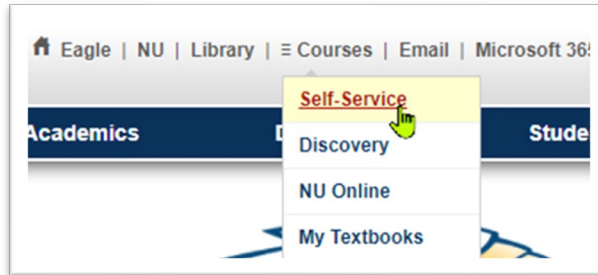


Introducing PowerCAMPUS Self-Service Faculty

Information gained from student records is to be used for educational purposes only

Location: Select Self-Service



Log-in to Self-Service

On the *Login* window, enter your **NU Network User Name** and **Password**

A screenshot of the 'Sign In' login form. The title 'Sign In' is centered at the top. Below it is a text input field with the placeholder text 'Username (without "@northwestu.edu")'. To the right of the field is a blue link that says 'Forgot password?'. At the bottom right is a blue button labeled 'NEXT'.

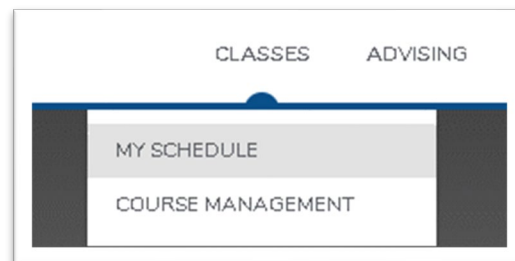
Classes Tab

Viewing Your Schedule and Class Lists

Menu Item: My Schedule

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

1. Select the **My Schedule** option.
2. Choose the time **Period** for the schedule you want to view.
3. Items to view:
 - a. Day/Time; Location
 - b. View Class List

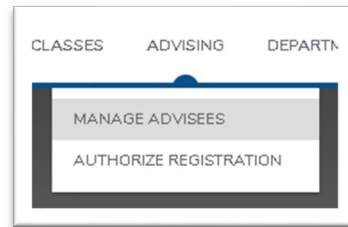


Menu Item: Course Management

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

1. Select the **Course Management** option.
2. Select the time period and **Course** you wish to view,
3. The primary use for this option will be to submit the student grades.
 - a. Overall Grades
 - b. Midterm or Final Grade

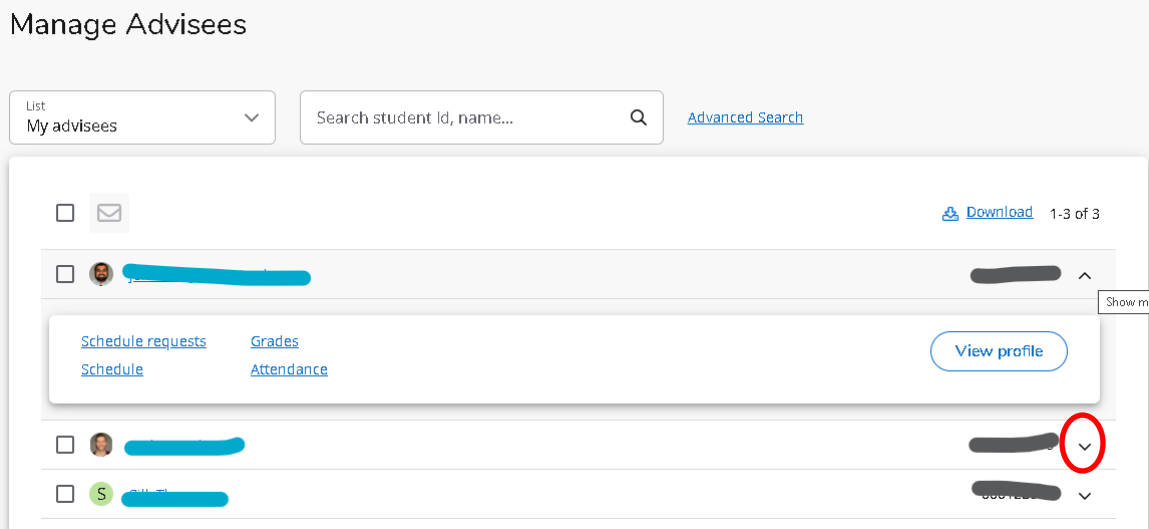
Advising Tab



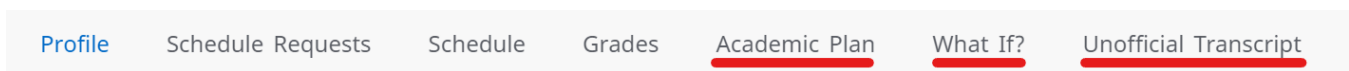
Viewing Your Advisees' schedules, unofficial transcripts, and grades

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.

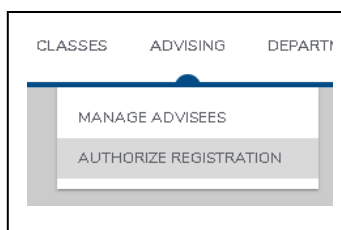
- **My Advisees:** From the drop down menu, you can select a basic filter to use for your search. The default will be My Advisees.
- **Search** by specific name or ID number to find a single student
- **Advanced Search** allows you to retrieve all your advisees in one list but also allows you to filter your search by a combination of criteria. *For example: Period (year/term/session); by College; by Degree; by Curriculum (major)*
- Select the *up/down* arrow to the right of the student's name for a list of items available to view: **Schedule** and **Grades** will be you most common selected items



Additional Items available under **View Profile**



Advising Tab: Authorize Registration



The Authorize Registration feature enables you to search for the student and release the advising hold that will enable them to register for their classes.

- **My Advisees:** From the drop down menu, you can select a basic filter to use for your search. The default will be My Advisees.
- **Search** by specific name or ID number to find a single student
- **Advanced Search** allows you to retrieve all your advisees in one list but also allows you to filter your search by a combination of criteria. *For example: Period (year/term/session); by College; by Degree; by Curriculum (major)*

Select the appropriate Year/Term/Session from the Period drop down menu

Period
2020/Fall/Main

▼

2020/Fall/MAIN October

2020/Fall/MAIN September

2020/Fall/TERM October

2020/Fall/TERM August

2020/Fall/TERM July

2020/Fall/Main

2020/Summer/MAIN May

2020/Summer/MAIN July

2020/Summer/Main

The **Status** will indicate which students have been authorized for the selected period, which students still need to be advised, and if any student has an overall Stop List hold*.

Select desired student then select the Authorize button.

List
My advisees

Search student Id, name...

[Advanced Search](#)

Period
2020/Fall/Main

☐

☐

☒

☐

Authorize

Name	Status
☐ J [REDACTED]	AUTHORIZED
☒ R [REDACTED]	UNAUTHORIZED
☐ S [REDACTED]	UNAUTHORIZED 

⏪

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Page 1 of 1

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The Stop List hold will often indicate a Financial Hold or other Academic Hold. This will not impede your ability to Authorize Registration, but the student will need to resolve the outstanding issue before they can finalize their registration.

Submitting Mid-Term & Final Grades

Classes Tab

Select Menu Item: Course Management

1. Select the **Course Management** option.
2. Select the time period and **Course** you wish to view,
3. The primary use for this option will be to submit the student grades.
 - a. Overall Grades
 - b. Midterm or Final Grade
4. Select the **Overall Grades** option. *(second item on left)*
5. Select a Year and then view the list of your courses for that year.
6. Select the Course section for which you want to enter overall course grades.

Period: 2020/Fall/Main
Course: CLIF 1790/Alpha Chapel/Non Clas...

Dashboard < CLIF 1790: Alpha Chapel

Class List
Wait List
Permission Requests
Activities
Grade Mappings
Activity Grades
Overall Grades

Section: 01 | Session: Main | Subtype: Non Classroom
Type: Course | Duration: 8/31/2020 - 12/18/2020
Credit Type: Pass No Credit | Credits: 0.00

< September 2020 > Wednesday, September 2, 2020

SU MO TU WE TH FR SA
1 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30

10:00 AM - 11:00 AM
[Take attendance](#)
Northwest University, Amundsen Music Center, Floor 2, Room Chapel
[Add notes](#)

7. Enter Grades from the dropdown menu under the **Submitted midterm grade** or **Submitted final grade** column.

Submitted final grade

8. Select **Submit Final** to finalize grade selection.

Save Submit final

9. Successful!

Submitted final grade	Approved final grade
A	A (Posted)
A	A (Posted)

Changing a 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.

- Drill down on the **(Posted)** grade to open the record.

Submitted final grade	Approved final grade
A	A (Posted)
A	A (Posted)

- Select **Recall** or the appropriate **Grade** from the drop-down grade menu.
- Select **Submit**