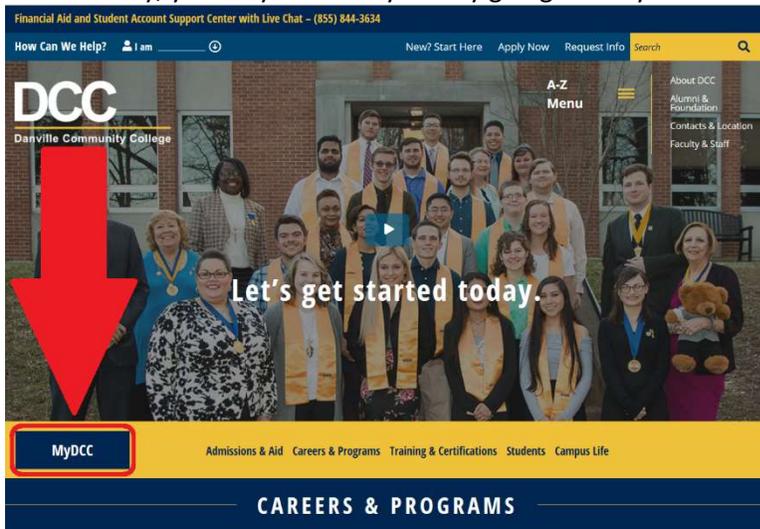


Faculty Center

The Faculty Center is available within the Student Information System (SIS). The SIS is accessible from the MyDCC portal. Each faculty member has a VCCS ID which is used to access VCCS systems through the MyDCC portal. In addition, each faculty member has a 7-digit EMPLID which is used by the VCCS as an ID number in order to keep the use of SSNs to a minimum. If you have been a student or employee at any college within the VCCS, you should already have a MyVCCS/MyDCC username and password. For new users or users who have not logged into the MyDCC portal since the Spring 2017 update, security questions will need to be setup.

Log in to MyDCC

Go to <http://danville.edu> and click the “MyDCC” tab on the left-hand side underneath the video player. Alternatively, you may access MyDCC by going directly there using <https://dcc.my.vccs.edu>.



At the MyDCC login page, type your username and password into the appropriate text boxes and either click the “SIGN IN” button or press the Enter/Return key on your keyboard to log in to MyDCC. If you do not know your username, click the “Forgot Username” link. If you do not know your password, click the “Forgot Password” link.

DCC
Danville Community College

My Username

My Password

SIGN IN

[Forgot Password](#) | [Forgot Username](#)

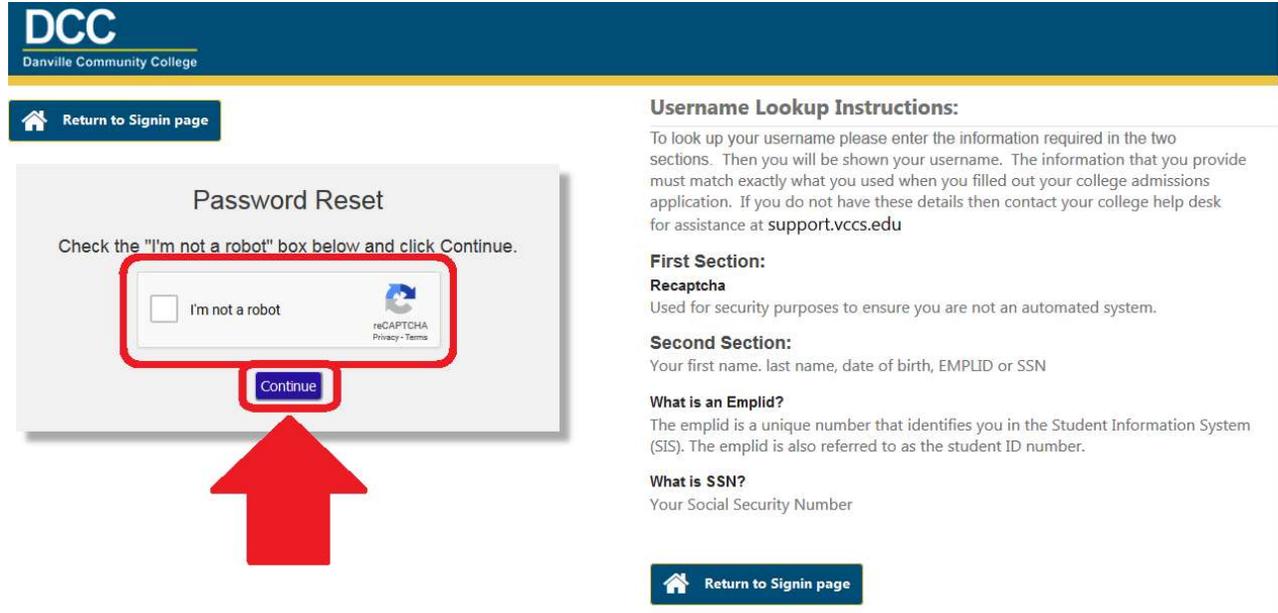
Announcements
IT'S FAFSA TIME!
If you are attending college in Fall 16 or Spring 17, it is NOW Time to fill out the FAFSA application for grants and scholarships. CALL! our Financial Aid Hotline @ 1.855.844.3634 or STOP BY! WYATT 101 every Monday from 9:30am to 2:00pm for more info!!!

myDCC LOGIN PORTAL
Provides a centralized, easy-to-use, easy-to-recognize login system for Web applications at Virginia Community Colleges. Users can log into the system knowing that their myDCC login information is encrypted and secure.

PROTECT YOUR PRIVACY
For security reasons, please be sure to close all browser windows when you are done accessing services that require authentication.

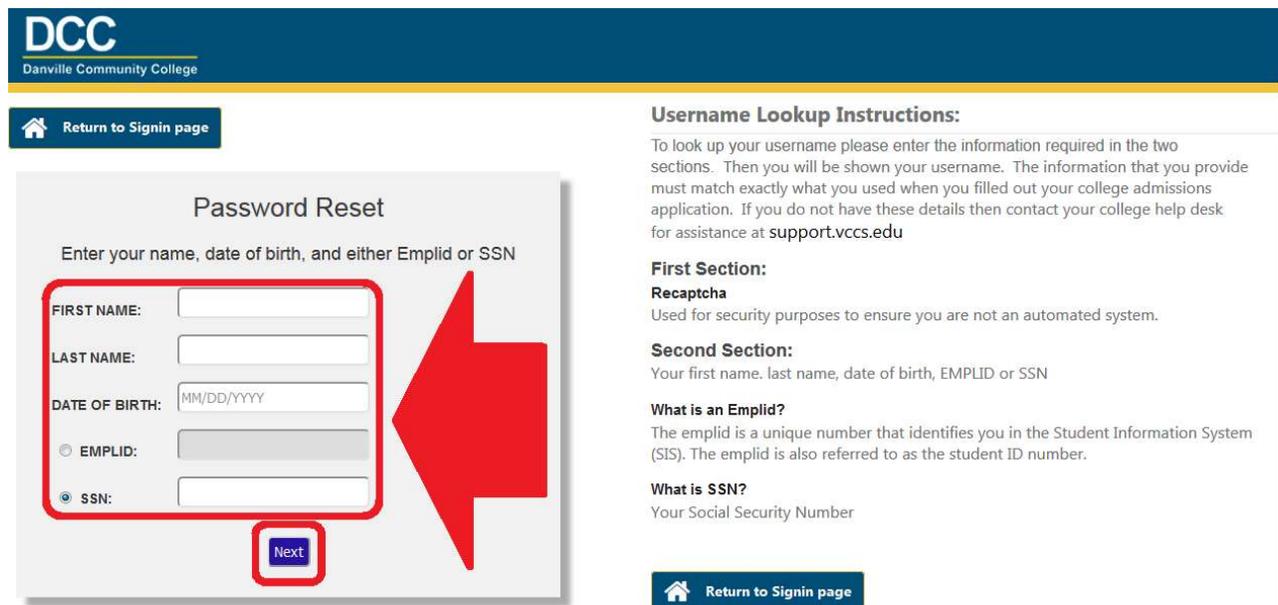
Retrieve your MyDCC Username

At the MyDCC login page, click the “Forgot Username” link if you have not done so already. Click the check box next to “I’m not a robot” and click “Continue” to complete the reCAPTCHA.



The screenshot shows the top of the MyDCC website with the DCC Danville Community College logo. A navigation bar contains a "Return to Signin page" button. The main content area is titled "Password Reset" and includes the instruction: "Check the 'I'm not a robot' box below and click Continue." A red box highlights the "I'm not a robot" checkbox and the reCAPTCHA logo. Below this, a "Continue" button is highlighted with a red box, and a large red arrow points upwards towards it. To the right, "Username Lookup Instructions" are provided, detailing the required information for two sections: "First Section" (Name, DOB, EMPLID or SSN) and "Second Section" (SSN). A "Return to Signin page" button is at the bottom right.

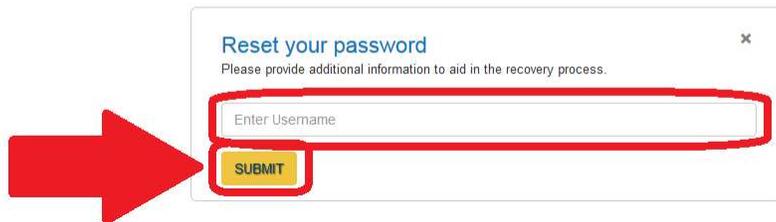
Enter your first name, last name, and date of birth in the MM/DD/YYYY format (e.g., if your date of birth is July 20th, 1969, you would enter “07/20/1969”) in the corresponding text boxes. Then, select to enter either your EMPLID or your SSN without dashes. Click the “Next” button to retrieve your MyDCC username. Please note that you’ll need to enter your information exactly as it appears in the Student Information System (SIS) in order to retrieve your MyDCC username in this way.



The screenshot shows the "Password Reset" page with the instruction: "Enter your name, date of birth, and either Emplid or SSN". A red box highlights the input fields for "FIRST NAME:", "LAST NAME:", "DATE OF BIRTH:" (with a MM/DD/YYYY placeholder), "EMPLID:" (with a radio button), and "SSN:" (with a radio button). A "Next" button is highlighted with a red box, and a large red arrow points to the right towards it. The "Username Lookup Instructions" on the right are identical to the previous screenshot. A "Return to Signin page" button is at the bottom right.

Reset your MyDCC Password

At the MyDCC login page, click the “Forgot Password” if you have not done so already. Enter your MyDCC username in the field and the “OK” button to display security questions that you have set up. You will need to enter answers to your security questions exactly as you originally answered them. If you have not set up security questions or are unable to provide answers to your security questions, you will need to contact your division administrative assistant.

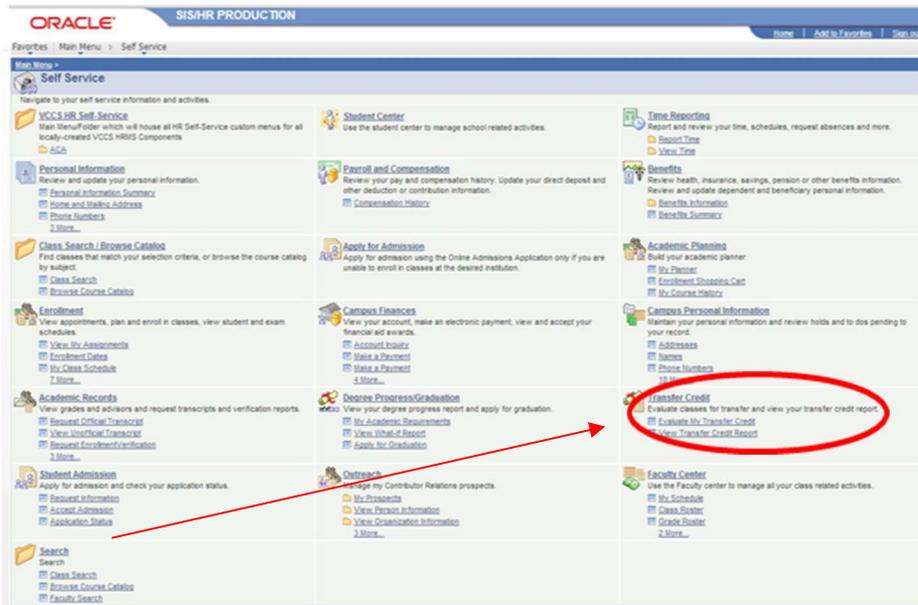


Once you log in successfully, you will see a screen similar to the following:



Once you are at this screen, you can access your desired system.

In order to get to the Faculty Center. Click on VCCS SIS: Student Information System. You will see a screen similar to the following:



Click on Faculty Center. From there you may choose any of the options listed. Those options are My Schedule, Class Roster, Grade Roster, Gradebook, Assignments.

My Schedule

ORACLE[®] SIS/HR PRODUCTION

Favorites: [Main Menu](#) > [Self Service](#) > [Faculty Center](#) > [My Schedule](#)

Lisa Goode

Faculty Center Search

my schedule class roster grade roster

Faculty Center

My Schedule

2014 Fall | Danville Community College [change term](#) [My Exam Schedule](#)

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster Learning Management

My Teaching Schedule > 2014 Fall > Danville Community College

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
SDV 100-W3 (62090)	College Success Skills (Lecture)	18	TBA	TBA	Sep 15, 2014 - Nov 21, 2014

[View Weekly Teaching Schedule](#) [Go to top](#)

My Exam Schedule > 2014 Fall > Danville Community College

You have no final exams scheduled at this time.

[Go to top](#)

[Faculty Center](#) [Search](#)

[My Schedule](#) [Class Roster](#) [Grade Roster](#)

This page will show all of your classes that you are an instructor for. If you need to change the term to display courses that you have taught (or in some cases are currently teaching), click “change term” and then choose your desired term.

If you wish to view your class roster for a particular course, click the people icon.

If you click the link that displays the course, in this case, SDV 100-W3 (62090), you will see your course detail.

Class Roster

This page shows you your class roster. It is the same page that will appear if you click the people icon from the “my schedule” tab. You will be able to change the class roster being displayed by clicking “change class” and then selecting the desired class you wish to display the roster for. *(Note: Some personal information has been blocked out to retain privacy.)*

The screenshot shows the Oracle SIS/HR Production interface. At the top, the Oracle logo and 'SIS/HR PRODUCTION' are visible. Below the navigation bar, the user 'Lisa Goode' is logged in. The 'Faculty Center' section contains tabs for 'my schedule', 'class roster', and 'grade roster'. The 'Class Roster' section is active, displaying details for 'SDV 100 - W3 (62090)'. A red arrow points to a green 'change class' button next to the class name. Below this, a table shows the class details:

Days and Times	Room	Instructor	Dates
TBA	TBA	Lisa Ebarb Goode	09/15/2014 - 11/21/2014

Below the class details, the enrollment status is set to 'Enrolled'. The enrollment capacity is 20, and 18 students are currently enrolled. The 'Enrolled Students' table is displayed below:

Row	Notify	ID	Name	Email	Main Phone	Business Phone	Home Phone	Grade Basis	Units	Program and Plan	Advisor(s)
1	[icon]							Graded	1.00	Curricular - Science (A.A. & S.)	Stoddard,Jonathan M
2	[icon]							Graded	1.00	Curricular - Liberal Arts-Humanities Spec.	Ruiz Fodor,Ana M
3	[icon]							Graded	1.00	Curricular - Science (A.A. & S.)	Sanderford,Mark V
4	[icon]							Graded	1.00	Curricular - Electrical/Electronics EngTech	Toler,Teresa P
5	[icon]							Graded	1.00	Curricular - Business Adm. (A.A.& S.)	Nidiffer,Matt B
6	[icon]							Graded	1.00	Curricular - Business Adm. (A.A.& S.)	Nidiffer,Matt B
7	[icon]							Graded	1.00	Curricular - 1st Year Studies Certif/Science (A.A. & S.)	Turner,Majorie L
8	[icon]							Graded	1.00	Curricular - Liberal Arts-Humanities Spec.	Maier,Theodore Joseph
9	[icon]							Graded	1.00	Curricular - Science (A.A. & S.)	Stoddard,Jonathan M

Search

This is where you will be able to search for classes that have been put into SIS. At the beginning of each session, the Term will default to the current term. If the term showing is not the term you want, simply click the drop down arrow to display a list of available terms and select the term you want. You may search by typing in the three character subject, for example, ENG, MTH, ACC, etc. Alternatively, you may press “select subject” to display a list of subjects and then select the subject you want.

Searching by just the subject will return all classes scheduled under that particular subject. For example, selecting ENG and pressing Search will return all ENG 111, ENG 115, ENG 131, etc. classes available. To narrow this down, in the Course Number field, type in the three digit course number. For example, if you want to find all ENG 111 classes scheduled, in the Subject field you will type ENG and in the Course Number field you will type 111. If you have the “Show Open Classes Only” box checked, only the open classes will be returned. If you want to view closed classes as well, simply uncheck the box, then press “Search”.

The screenshot shows the Oracle SIS/HR PRODUCTION interface for Class Search. At the top, the Oracle logo and 'SIS/HR PRODUCTION' are displayed. A breadcrumb trail reads: Favorites | Main Menu > Self Service > Faculty Center > My Schedule > Class Search. Below this, the user's name 'Lisa Goode' is shown. There are two main buttons: 'Faculty Center' (with a sub-link 'search for classes') and 'Search' (with a sub-link 'browse course catalog').

The main section is titled 'Search for Classes' and 'Enter Search Criteria'. It contains a 'Search for Classes' form with the following fields:

- Institution:** Danville Community College (dropdown)
- Term:** 2014 Fall (dropdown)
- Instruction: Select at least 2 search criteria. Click Search to view your search results.
- Class Search:**
 - Subject:** select subject (button) and an empty text input field.
 - Course Number:** is exactly (dropdown) and an empty text input field.
 - Course Career:** Credit (dropdown)
 - Campus:** (dropdown)
 - Mode of Instruction:** (dropdown)
 - Show Open Classes Only
 - Open Entry/Exit Classes Only
- Additional Search Criteria:** (expandable section)

At the bottom of the form are 'CLEAR' and 'SEARCH' buttons. Below the form, there are links for 'Faculty Center Search', 'Search For Classes', and 'Browse Course Catalog'.

Another way to find a class is to click the “browse course catalog” tab. This feature allows you to browse by subject first, then by course number. Click the arrow next to the subject to expand it to show the course numbers.

ORACLE[®] SIS/HR PRODUCTION

Favorites > Main Menu > Self Service > Faculty Center > My Schedule > Class Search > Browse Course Catalog

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
0 1 2 3 4 5 6 7 8 9

COLLAPSE ALL EXPAND ALL

Select subject code to display or hide course information.

- ▶ ACC - Accounting
- ▶ ACCT - Accounting
- ▶ ACQ - Acquisitions
- ▶ ACQU - Acquisitions
- ▶ ADJ - Administration of Justice
- ▶ ADJU - Law Enforcement
- ▶ AERO - Aviation
- ▶ AGNR - Agriculture & Natural Resource

Then click the course number you are interested in viewing information for.

The screenshot shows a web browser window displaying the Oracle SIS/HR Production interface. The browser's address bar shows a URL starting with 'https://ps-sis-sa90.vccs.edu'. The page title is 'My Schedule - Windows Internet Explorer'. The Oracle logo is visible in the top left corner, and the text 'SIS/HR PRODUCTION' is centered at the top. A navigation menu includes 'Home', 'Add to Favorites', and 'Sign out'. Below the navigation, there are breadcrumb links: 'Favorites | Main Menu > Self Service > Faculty Center > My Schedule > Class Search > Browse Course Catalog'. A search filter is shown with a grid of letters A-Z and numbers 0-9. Below the filter are 'COLLAPSE ALL' and 'EXPAND ALL' buttons. A text prompt reads 'Select subject code to display or hide course information.' The 'ACC - Accounting' section is expanded, showing a table of courses. Other sections like 'ACCT - Accounting', 'ACQ - Acquisitions', 'ACQU - Acquisitions', 'ADJ - Administration of Justice', and 'ADJU - Law Enforcement' are collapsed.

Course Nbr	Course Title	Typically Offered
110	Introduction to Computerized Accounting	
111	Accounting I	
112	Accounting II	
195	Topics In	
211	Principles of Accounting I	
212	Principles of Accounting II	
221	Intermediate Accounting	
222	Intermediate Accounting II	
224	Intermediate Accounting II	
231	Cost Accounting I	
241	Auditing I	
242	Auditing II	
261	Principles of Federal Taxation I	
262	Principles of Federal Taxation II	
290	Coordinated Internship	
295	Topics In	

For example, clicking on “111” under the “ACC” subject, will show a similar screen:

The screenshot displays the Oracle SIS/HR PRODUCTION interface. At the top, the Oracle logo is on the left, and 'SIS/HR PRODUCTION' is in a blue header. Below this is a breadcrumb trail: 'Favorites | Main Menu > Self Service > Faculty Center > My Schedule > Class Search > Browse Course Catalog'. The user's name, 'Lisa Goode', is shown. There are two main buttons: 'Faculty Center' with a sub-link 'search for classes', and 'Search' with a sub-link 'browse course catalog'. The page title is 'Browse Course Catalog'. Below this is the 'Course Detail' section for 'ACC 111 - Accounting I'. A link 'Return to Browse Course Catalog' is provided. The course details are presented in a table-like format with a 'view class sections' button. The enrollment requirement and description are also visible.

Course Detail	
Career	Credit
Units	3.00 - 4.00
Grading Basis	Graded
Course Components	Lecture Required
Academic Group	Non-Developmental
Academic Organization	DCredit

[view class sections](#)

Enrollment Information

Enrollment Requirement	MTE 1-2 / ENF 1 Pre-Requisite - Student must satisfy MTE 1 through MTE 2 and ENF 1 requirement. Student may be co-enrolled in ENF 1.
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Description

ACC 111 Accounting I (3 cr.) Presents fundamental accounting concepts and principles governing the accounting cycle, journals, ledgers, working papers, and preparation of financial statements for sole proprietorships. Covers services and merchandising businesses. Lecture 3 hours. Total 3 hours per week.

[Return to Browse Course Catalog](#)

[Faculty Center](#) [Search](#)

[Search For Classes](#) [Browse Course Catalog](#)

If you wish to view the class sections that have been scheduled, just click the “view class sections” button.

Grade Roster

At a certain point in the session, a grade roster for your class will be generated. Until it is generated in the system, you will not see an option to input grades for your students. Once the grade roster is available, you will be able to input grades. Click on My Schedule and then click the grade roster icon. The icon that is circled in red will appear when the grade roster has been generated. If you do not see that icon, the grade roster is not available.

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
 SDV 100-W3 (62090)	College Success Skills (Lecture)	20	TBA	TBA	Sep 15, 2014 - Nov 21, 2014

Grade Roster

[View FERPA Statement](#)

2014 Fall | Dynamic Session | Danville Community College | Credit

SDV 100 - W3 (62090) change class
 College Success Skills (Lecture)

Days and Times	Room	Instructor	Dates
TBA	TBA	Lisa Ebarb Goode	09/15/2014 - 11/21/2014

Display Options:
 *Grade Roster Type: Final Grade
 Display Unassigned Roster Grade Only

Grade Roster Action:
 *Approval Status: Not Reviewed save

ID	Name	Roster Grade	Last Date of Attendance	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/> 1		<input type="button" value="v"/>			GRD	Curricular - Liberal Arts-Humanities Spec.	Freshman
<input type="checkbox"/> 2		<input type="button" value="v"/>			GRD	Curricular - Science (A.A. & S.)	Sophomore
<input type="checkbox"/> 3		<input type="button" value="v"/>			GRD	Curricular - Electrical/Electronics EngTech	First Time Freshman
<input type="checkbox"/> 4		<input type="button" value="v"/>			GRD	Curricular - Business Adm. (A.A. & S.)	Freshman
<input type="checkbox"/> 5		<input type="button" value="v"/>			GRD	Curricular - Business Adm. (A.A. & S.)	First Time Freshman
<input type="checkbox"/> 6		<input type="button" value="v"/>			GRD	Curricular - Liberal Arts-Humanities Spec.	Freshman
<input type="checkbox"/> 7		<input type="button" value="v"/>			GRD	Curricular - Science (A.A. & S.)	Freshman

In the Roster Grade column, you will need to select the grade for each student from the drop down menu. For grades of "F" or "NP", a field will appear in the Last Date of Attendance column for that student.

<input type="checkbox"/> 1		F <input type="button" value="v"/>	<input type="text"/>		GRD	Curricular - Liberal Arts-Humanities Spec.	Freshman
----------------------------	--	---	----------------------	--	-----	--	----------

You will be required to enter the last day the student was in your class.

Once you are finished entering grades for all of your students, you will need to change the “*Approval Status” to “Approved” and click “save”. Please note that is VERY important that you change the Approval Status to Approved and click save. Otherwise, the student’s grades will not post to their records.

2014 Fall | Dynamic Session | Danville Community College | Credit

SDV 100 - W3 (62090) change class

College Success Skills (Lecture)

Days and Times	Room	Instructor	Dates
TBA	TBA	Lisa Ebarb Goode	09/15/2014 - 11/21/2014

Display Options:

*Grade Roster Type: Final Grade Display Unassigned Roster Grade Only

Grade Roster Action:

Approval Status: Approved save

Note: If you change the Approval Status to Approved and click save but have not entered a Last Date of Attendance for grades “F” or “NP”, change the Approval Status back to “Not Reviewed” and enter the date. Then change it back to Approved and save it.

For help with navigating to or using the Faculty Center, you may contact Mark Rutledge at 434-797-8466 or email at mark.rutledge@danville.edu.

For help with password or security question issues, please contact Bracken Jones (IT Department) at 434-797-8515.

*** Some instructors present course contracts with policy statement on academic honesty. Students sign the contract and return it to the faculty member.

How to access Microsoft Outlook Web Access (OWA) and change your password

1. From DCC's Homepage, select the "Faculty/Staff" link as shown below.

The image shows a screenshot of the Danville Community College (DCC) homepage. At the top, there is a dark blue navigation bar with the text "Financial Aid and Student Account Support Center with Live Chat - (855) 844-3634" on the left. Below this, a yellow navigation bar contains the text "How Can We Help?" followed by a user profile icon and a search icon. To the right of this bar are links for "New? Start Here", "Apply Now", "Request Info", and "Search". The main content area features a large photograph of a diverse group of people, some wearing yellow graduation gowns. Overlaid on the photo is a large red arrow pointing to the right, towards a navigation menu on the right side of the page. The menu items are "About DCC", "Alumni & Foundation", "Contacts & Location", and "Faculty & Staff", with the last item being highlighted by a red rectangular box. Below the photo, there is a yellow banner with the text "Let's get started today." and a play button icon. At the bottom of the page, there is a dark blue banner with the text "CAREERS & PROGRAMS".

Financial Aid and Student Account Support Center with Live Chat - (855) 844-3634

How Can We Help? I am _____

New? Start Here Apply Now Request Info Search

DCC Danville Community College

A-Z

About DCC
Alumni & Foundation
Contacts & Location
Faculty & Staff

Let's get started today.

MyDCC Admissions & Aid Careers & Programs Training & Certifications Students Campus Life

CAREERS & PROGRAMS

2. Select the "Faculty Staff Email Link. An Office 365 window will open, log-in as you would at your work station.

How Can We Help? I am _____ [New? Start Here](#) [Apply Now](#) [Request Info](#) [Search](#)

DCC
Danville Community College

A-Z Menu

- About DCC
- Alumni & Foundation
- Contacts & Location
- Faculty & Staff

MyDCC [Admissions & Aid](#) [Careers & Programs](#) [Training & Certifications](#) [Students](#) [Campus Life](#)

Faculty & Staff

- **Faculty/Staff Email**
- Blackboard
- PeopleSoft/ Student SIS
- College Directories
- College Forms
- College Documents
- Payline
- Blackboard and other Technology Tutorials
- SIS Tutorials
- VCCS Professional Development Website

