

Introducing PowerCAMPUS Self-Service Faculty

Log-in

On the *Login* window, enter your **User Name** and **Password**
Information gained from student records is to be used for educational purposes only.

Classes Tab

Viewing Your Schedule and Class Lists

Menu Item: Schedule

You can view a schedule of the classes for which you have registered:

1. Select the **Faculty Schedule** option.
2. Choose the time **Period** for the schedule you want to view.

Menu Item: Enrollment

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.

Advising Tab

Viewing Your Advisees' schedules, unofficial transcripts, and grades

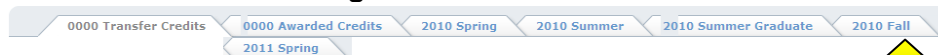
The Manage Advisees feature enables you to search for the student you want to advise and then perform any of the advisory functions you are authorized to use.

- Search by specific name or ID number via the **Basic Search/Advanced Search**
- For a full list, select **My Advisee** menu item

Menu Item: Manage Advisees

- Select the student's name for a list of items available:
Schedule, Unofficial Transcript, Grade Report
- The same information can also be obtained for **All Students** via the Drop Down Menu:

Menu Item: Authorize Registration



1. Select the appropriate Year/Term from the available tabs
2. Check the box under the appropriate Session.
 MAIN

Main – Traditional, Salem, Graduate programs
Main2 – Missional Leadership Only
LEAPx – Leap Undergraduate
3. Green Check mark indicates Advising Hold has been released.
4. Select Save

Attendance Verification Procedure

At the beginning of every semester, the Registrar's Office is required to verify the enrollment of all students attending that term. This can only be done with the help of you the faculty member.

We will be using Self-Service to gather and record the attendance record for each student in your class during the first week of each term.

Select the Classes Tab

Select Menu Item: Grading

1. Select the **Attendance** option. (*fourth item on left*)
2. Select a Course
 - Select "**View Overall Section Attendance**"

Name	Absence		Tardiness		Overall Attendance	Last Date Attended
	Excused	Unexcused	Excused	Unexcused		
Hagen, Curtis	0	0	0	0	Excused 1st Day	12/12
Hendrickson, Sandra	0	0	0	0	Verified Attended	12/12
Jones, Sharon	0	0	0	0	Verified Attended	12/12

Here are some items to remember:

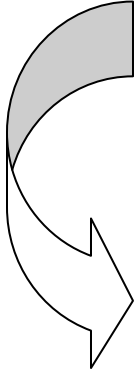
- Make a selection for each student. There are three selections that should be used during the first week of class. *Do not worry about the "Last Attend Date" column for now.*
 - _No Show
 - Excused 1st Day
 - Verified Attended
- Students on the roster are officially registered in your class.
- For students who attend the first session but NOT A SUBSEQUENT session, **DO NOT** change their report to a "_No Show" – **keep** them as "Verified Attendance." *Our primary goal is to verify that a student has attended at least one class in the semester.*
- Verify attendance for students who add your course after the first class session.
- If students attend your class but are not on the roster, they are **NOT** officially registered in your class and must register online or contact the Registrar's Office.
- The information you enter for the first session remains, giving you a more accurate account of students adding your course after the first day.
- Take Attendance each class session during the first week of the term.

Submitting Final Grades

Select the Classes Tab

Select Menu Item: Grading

1. Select the **Overall Grades** option. (*second item on left*)
2. Select a Year and then view the list of your courses for that year.
3. Select the Course section for which you want to enter overall course grades.



Northwest UNIVERSITY

Home Register Advising **Classes** Department Finances Grades Search My Profile Administration

Schedule Permission Requests Enrollment Setup Grading Manage Assistants

Grading - Overall Grades

Select Course

Or... browse the courses below:

Year: 2010, 2009

Spring: Main
▶ INDP 4802/Non Classroom/20
▶ INDP 4803/Non Classroom/15
▶ INDP 4803/Non Classroom/20

Summer: Main
▶ INDP 4802/Non Classroom/20

Recent Courses:
1. 2010/Spring/Main INDP 4802/Non Classroom/20
2. 2010/Summer/Main INDP

4. Enter Grades under the **My Grade** column.

My Grade	Actual Grade
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

5. Select **Submit Final** to finalize grade selection.
 - a. *The Save/Submit Final buttons will disappear once all grades have been submitted.*

Save Submit Final

6. Successful!

My Grade	Actual Grade
A	A ▶
C+	C+ ▶
A	A ▶

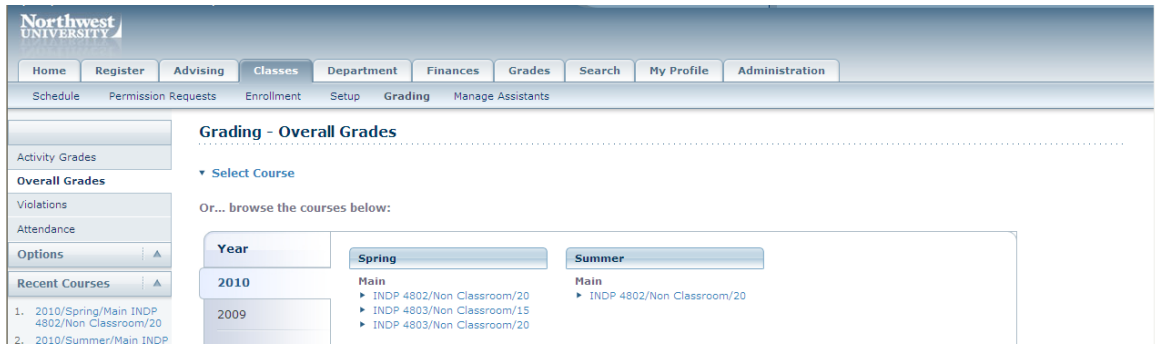
Changing a Final Grade

Faculty members are able to change a Final Grade for a current semester in Self-Service for a short period of time. Once the grading period has closed, all grade changes must be submitted to the Registrar's Office for processing.

Select the Classes Tab

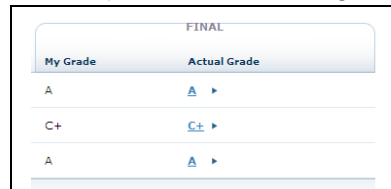
Select Menu Item: Grading

1. Select the **Overall Grades** option. *(second item on left)*
2. Select a Year and then view the list of your courses for that year.
3. Select the Course section for which you want to enter change a course grade.



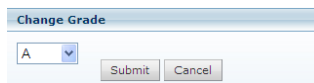
The screenshot shows the Northwest University Self-Service portal. The top navigation bar includes 'Home', 'Register', 'Advising', 'Classes', 'Department', 'Finances', 'Grades', 'Search', 'My Profile', and 'Administration'. Below this is a secondary navigation bar with 'Schedule', 'Permission Requests', 'Enrollment', 'Setup', 'Grading', and 'Manage Assistants'. The main content area is titled 'Grading - Overall Grades' and features a 'Select Course' section. A large arrow on the left points to the 'Overall Grades' menu item in the left-hand navigation pane. The 'Select Course' section includes a 'Year' dropdown menu set to '2010' and a list of course sections for Spring and Summer.

1. Under the **Actual Grade** column, select the drop-down arrow for grade menu.

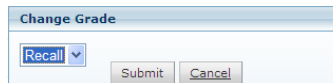


This close-up shows the 'Actual Grade' column in the 'Change Grade' form. It features a dropdown menu with the following options: 'A', 'C+', and 'A'. Each option is followed by a right-pointing arrow.

2. Select the appropriate **Grade** and **Submit**



This screenshot shows the 'Change Grade' form with the grade dropdown menu set to 'A'. The form includes 'Submit' and 'Cancel' buttons.



This screenshot shows the 'Change Grade' form with the grade dropdown menu set to 'Recall'. The form includes 'Submit' and 'Cancel' buttons.

Note: **Recall** will remove the grade totally from the system and you will be require to to select **Submit Final** grades again.