

**From:** [Nguyen, Hong T.](#)  
**To:** [Tagawa, Mark I.](#); [Jordan, David C.](#)  
**Cc:** [Siu, Hon K.](#); [Gallegos, Jose C.](#); [Dau, Luan Q.](#); [Romo, Rochelle M.](#); [Saryan, Albert](#)  
**Subject:** RE: WF9983 files for LAMC for Canvas - webfocus signon  
**Date:** Tuesday, September 27, 2016 12:05:58 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)  
[image006.png](#)  
[image007.png](#)

Thank you, Mark!

Hong Nguyen  
Supervising Systems and Programming Analyst  
SIS/DEC CORE SUPPORT  
LACCD  
(213)981-2169

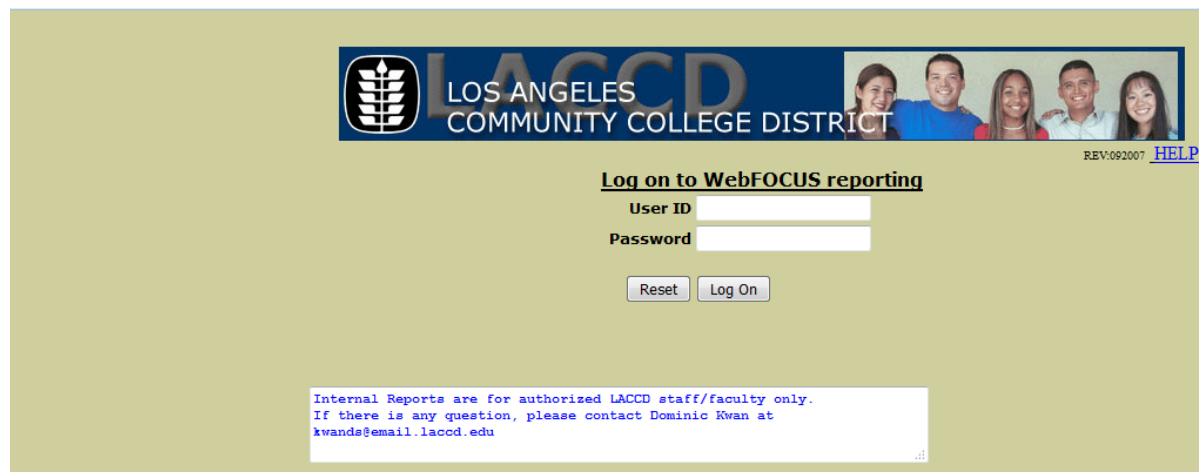
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**From:** Tagawa, Mark I.  
**Sent:** Tuesday, September 27, 2016 11:14 AM  
**To:** Jordan, David C.  
**Cc:** Nguyen, Hong T.; Siu, Hon K.; Gallegos, Jose C.; Dau, Luan Q.; Romo, Rochelle M.; Saryan, Albert  
**Subject:** RE: WF9983 files for LAMC for Canvas - webfocus signon

David,

Here is the process for adding a section for use in Canvas.

First, go to the link you mentioned below and sign in:  
<http://webfocus.dsc.laccd.edu/approot/projweb/pjsignon.htm>



LOS ANGELES  
COMMUNITY COLLEGE DISTRICT

REV:092007 [HELP](#)

**Log on to WebFOCUS reporting**

User ID

Password

Internal Reports are for authorized LACCD staff/faculty only.  
If there is any question, please contact Dominic Kwan at  
kwanda@email.laccd.edu

Next, go to "Miscellaneous SIS Reports"

## Webfocus Self-Service Reporting Center

- [+] Production Reports
- [+] Miscellaneous SIS Reports
- [+] Student Registration Appointment Inquiries
- [+] DSPS Reports (\*Use WF9819 report. Please call Dominic x2169 if you need any other report)
- [+] Veteran Reports
- [+] Exclusion/Grade Roster Reports

Under "Miscellaneous SIS Reports" select "WF9980 - Update Remote Learning Field For Selected Sections For Canvas/Moodle"

- o WF6925 - Students for a Selected Semester by Completed Units
- o WF6927 - New Students with a Goal to Obtain AA OR AS Degree by Campus Based Completed Units
- o WF6930 - List of Black or African American Students by Campus, Semester
- o WF9980 - Update Remote Learning Field For Selected Sections For Canvas/Moodle
- o WF9981 - List of Students enrolled in Canvas/Distance-Learning ( MOODLE )
- o WF9985 - List of Students in Selected Distance-Learning( MOODLE ) Sections (ENROLLMENT FILE)
- o DF9983- Students Listing for Military Offices
- o D4654- International (FI) Students Listing And Mailing Labels
- o More..

When the screen comes up for wf9980, select the campus and term. In this case I believe it would be LAMC for mission and Fall 2016:

After clicking the “Press to Continue” button, a list of sections will be presented in the following screen (WF9980B). On this screen you can choose to update a section or multiple sections for use in Moodle (Y) or Canvas (C). From the email below, I understand that this is for Canvas, so you would leave the “Remote Learning value” as ‘C’.

## Part II - Select Section numbers

Job Name WF9980B Update Remote Learning Field for Canvas/Moodle System

Remote Learning value: C  
(Select 'C' for Canvas  
or 'Y' for Moodle)

Select one or more section number:

0101
0102
0103
0104
0105
0106
0110
0111
0112

\*Hold Ctrl button while selecting multiple sections.  
Review parameters and selections before Execute

Execute

After selecting the sections you wish to use for Canvas, click Execute, and there will be a flag updated in the database which will indicate that the course will now be used for Canvas. In addition, a file will be uploaded to Canvas telling Canvas to add the section for use in Canvas. These files are uploaded to Canvas at the top of the hour each hour, so if you run the process at 10:45AM for example, then the file should be uploaded at 11:00AM.

## JOB COMPLETION: WF9983C - CANVAS SYSTEM COURSES/SECTIONS FILES

09/27/16

BEG TIME- 11.02.48 , END TIME- 11.02.50

PARAMETERS ENTERED FOR THIS RUN -RUNTYPE (P)

YRSEM - 20163

CAMPUS - M

CSV OUTPUT FILE: C:\BI\apps\BASEOUTPUT\ADMM\WF9983C-courses-20163M-092716110248.CSV

CSV OUTPUT FILE: C:\BI\apps\BASEOUTPUT\ADMM\WF9983C-sections-20163M-092716110248.CSV

Number of records: 1

### CSV Download Instructions:

To download the file, right click on the Download Link and select "Save Target As". This will ensure that the file will not be automatically opened in Microsoft Excel. It will save the file on your local machine. To avoid any formatting issues please open the file using Notepad or Word Pad. Opening the file in Microsoft Excel will cause automatic formatting.

[CSV download link - courses.csv](#)

[CSV download link - sections.csv](#)

## JOB COMPLETION NOTICE

WF9980 is completed on 09/27/16 at 11.02.42

[RETURN](#) to previous page

[RETURN](#) to selection menu

[RETURN](#) to production reports/files downloading page

JOB - D9980 IS SUBMITTED TO UPDATE REMOTE LEARNING FIELD FOR FOLLOWING SECTIONS

CAMPUSCODE,YRSEM,SECTION - 'M201630101'

Once the file has been uploaded, you should be able to find your course in Canvas by searching for the section number. If I had submitted the job to enter section 0101 for example, then I could search for that section on Canvas and find the course:

ACCTG 001 : INTRO ACCOUNTING I - BRUMELL B. - FALL 2016 - SECTION# 0101



ACCTG\_001\_0101FA16P, Fall\_2016 SIS ID: ACCTG\_001\_0101FA16P  
41 Students Teachers: Stephen Ahrens  
Settings Statistics Homepage

ACCTG 001 : INTRO ACCOUNTING I - BRUMELL B. - FALL 2016 - SECTION# 0101



ACCTG\_001\_0101FA16T, Fall\_2016 SIS ID: ACCTG\_001\_0101FA16T  
35 Students Teachers: Bertis Brumell  
Settings Statistics Homepage

ACCTG 001 : INTRO ACCOUNTING I - ORDONEZ R. - FALL 2016 - SECTION# 0101



ACCTG\_001\_0101FA16M, Fall\_2016 SIS ID: ACCTG\_001\_0101FA16M  
33 Students Teachers: Rodolfo Ordonez  
Settings Statistics Homepage

ANATOMY 001 : INTRO TO HUMAN ANAT - ROSTAMI M. - SUMMER 2016 -

SECTION# 0101

ANATOMY\_001\_0101SU16M, Summer\_2016 SIS ID: ANATOMY\_001\_0101SU16M  
26 Students Teachers: Mansour Rostami  
Settings Statistics Homepage

ESCTEST 001: TEST COURSE - SARYAN A. - SPRING 2016 TEST - SECTION# 001



Find a Course

0101

Go

Find A User

Go

+ New Course

+ New User

View Analytics

I hope this helps.

Thanks

Mark Tagawa

From: Romo, Rochelle M.

Sent: Tuesday, September 27, 2016 10:25

To: Tagawa, Mark I.

Cc: Nguyen, Hong T.; Siu, Hon K.; Gallegos, Jose C.; Dau, Luan Q.

Subject: FW: WF9983 files for LAMC for Canvas - webfocus signon

Hi Mark,

Would you please follow-up on the request for WF9983 files from LAMC for Canvas courses (see email below)?

Let me know if there is anything further I need to do on this.

Thank you.  
Rochelle  
X 2228

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**From:** Nguyen, Hong T.  
**Sent:** Tuesday, September 27, 2016 8:37 AM  
**To:** Dau, Luan Q.; Gallegos, Jose C.; Romo, Rochelle M.  
**Cc:** Siu, Hon K.  
**Subject:** FW: webfocus signon

Hi Luan, Jose and Rochelle,

Can one of you take care of this request? Please see the email from the user below. Thank you.

Hong Nguyen  
Supervising Systems and Programming Analyst  
SIS/DEC CORE SUPPORT  
LACCD  
(213)981-2169

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**From:** Nersisyan, Christopher B.  
**Sent:** Tuesday, September 27, 2016 8:13 AM  
**To:** Flores, Victor H.; Nguyen, Hong T.; Saryan, Albert  
**Subject:** Fwd: webfocus signon

From what I understand Dominic would handle webfocus users. Would Hon or Luan be an appropriate person to ask to look into this?

Thank you,

Chris Nersisyan  
Supervising Systems Programming Analyst  
Los Angeles Community College District  
770 Wilshire Blvd 90017  
213.891.2383  
[www.laccd.edu](http://www.laccd.edu)

----- Original message -----

From: "Jordan, David C." <[JordanDC@lamission.edu](mailto:JordanDC@lamission.edu)>  
Date: 9/27/16 8:05 AM (GMT-08:00)  
To: "Nersisyan, Christopher B." <[NersisCB@email.laccd.edu](mailto:NersisCB@email.laccd.edu)>, [abogado@pacbell.net](mailto:abogado@pacbell.net)  
Cc: "Flores, Victor H." <[FloresVH@email.laccd.edu](mailto:FloresVH@email.laccd.edu)>, "Yangsamran, Nat" <[yangsan@email.laccd.edu](mailto:yangsan@email.laccd.edu)>, "Saryan, Albert" <[SaryanA@email.laccd.edu](mailto:SaryanA@email.laccd.edu)>, "Jordan, David C." <[jordandc@lamission.edu](mailto:jordandc@lamission.edu)>  
Subject: RE: webfocus signon

Hello everyone,  
thanks for resetting my password, and I can now login to the following link  
however it does not appear it provides the updated W 9983 file I need for LAMC  
can you help me access that file on webfocus so I can create the Canvas courses for Mission  
thanks  
here is the link  
<http://webfocus.dsc.laccd.edu/approot/projweb/pjsignon.htm>

**David**

David Jordan, Esq.  
Director of Paralegal Studies Program  
Los Angeles Mission College  
13356 Eldridge Ave.  
Sylmar, Ca. 91342 - (cell) 818-415-2015  
Home - <http://lamission.edu/law>

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**From:** Nersisyan, Christopher B. [[NersisCB@email.laccd.edu](mailto:NersisCB@email.laccd.edu)]  
**Sent:** Thursday, September 22, 2016 10:03 AM  
**To:** Jordan, David C.; Jordan, David C.; [abogado@pacbell.net](mailto:abogado@pacbell.net)  
**Cc:** Flores, Victor H.; Yangsamran, Nat  
**Subject:** RE: webfocus signon

Hello Jordan,

Can you tell me the username you are using?

Thank you,

Chris Nersisyan  
Supervising Systems Programming Analyst  
Los Angeles Community College District  
770 Wilshire Blvd 90017  
213.891.2383  
[www.laccd.edu](http://www.laccd.edu)

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**From:** Jordan, David C. [<mailto:JordanDC@lamission.edu>]

**Sent:** Thursday, September 22, 2016 8:18 AM

**To:** Nersisyan, Christopher B. <[NersisCB@email.laccd.edu](mailto:NersisCB@email.laccd.edu)>; Jordan, David C. <[jordandc@lamission.edu](mailto:jordandc@lamission.edu)>; [abogado@pacbell.net](mailto:abogado@pacbell.net)

**Subject:** webfocus signon

Good morning Christopher,

I am trying to get access to webfocus on LAMC campus to create new canvas courses.

I am the DE Coordinator and Canvas Faculty Admin at Mission in charge of creating new canvas courses.

I am using this URL - <http://webfocus.dsc.laccd.edu/approot/projweb/pjsignon.htm><http://webfocus.dsc.laccd.edu/approot/projweb/pjsignon.htm>

it gives me the error message "invalid credentials"

Can you help and fix this for me.

Many thanks Christopher

David

David Jordan, Esq.  
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Sylmar, Ca. 91342 - (cell) 818-415-2015  
Home - <http://lamission.edu/law>