## **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.



Last updated: August 26, 2019

Help Guide CITY COLLEGES **Entering ADW Drops and Mid Term Grades** of CHICA via Faculty Portal Education that Works × 4 Turn off Pop Up Blocker by Browser: https://cccihtst.ccc.edu/psp/cccihtst/EMPLOYEE/CS/c/SA\_LEARNING\_MANAGEMENT.SS\_FACULTY.GBL7zSubTab Google Chrome 🧕 ups blocked my.CCC.edu https://cccihtst.ccc.edu/psp/cccihtst\_n\_C\_CLAS Click on Pop Up Blocker Icon • Always allow pop-ups from h cking pop-up Check Always allow Pop-Ups • Click Done Faculty Center Search Learning Management
my schedule || class roster || grade roster || midterm grades-inrollment verifications.nsw and adw certifications • OR Mozilla Firefox 🧕 Click Options my.CCC.edu Select: Allow Pop-Ups • CCC Portal Student Faculty Staff OR Microsoft Edge Faculty Center Search Learning Management My Schedule Class Roster Grade Roster Midterm Grades/Enrollment Verification, New And Adw Certifications Click: Allow Once or Always Allow • go to ... ~ (>>) Microsoft Edge blocked a pop-up from cccihtst.ccc.edu. Allow once Always allow Once the Pop Up Blocker has been turned off. Click on the link shown to launch **NSW/ADW** Certifications. Faculty Center Search Learning Mana My Schedule | Class Roster | Grade Roster | Midterm Grades/Enrollment Verification, NSW and ADW Certification Midterm Verification/Grades-NSW/ADW Certifications Click here to launch the page for recording midterm grades/enrollment verification or drops for NSW and ADW Change Term Fall 2019 | City Colleges of Chicago Select the class roster icon ( <sup>(M)</sup>) 5 1141 Summer 2018 Van Librimad Assounds corresponding to the class for which you in, want to enter ADWs and Mid Term Emperates | first | 60 | 10 nor 10 + +++ 10 100 Grades. at Carner Canana Class Mir Course 10 100 Scieling (2nice) Contactored ----A Dwith HW 11299 (02502 Drive To Study Of Except 10 Lathurs 18



6	The process will confirm that NSW Certification is finished. *If you have already completed NSW Certification you will continue to step #8.		NSW Pleas	NSW Certification not found. Please record NSW certification. (20000,27) Please record NSW certification, you may then be able to proceed to record ADW / Midterm grades.								
	a)	If you have not previously certified	ок									
		NSWs for the selected class you will be prompted to complete that process prior to submitting ADW/Mid Term										
				NSW Request								
		Grades.	Institutio Term	n City C 1161	olleges of Chio Summer 2015	ago	Session CDL	Term Begin	06/03/2015 Terr	m End 08/26/20	15 Read Only	
	b)	You can only use the automated process to confirm there are no NSW drops at this point in the class. If there	Class Nbr Career Option Campus	lass Nbr       11020       Class Section       WW       Subject       SOC       Start Date       06/03/2015       End Date       07/26/         areer       Credit       Associated Class 2006       Catalog       201       Session Begin       06/03/2015       Session End       07/26/         pition       NSW       Course ID       002902       Offer #       2       Midterm Date       09/08/2015       Drop By       09/10/         ampus       Harold Washington College       Acad Group       HW       HW         Please record NSW certification, you may then be able to proceed to record ADW / Midterm grades.       Please record NSW certification, you may then be able to proceed to record ADW / Midterm grades.						Date         07/26/20           sion End         07/26/20           op By         09/10/20           dterm grades,	2015 ♥ Enrollment 2015 ♥ Grading 2015	
		are drops, you must contact your		Certification and Class pursuit								
		Registrar prior to continuing.	Certified 09/08/2015*Confirmation No Drops for this Class v									
	c)	After you hit Submit you will receive a		I hereby certify that I have reviewed the CCC NSW policy and accordingly selected applicable students for NSW and that any students not indicated for NSW are in attendance or have informed me of their intention to continue.								
		need to select 'Return to Class List' to	Image: Constraint of the second sec									
		re-enter the ADW/Mid Term Roster.	submit								Return to class list	
7	Enter ADW Drops and Mid Term Grades.								ADW / N	lidterm Grade	e Request	
	a)	Ensure that ADW/MID Request is		Institution City Colleges of Chicago								
	L. \	displayed.	Term		1161 Summer 2015 Session CDL Term Begin						Begin (	
	b)	Select if a student is either Dropped for	Class M Career	Nbr -	11299 Credit	Cla	sociated Class	WW1 Su 2011 Ca	bject SOC talog 201	Start	Date ( on Begin (	
		Grade. a. Check the 'Drop' box for ADW		Option ADW/MID Course ID 002902 Offer # 2					ffer#2	Midterm Date (		
				Campus Harold Washington College Mid-Term Acad Group								
		b. Enter a Grade for Mid Term Grades	Instru	ctor				1				
							List of Stud	ents for ADW	or Midterm Grade	25		
		Empl ID First Name Last Name		Drop	<u>Status</u>	<u>Grade</u>	Drop Dt	Roster Seq	Instructor	Action	Reason	
	1	Sort on any column (e.g. Last Name) by clicking on the column.			None	AQ	09/08/2015		000716021	Drop MT Grade	ADW MT Grade	
	з			<b>V</b>	None		09/08/2015		000716021	Drop	ADW	
	4				None	BQ	09/08/2015		000716021	MT Grade	MT Grade	
	5				None		09/08/2015		000716021	MT Grade	MT Grade	
	7		1	<b>V</b>	None	~	09/08/2015		000716021	Drop	ADW	
		Drop Option is ADW/MID. Sort on any column (e.g. Last Name) by clicking on the column. Click on checkbox in Drop column.								Page 3		



8	a) Select the appropriate <b>Confirmation</b>	Certification for ADW								
	(dropdown list), read the	Certification and Class pursuit								
	certification statement click the	Certified 09/08/2015*Confirmation There are Drops for this clas -								
	'Certified' checkbox.	I hereby certify that each of the students in this class and term, except those marked to Drop in the table above, are currently enrolled and actively pursuing completion of the course as of the Drop Date in accordance with published measures of active pursuit for this class, and I have proper documentation to support this certification.								
	<ul> <li>as defined by your syllabus.</li> <li>Select submit button that appears after the "Certified" box is selected.</li> </ul>	Image: Second								
		submit Return to class list								
9	Once submitted, drops will be queued for the update the status with the enrollment reque	e nightly drop batch process, which will drop students as requested and st ID used to drop the student. <b>END OF PROCESS.</b>								
10	Note: as an alternative, you may also access	Barthar +								
	this nage through CS directly	m(00)								
	To do so login to the portal at my acc adu									
	To do so, login to the portal at <u>my.ccc.edu</u> .									
	Select the <u>PeopleSoft Campus Solutions</u> link.	C June 10 June 22 2019 • 5								
	Make sure that Pop Blockers are turned OFF,	Foldel Arcene Main Menu 👻								
	as you will be taken to a new browser page.	Constraint of a state of a s								
11	Navigate to Campus Solutions 9 2 > Self									
11	Service > Enculty Center > Midterm	Certification Statuses								
	Grades /Enrollment Verifications NEW and	Statuses Class Dates NSW ADW/Nitterm Grades Final Grades EII)								
	ADM Contification:	Campus         Subject Area         Catalog Nbr         Class Section         Class #         NSW Status         ADW Status         Grading Status           HW         MATH         118         WW1         60316 Completed         Completed         Completed         Completed								
	ADW Certification:	HW MATH 118 WW2 60317 Completed Completed Completed								
		DA MATH 118 G 62426 Completed Completed Completed								
	View submission status here.									
12	END OF PROCESS.									