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.

<table>
<thead>
<tr>
<th>FALL 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section</td>
</tr>
<tr>
<td>AUTO-101-FA229: AUTO ENG REPORT</td>
</tr>
<tr>
<td>MTH-118W-FA215: MATH EXPLORE</td>
</tr>
<tr>
<td>PSY-211W-FA110: INTRO PSYCHOLOGY</td>
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<tr>
<td>MTH-161-FA820: ANAL GEOM &amp; CALC I</td>
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<tr>
<td>LWT-165-FA902: HITSVR FIRSTAID CPR</td>
</tr>
<tr>
<td>AUTO-101-FA516: AUTO ENG REPORT</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SPRING 2022</th>
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</thead>
<tbody>
<tr>
<td>Section</td>
</tr>
<tr>
<td>ASL-111-SS310: AM SIGN LANGUAGE</td>
</tr>
<tr>
<td>COM-114W-SS909: INTERPERSONAL COMMUNICATION</td>
</tr>
<tr>
<td>MTH-208W-SS815: ELEM STATISTICS</td>
</tr>
</tbody>
</table>

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.

Add, Drop, and Student Withdrawal Deadlines
The Deadline Dates link will bring up more details.

- **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.

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.
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.

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’

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 the 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.

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.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Student ID</th>
<th>Never Attended</th>
<th>Last Date of Attendance</th>
<th>Final Grade</th>
<th>Expiration Date</th>
<th>Class Level</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Myiah Monster</td>
<td></td>
<td>☐</td>
<td>10/22/2022</td>
<td>M/F/3</td>
<td>M/F/3</td>
<td>Freshman</td>
<td>3</td>
</tr>
<tr>
<td>Joe D. Student, Jr.</td>
<td></td>
<td>☐</td>
<td>10/22/2022</td>
<td>W</td>
<td>M/F/3</td>
<td>Freshman</td>
<td>3</td>
</tr>
<tr>
<td>(Dropped 7/1/2022)</td>
<td></td>
<td></td>
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<tr>
<td>Mark Three</td>
<td></td>
<td>☐</td>
<td>10/22/2022</td>
<td>M/F/3</td>
<td>M/F/3</td>
<td>Freshman</td>
<td>3</td>
</tr>
<tr>
<td>Abbie Two</td>
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<td>10/22/2022</td>
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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.

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

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.
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.