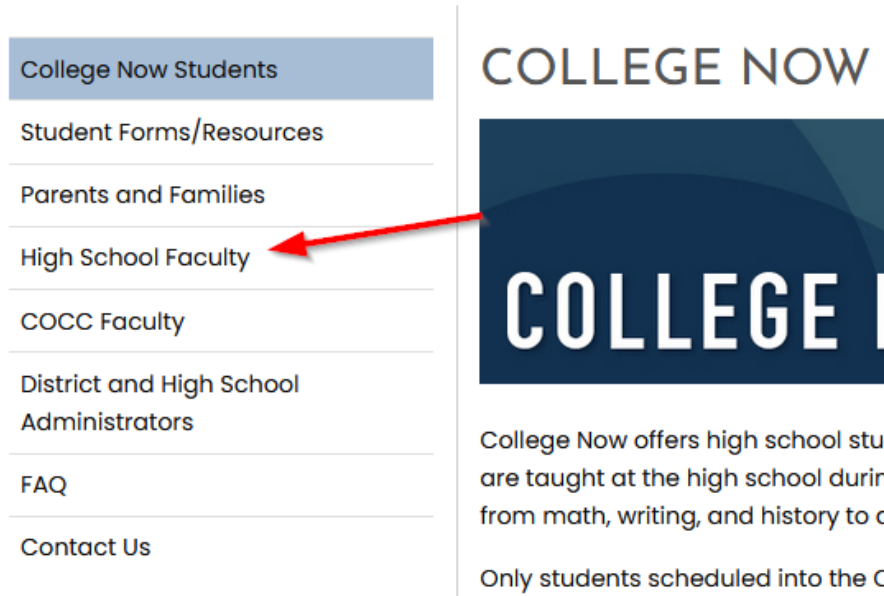# College NOW

High School Faculty Instructions
Accessing COCC College Now Rosters

Below are instructions on how to review and check your COCC College Now class roster(s). Please note: If you haven't already activated your COCC Bobcat Web Account (step 1) and then enrolled in COCC's multi-factor authentication (DUO) (step 2), please stop here and do these two steps first. Instructions for both steps are on the College Now High School Faculty Resource webpage.

1. Visit cocc.edu and click on College Now under the "Academics" tab.

2. Select "High School Faculty".

3. Click on "Bobcat Web Account".

HIGH SCHOOL FACULTY

Welcome! Below you will find important information for teaching College Now courses through COCC as well as accessing your Bobcat Web account to view rosters and enter grades.

BOBCAT WEB ACCOUNT

CANVAS

COCC PASSWORD RESET/MANAGER

COCC ALERT

Current College Now Faculty

4. Click on "Faculty and Advisors".

CENTRAL OREGON
community college

| Home | Student | Faculty and Advisor | Employee |

Hello Erika,
Welcome to your Bobcat Web Account!

The following information may be helpful

5. Click on "Rosters and Grades".

| Home | Student | Faculty and Advisor | Employee |

Faculty and Advisor Resources
Welcome to your faculty and advisor resource page!

- Help With Your Bobcat Web Account
- Instructional Resources

Faculty Schedules, Rosters, and Grades
View schedules, manage rosters, enter registration add/drop approvals, and submit grades and grade change forms.

Student Information for Advising
Access student academic information including Grad Tracks and set advising requirements.

6. Select "Class Rosters"
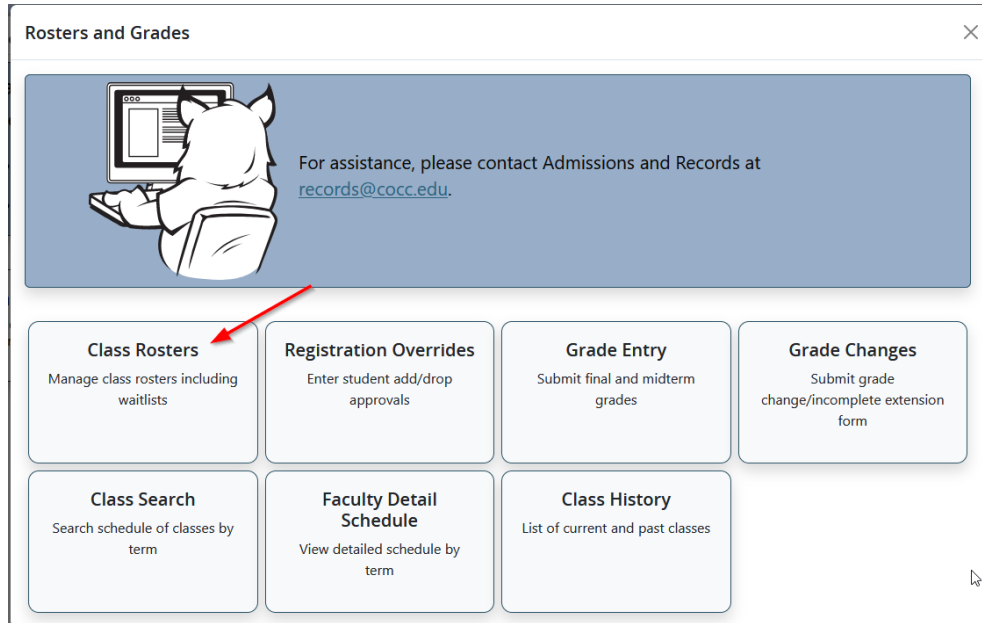
7. Select the appropriate term in the dropdown menu – please note that the system defaults to showing all terms available. Not sure of the COCC term? The College Now Dates and Deadlines webpage has the COCC term. Please note that if the term for your class is not listed then there is no enrollment in the course for the term.
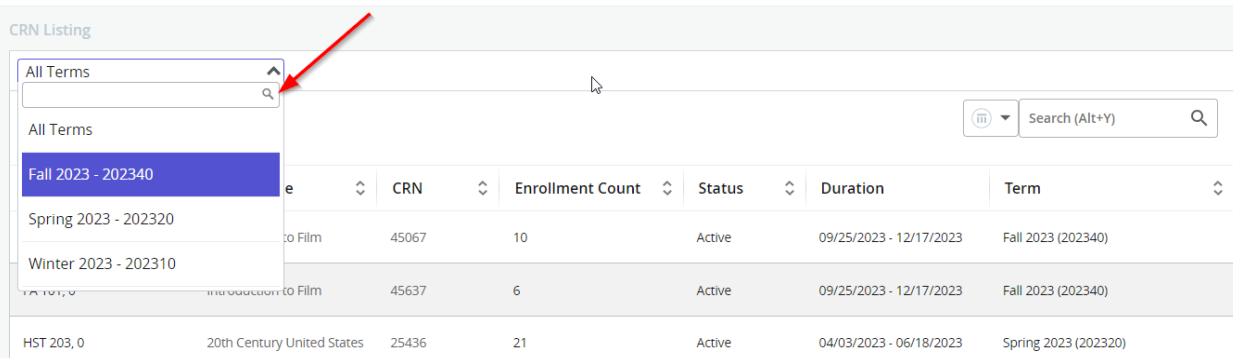
8. Select the course for the roster you are searching for. If there are multiple sections for a course (ex: Three WR 121 classes) click on one of the classes to see the students who are registered for that class. Note: Make sure you are clicking on the white space in the row to open the roster. Note clicking the CRN will take you to the course details popup, and clicking the Course Title will take you to the course details popup (catalog level).
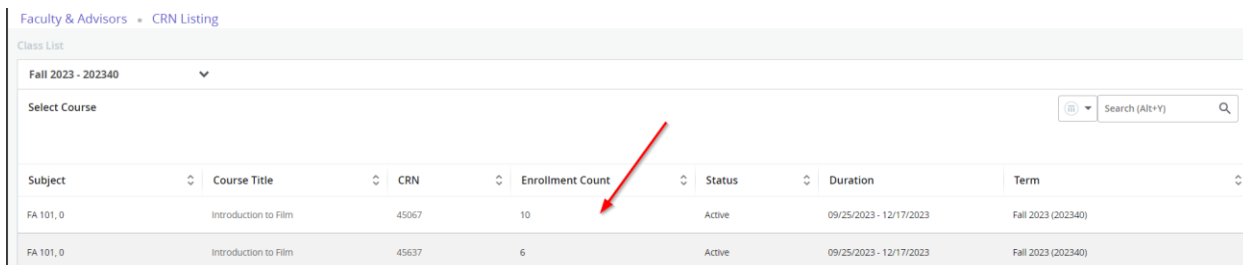
View the students on the roster for each class (CRN) to confirm that the students who submitted a College Now registration form are on the list, so they receive college credit. Please note that it can take up to 2 days for COCC to process College Now registrations after a student submits their College Now registration form online. If a student is missing from the list, please check with the student to see if they submitted a registration form. If they submitted a form, it is possible the form has not been processed yet. Check the roster again in 1-2 days. If they haven't yet submitted a form, please have the student submit a registration form for your class. If they missed the registration deadline, please reach out to collegenow@cocc.edu and inquire if an exception to the deadline can be made.

Optional (Printing/Exporting Roster List(s)

The printing function for roster(s) is found on the summary page of the roster you are viewing for a specific section:

- Please note that when printing a roster, you can only view one tab at a time (this means you will want to print your Class List and your Wait List to get your full roster).
- Export is also available for your roster(s) – this allows you to export your roster into an Excel spreadsheet (this option will also require you to export both your Class List and your Wait List to get your full roster).