Entering ADW Certifications and Mid Term Grades via Faculty Portal

This help guide provides step-by-step instructions on how to enter and save/submit ADW Certifications and Mid Term Grades via the faculty portal.

IMPORTANT: the Mid Term ADW process serves as CCC’s official, auditable record of students who are/are not actively pursuing completion of a class as of the Drop Date. Your decision whether or not to record an ADW should be based upon the published active pursuit measures for the class. Ultimately, CCC uses these records to make credit hour claims to the State of Illinois for reimbursement. By recording an ADW (or not), you, the instructor, are certifying that each student on your class roster either is not (or is) actively pursuing completion of the class, respectively. Accordingly, you should be aware and mindful of the vitally important role you play in this process.

1. Login to my.ccc.edu and navigate to Faculty Center.

2. Select MT grades, NSW and ADW Certifications.

   **Notes:**
   - **MT Grades** = Midterm Grades
   - **NSW** = No-Show Withdrawal
   - **ADW** = Administrative Withdrawal

3. Click on the link shown to launch NSW/ADW Certifications.

   **NOTE:** Make sure Pop Blockers are turned OFF, as you will be taken to a new browser page. For assistance to turn off Pop Up Blockers, proceed to step 4.

   If Pop Up Blocker is Off, skip to Step 5.
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4 Turn off Pop Up Blocker by Browser:
   Google Chrome
   • Click on Pop Up Blocker Icon
   • Check Always allow Pop-Ups
   • Click Done
   OR
   Mozilla Firefox
   • Click Options
   • Select: Allow Pop-Ups
   OR
   Microsoft Edge
   • Click: Allow Once or Always Allow

Once the Pop Up Blocker has been turned off. Click on the link shown to launch NSW/ADW Certifications.

5 Select the class roster icon ( ) corresponding to the class for which you want to enter ADWs and Mid Term Grades.
6 The process will confirm that NSW Certification is finished.
*If you have already completed NSW Certification you will continue to step #8.

a) If you have not previously certified NSWs for the selected class you will be prompted to complete that process prior to submitting ADW/Mid Term Grades.

b) You can only use the automated process to confirm there are no NSW drops at this point in the class. If there are drops, you must contact your Registrar prior to continuing.

c) After you hit Submit you will receive a confirmation statement. You will then need to select ‘Return to Class List’ to re-enter the ADW/Mid Term Roster.

7 Enter ADW Drops and Mid Term Grades.

a) Ensure that ADW/MID Request is displayed.

b) Select if a student is either Dropped for ADW or if they will receive a Mid Term Grade.
   a. Check the ‘Drop’ box for ADW
   b. Enter a Grade for Mid Term Grades

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<thead>
<tr>
<th>Email ID</th>
<th>First Name</th>
<th>Last Name</th>
<th>Drop</th>
<th>Status</th>
<th>Grade</th>
<th>Drop Date</th>
<th>Reader/Seq</th>
<th>Instructor</th>
<th>Action</th>
<th>Reason</th>
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Sort on any column (e.g. Last Name) by clicking on the column.
8  a) Select the appropriate **Confirmation** (dropdown list), read the certification statement, click the ‘Certified’ checkbox.
b) Select the markers of active pursuit as defined by your syllabus.
c) Select **submit** button that appears after the “Certified” box is selected.

9 Once submitted, drops will be queued for the nightly drop batch process, which will drop students as requested and update the status with the enrollment request ID used to drop the student. **END OF PROCESS.**

10 Note: as an alternative, you may also access this page through CS directly.
To do so, login to the portal at [my.ccc.edu](http://my.ccc.edu).
Select the **PeopleSoft Campus Solutions** link. Make sure that Pop Blockers are turned OFF, as you will be taken to a new browser page.

11 Navigate to **Campus Solutions 9.2 > Self Service > Faculty Center > Midterm Grades/Enrollment Verifications, NSW and ADW Certification:**

View submission status here.

12 **END OF PROCESS.**