



Quick Guide: Self-Service Overview for Faculty

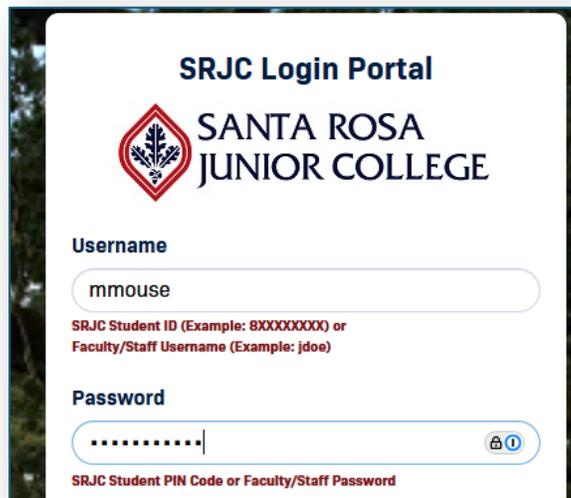
Last Updated March 10, 2026

Login	2
Faculty Self-Service Card	3
Grade Entry	4
Attendance Tracking.....	6
Drop & Census Rosters.....	8
Class List	10
Counselor Student Profile	14
Office Hours	15
Syllabus	17
Faculty Detail Schedule	18
Active Course Assignments	19
Course Assignment History	20
Personal information.....	21
Employee Portal	22

Login

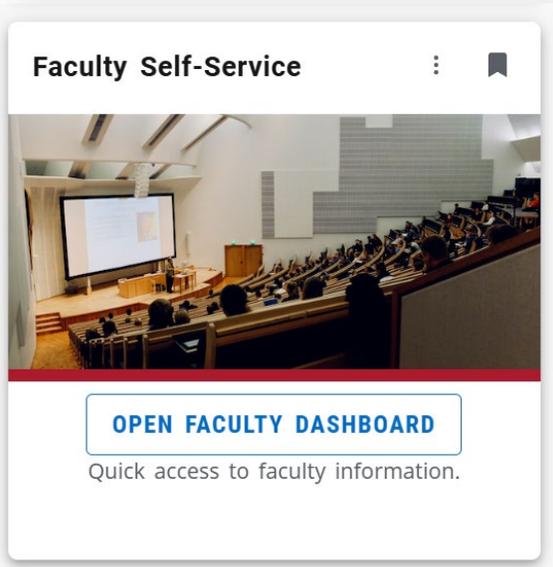
Begin by logging in to the Bear Cub Hub using your assigned credentials.

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

A screenshot of the SRJC Login Portal. The page has a white background with a dark border. At the top, it says "SRJC Login Portal" in bold black text. Below that is the Santa Rosa Junior College logo, which is a red diamond shape containing a white tree and the text "SANTA ROSA JUNIOR COLLEGE". Underneath the logo, there are two input fields. The first is labeled "Username" and contains the text "mmouse". Below this field, there is a line of red text: "SRJC Student ID (Example: 8XXXXXXXXX) or Faculty/Staff Username (Example: jdoe)". The second input field is labeled "Password" and contains a series of dots. To the right of the password field is a small icon of a padlock and a circle with an 'i'. Below the password field, there is a line of red text: "SRJC Student PIN Code or Faculty/Staff Password".

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 [redacted]

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.

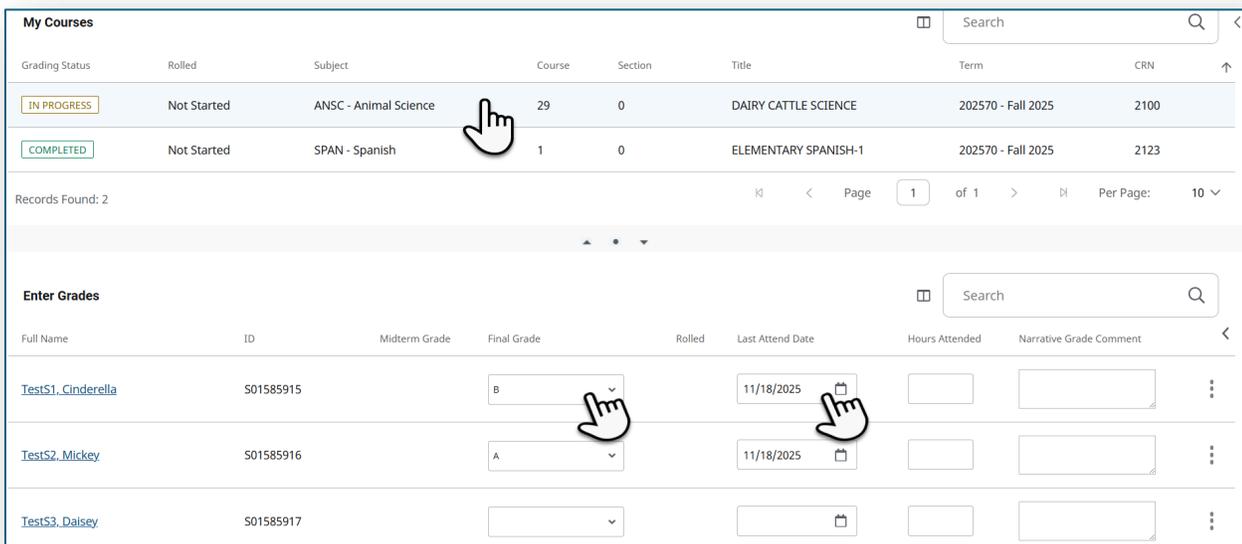
- Personal Information
- Employee Portal

Grade Entry

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

- **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

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



My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
IN PROGRESS	Not Started	ANSC - Animal Science	29	0	DAIRY CATTLE SCIENCE	202570 - Fall 2025	2100
COMPLETED	Not Started	SPAN - Spanish	1	0	ELEMENTARY SPANISH-1	202570 - Fall 2025	2123

Records Found: 2

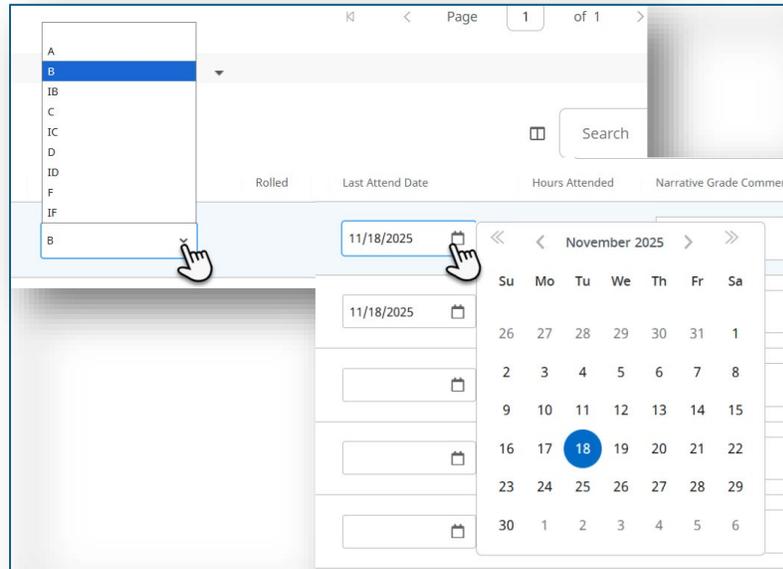
Page 1 of 1

Per Page: 10

Enter Grades

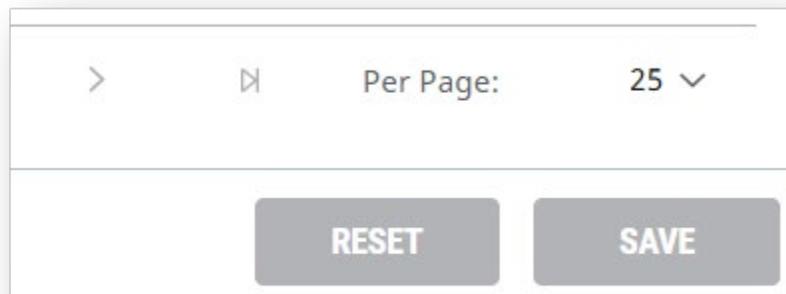
Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended	Narrative Grade Comment
TestS1_Cinderella	S01585915		B		11/18/2025		
TestS2_Mickey	S01585916		A		11/18/2025		
TestS3_Daisey	S01585917						

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).



Rolloled	Last Attend Date	Hours Attended	Narrative Grade Comment
	11/18/2025		
	11/18/2025		

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



> ⏪ Per Page: 25 ▾

RESET SAVE

Attendance Tracking

Attendance Tracking allows you to document attendance for each course.

Select the **Take Roll** button to begin.

MY COURSES

Term ↓	CRN	Subject	Co...	S...	Title	Schedule	Time	S...	Meeting Ty...	
202570	1997	Anthropology	1	0	BIOLOGICAL ANTHROPOLOGY	S M T W T F S	None	21	Online Lecture	TAKE ROLL
202570	2100	Animal Science	29	0	DAIRY CATTLE SCIENCE	S M T W T F S	13:30	FX	Final Exam	TAKE ROLL
202570	2123	Spanish	1	0	ELEMENTARY SPANISH-1	S M T W T F S	None	21	Online Lecture	TAKE ROLL

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

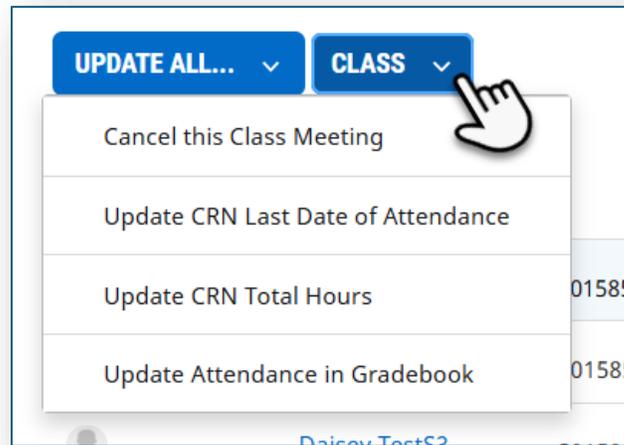
DAIRY CATTLE SCIENCE

UPDATE ALL... ▾ **CLASS** ▾

- Update Empty Records to Present
- Update Empty Records to Absent
- Mark All Present 01585915
- Mark All Absent 01585916

 [Daisey_TestS3](#) S01585917

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:

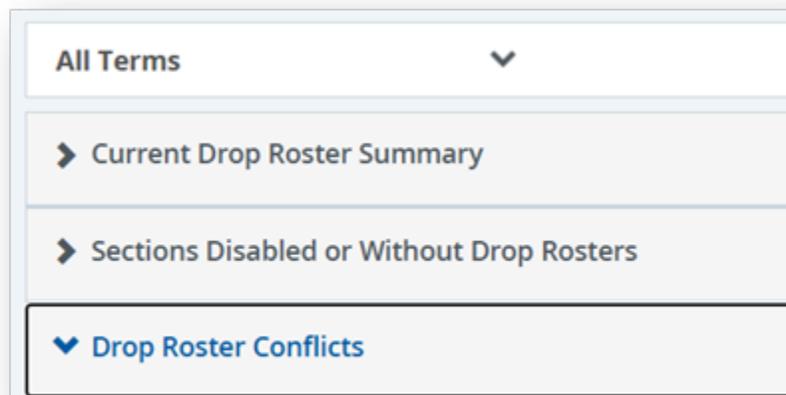
Photo	Full Name	ID	Attendance	Friday 12/12/2025
	Cinderella_TestS1	S01585915	100%	02:40
	Mickey_TestS2	S01585916	100%	02:40
	Daisey_TestS3	S01585917	100%	02:40
	Minnie_TestS4	S01585918	100%	02:40
	Goofey_TestS6	S01585920	100%	02:40
	Daffy_TestS7	S01585922	100%	02:40
	Pluto_TestS8	S01585923	100%	02:40

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.

- Attendance Tracking
- Drop & Census Rosters
- Class List

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

Class List

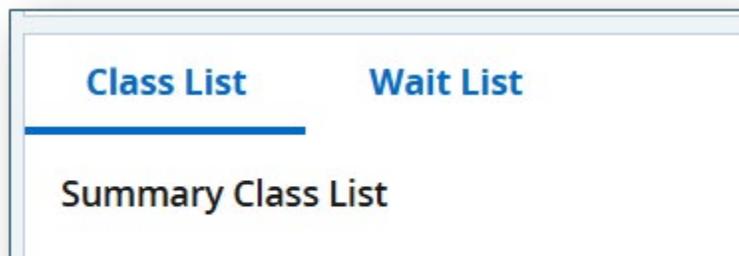
Class List provides a list of your courses and your roster, and a way to email students enrolled in or waitlisted for the course. Select **Class List** on the Faculty Self-Service landing page.

- Drop & Census Rosters
- **Class List**
- Counselor Student Profile

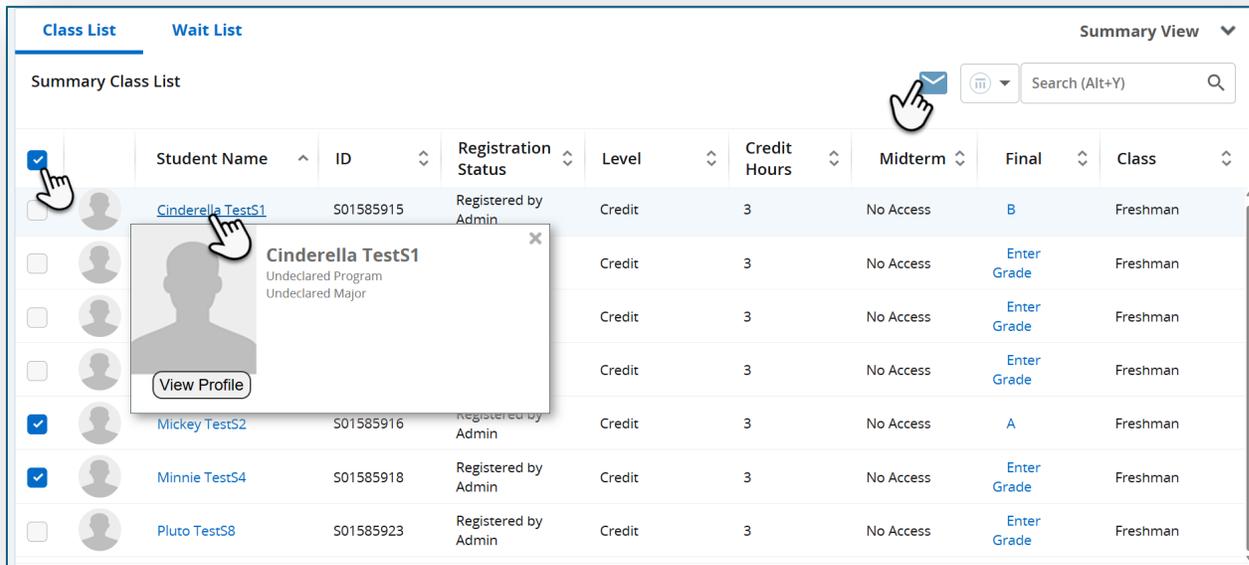
When selecting the course to view, click the white space next to the course name. If the course name is selected, it will display only the course details, not the class enrollment details.

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.



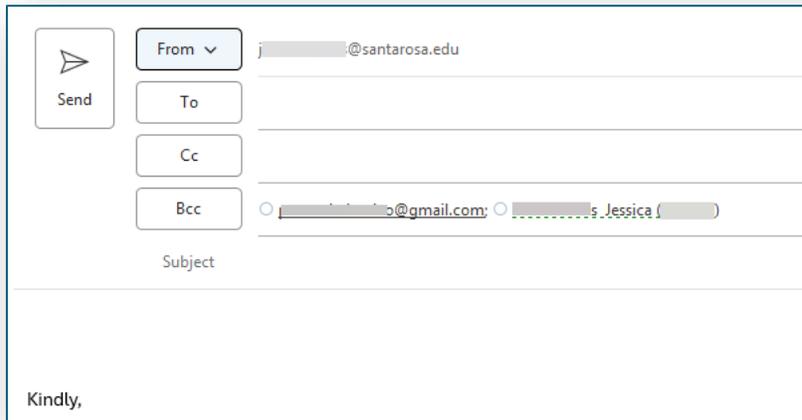
Select which students you want to email using the left check boxes (the top check box selects all students), then select the envelope icon.



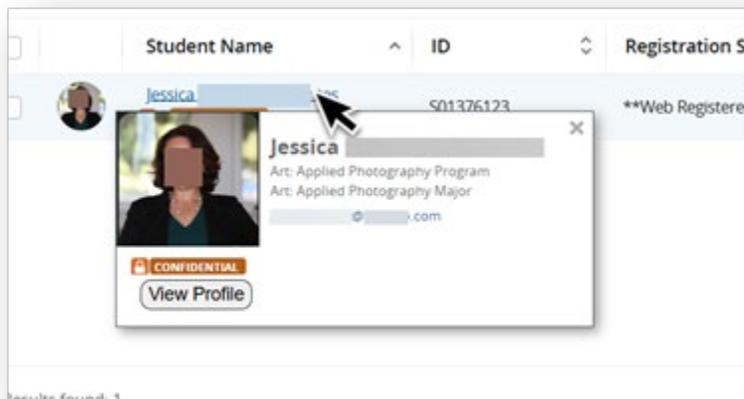
The screenshot shows a web interface for a 'Summary Class List'. At the top, there are tabs for 'Class List' and 'Wait List', and a 'Summary View' dropdown. Below the tabs, the title 'Summary Class List' is displayed. On the right side, there is a search bar with the placeholder text 'Search (Alt+Y)' and a magnifying glass icon. A hand cursor is pointing to a blue envelope icon in the top right corner. The main content is a table with columns: Student Name, ID, Registration Status, Level, Credit Hours, Midterm, Final, and Class. The first row is highlighted in light blue and has a checked checkbox in the left margin. A hand cursor is pointing to this checkbox. A second hand cursor is pointing to the name 'Cinderella TestS1' in the first row. A modal window is open over the 'Cinderella TestS1' row, showing a profile card with the name 'Cinderella TestS1', 'Undeclared Program', 'Undeclared Major', and a 'View Profile' button. Below the table, there are more rows with checkboxes, some of which are checked. A hand cursor is also pointing to the top-left checkbox of the table.

<input checked="" type="checkbox"/>	Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
<input type="checkbox"/>	Cinderella TestS1	S01585915	Registered by Admin	Credit	3	No Access	B	Freshman
<input type="checkbox"/>	Cinderella TestS1			Credit	3	No Access	Enter Grade	Freshman
<input type="checkbox"/>	Cinderella TestS1			Credit	3	No Access	Enter Grade	Freshman
<input type="checkbox"/>	Cinderella TestS1			Credit	3	No Access	Enter Grade	Freshman
<input checked="" type="checkbox"/>	Mickey TestS2	S01585916	Registered by Admin	Credit	3	No Access	A	Freshman
<input checked="" type="checkbox"/>	Minnie TestS4	S01585918	Registered by Admin	Credit	3	No Access	Enter Grade	Freshman
<input type="checkbox"/>	Pluto TestS8	S01585923	Registered by Admin	Credit	3	No Access	Enter Grade	Freshman

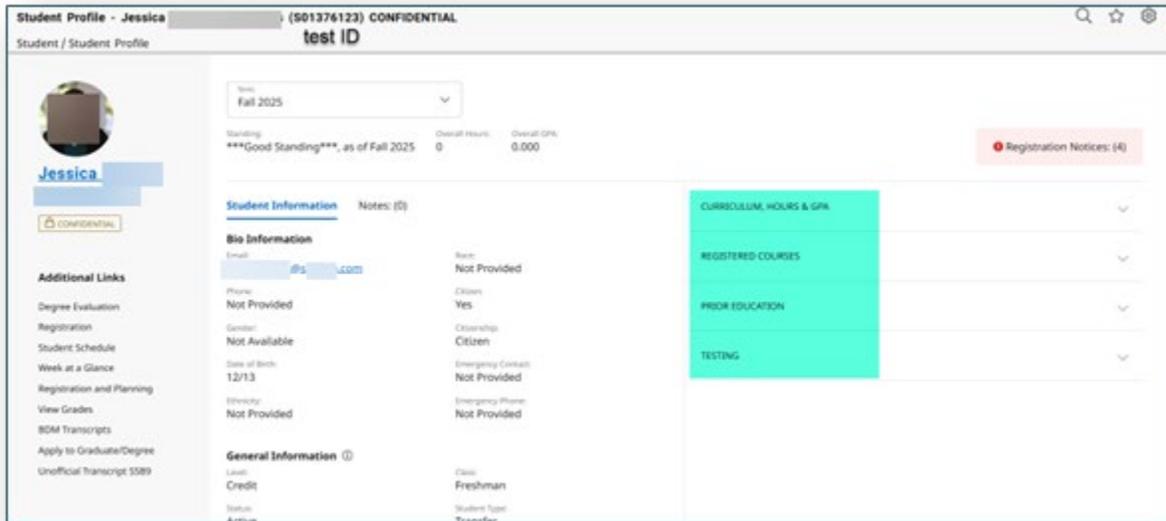
Once you select the envelope, a new email will open in the default email application you have configured on your computer (Outlook). If you select 2 or more students, they will be placed in the bcc line.



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.



The screenshot shows a student profile for Jessica. The page is titled "Student Profile - Jessica" and includes a "CONFIDENTIAL" warning. The student's name "Jessica" is highlighted in blue. The profile includes a "Bio Information" section with fields for Email, Phone, Gender, Date of Birth, Ethnicity, Race, Citizenship, and Emergency Contact. The "General Information" section shows the student's Level as "Credit" and Class as "Freshman". A sidebar on the left contains "Additional Links" such as "Degree Evaluation", "Registration", and "Student Schedule". A right-hand menu is highlighted in green, containing "CURRICULUM, HOURS & GPA", "REGISTERED COURSES", "PRIOR EDUCATION", and "TESTING". A "Registration Notices: (4)" notification is visible in the top right.



Counselor Student Profile

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

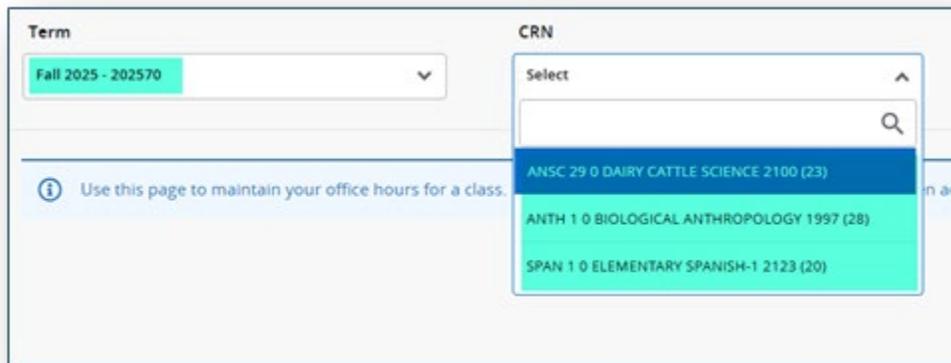
Office Hours

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.

- Faculty Feedback Admin
- Office Hours
- Syllabus

Select the term and course you would like to manage.



The screenshot shows a web interface for configuring office hours. On the left, under the heading "Term", there is a dropdown menu with "Fall 2025 - 202570" selected. Below this is a horizontal line and an information icon with the text "Use this page to maintain your office hours for a class." On the right, under the heading "CRN", there is a search box labeled "Select" with a magnifying glass icon. Below the search box is a list of course options: "ANSC 29 0 DAIRY CATTLE SCIENCE 2100 (23)", "ANTH 1 0 BIOLOGICAL ANTHROPOLOGY 1997 (28)", and "SPAN 1 0 ELEMENTARY SPANISH-1 2123 (20)". The "ANTH 1 0 BIOLOGICAL ANTHROPOLOGY 1997 (28)" option is highlighted in light blue.

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.

Office Hours ▼

From Date	To Date	From Time	To Time	Days							Contact Number	Location	Display	Delete
				Mon	Tue	Wed	Thu	Fri	Sat	Sun				
02/02/2026 	05/22/2026 	08:00 	09:30 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select ▼	Office 101	<input checked="" type="checkbox"/>	<input type="checkbox"/>

+ **Add new Row**

Select Copy to ▼

Syllabus

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

Course Information			
Course Dairy Cattle Industry/Dairy Cattle Science - 2100 - ANSC 29 - 0	Course Level Credit	Status Active	CRN 2100
Campus Shone Farm	Schedule Type Online Asynchronous Lec	Instructional Method DNU Hybrid or Fully Online	

Syllabus Data
Long Section Title <input type="text"/>
Course URL <input type="text"/>
Learning Objectives <input type="text"/>



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

Course: Elementary Spanish-Part 1 - 2123 - SPAN 1 - 0			
Associated Term Fall 2025(202570)	CRN 2123	Status Active	Schedule Type Online Asynchronous Lec
Instructional Method Exclusively Online	Campus Other Off Campus Locations	Available for Registration 04/01/2025 to 02/28/2026	Credits 4.000
Syllabus Add	Office Hours Add	Roster Class list	Detail Schedule Display
Grade Mode	Course Level Credit		

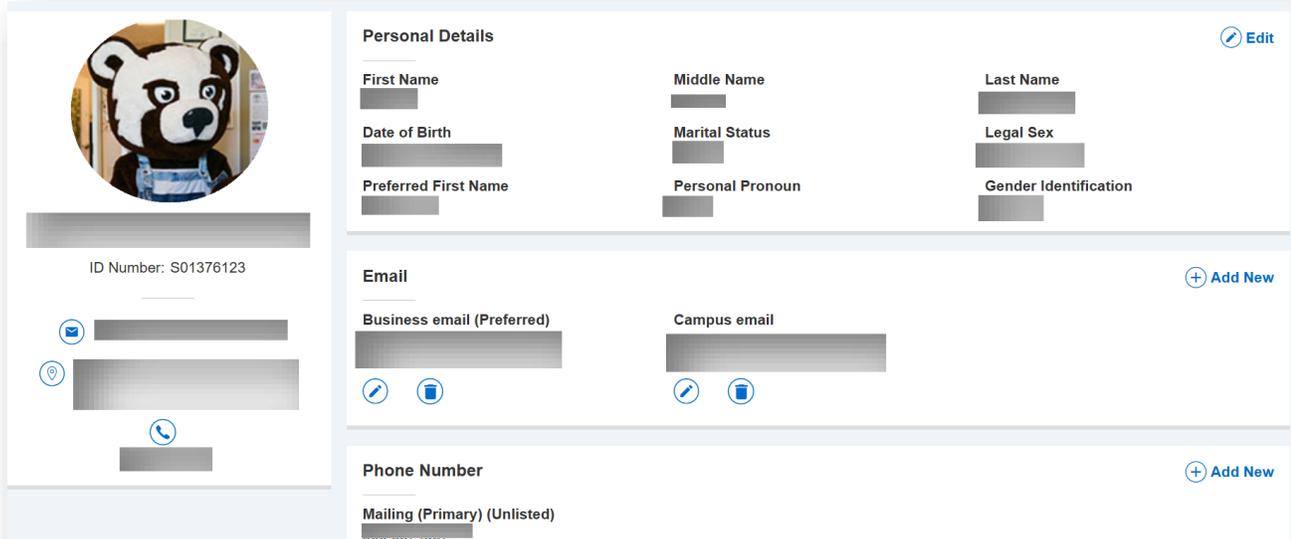
Course Assignment History

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

Assignment History									
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.



The screenshot shows a user profile page with a circular profile picture of a bear mascot. Below the picture is the ID Number: S01376123. The page is divided into three main sections: Personal Details, Email, and Phone Number. Each section has an 'Edit' or 'Add New' button in the top right corner. The Personal Details section includes fields for First Name, Middle Name, Last Name, Date of Birth, Marital Status, Legal Sex, Preferred First Name, Personal Pronoun, and Gender Identification. The Email section includes fields for Business email (Preferred) and Campus email, each with edit and delete icons. The Phone Number section includes a field for Mailing (Primary) (Unlisted).

Personal Details Edit		
First Name	Middle Name	Last Name
Date of Birth	Marital Status	Legal Sex
Preferred First Name	Personal Pronoun	Gender Identification

Email + Add New	
Business email (Preferred)	Campus email

Phone Number + Add New
Mailing (Primary) (Unlisted)



Employee Portal

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