

FACULTY

SELF-SERVICE FACULTY USER GUIDE

Welcome to Self-Service! Self-Service is web-based tool that will allow you to advise and register your students and much more. The FACULTY module will allow you to submit final grades. Not all features of Self-Service are currently available.

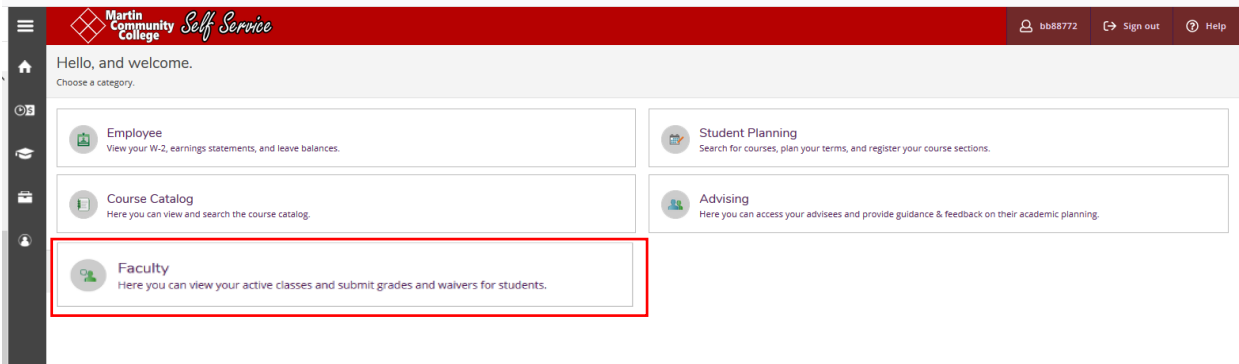


Fig. 1. Login to Self-Service. From your home screen, click on the FACULTY module.

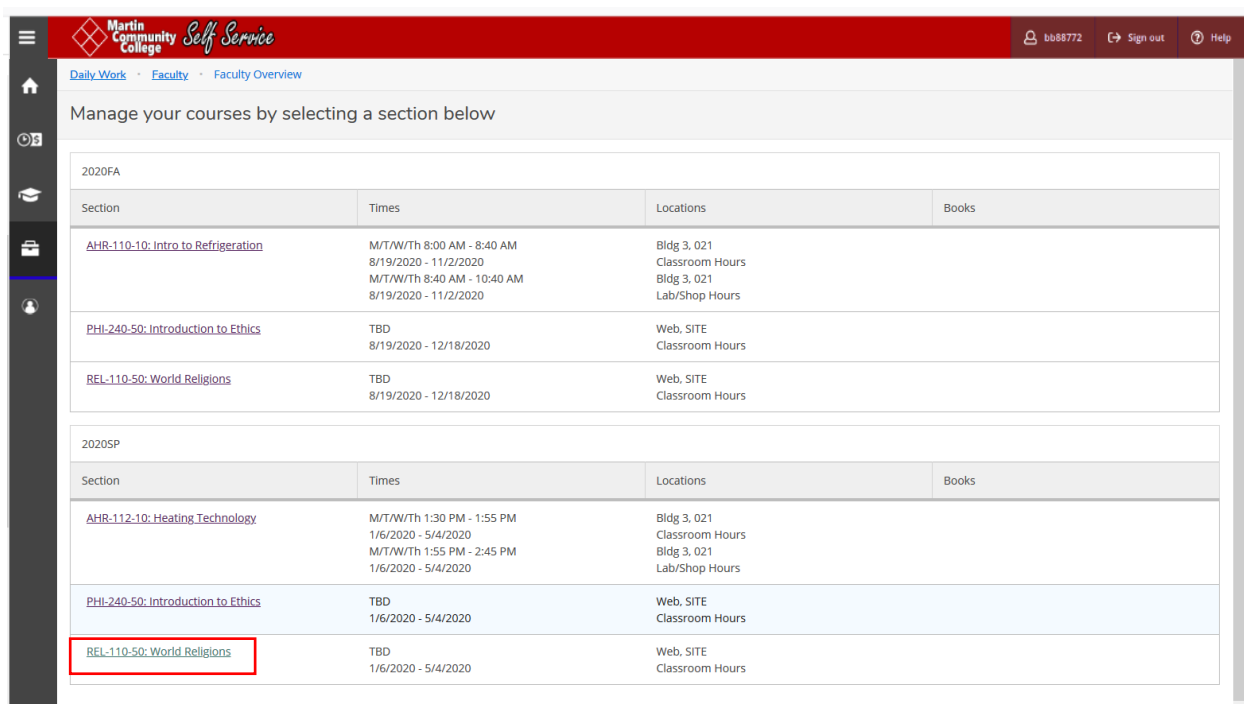


Fig. 2. The "Faculty Overview" screen shows assigned sections for the current terms. Click on the section where final grades will be assigned.

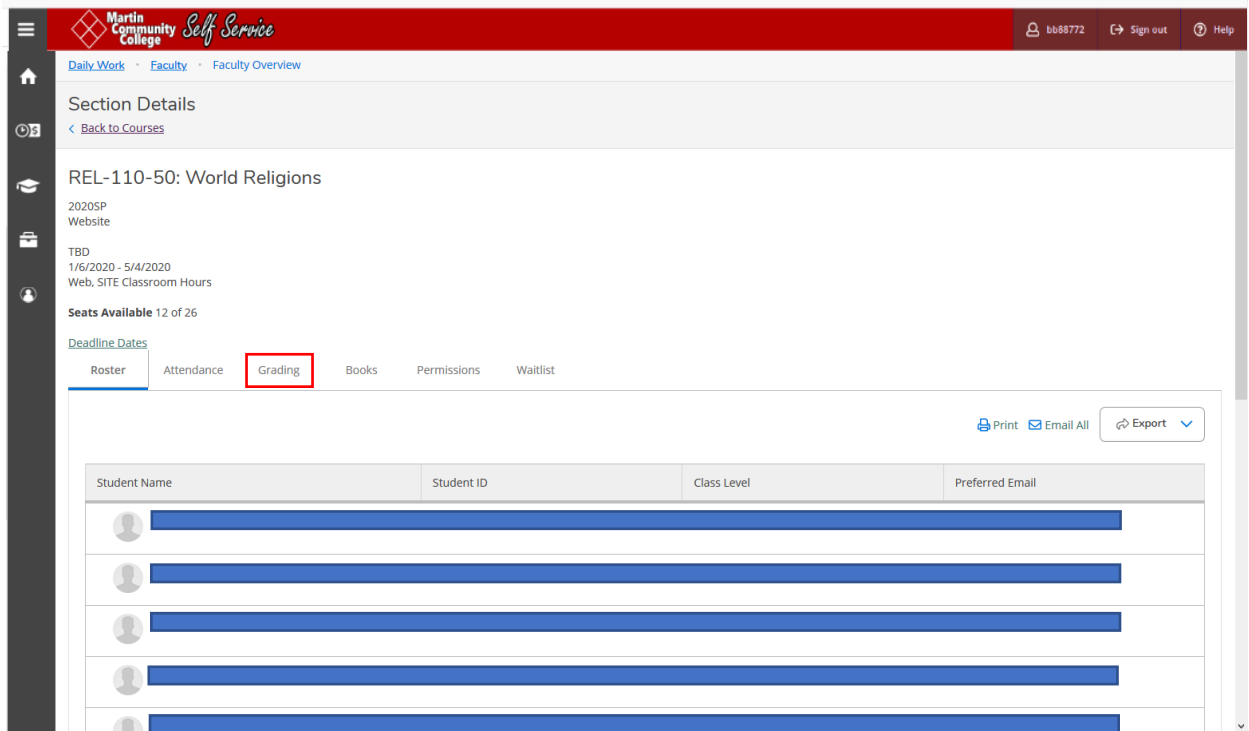


Fig. 3. Here is a sample section—REL-110-50: *World Religions*. The opening screen is your class roster. In these screenshots, student information is hidden. To assign grades, click the GRADING tab.

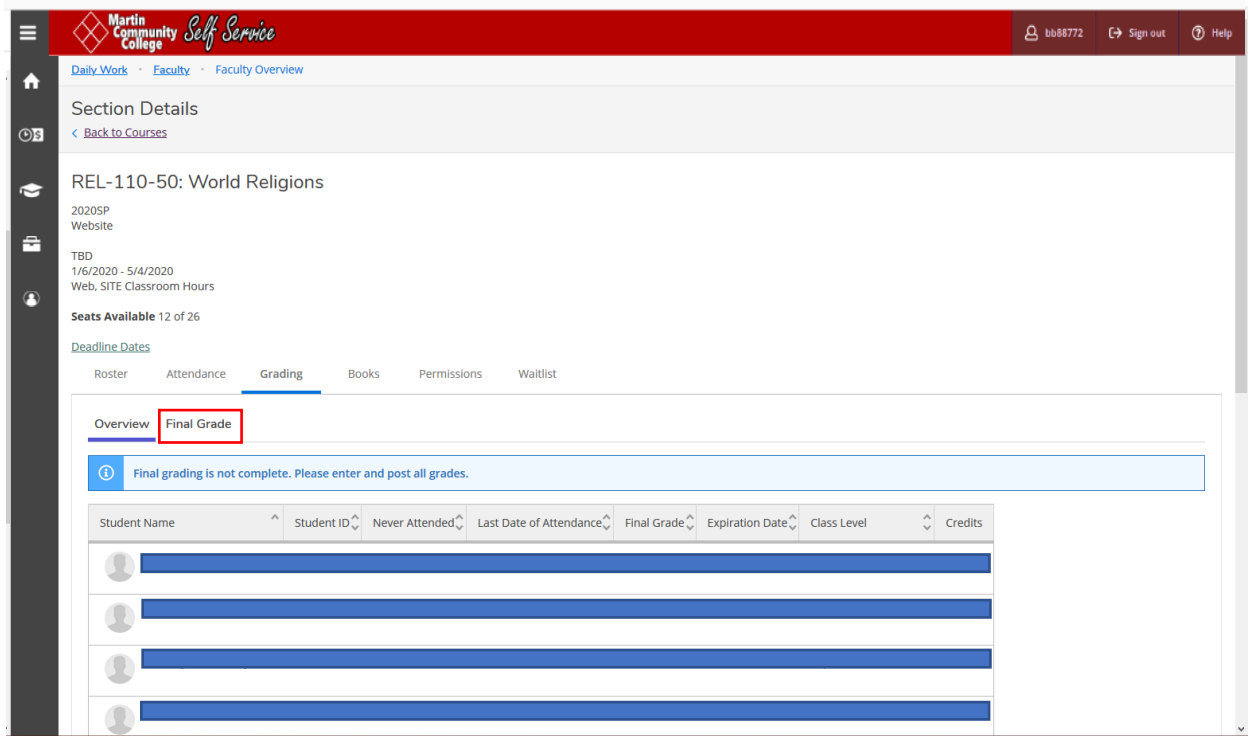


Fig. 4. Click on the FINAL GRADE tab.

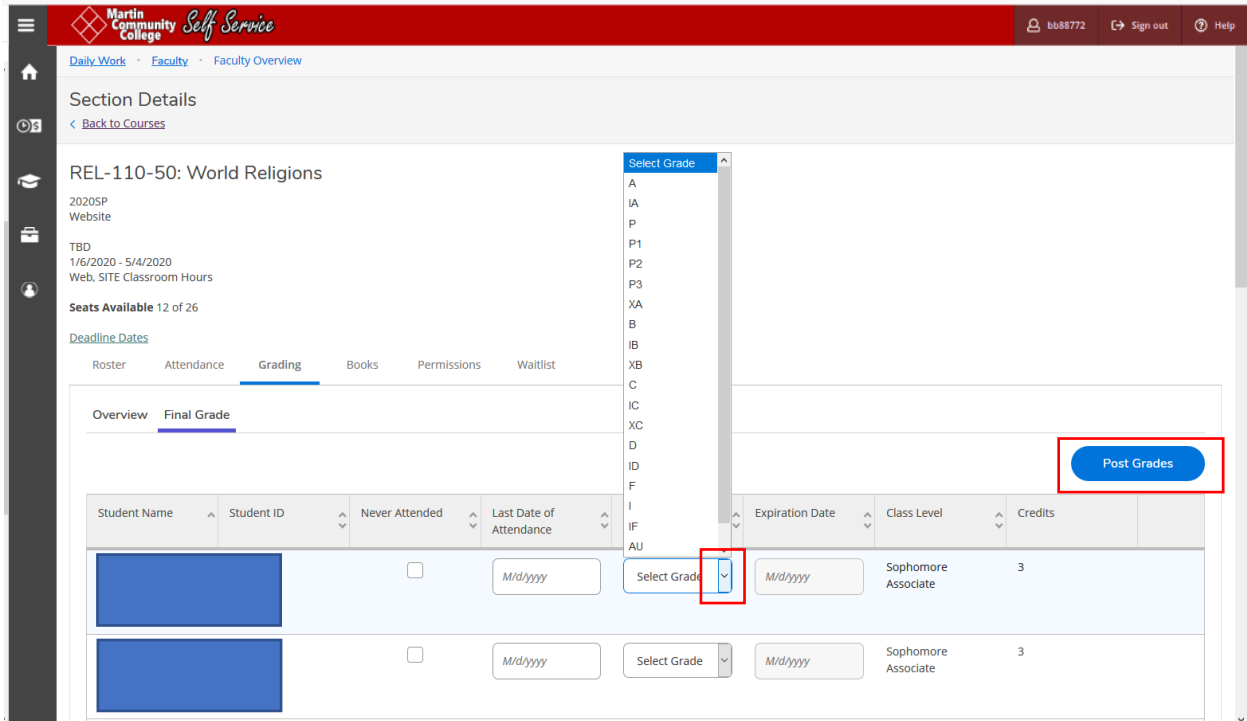


Fig. 5. Click on SELECT GRADE, and assign the grade. Once all grades have been assigned, click POST GRADES.

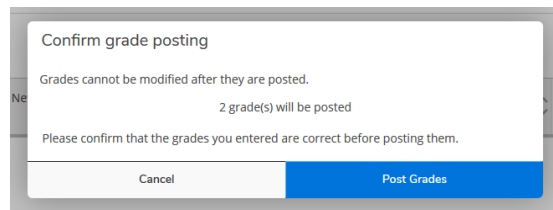


Fig. 6. If grades are correctly assigned, click POST GRADES. Grades cannot be modified after they are posted. You are not required to post all grades at once. You can return and assign other grades at a later time. You are all done!