

## Commencement of Academic Activity

### Filing verification of student activity

Upon logging in you land on the Instructor Dashboard and are presented with the courses you are teaching in the active quarter. Each course is listed with the course number and section code. Beneath that is the course title and the number of students pending verification in the course.

To begin the process, click the blue “Start Certification” button.

UCSD Academic Activity Tracking System

Welcome to the UCSD Commencement of Academic Activity Tracking System (CAA)

**Important!**  
To maintain compliance with Federal financial aid regulations, the campus must have a process to confirm students have commenced academic activity in each course where they are enrolled. Please certify whether the students have commenced academic activity (**Yes or No**) by the end of week two (week one for summer terms) for students in each of your classes below. **Failure to certify a student's academic activity each term may cause the student's financial aid to be cancelled.**

To search for an individual student PID, use the search bar located in the navigation bar.

Having Difficulties? Please contact us at [atshelp@ucsd.edu](mailto:atshelp@ucsd.edu) for assistance.

### Instructor Dashboard

#### Certify Courses


<b>EDS 282 [073566]</b> Leadership for Diverse Society Pending: 14 <a href="#">Start Certification</a>	<b>EDS 287B [073567]</b> Educat Rsrch & Eval Design B Pending: 14 <a href="#">Start Certification</a>	<b>EDS 289B [073571]</b> Dissertation Writing Seminar Pending: 14 <a href="#">Start Certification</a>	<b>EDS 291B [073573]</b> Leadership Research Practicum Pending: 14 <a href="#">Start Certification</a>
<b>EDS 293B [073575]</b> Adv. Leadership Research Pract Pending: 18 <a href="#">Start Certification</a>	<b>EDS 294B [073576]</b> Colloquium on Educ. Leadership Pending: 14 <a href="#">Start Certification</a>	<b>EDS 296 [073578]</b> Research Apprenticeship Pending: 1 <a href="#">Start Certification</a>	<b>EDS 299 [073598]</b> Dissertation Research Pending: 16 <a href="#">Start Certification</a>

The Instructor Class Certification page appears for the course with an alphabetical listing of each student (in groups of 10) enrolled along their corresponding information and a button that is defaulted to “yes” (has commenced academic activity).

### Instructor Class Certification

#### EDS 282 [073566] - Instructors Name

Pending (14) Certified (0) Everyone (14) Search Student:

Photo	Name	PID	Email	Certification
	Last Name, First Name	Number	email@ucsd.edu	<input checked="" type="radio"/> Yes <input type="radio"/> No

All students are defaulted to “Yes” (has commenced academic activity). Go through the list using the “Next” navigation button to change any student without any academic activity in that course to “No” (has not commenced academic activity). “No” will stay selected even if you navigate to another page.

Clicking “Submit Certification” certifies the entire course population, not just the students shown on the current page. Once you are satisfied with all student’s status’ click “Submit Certification”.

### Instructor Class Certification

EDS 282 [073566] - Instructors Name

Photo	Name	PID	Email	Certification
	Last Name, First Name	Number	email@ucsd.edu	<input checked="" type="radio"/> Yes <input type="radio"/> No
	Last Name, First Name	Number	email@ucsd.edu	<input checked="" type="radio"/> Yes <input type="radio"/> No
	Last Name, First Name	Number	email@ucsd.edu	<input checked="" type="radio"/> Yes <input type="radio"/> No
	Last Name, First Name	Number	email@ucsd.edu	<input checked="" type="radio"/> Yes <input type="radio"/> No
	Last Name, First Name	Number	email@ucsd.edu	<input checked="" type="radio"/> Yes <input type="radio"/> No
	Last Name, First Name	Number	email@ucsd.edu	<input checked="" type="radio"/> Yes <input type="radio"/> No
	Last Name, First Name	Number	email@ucsd.edu	<input checked="" type="radio"/> Yes <input type="radio"/> No
	Last Name, First Name	Number	email@ucsd.edu	<input checked="" type="radio"/> Yes <input type="radio"/> No
	Last Name, First Name	Number	email@ucsd.edu	<input checked="" type="radio"/> Yes <input type="radio"/> No
	Last Name, First Name	Number	email@ucsd.edu	<input checked="" type="radio"/> Yes <input type="radio"/> No

Navigation: < Previous 1 2 Next >

Submit Certification

After clicking “Submit Certification” you will see a green status banner appear at the top of the page.

UCSD Academic Activity Tracking System

**Batch Certification Successful!** EDS 282 students have been certified.

Click the lettering in the top left of the page to return to the Instructor Dashboard and repeat for any additional courses.