

VSC Web Services Guide for Faculty/Instructors

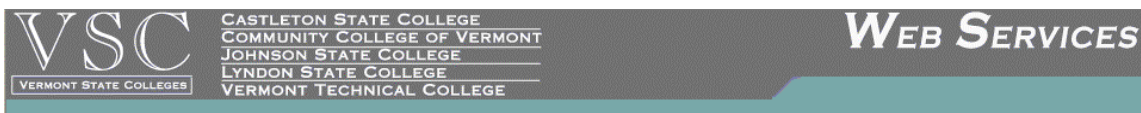


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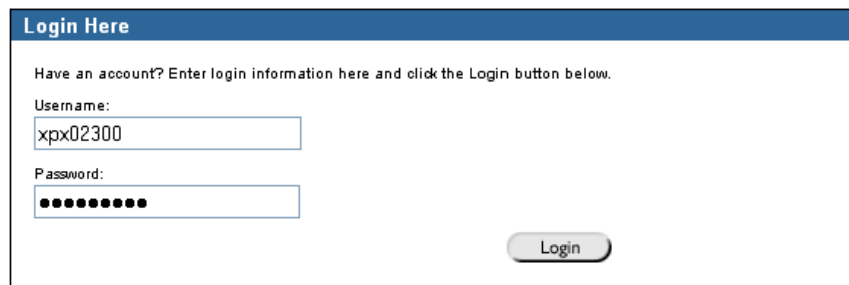
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Introduction

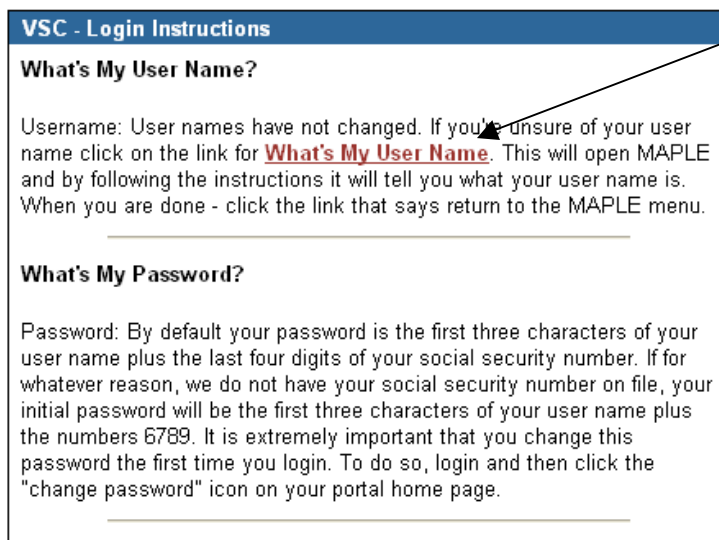
VSC Web Services is a gateway for students, faculty, instructors and staff of the Vermont State Colleges to access information from the VSC system database. Located at <http://blackboard.vsc.edu>, also known as the VSC Portal, guest users may search the VSC catalog of course offerings and get continuously updated status of enrollment in each section. Faculty, with a user id and password, may log in to view their pay stub, leave plan and total compensation report. Faculty will also enter their time here.

Logging In

You will gain access to VSC Web Services by logging in to the VSC Portal via Blackboard. The Blackboard login module is shown below.



Login requires a user name in this format: your initials, the month you were born, the day you were born and usually a trailing zero. (For example: xxx01050). The best way to determine your user name is to click on the What's My User Name link and follow the instructions. (see the screen shot below for details) **Passwords** are your **initials (the same as your User ID) plus the last four digits of your social security number**. Please be sure to change this password the first time you login. Anytime you or the IT support staff reset your password it will be your initials and the last four digits of your social security number.



Use this link to determine your college user name.

Fill out the form below supplying your last name and your complete social security number (with or without hyphens, it works either way). Click Submit, your user name will be displayed. You can then close the window to return to the Blackboard login screen.

PROSPECTIVE STUDENTS

What's my User ID?

In order to retrieve your User ID you must fill in your last name and one of the two additional identifying numbers.

* = Required

Last Name*

SSN

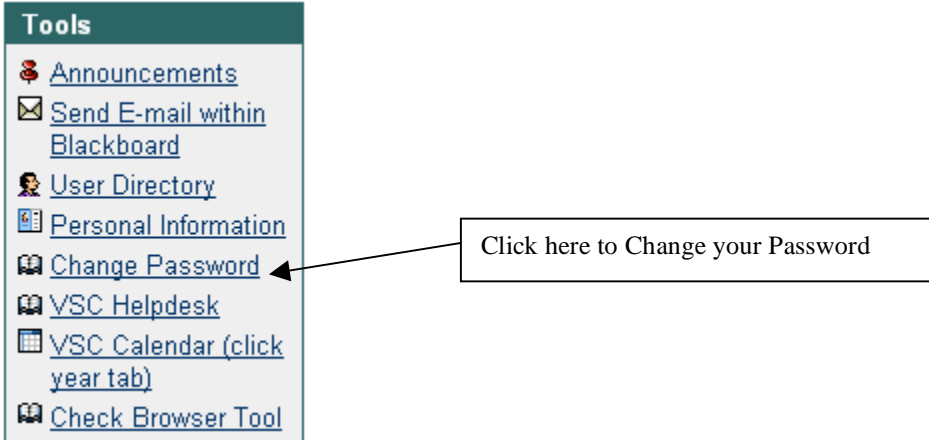
OR

Colleague ID

SUBMIT

Changing your password

VSC college passwords are now shared by a number of web services at the VSC including Blackboard. To change your password you may choose the Change Password link from the Tools box on the left side of your first Blackboard page. Regardless of where you link to the change password screen, you will be changing your password for both Blackboard and VSC Web Services as well as other web services.



The image shows a vertical list of tools in a dark green header labeled "Tools". The list includes: Announcements (with a megaphone icon), Send E-mail within Blackboard (with an envelope icon), User Directory (with a person icon), Personal Information (with a document icon), Change Password (with a key icon), VSC Helpdesk (with a headset icon), VSC Calendar (click year tab) (with a calendar icon), and Check Browser Tool (with a computer icon). A white box with a black border and the text "Click here to Change your Password" has an arrow pointing to the "Change Password" link.

Vermont State Colleges

Self Service Account Management

In order to change your password, you will first be required to login to your existing account. You will then be prompted for your existing password and your choice of a new password.

If you've forgotten your password you will need to contact the [HelpDesk](#) and submit a request to reset your password.

Remember, the password for the services listed below is the same and changing your password here will change it for all of them.

- MAPLE
- Blackboard
- Payroll/Paystub
- LSC Email/Desktop Login
- VTC Email/Desktop Login
- JSC Desktop Login
- CCV Desktop Login
- CCV Harvey/Staff Resource Center
- CCV Instructors's Resource Center

Login to My Account

This screen assumes that you know your password already and just want to set it to something meaningful to you. Login with your standard user name and current password.



Successful login results in a screen that asks for current password and new password.

Current Password

New Password


Repeat New Password

Change My Password

Once you've changed your password remember it will be in effect for Blackboard and VSC Web Services as well other web services on your campus. If you've forgotten your password help desk staff will need to reset it. See below for making a help desk request.

Getting Help

In all cases if you need help with VSC Web Services you may ask your local staff or submit a helpdesk request through Track-IT. Clicking the Contact Us button...

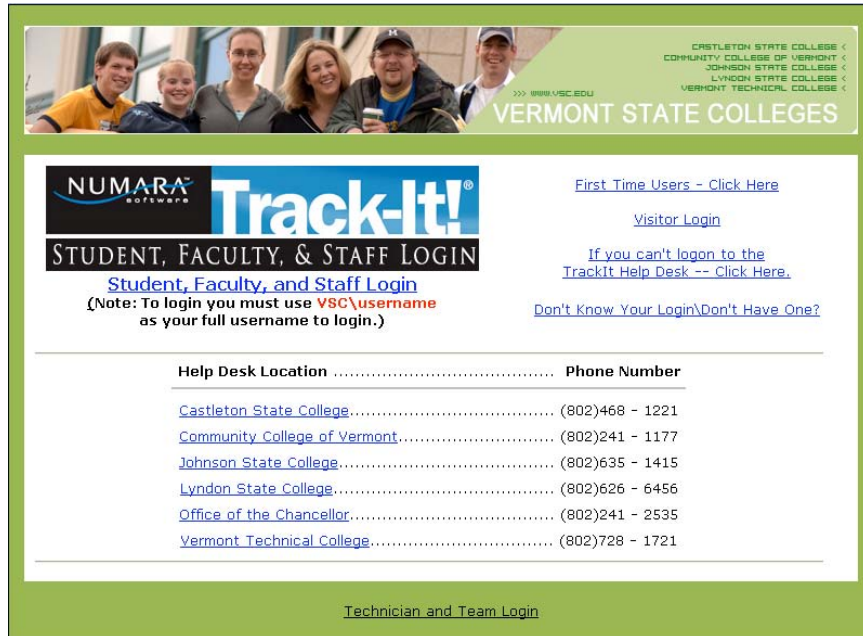
In all cases if you need help with VSC Web Services you may ask your local staff or submit a helpdesk request through Track-IT. Clicking the Contact Us button -  - results in this message.

Please contact Web Services Support through your local Help Desk.

The Vermont State Colleges uses help desk software called Track-IT for problem reporting. Access Track-IT through the link provided below. Remember, when completing the Track-IT form provide a detailed description of your problem or question and always include your email address to enable a quick response. Before submitting a Track-IT help request be sure to read all of the instruction links and help messages.

To Submit a Track-IT Request, Please Click Here - [Track-IT](#)

Choosing the Track-IT link will result in the screen below. If you know your user name and password, click on Student, Faculty and Staff Login. If not, use the appropriate link on the right hand side of the page



VERMONT STATE COLLEGES

NUMARA Track-IT! SOFTWARE

STUDENT, FACULTY, & STAFF LOGIN
[Student, Faculty, and Staff Login](#)
(Note: To login you must use VSC\username as your full username to login.)

[First Time Users - Click Here](#)
[Visitor Login](#)
[If you can't logon to the TrackIt Help Desk -- Click Here.](#)
[Don't Know Your Login\Don't Have One?](#)

Help Desk Location	Phone Number
Castleton State College	(802)468 - 1221
Community College of Vermont	(802)241 - 1177
Johnson State College	(802)635 - 1415
Lyndon State College	(802)626 - 6456
Office of the Chancellor	(802)241 - 2535
Vermont Technical College	(802)728 - 1721

[Technician and Team Login](#)

Fill out the subsequent form as completely as you can. The VSC strives for a 24 hour turnaround time on all help desk work orders. You will receive faster service if you include an email address.

Navigating VSC Web Services

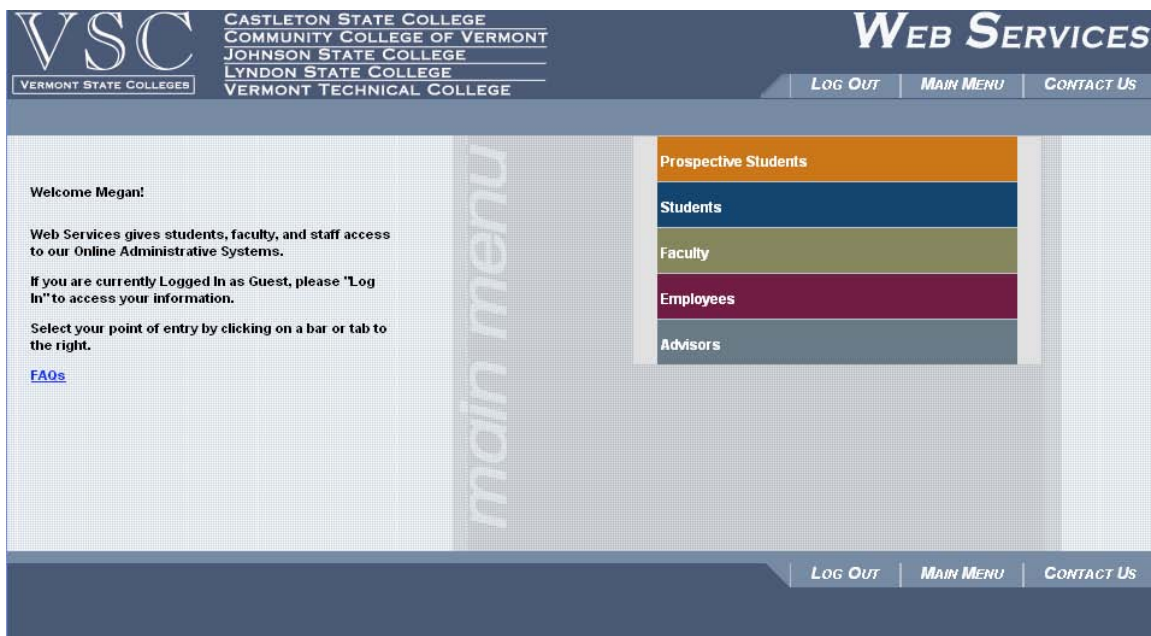
It's always good practice to use the Menu options to navigate, however in many cases the BACK button on your browser will now work. If while using the BACK button the screen cannot be resolved (you get an error), click the Refresh button on your browser to take you back to the main menu. **Use the TAB key** to move between fields instead of pressing ENTER as you may inadvertently submit the form before you are finished completing it.

Accessing VSC Web Services

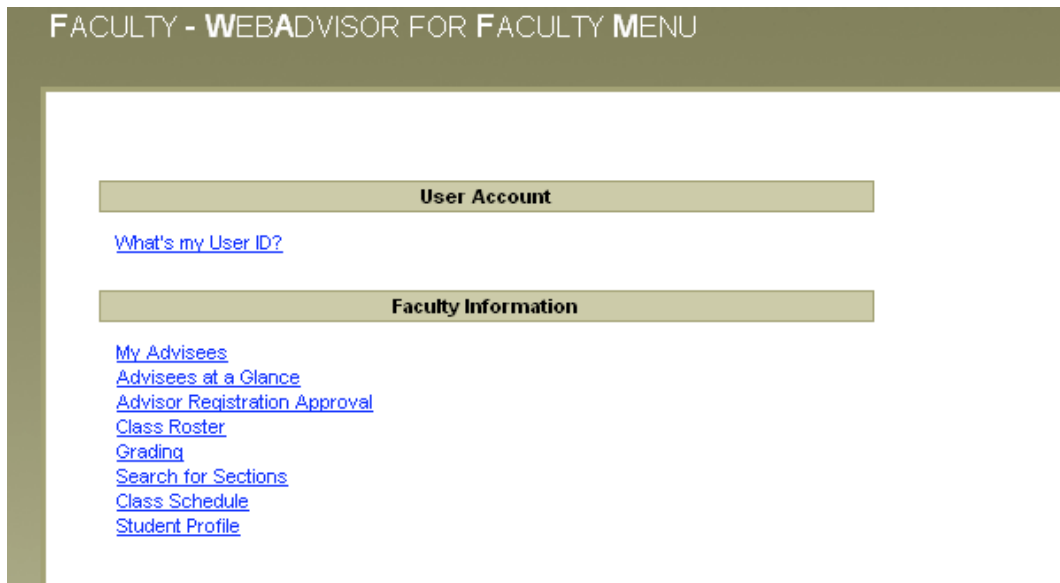
Once you've logged into Blackboard you'll want to look for the VSC Web Services **Employee/Staff module**. This is located on the first page after you login under Announcements.



Clicking on the **Main Menu** link results in the following screen.



Clicking on the **Faculty button** results in the following screen of links to various workflows.



My Advisees

My Advisees gives a faculty member access to the students that have been set up in Colleague as their advisees. If your advisee list in VSC Web Services is not correct, please contact your registrar's office as they make the adjustments in Colleague. Clicking on My Advisees from the Faculty menu brings up a form requesting a term or a date range. This is not required, simply clicking on Submit will list all your current students.

FACULTY

My Advisees

Select a term or date range to restrict your advisee list

Term

Start Date End Date

SUBMIT

Student names and advisor options are arranged in a spreadsheet type list with a drop down box of selections for each student as shown below. Information about your advisees is controlled behind the scenes in the Colleague database.

FACULTY

My Advisees

Name	Action
Ms. Terry R. Cloth	<input type="text"/>
Ms. Devon E. Rea	<input type="text"/>
Web Student	<input type="text"/>
Ms. Hope C. Swanson	TRAN - View Student Transcript SCHED - Student College Schedule VSCHED - Student VSC Schedule EVAL - Evaluate Program TEST - View Student Test Summary EXPREG - Express Register SRCHREG - Search and Register DROP - Drop Section STPR - View Student Profile

Checking the **Transcript option** will produce this form.

There are two transcript type options for CSC, JSC and LSC. CCV and VTC have just one.

FACULTY

Transcript

Transcript Type

CUG - CSC Undergrad Transcript

CGR - CSC Graduate Transcript

JDAU - JSC Undergr. Tran. (deg. aud.)

JDAG - JSC Graduate Tran. (deg. aud.)

LDAU - LSC Undergrad Transcript (DA)

LDAG - LSC Graduate Transcript (DA)

LUG - LSC Undergraduate Transcript

TUG - VTC Undergraduate Transcript

VUG - CCV Undergraduate Transcript

VSC Web Services will produce a report that looks (in part) like this.

Course/Section and Title	Grade	Credits	CEUs	Repeat	Term
BUS-1010 VM01 Intro to Business	A	3.00			V04FA
CIS-1041 V002 Microcomp Apps I	A	3.00			V04FA
CIS-1042 V002 Microcptr Apps II	A	3.00			V05SP
ART-1011 VM01 Drawing I	B+	3.00			V05SU
MAT-2021 VM01 Statistics I	A-	3.00			V05SU
ACC-1001 VM01 Office Accounting I	B	3.00			V05FA
ENG-1061 VM04 English Composition	F	0.00			V05FA
MAT-1230 V002 College Algebra	A	3.00			V05FA

Total GPA Credits 24.00

Total Earned Credits 21.00

Total Grade Points 78.00

Cumulative GPA 3.250

Clicking on the Menu option will bring you back to the Faculty menu or you can use the BACK button. For some options the BACK button works well however, sometimes you must choose the My Advisees link again and essentially start the workflow from the beginning.

The student **Class Schedule** will display any courses that a student is registered for in the current (registration) semester. You will be prompted to choose from a list of available semesters. This page can be printed from your browser print button. You will probably want to do that once you have finished a student's registration.

Term						
CCV Spring 2006						
Total Registered Credits 6.00						
Course Name and Title	Status	Meeting Information	Creds	CEUs	Pass Aud	Start Date
ENG-1061-VM03 (38373) English Composition	New	01/25/2006-05/03/2006 Lecture Wednesday 06:00PM - 09:00PM, CCV Montpelier, Room TBA	3.00			01/25/06
HUM-1000-VM02 (37499) Dimens of Learning	New	01/26/2006-05/04/2006 Lecture Thursday 06:00PM - 09:00PM, CCV Montpelier, Room TBA	3.00			01/26/06

The **Program Evaluation** (aka, degree audit) requires academic data history in order to display an audit report. You will be prompted to select from the student's active programs or to choose another program from the entire VSC program list as a "What if".

Program Evaluation

You may select either an active program or a "What if" program.

* = Required

Choose One Active Programs	
<input checked="" type="checkbox"/>	V_AD.UND AD Undeclared Majors

What if I changed my program of study?

What work do you want to include? *

Next you will be prompted to choose the Catalog year from which the degree audit specifications should be translated. Normally for an active program this is the year the student was admitted into that program.

The degree audit report will display as shown (in part) below.

```

*****
*** CREDITS AND GPA BELOW ARE NOT OFFICIAL UNTIL VERIFIED;
CONTACT REGISTRAR IF DISCREPANCIES ARE FOUND***
Program Status: In Progress
Current..... Anticipated(*).....
Required Earned Remaining Additional Remaining
Institutional Credits: 15.00 21.00 0.00 6.00 0.00
Institutional GPA..... 3.714** Met*
Combined Credits: 60.00 21.00 39.00 6.00 33.00
Combined GPA..... 2.000 3.714** Met*

```

(*) Anticipates completion of in-progress and registered and planned courses
(**) GPA does not include credits with pending repeats
=====

Statuses: W=waived, C=Complete, I=In progress, N=Not started
P=Pending completion of unfinished activity
=====

- I) 1: General Education Requirements
Credits: 15
Complete all 7 subrequirements:
P) A: Writing
> Take 1 of these courses; ENG-1020, ENG-1061,
> ENG-1062, ENG-1210, ENG-1230, ENG-1240,
> ENG-2015, ENG-2041, ENG-2042, ENG-2101,
> ENG-2102, ENG-2110, ENG-2120 or ENG-2150.
> ENG-1061 is recommended.
ENG-1061..... V06SP ___ (3) *RA *IP
N) B: Speaking
> Take 1 of these courses: COM-1010, COM-1020,
> COM-1030, COM-2010, ENG-1070
_____ 1 course needed
P) C: Communication
> Take 1 of these courses: COM-1010, COM-1020,
> COM-1030, COM-2010, COM-2020, COM-2030, COM-2310,
> EDU-1240, ENG-1020, ENG-1061, ENG-1062, ENG-1070,
> ENG-1210, ENG-1230, ENG-1240, ENG-2015, ENG-2041,
> ENG-2042, ENG-2101, ENG-2102, ENG-2110, ENG-2120,
> ENG-2150, HUM-1000, SLS-1011, SLS-1012, SLS-2013
> or take 3 credits in French, German, Italian, or
> Spanish. HUM-1000 is recommended.
Credits: 3
P) Group 1
HUM-1000..... V06SP ___ (3) *IP
C) D: Math

The **Test Summary** screen is depicted below. This too requires academic data history to be current in Colleague.

Test Summary

Admissions Tests	Date Taken	Score	Percentile	Status	Status Date
No tests of this type have been recorded					

Placement Tests	Date Taken	Score	Percentile	Status	Status Date
Accuplacer Writing Assessment	07/13/04	108			
Accuplacer Reading Assessment	07/13/04	105			
Accuplacer Arithmetic	07/13/04	91			
Accuplacer Algebra	07/13/04	55			
Accuplacer Reading Assessment	06/28/04	105			
Accuplacer Writing Assessment	06/28/04	108			
Accuplacer Arithmetic	06/28/04	91			
Accuplacer Algebra	06/28/04	55			

Other Tests	Date Taken	Score	Percentile	Status	Status Date
No tests of this type have been recorded					

Advisees at A Glance

This workflow delivers a “dashboard” list of your advisees, their programs, GPA and credits.

Registration

Advisor Registration Approval

Students at some of the VSC colleges must be approved for registration by their advisors before they will be able to access online registration. At others schools, like CCV, approval is granted by meeting a set of rules that are applied during the registration process. To grant advisor approval, on the main menu, select "Advisor Registration Approval". The screen below will appear. Select the appropriate term. **This will be the term for which you approving registration, and not the current term.** For example, if you are approving your advisee to register for Johnson, Spring 2006 classes, select J06SP. Don't worry about filling in the start and end dates.



The screenshot shows a web form titled "Advisor Registration Approval". At the top, it says "Select a term or date range to restrict your advisee list" and "Remember to select the term for which you are approving the student to register." Below this, there is a "Term" dropdown menu, a "Start Date" text box, and an "End Date" text box. A "SUBMIT" button is located at the bottom right of the form area.

Your "My Advisees list will appear. Once you have met with your advisee and have discussed his/her course selections, check the box under "approve for registration" next to the advisee's name. Once you click "submit", your student will have access to the online registration process. You will receive an email automatically generated from VSC Web Services when your advisees submits his/her registration and each time your advisee makes a change to their registration between now and the beginning of the add/drop period. It is a good idea to print these emails and keep them for your records.

Registration – My Advisees

As faculty advisor you also have the option of registering your students through My Advisees using the Express Registration option or Search and Register

Express Registration

The express registration form below is designed to allow you to register or add classes for students in the most expeditious way possible. You must know the exact Subject, Course Number and Section Numbers for the classes for which you intend to register or add students. Alternatively, you can use a Synonym number that identifies the same information. If you are using Synonyms, enter these synonyms in the column labeled for this purpose. You should also use the drop down lists to indicate the applicable term and whether you are taking the class for credit, auditing it, or are electing a pass/fail option. If the class is full and allows waitlists then you also may choose this option. Whether you use the synonym or fill in the subject, course# and section# you should **always chose the term**. Choosing the term will speed up the registration processing time considerably.

Rather than synonyms, you may enter the Subject using the drop down list and the Course Number and Section Number for your desired classes. As in the Synonym entry, you must use the drop down lists to indicate term and the "Take For" options.

You can intermix Synonyms numbers selections and Subject/Course Number/Section Numbers selections on different rows of the Express Registration table but it is not necessary or useful to enter both in a single row.

When you have entered all the classes for which you intend to register or add, you can click on **Submit**.

Express Registration

Synonym	Subject	Course Number	Section Number	Term
	CIS - Computer Information Systems	2220	VO01	V06SP - CCV Spring 2006
37598				V06SP - CCV Spring 2006

SUBMIT

The screen above shows two ways the section CIS-2220-VO01 can be entered either with the full course and section information or by using the synonym.

Preferred Sections Screen - Once you've made your choices and clicked submit, a list of your Preferred Sections will be displayed. You may add as many sections as you like here while you are working out a schedule. The sections on your list will remain until you choose an "Action".

The sections you chose from Express Registration are listed here.

Action for ALL Pref. Sections (or choose below)

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs
<input type="text" value=""/>	CCV Spring 2006	CIS-2220-VO01 (37598) Web Site Dgn & Mgmt	CCV Online	01/23/2006-05/01/2006 On-Line Monday Times to be Announced, Room to be Announced	S. Corrow	0 / 16 / 0	3.00	

Current Registrations

Drop	Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
<input type="checkbox"/>	CCV Spring 2006		ENG-1061-VM03 (38373) English Composition	CCV Montpelier	01/25/2006-05/03/2006 Lecture Wednesday 06:00PM - 09:00PM, CCV Montpelier, Room TBA	S. Loynd	3.00	
<input type="checkbox"/>	CCV Spring 2006		HUM-1000-VM02 (37499) Dimens of Learning	CCV Montpelier	01/26/2006-05/04/2006 Lecture Thursday 06:00PM - 09:00PM, CCV Montpelier, Room TBA	P. Keller	3.00	

You will also see any current registrations.

The list of actions appears in a drop down menu in two places. You may choose an action from the drop down box that will affect all sections in your preferred section list **or** you may choose individual actions from the drop down list next to each class that you have on your list.

Choosing an action from this drop down box will affect all sections on your preferred list.

Choosing an action from this box affects only this section.

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs
<div style="border: 1px solid black; padding: 2px;"> Action for ALL Pref. Sections (or choose below) <ul style="list-style-type: none"> RG - Register RP - Register Pass/Fail AU - Audit RM - Remove from List WL - Waitlist </div>	CCV Spring 2006	CIS-2220-V001 (37598) Web Site Dgn & Mgmt	CCV Online	01/23/2006-05/01/2006 On-Line Monday Times to be Announced, Room to be Announced	S. Corrow	0 / 16 / 0	3.00	

The drop down list of actions includes:

- RG – Register: Choose this to enroll in the course with the standard grading options (A-F).
- RP – Register Pass/Fail: Use this option if you do not want a letter grade for the course.
- AU – Audit: Choose this if you do not want credit for the course. In most cases the tuition and fees will be the same as if you took the course for credit.
- RM – Remove from List: Use this option if you want to delete sections off your preferred list.
- WL – Waitlist: Choose this to be added to the waitlist if there are no more seats left in the course.

Registration Results Screen – Once you have selected an action for each course or chosen an overall action from the drop down list for your preferred list and clicked submit, VSC WEB SERVICES will process your registration.

A successful registration is shown below. The registration request passed all the rules put in place for this section. Even though a warning is displayed the student was registered. Any warning messages will appear here.

Status shows either successful or unsuccessful registration

CIS-2220-V001 - Course Filled. Either add to wait list or look for an available section.

Term	Status	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
CCV Spring 2006	UNSUCCESSFUL registration		CIS-2220-V001 (37598) Web Site Dgn & Mgmt					

If you receive a message like the one below your registration has not been processed and you must change the action for the course that is in question and resubmit the whole request. You will automatically be returned to the Preferred Sections screen. In the case below you could either remove BIO-2012 from the list or chose the "blank" option at the top of the drop down list. Only when all the sections you request for registration pass the rules will the entire registration be processed.



BIO-2012-VU01 - Course BIO-2012 prerequisites have not been started.

Some possible problems with courses could be, time conflicts, lack of necessary pre-requisites (as shown in the example above) or co-requisite courses, courses that are full and courses that require special instructor permission. Other reasons a registration may not be processed include, financial or academic holds. In these cases it is best to call or visit your site office.

If the student is enrolled in the current semester you will probably see those courses on this screen as well. At certain times of the year you may even see three terms listed.

Search and Register for Sections

Choosing search and register for sections results in the same screen that is used to view the course list through VSC Web Services.

Search/Register for Sections

Choosing a term **OR** a start/end date are required.

Term:

Starting On/After Date: Ending By Date:

Subject	Course Level	Course Number	Section
<input type="text" value="CIS - Computer Information Systems"/>	<input type="text" value="200 - 2nd Year"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Sections Meeting After: Sections Ending Before:

Mon
 Tue
 Wed
 Thu
 Fri
 Sat
 Sun

Course Title Keyword(s):

Location: Academic Level:

Instructor's Last Name:

SUBMIT

Fill out the search form using whatever criteria will best help you to find the course you want to register for. In the example above, the student is looking for all CCV Spring 2005 computer courses that will be held online.

A portion of the results are shown below.

Select Section(s)	Term	Status/ Open Seats	Section Name and Title	Location	Meeting Information	Faculty	Enrolled/ Capacity/ Waitlist	Credits
<input type="checkbox"/>	CCV Spring 2006	Open / 10	CIS-2012-VO01 (37595) Intern Prog. Vis Bas	CCV Online	01/23/2006-05/01/2006 On-Line Monday Times to be Announced, Room to be Announced	R. Bogart	6 / 16 / 0	<input type="text" value="3.00"/>
<input type="checkbox"/>	CCV Spring 2006	Waitlisted	CIS-2031-VO01 (37596) C/C++ Programming I	CCV Online	01/23/2006-05/01/2006 On-Line Monday Times to be Announced, Room to be Announced	J. Shain	15 / 16 / 1	<input type="text" value="3.00"/>
<input checked="" type="checkbox"/>	CCV Spring 2006	Closed	CIS-2220-VO01 (37598) Web Site Dgn & Maint	CCV Online	01/23/2006-05/01/2006 On-Line Monday Times to be Announced, Room to be Announced	S. Corrow	17 / 16 / 0	<input type="text" value="3.00"/>
<input type="checkbox"/>	CCV Spring 2006	Open / 2	CIS-2220-VO02 (37599) Web Site Dgn & Maint	CCV Online	01/23/2006-05/01/2006 On-Line Monday Times to be Announced, Room to be Announced	K. White	14 / 16 / 0	<input type="text" value="3.00"/>

Select the sections that you want to add to your preferred list by checking the box and then scrolling to the bottom to click Submit. Note: Multiple selections are allowed on this screen.

Any sections selected will be added to your Preferred Sections screen. You may then choose an action as described on page 9.

Drop Sections

Choosing Drop Sections displays the screen (in part) below. The screen also shows your preferred section list so it is possible to drop and add classes at the same time. Drop sections by checking the box in front of the course number. VSC Web Services will not allow you to drop all courses or drop courses in a current semester if the add/drop period is over. It will allow you to drop a course and add a course simultaneously. If you want to drop all courses the student will need to contact a CCV site office or your college's registrar.

Current Registrations								
Drop	Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
<input type="checkbox"/>	CCV Spring 2006		ENG-1061-VM03 (38373) English Composition	CCV Montpelier	01/25/2006-05/03/2006 Lecture Wednesday 06:00PM - 09:00PM, CCV Montpelier, Room TBA	S. Loynd	3.00	
<input type="checkbox"/>	CCV Spring 2006		HUM-1000-VM02 (37499) Dimens of Learning	CCV Montpelier	01/26/2006-05/04/2006 Lecture Thursday 06:00PM - 09:00PM, CCV Montpelier, Room TBA	P. Keller	3.00	

You'll receive a receipt of the drop and the new class schedule for the student.

The following request(s) have been processed:								
Term	Status	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
CCV Spring 2006	UNSUCCESSFUL drop		HUM-1000-VM02 (37499) Dimens of Learning					

Class Schedule

Choosing class schedule will prompt you for a term or a date range. The schedule can be printed using your browser's print button.

Class Schedule

Class Name and Title	Days of Week	Start Time	End Time	Bldg	Room	Start Date	End Date
CIS-2340-V001 SQL Database Admin	M					01/23/06	05/05/06
DEV-0120-VJ03 Online Learning Wkshp	TH	12:00PM	01:00PM	VWRJ	COMPUTER	01/12/06	01/12/06
DEV-0120-VJ04 Online Learning Wkshp	W	05:30PM	06:30PM	VWRJ	COMPUTER	01/18/06	01/18/06

OK

Class Rosters

For class rosters you will be prompted to enter a term or a date range and then asked to choose a course from that range.

Class Roster

Choose One	Course Name and Title	Term	Bldg	Room	Meeting Times	Days of Week
<input checked="" type="checkbox"/>	CIS-1038-VO01 Introduction to Databases	V05FA				T
<input type="checkbox"/>	CIS-1360-VO01 Intern Db Mgmt Sys	V05FA				M
<input type="checkbox"/>	DEV-0120-VJ03 Online Learning Wkshp	V05FA	VWRJ	COMPUTER	05:00PM - 06:30PM	M
<input type="checkbox"/>	DEV-0120-VJ04 Online Learning Wkshp	V05FA	VWRJ	COMPUTER	12:00PM - 01:30PM	W

A copy of the roster for that course will display and can be printed using your browser's print button.

Class Roster

Course Name and Title

CIS-1038-VO01 Introduction to Databases

Instructors

Ms. Megan J. Tucker

Student	ID	E-mail address	Pass Aud	Class	Status	Credits	CEUs	Student Profile
Billado, Penny A.	0132187	pbillado@firstlightusa.com		SO	New	1.00		<input type="checkbox"/>
Burchstead, Peter L.	0278032	nawner@adelphia.net		SO	New	1.00		<input type="checkbox"/>
Hall, Katherine L.	0185523	foresthall18@yahoo.com		FR	New	1.00		<input type="checkbox"/>
Hebert, Kyle J.	0287115	kjhstuph@yahoo.com		FR	New	1.00		<input type="checkbox"/>
Tredwell, Adam B.	0171525				New	1.00		<input type="checkbox"/>
Williams, Shawn A.	0314489	shb2dae@btownsound.com		FR	New	1.00		<input type="checkbox"/>

Grading

This workflow allows you to enter grades for your own courses. You'll be prompted to choose a term.

Grading

Select a term or date range to restrict your class list

Term

Start Date

T05WI - VTC Winter 2005

J06SP - JSC Spring 2006

L06SP - LSC Spring 2006

T06SP - VTC Spring 2006

V06SP - CCV Spring 2006

C05FA - CSC Fall 2005

J05FA - JSC Fall 2005

L05FA - LSC Fall 2005

V05FA - CCV Fall 2005

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Then choose one course from the display and whether or not you will be entering mid-term or final grades.

Grading

Final or Midterm/Intermediate Grading ▼

Choose One F - Final | - Midterm/Intermediate

	Class Name and Title	Start Date	End Date	Bldg	Room
<input checked="" type="checkbox"/>	CIS-1038-VO01 Introduction to Databases	09/06/05	10/03/05		
<input type="checkbox"/>	CIS-1360-VO01 Intern Db Mgmt Sys	10/03/05	12/05/05		
<input type="checkbox"/>	DEV-0120-VJ03 Online Learning Wkshp	08/29/05	08/29/05	VWRJ	COMPUTER
<input type="checkbox"/>	DEV-0120-VJ04 Online Learning Wkshp	08/31/05	08/31/05	VWRJ	COMPUTER

SUBMIT

Enter valid grades in the grade box for each student. Only use the expire date for an incomplete.

Final Grading

Class Name CIS-1038-VO01
 Title Introduction to Databases
 Location CCV Online
 Term CCV Fall 2005

Instructors

Ms. Megan J. Tucker

Student	ID	Grade	Expire Date	Midterm Grade	Class Level	Status	Credits	CEUs
Billado, Penny A.	0132187				SO	New	1.00	
Burchstead, Peter L.	0278032				SO	New	1.00	
Hall, Katherine L.	0185523				FR	New	1.00	

Once click submit you'll receive this message that grades have been processed.

Student Profile

This workflow delivers information about an individual student including address, phone as well as advisor and program. You will need the student's (numeric) Colleague ID for the lookup.

FACULTY

Student Profile

Student ID

Social Security Number

SUBMIT

Search for Classes

Anyone accessing the VSC Web Services web site may search for classes since it requires no login. This form is designed to let you search for one or more courses that meet your search requirements. You may fill out as many or as few search criteria as you need to narrow the search to the list of courses you are interested in. The only required field is term. All active terms will be available here. Clicking on the Help button will provide with a description of each criteria and how it is used in the search.

Search for Sections

Term ← Choosing a term **OR** a start/end date are required.

Starting On/After Date Ending By Date

Subjects	Course Levels	Course Number	Section
<input type="text" value="CIS - Computer Information Systems"/>	<input type="text" value="200 - 2nd Year"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Sections Meeting After Sections Ending Before

Mon Tue Wed Thu Fri Sat Sun

Course Title Keyword(s)

Location Academic Level

Instructor's Last Name