

**ONLINE INSTRUCTIONS
FOR WEEKLY CENSUS REPORTING
(REGULAR TERM-LENGTH COURSES)**

Please make changes to your Weekly Census List(s) according to the following guidelines:

In accordance with Title 5 of The California Code of Regulations you must check the No Show Box for students who have never attended your class.

If a student attended your class and subsequently stopped attending you may drop the student by checking the Drop Box.

Faculty may now process their No Shows, and Census online via Web 4 -Faculty Services. You may also reinstate online those students that were dropped in error from your course(s). After you have entered your User ID and PIN select:

- **Faculty Services**
 - **Summary Class List**
 - **Select Term**
 - **Select CRN**
 - **Click RED Drop/No Show/Reinstate/Census link (This is below Course Information)**

You should be at the class list screen for the specific course. Next to each student's name is a column labeled "**Action**". Click on the pull down menu and choose the appropriate action you wish to enter for the student. Note: Some actions may not be available based on deadlines. In the next column, enter the drop/last attend date for the student. Once you have completed the update for the course, check the "**ELECTRONIC SIGNATURE BOX**" and click on the "**Save Changes**" button at the bottom of the page.

IMPORTANT: If you have no changes, you must still check the "ELECTRONIC SIGNATURE" box and click on the "Save Changes" button. Repeat procedure for your other courses by clicking on the **BLUE** link labeled "**Select Another Class**".

Please contact Wil Wu, wwu@ccsf.edu if you need assistance regarding online reporting.

Web 4 – Faculty Services

**Monday through Saturday
6:00 am – 11:45 pm
<http://www.ccsf.edu>**