

Census Certification Guide

- 1) The first step is to login on WebAdvisor. If you are not sure how to do this, please reference the “WebAdvisor Login Guide” at:
<http://www.yccd.edu/yuba/vpass/pdf/WebAdvisorLoginGuide.pdf>

- 2) From your WebAdvisor homepage, click on the Faculty link.



- 3) On the Faculty WebAdvisor page, click on the “Census Certification” link.



4) Once you are on the “Census Certification” page (see example below), the process will include the following steps;

1) on the first screen, check the “Census Drop” box next to each student who is not in attendance and click “Submit” on the bottom of the page (***if you have no students to drop you will still click “Submit” at the bottom of the page and you will jump directly to step 3***);

2) the second screen asks you to verify the list of students you had previously selected for “Census Drop” and if it is correct then click “Submit” on the bottom of the page; and

3) the last screen asks you to “Certify” your Census Roster by clicking on “Submit” on the bottom of the page. This last “Submit” closes out the form to further entry. You should only complete step 3 when you have completely finished your “Census Certification” process.

Census Student Selection

Class Name MUSIC-43R-M3423
Title Symphonic Band
Location A
Term 2009FA

Instructor
1 [redacted]

Census Date 08/31/09

1 Drop noshow and inactive students by clicking in
2 The 'Census Drop' box.

Student	ID	Census Drop
1 [redacted]	031 [redacted]	<input type="checkbox"/>
2 [redacted]	006 [redacted]	<input type="checkbox"/>

5) Submit Button will always be on the bottom of the page.

93 [redacted] 02 [redacted]
94 [redacted] 0 [redacted]

SUBMIT

Click Submit Button

CHANGE PASSWORD LOG OUT MAIN MENU FACULTY MENU HELP CONTACT Us

- 6) **FYI:** The full-term class Census Date for Fall 2009 is August 31st. Short term classes will likely have their own Census Date. If you do not know what the Census Date for you class is, you will be able to find the Census Date on the WebAdvisor - Class Roster.

Census Certification is a required process.

Census Certification must be completed by the Census Date of your class.

FACULTY Welcome

Class Roster

Your class Census Date

Course Name and Title
 1 HUMAN-12-MS247 Jazz Appreciat
 ** REGULAR GRADING; CENSUS ACCTG **

Instructors
 1 [REDACTED]

	Census Date	Drop Date	Withdrawal Date	WSCH	DSCH	Weeks	Course Hrs
1	08/31/09	09/11/09	11/13/09	3.00	1.00	18	54.00

	Student	ID	Access	E-mail address	Pass Aud	Status	Credits	Phone Number	Cross Listed
1	[REDACTED]	03 [REDACTED]		[REDACTED]@go.yccd.edu		Enrolled	3.00	530 [REDACTED]	MUSIC-12
2	[REDACTED]	03 [REDACTED]		[REDACTED]@go.yccd.edu		Enrolled	3.00	530 [REDACTED]	MUSIC-12