### Instructions for Jaguar Spot Services

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How to Get Your ID and Password for the Jaguar Spot/Online Services/Web Advisor:

STEP #1: Get Your ID and Password:

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<td>Faculty &amp; Staff</td>
<td>Contact the DACC Administrative Data Systems department at the emails or phone numbers listed below to have your Faculty/Staff User ID and password set.</td>
<td>Contact the DACC Administrative Data Systems department at the emails or phone numbers listed below Matt Sawyer 217-443-8881 <a href="mailto:mawyer@dacc.edu">mawyer@dacc.edu</a> OR Kim Colwell 217-443-8769 <a href="mailto:kcolwell@dacc.edu">kcolwell@dacc.edu</a></td>
</tr>
</tbody>
</table>

Note for New Faculty & Staff: Your Supervisor or Division Dean will need to notify Administrative Data Systems staff that you are a new employee.
How to Log In (through the Internet) to the Jaguar Spot/WebAdvisor

Step 1: Go to the DACC Website at www.dacc.edu

Step 2: Click on the Jaguar Spot located at the top of the webpage.
Step 3: Click on the “Log In to the Jaguar Spot” option under the Faculty and Staff section:

Step 4: You are now on the actual log in page for the WebAdvisor/Online Services. Select the Log In option at the top of the page:
Step 5: Enter your User ID and Password. (These are obtained through DACC’s Administrative Data Systems department. Contact Matt Sawyer at msawyer@dacc.edu or 217-443-8881.

The first time you log in, you will be asked to change your password immediately in order to ensure maximum security. Please enter the required information on the screen and click on the SUBMIT button.

Step 6: Click on Submit.
Once you’ve changed your password, WebAdvisior will recognize you and offer more options on your secured webpages:

The option boxes (Continuing Education, Students, Faculty, Employees, Advisors) on this screen may move due to the type of web browser you are using.

Some employees will only have access to 2 or 3 option boxes. It will depend on your responsibilities on campus.
HOW TO LOG OUT:

Step 1: Click on the LOG OUT option at the top of the screen.

Step 2: For security purposes, Colleague will ask you to close out of your web browser. Click on OK.
Step 3: Select YES to close the window.

You will be completely closed out of your web access and Colleague!

NOTES TO REMEMBER:

- For security purposes, your login will “time out” after 20 minutes. If you re-enter your ID and password, it will take you right back to the place you were at in Colleague Web.
- If you are having problems with your password, please contact Matt Sawyer at 443-8881 or at msawyer@dacc.edu or Kim Colwell at 443-8769 or kcolwell@dacc.edu.
- If you have questions about grading or enrollment information, please contact the Admissions & Records department at 443-8801 or Stacy Ehmen at stacy@dacc.edu.
Faculty-Specific
How to Log In (through the Internet) to the Jaguar Spot/WebAdvisor

Step 1: Go to the DACC Website at www.dacc.edu

Step 2: Click on the Jaguar Spot located at the top of the webpage.
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Step 5: Enter your User ID and Password. (These are obtained through DACC’s Administrative Data Systems department. Contact Matt Sawyer at msawyer@dacc.edu or 217-443-8881.

The first time you log in, you will be asked to change your password immediately in order to ensure maximum security. Please enter the required information on the screen and click on the SUBMIT button.

Step 6: Click on Submit.
Once you’ve changed your password, WebAdvisior will recognize you and offer more options on your secured webpages:

For class roster, grading, and student information, you will click on the **FACULTY** box on this screen/webpage. Note: The option boxes (Continuing Education, Students, Faculty, Employees, Advisors) on this screen may move due to the type of web browser you are using.

The option boxes (Continuing Education, Students, Faculty, Employees, Advisors) on this screen may move due to the type of web browser you are using.

Some employees will only have access to 2 or 3 option boxes. It will depend on your responsibilities on campus.
HOW TO LOG OUT:

Step 1: Click on the LOG OUT option at the top of the screen.

Step 2: For security purposes, Colleague will ask you to close out of your web browser. Click on OK.
Step 3: Select YES to close the window.

You will be completely closed out of your web access and Colleague!

NOTES TO REMEMBER:

- For security purposes, your login will “time out” after 20 minutes. If you re-enter your ID and password, it will take you right back to the place you were at in Colleague Web.
- If you are having problems with your password, please contact Matt Sawyer at 443-8881 or at msawyer@dacc.edu or Kim Colwell at 443-8769 or kcolwell@dacc.edu.
- If you have questions about grading or enrollment information, please contact the Admissions & Records department at 443-8801 or Stacy Ehmen at stacy@dacc.edu.
Step 1: Go to the DACC Website at www.dacc.edu. Log in to the Jaguar Spot/WebAdvisor Services.

From the FACULTY MENU (see below), you have several options. For now, the options you will use the most include the Class Roster, Grading, Search for Sections, and My Class Schedule.

Step 2: For class roster information, Click on Class Roster.
Step 3: Select the semester/term from the drop down box. Please Note: Terms are denoted in the following method: the year of the term is first, followed by the first two letters of the semester. Examples:

- 2010SU = Summer 2010 Semester
- 2010FA = Fall 2010 Semester
- 2011SP = Spring 2011 Semester

*Winter Term classes are part of the Spring Semester.

Step 4: Click on the Submit button once the term has been selected.
Each faculty member will see a list of the class sections that they will be teaching for the term specified on the previous screen. **Note: You will not be able to view the class rosters, grades, etc. of classes you are not teaching.**

**Step 5:** Click on the “Choose One” box to the left of the course section that you want to view.

**Step 6:** Click on the SUBMIT button (at the bottom of the screen/page…not shown on this screen shot) once the section has been selected.
Example of a Class Roster:

For more information about the students enrolled in the section, you can click on the “Student Profile” box to the right of the specific student you are interested in learning more about.

Click on the SUBMIT button at the bottom of this screen/page (not shown on this screen shot) to view the student’s profile or to exit the screen/page.

Don’t forget to Log Out when finished!
View a Student’s Profile on the Jaguar Spot/ WebAdvisor

Step 1: Go to the DACC Website at www.dacc.edu. Log in to the Jaguar Spot/ WebAdvisor Services.

From the FACULTY MENU (see below), you have several options. For now, the options you will use the most include the Class Roster, Grading, Search for Sections, and My Class Schedule.

Step 2: For student contact information, Click on Student Profile.

Step 3: Enter the student’s 7-digit ID # or SS#. Click on Submit.
Example of a Student’s Profile Information:

Step 4: Click on OK at the bottom of the Student Profile (not shown above) to exit the student and return to the Faculty Menu page.

Don’t forget to Log Out when finished!
Students, faculty, and staff access the Jaguar Spot/Web Advisor from the DACC website:

Clicking on the Jaguar Spot takes you the Jaguar Spot menu screen (see below). Click on the Log In option.
The Jaguar Spot/Web Advisor Log In screen will not recognize you until you log in:
Please enter the User ID and password given to you by the Administrative Data Systems Department:

<table>
<thead>
<tr>
<th>Problem</th>
<th>Weblink/Procedure</th>
<th>Office at DACC</th>
<th>Phone Number/Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Log in Password Problems?</td>
<td>Contact the Administrative Data Systems Department:</td>
<td>Vermilion Hall</td>
<td>443-8881 or <a href="mailto:msawyer@dacc.edu">msawyer@dacc.edu</a></td>
</tr>
<tr>
<td>Forgot Your Log In or Password?</td>
<td>Matt Sawyer</td>
<td>Vermilion Hall</td>
<td>443-8769 <a href="mailto:kcolwell@dacc.edu">kcolwell@dacc.edu</a></td>
</tr>
<tr>
<td></td>
<td>Kim Colwell</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The User ID or User Name is uniquely tied to the Colleague User Number (often called the Colleague ID), which is a 7-digit number that uniquely identifies the person to the Datatel Colleague system.

All passwords within the system are stored in an encrypted format and are not readable by any process available to employees; including the ADS staff. ADS staff cannot view or lookup passwords for User ID’s, but we can force a new temporary password, which will allow the user to log in and change their own password. Users are E-Mailed their User ID, temporary password and instructions on procedures to log on and change their own password.

Please note, your User ID and password will verify and secure your electronic signature for the electronically-submitted, roster/grade processes noted below.
Once you have logged-in to the system, it will recognize who you are and the information you have access to according to your job(s) on campus:

Selecting the Faculty option will give you access to the information below:
VIEWING CLASS ROSTERS:

1. Click on the Class Roster link under the Faculty Information section. Only the assigned instructor(s) will be able to view the class roster. Please contact your Division Dean if you do not have access to a specific section that you are assigned to teach.

2. Click on the section you want to view.

3. The roster will appear:

- You can choose to view the roster, with or without, the students who have been dropped or withdrawn from the section by selecting the box at the bottom of the list.
- You can also choose to view the students who are waitlisted for the section. Note: The students who are waitlisted will have a “Status” of Waitlist.
- You can click on specific students to view their student profile and contact information.
**MIDTERM ROSTER CERTIFICATIONS:**

**ICCB Guidelines/Requirements:**
The Illinois Community College Board requires that each faculty member verify/certify the enrollment in each course section at the midterm point. ICCB Definition: A student is “in attendance at midterm” if the student is currently enrolled in and actively pursuing completion of the course. Therefore, students are considered to be “actively pursuing course completion” if they are consistently attending the course (per the instructor’s requirements) and completing assignments, quizzes, exams, etc. as required by the course syllabus. If the course is delivered online, students are considered to be “actively pursuing course completion” if they consistently log into the course website (per the instructor’s requirements) and complete assignments, quizzes, exams, etc. as required by the course syllabus.

**Midterm Dates:**
The midterm date is automatically calculated by Datatel/Colleague based on the course section’s start/end dates and meeting dates/hours. You can view the midterm date of your sections from the Midterm and Final Grading section, under Faculty Information. Instructors will be notified and instructed, through their DACC e-mail account, of upcoming midterm roster certifications/guidelines.

**Midterm Certification Process:**
During the timeframe, 1 week before the midterm date through 1 week after the midterm date, instructors are required to certify enrollment (based on the guidelines above). If a student is not actively pursuing completion of the course during this timeframe, the instructor should drop them from the course section by giving the student a W (withdrawal) grade. Please note: This is the only timeframe that instructors can electronically withdraw a student from a section.

Once the electronic midterm has been reviewed and updated, the instructor will check the box at the top of the roster verifying the midterm enrollment. The instructor will then “SUBMIT” the roster by clicking on the SUBMIT button at the bottom of the roster.

If the instructor is too early or too late, WebAdvisor will display a message. If too early, the instructor must return at the appropriate time. If the instructor tries to certify midterm and it is too late, WebAdvisor will let you know that it is too late to withdraw a student “on the midterm,” but it can still be certified, by checking the box, if no withdrawals are needed. If an instructor needs to withdraw a student “after” the midterm certification timeframe, they will be asked to contact the Records Office (records@dacc.edu, 217-443-8758, Vermilion Hall) to withdraw the student. Please note, late certifications will be automatically date/time/stamped for the auditor’s report.

**Confirmation of Certification and Process for Changes:**
Once an instructor clicks on the “Submit” button after updating/confirming the midterm roster/final grade roster, WebAdvisor will flash an on-screen “Grading Confirmation Form” acknowledging that the midterm roster or final grades have been submitted.

**Midterm Certification Timeframe:**
Midterm verifications are considered “on time” if they are certified anytime from the week before the midterm date through one week after the midterm date. This two-week timeframe has been programmed into the customized programming for our Colleague (Datatel) system. If an instructor certifies the midterm enrollment after the two-week timeframe, the certification is stamped with a late/override stamp. If the instructor does not verify enrollment within the two-week timeframe, the instructor will be contacted by the Records Office to complete the verification. Midterm verification reminders will be funneled through the appropriate Academic Dean.
Examples/Print Screens of the Midterm Certification Process:

1. Log-in to the Jaguar Spot/WebAdvisor.
2. Go to the Faculty menu.
3. From the Faculty menu, select Midterm and Final Grades.
4. Choose the appropriate term with the drop-down box. Click on SUBMIT.
5. Select the Midterm option from the drop-down box.
6. Choose the course section to view/verify by clicking on the circle in front of the appropriate course section. Click on SUBMIT.

7. Review the Midterm roster according to the ICCB guidelines stated on page 6.

8. Withdraw students that are not actively pursuing completion by giving them a W grade.
9. Click on the “Verification of Midterm Enrollment” box toward the top of the roster.
10. Click the SUBMIT button.
11. Log Out when finished!
Please note the warnings you might see, depending on the timeframe:

**Too Early to Verify Midterm...**

![Image of WebAdvisor interface for verifying midterm grades]

**Too Late to Withdraw Students from Midterm Roster...** (Please note: You can still submit a late certification, but you cannot withdraw a student through the electronic process. Withdrawals, after the midterm timeframe, must be processed through the Records Office.)

![Image of WebAdvisor interface for midterm grading]

**Midterm Grading**

<table>
<thead>
<tr>
<th>Student</th>
<th>ID</th>
<th>Midterm Grade</th>
<th>Class</th>
<th>Status</th>
<th>Credits</th>
<th>CEHrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>West, Brian M.</td>
<td></td>
<td>80</td>
<td>SO</td>
<td>Nov</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>Williams, Laura M.</td>
<td></td>
<td>PR</td>
<td>FR</td>
<td>Now</td>
<td>3.00</td>
<td></td>
</tr>
</tbody>
</table>

Check box to show verification of midterm enrollment.

Please note: At this time, you are able to enter midterm grades for this course section via the Faculty WebAdvisor services. (Reminder: It is more than one week past the midterm date.) If you need to withdraw students, please call the Records Office at 217-443-0750.

I hereby certify that the students listed below, except those noted otherwise, are currently enrolled.

They are eligible for the completion of the course at midterm and have proper documentation to support this certification.
ELECTRONIC PROCESS FOR FINAL GRADES:

1. Log-in to the Jaguar Spot/WebAdvisor.
2. Go to the Faculty menu.
3. Select Midterm and Final Grading.
4. Choose the appropriate term with the drop-down box. Click on SUBMIT.
5. Select the “Final” option from the drop-down box.
6. Choose the course section to grade by clicking on the circle in front of the appropriate course section. Click on SUBMIT.
7. The Final Grade Roster will appear:

- Record the final grade for each student.
- If you have any questions about the standard grades given for a course, please speak to the Academic Dean or Records Office.
- Withdrawals cannot be submitted at this point in time.
- Students who had previously been withdrawn will still appear on the Final Grade roster.
- If an Incomplete (I) grade is given, please indicate the expiration date. Please note, it is standard policy to give the student 30 days after the end of the term. Incomplete grades will automatically turn to “F” grades at the end of the expiration date.

8. Click on the completion of final grades box at the top of the roster.
9. Click on SUBMIT to complete the final grade process for the course section.
10. Log Out when finished!

Grade Changes:
If an instructor would like to change a grade after the grades have been submitted electronically, he or she must submit a Grade Change Request Form that must be signed by the instructor, Academic Dean, and the Vice President for Instruction. The Records Office will process the change once it has been approved. The form can be found on our website at [http://www.dacc.edu/documents/Grade_Change_Form.pdf](http://www.dacc.edu/documents/Grade_Change_Form.pdf).
Examples of Grading Errors You Might See:

What happens if you try to enter an Invalid Grade Code for a student:

![Final Grading](image)

**Error:** Instructor tried to withdraw a student on the Final Grade roster, after the withdraw period.

**Important Note:** Tenth-day class rosters will still be processed on paper. Only midterms and final grades will be electronically processed.

If you have any questions, please contact the Records Office at records@dacc.edu or 217-443-8758 in Vermilion Hall.