Quick Guide: Self-Service Overview for Faculty
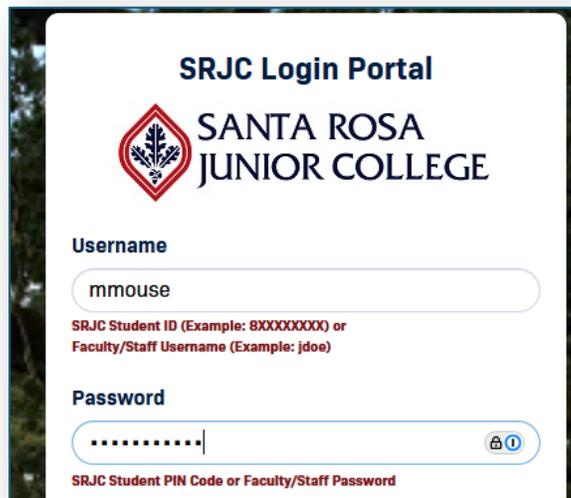
Last Updated March 10, 2026

Login

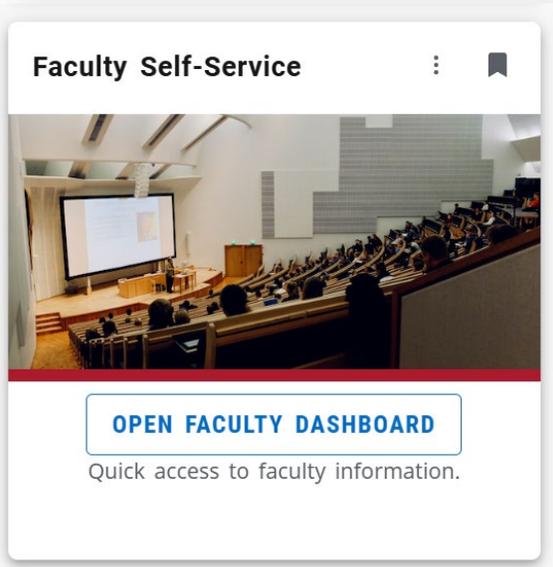Begin by logging in to the Bear Cub Hub using your assigned credentials.

The URL to access the Bear Cub Faculty Portal will be available under "Login" on the SRJC homepage.

Faculty Self-Service Card

After you are logged into the Bear Cub Hub, locate the **Faculty Self-Service** Card and click *Open Faculty Dashboard.*

Hello Jessica
Welcome to the Faculty Self-Service page. Here you can manage your rosters, add grades, update your office hours, email your students, and more!

- Grade Entry
- Attendance Tracking
- Drop & Census Rosters
- Class List
- Counselor Student Profile
- Faculty Feedback
- Faculty Feedback Admin
- Office Hours
- Syllabus
- Faculty Detail Schedule
- Active Course Assignments
- Course Assignment History

The "Personal Information" link will take you to the Banner Faculty information. The "Employee Portal" will take you to an external link tied to your SRJC benefits, tax documents, and other important employee details that exist. If you update the Personal Information link, it will NOT update the Employee records on the employee portal.
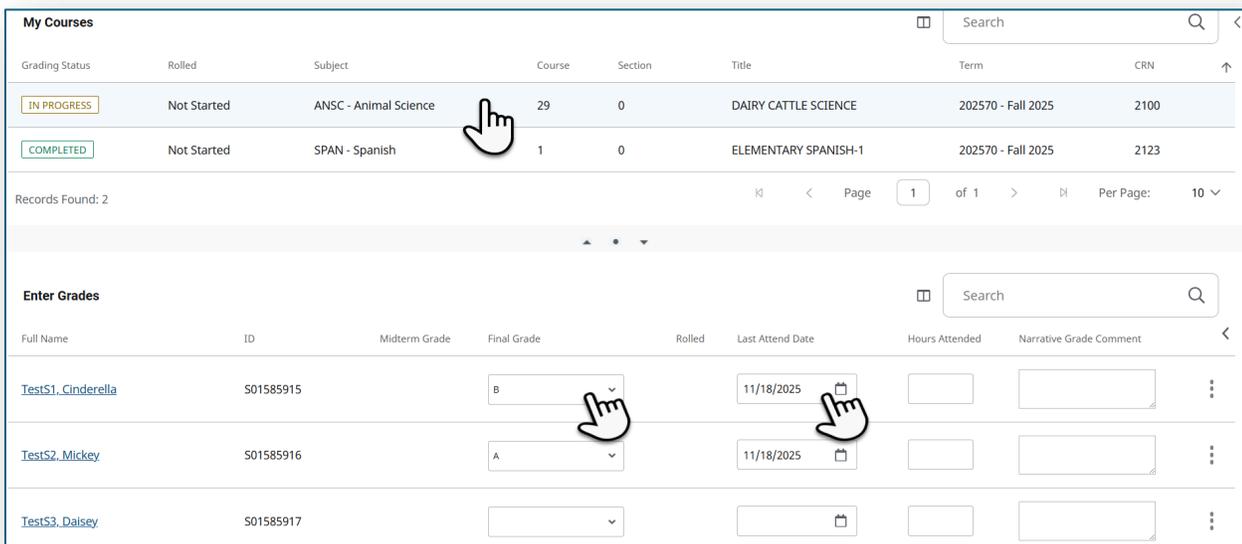
- Personal Information
- Employee Portal

Grade Entry

Grade Entry is an alternative to Canvas for entering grades. Select *Grade Entry* on the Faculty Self-Service landing page.

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This will take you to *My Courses.* Click on the white space for the row of the course you wish to submit grades for.

To enter the final grade, use the dropdown menu to select the last attended date, and enter the grade details for each student in the *Narrative Grade* Comment (optional).

If you need to RESET or SAVE, select the button on the bottom right of the webpage.
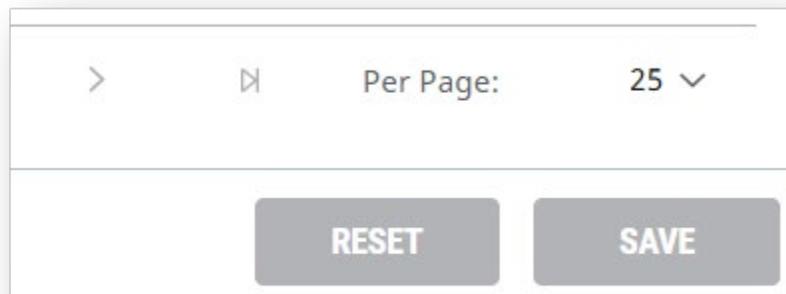
Attendance Tracking

Attendance Tracking allows you to document attendance for each course.

Select the *Take Roll* button to begin.

You can use the quick actions drop-down to take attendance for all your students at once or update individual students as needed.

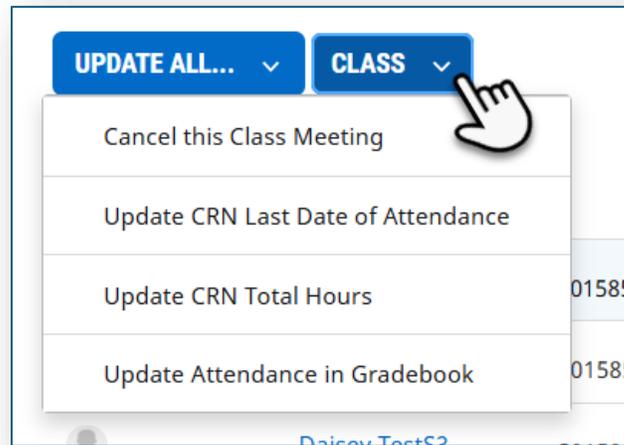Use the quick actions drop-down to manage class information, such as cancelling a class meeting, entering total hours, or updating attendance in the gradebook.

When marking all the students present, it will save automatically and appear like this:

Photo	Full Name ↓	ID	Attendance	<	Friday 12/12/2025
👤	Cinderella TestS1	S01585915	100%		02:40
👤	Mickey TestS2	S01585916	100%		02:40
👤	Daisey TestS3	S01585917	100%		02:40
👤	Minnie TestS4	S01585918	100%		02:40
👤	Goofey TestS6	S01585920	100%		02:40
👤	Daffy TestS7	S01585922	100%		02:40
👤	Pluto TestS8	S01585923	100%		02:40

Drop & Census Rosters

The Drop & Census Rosters allow you to review census dates and drop students from courses as needed. Select **Drop & Census Rosters** on the Faculty Self-Service landing page.

Then, select the term and the menu item you'd like to view.
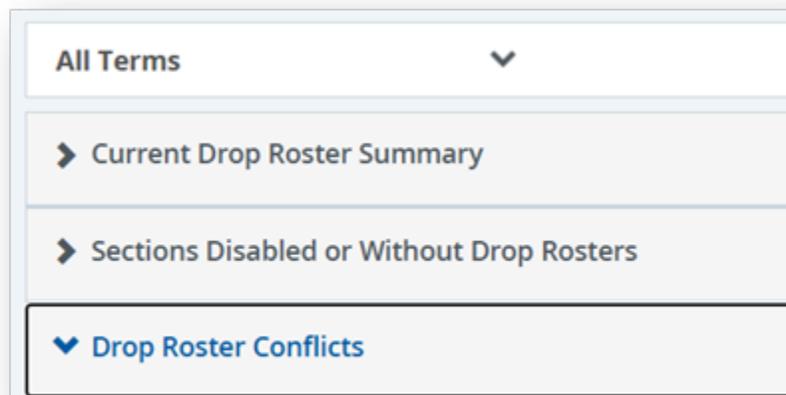
Selecting the **Current Drop Roster Summary** will allow you to review the status of the courses you are teaching for the term you selected.

Sections											Show/Hide Column ▾	Search (Alt+Y) 🔍

| Subject ⇕	Title ⇕	CRN ⇕	Rule ID	Roster Type	Census Type	Status	Available	Last Submitted	Recorded Grades	Rolled	Term ⇕
ANTH 1, 0	BIOLOGICAL ANTHROPOLOGY	1997	1 2	Census Roster W Roster	Census 1 Not Available	Expired Expired	08/14/2025 - 09/29/2025 09/30/2025 - 11/17/2025	Not Submitted Not Submitted			Fall 2025 (202570)
ANSC 29, 0	DAIRY CATTLE SCIENCE	2100	1 2	Census Roster W Roster	Census 1 Not Available	Expired Expired	07/25/2025 - 09/08/2025 09/09/2025 - 11/17/2025	Not Submitted Not Submitted	Total 2 of 7 A: 1 B: 1		Fall 2025 (202570)
SPAN 1, 0	ELEMENTARY SPANISH-1	2123	1 2	Census Roster W Roster	Census 1 Not Available	Expired Expired	07/25/2025 - 09/08/2025 09/09/2025 - 11/17/2025	Not Submitted Not Submitted	Total 1 of 1 A: 1		Fall 2025 (202570)

Class List

Class List provides a list of your courses and your roster, and a way to email students enrolled in or waitlisted for the course. Select *Class List* on the Faculty Self-Service landing page.
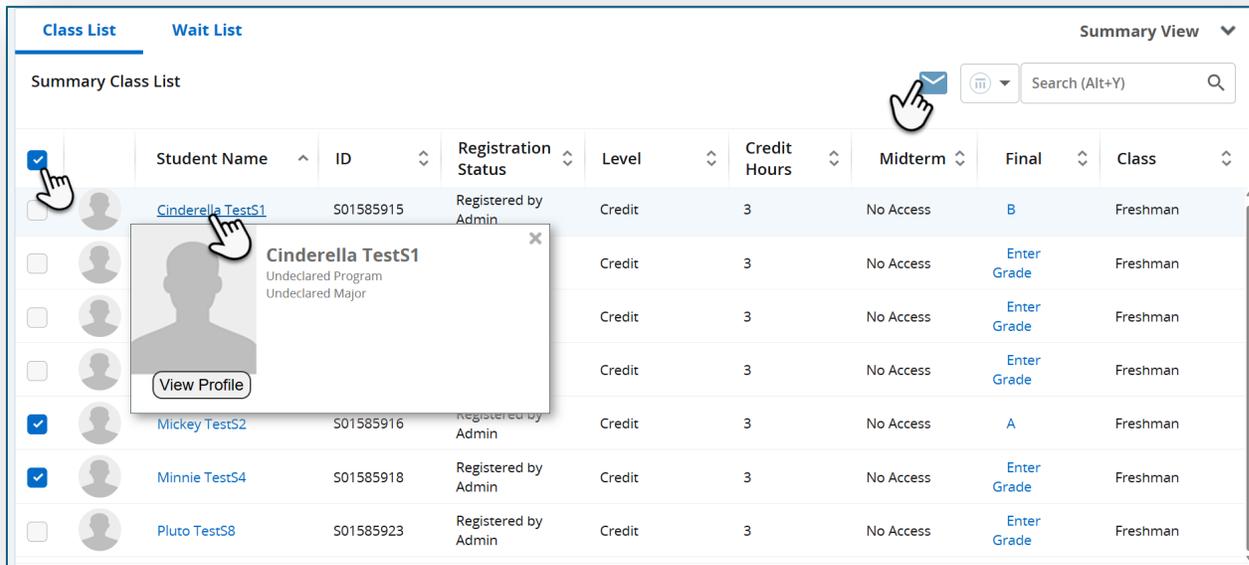

When selecting the course to view, click the white space next to the course name. If the course name is selected, it will display only the course details, not the class enrollment details.

Subject	Course Title	CRN	Enrollment Count	Status	Duration	Term
ANSC 29, 0	DAIRY CATTLE SCIENCE	2100	23	Active	08/19/2025 - 12/12/2025	Fall 2025 (202570)

Choose to view the class lists (enrolled) or the waitlist (not enrolled) to send communication.
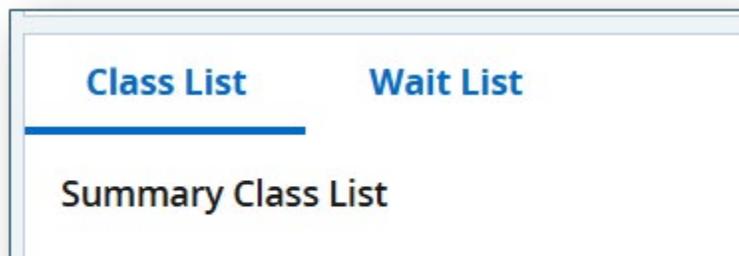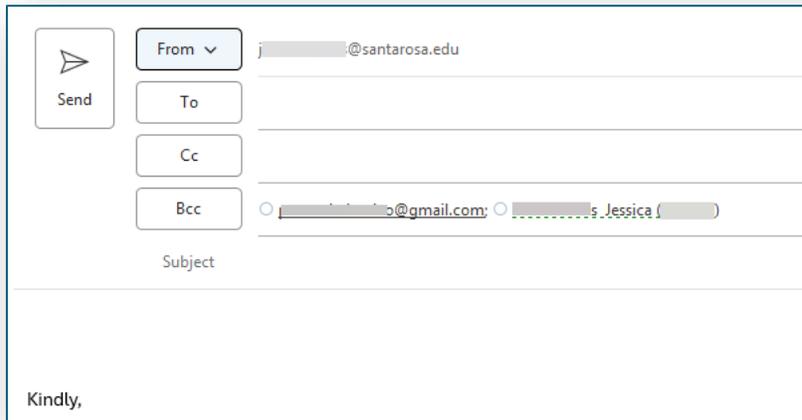
Select which students you want to email using the left check boxes (the top check box selects all students), then select the envelope icon.
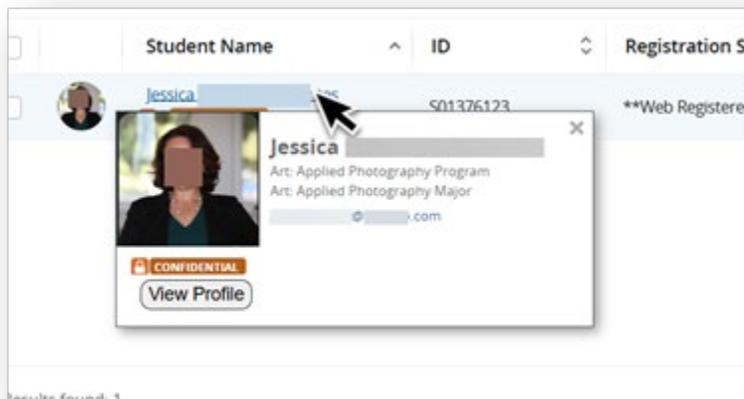
Once you select the envelope, a new email will open in the default email application you have configured on your computer (Outlook). If you select 2 or more students, they will be placed in the bcc line.

If a student has a picture on file, you can **hover your cursor** over their name, and a pop-up window will appear with their picture.

If you click on their **hyperlinked** **name**, it will open their student profile in a new web browser. The green-highlighted drop-down items are visible to faculty.

Counselor Student Profile

Coming soon! This allows counselors to remove Holds and more...

Office Hours

Office Hours is where you configure the Office Hours you want to share with students. This will eventually replace the Office Hours currently on the SRJC Website.

Select **Office Hours** on the Faculty Self-Service landing page.

Select the term and course you would like to manage.

Using the highlighted areas in the screenshot below, you can display or delete the current office hour setup. Use the *Add new row* to add to or create a new row if none are already created. If you deselect the *display*, it will continue to appear on your dashboard for future use. You can always use an existing *office hours* row and copy it for a particular course; it will display for students when they register, waitlist, or are active students on their class list tied to your teaching courses.

Syllabus

The Syllabus function allows you to add a digital version of the syllabus for each course.

Course Information

Course	Course Level	Status	CRN
Dairy Cattle Industry/Dairy Cattle Science - 2100 - ANSC 29 - 0	Credit	Active	2100

Campus	Schedule Type	Instructional Method
Shone Farm	Online Asynchronous Lec	DNU Hybrid or Fully Online

Syllabus Data

Long Section Title

Course URL

Learning Objectives

Faculty Detail Schedule

The Faculty Detail Schedule is another view of your assigned courses. This page provides course-level details, including the Department, Campus, etc.

Course : ANSC 29 0 Dairy Cattle Industry/Dairy Cattle Science 2100

Associated Term	**CRN**	**Status**	**Available for registration**
Fall 2025	2100	Active	04/01/2025 - 04/28/2026

College	**Department**	**Part of Term**	**Credits**
Santa Rosa Junior College	Agriculture & Natural Resource	1	3

Campus	**Override**	**Instructional Method**	**Roster**
Shone Farm	No	DNU Hybrid or Fully Online	Classlist

Course Level

Credit, Credit, Credit, Credit, Credit, Credit

Scheduled Meeting Times

Type	From Time	To Time	Days	Where	Start Date	End Date	Schedule Type	Instructors
Online Lab	13:00	16:00	Tue	Center for Agricultural Ed CAE131	08/19/2025	12/12/2025	Laboratory/Studio/Activity T1	Randi A Black (P)
Online Lecture	To Be Announced	To Be Announced		To Be Announced	08/19/2025	12/12/2025	Online Asynchronous Lec	Randi A Black

Active Course Assignments

The Active Course Assignments function provides a comprehensive view of your courses, showing office hours, syllabus information, class list, and schedule details in one place.

Course: Dairy Cattle Industry/Dairy Cattle Science - 2100 - ANSC 29 - 0 ⌄

Associated Term	**CRN**	**Status**	**Schedule Type**
Fall 2025(202570)	2100	Active	Online Asynchronous Lec
Instructional Method	**Campus**	**Available for Registration**	**Credits**
DNU Hybrid or Fully Online	Shone Farm	04/01/2025 to 02/28/2026	3.000
Syllabus	**Office Hours**	**Roster**	**Detail Schedule**
Add	Maintain	Class list	Display
Grade Mode	**Course Level**		
	Credit		

Course: Elementary Spanish-Part 1 - 2123 - SPAN 1 - 0 ⌄

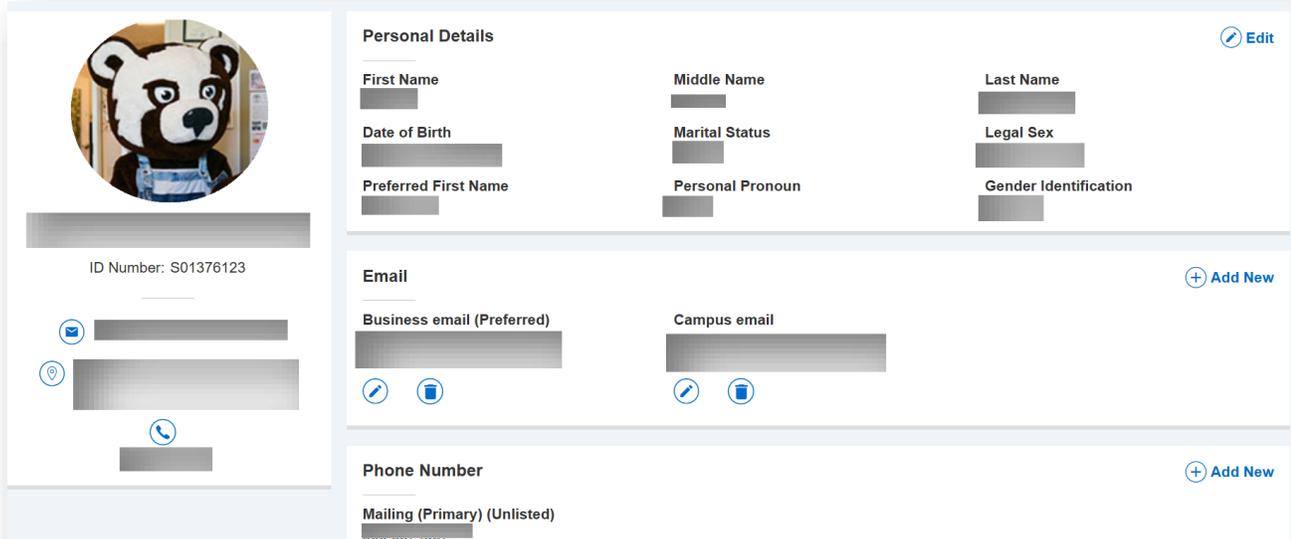|			
Associated Term	**CRN**	**Status**	**Schedule Type**
Fall 2025(202570)	2123	Active	Online Asynchronous Lec
Instructional Method	**Campus**	**Available for Registration**	**Credits**
Exclusively Online	Other Off Campus Locations	04/01/2025 to 02/28/2026	4.000
Syllabus	**Office Hours**	**Roster**	**Detail Schedule**
Add	Add	Class list	Display
Grade Mode	**Course Level**		
	Credit		

Course Assignment History

Course Assignment History - an account of all the courses you have taught over the past ten years.

Associated Term	CRN	Course	Course Title	Credits	Course Level	Campus	Instructional Method	Open for Registration	Status
Fall 2025	1997	ANTH 1	Biological Anthropology	3.000	Credit	Petaluma Campus	DNU Hybrid or Fully Online	Yes	Active
Fall 2025	2100	ANSC 29	Dairy Cattle Industry/Dairy Cattle Science	3.000	Credit	Shone Farm	DNU Hybrid or Fully Online	Yes	Active
Fall 2025	2123	SPAN 1	Elementary Spanish-Part 1	4.000	Credit	Other Off Campus Locations	Exclusively Online	Yes	Active

Personal information

Personal Information displays what is stored in Banner related to your demographic information. Preferred First Name and Personal Pronoun can be adjusted on this screen.

Employee Portal

Employee Portal is a link to SRJC's existing Escape Employee Portal.