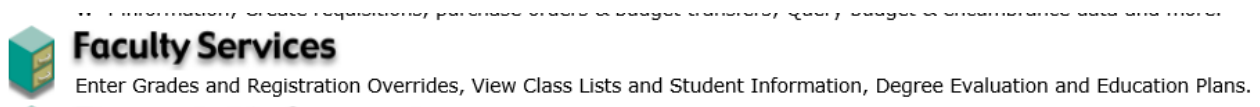


FACULTY:

After logging into your Web4 account.

Click on the Faculty Services(See picture below)



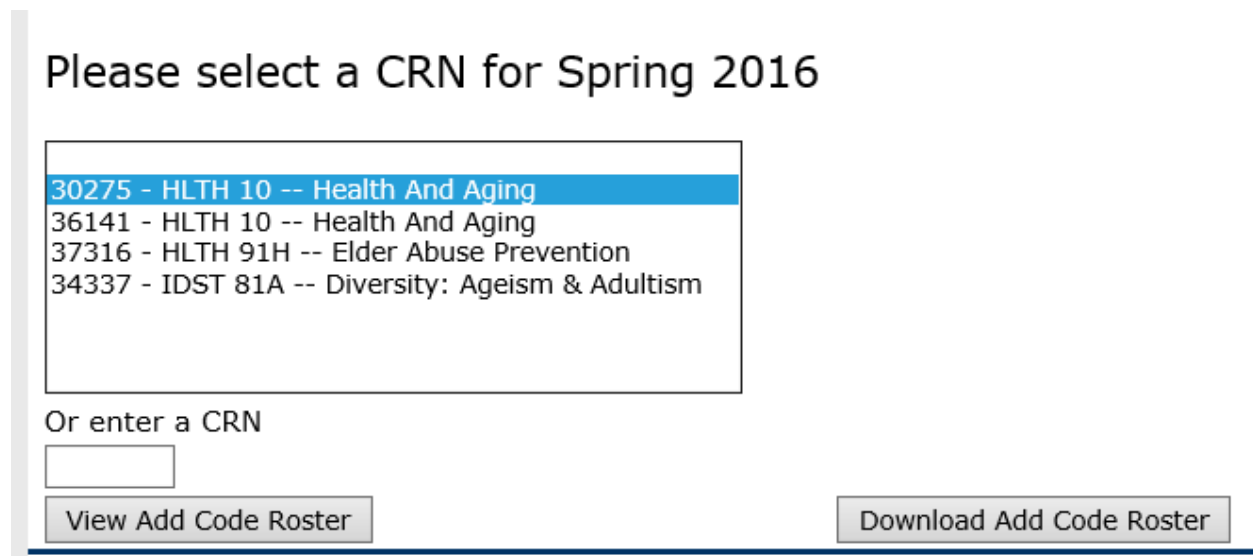
Look at the very bottom of the Menus for 'Add code roster', click on the words Add Code Roster

Add code roster

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

A screenshot of a web form. On the left, the text 'Select a Term:' is followed by a dropdown menu box containing the text 'Spring 2016' and a downward-pointing arrow. Below this is a rectangular button with the text 'Select Term'.

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

A screenshot of a web page with the heading 'Please select a CRN for Spring 2016'. Below the heading is a list of course options, each on a new line: '30275 - HLTH 10 -- Health And Aging', '36141 - HLTH 10 -- Health And Aging', '37316 - HLTH 91H -- Elder Abuse Prevention', and '34337 - IDST 81A -- Diversity: Ageism & Adulthood'. The first option is highlighted with a blue background. Below the list is the text 'Or enter a CRN' followed by an empty text input box. At the bottom of the page are two buttons: 'View Add Code Roster' on the left and 'Download Add Code Roster' on the right.

- 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

[SITE MAP](#) [HELP](#) [EXIT](#)

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

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 data table:

	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							