the "choose one" column and click submit.
7) Enter the student's grade and positive attendance hours as shown below.
8) Check the box to confirm that all grades/positive attendance hours have been entered correctly.
9) Click the submit button.