

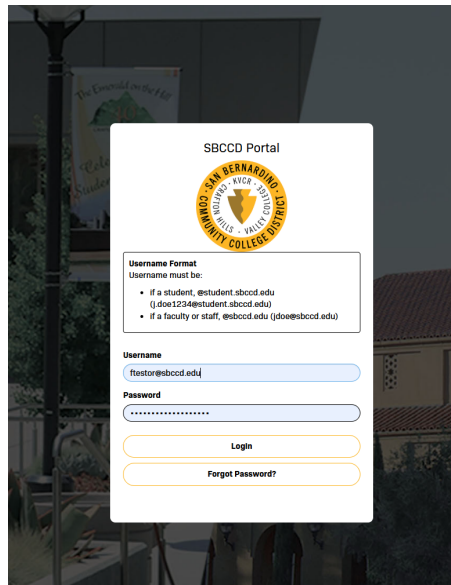
SBCCD Faculty Portal Guide

The SBCCD Faculty Portal allows faculty to view terms, access class rosters, export student lists, email students, drop students during allowable periods, and add classes to a calendar.

Step 1: Login to the SBCCD Portal

After clicking the Faculty Portal link, log in using your SBCCD credentials.

- **Faculty/Staff:** username@sbccd.edu

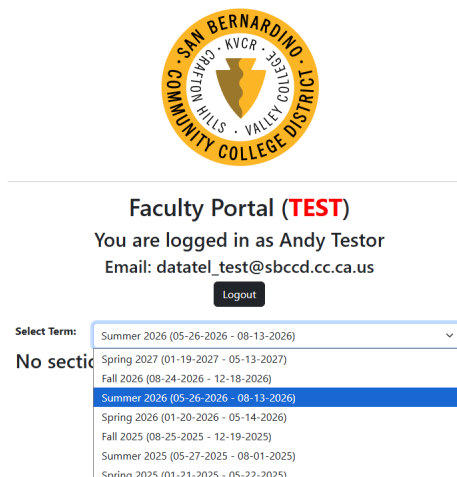
The image shows the SBCCD Portal login interface. At the top, it says "SBCCD Portal" and features the SBCCD logo. Below the logo, there is a "Username Format" section with instructions: "Username must be:" followed by two bullet points: "• if a student, @student.sbccd.edu (j.doe1234@student.sbccd.edu)" and "• if a faculty or staff, @sbccd.edu (j.doe@sbccd.edu)". There are input fields for "Username" (containing "ftestor@sbccd.edu") and "Password" (masked with dots). Below these fields are "Login" and "Forgot Password?" buttons.

Step 2: Select a Term

After logging in, you will see a dropdown menu containing previous, current, and future terms.

The portal is designed to display terms from the last 5 years. Currently, the earliest available term is Spring 2025. As time progresses, the portal will continue to display terms within the rolling 5-year period.

1. Click the Select Term dropdown.
2. Choose the desired term.

The image shows the Faculty Portal dashboard after login. At the top, it says "Faculty Portal (TEST)" and "You are logged in as Andy Testor". Below this, it shows the email "Email: datatel_test@sbccd.cc.ca.us" and a "Logout" button. A "Select Term:" dropdown menu is open, showing a list of terms: "Summer 2026 (05-26-2026 - 08-13-2026)", "Spring 2027 (01-19-2027 - 05-13-2027)", "Fall 2026 (08-24-2026 - 12-18-2026)", "Summer 2026 (05-26-2026 - 08-13-2026)", "Spring 2026 (01-20-2026 - 05-14-2026)", "Fall 2025 (08-25-2025 - 12-19-2025)", "Summer 2025 (05-27-2025 - 08-01-2025)", and "Spring 2025 (01-21-2025 - 05-22-2025)". The "Summer 2026 (05-26-2026 - 08-13-2026)" option is highlighted. To the left of the dropdown, the text "No section" is visible.

Step 3: Access Course Options

Once a term is selected, your assigned classes for that term will appear.

- Available options include:
 - Class Roster
 - Export Students
 - Email/Drop Students
 - Add to Calendar

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Faculty Portal (TEST)

You are logged in as Andy Testor

Email: datatel_test@sbccd.cc.ca.us

Logout

Select Term:

Fall 2026 (08-24-2026 - 12-18-2026)

Course Name	Term	Site	Enrollment	Start Date	End Date
ASL-101-05 - American Sign Language I	Fall 2026	CHC	(1/28)	08-24-2026	12-18-2026
Class RosterExport StudentsEmail/Drop StudentsAdd to Calendar					
Course Name	Term	Site	Enrollment	Start Date	End Date

Class Roster

Click Class Roster to view the roster for a selected course.

- The roster page displays:
 - Student IDs
 - Student names
 - Course information

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Instructor Roster													
Coll:	Div:	Dept:	Course:	Sec:	Title:	Syn:	Term:	Pos:	Cred:	Instructor:	Bldg:	Room:	Meeting Pattern:
CHC	CCMMS	CSGNL	ASL 101	05	American Sign Language I	0054	2026FA	No	4.00	Testor, Faculty	CNTL	307	-T--- 08:55AM:11:00AM
					Beg Dt:	Add Dt:	Cens Dt:	Drop Dt:	Wd Dt:	End Dt:			
					08/24/26	09/04/26	09/14/26	11/06/26	11/06/26	12/18/26			
				Type of Work									F I G N R A L D E
				Week									
				Date									
				Day									
	ID	Name											
1		Juan		LT									
2	0552366	Testor, LeeAnn		LT									
3	0283647	Testor, Tarzan		LT									
4				LT									
5				LT									
6				LT									
7				LT									
8				LT									
9				LT									
10				LT									
11				LT									
12				LT									
13				LT									
14				LT									

Export Students

Click Export Students to download or export the student roster information for the selected class.

Email/Drop Students

The page provides two email options:

- Email opens the Outlook desktop application installed on the computer.
- Email Web Outlook opens the web version of Outlook.

Both options automatically populate the recipient email address and open a new message window.

Faculty can email students individually or email the entire section.

Click Email/Drop Students to email students, email the entire class, or drop students during the allowable drop period.

- The page displays:
 - Enrollment information
 - Section dates
 - Last day to drop without a “W”
 - Last day to drop with a “W”
 - Student list and registration status

Example: Section already ended and dropping is no longer available.



Faculty Portal (TEST)

You are logged in as Andy Testor

Email: datatel_test@sbccd.cc.ca.us

Logout

Return to Spring 2026

Email/Drop Students

ENGL-015-02 for Spring 2026

Preparation for College Writing

Enrollment	Section Start	Section End	Last No "W"	Last "W"
25/25	02-03-2026	05-12-2026	02-17-2026	04-02-2026

Section has ended

E-Mail Whole Class Using Your Default Mail Client

E-Mail Whole Class Using Web Outlook

Last Name	First Name	Student ID	Status	Email Student	Drop Student
	Salem		registered	Email Email Web Outlook	Drop date passed
	Jerry		registered	Email Email Web Outlook	Drop date passed
	Madison		registered	Email Email Web Outlook	Drop date passed
	Victor		registered	Email Email Web Outlook	Drop date passed
	Andy		registered	Email Email Web Outlook	Drop date passed

Example: Active section where dropping students is still available.



Faculty Portal (TEST)
You are logged in as Andy Testor
Email: datatel_test@sbccd.cc.ca.us

[Logout](#)
[Return to Summer 2026](#)

Email/Drop Students
HEALTH-102-71 for Summer 2026
Introduction to Health and Wellness

Enrollment	Section Start	Section End	Last No "W"	Last "W"
1/45	05-26-2026	07-01-2026	06-01-2026	06-16-2026

[E-Mail Whole Class Using Your Default Mail Client](#)
[E-Mail Whole Class Using Web Outlook](#)

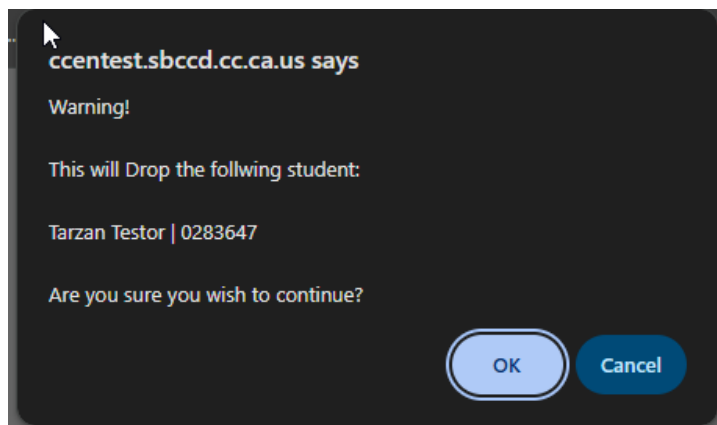
Last Name	First Name	Student ID	Status	Email Student	Drop Student
Testor	Tarzan	0283647	registered	Email Email Web Outlook	Drop

[E-Mail Whole Class Using Your Default Mail Client](#)
[E-Mail Whole Class Using Web Outlook](#)

If the drop date has passed, the Drop button will no longer be available. The Drop button will also not be available if the class has not started yet.

Dropping a Student

3. Click the Drop button next to the student.
4. A confirmation window will appear.
5. Review the student information carefully.
6. Click OK to continue or Cancel to stop the process.



Add to Calendar

Click Add to Calendar to download a .ics file that can be opened in Microsoft Outlook or another supported calendar application to add the class schedule to your calendar.