Class-Web Deadlines for Fall 2018:

*See "Course deadline report" under Faculty/Staff menu in Classweb for full term classes and "Short term classes deadline report" for short term classes
*See full academic calendar: http://www.chabotcollege.edu/admissions/AcademicCalendar/Fall18.asp

Course begin date: August 20, 2018

*See finals schedule: http://www.chabotcollege.edu/admissions/AcademicCalendar/Spring18finals.asp

Judy Wright: 723 – 6704 – Faculty Help Desk

Four things to do on Classweb per course per semester:
1. Attendance Reporting Roster: Select Opening Day Roster (available 48 hours prior to start of semester). Freezes waitlist and allows you to look at students in your class. This is also where you will find add numbers.
2. Census Roster: Drop any students who are not taking the course. Please don't miss the deadline for this. If you do, you'll receive a hard copy of the census roster in your mailbox – sign and return directly to Judy Wright.
3. Withdrawal Deadline: You may withdraw students from your classes who miss either 4 consecutive or 6 cumulative classes (in a regular 2 day a week schedule).
4. Grade Deadline.

Other things you *can* do on Classweb:
1. Look up your roster before opening day roster is available, including students on your waitlist.
2. Send emails to students.
3. Request a Canvas site for your course.
4. Re-enroll students if you've accidentally (or they have accidentally) dropped from the course.
5. Assign students an Incomplete at the end of the semester (you will still need to fill out the incomplete contract, have the student sign and submit to A&R).
6. Submit a request for a late NGR if you miss the deadline/student has extenuating circumstances.

Things you *cannot* do on Classweb:
1. Change grades once they have been submitted.
2. Look up student records.
3. Override a pre-requisite for a student (student needs to initiate a form for this).
4. Report student misconduct, such as plagiarism.