

## FACULTY:

After logging into your Web4 account.

Click on the Faculty Services(See picture below)



### Faculty Services

Enter Grades and Registration Overrides, View Class Lists and Student Information, Degree Evaluation and Education Plans.

Look at the very bottom of the Menus for 'Add code roster', click on the words Add Code Roster

**Add code roster**

Select the term from the drop down box and then press the select term button.

Select a Term:

Select Term

After pressing the Select Term a new screen will appear showing all of your Assigned Courses.

### Please select a CRN for Spring 2016

30275 - HLTH 10 -- Health And Aging  
36141 - HLTH 10 -- Health And Aging  
37316 - HLTH 91H -- Elder Abuse Prevention  
34337 - IDST 81A -- Diversity: Ageism & Adulthood

Or enter a CRN

View Add Code Roster

Download Add Code Roster

- Choose the CRN
- Press the View Add Code Roster to review online
- Press the Back Arrow on the Browser to select another course
- If you want to Download your add codes click on the CRN
- Click on Download Add Code Roster to open an Excel Sheet with your add codes (Must be using Internet Explorer). Once you choose Download Add Code Roster look at the very bottom of the screen and choose Open or Save (See Screen Capture on next page).

Search

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Section information:

Please select a CRN for Spring 2016

30275 - HLTH 10 -- Health And Aging  
36141 - HLTH 10 -- Health And Aging  
37316 - HLTH 91H -- Elder Abuse Prevention  
34337 - IDST 81A -- Diversity: Ageism & Adulthood

Or enter a CRN

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**RELEASE: CCSF 8.2**

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Do you want to open or save **rosters.csv** (896 bytes) from **ocean.ccsf.cc.ca.us**?

Below and the following pages shows you examples of viewing your add codes online vs. downloading to excel.

Online Roster:

Auth Code			Name			Assign Date
0983						
1717						
4215						
4498						
5056						
5321						
5397						
5528						
5615						
5836						
6284						
7146						
7469						
7943						
8610						
8714						
8757						
9043						
9515						

Section information:

CALB - 03/21/2016  
Spring 2016  
Full Term

CRN	SUBJ	CRSE	CREDITS	Course Title
30275	HLTH	10	3.00	HEALTH AND AGING

Instructor(s) - (P)rimary	Type	Days	Time	Bldg	Room
..	Lecture	MW	0910-1025am	MUB	361

Critical Dates

Start Date: 19-JAN-2016	Last Date to drop without a "W": 11-FEB-2016
End Date: 26-MAY-2016	Last Date to drop with a "W": 14-APR-2016
Last Date to add class: 05-FEB-2016	Census Date: 08-FEB-2016
Last Date to drop with a refund: 02-FEB-2016	Add Auth Expiration: 05-FEB-2016

Download to Excel:

The screenshot shows the Microsoft Excel interface with the following elements:

- File Name:** TERM
- Formulas Bar:** =
- Worksheet Grid:** Columns A through J, Rows 1 through 19.

	A	B	C	D	E	F	G	H	I	J
1	TERM	CRN	Auth Code	Name	Assign Date					
2	201630	30275	0983							
3	201630	30275	1717							
4	201630	30275	4215							
5	201630	30275	4498							
6	201630	30275	5056							
7	201630	30275	5321							
8	201630	30275	5397							
9	201630	30275	5528							
10	201630	30275	5615							
11	201630	30275	5836							
12	201630	30275	6284							
13	201630	30275	7146							
14	201630	30275	7469							
15	201630	30275	7943							
16	201630	30275	8610							
17	201630	30275	8714							
18	201630	30275	8757							
19	201630	30275	9043							