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# Self-Service User Manual for Faculty

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# What is Self-Service

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Self-Service is an interactive web application that enables users to view their information contained in Colleague databases. Faculty can review the class roster for classes they are teaching, manage their waitlist, assign add authorizations, update Census requirements, and enter grades from the web.

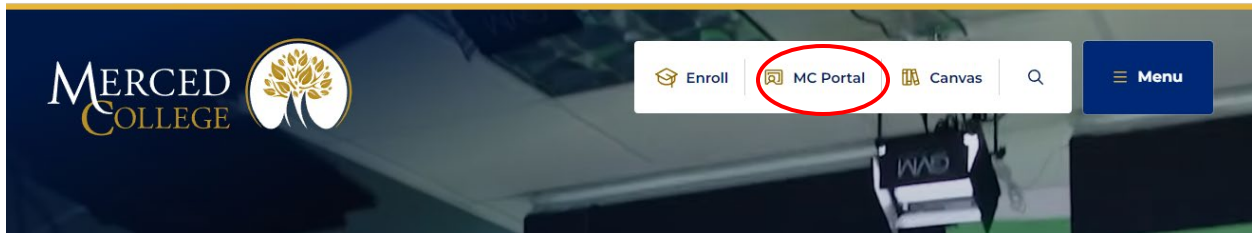
## What's New

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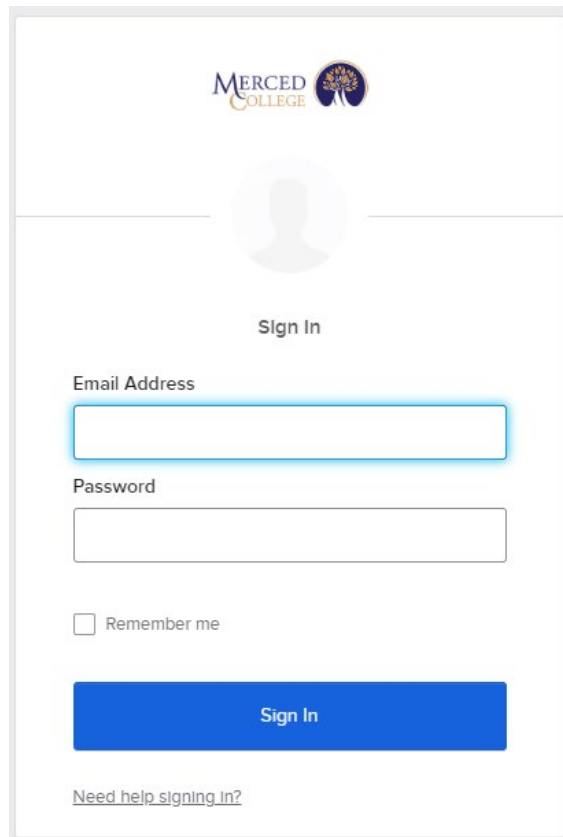
- Self-Service is a replacement for WebAdvisor
- Works with all devices: phones, tablets, laptops and desktops
- Fully browser-based so there is nothing to install
- Roster verification, waitlist, add authorization, and census reporting
- Allows you to view, export, and email students from section rosters
- Allows you to record final grades
- Ability to view student information

# How to Log into Self-Service

Go to the College's main webpage and click MC Portal

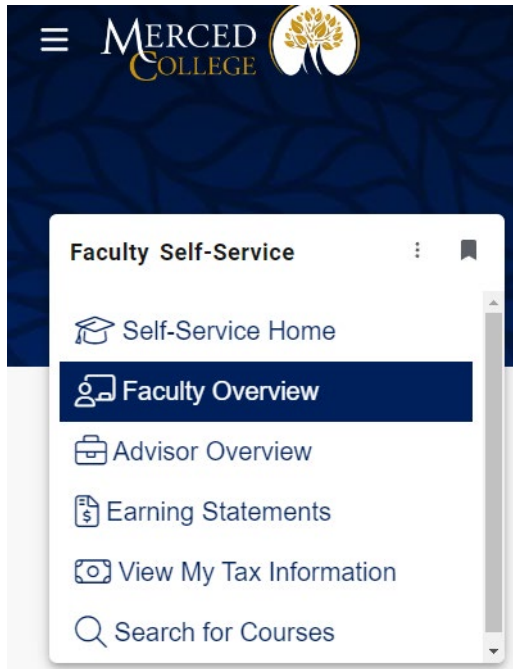


Log in using your credentials.

A screenshot of the Merced College Sign In page. At the top is the Merced College logo. Below it is a placeholder for a user profile picture. The text 'Sign In' is centered. There are two input fields: 'Email Address' and 'Password'. Below the password field is a checkbox labeled 'Remember me'. At the bottom is a blue 'Sign In' button. A link for 'Need help signing in?' is at the very bottom.


From the NEW Experience portal, chose the Faculty Self-Service card and select the link to Faculty Overview. Any of the links on this card will direct you into Self-Service.

Note: As the Experience Portal develops, links may not display as in the example below.



You will automatically be logged into Self-Service from the Experience portal.

## NAVIGATION

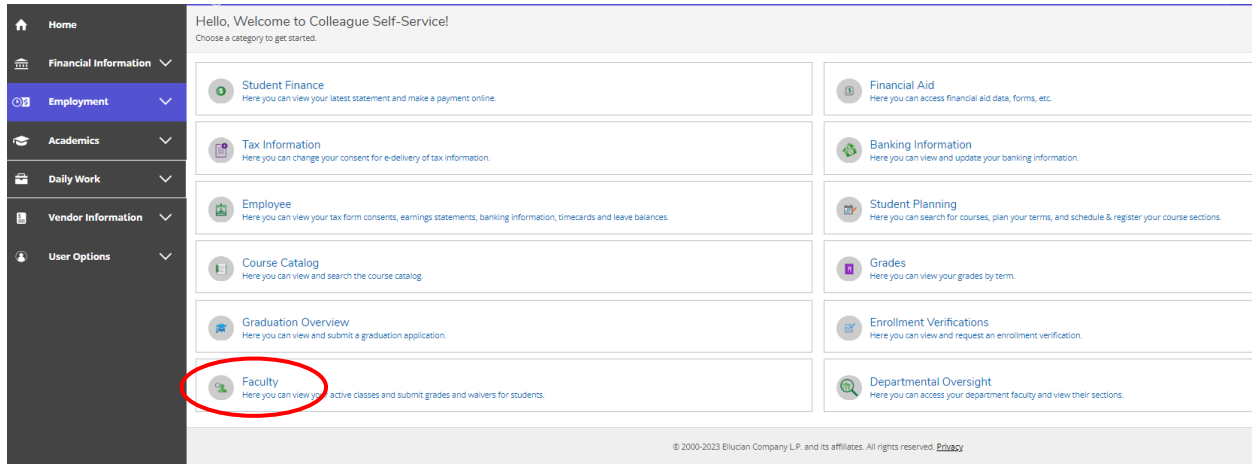
There are two ways to navigate inside Self-Service, by the tiles on the Welcome to Colleague Self-Service dashboard, or open the side menu by clicking the “hamburger” menu  in upper left corner and select your option. Note, you will only see the options your access level allows. The example below may be different than your dashboard.

For documentation purposes, this guide will use tiles for navigation.

Category	Tile Name	Description
Home	Home	Choose a category to get started.
Financial Information	Student Finance	Here you can view your latest statement and make a payment online.
Financial Information	Financial Aid	Here you can access financial aid data, forms, etc.
Employment	Tax Information	Here you can change your consent for e-delivery of tax information.
Employment	Banking Information	Here you can view and update your banking information.
Academics	Employee	Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.
Academics	Student Planning	Here you can search for courses, plan your terms, and schedule & register your course sections.
Daily Work	Course Catalog	Here you can view and search the course catalog.
Daily Work	Grades	Here you can view your grades by term.
Vendor Information	Graduation Overview	Here you can view and submit a graduation application.
Vendor Information	Enrollment Verifications	Here you can view and request an enrollment verification.
User Options	Advising	Here you can access your advisees and provide guidance & feedback on their academic planning.
User Options	Faculty	Here you can view your active classes and submit grades and waivers for students.
User Options	Departmental Oversight	Here you can access your department faculty and view their sections.
User Options	Financial Aid Counseling	Here you can view the Financial Aid Hub information as a student would so you can help the student answer any questions.

# How to Access Faculty Overview

From the dashboard, click “Faculty”



This will give you “Faculty Overview”, showing all your courses/sections, days, times and location of each section as well as the availability, and census dates. The Books column also displays but we do not use this feature within Colleague Self-Service. If you selected “Faculty Overview” from the Experience card, you will arrive directly to this page.

The screenshot shows the Faculty Overview page. At the top, there is a breadcrumb trail: "Dashboard > Faculty > Faculty Overview". Below this is a heading: "Manage your courses by selecting a section below". The page is divided into two sections: "Spring 2024" and "Fall 2023". Each section contains a table with columns for Section, Times, Locations, Availability, Books, and Census Dates. The "Spring 2024" section has two rows of data, and the "Fall 2023" section has two rows of data.

Section	Times	Locations	Availability	Books	Census Dates
Spring 2024					
ART-01-52004: Survey Western Art Pre-Middle	1/16/2024 - 5/24/2024	Online Lecture	15 / 50 / 0		Census 2/5/2024 Census - Certification Opens On 2/1/2024 Last Drop 4/28/2023 Census
ART-01-52534: Survey Western Art Pre-Middle	T/Th 3:30 PM - 4:45 PM 1/16/2024 - 5/24/2024	Valley State Prison, MISC In-Person Lecture	26 / 26 / 0		Census 2/5/2024 Census - Certification Opens On 2/1/2024 Last Drop 4/28/2023 Census
Fall 2023					
ART-01-52004: Survey Western Art Pre-Middle	8/14/2023 - 12/15/2023	Online Lecture	23 / 53 / 1		Last Drop 11/19/2023 Census - Certification Opens On 11/15/2023
ART-01-72008: Survey Western Art Pre-Middle	8/14/2023 - 12/15/2023	Online Lecture	9 / 53 / 1		Census 10/25/2023 Census - Certification Opens On 11/15/2023 Last Drop 11/19/2023 Census - Certification Opens On 11/15/2023

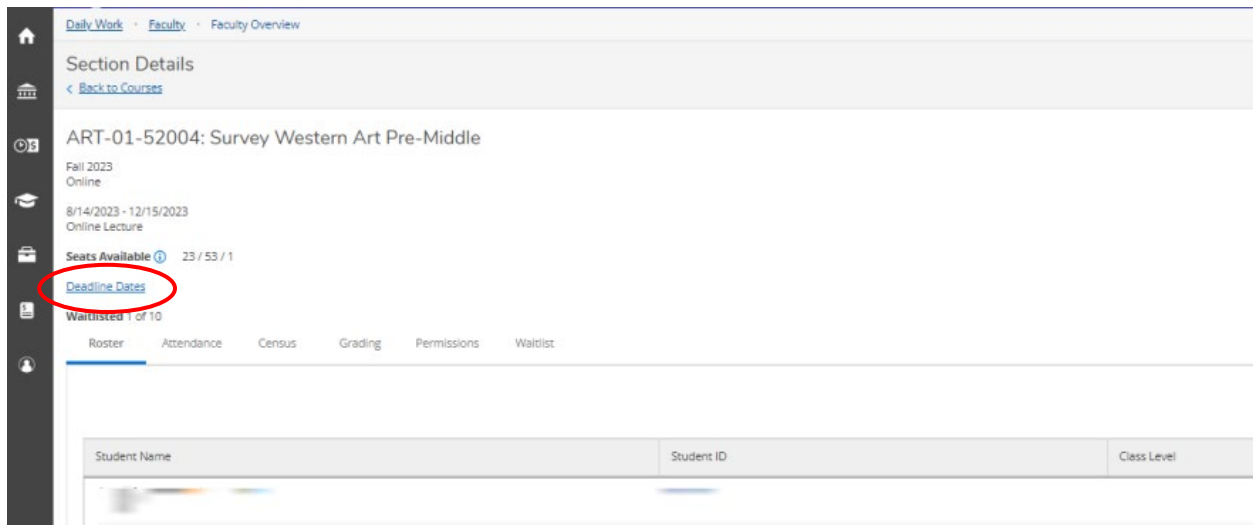
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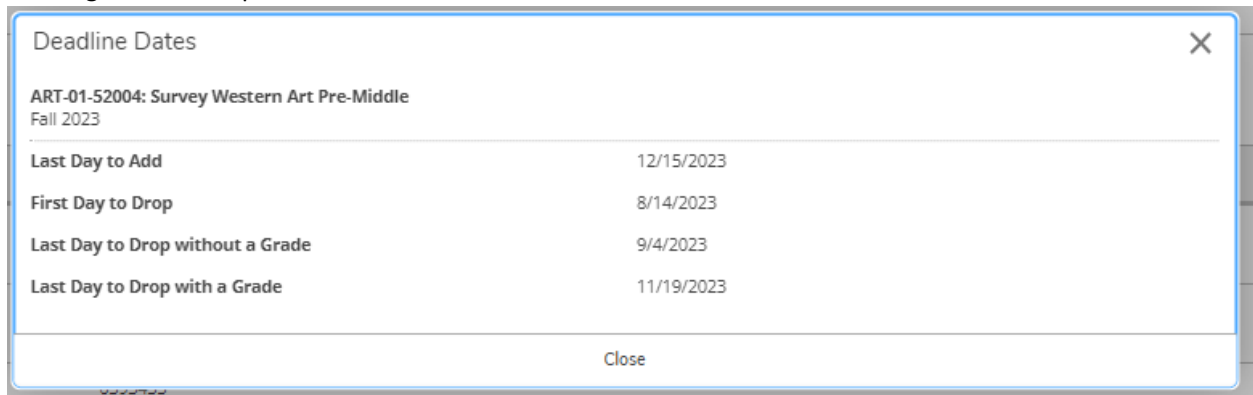
# How to View Deadline Dates

Follow steps for “How to Access Faculty Sections/Courses” and “How to Access Each Section”

Click “Deadline Dates”



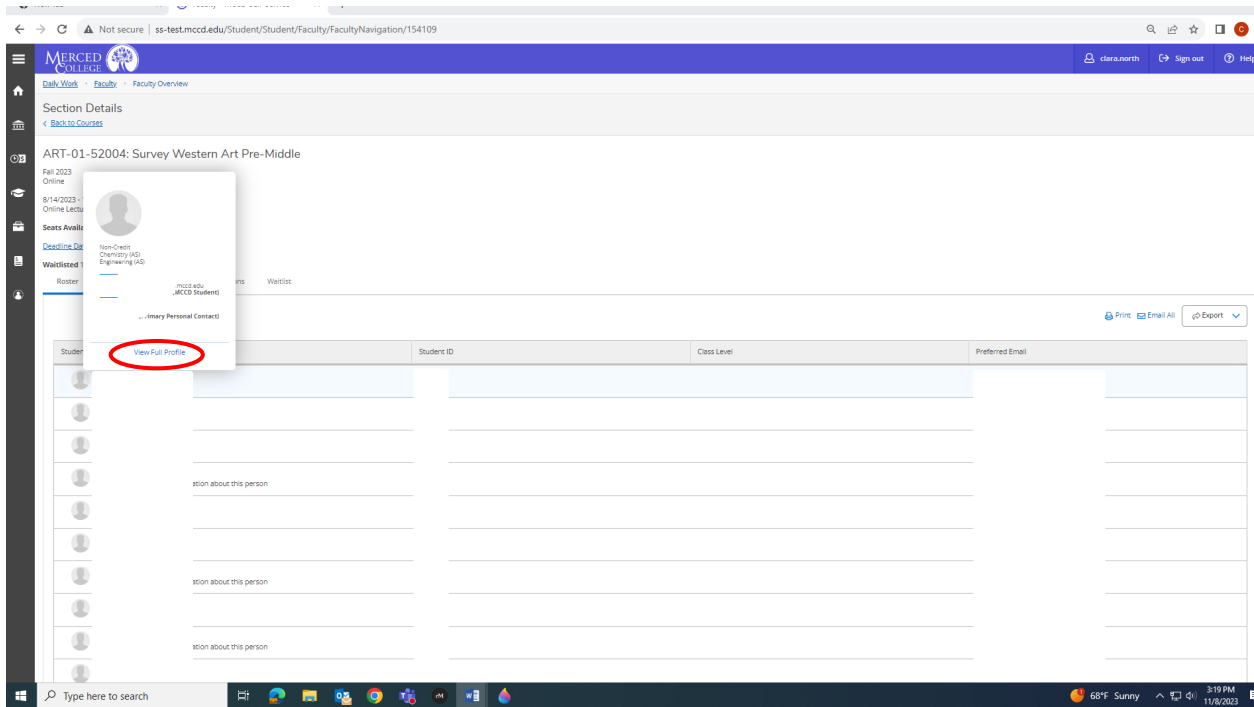
A dialogue box will open with the deadline dates.





# How to View Student Information

In “Section Details” view, hover over a student’s name. An information box will appear. To view full profile, click “View Full Profile”

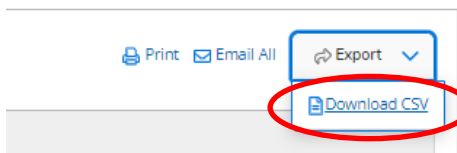


# How to Export Student Information

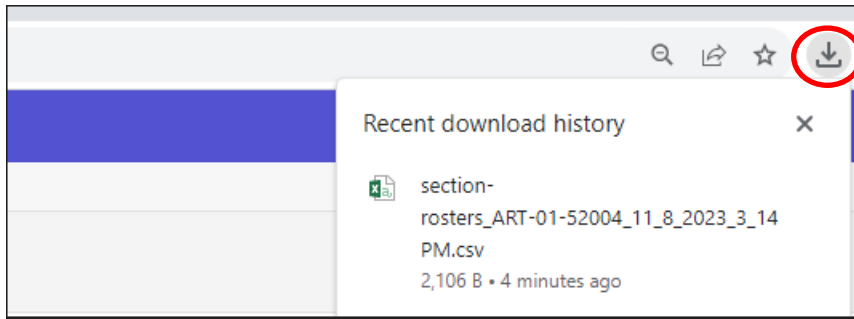
In “Section Details” view, click drop down arrow next to “Export”



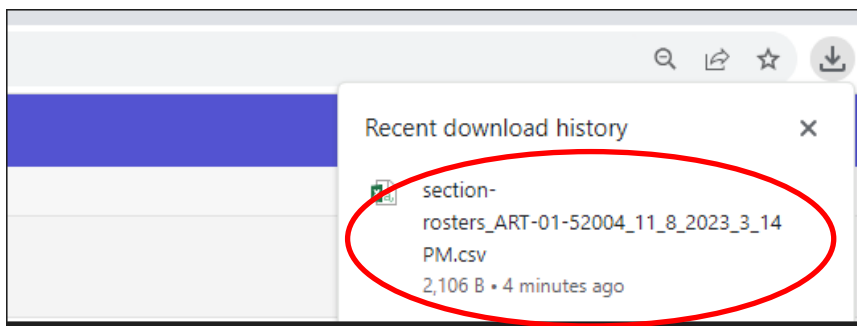
Click “Download CSV”



If using Chrome, the file will be downloaded with easy access at top right. Click on the download icon.



Click the file to view. The file will provide student name, student ID, and Preferred Email.



# How to Complete Census Reporting

In "Section Details" view, click on the "Census" tab

Daily Work · Faculty · Faculty Overview

## Section Details

[Back to Courses](#)

ART-01-52004: Survey Western Art Pre-Middle

Fall 2023  
Online

8/14/2023 - 12/15/2023  
Online Lecture

Seats Available ⓘ 23 / 53 / 1

[Deadline Dates](#)

Waitlisted 1 of 10

Roster **Census** Grading Permissions Waitlist

Student Name	Student ID
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There are two options under the census tab. The first option is for the required census and the second option is for the last chance to drop. This screen will also provide the timeline for Census Certification.

Roster **Census** Grading Permissions Waitlist

Census Last Drop

ⓘ Census 10/25/2023 Census

To complete Census reporting, click the “Census” option. For students who never attended the class, click check box under “DROP FOR NO SHOW / NEVER ATTENDED (FIRST CENSUS ONLY)”. For students who need to be dropped because they are no longer attending class, insert the date the student last attended using the M/D/YYYY format under “DROP STUDENT - Provide Last DATE of Attendance”

Note: If you receive an error message when entering the date most likely you did not use the proper format. Example: April 4, 2023 will be entered as 4/4/2023 and October 1, 2023 will be entered as 10/1/2023.

Census Last Drop

Census 2/5/2024 Census - Certification Opens On 2/1/2024

Certify

Student Name	Student ID	DROP FOR NO SHOW / NEVER ATTENDED (FIRST CENSUS ONLY)	DROP STUDENT - Provide Last DATE of Attendance	Class Level	Credits
Almei		<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>		4
Artea		<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>		4

Note: As you enter information on the Census roster, the information will save automatically. Meaning you can enter a date for a student’s last day of attendance once you know they will be dropped.

You may use the census roster at any point until it is certified. The Certify button will be greyed out until the certification window opens approximately 4 days prior to the census date. You may select students as never attended within the first week, and they will be dropped by Admissions and Records to clear your roster for new adds. Very similar to the prior T0 reporting period. As the term progresses you may enter a last date of attendance. Admissions and Records will be monitoring these and drop students identified as no longer attending.

Once the certification window opens, the Certify button will turn Blue. **DO NOT CLICK CERTIFY UNTIL ALL INFORMATION IS ENTERED ON THE CENSUS ROSTER.** Once you click “Certify” you cannot withdraw the certification. If you make a mistake or click “Certify” before you have entered all the information, you will have to contact A&R to make corrections.

When all information is entered, click “Certify”

Roster Census Grading Permissions Waitlist

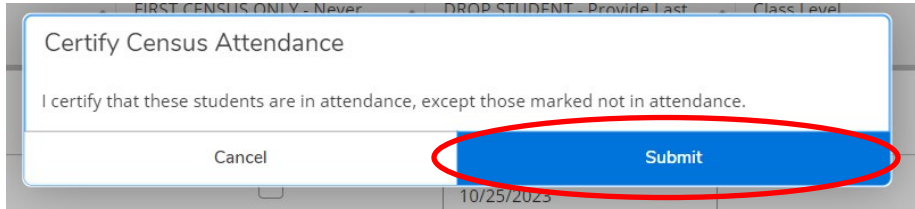
Census Last Drop

Census 10/25/2023 Census

Certify

Student Name	Student ID	FIRST CENSUS ONLY - Never Attended	DROP STUDENT - Provide Last Date of Attendance	Class Level	Credits
		<input checked="" type="checkbox"/>	<input type="text" value="M/d/yyyy"/>		3
		<input type="checkbox"/>	<input type="text" value="10/25/2023"/>		3
		<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>		3

Then click, "Submit"

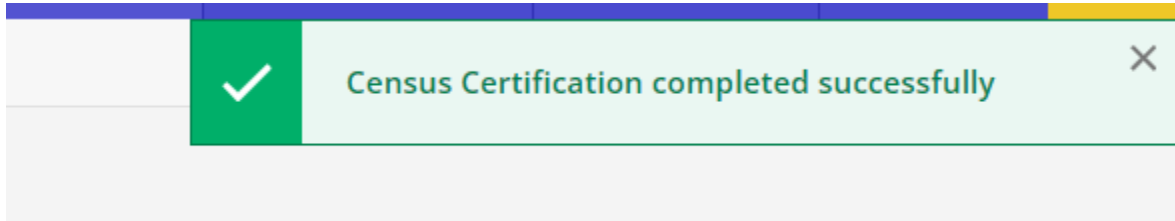


Certify Census Attendance

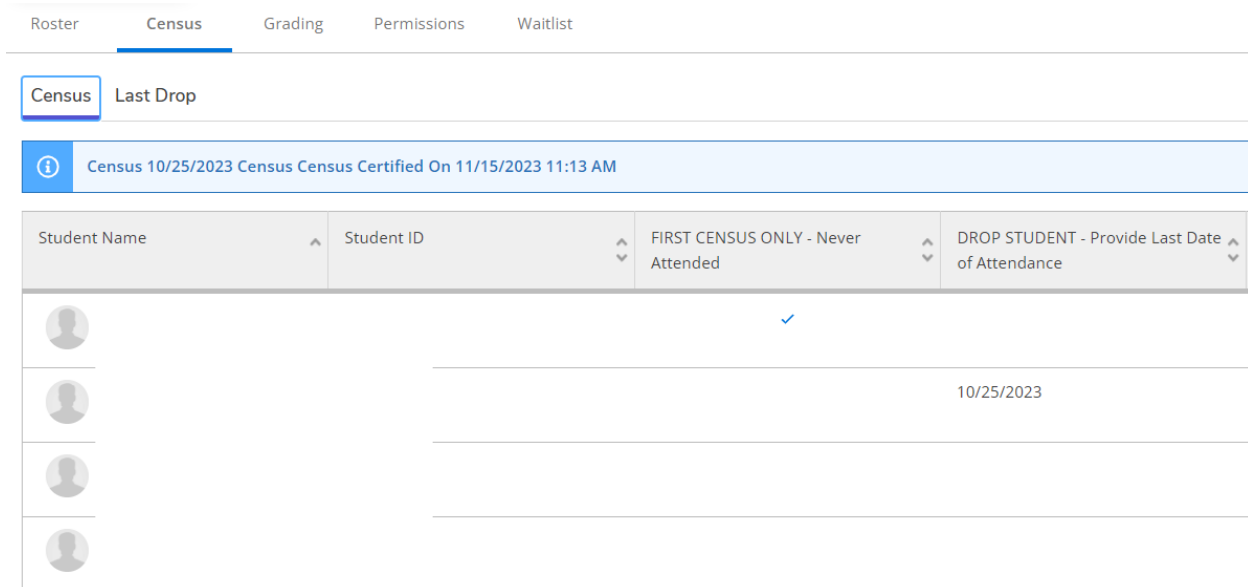
I certify that these students are in attendance, except those marked not in attendance.

Cancel Submit

A prompt will appear at top right of page stating "Census Certification completed successfully"



Your Census roster will also provide the day and time of certification and no longer allow for adjustments.



Roster Census Grading Permissions Waitlist

Census Last Drop

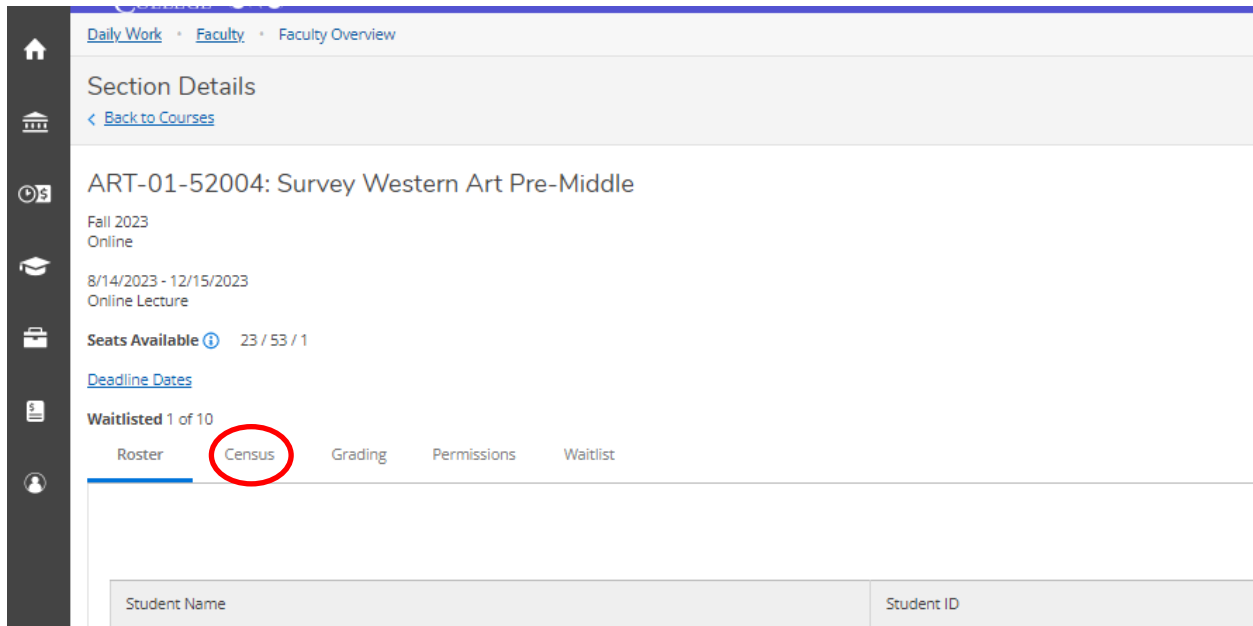
Census 10/25/2023 Census Certified On 11/15/2023 11:13 AM

Student Name	Student ID	FIRST CENSUS ONLY - Never Attended	DROP STUDENT - Provide Last Date of Attendance
		✓	
			10/25/2023

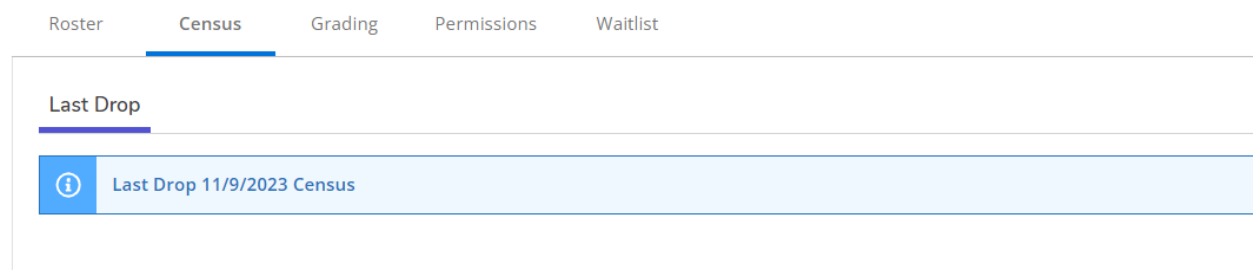
Note: Until A&R processes the Census information the student's name will appear on the "Roster" along with any drop indicators you have identified. The "Last Drop" census roster will show the submitted information from the first "Census" roster until A&R processes the drops. **DO NOT use "Last Drop" to make any corrections, you will need to contact A&R.**

# How to Complete Last Drop

In “Section Details” view, click on the “Census” tab



When the Census information has processed, there will only be one option, “Last Drop”, under the Census tab.



To complete “Last Drop” census, click the “Census” option and select the “Last Drop” roster.

You should NOT enter any students as “DROP FOR NO SHOW / NEVER ATTENDED” at this point. This should have done in the first Census. If you missed a student, you must contact A&R.

For students who stopped attending an need to be dropped, enter the date last attended in the “DROP STUDENT – Provide Last DATE of Attendance” column, using the M/D/YYYY format.

Note: If you receive an error message when entering the date most likely you did not use the proper format. Example: April 4, 2023 will be entered as 4/4/2023 and October 1, 2023 will be entered as 10/1/2023.

# Waitlist

In “Section Details” view, click on the “Waitlist” tab

10/16/2023 - 12/15/2023

Online Lecture

**Seats Available** ⓘ 1 / 53 / 2

[Deadline Dates](#)

**Waitlisted** 2 of 10

Roster

Census

Grading

Permissions

**Waitlist**

The students who are on the waitlist will appear and will be ranked. Ranking is the order the students waitlisted.

10/16/2023 - 12/15/2023

Online Lecture

**Seats Available** ⓘ 1 / 53 / 2

[Deadline Dates](#)

**Waitlisted** 2 of 10

Roster

Census

Grading

Permissions

**Waitlist**

## Active Waitlist

Student Name	Student ID	Date Added	Rank	Waitlist Status	Status Date
		9/25/2023 9:43:08 AM	1	Active	9/25/2023
		10/12/2023 2:07:08 PM	2	Active	10/12/2023

To give permissions, you will need to copy the student ID number from the waitlist and paste it to the permissions. (See “Permissions” section)

# Permissions

In “Section Details” view, click on the “Permissions” tab

Fall 2023  
Online  
10/16/2023 - 12/15/2023  
Online Lecture  
**Seats Available** ⓘ 1 / 53 / 2


[Deadline Dates](#)

Waitlisted 2 of 10

Roster Census Grading **Permissions** Waitlist

## Faculty Permissions

Choose one of the categories below :

 **Add Authorization**  
Review and manage add authorizations

Then click “Add Authorization”

Fall 2023  
Online  
10/16/2023 - 12/15/2023  
Online Lecture  
**Seats Available** ⓘ 1 / 53 / 2


[Deadline Dates](#)

Waitlisted 2 of 10

Roster Census Grading **Permissions** Waitlist


## Faculty Permissions

Choose one of the categories below :

 **Add Authorization**  
Review and manage add authorizations

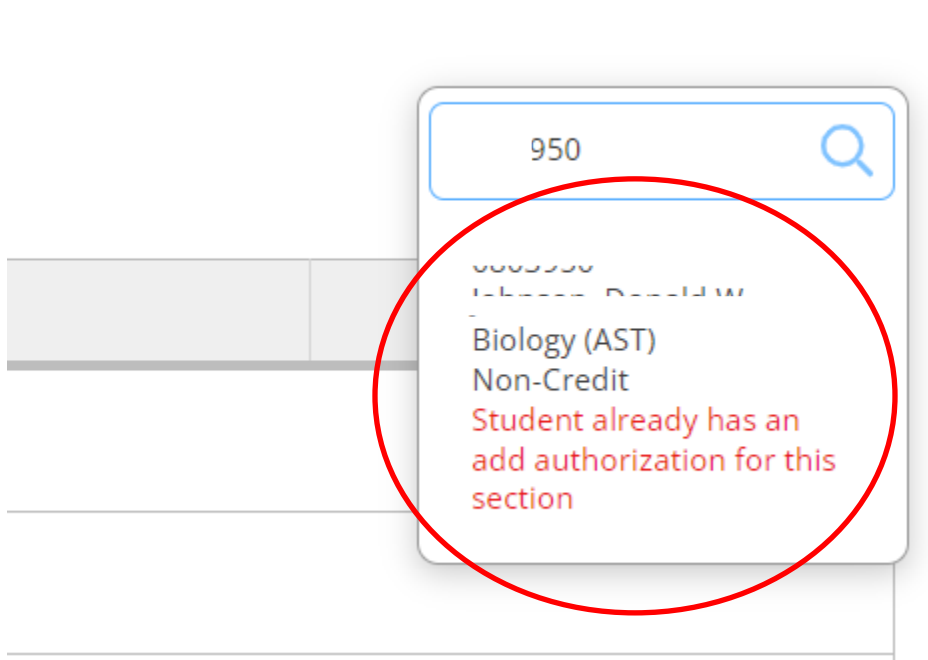
Type, or copy and paste from waitlist, the Student’s ID number in the search bar and click the magnify glass icon

Waitlist

				<input type="text" value="0803950"/>	
Authorization Code	Status Date	Status			



The student's information will appear, click on the student information that appears.



The student will now appear on the “Student Add Authorization” list. The student will still need to go into Self-Service to add the class.

[Back To Faculty Permissions](#)

Student Add Authorization

Student Name	Student ID	Authorization Code	Status Date	Status
[Redacted]	000036		10/18/2023 11:00:39 AM	Registered
[Redacted]	37		10/18/2023 11:01:00 AM	<a href="#">Revoke</a>
Jensen, Connor W.	000050		10/17/2023 8:47:16 AM	<a href="#">Revoke</a>

Once your student has registered, they show on your Roster, revisit the Permissions tab and “Revoke” their permissions. If you drop the student during a census period, the add authorization is still active, and the student could re-add themselves into the class. Revoking permissions will prevent this until an alternate solution has been provided.