“Class Census Report” eForm
Instructions to Access and Submit
(Doc e Fill)

This applies ONLY to Fall, Spring, Summer, Rapid Track, and Mini-semester academic classes only.

Go to the link: https://edocs.delmar.edu

The login screen will appear.

Welcome, Please Login

Username: 
Password: 
Submit

Use your email name and password.

Example: csalas
           xxxxxxx

Note: The “ad\” before the user name is not needed in Doc e Fill.

1. You will see a screen with a Document Library down the left side. It will have:

   Registrar
   - Class Census Report
2. Click on Class Census Report
   It will open up the eForm on the right hand side.
   The Teacher ID and the Teacher Name are pre-populated fields at the time you sign in.

3. In the Term click the Update button and wait a few minutes.
   This process will upload the course and/or courses for that term under the Class ID.
4. In the Class ID field click the arrow in the drop down menu and select a course name from the listing. Click the Update button and wait for a few minutes.

NOTE: For future mini course offerings, you will need to certify rosters online after each mini course’s census date.

The list of students enrolled in that particular course will appear in the table under the “Students Currently in class:” heading.

5. You need to verify that each of the students listed have attended your class. For each student on the roll, if they have attended, there is no need to do anything on that line. However, if a student has never attended your class, please click on the “Never Attended” field for the system to place a check mark “✓” in the checkbox.
6. To add a student that is not on the class roster. Just go to the bottom of the form and click the “Add Student” button. Please enter the Student’s CID and Student’s Name.

After adding new student name(s), please type “Students added” in the comments area (See Step 7).

Important: Please instruct the student to contact the registrar’s office for proper enrollment or they will not get credit for the class.

7. If there is a need to add comments or special notes, please do so at the “Comments:” area. When finished reviewing, updating and adding comments to the class roster, just click the “Send” button located at the top of the comments area.

If you need to see or print a copy of the class roster(s), you may click on the “submitted documents” folder.

Click on the document and the copy of the class roster will appear on the right hand side of the screen. Click on the “Print Icon” or “Print Preview” button at the bottom of the form.
In order to submit each class roster to the Registrar’s Office, you have to **repeat the steps starting with step 1**.

To log out from Doc e Fill just click “**logout**” on top of the Inbox, Print, etc. icons as shown.

Here is a brief description of the navigation icons:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Library" /></td>
<td><strong>Library</strong>: This will take you to the Library of forms.</td>
</tr>
<tr>
<td><img src="image" alt="Drafts" /></td>
<td><strong>Drafts</strong>: Saved Drafts: This is where your drafts are stored if you save a form before submitting it.</td>
</tr>
<tr>
<td><img src="image" alt="Inbox" /></td>
<td><strong>Inbox/Received Documents</strong>: This is where you will find forms that have been returned to you or sent to you directly from a staff member.</td>
</tr>
<tr>
<td><img src="image" alt="Submitted" /></td>
<td><strong>Submitted Documents</strong>: This is where you will find forms submitted that have not yet been through final approval.</td>
</tr>
<tr>
<td><img src="image" alt="Completed" /></td>
<td><strong>Completed Documents</strong>: This is where you will find forms that have been &quot;Archived&quot; (passed through final approval).</td>
</tr>
<tr>
<td><img src="image" alt="Print" /></td>
<td>Click here to print.</td>
</tr>
<tr>
<td><img src="image" alt="Help" /></td>
<td>Access help manual.</td>
</tr>
<tr>
<td><img src="image" alt="Reports" /></td>
<td>Reporting from the documents that have passed through you.</td>
</tr>
</tbody>
</table>