

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

My Schedule

My Schedule

Period: 2020/Fall Continuing Education [Print](#)

01 Session

[ENG101/Lecture/A - Composition](#)

Monday 1:30 PM - 2:30 PM; Albright College, Alumni Hall, 103

[View Class List](#)

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




Course Management


Period: 2020/Fall/01 Session Course: ENG101/Composition/Lecture/A

Dashboard < **ENG101: Composition**

Class List
Overall Grades

Select Status: Add

Student	Curriculum	Class Level	Class Load	Credit Type	Status
 [Redacted]	Undergrad/Bach Sci/Alpha	Freshman	Less than Half	Credit	Add

Totals - Students: 1

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)

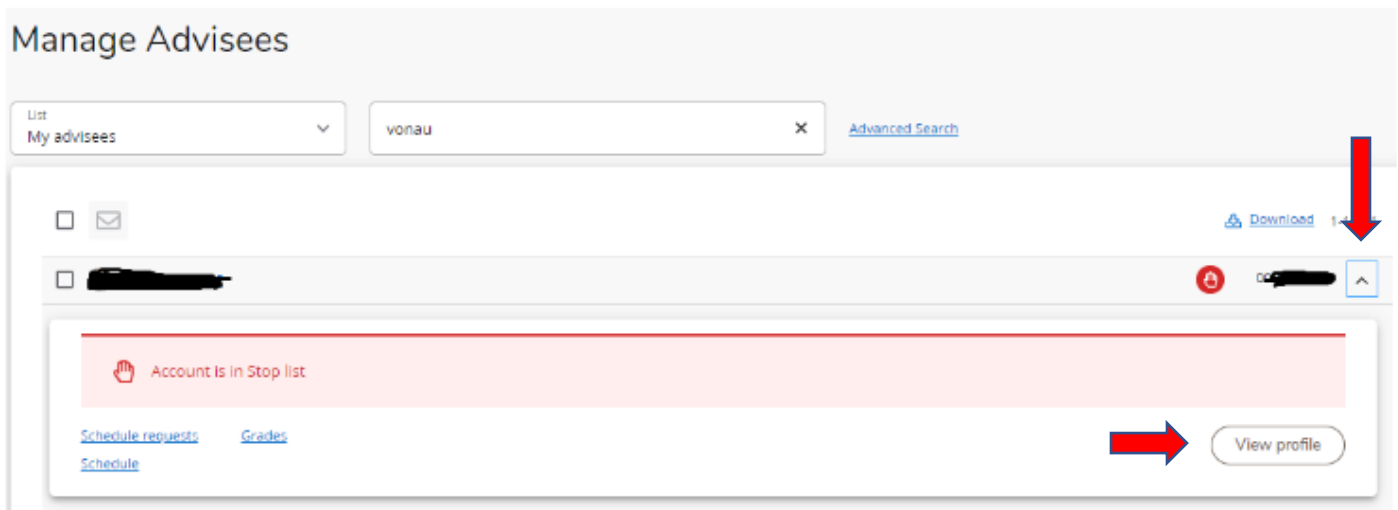
Button Descriptions:

- **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.

The screenshot displays the 'Overall Grades' section for the course 'ENG101: Composition'. At the top, there are dropdown menus for 'Period' (2020/Fall/01 Session) and 'Course' (ENG101/Composition/Lecture/A). The sidebar on the left has 'Overall Grades' selected, indicated by a red arrow. The main area shows a table with the following columns: Student, Credit type, Submitted midterm grade, Approved midterm grade, Submitted final grade, and Approved final grade. A red arrow points to the 'Submitted final grade' column, and another red arrow points to a dropdown menu in the 'Submitted final grade' column. Below the table, there are two buttons: 'Save' and 'Submit final'.

Advising Tab:

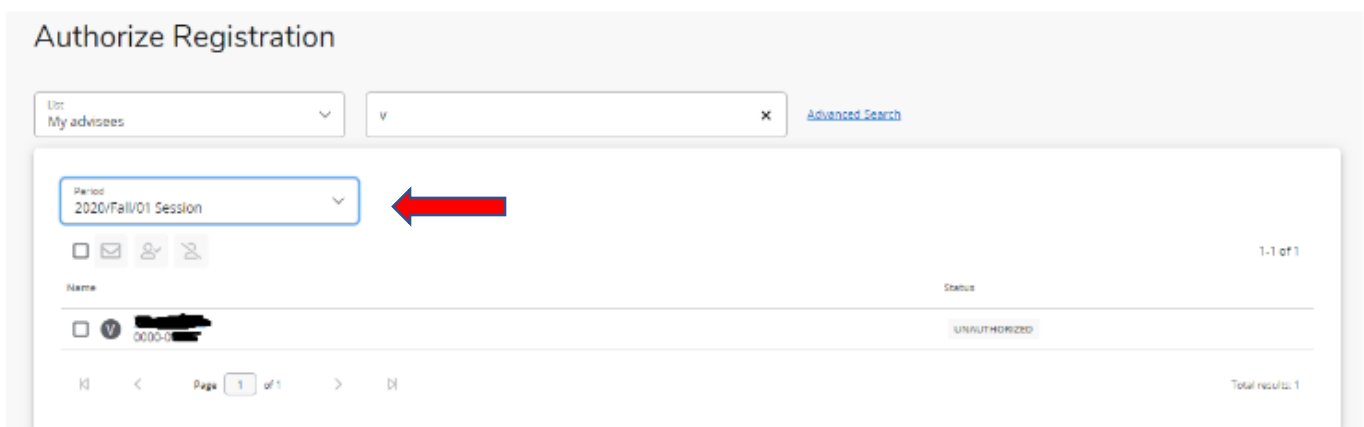
- Under the Advising Tab, select Manage Advisees
- Search by student name or select Advanced Search to search by Year/Term/Session.
- If the advisee is on a Stop List, a red hand will appear in their record
- Select the drop-down arrow to the right
- Click the View profile button to see advisee's schedule, 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.



The screenshot shows the 'Manage Advisees' interface. At the top, there is a search bar with 'vonau' entered and a search button. Below the search bar, there is a list of advisees. The first student's name is redacted with a black box. To the right of the student's name, there is a red hand icon and a dropdown arrow. A red arrow points to the dropdown arrow. Below the student's name, there is a red banner that says 'Account is in Stop list'. Below the banner, there are links for 'Schedule requests', 'Grades', and 'Schedule'. A red arrow points to the 'View profile' button.

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



The screenshot shows the 'Authorize Registration' interface. At the top, there is a search bar with 'v' entered and a search button. Below the search bar, there is a dropdown menu for 'Period' with '2020/Fall/01 Session' selected. A red arrow points to the dropdown menu. Below the dropdown menu, there is a list of students. The first student's name is redacted with a black box. To the right of the student's name, there is a red hand icon and a dropdown arrow. A red arrow points to the dropdown arrow. Below the student's name, there is a red banner that says 'Account is in Stop list'. Below the banner, there are links for 'Schedule requests', 'Grades', and 'Schedule'. A red arrow points to the 'View profile' button.

- Select the student and then select the Authorize icon

Authorize Registration

List: My advisees

Period: 2020/Fall/01 Session

Name	Status
[Redacted]	UNAUTHORIZED

Page 1 of 1

Total results: 1

- Status will change from Unauthorized to Authorized

Authorize Registration

List: My advisees

Period: 2020/Fall/01 Session

Name	Status
[Redacted]	AUTHORIZED

Page 1 of 1

Total results: 1

Department Tab – Course Management:

- Department Heads 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

Course Management

Options

Dashboard	< ENG102: Writing with Texts
Class List	Section: A Session: 01 Session Subtype: Lecture
Overall Grades	Type: Course Duration: 1/27/2020 - 5/15/2020 Credit Type: Credit Credits: 1.00