

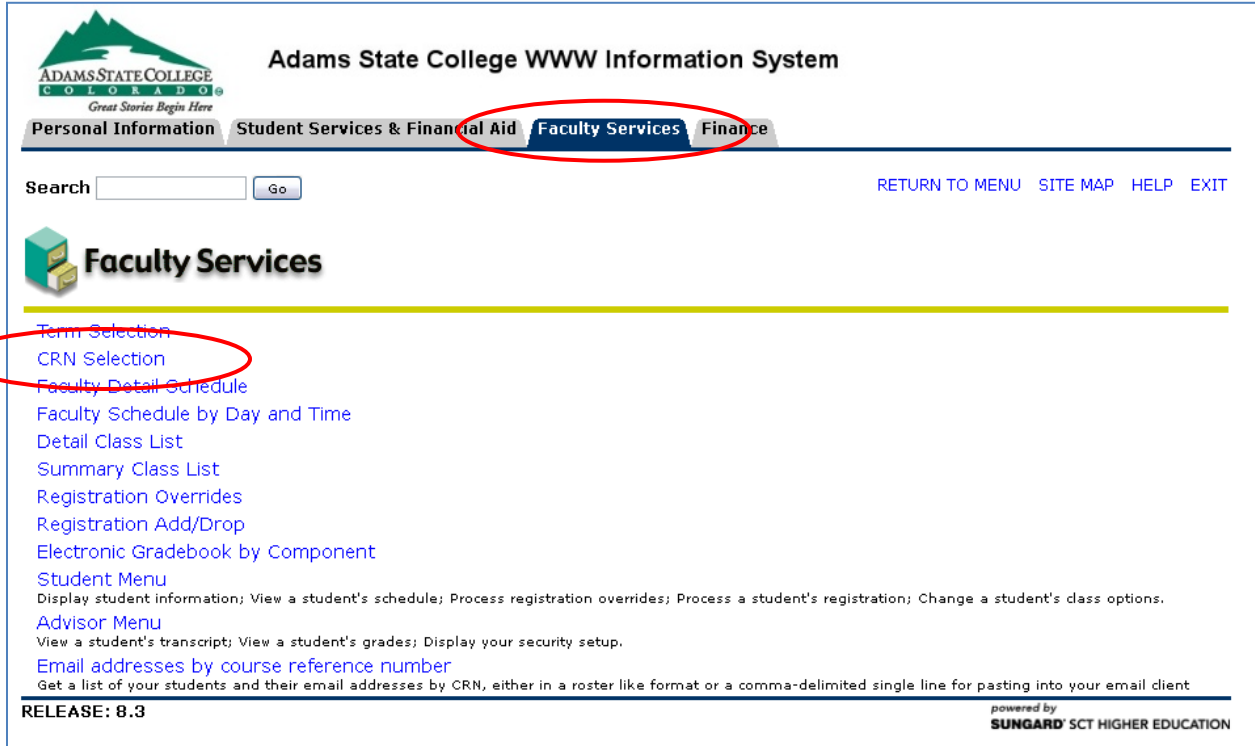
ADAMS STATE COLLEGE
Faculty Web Services – Non-attendance Verification Instructions
Updated 01/31/2012

[Definitions of attendance activities and ASC policy](#)

INSTRUCTIONS:

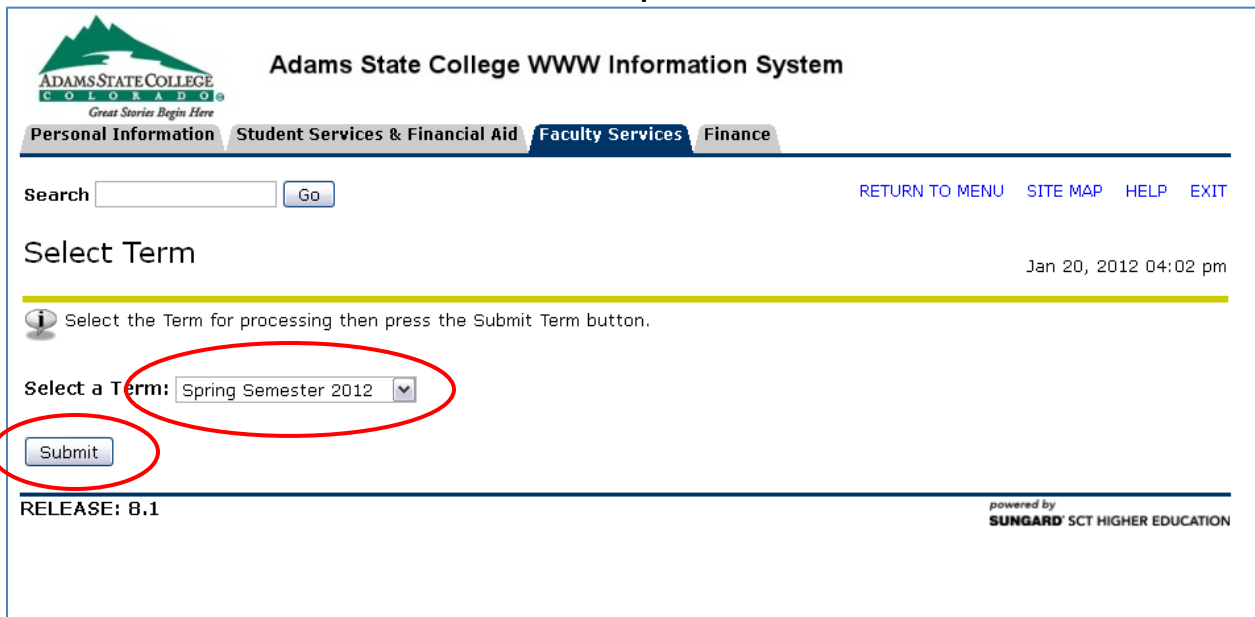
STEP 1: Login to [Faculty Web Services](#).

STEP 2: Choose the “Faculty Services” tab, then click “CRN Selection.”



The screenshot shows the Adams State College WWW Information System interface. At the top, the college logo and name are displayed. Below the logo, the title "Adams State College WWW Information System" is centered. A navigation bar contains several tabs: "Personal Information", "Student Services & Financial Aid", "Faculty Services", and "Finance". The "Faculty Services" tab is highlighted with a red circle. Below the navigation bar, there is a search field with a "Go" button and links for "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". The main content area is titled "Faculty Services" and lists several options: "Term Selection", "CRN Selection", "Faculty Detail Schedule", "Faculty Schedule by Day and Time", "Detail Class List", "Summary Class List", "Registration Overrides", "Registration Add/Drop", "Electronic Gradebook by Component", "Student Menu", "Advisor Menu", and "Email addresses by course reference number". The "Term Selection" and "CRN Selection" links are circled in red. Below the list, there is a "RELEASE: 8.3" label and a "powered by SUNGARD SCT HIGHER EDUCATION" logo.

STEP 3: Choose the relevant semester in the drop down menu then click “Submit.”



The screenshot shows the "Select Term" screen in the Adams State College WWW Information System. The navigation bar is the same as in the previous screenshot, with the "Faculty Services" tab highlighted. Below the navigation bar, there is a search field with a "Go" button and links for "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". The main content area is titled "Select Term" and includes a timestamp "Jan 20, 2012 04:02 pm". An information icon is followed by the instruction: "Select the Term for processing then press the Submit Term button." Below this, there is a "Select a Term:" label followed by a dropdown menu showing "Spring Semester 2012". The dropdown menu and the "Submit" button are circled in red. At the bottom, there is a "RELEASE: 8.1" label and a "powered by SUNGARD SCT HIGHER EDUCATION" logo.


STEP 4: Choose your CRN in the drop down menu and "Submit."

The screenshot shows the Adams State College WWW Information System. The header includes the college logo and the text "Adams State College WWW Information System". Below the header are navigation tabs: "Personal Information", "Student Services & Financial Aid", "Faculty Services", and "Finance". A search bar with a "Go" button is located at the top left. On the right, there are links for "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". The main content area is titled "Select CRN" and shows the date and time: "Spring Semester 2012 Jan 20, 2012 03:59 pm". A message icon indicates a message: "Please enter the CRN you wish to access, or select a different term from the menu." Below this is a "CRN:" label and a dropdown menu showing "ENG 101 01: Communication Arts I GT-C01, 11479 (24)". A "Submit" button is located below the dropdown menu. At the bottom of the page, there is a link "[Enter Section Identifier (CRN) Directly]", the text "RELEASE: 8.3", and the logo for "SUNGARD SCT HIGHER EDUCATION".

STEP 5: Click "Electronic Gradebook by Component."

The screenshot shows the Adams State College WWW Information System. The header includes the college logo and the text "Adams State College WWW Information System". Below the header are navigation tabs: "Personal Information", "Student Services & Financial Aid", "Faculty Services", and "Finance". A search bar with a "Go" button is located at the top left. On the right, there are links for "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". The main content area is titled "Faculty Services" and lists several options: "Term Selection", "CRN Selection", "Faculty Detail Schedule", "Faculty Schedule by Day and Time", "Detail Class List", "Summary Class List", "Registration Overrides", "Registration Add/Drop", "Electronic Gradebook by Component", "Student Menu", "Advisor Menu", "Email addresses by course reference number", and "Final Grades". The "Electronic Gradebook by Component" option is circled in red. At the bottom of the page, there is the text "RELEASE: 8.3" and the logo for "SUNGARD SCT HIGHER EDUCATION".

STEP 6: Click on the "View" link.



Adams State College WWW Information System

Personal Information | Student Services & Financial Aid | **Faculty Services** | Finance

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Electronic Gradebook Fall Semester 2011
Dec 01, 2011 11:37 am


Select any of the highlighted grade components to enter student scores for the component. You may also select an individual student and enter scores for their components.

Course Attributes
Title: Introduction to Art Education
Course: AR 216 - 01
CRN: 11232
Students Registered: 6

Description	Weight	Grade Scale	Must Pass	Include in Midterm or Final	Incomplete Scores	Subcomponents
MEET01 - MW 0930-1205 2011-08-22 to 2011-12-16	1/100	ATTEND	No	F	6	View

RELEASE: 8.1.1 powered by
SUNGARD SGT HIGHER EDUCATION

STEP 7: Click on any class meeting date on or before the semester's census date.



Adams State College WWW Information System

Personal Information | Student Services & Financial Aid | **Faculty Services** | Finance

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Individual Gradable Subcomponents Spring Semester 2012
Jan 20, 2012 04:06 pm

Course Attributes
Title: Communication Arts I GT-C01
Course: ENG 101 - 01
CRN: 11479
Students Registered: 24

Component: MEET01 - TR 0800-0915 2012-01-16 to 2012-05-11

Subcomponents

Description	Weight	Grade Scale	Must Pass	Incomplete Scores
DAY001 - 2012-01-17	1/100	ATTEND	No	24
DAY002 - 2012-01-19	1/100	ATTEND	No	24
DAY003 - 2012-01-24	1/100	ATTEND	No	24
DAY004 - 2012-01-26	1/100	ATTEND	No	24
DAY005 - 2012-01-31	1/100	ATTEND	No	24
DAY006 - 2012-02-02	1/100	ATTEND	No	24
DAY007 - 2012-02-07	1/100	ATTEND	No	24
DAY008 - 2012-02-09	1/100	ATTEND	No	24
DAY009 - 2012-02-14	1/100	ATTEND	No	24
DAY010 - 2012-02-16	1/100	ATTEND	No	24
DAY011 - 2012-02-21	1/100	ATTEND	No	24

Click on the class meeting date that is on census or the closest prior date. (e.g., Spring 2012 census is Feb. 1, so 2012-01-31 is selected.)

