

Top Ten Tips for Rosters, Census and Grading

for College in the High School/Dual Credit Instructors

1. **Dual Credit Instructor Resources:** www.mchenry.edu/dcistructors. Quick links to MCC resources.
 - Bookmark page for convenient access to Canvas, Dual Enroll, MCC email, Self-Service, Softdocs, etc.
2. **MCC Email:** MCC dual credit instructors are expected to use their “@mchenry.edu” Outlook email address for all MCC business to maintain FERPA compliance. Access via www.mchenry.edu/dcistructors.
 - a. Monitor MCC email *at least twice weekly* for grading reminders, missing items, or critical info.
 - b. Please do not auto-forward! Instead, set up your device(s) to check multiple addresses at once.
3. **Syllabi:** Access MCC master syllabi in Concourse (via Canvas “MCC Syllabus”). Create and submit a syllabus for *each* section each term by the first day of class. “Last Day to Withdraw” will auto-populate. Share this official Dual Credit class syllabus with your students. Contact your MCC Faculty Liaison for help, if needed.
4. **Class Rosters:** Your Skyward/Google classroom/other high school roster must match the MCC Self-Service roster throughout the semester. In the first week, review both rosters daily and at least weekly thereafter:
 - a. Report any discrepancy (adds, student on wrong roster, student withdrawn from class/school, etc.) to your MCC Dual Credit Coordinator or high school administrator within 24 hours.
 - b. To appear on the roster, a late-added student must apply and register through Dual Enroll.
 - c. Please follow up until rosters are accurate, as accuracy is vital for census and grade submission.
 - d. Ensure MCC rosters match high school rosters *before* submissions are due.
5. **Due dates:** for Census Certification and grade submission are *section-specific*. Click in Self-Service on each section to find its “Deadline Dates.” (Your dates will not necessarily match another instructor’s.)
6. **Census Certification and Grading:** *Timely* submission of census and grades in MCC Self-Service is *critical*. Please read relevant instructions at top of Self-Service census/grading screens each time you use them.
7. **Census:** report students who have “Never attended” by census date (student WILL be withdrawn).
 - a. Enter census in Self-Service > Faculty > [select Section] > Census tab.
 - b. To correct submission error(s), submit a [Softdocs](#) Midterm/Census Correction Request for each student.
 - c. To request instructor’s student withdrawal any time, submit a SoftDocs “Administrative Withdrawal” form for approval by the Director of College & Career Readiness.
8. **Midterms:** are “real” grades. Please read screen instructions for valid grades, based on course/level.
 - a. Enter midterms in Self-Service > Faculty > [select Section] > Grading > Midterm tab.
 - b. To correct submission error(s), submit a [Softdocs](#) Midterm/Census Correction Request for each student.
9. **Final grades:** are requested within 24 hours after class end date, but no later than the section’s due date.
 - a. Enter finals in Self-Service > Faculty > [select Section] > Grading > Final Grade tab.
 - b. To change a previously-entered grade, submit a [Softdocs](#) “Grade Change” form for approval by the Director of College & Career Readiness.
10. **Late submissions:** Emails are sent to your “@mchenry.edu” email when something is missing. Do not ignore! Read carefully, check the attachment to see how many items are missing, and follow the directions.

Bonus – Other questions? Contact:

Logon issues	MCC IT Help Desk		815-455-8457	
Class Rosters	MCC College/Career Readiness Coordinator for your high school	Kate Johnson Ashley Lynd	815-455-8917 815-479-7794	dualcredit@mchenry.edu
Census/Grading	Coordinator of Student Records	Cindy Scardino	815-455-8935	cscardino@mchenry.edu