

Introduction to Faculty Self-Service

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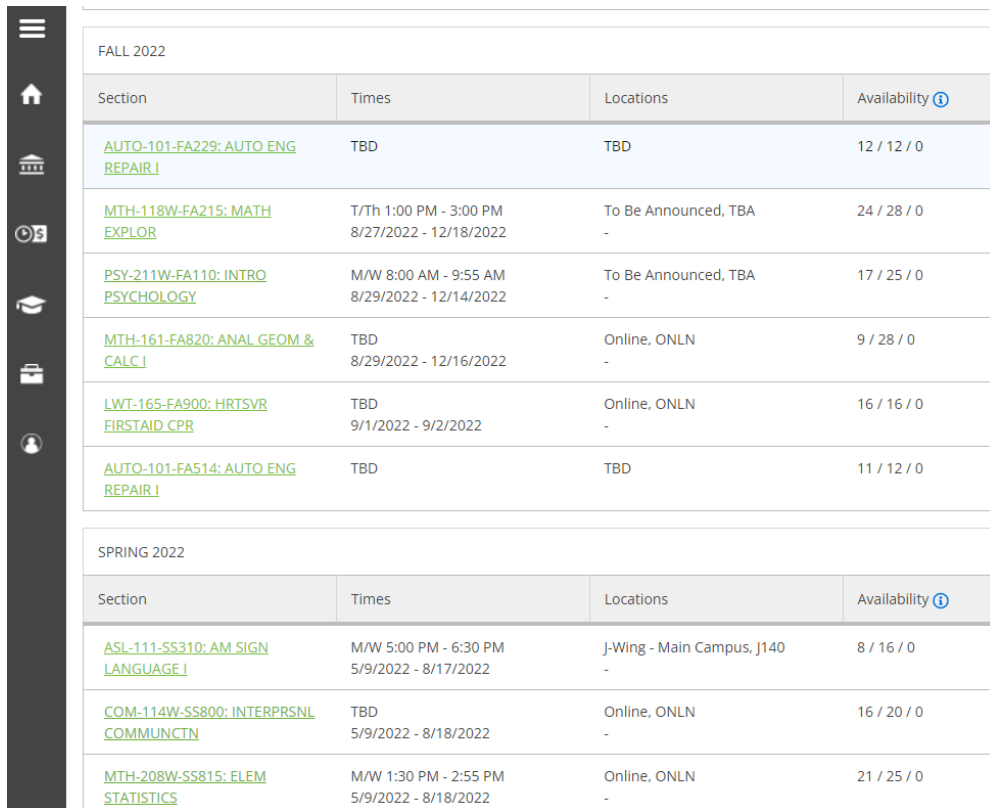
ACCESSING FACULTY SELF-SERVICE

To access Colleague Self-Service, visit [Inside Delta for Employees](#), and click on the Tools drop down in the top right corner then select [Self-Service - Faculty](#).

OR bookmark the link: <https://ss.delta.edu/Student/Student/Faculty>

Faculty Overview

Review the list of your sections and select one to view more details.



FALL 2022			
Section	Times	Locations	Availability ⓘ
AUTO-101-FA229: AUTO ENG REPAIR I	TBD	TBD	12 / 12 / 0
MTH-118W-FA215: MATH EXPLOR	T/Th 1:00 PM - 3:00 PM 8/27/2022 - 12/18/2022	To Be Announced, TBA -	24 / 28 / 0
PSY-211W-FA110: INTRO PSYCHOLOGY	M/W 8:00 AM - 9:55 AM 8/29/2022 - 12/14/2022	To Be Announced, TBA -	17 / 25 / 0
MTH-161-FA820: ANAL GEOM & CALC I	TBD 8/29/2022 - 12/16/2022	Online, ONLN -	9 / 28 / 0
LWT-165-FA900: HRTSVR FIRSTAID CPR	TBD 9/1/2022 - 9/2/2022	Online, ONLN -	16 / 16 / 0
AUTO-101-FA514: AUTO ENG REPAIR I	TBD	TBD	11 / 12 / 0

SPRING 2022			
Section	Times	Locations	Availability ⓘ
ASL-111-SS310: AM SIGN LANGUAGE I	M/W 5:00 PM - 6:30 PM 5/9/2022 - 8/17/2022	J-Wing - Main Campus, J140 -	8 / 16 / 0
COM-114W-SS800: INTERPRSNL COMMUNCTN	TBD 5/9/2022 - 8/18/2022	Online, ONLN -	16 / 20 / 0
MTH-208W-SS815: ELEM STATISTICS	M/W 1:30 PM - 2:55 PM 5/9/2022 - 8/18/2022	Online, ONLN -	21 / 25 / 0

Within Section Details you can choose from the following informational and interactive tabs: Roster, Attendance, Grading, and Permissions and Waitlists.

ROSTER

Click on the Roster tab to view all active students. You can also use the Print, Email All, or Export buttons on the top right for convenience.

Student Name	Student ID	Class Level	Preferred Email
Mylah Monster	[REDACTED]	Freshman	deltatestone@delta.edu
Joe D. Student, Jr. (Dropped 7/1/2022) He/Him/His	[REDACTED]	Freshman	joestudent@delta.edu
Mark Three	[REDACTED]	Freshman	deltatestthree@delta.edu
Abbie Two	[REDACTED]	Freshman	deltatesttwo@delta.edu

Add, Drop, and Student Withdrawal Deadlines

The Deadline Dates link will bring up more details.

Deadline	Date
Last Day to Add	5/17/2022
First Day to Drop	5/9/2022
Last Day to Drop without a Grade	5/17/2022
Last Day to Drop with a Grade	7/28/2022

Last Date to Add: is the last date a student can register for the section with instructor permission. This includes re-registering after a non-payment drop. This must be processed by the Registrar's Office.

First Day to Drop: is simply the first day of the course.

Last Day to Drop without a Grade: is the last date of the nonattendance reporting period. This is the last day of the refund period for the section. A W will not be assigned to the student transcript. After which faculty cannot drop a student.

Last Day to Drop with a Grade: the 80% mark of the course after which students cannot withdraw. All withdrawals between the end of refund and last date to withdraw will be assigned a W on the transcript.

ATTENDANCE

Face-to-Face, CNET, & SNET sections

Click on the Attendance tab to input or view student attendance for each scheduled class meeting.

Class meeting dates are determined by the official schedule loaded in Colleague for all Face-to-Face, CNET, and SNET sections.

It will not show future dates.

PSY-211W-SS700: INTRO PSYCHOLOGY

SPRING 2022
Delta Main Campus

M/W 11:00 AM - 12:55 PM
5/9/2022 - 8/18/2022
S-Wing - Main Campus, S035 -

Seats Available 21 / 25 / 0

[Deadline Dates](#)

Waitlisted 0

Roster **Attendance** Grading Permissions Waitlist

Update All Select Date 8/17/2022 (Wednesday) Export

Student	11:00 AM	Last Attendance Recorded	P	A	E	L
Mylah Monster	Select Attendance		0	0	0	0
Joe D. Student, Jr.	Select Attendance		0	0	0	0
Mark Three	Select Attendance		0	0	0	0
Abbie Two	Select Attendance		0	0	0	0

INET sections

If you are teaching an online course with no meeting times scheduled, there will be no dates listed automatically. You will select a date each week to assign attendance. The attendance roster will appear the day following the official start date of the course.

COM-114W-SS800: INTERPRSNL COMMUNCTN

SPRING 2022
Online - No Meeting Times

TBD
5/9/2022 - 8/18/2022
Online, ONLN -

Seats Available 16 / 20 / 0

[Deadline Dates](#)

Waitlisted 0

Roster **Attendance** Grading Permissions Waitlist

Student Name or ID Update All 8/18/2022 Export

Student	Date	Last Attendance
Mylah Monster	8/18/2022	
Joe D. Student, Jr.	8/18/2022	
Mark Three	8/18/2022	

Attendance Options: Present, Absent (no excuse), Absent (excused), and Late. Use these in accordance with your course attendance policy.

Comments can be added to provide more detail for each student and should be used for any excused absence.

Student		Date
Myiah Monster	Present	8/18/2022
Joe D. Student, Jr.	Absent, no excuse	8/18/2022
Mark Three	Absent, excused	8/18/2022
Abbie Two	Late	8/18/2022

A group update option is also available by selecting either Update Empty Records to Present or Update Empty Records to Absent from the Update All drop down menu.

Note: once a selection is made, the system automatically updates – there is no Save button.

Do not log attend for student who have withdrawn even though they remain on the list.

If using the Update All option – be sure to modify the dropped student’s record back to ‘Select Attendance’

Student	9:00 AM	Last Attendance Recorded	P	A	E	L
Myiah Monster	Present	8/17/2022	6	0	1	0
Joe D. Student, Jr. (Dropped 7/1/2022)	Select Attendance	6/29/2022	3	3	0	0
Mark Three	Absent, excused	8/17/2022	5	1	1	0
Abbie Two	Absent, no excuse	8/17/2022	5	2	0	0

What is considered attendance in class

Academic attendance and attendance at an academically-related activity must include academic engagement, which includes, but is not limited to:

- Physically attending a class where there is an opportunity for direct interaction between the instructor and students
- 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

Academic engagement is active participation by a student in an instructional activity related to the student's course of study that includes, but is not limited to:

- Attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students
- Submitting an academic assignment
- Taking an assessment or an exam
- Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction
- Participating in a study group, group project, or an online discussion that is assigned by the institution
- Interacting with an instructor about academic matters

What is not considered attendance in class

Attendance is not:

- Logging into an online class or tutorial without any further participation
- Participating in academic counseling or advisement

Finding Last Date of Attendance in D2L

Sometimes faculty need to verify when a student was last active in the course. If this date is after the start of the term, faculty will then also need to check whether the student received any grades or participated in any activity that constitute attendance as defined above.

- In the course in D2L click Classlist in the course navigation bar.
- Click the Enrollment Statistics button at the top of the page. The Enrollment Statistics page will open, and a list of the students who have withdrawn from your course will appear on its lower half.
- Find the student in the Withdrawals list. On the far-right column, the last date the student accessed the course will be displayed.
- If this column is blank, the student never accessed your course site at all, so the student was not actively participating.
- If this column has a date that is before the term started, the student was not actively participating.
- Click the Done button on the top-right side of the page when you have finished checking access dates.

GRADING

Entering Final Grades

Click on the Grading tab and select the Final Grades tab to enter/view Final Grades.

- When completing your grading process, please remember to enter the Last Date of Attendance for students who received a W or F grade in your class. Use MM/DD/YYYY format.
- If a student is showing a status of ‘Dropped’ and no grade is assigned that means the student dropped within the refund period and no grade should be assigned.
- Once a selection is made, the system automatically updates – there is no Save button.

Grades for courses ending prior to Friday at 11:59pm are to be submitted to the Registrar’s Office no later than the following Tuesday by 2pm. Grades for courses ending on Saturday or Sunday will be due no later than the second Tuesday after the course ends by 2pm. All courses ending the last week of the term will have until 2pm the following Tuesday to report grades to the Registrar’s Office.

Incompletes

The Expiration Date field is only required when entering an “I” (Incomplete) grade. Use MM/DD/YYYY format. An [Incomplete Grade Form](#) is also still required.

Incomplete Grade Deadlines:

- For Fall courses, incomplete grades must be converted by April 1st of the following year.
- For Winter and Spring/Summer courses, incomplete grade must be converted by December 1st of current year.
- Extensions due to extenuating circumstances must be approved by the Registrar.

Once the student completes their coursework and you have a final grade to assign submit an [Incomplete Grade form](#) as a *Conversion* to update their grade.

The screenshot shows a web interface with tabs for Roster, Attendance, Grading, Permissions, and Waitlist. The 'Grading' tab is active. Below it are sub-tabs for Overview, Final Grade, and Midterm 1. A table displays student information with the following columns: Student Name, Student ID, Never Attended, Last Date of Attendance, Final Grade, Expiration Date, Class Level, and Credits. The first row shows a student named Myiah Monster with a redacted Student ID, an unchecked 'Never Attended' checkbox, a date input field containing 'M/d/yyyy', a dropdown menu for 'Final Grade' showing 'Select C', another date input field containing 'M/d/yyyy', 'Freshman' for Class Level, and '3' for Credits.

Entering Last Date of Attendance

Enter a Last Date of Attendance for a student who has received an F grade or withdrawn on the Final Grading tab in the Grading section, not the Attendance section. Use MM/DD/YYYY format.





Never Attended

You can mark a student as Never Attended by using the available check box; however, **this does not drop the student from the course.** Checking the “Never Attended” box reports that a student has not

attended for Financial Aid and enrollment verification purposes, but it does not drop a student from your course roster. **Submitting an [Instructor Initiated Never Attended Form](#) is required to drop a non-attending student during the nonattendance reporting period.**

Roster Attendance **Grading** Permissions Waitlist

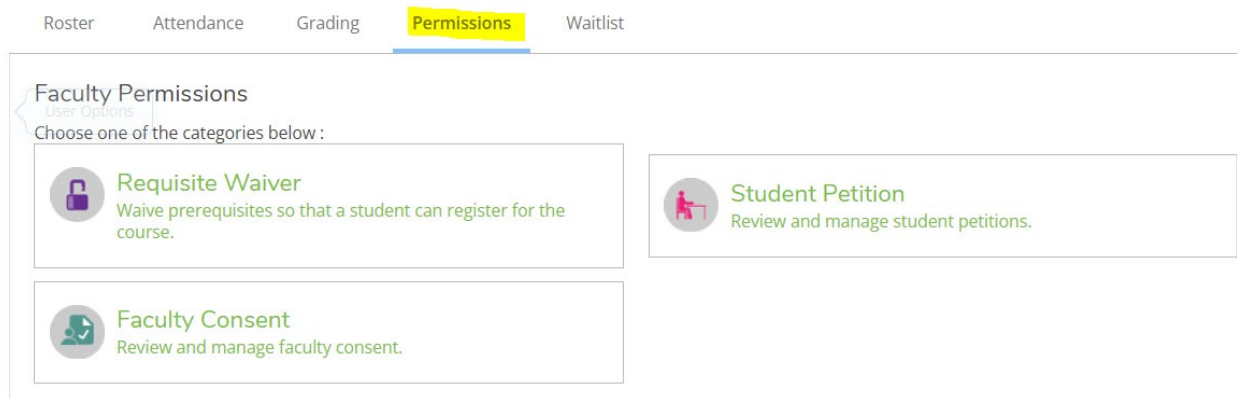
Overview **Final Grade** Midterm 1

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
 Mylah Monster	██████	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Select C ▾	<input type="text" value="M/d/yyyy"/>	Freshman	3
 Joe D. Student, Jr. (Dropped 7/1/2022)	██████	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	W	<input type="text" value="M/d/yyyy"/>	Freshman	3
 Mark Three	██████	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Select C ▾	<input type="text" value="M/d/yyyy"/>	Freshman	3
 Abbie Two	██████	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Select C ▾	<input type="text" value="M/d/yyyy"/>	Freshman	3

PERMISSIONS

Click on the Permissions tab to enter any of the following options:

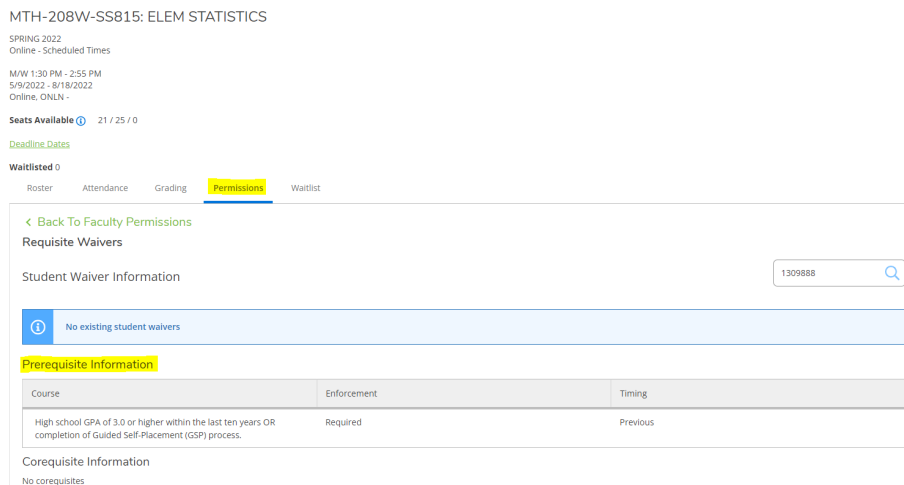
1. Requisite Waiver - Waiving prerequisite requirements for a specific student to enter a section.
2. Faculty Consent – Granting permission for a specific student to enter a section that requires faculty consent as indicated in Colleague.
3. Student Petition – This is currently a Counseling/Advising function at Delta College, intended for authorizing a student to register for specific classes while on Academic Caution or Probation.



Requisite Waiver

You are able to review all required and recommended prerequisites and corequisites listed on this screen before granting permission to a student. To waive prerequisite or corequisite requirements for a specific student to enter a section (search by Student Name or ID in the search box at the top right). You can only waive all requirements from this screen, not partial requirements.

Note: If you would like to waive a specific course requirement but not all, you will need to contact your Division Support Staff for assistance to enter directly into Colleague (or the Registrar’s Office for additional support). Associate Dean approval to waive prerequisites may be required.



Once the student is located, click on their name and complete the informational box that appears below – select the Status Approve, enter a comment and click Save.

Add Student Waiver

MTH-208W-SS815: ELEM STATISTICS SPRING 2022

Student: **Deltatest Five**
 Student 1309888
deltatestfive@delta.edu

Approve Deny

Comments:

Roster Attendance Grading **Permissions** Waitlist

[Back To Faculty Permissions](#)

Requisite Waivers

Student Waiver Information Student Name or ID

Student Name	Student ID	Authorized By	Updated On	Explanation
Deltatest Five	1309888	Katzer, K	8/21/2022 8:45:37 AM	Student has complete ... more

Prerequisite Information

Course	Enforcement	Timing
High school GPA of 3.0 or higher within the last ten years OR completion of Guided Self-Placement (GSP) process.	Required	Previous

Faculty Consent

Back on the Faculty Permissions screen, click on Faculty Consent to grant permission for a specific student to enter a section that requires Faculty consent as indicated in the section setup information.

Roster Attendance Grading **Permissions** Waitlist

Faculty Permissions
User Options

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.


Select a specific student (search by Student Name or ID in the search box at the top right).

Roster Attendance Census Grading **Permissions** Waitlist

[← Back To Faculty Permissions](#)

Faculty Consent

Faculty Consent Status

 No existing faculty consents

Once the student is located, click on their name and complete the informational box that appears below – select the Status Approved, enter a comment and click Save.

Add Faculty Consent

NUR-101ALW-FA551: NSG FUNDAMENTAL L FALL 2021

Student **Joe D. Student, Jr.**
Student 1187409
joestudent@delta.edu

Status

Additional Comments

Cancel Save

WAITLIST

Click on the Waitlist tab to view active waitlisted students and the date they were added to the waitlist.


This screen is informational for instructors only. Waitlist positions should never be shared with a student.

The standard waitlist permission-granting process is run daily (with a few exceptions) in the Registrar's Office to allow waitlisted student's permission to enroll when seats becomes available.

Waitlisted 1

Roster Attendance Grading Permissions **Waitlist**

[Email All](#)

Active Waitlist							
Student Name	Student ID	Date Added	Waitlist Status	Status Date	Class Level	Preferred Email	
 Deltatest Five	1309888	8/21/2022 9:07:00 AM	Active	8/21/2022	Freshman	deltatestfive@delta.edu	