CCAC Central Instructions for Faculty

CCAC Central General Information

- Faculty may use CCAC Central to:
  - Search for Sections; check enrollment
  - View your schedule
  - Retrieve Rosters
  - Report Attendance
  - Refer Students for Early Intervention
  - Submit Midterm and Final Grades
  - View your Stipends
  - View Pay Advices
  - View My Budgets

- Remember that you will view only your own information from Colleague.
  - You will not be able to view another person’s rosters, students, etc.

- Faculty who do need to run inquiries and reports from the system (advisors, department heads) will need to have their supervisor or dean request regular Colleague access for them

- As you continue to work in CCAC Central e-Services through the Portal, if you do not close out of a particular menu item, notice that it will stay open at the top of the screen. You can toggle between the menu items by clicking on them or you can click on the white X close out.

Access CCAC Central

1. Access CCAC Central by logging into the MyCCAC Portal System: [http://my.ccac.edu/](http://my.ccac.edu/) using your network user name and password.
2. Click on Faculty within the CCAC Central e-Services web part:
Search for Sections

1. Click on Faculty Information from the Faculty drop down.
2. Choose Search for Sections.
   - You can search based on term, subject, course, section, times, keywords, locations, or instructor’s last name.
3. To see only the classes that you teach, choose the term and your last name then click Submit.
   - Your search results will display as seen below; you will view all open and closed classes that meet the criteria that you chose. You can click on the light grey link for any of the sections to view more information about that class.

My Class Schedule

- Click on My Class Schedule from the Faculty Menu Page.
- Select the correct term to view from the list and click the Submit button. If you are teaching an off-phase course and you are not sure of the term, enter the date range.
- Your class schedule will display as seen below. You can click on the section name link (light grey text) for any of the sections to view more information about that class.
Class Roster Selection Section

- Click on the Class Roster Select Section on the Faculty Menu page to view your scheduled classes.
- Click on the section whose roster you wish to view by clicking on the light grey links.

This is what a sample roster will look like.

- To retrieve information about any of the students on your roster, click on their name.
Select Students for E-Mail

- When you access your roster as described above, you can click on the link titled “E-Mail these Students”.
- You can then send an email to all of the students or only the students selected with the check box. When you have chosen an email option, click Submit.
- Finally, you will type the subject and content of your email message. CCAC recommends you Blind Carbon Copy (BCC) the students if you are sending to multiple students (they will not be able to see each other’s email addresses). You can also send to, copy, or BCC any additional people, including sending a CC to yourself. Do not check “Record Contract” as CCAC does not have that capability. When you are done composing your message, click on Submit. There is no way to view emails sent via CCAC Central. This email function will send an email to students’ email addresses as entered in Colleague. You can also email students via Blackboard. Emails from Blackboard will be directed only to student academic email.

Attendance Rosters

- You will be asked to provide attendance information at certain intervals in the term. To do that, click on Class Non-Attendance on the Faculty Menu page.
- Choose your term or enter the dates for your other rosters and click Submit. Then select the section for which you wish to enter the attendance and click Submit.
- To mark all students as attending, check the box above the roster’s Academic Program column. To mark a student has having never attended your class, check the never Attended box for that students. To enter the date a student last attended your class, enter the date in the Date Last Attended field for that student MM/DD/YY format. When finished, click Submit. IMPORTANT: The Date Last Attended is to be used only for those who have stopped attending, NOT every student.
Early Intervention

- To submit a student for Early Intervention, click Early Warning and Class Attendance on the Faculty Menu page.
- Choose your term or enter the dates for your other rosters and click Submit. Then select the section for which you wish to submit an early intervention and click Submit.
- To submit information for a student for early intervention, click on the checkbox for that student and click Submit. **IMPORTANT:** Work on only one student at a time. If you select multiple students, referrals will not be made for all selected students.

![Refer for Intervention](image1)

- Answer the questions about the student by checking the boxes and entering specific comments that may help staff to follow-up, and click Submit. A counselor or coach will follow-up with each student whom you refer, depending on the student’s status or population cohort.

Grading

- To submit a grade for a student, click on Grading on the Faculty Menu page.
- Choose your term or enter the dates for your other rosters and click Submit.
- Then choose whether you are entering final or midterm grades and select the section for which you wish to enter grades and click Submit.

![Grading](image2)

![Final Grades](image3)
My Stipends

- To check your stipends, click on All Stipends and Requested Stipends on the Faculty Menu then Personal Profile Menu.

- Your stipends will display in this order; processed stipends will display on top; submitted requests will display at the bottom. It is a good idea to check your payroll BEFORE payday.

Pay Advices

- To check your pay advices, click on the Faculty Menu, then Personal Profile, and then Pay Advices.
- Click on the Pay Date, or select on Other Year to see past years. Your pay advice will then display.

My Budget

- To check your budget, click on Faculty Menu and then Financial Information. Budget information will only be available for faculty who have purchasing responsibilities; you must be set up on RSGL by your business manager.
- Choose the funds, objects, departments, locations that you wish to view and click Submit.