

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) To navigate through the “Census Certification” pages (see example below), the process will include the following steps;

A) Select a Term: Click on the drop-down and select the appropriate term. Click "Submit".

FACULTY

Census Certification

Select appropriate term.

Select a Term

SUBMIT

Click on Submit after selecting the term.

B) Look for the class you wish to perform a "Census Certification" within and check the button at the beginning of that line. (One Section at a time ONLY)

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Census Class Selection

Select one section at a time

Choose One	Census	Course Name and Title	Term	Room	Meeting Times	Days of Week
<input checked="" type="radio"/>	<input type="checkbox"/>	████████████████████	2010SP	NET		
<input type="radio"/>	<input type="checkbox"/>	████████████████████	2010SP	M-201	09:00AM - 09:50AM	MWF
<input type="radio"/>	<input type="checkbox"/>	████████████████████	2010SP	NET		
<input type="radio"/>	<input type="checkbox"/>	████████████████████	2010SP	M-201	10:00AM - 10:50AM	MWF

Select "one" section, then click "Submit"

SUBMIT

C) On the first "Census Certification" page, check the "Census Drop" box next to all students you are dropping for non-attendance. Then click on the "Submit" button on the bottom of the page.

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Census Student Selection

Class Name ██████████

Title ██████████

Location AZ

Term 2010SP

Instructor

1 ██████████

Census Date 02/01/10

Drop noshow and inactive students by clicking in the 'Census Drop' box.

Student	ID	Census Drop
1 Adams ██████████	03 ██████████	<input checked="" type="checkbox"/>
2 Albers ██████████	03 ██████████	<input type="checkbox"/>
3 Anderson ██████████	03 ██████████	<input checked="" type="checkbox"/>
41 Wright ██████████	03 ██████████	<input type="checkbox"/>

Check the "Census Drop" box for each student you are dropping for non-attendance.

After selecting students to drop - click on the "Submit" button.

SUBMIT

D) On the second “Census Certification” page, you are verifying and confirming your request to drop students for non-attendance. Please carefully review the students you have selected. If you selected a student you should not have, simply do not check them on this page. *** If you missed a student who should be dropped, you will need to click on the “Faculty Menu” **FACULTY MENU** on the header of the page and start the process

on step 3. ***Using the browser  “Back Button” does not work well with WebAdvisor and can lock up your pages.

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Census Final Selection

Class Name [REDACTED]
 Title [REDACTED]
 Location AZ
 Term 2010SP
 Instructor [REDACTED]
 Census date 02/01/10

This list will be the students you selected on the previous screen. Verify the list and, check the "Census Drop" box next to each student to confirm the drop.

1 Click in the 'Census Drop' box to confirm the students who are to be dropped

Student	ID	Census drop
1 Adams [REDACTED]	03 [REDACTED]	<input checked="" type="checkbox"/>
2 Anderson [REDACTED]	03 [REDACTED]	<input checked="" type="checkbox"/>

Click on Submit after you have selected the students. **SUBMIT**

E) This is the third and final “Census Certification” page. This page lists the students who remain in your section. You are Certifying that these students are enrolled as of the Census Date in your section. The Census Certification is NOT complete until you click on the submit button on the bottom of this page.

FACULTY

Census Confirmation

Class Name [REDACTED]
 Title [REDACTED]
 Location AZ
 Term 2010SP
 Instructor [REDACTED]
 Census date 02/01/10

The Census Confirmation page lists the students who remain in your section. You are certifying that these students are enrolled as of the Census Date in your section.

1 I certify the following students are actively attending this class as of the Census date

Student	ID
1 Albers [REDACTED]	03 [REDACTED]
2 Beltran [REDACTED]	02 [REDACTED]
3 Booth [REDACTED]	01 [REDACTED]
39 Wright [REDACTED]	03 [REDACTED]

The Census Certification is NOT done until you click the "Submit" button on this page. **SUBMIT**

F) If you have additional courses to certify, start the process over.

**** On the Census Class Selection page, you can get verification that your section(s) are certified. When you see an "X" in the Census column, this is your confirmation that the Census Certification for that section is complete. All sections must be certified by the Census Date.

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This column has been added on the Census Class Selection page to show when a course has successfully been certified.

Census Class Selection

Choose One	Census	Course Name and Title	Term	Room	Meeting Times	Days of Week
<input type="radio"/>	X	████████████████████	2010SP	NET		
<input type="radio"/>		████████████████████	2010SP	M-201	09:00AM - 09:50AM	MWF
<input type="radio"/>		████████████████████	2010SP	NET		

Census Certification is a required process.

Census Certification must be completed by the Census Date of your class.
Your section Census Date can be found on the WebAdvisor Class Roster.

FACULTY Welcome

Class Roster

Your class Census Date

1 Course Name and Title
 [████████████████████]
 ** REGULAR GRADING; CENSUS ACCTG **

1 Instructors
 [████████████████████]

Census Date	Drop Date	Withdrawal Date	WSCH	DSCH	Weeks	Course Hrs
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	██████████	03	██████████@go.yccd.edu		Enrolled	3.00	530-██████████	MUSIC-12
2	██████████	03	██████████@go.yccd.edu		Enrolled	3.00	530-██████████	MUSIC-12