

Faculty Introduction to Self-Service

This user guide focuses on how faculty members can use Self-Service to access and update their information. Using a Web browser, faculty members can enter student grades, view their class schedule, see their class list, and more. You can access Self-Service from the main Albright College home page at www.albright.edu and selecting the Self Service link from the quick links drop down box or the bottom of the page.

1. On the *Login* window, enter your **UserID**.
2. Enter your **Password**. (See NOTE below)
3. Select **Log In**.

Faculty Documentation is available by clicking the link shown below.

The screenshot shows the Albright College Self-Service interface. At the top, there is a navigation bar with 'Home' and 'Search' buttons, and a 'Catalog' dropdown menu. Below this, a secondary navigation bar contains 'Albright College Website', 'Student Documentation', and 'Faculty Documentation'. A 'Login' form is positioned on the left side, featuring input fields for 'UserID' and 'Password', and a 'Log In' button. A red warning icon and text below the password field state: 'Use your LionLink UserID and Password'. A black arrow points from the 'Faculty Documentation' link in the navigation bar to the 'Log In' button. Below the login form, a banner for 'Students' is visible, with a 'Find Courses' link.

****NOTE**** Your password is the same password that you use for logging onto campus computers, the wireless network, Moodle. If you need help with changing your password please contact the Albright College Help Desk for assistance. helpdesk@alb.edu or 610-921-7676

Tabs available once logged into Self-Service

The tabs available to a user are defined by the role(s) a user is assigned in Power Campus. If a user is a faculty member, as well as, a current or former student the user may have additional tabs available. Please see the Student Documentation available from the Home tab on how to use the additional tabs, if available.

Home Tab:

From the **Home** tab, faculty members and advisors can:

- ✓ View the Albright College Website by selecting the link.
- ✓ View Student Documentation by selecting the link.
- ✓ View Faculty Documentation by selecting the link.
- ✓ Email the Albright College Help Desk.
- ✓ View Help by selecting the link.
- ✓ Do a Catalog or Course Section Search at the top right of the page.
- ✓ Access additional tabs available to your account.

The screenshot shows the Albright College Self-Service Home tab. At the top, there is a navigation bar with 'Home' and 'Search' buttons. Below this, there are links for 'Albright College Website', 'Student Documentation', and 'Faculty Documentation'. On the left side, there is a 'Login' section with fields for 'UserID' and 'Password', and a 'Log In' button. A red icon indicates to use LionLink UserID and Password. The main content area features a welcome message: 'Welcome to Albright College Self-Service! If you have problems with your log in information, please contact the Albright College Help Desk at helpdesk@alb.edu.' Below the message is a banner image of the college campus with the 'Albright COLLEGE' logo. Underneath the banner, there is a 'Students' section with a 'Find Courses' link.

Advising Tab:

From the **Advising** tab, faculty members and advisors can search for students they want to advise.

The screenshot shows the Albright College Self-Service Advising tab. At the top, there is a navigation bar with 'Cart', 'Help', and 'Log Out' buttons. Below this, there is a search bar with 'Catalog' and 'Search' buttons. The main content area features a 'Welcome' message and a navigation bar with 'Home', 'Register', 'Advising', 'Classes', 'Department', 'Finances', 'Grades', 'Search', and 'My Profile' buttons. Below the navigation bar, there are links for 'Manage Advisees', 'Authorize Registration', 'Student Experience Events List', 'Course Authorization Prompts', and 'Department Chair List'. The main content area features a heading 'Advising' and a paragraph: 'Advisors can search for students and then view their class schedules and unofficial transcripts, or authorize the students to register for classes.'

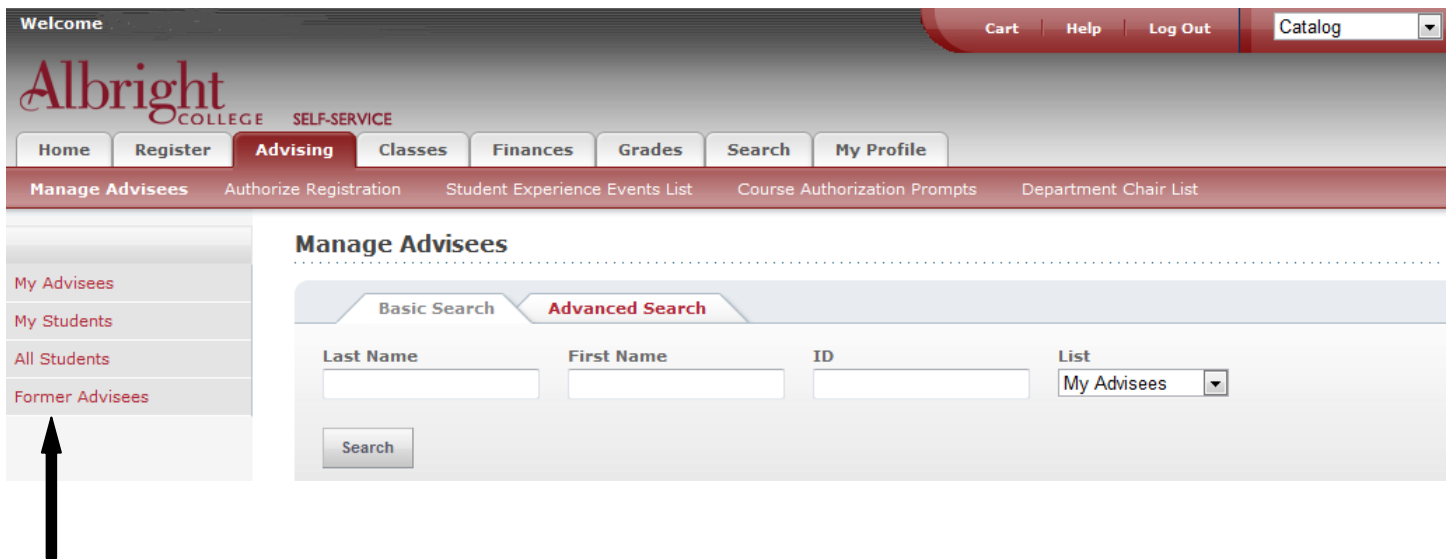
Managing Your Advisees Link:

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.

Searching for Students to Advise:

Advisors can search for a student they are authorized to advise, and then perform advisory functions for that student.

1. Select the **Advising** tab.
2. Select the **Manage Advisees** menu item.



Select one of the lists at the left side of the Manage Advisees page to display information about all the students in that list. 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 period's 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 currently registered for one or more of the OPEN courses that you are currently teaching at the institution. The **My Students** list will NOT include students who are registered for courses which have ended.
- **All Students** - Students who are currently enrolled at the institution.
- **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.

Basic Search: To perform a Quick Search

1. On the **Basic Search** tab, select a List.

2. Specify a student's **ID number**, or at least part of the **FirstName** 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. The following information appears for each student.

The student's name is a link to more information about the student.

The screenshot shows the 'Manage Advisees - My Advisees' page. At the top, there is a navigation bar with 'Home', 'Register', 'Advising', 'Classes', 'Department', 'Finances', 'Grades', 'Search', and 'My Profile'. Below this is a secondary navigation bar with 'Manage Advisees', 'Authorize Registration', 'Student Experience Events List', 'Course Authorization Prompts', and 'Department Chair List'. The main content area has a 'Select Filter: View All' dropdown and a 'GO' button. Below that, it says 'Results Showing 1 - 1 of 1'. A table with the following columns is displayed: 'Student', 'ID', 'Stop List', and 'Shared'. The first row contains 'Howard', '0001-', and a link to 'Stop List'. A dropdown menu is open under 'Howard', showing options: 'Schedule', 'Unofficial Transcript', 'Grade Report', and 'Dossier'. A black arrow points to the 'Stop List' column header.

5. Select the student's name.
6. On the drop-down list, select **Schedule** or **Unofficial Transcript** or **Grade Report** or **Dossier**.

Stop List: If the student's account is currently on the **Stop List**, an **X** will appear in the Stop column.

Select the **X** to view the student's Stop List. For each item on the Stop List, the system will display this information:

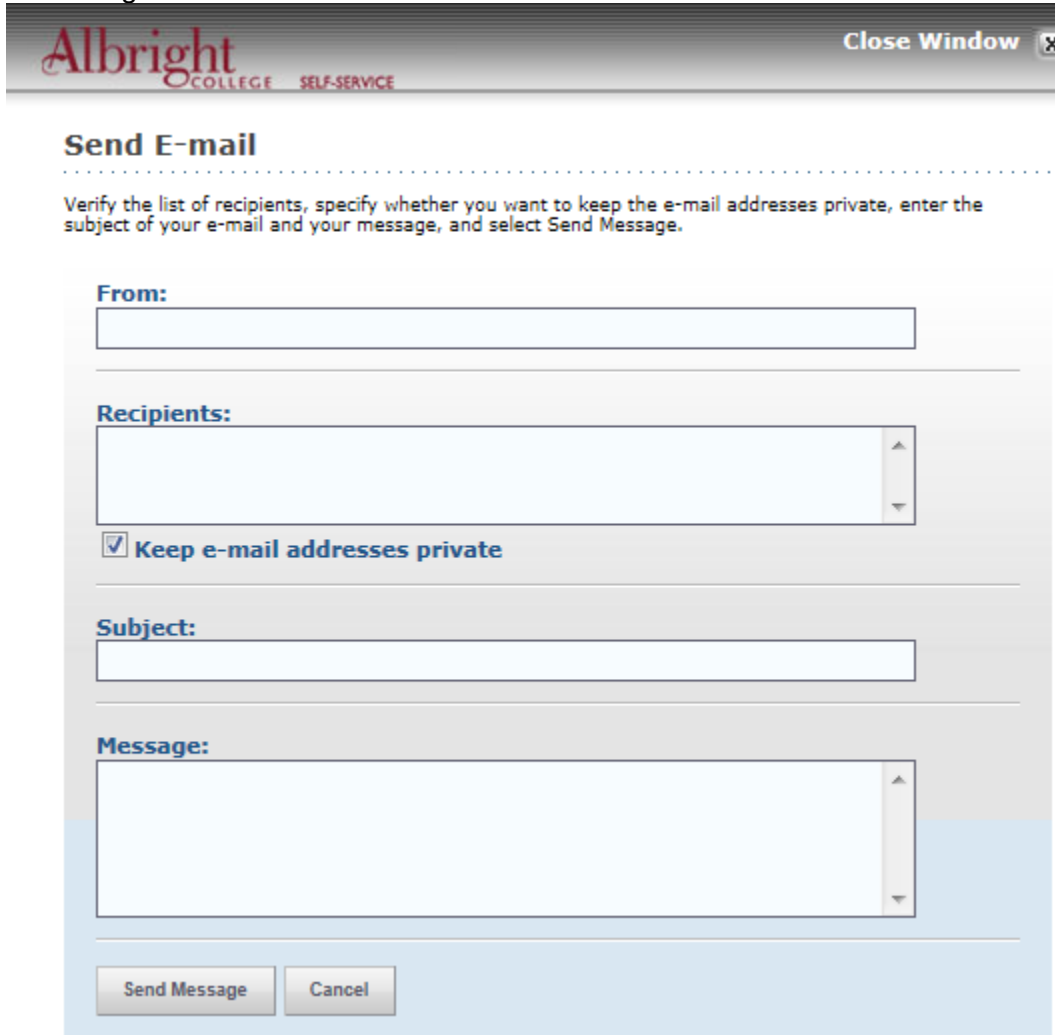
- The date on which the student's account was placed on the Stop List.
- The reason why the student's account was placed on the Stop List.
- Which Self-Service features the student is prevented from using.
- Any comments that may have been recorded about the item.

Then select **Close Window** to return to the *Manage Advisees* page.

E-mailing Advisees:

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

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



The screenshot shows a web browser window titled "Albright COLLEGE SELF-SERVICE" with a "Close Window" button in the top right corner. The main content area is titled "Send E-mail" and contains the following fields and options:

- From:** A text input field.
- Recipients:** A dropdown menu.
- Keep e-mail addresses private**
- Subject:** A text input field.
- Message:** A large text area with a vertical scrollbar.
- At the bottom, there are two buttons: "Send Message" and "Cancel".

3. Verify the list of **Recipients**.
4. 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**.
5. Enter the **Subject** of your e-mail.
6. Enter your e-mail **Message**.
7. 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. Select the **Download** option on the left side bar.
2. On the *Advising List Download* window, select the **Download Format**:



3. Select **Download** to write the selected information to the file.
4. Specify whether you want to **Open** or **Save** the file.
5. Select **Close Window** to close the *Manage Advisees Download* window.

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. Search for the name of the student whose unofficial transcript you want to view.
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 institution. The unofficial transcript is sorted by academic year and term.

Viewing a Student's Grade Report:

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

1. Search for the name of the student whose grade report you want to view.
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.

Viewing a Student's Dossier:

You can view limited personal data about an advisee.

1. Search for the name of the student whose dossier you want to view.
2. On the *Manage Advisees* page, select the name of the **Student** whose **Dossier** 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)
 - Student course schedule
5. When you have finished reviewing the student's information, select **Close Window**.

Advising Tab – Authorize Registration:

Authorizing Registration Link:

If you have permission to authorize students to register for specific academic periods, you can select the student(s) and enable them to register during any of those periods. You can then e-mail the students to let them know when they can register.

Selecting Students and Academic Periods for Authorization:

1. Select the **Advising** tab.
2. Select the **Authorize Registration** menu item.
3. Search for the student(s) as described under **Basic Search** and **Advanced Search**.
4. Review the search results.
5. Select the **Year** and **Term** for which you want to authorize the student(s) to register.
6. Select the **Sessions** for which you want to authorize the student(s) to register.
7. **To Authorize Do The Following:**

All Students in the list: For all the students in the list, select the session column heading. For example, if you select the session **01** column heading, all the students in the list will be authorized to register for session **01**.

A Student in the list For each student whose registration you want to authorize, you can either:

- Select each **session** for the student, or
- Select the **student's name** to display a drop-down list.

Then choose **Select all periods** or **Deselect all periods**.

The screenshot shows the 'Authorize Registration - My Advisees' page in the Albright College Self-Service portal. The page features a navigation menu with 'Home', 'Register', 'Advising', 'Classes', 'Finances', 'Grades', 'Search', and 'My Profile'. The 'Advising' tab is selected. Below the navigation, there are tabs for various academic periods: 2010 Fall, 2011 Spring, 2011 Summer, 2011 Interim, 2011 Fall, 2012 Spring, 2012 Summer, 2012 Fall, 2013 Summer, 2013 Interim, 2013 Fall, 2014 Summer, 2014 Fall, 2015 Interim, 2015 Spring, 2015 Summer. A 'Select Filter' dropdown is set to 'View All' with a 'GO' button. A 'Results Per Page' dropdown is set to '10'. The main content area shows a table with 6 rows of student data. Each row has a checkbox on the left and checkboxes for each period. The 'Save' button is at the bottom left.

Student	ID	01	10	15	20	25	35	45	55	Stop List
<input type="checkbox"/>	Anderson, Coralie	0001-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Howard, Kirstyn	0001-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Kirchenbauer, Sara	0002-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Liss, Kristie	0002-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Rathgeber, Zoe	0001-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Wise, Heather	0001-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. Select **Save** to record all the changes you entered on the *Authorize Registration* page.

- If you **authorized** a student to register for a Year, Term, and Session, that **Period** will be listed with the status **OK to Register** on the *Registration* page. The student can then register for classes for that **Period**.
- If you **did not authorize** a student to register for a Year, Term, and Session, that **Period** will be listed with the status **Advisor authorization needed to register** on the *Registration* page.

9. If you want to send an e-mail message to any of the students on the list, follow these instructions:

E-mailing Students About Registration:

You can e-mail the students to let them know that you have authorized them to register.

1. If you have not already done so, follow the instructions for *Selecting Students and Academic Periods*.
2. Specify which students you want to e-mail and do one of the following:

For Individual Students

- Select the checkbox to the left of the name of each student you want to e-mail.*
- Choose to **E-mail Selected** students under **Options**.

For All Students

- Select the checkbox on the column heading to select all the students in the list.*
- Choose to **E-mail Selected** students under **Options**.

* 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.
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**.

Classes Tab:

The screenshot shows the Albright College Self-Service portal. At the top, there is a navigation bar with 'Welcome', 'Cart', 'Help', 'Log Out', a 'Catalog' dropdown menu, and a 'Search' button. Below this is the 'Albright COLLEGE SELF-SERVICE' logo. A main menu contains 'Home', 'Register', 'Advising', 'Classes' (highlighted), 'Department', 'Finances', 'Grades', 'Search', and 'My Profile'. A secondary menu includes 'Schedule', 'Albright College Bookstore', 'Enrollment', 'Grading', and 'Manage Assistants'. The 'Classes' section is titled 'Classes' and contains the text: 'The Classes tab provides options for students and faculty. Students can view their course schedules. Faculty members can view their class lists, enter student grades, and specify which course information their assistants can access.' At the bottom, a footer reads 'PowerCAMPUS® Self-Service 7.4.1 · Copyright 1995-2011 SunGard Higher Education. All Rights Reserved.'

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. Select **Submit**.
6. View your schedule.

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**.

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.

Enrollment - Class List

▼ **Select Course**

Course: 2011/Spring/01 Session - SPA204/Lecture/A
Service Learning Spanish
MonWedFri 10:00 AM - 10:50 AM, Albright College
Tuesday 8:30 AM - 9:20 AM, Albright College
Traditional

Select Status

Add



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

Entering Grades:

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

Entering Overall Grades for a Course:

You can enter students' overall grades for one of your course sections.

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.

The screenshot shows the 'Grading - Overall Grades' page in the Albright College Self-Service portal. The page is titled 'Grading - Overall Grades' and shows a list of courses. The course selected is '2012/Spring/01 Session - SPA204/Lecture/A'. The page has a table with columns for Name, Credit Type, My Grade, and Actual Grade. There are two buttons above the 'Actual Grade' column: 'MIDTERM' and 'FINAL'. Two arrows point to these buttons. The table contains several rows of course sections, with some having dropdown menus for 'My Grade'.

Name	Credit Type	MIDTERM		FINAL	
		My Grade	Actual Grade	My Grade	Actual Grade
Be	Credit				
Br	Credit				
Ca	Credit				
Co	Credit				
Cr	Credit				
Cu	Credit	<input type="text"/>			
Di	Credit	<input type="text"/>			
Ga	Credit				
Gi	Credit				

6. From the dropdown box select the appropriate grade.
7. 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, and your institution 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**.

NOTE: If Midterm or Final grade periods are not open, you will see the messages aside of the course stating Midterm or Final are not open for grade submissions, as show above. The registrar's office decides when grades can be submitted.

Changing Students' Grades for a Course:

You can change students' actual grades for a course section **IF** the grading period is open, **AND** you have permission to change students' transcript grades.

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 review and change students' actual grades.
6. For each incorrect **Actual Grade** that 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.
7. Select **Submit** to record the grade change information.

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. Student should be displayed on the *Overall Grades* page.
2. Specify which student(s) you want to e-mail by selecting the checkbox to the left of each student's name or the checkbox in the column header to email all students.
3. Choose to **E-mail Selected** students under **Options**.
4. Follow the instructions discussed earlier in this documentation on emailing students.

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 (shown below), select the **Download Format**.

Overall Grades Download

Download Format:HTML **Available columns:**

Name
Id
Credit Type
Midterm Points
Midterm Instructor Grade
Midterm Transcript Grade
Final Points
Final Instructor Grade
Final Transcript Grade
Withdrawn

**Columns to download:**

8. Highlight the **Available Columns** you want to download.
9. Select the  to move the highlighted columns to the **Columns to Download** list.
10. Use  and  to specify how you want to order the fields in the download file.
11. Select **Download** to create the file with the grade information.
12. On the *File Download* window, specify whether you want to **Open** or **Save** the file.
13. On the *File Download* window, select **Close Window**.

Managing Your 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:

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.

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.
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 the Help Desk** and request a work order for the **Faculty Assistant** role to be added to each Self-Service user you have selected to be your assistant.

Removing an Assistant:

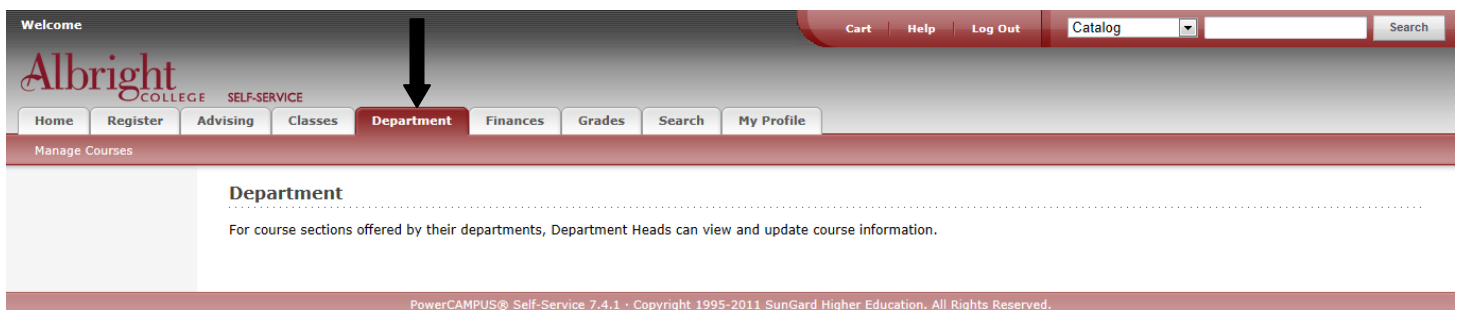
If you decide that you no longer want someone to be your assistant and have access to your course information, follow these steps.

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.
5. **Contact the Help Desk** and request a work order for the **Faculty Assistant** role to be removed for each Self-Service user you have removed as your assistant.

Department Tab – Manage Courses:

Manage Courses Link:

Department Heads can view 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


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. (Screen shown below)
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.

Manage Courses

To find a course, select the department which offers the course, the year in which the course is available, or the faculty member who teaches the course.

Departments		
▶ Accounting		
Years		
▶ 2011		▶ 2010
Faculty		
▶ Chamberlain, Richard	▶ Deppen, Reuel	▶ Eguae-Obazee, Gertrude
▶ Kruglinski, John	▶ Lucchese, Diane	▶ Member, Staff
▶ Newcomer, Lori	▶ Procopio, Dennis	▶ Reilly, Terence
▶ Schuster, Thomas	▶ Simon, Michael	

NEED ADDITIONAL HELP: Please contact the Help Desk at helpdesk@alb.edu or 610-921-7676. There is also help available by selecting Help  from any page.