Continuing Education

Attendance & Grade Roster

Training Documentation
Welcome to CE Faculty Web Services. This page can be accessed using: http://cefaculty.sdccd.edu or via the District Web Page. Faculty have the ability to get their CSID number, enter Weekly CAV Summary information, access their attendance / Grade Roster, access their Outlook e-mail account, update or add an email address, view the Academic Calendar and access the Continuing Ed and District Web Portals. Additionally, there is a Message Board where important information and deadlines will be announced and an online tutorial available for assistance. A date appears at the top of the Message Board indicating when it was last updated. All student and faculty Social Security Numbers (SSN) have been converted to a permanent unique 7-digit ID called CSID (College System Identification). All faculty must use their CSID number to access services on this website. To obtain your CSID, click on the “Get your CSID” button in the bottom left column of this CE Faculty Web Services webpage.
Welcome to the Continuing Education Faculty Web Services.

- Please enter your CSID and password to login.
- If this is your first time logging in, enter SDCCD in the password field. Another page will display for you to create your password.
- If you do not know your new CSID number click on the OBTAIN CSID button.

CSID: [Enter CSID]
Password: [Enter Password]

ENTER OBTAIN CSID

If you have forgotten your password, please contact your campus Office Manager for an appointment to have it reset. For questions contact the Continuing Education Instructional Services Office at (619) 388-4850.

For assistance, contact your Campus Attendance Office or the Continuing Education Instructional Services Office at (619) 388-4850.

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You are now ready to access services on the CE FWS website. Click on the service you wish to access, such as “Attendance Grade Roster.”
This is the list of courses that you have been assigned for the current semester. Click on the CRN for the course you wish to view. Courses are listed by term, CRN, subject area and course number, title, meeting days & times, start date and end date.

Note: Start / End dates are Sunday through Saturday.

It is important to note that ONLY active courses, or courses that have ended within 7-days after the end date will display on this page.
This page displays all students currently registered in the selected CRN. **Verify that all students attending your class are registered and appear on your roster.** Students are listed by CSID number, Student Name (Last name, First) and Date of Birth. You will enter the Total Hours, Grades (if applicable) and Credits (if applicable) according to current Continuing Education grading policy.
The “Save” button allows faculty to save updates to their roster throughout the semester. Note that the “Submit” button will not display until the class has ended. Faculty will have one-week from the end date to submit their roster.
The “Print” button allows faculty to print out their current roster as it is updated during the semester. This print-out can be used to audit their classes for enrollment verification.
• Remarks only display when entered manually in ISIS by attendance clerk.
• To return to the Course List click on the “Back” button
Your roster is continuously updated when new registration forms are input into ISIS.
The maximum total attendance hours allowed for each student is listed in the instructions above the roster.
Type the appropriate attendance hours in the box next to the selected student.
Note: If more hours are entered than the maximum allowed, an error message will display
Grades are available by clicking on the drop-down menu and selecting the appropriate grade for each student.
Credits are available by clicking on the drop-down menu and selecting the appropriate credit for each student if applicable.
The submit button will display on the day after the class “end-date.” For example: If the class ends on 01/25/08, the “Submit” button will display on 01/26/08.

Rosters MUST be submitted no later than 1-week after the class “end-date.”

See instructions above roster for specific dates.
- Rosters can only be submitted once.
- When you submit the final roster, it will also be saved.
- Rosters can only be submitted during the week following the end date of the class.
• When the ‘Submit’ button is selected, a message will appear to confirm that the roster should be submitted.
• Remember that the roster can ONLY be submitted once.
• If you do not wish to submit your roster, click on the “Cancel” button
After the roster has been submitted, a message will display stating that “The final roster has been submitted.”

You must now click on the “Print” button to print, sign and date your final roster for submission to the Attendance Clerk.
Rosters must be submitted 1-week after the end of your class.