

First 4 Records Duties for Instructors:

1. Activate you ACC Email account immediately and read your ACC EMAIL regularly for notification of task due dates and instructions. Here is how:

Part Time faculty email addresses will be (first and middle initials, last name, and last 3 digits of Colleague ID number) fm1ast567@access.alamancecc.edu and *you need to activate it yourself*. To activate it, go online to www.alamancecc.edu and click on “Quick Links” at top of page. Then click on “Email” link on right side of screen. Then (on left side) click on “Create/Reset Access Password” and complete and click “Submit.” You will need your first & last name, your DOB and Colleague ID number which your department head should be able to get for you.

Activate this **Access Email** account as soon as your Datatel ID number is available and send an email to sherri.singer@alamancecc.edu from it, asking her to add you to the “ALL ADJUNCT FACULTY” email group. You must do this in order to get the email notification that you will need throughout the term.

(Full Time faculty email addresses will be Firstname.Lastname@alamancecc.edu, will be activated by Information Services, and in the GroupWise “EVERYONE” email group.)

These are the email accounts that you should use for all of your ACC email needs (not yahoo, road runner, hotmail, etc.)

2. Log in to SELF SERVICE *this week (or as soon as your Colleague ID number is assigned)* to confirm that your log-in works and that you have access to the rolls for all of the sections that you teach. Here is how:

Go online *this week* to www.alamancecc.edu and click on the Self Service link (at top of page in Quick Links or at the bottom of the page). Next, click on the Self Service login link and log in. You will need your 7 digit Colleague ID number (including any leading zero) which your department head can give you. Once logged in, the sections you are teaching are listed. Just click on a section to pull up the roster for that section. Be aware that the rolls are still changing as students continue to register.

You can log in to Self Service from anywhere you have internet access and see the most current version of each of your rolls to confirm that your drops and adds are up-to-date. You will also be required to electronically submit your final grades via Self Service.

Do not delay using Self Service! It is simple and helpful. You should access your rolls from Self Service before classes begin and again the second week of the term to verify

that the drops and adds you were expecting have actually been done. If you wait until time to turn in grades then you are likely to encounter delays due to roster discrepancies, and cause difficulties for yourself, your supervisors, your students, and others.

Only Self Service should be used for official roll management. Do not assume that your Moodle rolls for online courses are the same as your actual rolls, as they are managed separately and might not accurately reflect your actual rolls.

3. Keep precise ATTENDANCE RECORDS for every class meeting.

For each *section* you teach, you will be expected to submit precise records of the first day of attendance, absences, and tardies for each student. Your department head should advise you of what format to use for your departmental attendance records files. The latest Faculty Guide to Records and my emails will advise you of how and when to submit the attendance records for the first 10% of the term for census reporting.

You will be required to sign and date the official attendance documents and they will be used for determining state funding for ACC. Please strive for accuracy and consistency that will pass our state audit with flying colors!

4. Read your FACULTY GUIDE to RECORDS and contact me or your department head if you have any questions.

5. For system issues you might also need to contact Information Services Support at <http://support.alamancecc.edu/> to open a ticket, or call 336-506-4011.

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