Employee Resources - SCC Athlete Alert Protocol/Information

**Note:** The Athletic Department will query faculty (via email, see sample email below), who have athletes in their courses. These queries will occur approximately week 4, 8 and 12 of each semester.

From: Ed Yeager <ed.yeager@sccmail.maricopa.edu>
Date: January 27, 2011 4:41:57 PM GMT-07:00
To: fred.flinstone@sccmail.maricopa.edu
Subject: Student athletes course progress request, please respond!

Dear Fred Flinstone,

Our records indicate that you are the instructor for course(s) **MAT120 - 12345, MAT121 - 98765 in Spring 2011**, and there are student athletes enrolled in your course(s).

The Athletic Department would like to know the student athletes academic progress in all the courses the student athletes enrolled in this semester.

Please log on to SCC Class Roster to provide student progress feedbacks for the student athletes enrolled in your courses.
Your user name in accessing SCC Class Roster is: **fflinst**. If you do not know your password, please call SCC Helpdesk at 480-423-6274.

Please respond by the date posted on the email (for example: **02/11/2011 grade check**).
We appreciate your help in ensuring our students success here at SCC.
Sincerely,
Ed Yeager
Assistant Athletic Director
Scottsdale Community College
480-423-6614

********This is an automatically generated message. Please do not reply to this email. ********

If you have never used your network (learner or client account) or your password was reset by the SCC Help Desk; please do the following steps:

**Step 1:** Login to mySCC with your User Name and Password. This will be your campus network account.
If you have never used your "SCC Learner account, your default password will be your 8-digit SIS EMPLID (ths number starts with a "3") and you must change your default password thru mySCC before you can access the SCC Class Roster.

**Step 2:** From the mySCC applications click Web Sites and click Class Roster.

**Step 3:** You will need to login again, with your SCC client or learner account and recently changed password.
OR

Start Here:

**Step 1:** Log into SCC Class Roster (NOT my.maricopa.edu) @ https://weba.scottsdalecc.edu/ClassRoster/

**Note:** Residential faculty should be able to login using their Client accounts.

**Step 2:** If faculty have athletes in at least one of their courses, they will see a **Student Athletes Progress Request** from Ed Yeager. Click on the **Request Date link** to access list of students.

**Step 3:** Click on **Select** to access form for specific student.

**Step 4:** Complete the form and click **Submit** at bottom of screen.

**Step 5:** Once the form has been submitted for a specific student, the Progress Submitted column will update to **Yes** to confirm that the data has been submitted.

Last Modified By: Speidel_F, Thursday, May 26, 2011
http://kb.scottsdalecc.edu/KnowledgebaseArticle50395.aspx

Monday, September 12, 2011