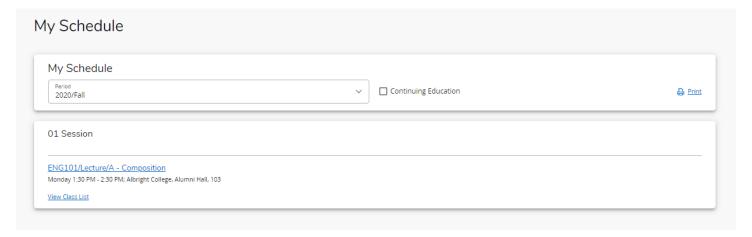# Albright College Self-Service - Faculty Documentation
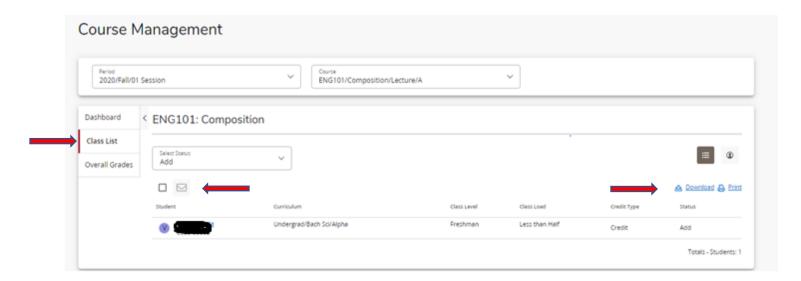
View Your Faculty Schedule:

- Under the Classes tab, select My Schedule
- Select the appropriate year/term from the Period dropdown

View Your Class List:

- Under the Classes tab, select Course Management
- Under Period, select the year/term/session
- Select the Course
- Select Class List on the left side
- Use the email icon to email students in your class
- The class list can be downloaded or printed using the Download and Print icons on the right side
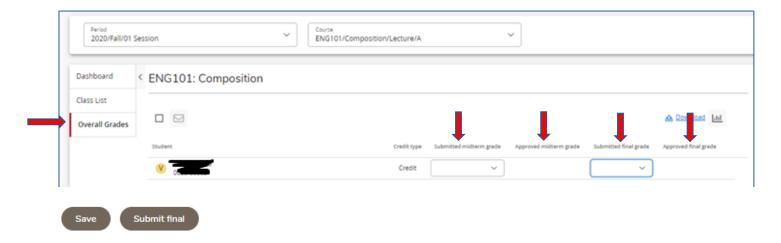
Entering Grades:

- Under the Classes tab, select Course Management
- Under Period, select the year/term/session
- Select the Course
- Select Overall Grades on the left side
- Enter Midterm Grade or Enter Final Grade
- Hit Submit Final (see Button Descriptions below)
- After hitting the Submit Final button make sure the grades appear in the Approved midterm grade or Approved final grade column. This means that the grades were posted to the students' records.
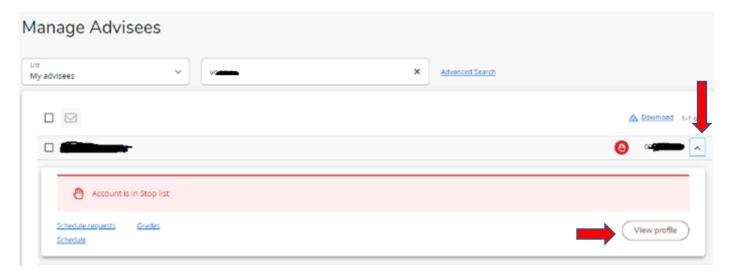
Button Descriptions:

- **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 period is open for grading and midterm grading is enabled 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.

Advising Tab:

- Under the Advising Tab, select Manage Advisees
- Search by student name or select Advanced Search to search by Year/Term/Session.
- If the advisee is on a Stop List, a red hand will appear in their record
- Select the drop-down arrow to the right
- Click the View profile button to see advisee's schedule, grades, unofficial transcript, and detailed information regarding the Stop List.
- Information on advisee's general education classes can be found using the reports located under the Advising tab.
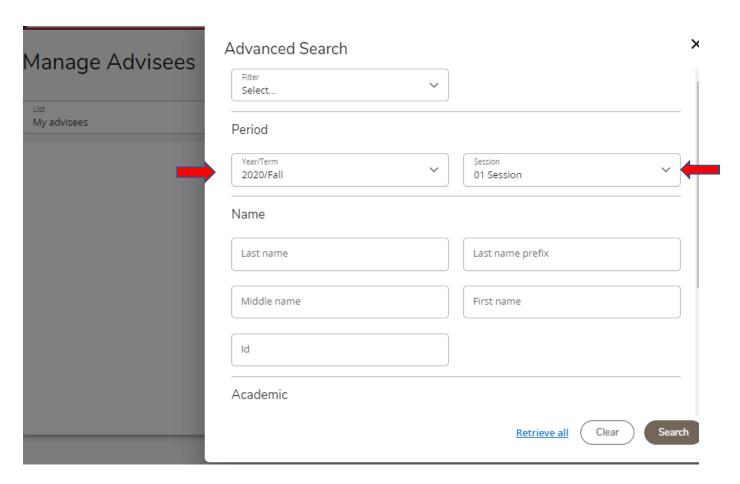
Example of Manage Advisees Advanced Search:

Advising tab > Manage Advisees. Advanced Search: Period Section and Academic Section filter
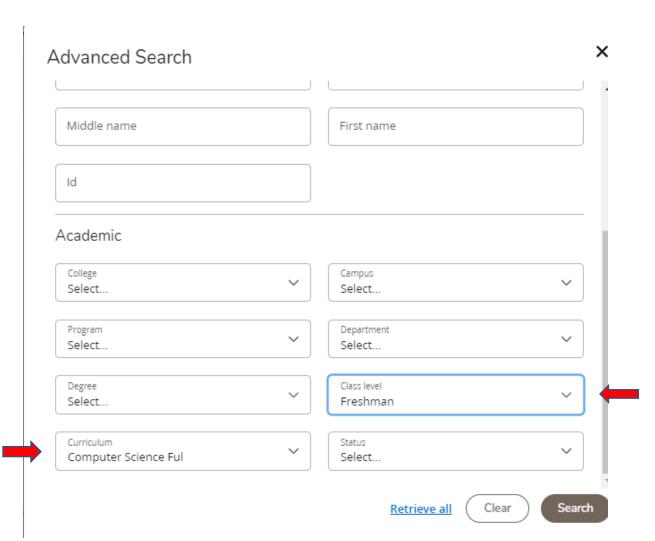
Period Section
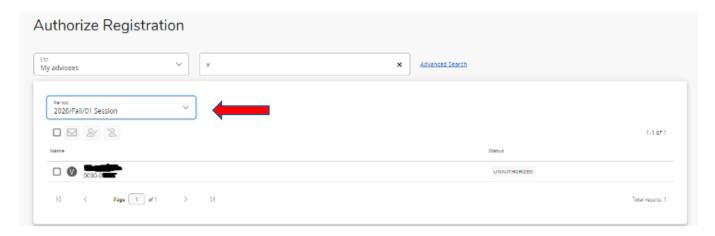Year/Term: 2020/Fall
Session: 01 Session

Academic Section
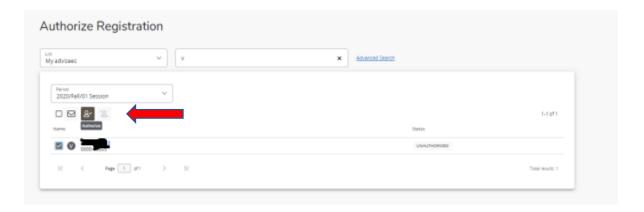Curriculum: Computer Science Ful
Class Level: Freshman
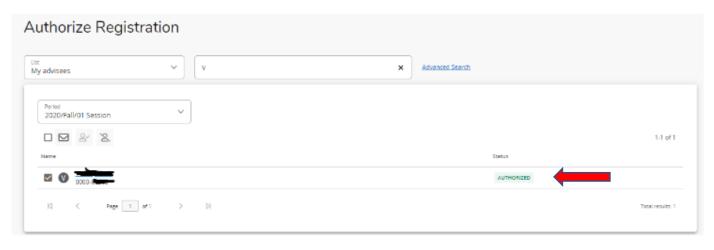
Authorize Registration:

- Under the Advising Tab, select Authorize Registration
- Search by student name or select Advanced Search to search by Year/Term/Session
- Select the correct year/term/session in Period

- Select the student and then select the Authorize icon

- Status will change from Unauthorized to Authorized
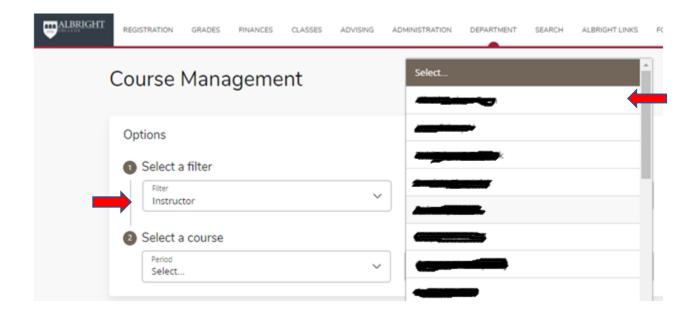
Department Tab – Course Management:

- Department Head can view information for the courses offered by their departments
- Under the Department tab, select Course Management
- Complete the filter by Department, Instructor, or Year
- Select Dashboard, Class List, or Overall Grades

Department tab > Course Management

Select a filter to search by Instructor
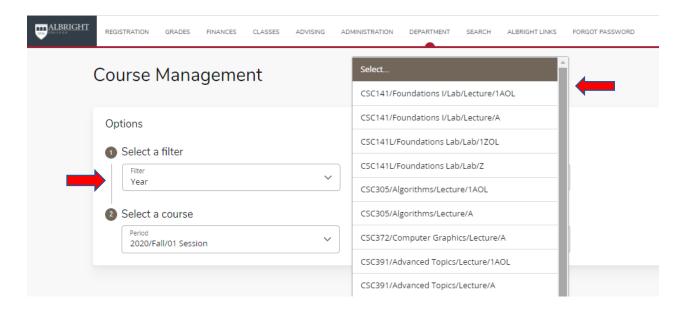Filter: Instructor
Instructor: Select Instructor

Department tab > Course Management

Select a filter to Search by Academic Year and Course
Filter: Year
Period: 2020/Fall/01 Session
Course: Select Course

Select Dashboard, Class List, or Overall Grades for the Course Management course selected