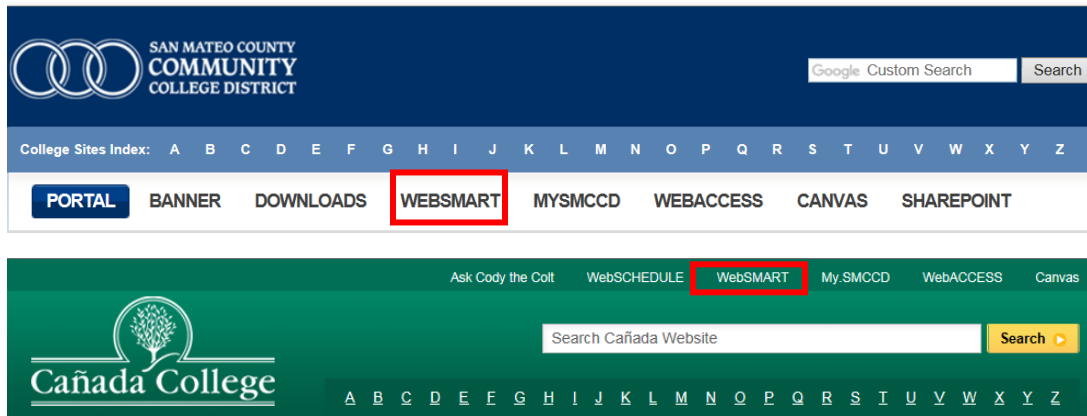## Accessing WebSMART

Access WebSMART from the District Portal or Cañada College Webpage
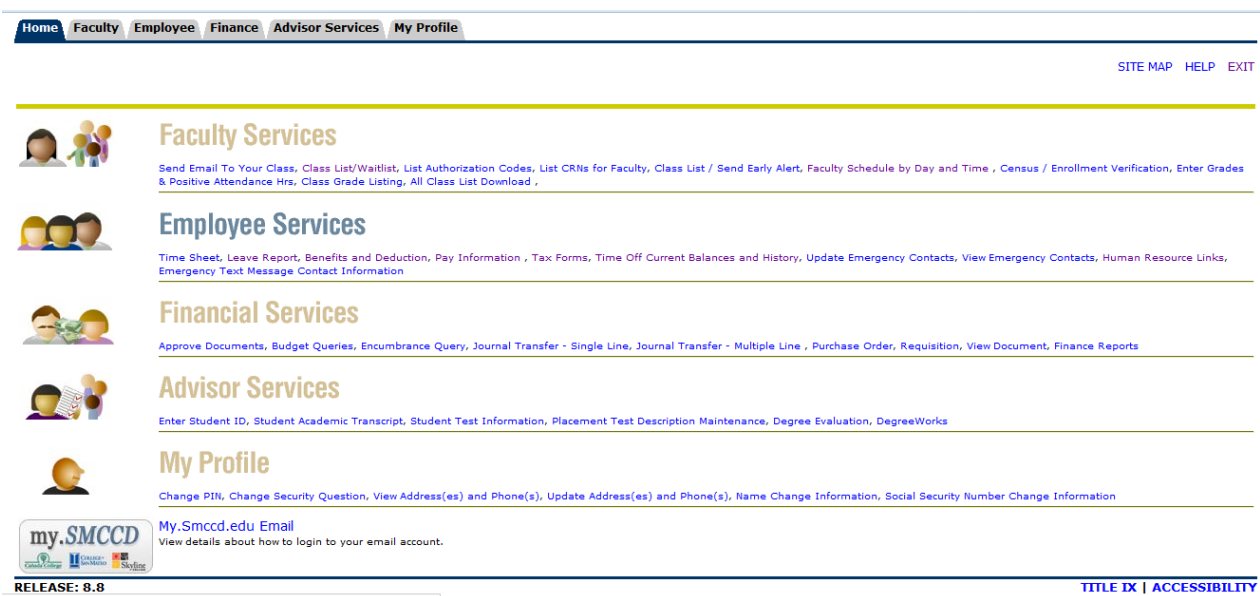

Login to WebSMART

User ID: G Number

Password: 6-digit birthdate

WebSMART Homepage – Click the item under the service area, or click on the appropriate tab at the top of the page.

Once you have accessed a class section in WebSMART, you may need to "EXIT" and log in once more to access a different class section.

Change Password & Security – Found under "My Profile"
- Select "Change PIN"
- Enter information into the fields and save

Change Security Question – Found under "My Profile"
Security questions are used for accessing your account if you forget your password.

- Confirm your pin
- Select a question from the dropdown menu
- Answer the question and save

Access Student Rosters/Class List/Wait List – Found under "Faculty Services" and "Faculty Tab"

Students are placed on the Wait List in order of when they signed up. Faculty are strongly encouraged to assign add codes to students from the wait list in order. It is up to individual instructors to determine distribution of Add Codes when space becomes available in the course. **Check rosters regularly from the beginning of the semester until after the Drop Date.** Instructors do not need to provide add codes to students prior to the beginning of the semester.

- Select "Class List/ Wait List/ Attendance"
- Select the appropriate year and CRN
- Print official roster from WebSMART on the first day of class
- Print the waitlist from WebSMART on the first day of class

Access Add (Authorization) Codes – Found under "Faculty Services" and "Faculty Tab"

Add codes are for students entering the course after the course has begun and/or the course is full. It is up to individual instructors to determine distribution of Add Codes, including whether space allows for students to be added to the class. Add codes are not available until a few days before the course begins. Add codes will not work until the first day of class.

- Select "List Authorization Codes"
- Enter appropriate CRN
- Print add codes and keep track of those you distribute
- Give authorization code to student (each student receives his/her own code)
- Remind students they must officially register before the published deadline for full-semester courses, or by the next class for short-term courses (students typically have 24 hours to register for the course).

Drop/Withdraw Students – Found under "Faculty Services" and "Faculty Tab"

Withdraw students who are no longer participating in the course. Emailing students prior to withdrawing them is always good practice. Students can be dropped/withdrawn until the official last day to withdraw (about a month from the end of the semester).

- Select Census/Enrollment Verification
- Select the appropriate year and CRN
- Find the student(s) to drop and choose "Withdraw" from the dropdown menu next to the student's name and "Save"

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Census Information – Found under Faculty Services or Faculty Tab

Census information determines how the campus is paid by the state for the students that we teach. The census date is approximately two to three weeks after a semester begins and after the last day to drop or add a course. Fall 2017 Census: September 5, 2017

Census Countdown: - Verify census submission dates and status for all courses

- Click the Faculty tab
- Select "Census Countdown!"
- View the information for each CRN

Census/Enrollment Verification – Withdraw students who can be identified as inactive. An inactive student is identified as "no show", or a student who has officially withdrawn or been dropped from the course. According to Title 5, "a student shall be dropped if no longer participating in the course, except if there are extenuating circumstances." Faculty are responsible for dropping inactive students prior to the census date in order to ensure accuracy of the class roster.

- Select "Census/Enrollment Verification"
- Indicate/Click whether the student is still attending class or has withdrawn
- Find the student(s) to drop and choose "Withdraw" from the dropdown menu next to the student's name and "Save"

Early Alert System – Found under "Faculty Services" and "Faculty Tab"

Contact students and counselors regarding student behavior and/or performance (potential referral to the Disability Resource Center (DRC), Counseling services).

- Click "Class List/Early Alert"
- Select the semester and the CRN
- Select the student for Early Alert
    - Send messages to counselor(s) regarding the student(s) and individual, selected students
    - Counseling faculty will follow-up with Early Alert referrals
    - Students referred through Early Alert will receive messages via email and by mail

Email Student - Found under "Faculty Services" and "Faculty Tab"
- Select "Send Email to Your Class"
- Select the appropriate year and CRN
- Check the students to email, or "Check all" to email the entire class (waitlist is included in "Check all." Uncheck waitlist students if they are not to be emailed.)

Entering Grades - Found under "Faculty Services" and "Faculty Tab"
- Click "Enter Grades and Positive Attendance"
- Select the appropriate year and CRN
- Use the dropdown menu to enter final grades and positive attendance information
- Click "Save"

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