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.*	
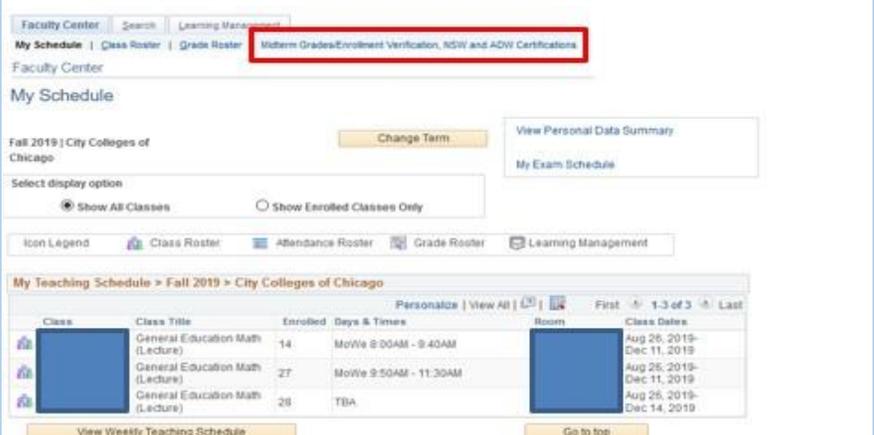
4	Turn off Pop Up Blocker by Browser:	
	Google Chrome	
	• Click on **Pop Up Blocker** Icon	
	• Check **Always allow Pop-Ups**	
	• Click **Done**	
	OR	
	Mozilla Firefox	
	• Click **Options**	
	• Select: **Allow Pop-Ups**	
	OR	
	Microsoft Edge	
	• Click: **Allow Once** or **Always Allow**	
	Once the Pop 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.	
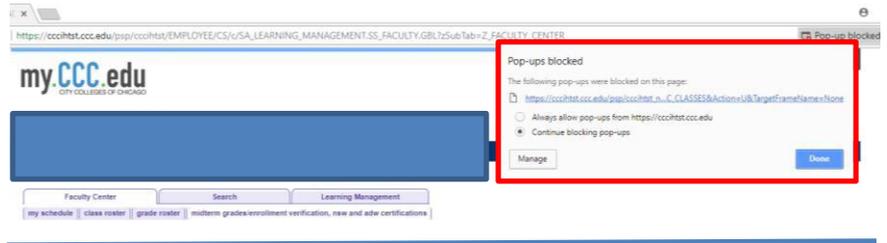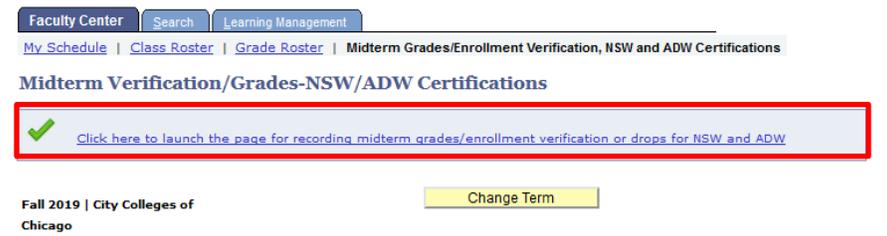
Help Guide
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via Faculty Portal

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6	The process will confirm that NSW Certification is finished.	

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.

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.

OK

NSW Request

Institution	City Colleges of Chicago						☐ Read Only
Term	1161 Summer 2015	Session	CDL	Term Begin	06/03/2015	Term End	08/26/2015
Class Nbr	11020	Class Section	WW	Subject	SOC	Start Date	06/03/2015	End Date	07/26/2015	☑ Enrollment
Career	Credit	Associated Class	2006	Catalog	201	Session Begin	06/03/2015	Session End	07/26/2015	☑ Grading
Option	NSW	Course ID	002902	Offer #	2	Midterm Date	09/08/2015	Drop By	09/10/2015
Campus	Harold Washington College					Acad Group	HW

Please record NSW certification, you may then be able to proceed to record ADW / Midterm grades.

Certification and Class pursuit

☑ Certified   09/08/2015 *Confirmation   No Drops for this Class

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.

☑ Attendance

submit   Return to class list

submit   Thank you for your time. Your request has been submitted.   Return to class list

7	Enter ADW Drops and Mid Term Grades.

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

ADW / Midterm Grade Request

Institution	City Colleges of Chicago				
Term	1161 Summer 2015	Session	CDL	Term Begin	
Class Nbr	11299	Class Section	WW1	Subject	SOC	Start Date	
Career	Credit	Associated Class	2011	Catalog	201	Session Begin	
Option	ADW/MID	Course ID	002902	Offer #	2	Midterm Date	
Campus	Harold Washington College		Mid-Term		Acad Group	
Instructor					

List of Students for ADW or Midterm Grades

	Empl ID	First Name	Last Name	Drop	Status	Grade	Drop Dt	Roster Seq	Instructor	Action	Reason
1				☑	None		09/08/2015		000716021	Drop	ADW
2				☐	None	A	09/08/2015		000716021	MT Grade	MT Grade
3				☑	None		09/08/2015		000716021	Drop	ADW
4				☐	None	B	09/08/2015		000716021	MT Grade	MT Grade
5				☐	None	C	09/08/2015		000716021	MT Grade	MT Grade
6				☐	None	A	09/08/2015		000716021	MT Grade	MT Grade
7				☑	None		09/08/2015		000716021	Drop	ADW

Sort on any column (e.g. Last Name) by clicking on the column.

Drop Option is ADW/MID. Sort on any column (e.g. Last Name) by clicking on the column. Click on checkbox in Drop 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. 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.**	