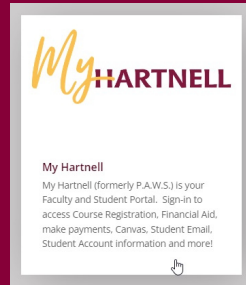


# P.A.W.S. Self-Serve Guide

## Logging In

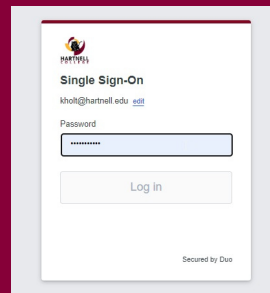
Log onto “MyHartnell”



Click the “P.A.W.S. Self-Serve” application

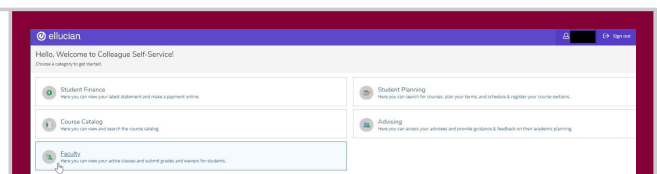


Log in with Duo

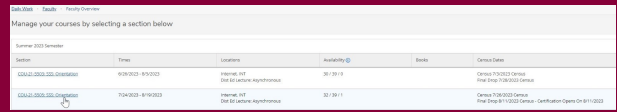


## Adding Students

On your dashboard, click the “Faculty” tab

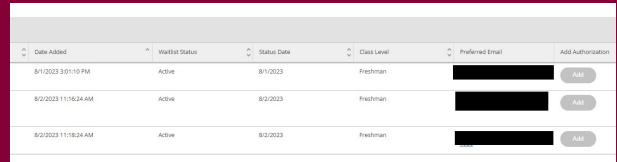


Select the course to add students to

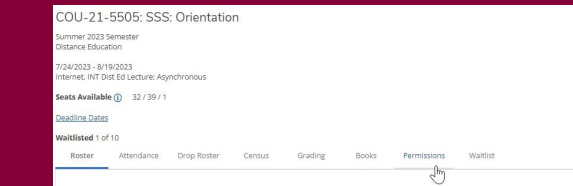


Check the waitlist by clicking the "Waitlist" tab

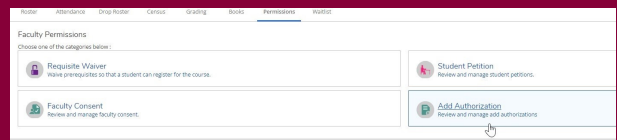
- Can add students directly from the waitlist by clicking "Add" on the right-hand side



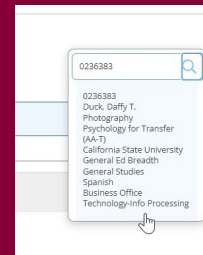
To add students not on the waitlist, click the "Permissions" tab



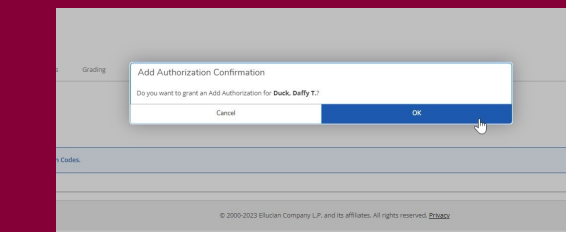
Click "Add Authorization"



In the search bar to the right, search by a student's Hartnell I.D., then click on the student's name



Confirm the student's name to add to course



**NOTE:** There are no longer add codes to give to students

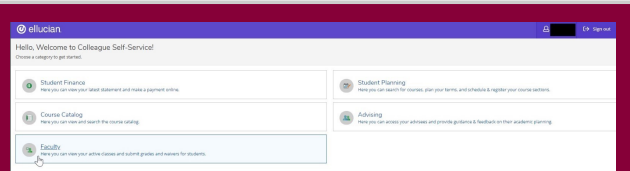
## Student Add Authorization



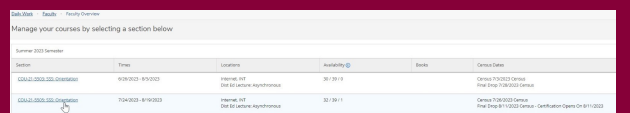
Currently there are not any Add Authorization Codes.

## Dropping Students

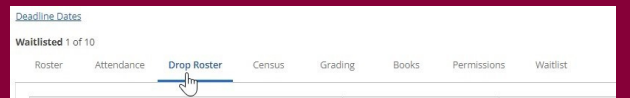
On your dashboard, click the “Faculty” tab



Select the course to drop students from

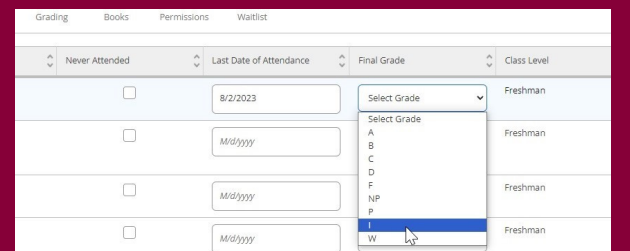
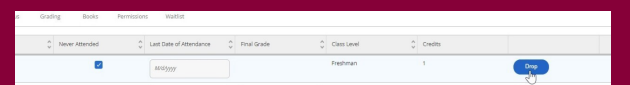


Select the “Drop Roster” tab



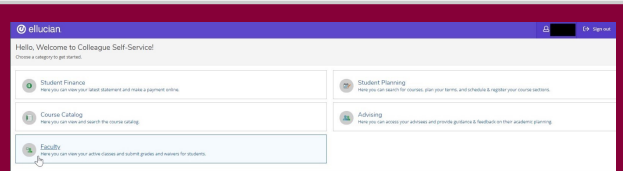
There are two drop options:

- If a student has never attended, check “Never Attended”
- If a student has attended but still dropped, enter the last day they attended the course
  - If their drop date is within the grading period, select “W” for their grade

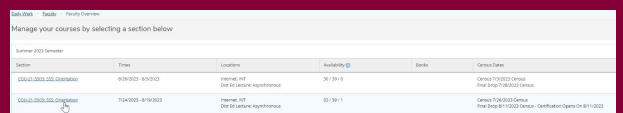


# Completing Course Census

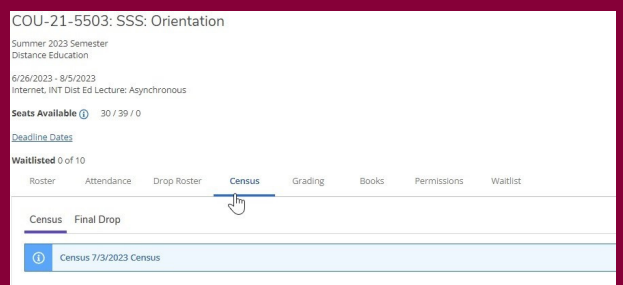
On your dashboard, click the "Faculty" tab



Select the course to complete the census for

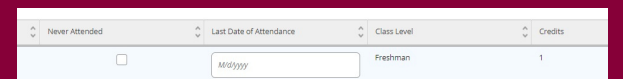


Click "Census" tab

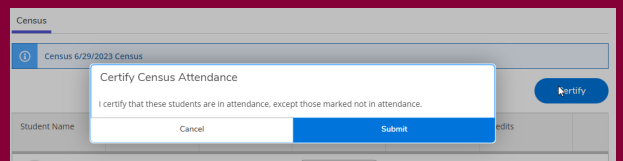


For each student:

- If they're currently enrolled, leave blank
- If they have already been dropped but still appear in the census, go back to the "Drop Roster" tab and drop student from there

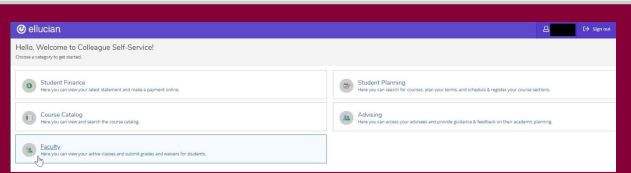


After you have verified the status of all students, please make sure to click the blue "Certify" button, then "Submit."

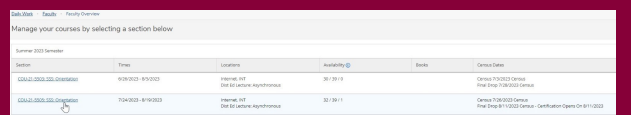


# Finalizing Grades

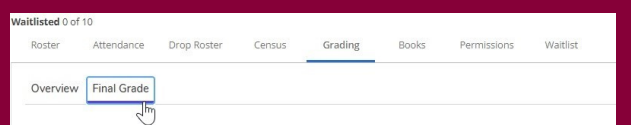
On your dashboard, click the “Faculty” tab



Select the course to finalize grades for

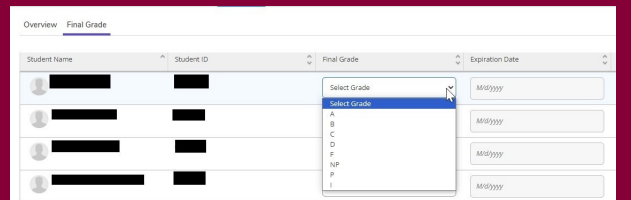


Click on “Grading,” then “Final Grades”



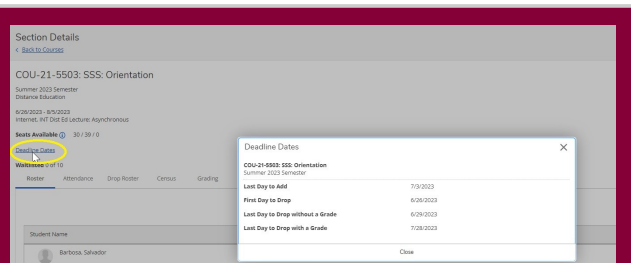
Enter final grades for each student

- **NOTE:** If entering a grade of “Incomplete,” need to add an expiration date



# Other Information

Deadlines may be different for each course; deadlines can be found under “Deadline Dates” on each course



The earliest a student can be added or dropped is the first day of the course

COU-21-5503: SSS: Orientation  
Summer 2023 Semester  
Distance Education  
6/26/2023 8:52/2023  
Hartnell HT Dist Ed Lecture: Asynchronous  
Seats Available 30 / 39 / 0  
Deadline Dates  
COU-21-5503: SSS: Orientation  
Summer 2023 Semester  
Last Day to Add 7/9/2023  
First Day to Drop 6/26/2023  
Last Day to Drop without a Grade 6/29/2023  
Last Day to Drop with a Grade 7/28/2023  
Waitlisted 0 of 10  
Roster Attendance Drop Roster Census Grading  
Student Name

## Questions?

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**HARTNELLCOLLEGE**