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PowerCampus Self-Service
Faculty Guide

Release 8.4

Revision History

Publication Date	Summary
November 22, 2013	New version that supports *PowerCampus Self-Service 8.4* software.
March 20,2014	Revised to Reflect Rockford University

Table of Contents

Introduction to PowerCampus Self-Service

This user guide focuses on how faculty members can use PowerCampus SelfService to access and update their information. Using a Web browser, faculty members can set up their Course Home Pages, enter students' grades, define their course activities, and more.

All faculty members will first view the PowerCampus Self-Service *Home* page, which can be used to access general information for all users. Depending on how your school's system is set up, the *Login* window at the left will either display a **lock** icon or **User Name** and **Password** fields.

Taking a Look at the Home Page

The *Home* Page gives you a first look at the basic design of the Web pages. Here is a description of the Web page from top to bottom.

Web Page Area	Description
Links	These links will appear at the top of every page.
	• Select **Cart** to display your shopping cart, which will list any course sections you may have chosen.
	• Select **Help** to display information about the current Web page.
	After you log in:
	• The **Log Out** link will also be displayed at the top of every page.
	• If your school is also running the PowerCampus Portal, a link to the **Portal** will also be displayed at the top of every page.

Search	You can search for **Course Sections** that are available for a specified year, term, and session, or search for courses in the Catalog.
	
	1. Specify what you want to search, courses in the **Catalog** or **Course Sections**.
	
	2. You have the option to enter a keyword for the course (*Art*, for example).
	
	  • If you enter a keyword, the system will list ALL courses with the specified keyword.
	
	  • If you do not enter a keyword, the system will prompt you to enter more information to narrow your search.
	
	3. Select **Search**.
	
	After you log in, you may also be able to search for information about people who are listed in the alumni, faculty, staff, and student **Directories**. When you search for a name, the system will list all the people with the specified name who are listed in each of the directories for which you have access.

Tabs	Select the tab that corresponds to the function you want to perform. For example, if you wanted to register for courses, you would choose the **Register** tab.
Menu Items	Once you select a tab, the corresponding list of menu items will appear under the tabs.
Options	Once you select a menu item, the corresponding options for that menu item will appear along the left pane, and the associated Web page will appear to the right.

Once faculty members log in, they can access information that applies to them. For example, they can view and update their course information, enter students' grades, create and modify their Course Home Pages, and so on.

Introduction to PowerCampus Self-Service

Using the On-line Help

If you have a question about the Web page you are currently viewing, you can display the help text for that page.

1. Select the **Help** link at the top of the page.

2. From the *Help* drop-down list, select **Help for this page**.

3. Review the information on the *Help* window.

4. After reading the help text for the current page, you can either:

   • Select ☒ in the upper-right corner of the *Help* window to close the window, or

   • Select ▦ in the upper-left corner of the *Help* window to open the entire On-line Help System.

5. If you select ▦, the **Help** window will display a table of **Contents** which lists How-To procedures for accomplishing many tasks. For example:
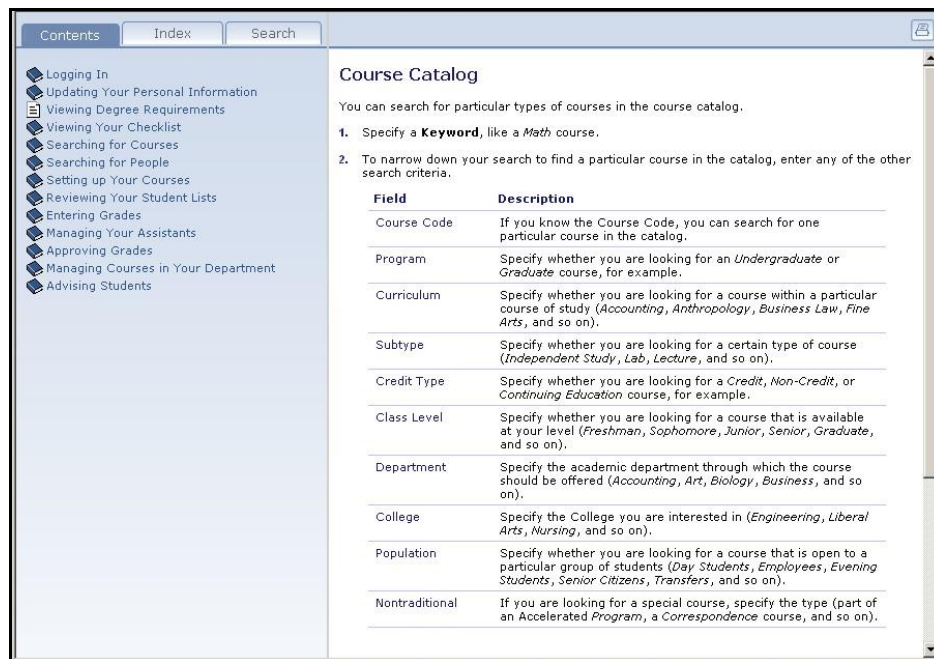
6. When the On-line Help System is open, you can select links in the table of **Contents** until you display the desired How-To procedure. For example:

You can also select the **Index** or **Search** tab to find information.

Logging Into Self-Service

In order to access most of the Self-Service features, you must first identify yourself as a valid Self-Service user. Depending on how your school's system is set up, you will either need to **log in** with your user name and password, or follow other steps to **sign in**.

- *Logging In*
- *Signing In*

Logging In

Using your Rockford University network Credentials, please log into Self-Service.

1. In the *Login* window, enter your **User Name**.

2. Enter your **Password**. *If You Forget Your Password*, Contact IT or use the Password reset tool at http://password.rockford.edu

3. Select **Log In**.

Signing In

Using the account information we e-mailed you, please follow these steps to sign into Self-Service.

1. Select the **Log In** icon.

2. If prompted, choose the **Location** that was listed in the e-mail we sent you, and then select **Continue to Sign In**.

3. Enter your **User Name**.

4. Enter your **Password**.

5. Select **Sign In**.

Searching for Courses

You can search for **Course Sections** that are available for a specified term, or search the **Course Catalog** for courses offered for a specified class level, curriculum, credit type, and so on.

• *Searching for Available Course Sections*

• *Searching for Courses in the Course Catalog*

Searching for Available Course Sections

You can search for the course sections that are available for a specified course and term.

1. Perform a basic or an advanced course section search.

For	Follow These Steps
Basic Search	Either: • In the **Search** field at the top of any Web page, select **Course Sections**, enter a keyword (for example, *Math*), and select **Search**, or • Select the **Search** tab and then the **Section Search** menu item. Then specify a Keyword, Course Code, or academic period for the courses you want to find, and select **Search**.
Advanced Search	1. Select the **Search** tab. 2. Select the **Section Search** menu item. 3. On the *Section Search* page, select **Advanced Search** 4. Enter all the information you know about the course sections you want to find. You can enter part of the course information and use the _ wildcard to search for course sections. For example: • **Com** would find all *Composition* and *Computer* courses. • **Com_101** would find the *Composition 101* and *Computer 101* courses. 5. Select **Search**.

2. On the *Course Section Results* page, view the list of courses which match your search criteria.

Select	To
Course Code	Display the *Course Search Details* page with all the information about the course. When you are finished viewing the course section details, select **Back** to return to the Section Results page.
Add to Cart	Add the open course to your shopping cart, if it is available for registration.
Add to Waitlist	Add your name to the waitlist for the closed course, if it is available.

3. If many course sections match your search criteria, use the drop-down lists above the list of courses to narrow down your search.

Searching for Courses in the Course Catalog

You can search for particular types of courses in the course catalog.

1. If you want to perform a *quick search* for courses in the catalog, follow these steps.

- From the drop-down list at the top of any page, select **Catalog**.

- Enter at least part of the course name or subject type you are looking for (like *Math*).

- Select **Search**.

- Continue with Step 3.

2. If you want to perform a more *advanced search*, follow these steps.

- Select the **Search** tab.

- Select the **Catalog** menu item.

- On the *Course Catalog* page, enter any of the following search criteria.

Field	Description
Course Code	If you know the Course Code, you can search for one particular course in the catalog.
Program	Specify whether you are looking for an *Undergraduate* or *Graduate* course, for example.
Curriculum	Specify whether you are looking for a course within a particular course of study (*Accounting*, *Anthropology*, *Business Law*, *Fine Arts*, and so on).
Subtype	Specify whether you are looking for a certain type of course (*Independent Study*, *Lab*, *Lecture*, and so on).
Credit Type	Specify whether you are looking for a *Credit*, *Non-Credit*, or *Continuing Education* course, for example.

Class Level	Specify whether you are looking for a course that is available at your level (*Freshman*, *Sophomore*, *Junior*, *Senior*, *Graduate*, and so on).
Department	Specify the academic department through which the course should be offered (*Accounting*, *Art*, *Biology*, *Business*, and so on).
College	Specify the College you are interested in (*Engineering*, *Liberal Arts*, *Nursing*, and so on).
Population	Specify whether you are looking for a course that is open to a particular group of students (*Day Students*, *Employees*, *Evening Students*, *Senior Citizens*, *Transfers*, and so on).
Nontraditional	If you are looking for a special course, specify the type (part of an Accelerated *Program*, a *Correspondence* course, and so on).

3. Review the list of courses which match your search criteria.

Select	*To*
Refine Search	Enter additional search criteria to narrow down the list of courses.
New Search	Search for a different type of course.
Course Code	Display more information about a course.
Find Course Sections	Search for available course sections for the course.

Viewing Your Faculty Schedule

You can view a schedule of the classes you are teaching.

1. Select the **Classes** tab.

2. Select the **Schedule** menu item.

3. Select the **Faculty Schedule** option.

4. Choose the time **Period** for the schedule you want to view.

5. Specify whether you want to include **Continuing Education** courses with a start date or end date in the future.

6. Select **Submit**.

7. View your schedule.

Select	*To*
Course Title	Display more information about the course, including fees, duration, prerequisites, corequisites, available seats, and the student populations which can register for the course section.

Go to Course Home Page	Access the *Course Home Page* that has been created for the course section. If a *Course Home Page* has not been created for the course section, this link will not be displayed.
View Class List	Display information about the students who are enrolled in the course section on the *Class List* page.
View Grade Book	View and enter *Activity Grades* for the students enrolled in the course section.

Reviewing Your Student Lists

You can view and download information about the students who have selected one of your course sections.

- *Viewing Your Class List*
- *Downloading Class List Information*
- *E-mailing Students in Your Class*
- *Viewing the Waitlist for a Class*
- *Viewing the Permission Requests for a Class*

Viewing Your Class List

You can display a list of the students who have enrolled in one of your classes.

1. Select the **Classes** tab.

2. Select the **Enrollment** menu item.

3. Select the **Class List** option.

4. Choose **Select Course**.

5. From the list of years, terms, and sessions, select the course.

6. View the *Class List* for the specified **Course**.

Field	*Description*

Name	The student's name is a link to more information about the student. To view the student's dossier, follow these steps.
	
	1. Select the student's name.
	
	2. On the drop-down list, select **View Dossier**.
	
	3. View the information that is available for the student.
	
	   • Student's **Name** (*Prefix*, *First Name*, *Middle Name*, *Last Name Prefix*, *Last Name*, *Former Name*, *Suffix*, and *Nickname*)
	
	   • Student's preferred **E-mail Address**
	
	   • Student's **Photo** (if your school has chosen to display photos)
	
	   • Address and phone information
	
	   • Residency information
	
	   • Emergency Contacts
	
	   • Academic information (GPA and Curriculum)
	
	   • Associations to which the student has belonged
	
	   • Student course schedule
	
	4. When you are finished viewing the student's dossier, select **Close Window**.

ID	The student's identification number. By default, this is the People ID assigned by PowerCampus.
Curriculum	The student's current degree program.
Class Level	Whether the student is currently a freshman, sophomore, junior, or senior.
Class Load	Whether the individual is a full-time or part-time student.
Credit Type	Whether the student is taking the course for credit or not.

Field	*Description*
Credits	If the student is taking the course for credit, how many credits will be earned upon completion of the course.
Attendance	The student's overall attendance status (for example, *attends daily*).
Status	The student's enrollment status for the course.

7. **Select** the enrollment **Status** of the students you want to view.

Select	*To Display*
View All	A list of all the students who have enrolled in the course, no matter what their Enrollment Status.

Add	A list of only those students who have an **Enrollment Status** of **Add** for the course.
Drop	A list of only those students who have an **Enrollment Status** of **Drop** for the course.
Hold	A list of only those students who have an **Enrollment Status** of **Hold** for the course.

8. Select **Go** to view the list of students with the specified enrollment status.

9. If your school has chosen to display *student photos*, you can:

   • Select a **student's name** to display the student's photo, or

   • Select the **Image View** option to display the class list by student photos instead of the detailed list. Select a photo to view the detailed information for the student. Select **List View** to return to the detailed class list.

10. If you want to download the information that is currently displayed on the *Class List* page to a file, follow the instructions for *Downloading Class List Information*.

11. If you want to e-mail the students, follow the instructions for *E-mailing Students in Your Class*.

12. If you want to print out your class list, follow these steps.

   • Select **Print List**.

   • Select **Print**.

   • Specify your printer options.

Downloading Class List Information

You can download information about the students, who are attending one of your course sections, to a file.

1. If you have not already done so, follow the instructions for *Viewing Your Class List* to display the class list information you want to download.

2. Make sure that you **Select Status** to display the desired list of students.

3. Select the **Download** option.

4. On the *Class List Download* window, select the **Download Format**.

Select	To Download the Data in this Format
HTML	In an HTML file.
Microsoft Word	In a Microsoft Word (.doc) file.
Microsoft Excel	In a Microsoft Excel (.xls) file.
Tab-Separated	In a text (.tsv) file with each column of data separated by a tab.
Comma-Separated	In a Microsoft Office Excel Comma-Separated Values (.csv) file.

5. Specify which **Available Columns** you want to download. (By default, all of the columns will be selected.)

   • Select to add the selected column names to the **Columns to download** list.

   • Use and to change the order of the columns in the download file.

6. Select **Download** to write the selected information to the file.

On the *Class List Download* window, specify whether you want to **Open** or **Save** the file.

Select	To
Open	For all download formats except for Tab-Separated, you can view the contents of the download file. For example, if you chose the Microsoft Word **Download Format**, the system will open the file in a Microsoft Word document. After viewing the contents of the file, you can save it or print it.
Save	Save the download file to a specified location.

8. Select **Close Window** to close the *Class List Download* window.

E-mailing Students in Your Class

You can send an e-mail to specified students, or all students, in one of the course sections you are teaching.

1. If you have not already done so, follow the instructions for *Viewing Your Class List*.

2. Specify which students you want to e-mail.

To E-mail	Follow These Steps
Individual Students	**1.** Select the checkbox to the left of the name of each student you want to e-mail.* **2.** Choose to **E-mail Selected** students.
All Students	**1.** Select the checkbox on the column heading to select all the students in the list.* **2.** Choose to **E-mail Selected** students.

* The checkbox will be grayed out for any student who does not have an e-mail address on file.

3. On the *E-mail* window, verify that your default e-mail address is listed in the **From** field. If necessary, you can change this address.

4. Verify the list of **Recipients**.

5. If you want to list the Recipients in the **bcc** (blind copy) field instead of the **To** field on the e-mail so that the Recipients will not see anyone else's e-mail address, select **Keep e-mail addresses private**.

6. Enter the **Subject** of your e-mail.

7. Enter your e-mail **Message**.

8. Select **Send Message**.

Viewing the Waitlist for a Class

You can display a list of the students who have placed themselves on the waitlist for one of your classes, because the course was already closed when they tried to register.

1. Select the **Classes** tab.

2. Select the **Enrollment** menu item.

3. Select the **Waitlist** option.

4. Choose **Select Course**.

5. From the list of years, terms, and sessions, select the course.

6. View the following information for each student on the waitlist.

Field	*Description*
Name	The student's name.
ID	The student's ID number.
Curriculum	The student's major field of study.
Class Level	Whether the student is a freshman, senior, and so on.
Date Added	The date on which the student's name was added to the waitlist.
Credit Type	Whether the student wants to take the course for credit, audit the course, and so on.
Credits	The number of credits for which the student wants to take the course.
Status	The student's current waitlist **Status**.
Rank	Displays the rank of each student on the waitlist. The rank is based on: • The number of waitlist pending attempts, and • The program, degree, curriculum, or class level; as set up by your Administrator via PowerCampus. A rank of **P** (Pending) indicates that the student is now eligible to register for the waitlisted course.
Attempts	Displays the number of times the course was offered to the student, versus the maximum number of waitlist pending attempts set up by your Registrar via PowerCampus.

8. If you want, you can also follow the instructions for *E-mailing Students on a Waitlist*.

E-mailing Students on a Waitlist

You can send an e-mail to specified students, or all students, on the waitlist for one of your course sections.

1. If you are not already viewing the waitlist for the class, follow these steps.

   • Select the **Classes** tab.

   • Select the **Enrollment** menu item.

   • Select the **Waitlist** option.

   • Choose **Select Course**.

   • From the list of years, terms, and sessions, select the course.

2. Specify which students you want to e-mail.

To E-mail	Follow These Steps
Individual Students	1. Select the checkbox to the left of the name of each student you want to e-mail.*
	2. Choose to **E-mail Selected** students.
All Students	1. Select the checkbox on the column heading to select all the students in the list.*
	2. Choose to **E-mail Selected** students.

* The checkbox will be grayed out for any student who does not have an e-mail address on file.

3. On the *E-mail* window, verify that your default e-mail address is listed in the **From** field. If necessary, you can change this address.

4. Verify the list of **Recipients**.

5. If you want to list the Recipients in the **bcc** (blind copy) field instead of the **To** field on the e-mail so that the Recipients will not see anyone else's e-mail address, select **Keep e-mail addresses private**.

6. Enter the **Subject** of your e-mail.

7. Enter your e-mail **Message**.

8. Select **Send Message**.

Viewing the Permission Requests for a Class

You can display a list of the students who have requested permission to register for one of your classes, because the course requires student permission, or the student did not meet a course or test prerequisite.

1. Select the **Classes** tab.

2. Select the **Enrollment** menu item.

3. Select the **Permission Requests** option.

4. Choose **Select Course**.

5. From the list of years, terms, and sessions, select the course.

6. View the permission requests for the specified **Course**.

Select the enrollment **Status** of the students you want to view.

Select	To Display
View All	A list of all the students who have requested permission to register for the specified course.
Approved	A list of only those students who have been granted permission to register for the specified course.
Waiting	A list of only those students who are still waiting for instructor permission to register for the specified course. Students will have a **Permission Status** of **Waiting** if they requested permission via the **Request Permission** link on the *Cart* page.
Declined	A list of only those students who have been denied permission to register for the specified course.

8. Select **Go** to view the list of students.

9. To view more information about a student, select the student's **name**.

Select	To Display
View Dossier	The student's dossier, which includes the student's address, contact information, release information, emergency contacts, associations, residency information, academic details, and student course schedule.

Show Comments	The comments which have been entered about the permission request. • **Student's comments**, as entered when he or she requested permission to take the course via the *Cart* page, or updated via the *Permission Requests* page. • **Instructors' comments** - Unless the Registrar has already approved the request, you will be able to enter information that you would like the student to view about why you changed his or her status (for example, the reason for denial of permission).

10. You can change the **Permission Status** for any student in the list, except those for whom the Registrar has already granted approval. If the Registrar approved the student's request, the list will display the **Registrar's ID** and the **Date** on which the override was recorded.

11. If you change a student's permission **Status**, enter **Instructor Comments** to let the student know why you changed the status.

12. Select **Save** to record any changes you have made on this page.

13. If you want to, you can also follow the instructions for:

   • *Adding a Permission Request for a Student*

   • *E-mailing Students About Permission Requests*

Adding a Permission Request for a Student

If a student comes to you to ask for permission to take your class, instead of entering a permission request on-line, you can add the student to the list for your class.

1. If you are not already viewing the list of permission requests for the class, follow these steps.

   • Select the **Classes** tab.

   • Select the **Enrollment** menu item.

   • Select the **Permission Requests** option.

   • Choose **Select Course**.

   • From the list of years, terms, and sessions, select the course.

2. View the permission requests for the specified **Course**.

3. Select **Add Students**.

4. On the *Student Search* window, enter the search criteria (first name, last name, or ID) for finding the student you want to add to the specified course.

5. Select **Search**.

6. View the list of students who match your search criteria.

   If you want to find out more about a student, follow these steps to view the student's dossier.

   • Select the student's name.

   • On the drop-down list, select **View Dossier**.

   • On the pop-up window, view the information that is available for the student, including:

Field	*Description*
Name	The student's **Name** (*Prefix*, *First Name*, *Middle Name*, *Last Name Prefix*, *Last Name*, *Former Name*, *Suffix*, and *Nickname*)
E-mail Address	The student's preferred e-mail address.
Photo	If your school has chosen to display photos, the student's photo will be displayed.
Address	The student's street address, city, state, country, and postal code.

Contact Information	Information about the student's preferred phone number, including the phone type, country, phone number, and Do Not Call Reason, if applicable.
Residency Information	Where the student resides while attending school.
Emergency Contacts	How to reach the student's emergency contacts.
Academic Information	The student's GPA and curriculum.
Associations	The clubs or community groups to which the student has belonged, the office the student held, and when the student held the office.
Student Course Schedule	The list of the courses the student is taking, and when and where they meet. Traditional courses are grouped by academic period. Continuing Education courses which have not ended will be listed under a *Continuing Education* heading.

• When you are finished viewing the student's dossier, select **Close Window**.

8. Select **Add** next to the name of the desired student.

9. When the system displays the **Student Added Successfully** message, select **OK**.

10. The student will be added to the list with a permission **Status** of **Approved**. If you change a student's permission **Status**:

• Enter **Instructor Comments** to let the student know why you changed the status.

• Select **Save** to record any changes you have made on this page.

E-mailing Students About Permission Requests

You can send an e-mail to specified students, or all students, who have requested permission to take one of your course sections.

1. If you are not already viewing the list of permission requests for the class, follow these steps.

   - Select the **Classes** tab.

   - Select the **Enrollment** menu item.

   - Select the **Permission Requests** option.

   - Choose **Select Course**.

   - From the list of years, terms, and sessions, select the course.

2. Specify which students you want to e-mail.

To E-mail	Follow These Steps
Individual Students	**1.** Select the checkbox to the left of the name of each student you want to e-mail.*****
	2. Choose to **E-mail Selected** students.
All Students	**1.** Select the checkbox on the column heading to select all the students in the list.*****
	2. Choose to **E-mail Selected** students.

* The checkbox will be grayed out for any student who does not have an e-mail address on file.

3. On the *E-mail* window, verify that your default e-mail address is listed in the **From** field. If necessary, you can change this address.

4. Verify the list of **Recipients**.

5. If you want to list the Recipients in the **bcc** (blind copy) field instead of the **To** field on the e-mail so that the Recipients will not see anyone else's e-mail address, select **Keep e-mail addresses private**.

6. Enter the **Subject** of your e-mail.

7. Enter your e-mail **Message**.

8. Select **Send Message**.

9.

Entering Grades for Your Courses

From the *Classes* tab, select the **Grading** menu item to enter students' grades, Academic Alerts, or attendance.

Option	Description
Overall Grades	You can view and enter students' midterm and final grades for a course section. You can also view students' projected final grades, and view and download course statistics.
	• *Viewing Students' Projected Grades*
	• *Entering Overall Grades for a Course*
	• *Changing Students' Grades for a Course*
	• *Downloading Overall Course Grades*
	• *Viewing Course Statistics*
	• *Downloading Course Statistics*
Academic Alert	You can add or edit information about your students' Academic Alerts. You can also download Academic Alert data.
	• *Adding a Student Academic Alert*
	• *Editing a Student Academic Alert*
	• *Deleting a Student Academic Alert*
	• *Viewing Details about Who Added a Academic Alert*
	• *Downloading Student Academic Alerts*
Attendance	You can enter or edit attendance information for your course section. You can also download the attendance information.
	• *Entering Attendance for a Course*
	• *Downloading Attendance Records*

Entering Overall Course Grades

For each of your course sections, you can view students' overall grades. You MAY also be able to enter students' overall grades for your course. If your department head set up your course activities and specified that students' overall grades are to be determined automatically by mapping the students' calculated grades to letter grades, you will NOT be able to enter students' overall letter grades.

• *Viewing Students' Projected Grades*

• *Entering Overall Grades for a Course*

• *Changing Students' Grades for a Course*

• *E-mailing Students About Overall Grades*

- *Downloading Overall Course Grades*
- *Viewing Course Statistics*
- *Downloading Course Statistics*

Viewing Students' Projected Grades

After a grade has been entered for at least one course activity, the system can calculate the final grade a student is projected to earn for the course. Projected grades will be listed until final grades have been submitted.

1. Select the **Classes** tab.

2. Select the **Grading** menu item.

3. Select the **Overall Grades** option.

4. Select a **Year** and then view the list of your courses for that year.

5. **Select** the **Course** section for which you want to view students' projected grades.

6. View the **Projected Grade** for each student.

   - ALL GRADED activities will be used to calculate the projected grade for a course. No activities are dropped.

   - The system will display the projected **Score** for the course and the corresponding letter **Grade**, according to the specified Final Grade Mappings.

   - If grades for the student's **extra credit** activities are entered *before* grades for required activities, the student's projected grade may be higher than expected until all the activity grades are entered.

   - The projected grade will be listed UNTIL the student's final grade is submitted for the course.

Entering Overall Grades for a Course

Unless your *department head* set up the activities for the course and specified that overall grades were to be calculated automatically, you will be able to enter students' overall grades for your course.

1. Select the **Classes** tab.

2. Select the **Grading** menu item.

3. Select the **Overall Grades** option.

4. Select a **Year** and then view the list of your courses for that year.

5. **Select** the **Course** section for which you want to enter overall course grades.

6. Review the information on the *Overall Grades* page.

- If the calculated grades are already displayed and the **My Grade** column is not editable, you will not be able to enter or change students' overall grades.

- If the calculated grades are not displayed and the **My Grade** column is editable, continue with the next step.

7. If activities have been set up for the course section and grades have been entered for these activities, apply the midterm and final grades.

Select	*To*
Apply Midterm	If your school is using midterm grading and the **Calculated Score** is not yet displayed for the midterm grades, select **Apply Midterm** to display the calculated midterm grades.
	- The letter grade which maps to the **Calculated Score** will be displayed in parenthesis.
	- A student's midterm grade will only be displayed if grades have been entered for ALL the activities which count toward the midterm grade.
Apply Final	Display the **Calculated Score** for the final grades.
	- The letter grade which maps to the **Calculated Score** will be displayed in parenthesis.
	- A student's final grade will only be displayed if grades have been entered for ALL the activities which count toward the final grade.

8. In the **My Grade** column, you can change grades for students for whom the **Actual Grade** has not yet been approved or posted.

- if your Department Head wants to approve grades for this course, the **Actual Grade** will appear as *Pending* until the grade is approved.

- If your Department Head does NOT want to approve grades for this course AND you have permission to change students' transcript grades, the
Actual Grade will appear as a link to a *Change Grade* popup window.

9. Select the appropriate button to record the students' grades.

Button	*Description*
Save	If the time period is *not open* for grading, you will only be able to **Save** the students' grades.
	If the time period is *open* for grading but you are not ready to submit the students' grades, select **Save** to just record the grades for now.
Submit Midterm	If the time period is *open* for grading, your school has enabled midterm grading, and you are ready to submit the students' midterm grades for the course section, select **Submit Midterm**.

Submit Final	If the time period is *open* for grading and you are ready to submit the students' overall grades for the course section, select **Submit Final**.

- If grade approval IS required, the grade will be saved in the PowerCampus Transcript Detail Record and the **Actual Grade** will be displayed for the student upon approval by the Department Head.

- If grade approval is NOT required, the grade will be saved in the PowerCampus Transcript Detail Record and the **Actual Grade** will be displayed for the student when the grade is submitted.

Changing Students' Grades for a Course

- To change a grade for a student please Contact SAS or the Registrar.

E-mailing Students About Overall Grades

You can e-mail any or all of the students you have listed on the *Overall Grades* page.

1. If you are not already displaying the names of the students you want to e-mail on the *Overall Grades* page, follow these steps.

   • Select the **Classes** tab.

   • Select the **Grading** menu item.

   • Select the **Overall Grades** option.

   • Select a **Year** and then view the list of your courses for that year.

   • **Select** the **Course** section for which you want to e-mail students.

2. Specify which students you want to e-mail.

To E-mail	*Follow These Steps*
Individual Students	1. Select the checkbox to the left of the name of each student you want to e-mail.*
	2. Choose to **E-mail Selected** students.
All Students	1. Select the checkbox on the column heading to select all the students in the list.*
	2. Choose to **E-mail Selected** students.

   * The checkbox will be grayed out for any student who does not have an e-mail address on file.

3. On the *E-mail* window, verify that your default e-mail address is listed in the **From** field. If necessary, you can change this address.

4. Verify the list of **Recipients**.

5. If you want to list the Recipients in the **bcc** (blind copy) field instead of the **To** field on the e-mail so that the Recipients will not see anyone else's e-mail address, select **Keep e-mail addresses private**.

6. Enter the **Subject** of your e-mail.

7. Enter your e-mail **Message**.

8. Select **Send Message**.

Downloading Overall Course Grades

You can download the overall course grades, that you are currently viewing, to a file.

1. Select the **Classes** tab.

2. Select the **Grading** menu item.

3. Select the **Overall Grades** option.

4. Select a **Year** and then view the list of your courses for that year.

5. **Select** the **Course** section for which you want to download the overall course grades.

6. Select the **Download Grades** option.

7. On the *Overall Grades Download* window, select the **Download Format**.

Select	*To Download the Data in this Format*
HTML	In an HTML file.
Microsoft Word	In a Microsoft Word (.doc) file.
Microsoft Excel	In a Microsoft Excel (.xls) file.
Tab-Separated	In a text (.tsv) file with each column of data separated by a tab.
Comma-Separated	In a Microsoft Office Excel Comma-Separated Values (.csv) file.

8. Specify which **Available Columns** you want to download. By default, all of the columns will be selected.

- Select the to add the selected column names to the **Columns to download** list.

- Use and to change the order of the columns in the download file.

9. Select **Download** to create the file with the grade information.

10. On the *File Download* window, specify whether you want to **Open** or **Save** the file.

Select	*To*
Open	For all download formats except for Tab-Separated, you can view the contents of the download file. For example, if you chose the Microsoft Excel **Download Format**, the system will open the file in a Microsoft Excel spreadsheet.
	After viewing the contents of the file, you can save it or print it.
Save	Save the download file to a specified location.

11. On the *File Download* window, select **Close Window**.

Viewing Course Statistics

You can view statistics about the students' grades for a course, and download these statistics to a file.

1. Select the **Classes** tab.

2. Select the **Grading** menu item.

3. Select the **Overall Grades** option.

4. Select a **Year** and then view the list of your courses for that year.

5. **Select** the **Course** section for which you want to download the course statistics.

6. Select the **Course Statistics** option.

7. View the grade statistics for the active students in the course section.

Column	Description
Period	Identifies whether the grade statistics are for the midterm or final grading period.
Percent Included	Specifies the percentage of the student scores that were available when calculating the course statistics for the specified period.
Average Score	The average student score earned in the course section for the specified period. The system calculates the Average Score (Mean) by: 1. Adding up all the students' scores. 2. Dividing the total by the number of students.
High Score	The highest student score earned in the course section for the specified period.
Low Score	The lowest student score earned in the course section for the specified period.
Standard Deviation	The Standard Deviation is commonly used to measure the dispersion of student scores. The system calculates the Standard Deviation by finding the square root of the **Variance**.
Variance	The system calculates the Variance by: 1. Finding the difference between each score and the **Average Score** (Mean) and then squaring each of these values. 2. Totalling all the squares. 3. Dividing the total by the number of scores (or the number of scores minus 1, if the number of scores is less than 15).

8. Do you want to download the statistics to a file?

   • If *No*, select **Close Window**.

   • If *Yes*, follow the instructions for *Downloading Course Statistics*.

Downloading Course Statistics

When you view the course statistics, you can also download the statistics to a file.

1. If you have not already done so, follow the instructions for *Viewing Course Statistics*.

2. Select **Download Statistics**.

3. Select the **Download Format**.

Select	*To Download the Data in this Format*

HTML	In an HTML file.
Microsoft Word	In a Microsoft Word (.doc) file.
Microsoft Excel	In a Microsoft Excel (.xls) file.
Tab-Separated	In a text (.tsv) file with each column of data separated by a tab.
Comma-Separated	In a Microsoft Office Excel Comma-Separated Values (.csv) file.

4. Specify which **Available Columns** you want to download. By default, all of the columns will be selected.

- Select the ▶ to add the selected column names to the **Columns to download** list.

- Use ▲ and ▼ to change the order of the columns in the download file.

5. Select **Download** to create the file with the course statistics.

6. On the *File Download* window, specify whether you want to **Open** or **Save** the file.

Select	*To*
Open	For all download formats except for Tab-Separated, you can view the contents of the download file. For example, if you chose the Microsoft Excel **Download Format**, the system will open the file in a Microsoft Excel spreadsheet. After viewing the contents of the file, you can save it or print it.
Save	Save the download file to a specified location.

7. On the *File Download* window, select **Close Window**.

Entering Student Academic Alerts

When a student breaks a rule, you can enter information about the Academic Alert.

- *Adding a Student Academic Alert*

- *Editing a Student Academic Alert*

- *Deleting a Student Academic Alert*

- *Viewing Details about Who Added a Academic Alert*

- *E-mailing Students About Academic Alerts*

- *Downloading Student Academic Alerts*

Adding a Student Academic Alert

You can add a student's Academic Alert for one of your course sections.

1. Select the **Classes** tab.

2. Select the **Grading** menu item.

3. Select the **Academic Alerts** option.

4. Select a **Year** and then view the list of your courses for that year.

5. **Select** the **Course** for which you want to enter the Academic Alert.

6. On the drop-down list to the left of the student's name, select **Add Academic Alert**.

7. Enter the information about the student's Academic Alert.

Field	*Entry*
Academic Alert Type	From the drop-down list, select the type of Academic Alert the student committed. (The list of Academic Alert types is defined by your school in the PowerCampus code tables.)
Description	Describe the nature of the alert and what the student should do.
Date Occurred	Specify the date on which the Academic Alert occured

8. Select **Save** to record the information about the student's Academic Alert.

Along with the information you entered, the system will automatically record your name (the person who entered the Academic Alert) and today's date (when the Academic Alert record was created).

Editing a Student Academic Alert

You can update the information about a student Academic Alert that you created for one of your course sections.

1. Select the **Classes** tab.

2. Select the **Grading** menu item.

3. Select the **Academic Alerts** option.

4. Select a **Year** and then view the list of your courses for that year.

5. **Select** the **Course** for which you want to edit a Academic Alert.

6. On the line with the Academic Alert you need to update, select **Edit**. (The **Edit** option will not be available for any Academic Alert that you did not add.)

7. Review the information about the student's Academic Alert and enter any necessary changes.

8. Select **Save** to record your changes to the student's Academic Alert.

Deleting a Student Academic Alert

You can delete a student Academic Alert that you created for one of your course sections.

1. Select the **Classes** tab.

2. Select the **Grading** menu item.

3. Select the **Academic Alerts** option.

4. Select a **Year** and then view the list of your courses for that year.

5. **Select** the **Course** for which you want to delete a Academic Alert.

6. On the line with the Academic Alert you need to delete, select **Delete**. (The **Delete** option will not be available for any Academic Alert that you did not add.)

7. Confirm that you want to delete the student's Academic Alert.

Viewing Details about Who Added an Academic Alert

You can view information about the person who added a student Academic Alert for one of your course sections.

1. Select the **Classes** tab.

2. Select the **Grading** menu item.

3. Select the **Academic Alerts** option.

4. Select a **Year** and then view the list of your courses for that year. **5. Select** the **Course** for

   which you want to view student Academic Alerts.

6. On the line with the Academic Alert for which you want to view more information, select **Details**.

7. View the information on the *Details* window.

8. When you are finished viewing the information, **Close** the *Details* window.

E-mailing Students About Academic Alerts

You can e-mail any or all of the students you have listed on the *Academic Alerts* page.

1. If you are not already displaying the names of the students you want to e-mail on the *Academic Alerts* page, follow these steps.

- Select the **Classes** tab.

- Select the **Grading** menu item.

- Select the **Academic Alerts** option.

- Select a **Year** and then view the list of your courses for that year.

- **Select** the **Course** section for which you want to e-mail students.

2. Specify which students you want to e-mail.

To E-mail	Follow These Steps
Individual Students	**1.** Select the checkbox to the left of the name of each student you want to e-mail.* **2.** Choose to **E-mail Selected** students.
All Students	**1.** Select the checkbox on the column heading to select all the students in the list.* **2.** Choose to **E-mail Selected** students.

* The checkbox will be grayed out for any student who does not have an e-mail address on file.

3. On the *E-mail* window, verify that your default e-mail address is listed in the **From** field. If necessary, you can change this address.

4. Verify the list of **Recipients**.

5. If you want to list the Recipients in the **bcc** (blind copy) field instead of the **To** field on the e-mail so that the Recipients will not see anyone else's e-mail address, select **Keep e-mail addresses private**.

6. Enter the **Subject** of your e-mail.

7. Enter your e-mail **Message**.

8. Select **Send Message**.

Downloading Student Academic Alerts

You can download a list of the student Academic Alerts for the specified course section.

1. Select the **Classes** tab.

2. Select the **Grading** menu item.

3. Select the **Academic Alerts** option.

4. Select a **Year** and then view the list of your courses for that year.

5. **Select** the **Course** section for which you want to download the list of Academic Alerts.

6. Select the **Download Academic Alerts** option.

7. On the *Academic Alerts Download* window, select the **Download Format**.

Select	*To Download the Data in this Format*
HTML	In an HTML file.
Microsoft Word	In a Microsoft Word (.doc) file.
Microsoft Excel	In a Microsoft Excel (.xls) file.
Tab-Separated	In a text (.tsv) file with each column of data separated by a tab.
Comma-Separated	In a Microsoft Office Excel Comma-Separated Values (.csv) file.

8. Select **Download** to create the file with the Academic Alert information.

9. On the *File Download* window, specify whether you want to **Open** or **Save** the file.

Select	*To*
Open	For all download formats except for Tab-Separated, you can view the contents of the download file. For example, if you chose the Microsoft Excel **Download Format**, the system will open the file in a Microsoft Excel spreadsheet. After viewing the contents of the file, you can save it or print it.
Save	Save the download file to a specified location.

10. On the *File Download* window, select **Close Window**.

Entering Student Attendance

You can enter attendance for any of your course sections.

- *Entering Attendance for a Course*

- *E-mailing Students About Attendance*

- *Downloading Attendance Records*

Entering Attendance for a Course

You can enter students' attendance information for a course.

1. Select the **Classes** tab.

2. Select the **Grading** menu item.

3. Select the **Attendance** option.

4. Select a **Year** and then view the list of your courses for that year.

5. **Select** the **Course** section for which you want to enter attendance.

6. Select which attendance information you want to view.

View	Description
Overall Section Attendance	Displays each student's number of excused and unexcused absences and latenesses. 1. Enter each student's overall attendance status for the specified course section (for example, *attends daily*, *poor attendance*). 2. For any student who missed a lot of classes, you may want to enter the last date on which the student attended the course section. 3. Select **Save** to record the students' overall attendance for the course. From the drop-down list to the left of a student's name, you can choose to view the **Student's Daily Attendance**.

Daily Attendance for a Specified Date	Enables you to view and enter attendance for all the students for a specified date. A **red asterisk** will be displayed next to any date (the current date and previous dates) for which attendance still needs to be entered for one or more students.

1. Select the date for which you want to enter attendance.

2. Update students' attendance for the specified date.

   - You can enter the attendance for each student individually.

   - To enter attendance for all the students for the specified date (for example, if all the students were present), choose the status at the top of the page, and select **Apply Status**.

3. You can enter **Comments** about any student's attendance for the specified date.

4. Select **Save** to record the attendance for the course date.

From the drop-down menu to the left of a student's name, you can choose to enter a **Academic Alert** for the student or enter **Daily Attendance for the Specified Student**.

View	*Description*

Daily Attendance Allows you to view and enter attendance for a specified student **for a** for all the dates of the selected course section. **Specified Student**

1. Select the name of the student for whom you want to enter attendance.

2. For each course date, enter the specified student's attendance.

3. You can enter **Comments** about the student's attendance for any of the course dates.

4. Select **Save** to record the attendance for the student.

From the drop-down menu to the left of a date, you can choose to enter **Daily Attendance for the Specified Date**.

E-mailing Students About Attendance

You can e-mail any or all of the students you have listed on the *Attendance* page.

1. If you are not already displaying the names of the students you want to e-mail on the *Attendance* page, follow these steps.

   - Select the **Classes** tab.

   - Select the **Grading** menu item.

   - Select the **Attendance** option.

   - Select a **Year** and then view the list of your courses for that year.

   - **Select** the **Course** section for which you want to e-mail students.

2. Select the **Overall Section Attendance** view.

3. Specify which students you want to e-mail.

To E-mail	Follow These Steps
Individual Students	**1.** Select the checkbox to the left of the name of each student you want to e-mail.*****
	2. Choose to **E-mail Selected** students.
All Students	**1.** Select the checkbox on the column heading to select all the students in the list.*****
	2. Choose to **E-mail Selected** students.

* The checkbox will be grayed out for any student who does not have an e-mail address on file.

4. On the *E-mail* window, verify that your default e-mail address is listed in the **From** field. If necessary, you can change this address.

5. Verify the list of **Recipients**.

6. If you want to list the Recipients in the **bcc** (blind copy) field instead of the **To** field on the e-mail so that the Recipients will not see anyone else's e-mail address, select **Keep e-mail addresses private**.

7. Enter the **Subject** of your e-mail.

8. Enter your e-mail **Message**.

9. Select **Send Message**.

Downloading Attendance Records

You can download a list of the students' attendance records for the specified course section.

1. Select the **Classes** tab.

2. Select the **Grading** menu item.

3. Select the **Attendance** option.

4. Select a **Year** and then view the list of your courses for that year.

5. **Select** the **Course** section for which you want to download attendance information.

6. Select the **Download Attendance** option.

7. On the *Attendance Download* window, select the **Download Format**.

Select	To Download the Data in this Format
HTML	In an HTML file.

Microsoft Word	In a Microsoft Word (.doc) file.
Microsoft Excel	In a Microsoft Excel (.xls) file.
Tab-Separated	In a text (.tsv) file with each column of data separated by a tab.
Comma-Separated	In a Microsoft Office Excel Comma-Separated Values (.csv) file.

8. Select **Download** to create the file with the attendance information.

9. On the *File Download* window, specify whether you want to **Open** or **Save** the file.

Select	*To*
Open	For all download formats except for Tab-Separated, you can view the contents of the download file. For example, if you chose the Microsoft Excel **Download Format**, the system will open the file in a Microsoft Excel spreadsheet.
	After viewing the contents of the file, you can save it or print it.
Save	Save the download file to a specified location.

10. On the *File Download* window, select **Close Window**.

Managing Your Faculty Assistants

If you want to have other people, like a graduate student or an office assistant, use Self-Service to help enter information for your classes, you must select the people and the features they can access.

• *Adding an Assistant for a Class*

• *Changing What Assistants Can Access*

• *Removing an Assistant*

Adding an Assistant for a Class

You can specify who you want to help enter information for one of your classes, and which Self-Service features he or she can access.

1. Select the **Classes** tab.

2. Select the **Manage Assistants** menu item.

3. **Select** the **Course** section for which you want to allow an assistant to enter class information.

4. Select **Add an Assistant**.

5. On the *Faculty Assistant Search* window, enter all, or part, of the name or ID of the person you want to be your assistant.

6. Review the search results.

7. To make sure you are selecting the correct person as your assistant, select the person's name. The system will display the person's dossier.

Managing Your Faculty Assistants

8. To the right of the name of the person who you want to be your assistant, select **Add**.

9. Select **OK** to acknowledge that the assistant has been added. The system will e-mail the person about being named as an assistant for this course.

10. Do you want to name other assistants for this course section?

   • If YES, repeat steps 5 through 9.

   • If NO, select **Close Window** on the *Faculty Assistant Search* window.

11. For each assistant, select the features you want him or her to access for the specified course section. You can check any feature which your school allows faculty assistants to access (checkbox is not grayed out).

- Access Class List • Access Waitlist

- Access Academic Alerts

- Access Attendance

- Access Course Home Page

- Set Up Activities

- Set Up Grade Mappings

- Access Activity Grades

- Access Overall Grades

- Submit Overall Grades (available if **Access Overall Grades** is checked)

12. Select **Save** to record the information for your assistants.

13. Review the list of assigned rights for those assistants for whom you have just entered changes.

14. Select **Confirm Changes** to record your updates.

15. **Contact your Self-Service Administrator** and ask him or her to assign the **Faculty Assistant** role to each Self-Service user you have selected to be your assistant.

Changing What Assistants Can Access

Whenever you decide to give assistants access to more or less course information, follow these steps.

1. Select the **Classes** tab.

2. Select the **Manage Assistants** menu item.

3. **Select** the **Course** section for which you want to change an assistant's access.

4. Review your current list of assistants for the course section.

5. For each assistant, select only those features you want him or her to access for the specified course section. You can check any feature which your school allows faculty assistants to access (checkbox is not grayed out).

6. Select **Save**.

7. Review the list of assigned rights for those assistants for whom you have just entered changes.

8. Select **Confirm Changes** to record your updates.

Removing an Assistant

If you decide that you no longer want someone to be your assistant and have access to your course information, follow these steps.

1. **Select** the **Course** section for which you want to remove an assistant.

2. Select the **name** of the person you no longer want to be your assistant.

3. On the drop-down list, select **Remove**.

4. When the system informs you that the assistant was removed successfully, select **OK**.

The system will e-mail the person about being removed as an assistant for this course.

Managing Courses in Your Department

Department Heads can view and enter information for all the courses that are being offered by their departments. For example, if you have been named as the department head for the English department, you should be able to access information for all the course sections being offered by the English department.

- *Viewing the Class List for a Department Course*

- *Viewing the Waitlist for a Department Course*

- *Viewing Overall Grades for a Department Course*

If you need to access more information about a student who is taking a department course, follow the instructions for *Advising Students*.

Viewing the Class List for a Department Course

You can display a list of the students who have enrolled in a specified course section.

1. Select the **Department** tab.

2. Select the **Manage Courses** menu item.

3. Select the department, year, or faculty member for the course.

4. Select the course section for which you want to display the class list.

5. From the drop-down list, select the **Class List** option.

6. View the *Class List* for the specified course section.

Field   *Description*

Name	The student's name is a link to more information about the student. To view the student's dossier, follow these steps.

    1. Select the student's name.

    2. On the drop-down list, select **View Dossier**.

    3. View the information that is available for the student.

- Student's **Name** (*Prefix*, *First Name*, *Middle Name*, *Last Name Prefix*, *Last Name*, *Former Name*, *Suffix*, and *Nickname*)
- Student's preferred **E-mail Address**
- Student's **Photo** (if your school has chosen to display photos)
- Address and phone information
- Residency information
- Emergency Contacts
- Academic information (GPA and Curriculum)
- Associations to which the student has belonged
- Student course schedule

    4. When you are finished viewing the student's dossier, select **Close Window**.

ID	The student's identification number. By default, this is the People ID assigned by PowerCampus.
Curriculum	The student's current degree program.
Class Level	Whether the student is currently a freshman, sophomore, junior, or senior.
Class Load	Whether the individual is a full-time or part-time student.
Credit Type	Whether the student is taking the course for credit or not.
Credits	If the student is taking the course for credit, how many credits will be earned upon completion of the course.
Attendance	The student's overall attendance status (for example, *attends daily*).
Status	The student's enrollment status for the course.

7. Select the enrollment **Status** of the students you want to view.

Select	*To Display*
View All	A list of all the students who have enrolled in the course, no matter what their Enrollment Status.

Add	A list of only those students who have an **Enrollment Status** of **Add** for the course.
Drop	A list of only those students who have an **Enrollment Status** of **Drop** for the course.
Hold	A list of only those students who have an **Enrollment Status** of **Hold** for the course.

8. Select **Go** to view the list of students with the specified enrollment status.

9. If your school has chosen to display *student photos*, you can:

   • Select a **student's name** to display the student's photo, or

   • Select the **Image View** option to display the class list by student photos instead of the detailed list. Select a photo to view the detailed information for the student. Select **List View** to return to the detailed class list.

10. If you want to download the information that is currently displayed on the *Class List* page to a file, follow the instructions for *Downloading the Class List for a Department Course*.

11. If you want to e-mail the students, follow the instructions for *E-mailing Students in a Department Course*.

12. If you want to print out your class list, follow these steps.

   • Select **Print List**.

   • Select **Print**.

   • Specify your printer options.

Downloading the Class List for a Department Course

You can download information about the students, who are attending a course section, to a file.

1. If you have not already done so, follow the instructions for *Viewing the Class List for a Department Course* to display the class list information you want to download.

2. Make sure that you **Select Status** to display the desired list of students.

3. Select the **Download** option.

4. On the *Class List Download* window, select the **Download Format**.

Select	*To Download the Data in this Format*
HTML	In an HTML file.
Microsoft Word	In a Microsoft Word (.doc) file.

Microsoft Excel	In a Microsoft Excel (.xls) file.
Tab-Separated	In a text (.tsv) file with each column of data separated by a tab.
Comma-Separated	In a Microsoft Office Excel Comma-Separated Values (.csv) file.

5. Specify which **Available Columns** you want to download. By default, all of the columns will be selected.

- Select the ⏷ to add the selected column names to the **Columns to download** list.

- Use ⏶ and ⏷ to change the order of the columns in the download file.

6. Select **Download** to write the selected information to the file.

7. On the *Class List Download* window, specify whether you want to **Open** or **Save** the file.

Select	*To*
Open	For all download formats except for Tab-Separated, you can view the contents of the download file. For example, if you chose the Microsoft Word **Download Format**, the system will open the file in a Microsoft Word document. After viewing the contents of the file, you can save it or print it.
Save	Save the download file to a specified location.

8. Select **Close Window** to close the *Class List Download* window.

E-mailing Students in a Department Course

You can send an e-mail to specified students, or all students, in a course section.

1. If you have not already done so, follow the instructions for *Viewing the Class List for a Department Course*.

2. Specify which students you want to e-mail.

To E-mail	*Follow These Steps*
Individual Students	1. Select the checkbox to the left of the name of each student you want to e-mail.***** 2. Choose to **E-mail Selected** students.
All Students	1. Select the checkbox on the column heading to select all the students in the list.***** 2. Choose to **E-mail Selected** students.

* The checkbox will be grayed out for any student who does not have an e-mail address on file.

3. On the *E-mail* window, verify that your default e-mail address is listed in the **From** field. If necessary, you can change this address.

4. Verify the list of **Recipients**.

5. If you want to list the Recipients in the **bcc** (blind copy) field instead of the **To** field on the e-mail so that the Recipients will not see anyone else's e-mail address, select **Keep e-mail addresses private**.

6. Enter the **Subject** of your e-mail.

7. Enter your e-mail **Message**.

8. Select **Send Message**.

Viewing the Waitlist for a Department Course

You can display a list of the students who have placed themselves on the waitlist for a course section, because it was already closed when they tried to register.

1. Select the **Department** tab.

2. Select the **Manage Courses** menu item.

3. Select the department, year, or faculty member for the course.

4. Select the course section for which you want to display the class list.

5. From the drop-down list, select the **Waitlist** option.

6. View the following information for each student on the waitlist.

Field	*Description*
Name	The student's name.
ID	The student's ID number.
Curriculum	The student's major field of study.
Class Level	Whether the student is a freshman, senior, and so on.
Date Added	The date on which the student's name was added to the waitlist.
Credit Type	Whether the student wants to take the course for credit, audit the course, and so on.
Credits	The number of credits for which the student wants to take the course.
Status	The student's current waitlist **Status**.

Rank	Displays the rank of each student on the waitlist. The rank is based on:
	• The number of waitlist pending attempts, and
	• The program, degree, curriculum, or class level; as set up by your Administrator via PowerCampus.
	A rank of **P** (Pending) indicates that the student is now eligible to register for the waitlisted course.
Attempts	Displays the number of times the course was offered to the student, versus the maximum number of waitlist pending attempts set up by your Registrar via PowerCampus.

7. If you want, you can also follow the instructions for *E-mailing Students on the Waitlist for a Department Course*.

E-mailing Students on the Waitlist for a Department Course

You can send an e-mail to specified students, or all students, on the waitlist for one of your course sections.

1. If you are not already viewing the waitlist for the class, follow these steps.

- Select the **Department** tab.
- Select the **Manage Courses** menu item.
- Select the department, year, or faculty member for the course.
- Select the course section for which you want to display the class list.
- From the drop-down list, select the **Waitlist** option.

2. Specify which students you want to e-mail.

To E-mail	*Follow These Steps*
Individual Students	**1.** Select the checkbox to the left of the name of each student you want to e-mail.*
	2. Choose to **E-mail Selected** students.
All Students	**1.** Select the checkbox on the column heading to select all the students in the list.*
	2. Choose to **E-mail Selected** students.

* The checkbox will be grayed out for any student who does not have an e-mail address on file.

3. On the *E-mail* window, verify that your default e-mail address is listed in the **From** field. If necessary, you can change this address.

4. Verify the list of **Recipients**.

5. If you want to list the Recipients in the **bcc** (blind copy) field instead of the **To** field on the e-mail so that the Recipients will not see anyone else's e-mail address, select **Keep e-mail addresses private**.

6. Enter the **Subject** of your e-mail.

7. Enter your e-mail **Message**.

8. Select **Send Message**.

Viewing Overall Grades for a Department Course

Department heads can view and update students' grades for any of the course sections offered by their departments.

- *Checking Overall Grades for a Department Course*
- *Changing Students' Grades for a Department Course*
- *E-mailing Overall Grades for a Department Course*
- *Downloading Grades for a Department Course*
- *Viewing Grade Statistics for a Department Course*
- *Downloading Statistics for a Department Course*

Checking Overall Grades for a Department Course

Department heads can verify that the overall grades have been entered for any of the course sections offered by their departments.

1. Select the **Department** tab.

2. Select the **Manage Courses** menu item.

3. Select the department, year, or faculty member for the course.

4. Select the course section for which you want to enter overall course grades.

5. From the drop-down list, select the **Overall Grades** option.

6. Have the students' midterm and final grades been entered for the course section?

   - If YES, continue with step 7.

   - If NO, you can come back another time to review the students' grades after the faculty member has entered the grades, or you can follow the instructions for *Entering Students' Overall Grades*.

7. As the Department Head, you can track who entered a student's grades and when the grades were entered.

   - Select the arrow to the left of the **Name** of the student.

- On the drop-down list, select **Midterm Details** or **Final Details**, depending on which grade tracking information you want to view.

- On the *Details* pop-up window, view the information about the student's grade: **Created by**, **Date Created**, **Last Modified by**, and **Date Last Modified**.

- Select **Close** to clear the pop-up window.

8. If you need to change a student's **Actual Grade** and that grade is displayed as a link, complete these steps.

- Select the **Actual Grade** that you want to change for a student.

- On the *Change Grade* window, specify the correct grade for the student.

- Enter a comment that explains why you are changing the student's grade.

9. Select **Submit** to record the grade change information.

10. If you are ready to approve the grades, follow the instructions for *Approving Students' Grades for a Course*.

Downloading Grades for a Department Course

You can download students overall grades for a course that is offered by your department, to a file.

- *Downloading Overall Grades for a Department Course*

Downloading Overall Grades for a Department Course

You can download students' overall grades for a course that is offered by your department, to a file.

1. Select the **Department** tab.

2. Select the **Manage Courses** menu item.

3. Select the department, year, or faculty member for the course.

4. Select the course section for which you want to download grades.

5. From the drop-down list, select the **Overall Grades** option.

6.　　　　　　**Download Grades** option.

7.　　　　　　Select the **Download Format**.

Select	To Download the Data in this Format
HTML	In an HTML file.
Microsoft Word	In a Microsoft Word (.doc) file.
Microsoft Excel	In a Microsoft Excel (.xls) file.
Tab-Separated	In a text (.tsv) file with each column of data separated by a tab.
Comma-Separated	In a Microsoft Office Excel Comma-Separated Values (.csv) file.

8.　　　　　　Specify which **Available Columns** you want to download. By default, all of the columns will be selected.

　　▶　　• Select the to add the selected column names to the **Columns to download** list.

　▲　　　▼　　• Use and to change the order of the columns in the download file.

9.　　　　　　Select **Download** to create the file with the grade information.

10. On the *File Download* window, specify whether you want to **Open** or **Save** the file.

Select	To
Open	For all download formats except for Tab-Separated, you can view the contents of the download file. For example, if you chose the Microsoft Excel **Download Format**, the system will open the file in a Microsoft Excel spreadsheet.
	After viewing the contents of the file, you can save it or print it.
Save	Save the download file to a specified location.

11. On the *File Download* window, select **Close Window**.

Viewing Grade Statistics for a Department Course

You can view statistics about the students' grades, for a course that is offered by your department, and download these statistics to a file.

1.　　　　　　Select the **Department** tab.

2.　　　　　　Select the **Manage Courses** menu item.

3.　　　　　　Select the department, year, or faculty member for the course.

4.　　　　　　Select the course section for which you want to download the course statistics.

5.　　　　　　From the drop-down list, select the **Overall Grades** option.

6.   **Course Statistics** option.

7.   View the grade statistics for the active students in the course section.

Column	Description
Period	Identifies whether the grade statistics are for the midterm or final grading period.
Percent Included	Specifies the percentage of the student scores that were available when calculating the course statistics for the specified period.
Average Score	The average student score earned in the course section for the specified period. The system calculates the Average Score (Mean) by: 1. Adding up all the students' scores. 2. Dividing the total by the number of students.
High Score	The highest student score earned in the course section for the specified period.
Low Score	The lowest student score earned in the course section for the specified period.
Standard Deviation	The Standard Deviation is commonly used to measure the dispersion of student scores. The system calculates the Standard Deviation by finding the square root of the **Variance**.
Variance	The system calculates the Variance by: 1. Finding the difference between each score and the **Average Score** (Mean) and then squaring each of these values. 2. Totalling all the squares. 3. Dividing the total by the number of scores (or the number of scores minus 1, if the number of scores is less than 15).

8.   Do you want to download the statistics to a file?

- If *No*, select **Close Window**.

- If *Yes*, follow the instructions for *Downloading Statistics for a Department Course*.

Downloading Statistics for a Department Course

When you view the course statistics, you can also download the statistics to a file.

1.   If you have not already done so, follow the instructions for *Viewing Grade Statistics for a Department Course*.

2.   Select **Download Statistics**.

3.   **Download Format**.

Select	To Download the Data in this Format

HTML	In an HTML file.
Microsoft Word	In a Microsoft Word (.doc) file.
Microsoft Excel	In a Microsoft Excel (.xls) file.
Tab-Separated	In a text (.tsv) file with each column of data separated by a tab.
Comma-Separated	In a Microsoft Office Excel Comma-Separated Values (.csv) file.

4.   Specify which **Available Columns** you want to download. By default, all of the columns will be selected.

- Select the ▶ to add the selected column names to the **Columns to download** list.

- Use ▲ and ▼ to change the order of the columns in the download file.

5.   Select **Download** to create the file with the course statistics.

6.   On the *File Download* window, specify whether you want to **Open** or **Save** the file.

Select	*To*
Open	For all download formats except for Tab-Separated, you can view the contents of the download file. For example, if you chose the Microsoft Excel **Download Format**, the system will open the file in a Microsoft Excel spreadsheet. After viewing the contents of the file, you can save it or print it.
Save	Save the download file to a specified location.

7.   On the *File Download* window, select **Close Window**.

Advising Students

From the **Advising** tab, faculty members, advisors, coaches, department heads, and campus coordinators can search for students they want to advise (for example, view a student's academic plan, unofficial transcript, or What If? plans), authorize students to register for classes, and share student information with other advisors.

• *Managing Your Advisees*

- • *Authorizing Students to Register for Classes*

- • *Sharing Student Information With Other Advisors*

Managing Your Advisees

The Manage Advisees feature enables faculty members, advisors, department heads, coaches, and campus coordinators to search for students they want to advise and then perform any of the advisory functions they are authorized to use.

To	*Follow The Corresponding Instructions*

Work With a Group of Advisees	You can search for students to advise, e-mail selected advisees, download a list of advisees, or share information about your advisees with other advisors. • *Searching for Students to Advise*
	
	  • *E-mailing Advisees*
	
	  • *Downloading a List of Advisees*
	
	  • *Setting up Sharing With Other Advisors*

To	*Follow The Corresponding Instructions*
Access Information for a Specified Advisee	After *Searching for Students to Advise*, you can access information for a specified advisee. You can review and approve a student's **schedule**. • *Viewing a Student's Course Schedule* • *Viewing a Student's Permission Requests* • *Viewing a Student's Schedule Requests* • *Approving a Student's Course Schedule*

You can see review a student's **classwork**.

- *Viewing a Student's Grade Report*
- *Viewing a Student's Attendance*
- *Viewing a Student's Unofficial Transcript*

Searching for Students to Advise

Faculty members, advisors, department heads, coaches, and campus coordinators can search for a student they are authorized to advise, and then perform advisory functions for that student.

- *Specifying Your Search Criteria*
- *Reviewing the Search Results on the Manage Advisees Page*

Specifying Your Search Criteria

1. Select the **Advising** tab.

2. Select the **Manage Advisees** menu item.

3. Search for the students you want to advise in one of these ways.

Select	*Description*
List	Select **one of the lists at the left side** of the *Manage Advisees* page to display information about the students in that list in alphabetical order by last name and first name. Depending on your permissions, you may have access to any or all of the following **Lists**: • **My Advisees** - Students who have you assigned as their advisor for the most recent period within the range of periods administrators have chosen for the **My Advisees** list. Students who have withdrawn or graduated will not be included in the list. • **My Students** - Students who are registered for one or more of the OPEN courses that you are currently teaching at the school. The **My Students** list will NOT include students who are registered for courses which have ended. • **My Associations** - Students who are members of your clubs, athletic teams, or groups in any of the periods administrators have chosen for the **My Associations** list. • **All Students** - Students who are enrolled at the school in the range of periods administrators have chosen for the **All Students** list. Students who have withdrawn or graduated will not be included in the list. • **Former Advisees** - Students who you were assigned to advise for the periods administrators have chosen for the **Former Advisees** list, EXCEPT those students who would be listed on the **My**

Advisees list. Students who have withdrawn or graduated will be included in the list.

- **Alumni** - Students who have graduated.

- **My Department** - Students who are taking courses offered by your department in any of the periods administrators have chosen for the **My Department** list.

- **My Campus** - Students who are enrolled in courses on your campus in any of the periods administrators have chosen for the **My Campus** list. Students who have withdrawn or graduated will not be included in the list.

- **My Shared Advisees** - If other advisors, campus coordinators, department heads, or group advisors have chosen to share information about any of their advisees or students with you, these advisees and students will be listed in your **My Shared Advisees** list.

Select	*Description*
Quick Search	To perform a Quick Search: 1. On the **Quick Search** tab, select a **List**. 2. Specify a student's **ID** number, or at least part of the **First Name** or **Last Name**. 3. Select **Search**.
Advanced Search	To perform an Advanced Search: 1. On the **Advanced Search** tab, select a **List**. 2. Specify the **Advanced Search** criteria for finding students in the list who are associated with a particular *Academic Period*, *Session*, *Program*, *Degree*, *Curriculum*, *College*, *Campus*, *Department*, *Class Level*, or *Status.* 3. Select **Search**.

4. Review the search results. Refer to *Reviewing the Search Results on the Manage Advisees Page* for more information.

- If the ***desired students are not listed*** in the search results, perform a **New Search** or an **Advanced Search**.

- You can **Filter** the list so that it only displays the names of those students who have **Pending Schedules** or are on the **Stop List**.

Reviewing the Search Results on the Manage Advisees Page

When you search for students to advise on the *Manage Advisees* page, the following information appears for each student.

Field	*Description*
Student	The student's name is a link to more information about the student.
	If you need to make sure that the student is the one you want to advise, or find out more information about the student, follow these steps to view the student's dossier.
	1. Select the student's name.
	2. On the drop-down list, select **View Dossier**.
	3. View the information that is available for the student, including:
	• Student's **Name** (*Prefix*, *First Name*, *Middle Name*, *Last Name Prefix*, *Last Name*, *Former Name*, *Suffix*, and *Nickname*)
	• Student's preferred **E-mail Address**
	• Student's **Photo** (if your school has chosen to display photos)
	• Address and phone information
	• Residency information
	• Academic information (GPA and Curriculum)
	• Student course schedule
	4. When you are finished viewing the student's dossier, select **Close Window**.
ID	The student's identification number. By default, this is the People ID assigned by PowerCampus.
Warnings	If your school administrators have chosen to display warnings for low grades and/or low attendance, the **Warnings** column will appear on the page.
	• If a student's grades have reached the low grade warning thresholds set by your school administrators, **Low Grades** will be displayed. If you have permission to view students' grades, the **Low Grades** warning will appear as a link. You can select this link to view a list of the courses for which the student has low grades.
	• If a student's attendance has reached the low attendance warning thresholds set by your school administrators for active courses for which students have not yet been graded, **Low Attendance** will be displayed. If you have permission to view students' attendance, the **Low Attendance** warning will appear as a link. Select this link to view the student's *Attendance* for a specified academic period. ⚠ will appear to the left of each course for which the student has low attendance.
	• If a student has committed a Academic Alert in a course for which the student has not yet been graded, the **Academic Alert Committed** warning will be displayed. To view details about students' Academic Alerts

for an active course, select the **Classes** tab, choose the course, select the **Grading** menu item, and select the **Academic Alerts** option.

Field	Description
Pending Schedules	If you have permission to approve students' schedules, this column will be displayed. If the student has made recent changes to his or her course schedule (adding or dropping courses), **Approve (NEW!)** will appear in the **Pending Schedules** column.
Stop List	If the student's account is currently on the **Stop List**, ● will appear in the Stop List column. **1.** To view the following information about each item on the student's Stop List, select ●. • The date on which the student's account was placed on the Stop List. • The reason why the student's account was placed on the Stop List. • Which Self-Service features the student is prevented from using, because the account is on the Stop List. • Any comments that may have been recorded about the item. **2.** Select **Close Window** to return to the *Manage Advisees* page.
Shared	If you are currently sharing the student's information with one or more other advisors, 👥 will appear in the **Shared** column. To view a list of the people with whom the student is being shared, select .

E-mailing Advisees

You can e-mail any or all of the students you have listed on the *Manage Advisees* page.

1. If you have not already done so, follow the instructions for *Searching for Students to Advise* to display the desired list of students on the *Manage Advisees* page.

2. Specify which students you want to e-mail.

To E-mail	Follow These Steps
Individual Students	**1.** Select the checkbox to the left of the name of each student you want to e-mail.* **2.** Choose to **E-mail Selected** students.
All Students	**1.** Select the checkbox on the column heading to select all the students in the list.* **2.** Choose to **E-mail Selected** students.

* The checkbox will be grayed out for any student who does not have an e-mail address on file.

3. On the *E-mail* window, verify that your default e-mail address is listed in the **From** field. If necessary, you can change this address.

4. Verify the list of **Recipients**.

5. If you want to list the Recipients in the **bcc** (blind copy) field instead of the **To** field on the e-mail so that the Recipients will not see anyone else's e-mail address, select **Keep e-mail addresses private**.

6. Enter the **Subject** of your e-mail.

7. Enter your e-mail **Message**.

8. Select **Send Message**.

Downloading a List of Advisees

You can download the list of students, that is currently displayed on the *Manage Advisees* page, to a file.

1. If you have not already done so, follow the instructions for *Searching for Students to Advise* to display the information you want to download.

2. Select the **Download** option.

3. On the *Manage Advisees Download* window, select the **Download Format**.

Select	To Download the Data in this Format
HTML	In an HTML file.
Microsoft Word	In a Microsoft Word (.doc) file.
Microsoft Excel	In a Microsoft Excel (.xls) file.
Tab-Separated	In a text (.tsv) file with each column of data separated by a tab.
Comma-Separated	In a Microsoft Office Excel Comma-Separated Values (.csv) file.

4. Select **Download** to write the selected information to the file.

5. Specify whether you want to **Open** or **Save** the file.

Select	To
Open	For all download formats except for Tab-Separated, you can view the contents of the download file. For example, if you chose the Microsoft Word **Download Format**, the system will open the file in a Microsoft Word document. After viewing the contents of the file, you can save it or print it.
Save	Save the download file to a specified location.

6. Select **Close Window** to close the *Manage Advisees Download* window.

Viewing a Student's Course Schedule

If you have permission to view a student's course schedule, you can select the student and course schedule, as follows.

1. If you have not already found the name of the student whose course schedule you want to view, follow the instructions for *Searching for Students to Advise*.

2. On the *Manage Advisees* page, select the name of the **Student** whose course schedule you want to view.

3. On the drop-down list, select **Schedule**.

4. Specify whether you want to view the student's schedule in a **Text** list or on a calendar **Grid**.

Format	*Description*
Text	The **Text** list displays ALL the course details, including the course title and instructor's name.
Grid	The **Grid** shows the student's courses on a calendar for the week, so you can clearly see when each course meeting is scheduled. For each course meeting, the grid will display the course number, building name, and room number.
	• If the student is not taking any courses on Saturday or Sunday, select **Hide Weekend** to remove the Saturday and Sunday columns from the grid.
	• To view the details for ONE day, select that day of the week. For example, to view the student's course schedule for *Wednesday*, you would select **Wednesday** on the calendar grid.

5. Choose the time **Period** for the schedule you want to view.

6. Specify which courses you want to include in the student's schedule.

   • **Courses in** the student's shopping **Cart**

   • **Waitlisted Courses**

   • **Continuing Education** courses with a start date or end date in the future

7. Select **Submit**.

8. If you are viewing the student's schedule in a **Text** list, the system will display different information for the various types of courses on the student's schedule.

For	*The Schedule Will List*

Registered Courses	Course title, instructor's name, number of credits, duration, schedule, and location
	A summary of the total number of registered courses and credits will also be displayed, along with the student's program, advisor, class level, and full- or part-time status.
Waitlisted, Pending, or Holding Courses (optional)	Course title, instructor's name, number of credits, duration, schedule, location, and Instructor Permission Status (if the course has a pre-requisite of instructor permission).
Courses in Shopping Cart (optional)	Course title, instructor's name, number of credits, duration, schedule, location, and Instructor Permission Status (if the course has a pre-requisite of instructor permission).
Continuing Education Courses (optional)	Course information for a week. If the Continuing Education course varies by week, it will not be displayed on the grid.

9. To find out more information about a course, select the course title.

10. To perform another advisory function for the same student, or to choose another student in the list, select **Return To List**.

Viewing a Student's Unofficial Transcript

If you have permission to view a student's unofficial transcript, you can select the student, as follows.

1. If you have not already found the name of the student whose unofficial transcript you want to view, follow the instructions for *Searching for Students to Advise*.

2. On the *Manage Advisees* page, select the name of the **Student** whose unofficial transcript you want to view.

3. On the drop-down list, select **Unofficial Transcript**.

4. View the student's complete academic history at this school. The unofficial transcript is sorted by academic year and term, and includes:

   • A list of degrees the student has been awarded.

   • A list of the honors and GPAs the student has earned at other schools.

   • The student's coursework, grades, and credits for each term the student has attended this school. If the student repeated a course, the **Grade** will appear within brackets.

   • Depending on the school's current settings, the student's grades may be converted to a standard grade scale that can be used to compare grades at other institutions, and displayed on the transcript as **Alternate Grades**.

- If the student has completed his or her undergraduate coursework and has registered for graduate courses, a second transcript will appear after the first one.

5. To perform another advisory function for the same student, or to choose another student in the list, select **Return To List**.

Viewing a Student's Permission Requests

If you are authorized to view the list of permission requests a student has sent to instructors, you can select the student, as follows.

1. If you have not already found the name of the student whose permission requests you want to view, follow the instructions for *Searching for Students to Advise*.

2. On the *Manage Advisees* page, select the name of the **Student** whose permission requests you want to view.

3. On the drop-down list, select **Permission Requests**.

4. View the information about each of the student's permission requests.

Field	*Description*
Comments	The comments the student entered when requesting a seat in the class.
Instructor	The name of the instructor who is teaching the course.
Status	The current status of the student's request (*Denied*, *Approved*, or *Waiting*).
Revised	The date and time at which any of the information about the permission request was last updated.

5. If you modify the information in the **My Comments** field, select **Save** to record your changes.

6. *If the instructor's decision is overridden* by someone who is authorized to do so (for example, a registrar), view this additional information.

Field	*Description*
Name	The name of the person who overrode the instructor's decision.
Date	The date on which the person overrode the instructor's decision.
Comments	The reason the person entered for overriding the instructor's decision.

7. To perform another advisory function for the same student, or to choose another student in the list, select **Return To List**.

Approving a Student's Course Schedule

If you have permission to approve a student's course schedule, you will be notified when the student has submitted a request to add or drop a course. You can then approve or deny the student's request, as follows.

1. On the *Manage Advisees* page, find the name of the student whose course schedule you need to approve. (If the student's name is not listed, follow the instructions for *Searching for Students to Advise*.)

2. Select ✔ Approve (NEW!) for the student.

3. Review the course information, and the date and time at which the student sent each request.

4. For the courses that are **Awaiting Approval**, approve or deny the changes.

Select	*To*
Approve	Approve the specified course change (listed to the left).
Deny	Deny the specified course change (listed to the left).
Approve All	Approve ALL the changes to the student's schedule that are **Awaiting Approval**.
Select	*To*
Deny All	Deny ALL the changes to the student's schedule that are **Awaiting Approval**.

5. You have the option to enter a **Comment** about why you are approving or denying each course schedule change.

6. Select **Validate** to verify the student's schedule and make sure that you have approved all of the required corequisites.

7. Review the validation messages.

   • If the schedule changes are validated, continue with Step 8.

   • If the schedule changes are NOT validated, approve or deny any course which is preventing validation of the student's schedule. (For example, for a course with a corequisite, you could approve the corequisite or deny the course with the corequisite). Then continue with step 6.

8. Select **Apply** to make the changes to the student's schedule. Once you approve or deny the student's schedule changes:

   • The student will be sent an e-mail about your decision.

   • When the student continues the Registration process and reviews his or her schedule, the changes will be listed as **Approved Courses** and **Denied Courses**.

- The schedule change will be listed on the *Schedule Requests* page for the student.

9. To perform another advisory function for the same student, or to choose another student in the list, select **Return To List**.

Viewing a Student's Schedule Requests

You can view a list of the prior decisions you have made to approve or deny a student's requests to add or drop classes.

1. On the *Manage Advisees* page, find the name of the student whose schedule requests you want to view. (If the student's name is not listed, follow the instructions for *Searching for Students to Advise*.)

2. On the *Manage Advisees* page, select the name of the **Student** whose schedule requests you want to view.

3. On the drop-down list, select **Schedule Requests**.

4. For each year, term, and session, view the information about each of the student's requests to add or drop a course.

Field	Description
Section	The code, type, and title of the course section the student requested.
Request Date	The date on which the student requested that the course be added to his or her schedule.
Decision	Whether the schedule change was Approved or Denied.
Reason	The reason the schedule change was denied, if available.
Decision Date	The date on which the schedule change was approved or denied.

Viewing a Student's Grade Report

If you are authorized to view students' grade reports, you can select the student, as follows.

1. If you have not already found the name of the student whose grade report you want to view, follow the instructions for *Searching for Students to Advise*.

2. On the *Manage Advisees* page, select the name of the **Student** whose grade report you want to view.

3. On the drop-down list, select **Grade Report**.

4. Select the **Period** for which you want to view the student's grades.

5. View the student's grades for the specified period.

Column	Description

7. If you want to print out the student's grade report, follow these steps.

   • Select **Print Report**.

   • Select **Print**.

   • Specify your printer options.

8. To perform another advisory function for the same student, or to choose another student in the list, select **Return To List**.

Viewing a Student's Dossier

You can view personal data about an advisee (for example, phone number, residency information, emergency contacts, GPA and curriculum, associations, and course schedule).

1. If you have not already found the name of the student whose dossier you want to view, follow the instructions for *Searching for Students to Advise*.

2. On the *Manage Advisees* page, select the name of the **Student** whose grade report you want to view.

3. On the drop-down list, select **Dossier**.

4. Review the personal information that is available for the student, which may include:

   • Student's **Name** (*Prefix*, *First Name*, *Middle Name*, *Last Name*, *Former Name*, *Suffix*, and *Nickname*)

   • Student's preferred **E-mail Address**

   • Student's **Photo** (if your school has chosen to display photos)

   • Address and phone information

   • Residency information

   • Emergency Contacts

   • Academic information (GPA and Curriculum)

   • Associations to which the student has belonged

   • Student course schedule

5. When you have finished reviewing the student's information, select **Close** Sharing Student Information With Other Advisors

From any of your advising lists, *except My Shared Advisees*, you can share student information with other advisors. When you choose to share students from an advising list with another advisor, those students will then be listed on the other advisor's *My Shared Advisees* list. • *Setting up Sharing With Other Advisors*

• *Stop Sharing Student Information*

• *Viewing Information Other Advisors Are Sharing With You*

• *Removing a Student From Your My Shared Advisees List*

Setting up Sharing With Other Advisors

You need to specify the name of each advisor with whom you want to share student information, and the names of the students whose information is to be shared with that advisor.

1. Select the **Advising** tab.

2. Select the **Manage Advisees** menu item.

3. Select the advising list which includes the names of the students you want to share with another advisor.

Advising List	*Description*
My Advisees	Students who have you assigned as their advisor for the most recent period within the range of periods administrators have chosen for the **My Advisees** list. Students who have withdrawn or graduated will not be included in the list.
My Students	Students who are registered for one or more of the OPEN courses that you are currently teaching at the school. The **My Students** list will NOT include students who are registered for courses which have ended.
My Associations	Students who are members of your clubs, athletic teams, or groups in any of the periods administrators have chosen for the **My Associations** list.
All Students	Students who are enrolled at the school in the range of periods administrators have chosen for the **All Students** list. Students who have withdrawn or graduated will not be included in the list.
Former Advisees	Students who you were assigned to advise for the periods administrators have chosen for the **Former Advisees** list, EXCEPT those students who would be listed on the My Advisees list. Students who have withdrawn or graduated will be included in the list.
Alumni	Students who have graduated.
Advising List	*Description*
My Department	Students who are taking courses offered by your department in any of the periods administrators have chosen for the **My Department** list.
My Campus	Students who are enrolled in courses on your campus in any of the periods administrators have chosen for the **My Campus** list. Students who have withdrawn or graduated will not be included in the list.

4. Select the checkbox to the left of the names of the students you want to share with other advisors.

5. Select the **Share Advisees** option.

6. View the *Share Advisees* page, which lists the names of the students you just selected from the advising list.

7. Under **Students to Share**, select the names of the students you want to share with a specific advisor.

8. Under **Share With...**, specify the ID number of the advisor with whom you want to share the specified students. If you do not know the advisor's ID number, follow these steps:

   • Select **Search**.

   • On the *Advisor Search* window, enter the advisor's **First Name**, **Last Name**, or **ID**.

   • Select **Search**.

   • Review the search results and find the name of the advisor with whom you want to share the specified students.

   • To the right of the name of the advisor, select **Add**.

9. Under **Share With...**, make sure the **ID** and **Name** are correct for the advisor with whom you want to share the specified students.

10. Select **Share**.

   • The advisor's name should appear in the **Shared With** column for the specified students.

   • When you return to the *Manage Advisees* page, 👥 will appear in the **Shared** column for each of the students you have chosen to share with other advisors.

You can share the same students with another advisor, or select other students in the list and share them with an advisor.

Stop Sharing Student Information

You can stop sharing information about a student with one or more advisors, or you can stop sharing specified students with everyone else.

• *Stop Sharing a Student With Specific Advisors*

• *Stop Sharing Information About One or More Students*

Stop Sharing a Student With Specific Advisors

If you decide not to continue sharing a student's information with another advisor, you need to remove that advisor's name from the student.

1. Select the **Advising** tab.

2. Select the **Shared Advisees** menu item.

3. Review the list of the advisees you are currently sharing with other advisors.

   Column   Description

Student	The names of the students who you are sharing with other advisors. You can select a student's name to display the student's dossier.
ID	The student's identification number.
Shared With	The names of the advisors with whom you are currently sharing the student's information.

- You can select an advisor's name to display the advisor's faculty dossier.

- If you chose to share a student's information with another advisor, and that advisor removed the student's name from his or her *My Shared Advisees list*, that advisor's name will not be listed, since you are no longer sharing the student's information with that advisor.

4. Find the name of the student who you no longer want to share with an advisor.

5. For that student, select ⊘ to the right of the name of the advisor with whom you no longer want to share information about the student.

Stop Sharing Information About One or More Students

You can stop sharing information about specific students with everyone else.

1. Select the **Advising** tab.

2. Select the **Shared Advisees** menu item.

3. Review the list of the advisees you are currently sharing with other advisors.

Column	*Description*
Student	The names of the students who you are sharing with other advisors. You can select a student's name to display the student's dossier.
ID	The student's identification number.
Shared With	The names of the advisors with whom you are currently sharing the student's information.

- You can select an advisor's name to display the advisor's faculty dossier.

- If you chose to share a student's information with another advisor, and that advisor removed the student's name from his or her *My Shared Advisees list*, that advisor's name will not be listed, since you are no longer sharing the student's information with that advisor.

4. Select the checkbox to the left of the name of EACH student you no longer want to share with anyone.

5. Select the **Remove** option.

6. Select **OK** to confirm that you want to remove the specified students from your list of shared advisees.

Viewing Information Other Advisors Are Sharing With You

If you have permission to view at least one type of student information from the *My Shared Advisees* list, for example, students' Unofficial Transcripts, Attendance, Grade Reports, or Academic Plans, the *My Shared Advisees* list will appear on the *Manage Advisees* and *Authorize Registration* pages. Via the *My Shared Advisees* list, you can access information about each student who is being shared with you.

1. Select the **Advising** tab.

2. Select the **Manage Advisees** menu item.

3. Select the **My Shared Advisees** list.

4. Review the list of all the students that other advisors are sharing with you.

5. You may have permission to access any, or all, of shared students' information.

To	*Follow the Corresponding Instructions*
Review a Student's Schedule	You may be able to review and approve a shared student's schedule. • *Viewing a Shared Student's Course Schedule* • *Viewing a Shared Student's Permission Requests* • *Approving a Shared Student's Course Schedule* • *Viewing a Shared Student's Schedule Requests*
Review a Student's Classwork	You may be able to review a shared student's classwork. • *Viewing a Shared Student's Grade Report* • *Viewing a Shared Student's Unofficial Transcript*

Viewing a Shared Student's Course Schedule

If you have permission to view shared students' course schedules, follow these steps.

1. If you have not already done so, view the list of students who are being shared with you

    • Select the **Advising** tab.

    • Select the **Manage Advisees** menu item.

    • Select the **My Shared Advisees** list.

2. Select the name of the **Student** whose course schedule you want to view.

3. On the drop-down list, select **Schedule**.

4. Specify whether you want to view the student's schedule in a **Text** list or on a calendar **Grid**.

Format	*Description*
Text	The **Text** list displays ALL the course details, including the course title and instructor's name.
Grid	The **Grid** shows the student's courses on a calendar for the week, so you can clearly see when each course meeting is scheduled. For each course meeting, the grid will display the course number, building name, and room number.

- If the student is not taking any courses on Saturday or Sunday, select **Hide Weekend** to remove the Saturday and Sunday columns from the grid.

- To view the details for ONE day, select that day of the week. For example, to view the student's course schedule for *Wednesday*, you would select **Wednesday** on the calendar grid.

5. Choose the time **Period** for the schedule you want to view.

6. Specify which courses you want to include in the student's schedule.

   - **Courses in** the student's shopping **Cart**

   - **Waitlisted Courses**

   - **Continuing Education** courses with a start date or end date in the future

7. Select **Submit**.

8. If you are viewing the student's schedule in a **Text** list, the system will display different information for the various types of courses on the student's schedule.

For	*The Schedule Will List*
Registered Courses	Course title, instructor's name, number of credits, duration, schedule, and location A summary of the total number of registered courses and credits will also be displayed, along with the student's program, advisor, class level, and full- or part-time status.
Waitlisted, Pending, or Holding Courses (optional)	Course title, instructor's name, number of credits, duration, schedule, location, and Instructor Permission Status (if the course has a pre-requisite of instructor permission).
Courses in Shopping Cart (optional)	Course title, instructor's name, number of credits, duration, schedule, location, and Instructor Permission Status (if the course has a pre-requisite of instructor permission).
Continuing Education Courses (optional)	Course information for a week. If the Continuing Education course varies by week, it will not be displayed on the grid.

9. To find out more information about a course, select the course title.

10. To perform another advisory function for the same student, or to choose another student in the list, select **Return To List**.

Viewing a Shared Student's Permission Requests

If you are authorized to view the list of permission requests shared students have sent to instructors, follow these steps.

1. If you have not already done so, view the list of students who are being shared with you

   • Select the **Advising** tab.

   • Select the **Manage Advisees** menu item.

   • Select the **My Shared Advisees** list.

2. Select the name of the **Student** whose permission requests you want to view.

3. On the drop-down list, select **Permission Requests**.

4. View the information about each of the student's permission requests.

Field	Description
Comments	The comments the student entered when requesting a seat in the class.
Instructor	The name of the instructor who is teaching the course.
Status	The current status of the student's request (*Denied*, *Approved*, or *Waiting*).
Revised	The date and time at which any of the information about the permission request was last updated.

5. If you modify the information in the **My Comments** field, select **Save** to record your changes.

6. *If the instructor's decision is overridden* by someone who is authorized to do so (for example, a registrar), view this additional information.

Field	Description
Name	The name of the person who overrode the instructor's decision.
Date	The date on which the person overrode the instructor's decision.
Comments	The reason the person entered for overriding the instructor's decision.

7. To perform another advisory function for the same student, or to choose another student in the list, select **Return To List**.

Approving a Shared Student's Course Schedule

If you have permission to approve shared students' course schedules, you will be notified when a shared student has submitted a request to add or drop a course. You can then approve or deny the student's request, as follows.

1. If you have not already done so, view the list of students who are being shared with you

   • Select the **Advising** tab.

- Select the **Manage Advisees** menu item.

- Select the **My Shared Advisees** list.

2. Select ✔ Approve (NEW!) for the student whose schedule you want to approve.

3. Review the course information, and the date and time at which the student sent each request.

4. For the courses that are **Awaiting Approval**, approve or deny the changes.

Select	*To*
Approve	Approve the specified course change (listed to the left).
Deny	Deny the specified course change (listed to the left).
Approve All	Approve ALL the changes to the student's schedule that are **Awaiting Approval**.
Deny All	Deny ALL the changes to the student's schedule that are **Awaiting Approval**.

5. You have the option to enter a **Comment** about why you are approving or denying each course schedule change.

6. Select **Validate** to verify the student's schedule and make sure that you have approved all of the required corequisites.

7. Review the validation messages.

- If the schedule changes are validated, continue with Step 8.

- If the schedule changes are NOT validated, approve or deny any course which is preventing validation of the student's schedule. (For example, for a course with a corequisite, you could approve the corequisite or deny the course with the corequisite). Then continue with step 6.

8. Select **Apply** to make the changes to the student's schedule. Once you approve or deny the student's schedule changes:

- The student will be sent an e-mail about your decision.

- When the student continues the Registration process and reviews his or her schedule, the changes will be listed as **Approved Courses** and **Denied Courses**.

- The schedule change will be listed on the *Schedule Requests* page for the student.

9. To perform another advisory function for the same student, or to choose another student in the list, select **Return To List**.

Viewing a Shared Student's Schedule Requests

If you are authorized to view a list of the prior decisions you have made to approve or deny a shared students' requests to add or drop classes, follow these steps.

1. If you have not already done so, view the list of students who are being shared with you

   • Select the **Advising** tab.

   • Select the **Manage Advisees** menu item.

   • Select the **My Shared Advisees** list.

2. Select the name of the **Student** whose schedule requests you want to view.

3. On the drop-down list, select **Schedule Requests**.

4. For each year, term, and session, view the information about each of the student's requests to add or drop a course.

Field	Description
Section	The code, type, and title of the course section the student requested.
Request Date	The date on which the student requested that the course be added to his or her schedule.
Decision	Whether the schedule change was Approved or Denied.
Reason	The reason the schedule change was denied, if available.
Decision Date	The date on which the schedule change was approved or denied.

Viewing a Shared Student's Grade Report

If you are authorized to view grade reports for students who are being shared with you, follow these steps.

1. If you have not already done so, view the list of students who are being shared with you

   • Select the **Advising** tab.

   • Select the **Manage Advisees** menu item.

   • Select the **My Shared Advisees** list.

2. Select the name of the **Student** whose grade report you want to view.

3. On the drop-down list, select **Grade Report**.

4. Select the **Period** for which you want to view the student's grades.

5. View the student's grades for the specified period.

Column	Description
Session	The session in which the student took the course.
Course	The course code and type.
Name	The course title.

Credits		The number of credits the student earned for completing the course.
Quality Points		The number of quality points the student earned for completing the course. Quality points are used for calculating the student's Grade Point Average.
Midterm Grade		If your school uses midterm grading, this column will appear with the student's midterm grade.
Final Grade		The student's final grade for the course.
Comments		Select **View** to display any comments that the instructor may have entered about the student's grade.

6. View the student's credits, GPA, and awards.

Field		*Description*
Credits	**Attempted**	The number of credits for all the courses the student has taken at this school.
	Earned	The number of credits the student has earned by completing courses with passing grades.
GPA	**Term**	The student's Grade Point Average for the specified term.
	Overall	The student's Grade Point Average for all the courses the student has completed at this school.
Awards	**Term**	The number of awards the student has received during the specified term.
	Overall	The number of awards the student has received while attending this school.

7. If you want to print out the student's grade report, follow these steps.

- Select **Print Report**.

- Select **Print**.

- Specify your printer options.

8. To perform another advisory function for the same student, or to choose another student in the list, select **Return To List**.