

A CTL How-To

Submitting Your Class Census via WebSmart

- 1) Open your browser to <https://websmart.smccd.edu>
- 2) **Login to WebSmart**
Enter your "G" number in User ID field;
Enter your PIN (default PIN is your 6 digit birth date as MMDDYY),
Click "Login" button.
- 3) Under **Faculty Services**, select "Census/Enrollment Verification",
Select a Term from pull-down menu,
Click "Submit" button.
- 4) **Select Course CRN** from pull-down menu,
Click "Submit" button.
- 5) **Scroll down to view your class roster.**
Use pull-down menus in roster's right column to "withdraw" students
who have not attended class.



NOTE: Check to see if there is a link at the bottom of your roster to an additional page of students if you do not see all of your students.

Notice

Please review your changes carefully before submitting. If you accidentally withdraw a student, you will need to contact Admissions and Records (Enrollment Services) to reinstate the student.

- 6) Click 
- 7) **EXIT WebSmart** by clicking EXIT button at top right of Websmart page.

