Instructions for Checking Enrollment and Printing Class Rosters for Facilitators

Yavapai College OLLI has a NEW Facilitator Portal!

Go to https://www.campusce.net/yc/instructor/Signin.aspx (the https is very important).

Instructions for Checking Enrollment and Printing Class Rosters for Facilitators

Welcome Larry Canepa

Welcome Yavapai College Community Education Instructors and OLLI Facilitators

Below you can update your contact information, and access listing of your courses, your course rosters, and see a calendar of all your upcoming courses.

For convenience, under My Schedule section, you can export the calendar of your classes and import them into your own calendar.

To begin, please select any icon or title below.

MY COURSES

Course rosters, course SKUs, and a listing of all courses that you are teaching or facilitating.

Click Here for your rosters

MY INFORMATION

Please verify your contact information is up-to-date. In addition, you can view and update your profile, change your account password, and view your biography.

MY SCHEDULE

A calendar showing all dates, course titles, and class locations. You can export your classes to another calendar here.

Welcome Larry Canepa

BACK TO MAIN MENU

You can filter your courses easily by entering information in any of the search fields about the columns. You can also sort the complete list by clicking on the arrows next to each column title to quickly find the course you wish to view.

To print a roster, click on the course below for which you want a roster.

BELOW you will find a list of your classes, you can search by title. If you click "Start Date" twice, the newest will be on top.

My Courses

Show 25 entries

Export

TITLE	SKU	TERM	START DATE	END DATE	START TIME	END TIME	DAYS	STATUS	ENROLLED
Search	Search	Search	Search	Search	Search	Search	Search	Search	Search
#25 Food in American History	Sp-23 25	WS23	2023-04-03	2023-04-24	10:00AM	12:00PM	M	Archived	20
Architecture of Food	Z-206-W23	WS23	2023-02-03	2023-02-03	9:00AM	11:00AM	F	Archived	7
Osher ONLINE - Legendary Foods of the World	W-23 NRC-4	WS23	2023-01-09	2023-02-13	2:00PM	3:15PM	M	Archived	1

Updated 8/22/2023

Welcome Larry [redacted]

#39 Passport on a Plate

To print the course roster, press PRINT. To download the course roster, press EXPORT. To print an attendance sheet to track attendance, press ATTENDANCE.

To sort list, press the arrows next to each column title.

Enrollments

[Attendance] [Grades] [Print] [Export]

All ▾

Show
25 ▾
entries

Search	Search	Search	Search
Name ▲			**Status**
Amdurer, Krys			Registered
Appletree, Julie			Registered
Appletree, Ken			Registered
Beliveau, Deborah			Registered
Benefiel, Marilyn			Registered
Canepa, Larry			Registered
Davidson, Linda			Registered
Ellen, Jean			Registered

Underneath this box, you will see the phone numbers and Emails for your students.

- **View your waiting list - "Enrollments" drop down.**
- **Print an attendance check in – "Attendance" green button.**
- **Download the contact information for your class – "export" green button. maryanndellinger**

We also have a new feature – on the home page, "My Schedule" will bring you to a calendar view. You can export your facilitator class schedule to your own calendar. Staff needs to save your schedule correctly in order for this feature to appear – if you don't see your class in the calendar, please let staff know, we can update it.

Below is a calendar view containing your course schedules and information. Click on the week that you want to display on left side.

When you hover over your class, you can see the Title and location of your class.

Click the "Export" button to download that displayed week's calendar events in order to import into your own calendar (exports an universal calendar ics file). You can click on any course to view your course roster.

My Schedule
[Export]

	8/27/2023	8/28/2023	8/29/2023	8/30/2023	8/31/2023	9/1/2023	9/2/2023
9 AM							
10 AM					#39 Passport on a Plate Item FA-1 39 101, Building 31		
11 AM							
12 PM							
1 PM							
2 PM							
3 PM							
4 PM							

August 2023
Su Mo Tu We Th Fr Sa
30 31 1 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30 31

September 2023
Su Mo Tu We Th Fr Sa
          1 2
3 4 5 6 7 8 9
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 29 30

October 2023
Su Mo Tu We Th Fr Sa

Be Sure to sign out when you are finished.

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