

Update: August 16, 2017

Quick Tips & Resources

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Anyone else want to join or become a faculty/staff mentor, let us know by contacting Jeremy

Allred [Jimmy Kenny kennyj@elac.edu](mailto:kennyj@elac.edu) or [Jeremy Allred allredjp@elac.edu](mailto:allredjp@elac.edu) or [Amanda Ryan-Romo romoar@elac.edu](mailto:romoar@elac.edu)

Although we are experiencing various issues with the SIS, the hope is that in the future there will be an ease of access for students and the new features of online payments, access to transcripts from all nine colleges on one transcript, and ability to sort data more effectively will be realized. This adjustment phase has been challenging for our students, as well as for our staff. *Kudos to Admissions and Welcome Center Staff for their hard work and dedicated efforts to assist students as best as possible considering their staffing issues as many of the problems have to be mitigate through manual input by the Admissions staff.*

In order to best assist students and faculty with this transition, we are planning on a robust information campaign to ensure that students and faculty have information readily available. Beginning Tuesday, August 15th, we are setting up virtual information stations throughout the campus. We will expand the number of stations beginning August 21st. We have included a schedule (time and locations) of the virtual information stations below.

Schedule for Week of August 14th -19th

Monday- Thursday

- Enrollment Center & Welcome Center will be open from 9:00 am – 7:00 pm
- **Thursday, August 17th ELAC Live! 9:00 am – 8:00 pm**

Friday - Enrollment Center & Welcome Center will be open from 8:00 am – 4:00 pm

Schedule for Week of August 21st – 26th

Monday-Friday: 8:00 am -7:00 pm (P3, P4, F5, E3, and ELAC Steps)

Monday- Thursday

- Learning Center will be open from 9:00 am – 4:00 pm to assist
- Enrollment Center & Welcome Center will be open from 9:00 am – 7:00 pm

Friday - Learning Center will be open from 9:00 am -4:00 pm to assist students & faculty

Saturday, August 26th

8:30 am – 3:00 pm – Helping to Register Students – Admissions & Welcome Center



**Opening
Day
Thursday,
August 24th**

Schedule for 1st 2 Weeks of College – Help for Faculty & Students

Faculty Help Station – Writing Center

Student Help Stations – Learning Center (Basic Help with SIS), Welcome Center & Admissions (Basic Help, Resetting of Passwords, and other student issues)

How to Log into the PeopleSoft SIS Faculty Portal

Many of you have already logged into the new system and are already enjoying the new and improved ways to view/print rosters, take roll, add students, and enter grades. Since this is an entirely new system, we know that many of you will have questions and a learning curve to overcome; however, most faculty who've already explored the new system are reporting a very positive experience.

SIS Mentors - Your Department Chair and Deans have received some training on the SIS and they can help you with logging in as well. Training for Faculty will be offered during Opening Day on August 26th. But we will need faculty to serve as Mentors to other faculty.

To reset your Passwords – You will need to contact IT (Information Technology), but since this isn't our old system they will need to get the district to change your password and it may take 2-3 days for password reset. So please write down your password and security questions.

Under the leadership of Pauletta Daw, the Distance Education department has organized several faculty training videos that are on ELAC's Website under the Distance Education webpage. If you are teaching online, they have attached it to your Canvas portal, so please check out these videos and SIS resources. <http://www.elac.edu/online/newSISStudent.htm>

SIS Resources We've included a Link and three one-page documents that we hope will get you started:

- a) SIS Modernization—Faculty (Instructor) Portal Training Guide (88 Pages) ---Link Below---
<http://www.elac.edu/facultyStaff/resources/doc/Faculty-Portal-Training-Guide.docx>
- b) How to Log into the New SIS System (1 page)
- c) How to View and Print Your Rosters (1 page)
- d) How to Add Students after the Classes Begin (1 page)

We've also created two blank forms (see attached Blank Roster & Blank Grade Roster) that can be used to create hard-copies of Class Rosters and Grade Rosters. These will be posted in the Academic Affairs SharePoint drive and were sent to your email. The names of your students can be copied directly from an SIS Generated Excel document (see C above) and into these Word document templates. You will then be able to manipulate these templates to meet your own individual needs.

Begin by logging into the portal at mycollege.laccd.edu.

1. Open your favorite browser window to begin the process for logging into the SIS Modernization portal.

Browsers that work with SIS Modernization are:

> Internet Explorer, Safari, Mozilla Firefox, Chrome

2.	Enter your Faculty ID into the first/top field Employee username is your SAP user ID . E.g.,: Kennyj or kennyj@faculty.laccd.ed
3.	Enter your Password into the second/bottom field. Password

4.

Passwords

The first time you enter the SIS Modernization site, you will be required to enter a predetermined password.

Employee default passwords will consist of:

8@ + the month of your birthdate (MM) + the first character of your last name (capitalized) + the last 4 digits of your SSN

For example, Joe Smith, who was born on August 9th, and has SSN xxx-xx-1234, his default password would be: 8@08S1234

Once in the system, you will be prompted to change your password.

Please Make A Note of Your Username and Password for future use.

Faculty ID (SAP User ID):

Password:

During Opening Day, there will be PeopleSoft workshops planned and we will also offer many opportunities around campus, including in our Learning Center and Writing/Reading Center Labs in the E3 building, for faculty to sign in and get hands-on experience using this new system.

How to Add Students

Wait Lists & Auto Enrollment

Students trying to enroll in a class that has already reached enrollment limits will be automatically placed on a **Waitlist** for the class. If an enrolled student drops before the class begins, the student in the # 1 position at the top of the Waitlist will be **Auto-Enrolled** into the class. An email will be sent to the student's LACCD email account notifying them of their registration in the class. **Auto-Enrollment** STOPS when the class begins.

If an enrolled student does not show up for the first day of class they MAY be dropped by the instructor who will then begin to **Add** students from the Waitlist.

Adding Students after Classes Begin

Permission Numbers

PeopleSoft has a new way to Add Students by using Permission Numbers. When you view/print your class rosters, you will find a list at the bottom of the page (see below) with a heading **"Student Permission."** This list gives unique 'permission numbers' to be distributed to students from the Waitlist who want to add the class. Please note that these unique "Permission Numbers" have expiration dates, so it is imperative that students go online to register ASAP. (For the Fall 2017 semester, students will have two weeks to use this permission number before it expires.)

LACCD Website LACCD Catalogs Email Online Classroom Welcome Log Out

LACCD

CR	Section	Section Number	Section Name	Section Type	Credits	Course	Section	Section Description
14	CR	000104021	General Studies	General	4.00	Credit - Transfer II	Sophomore	General Studies
15	CR	000104020	General Studies	General	4.00	Credit - Psychology	Sophomore	General Studies
16	CR	000104025	General Studies	General	4.00	Credit - Art / AIA	Sophomore	General Studies
17	CR	000104020	General Studies	General	4.00	Credit - Communication Studies	Sophomore	General Studies
18	CR	000104020	General Studies	General	4.00	Credit - General Studies Social and Be	Sophomore	General Studies

Permission Number	CR	Name	Status	Permission Use Code	Permission Expiration Date	Staff Member Issued Permission Number
1	000400		Not Used		12/31/2017	
2	000400		Not Used		12/31/2017	
3	000400		Not Used		12/31/2017	
4	000400		Not Used		12/31/2017	
5	000400		Not Used		12/31/2017	
6	000400		Not Used		12/31/2017	
7	000400		Not Used		12/31/2017	
8	000400		Not Used		12/31/2017	
9	000400		Not Used		12/31/2017	
10	000400		Not Used		12/31/2017	

Search All Data

Verify selected students Verify all students

Faculty Center Search

My Schedule Class Room Cross Section Code Room Faculty Schedule Class Schedule Name Add Appendix Page

How do we get permission numbers? The Sunday before the start of the term, the District Office will automatically generate 40 permission numbers for all courses that have enrollment.

How do faculty obtain additional permission numbers? Additional permission codes may be requested from the Office of Admissions and Records by emailing Instructor Services at crawfode@elac.edu. Permission codes will be generated and viewable on the PeopleSoft faculty portal within 24 hours.

How will the faculty member know the student has used the permission number? As the student uses a permission number their information will be populated in the student permission table. This allows the faculty member to verify that the permission number issued was used by the correct student.

When will the permission number expire? Permission numbers will expire the day before census for regular term courses. For short term courses permission codes will expire on the last day to add the course. For deadlines faculty should check the PeopleSoft Faculty Portal or contact instructor services at Admissions and Records Office (crawfode@elac.edu).

Will add permits still be honored? Yes, while the District is transitioning to the new PeopleSoft Student Information System the Admissions and Records Office will continue to process add permits for the Fall 2017 semester.

Student having difficulty adding the course with a permission number? Faculty should refer the student to Admissions and Records Office for further assistance.

Old-Fashioned Add Cards

IF YOU HAVE ANY PROBLEMS USING THE NEW ADD SYSTEM DESCRIBED ABOVE, YOU CAN USE OUR USUAL PINK COLORED ADD SLIPS TO ADD STUDENTS INTO YOUR CLASS. (Please add students on your Wait Lists who show up on the first day of class before adding anyone else.)

Our enrollment has dropped significantly so we are asking all faculty and staff to join in and help our students by being even more patient and taking in more students as possible. Our students have had to go through so much changes in ironing out the kinks in this transition. Thank you in advance for your guidance and encouragement.

How to Get Your Rosters

After login, click “Main Menu”.
Then “Campus Solutions Menu” -> “Campus Solutions”.
Select “Curriculum Management”.
Then “Class Roster”. You will see the following:

Class Roster

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Academic Institution:	begins with ▼	LACCD	
Term:	begins with ▼		
Subject Area:	begins with ▼		
Catalog Nbr:	begins with ▼		
Class Nbr:	= ▼		
Class Section:	begins with ▼		
Session:	= ▼		▼
Course ID:	begins with ▼		
Course Offering Nbr:	= ▼		

Search

Clear

[Basic Search](#)

 [Save Search Criteria](#)

Enter “2178” (for Fall 2017) under “Term:”, and enter a section number under “Class Nbr:” I used section 18365 to get the following.

If you have trouble printing, see your Department Chair. Or the Writing Center can help Faculty access their rosters.

How to Print Your Rosters

Step	Action
1.	After Logging into the new SIS system, Click the “My Schedule” GREEN tab at the Top Right Side of the Page
2.	Under the heading: My Teaching Schedule > 2017 Fall > LA Community College District You will find all of your Fall 2017 classes listed. ✓ Click on the small people icon  to the left of each class listed to view the Roster. You will see an “Enrollment Status” drop-down menu above the students’ names, and you can choose to view “All,” “Dropped,” “Enrolled,” or “Waiting.”
3.	To Print your Roster, you must export the class roster to an Excel document, by clicking on the Excel Download graphic to the right of the Enrolled Students header.  (Please make sure that Pop ups are allowed on the browser that you are using or this step will not complete.)
4.	When the Excel Document opens up, you can copy/paste and create a new document, or you can PRINT the Excel Document as is.

Approximately one week prior to the start of class, the classes Permission Numbers for adding students into your class will be issued and viewable on the bottom of the class roster page.

Special Thank you to:

Pauletta Daw, Juan Chacon, Chis Garcia, Kyle Tran, Hung, Anna Salazar

Videos for Faculty: Produced by East Los Angeles College Distance Education Program (Pauletta Daw & Juan Chacon)

HOW TO LOG INTO THE NEW PeopleSoft SIS FACULTY PORTAL:

<http://faculty.elac.edu/distanceed/docs/sis/pdf/first-time-login.pdf>

VIDEO---HOW TO VIEW YOUR SCHEDULE OF CLASSES:

<https://www.3cm mediasolutions.org/privid/71749?key=7a4863d563ba1493b88cd56e82379db85b7ccf13>

VIDEO---HOW TO VIEW YOUR CLASS ROSTERS:

<https://www.3cm mediasolutions.org/privid/71751?key=9f69e6491ead76ad245bdfc0fa7bf986bf007f0d>

VIDEO---HOW TO SEND A MESSAGE TO STUDENTS IN YOUR CLASSES:

<https://www.3cm mediasolutions.org/privid/72398?key=b517f43dbebbcbe40226c721d9a43f9b3fec44b9>

Videos for Students: Produced by Chris Garcia, Kevin Akiyama, Anna Salazar, Kyle Tran, Hung Trinh

On ELAC’s front page of website *are videos for students.* <http://www.elac.edu/sis/index.htm>