

The SSB9 pages related to the following links in **FOS** tile were discussed and proposed changes are captured in this email. However, all low priority feature discussions, including the tile layout, are captured for future discussion purposes.

The focus is limited to **"My Grades"**, the next steps will be to commit the discussed changes, test & deliver the new SSB9 feature **"My Grades"** by year end.

Summary of discussed changes for items 1,2 & 3:

	Faculty Online Services	Summary of discussed changes	Comments
1	My Grades (High Priority)	Hide labels: Midterm, GradesGradebook Review & update the "Getting Started" baseline content & add SSB8 informational text. Please see below "My Grades" image	I will touch base with Nazy & Anthony to review, seek feedback on baseline content & SSB8 info text.
2	My Attendance (Low Priority)	This is a new SSB9 feature (Meaning no SSB8 equivalent is available). No Front-end changes have been proposed for this new feature. Faculty to familiarize themselves with this page.	
3	My Office Hours (Low Priority)	No proposed changes	I will touch base with Sean Trunk to seek his feedback on "My Office Hours"
4	Searchable Schedule of Classes (Low Priority)	The SSB9 layout to be discussed in the next meeting	Will seek feedback in the next meeting

Proposed FOS Tile layout

The below FOS tile is updated to facilitate the side-by-side feature availability in SSB8(as Classic version) and SSB9(New version).

"My Attendance" does not have an SSB8 equivalent and can be presented with an asterisk. This is a proposal. I will touch base with Marketing folks at both campuses to seek their feedback.

Note: For December 23 release "**My Grades**" will be the only feature that will have the side-by-side links

Faculty Online Services

- My Contract**
Review and approve your District contract
- My Grades**
Submit student grades for the quarter #1
[Classic version](#) [New Version](#)
- My Attendance** ★
Submit student attendance hours for the quarter #2
- My Class List (Active Roster)**
View classes, student rosters, send e-mail to students, and download Excel
- My Office Hours** #3
Post your office hours for the quarter for students to view
[Classic version](#) [New Version](#)
- Faculty Leave and Subpay**
Create and manage leave reports
- Searchable Schedule of Classes** #4
Look up classes for a quarter
[Classic version](#) [New Version](#)
- AAA/PAA Award Lookup**
- Professional Development Leave Lookup**
- PGA Cycle Lookup**

	Faculty Online Services	SSB8 Link (Classic Version)	SSB9 Link (New Version)
1	My Grades	√	√
2	My Attendance	Feature not available in SSB8	√
3	My Office Hours	√	√
4	Searchable Schedule of Classes	√	√

Changes discussed:

1. My Grades

Hide labels, update content, blue ribbon changes

a.	Blue Ribbon	Hide the 4 square menu
b.	Ellucian Logo	To be replaced by FHDA logo, clicking on the Logo defaults to " Click here to return to MyPortal" page

The screenshot shows the Faculty Grade Entry interface. Annotations include:

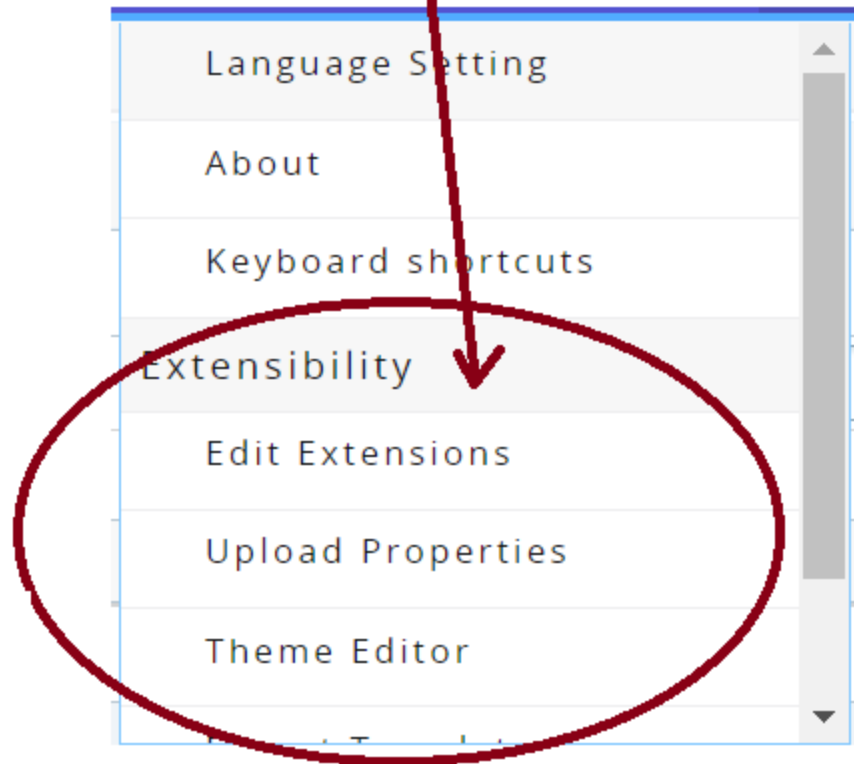
- Red boxes around 'Hide' buttons in the top navigation bar and above the student list.
- A red box around a '4 square menu' icon in the top right.
- Red arrows pointing to a 'Review the content and make necessary changes' message and a 'Submit' button.
- SSB8 informational text on the right side of the screen, listing instructions for entering final grades.

SSB8 informational text:

- Select a grade for each student from the drop-down list. NONE is not a valid grade. Every student must receive a valid grade.
- For positive attendance courses, enter the last attendance date and hours. This does not apply for all other courses. See your class rosters (ActiveRoster) Essential maximum positive attendance hours you can record for the class.
- If 'Confidential' appears next to a student's name, the personal information is to be kept confidential.
- Clicking submit will log any grades you have selected. For positive attendance classes, enter grades and attendance date and hours before clicking submit. Grades are not available to students until the grade roll is done by A&S.
- Once you open this page, a 30-minute countdown starts. You must click the 'Submit' button again sometimes within 60 minutes. You will see no change, but session active and you can continue to enter grades for as long as needed.
- You will not see any confirmation of your grade submission, but you can verify the entries on your class roster (refresh ActiveRoster to see current status).
- Click for User Instructions (will open in a new window/tab).
- Leave 'Last Attend Date' blank.

Seeking input/feedback in the next meeting : To hide the items in the circle

To be hidden



Please note the items below were also discussed in the meeting. No action is necessary at this time.

2. My Attendance

No front-end changes have been proposed for this new feature.

The image shows two screenshots of a web application interface for attendance tracking. The top screenshot shows the 'Attendance Tracking' menu with 'Course List' selected. A table lists courses, with 'FINANCIAL ACCOUNTING I' highlighted. A red arrow points from the 'Take Roll' button in this table to the bottom screenshot. The bottom screenshot shows the 'Take Roll' page for 'FINANCIAL ACCOUNTING I'. It features a table with columns for dates (10/04/2023, 10/09/2023, 10/11/2023, 10/16/2023, 10/18/2023) and rows for students. The first student, 'Ana M Alanis', has a 67% attendance rate and a green checkmark for the 10/04/2023 date. Other students have 100% attendance. A right-hand sidebar shows 'Student Details' for Ana M Alanis, including her status and an 'Attendance' section with an 'Extended Absence' button.

Term	CRN	Subject	Course	Section	Title	Schedule	Time	Session	Meeting Type	Take Roll
202421	20609	Accounting-FH	F001A	01	FINANCIAL ACCOUNTING I	M T W T F S	10:00	01	Lecture	Take Roll

Photo	Full Name	ID	Attendance	Wednesday 10/04/2023	Monday 10/09/2023	Wednesday 10/11/2023	Monday 10/16/2023	Wednesday 10/18/2023
	Ana M Alanis	20551489	67%	✓	○	○	○	00:00
	Abdullah Alshabari	20551489	100%	✓	○	○	○	00:00
	Abdulaziz Alshabari	20551489	100%	✓	○	○	○	00:00
	Abdulaziz Alshabari	20551489	100%	✓	○	○	○	00:00
	Joahy K Alshabari	20551489	100%	✓	○	○	○	00:00
	Abdulaziz Alshabari	20551489	100%	✓	○	○	○	00:00

3. My Office Hours

The side-by-side view of SSB8 and SSB9 office hours layout

Use this page to maintain your office hours for a class. From/To Times and From/To Dates are required when adding office hours. Students may view your office hours when the Display indicator is checked. Office hours may be deleted by clearing out From/To Times or From/To Dates and clicking Submit.

Course Information
FINANCIAL ACCOUNTING I - 20609 - ACTG F001A - 01 **SSB8**

CRN: 20609

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Lecture	10:00 am - 12:15 pm	MSW	Foothill, Main Campus 3201	Sep 25, 2023 - Dec 15, 2023	Lecture and/or Discussion	Jyell Gavett (F), Jina Charles Torretto

Office Hours

From Time (0000-2359)	To Time	Day of the Week	Contact Number	Location	From Date (MM/DD/YYYY)	To Date (MM/DD/YYYY)	Display
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> R <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> U	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> None	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> None	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> None	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Copy To: Select To Copy:

Submit

Use this page to maintain your office hours for a class. From/To Times and From/To Dates are required when adding office hours. Students may view your office hours when the Display indicator is checked.

Course Information

Course: FINANCIAL ACCOUNTING I - 20609 - ACTG F001A - 01
 CRN: 20609

Scheduled Meeting Times

Type	From Time	To Time	Days	Where	Start Date	End Date	Schedule Type	Instructors
Lecture	10:00	12:15	MSW	Foothill, Main Campus 3201	09/25/2023	12/15/2023	Lecture and/or Discussion	Jyell Gavett (F), Jina Charles Torretto

Results Found: 1

Page: 1 of 1

Office Hours

From Date	To Date	From Time	To Time	Day	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Contact Number	Location	Display	Delete
09/25/2023	12/15/2023	10:00	12:15	MSW	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	888-888-8888	Foothill	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Results Found: 1

Select Copy To:

Submit

4. Searchable Schedule of Classes

The side-by-side view of SSB8 and SSB9 Searchable Schedule of Classes layout

SSB8

Class Schedule Search

Subject:

- Accounting-FH
- Adapt Learn: Commun Based-FH
- Adapt Learn: Transi to Work-FH
- Allied Health Sciences-FH
- Anthropology-FD
- Apprenti: Sheet Metal-FH
- Art-FH
- Astronomy-FD
- Athletics-FH
- Biology-FD

Course Number:

Title:

Schedule Type:

- All
- Dist Ed: Internet-Delay Inter
- Field Experience

Credit Range: hours to hours

Campus:

- All
- De Anza, Main Campus
- De Anza, Off Campus

Part of Term:
Non-date based courses only

- All
- 10 Week Session
- First 6 Week Session

Instructor:

- All
- Abel, Renita R
- Abela, Robin Chris

Session:

- All
- Dey Course
- Evening Course

Attribute Type:

- All
- AA/AS Arts
- AA/AS Critical Thinking


Start Time: Hour Minute am/pm

End Time: Hour Minute am/pm

Days: Mon Tue Wed Thur Fri Sat Sun

Release: 8 7 1 ?

SSB9



[Student](#) • [Registration](#) • [Select a Term](#) • [Browse Classes](#)

Browse Classes

Enter Your Search Criteria
Term: 2023 Fall Foothill

Subject

Course Number

Keyword

Instructional Mode

Open Sections Only

[Advanced Search](#)