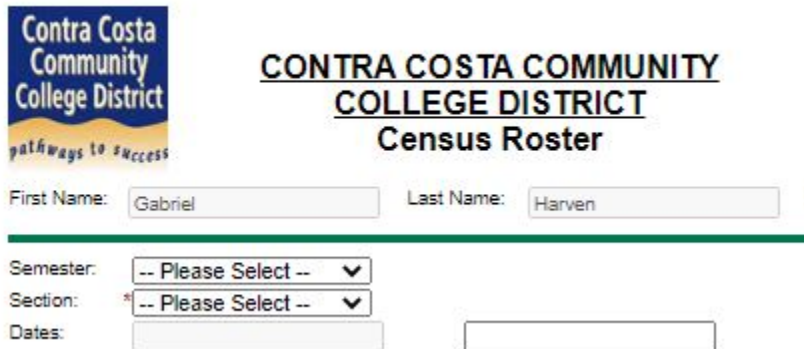


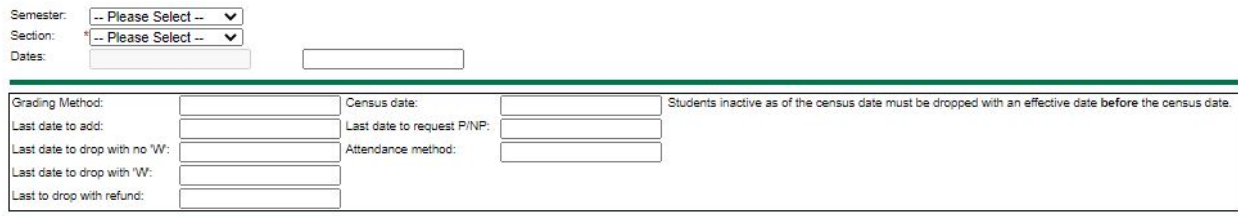
Electronic Census Roster Instructions

- 1) Log in using your InSite credential.
- 2) Once you log in you will be asked to select the term and the section you want to view.



The screenshot shows the login interface for the Contra Costa Community College District Census Roster. On the left is the college's logo with the tagline "pathways to success". To the right, the text "CONTRA COSTA COMMUNITY COLLEGE DISTRICT" is underlined, with "Census Roster" below it. The form includes fields for "First Name" (containing "Gabriel") and "Last Name" (containing "Harven"). Below these are two dropdown menus for "Semester" and "Section", both currently set to "-- Please Select --". There are also two empty text boxes for "Dates".

- 3) Once you have selected a section the dates will appear. A snapshot of your roster will also appear at the bottom of the page with a list of your students.



This screenshot shows the configuration options for the roster. It includes dropdown menus for "Semester" and "Section", and text boxes for "Dates". Below these is a table with various settings:

Grading Method:	<input type="text"/>	Census date:	<input type="text"/>	Students inactive as of the census date must be dropped with an effective date before the census date.
Last date to add:	<input type="text"/>	Last date to request P/NP:	<input type="text"/>	
Last date to drop with no 'W':	<input type="text"/>	Attendance method:	<input type="text"/>	
Last date to drop with 'W':	<input type="text"/>			
Last to drop with refund:	<input type="text"/>			

- 4) Please ensure that you have the correct section and that you are submitting **after** the census date.

- 5) If you have drops to record click “yes” and a series of options will become available. To record a drop, click that box. If they are a No Show please select that option, the effective date of drop is NOT required for No Shows. Select a date only to record the last time you saw the student **BEFORE** the census date if they attended.

Are there any drops you would like to record? Please refer to your roster below for the student ID and verify the information before submitting. If you have students to drop you must either mark them as a no show OR include their last date of attendance that is BEFORE census.

- * Yes
 No

Select the student	Student name	Units	Status	Email	Drop?	No Show?	Effective date of drop
Select a Student ▼					<input type="checkbox"/>	<input type="checkbox"/>	
Select a Student ▼					<input type="checkbox"/>	<input type="checkbox"/>	
Select a Student ▼					<input type="checkbox"/>	<input type="checkbox"/>	
Select a Student ▼					<input type="checkbox"/>	<input type="checkbox"/>	
Select a Student ▼					<input type="checkbox"/>	<input type="checkbox"/>	
Select a Student ▼					<input type="checkbox"/>	<input type="checkbox"/>	
Select a Student ▼					<input type="checkbox"/>	<input type="checkbox"/>	
Select a Student ▼					<input type="checkbox"/>	<input type="checkbox"/>	
Select a Student ▼					<input type="checkbox"/>	<input type="checkbox"/>	
Select a Student ▼					<input type="checkbox"/>	<input type="checkbox"/>	

- 6) Select the drop-down menu titled “select a student”, the student’s ID will populate. The student’s information will then populate, please double check that you are dropping the correct student.

- 7) Once you have recorded all your drops or if you have no drops to record sign the roster and click Submit Form. The signed roster will be forwarded automatically to Admissions and Records.

By signing this roster, I am verifying that I am dropping all no-shows or students who have stopped attending prior to census.

*

Signature _____ Date _____