

Self-Service Faculty Quick User Guide

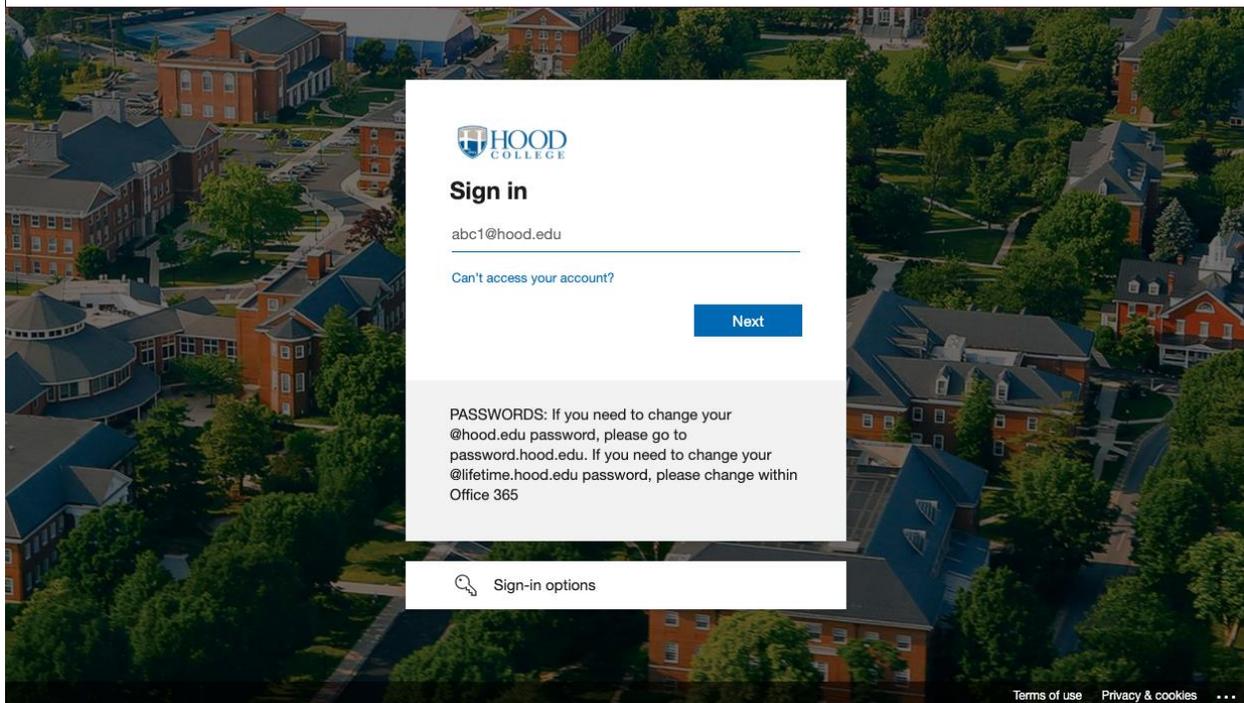
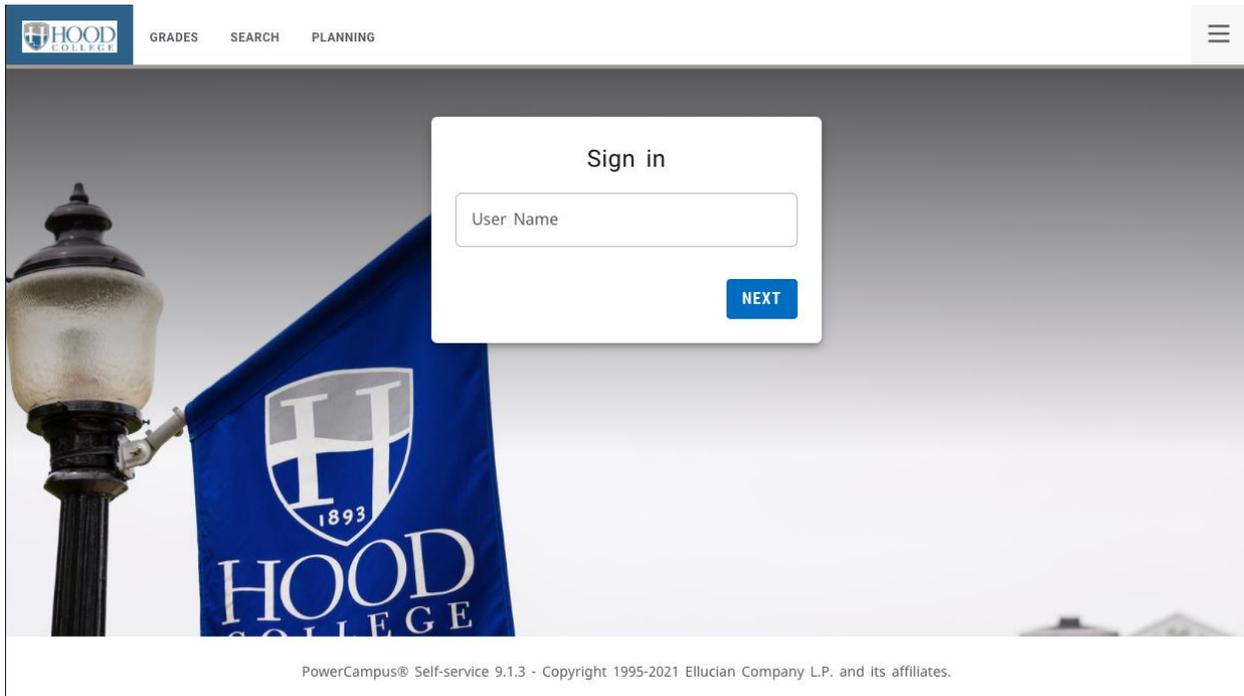
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Logging In

When you first visit Self-Service, you will see a Sign-In box in the middle of the screen. You will enter your Hood email address and once you click “Next”, you will be taken to the Office 365 login where you will enter your Hood email address and network password. Click Sign-In on that screen.



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Searching for Courses in the Course Catalog or a Section Search

You can access the Search tab one of two ways.

1. Through the full menu:
 - a. Click the accordion icon next to your name in the top right corner
 - b. Find “Search”
 - c. Select either “Course” or “Section”

2. Through the menu tab:
 - a. Hover over the “Search” tab on the main menu bar
 - b. Select either “Course” or “Section”

In Section Search, you can perform a Basic Search with the search bar or an Advanced Search where you will have more options to narrow your search. Always at least choose a Period and Session to narrow your search and make searches faster. After you click the Search button, you can increase the number of courses show on the page by using the “Per page” setting at the bottom right of the list of results.

Viewing a list of all course sections

1. Under the Reports menu tab
2. Click on List All Course Sections
3. If prompted for login credentials, type in your Hood email address in the Username box. Type in your Hood network password and click OK.
4. Select the desired Academic Year and select the desired Academic Term
5. Click View Report

Viewing a general list of students by various criteria

1. Under the Reports menu tab
2. Click on Student Contact List
3. If prompted for login credentials, type in your Hood email address in the Username box. Type in your Hood network password and click OK.
4. Select the desired Academic Year and select the desired Academic Term
5. Select any of the other criteria to narrow your search
6. Click View Report

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Faculty

The Faculty Course Management Dashboard

To manage your courses:

1. In the top menu bar under Classes
2. Select Course Management
3. Select your options: (You may only have Period/Course)

Course Management

Period: 2021/Fall/Main Session

Select...

FYS 101/First-Year Seminar/Seminar/17

To start working, select a course

4. This will give you the Course Management Dashboard:

Course Management

Options

Dashboard

GNST 101: Seminar for Academic Success

Subtype: Lecture/Lab | Section: 01
Type: Course | Duration: 8/23/2021 - 12/14/2021
Credit type: Credit | Credits: 2.00

August 2021

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	31				

Tuesday, August 24, 2021

- 9:50 AM - 10:45 AM
[Take attendance](#)
- Hood College, Rosenstock Hall, Floor 3, Room 317
- [Add notes](#)

Instructors

- Copenhaver, Lisa

5. Options for instructors include:
 - a. Class List
 - b. Wait List

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- c. Activity Grades
- d. Overall Grades
- e. Overall Attendance
- f. Daily Attendance

Viewing your Class List

1. Navigate to the Course Management Dashboard (located under Department or Classes tab)
2. Select Class List
3. On the far right are options to change between list view and image view
4. To download the class listing to Excel, Word, etc. click the Download option on the right side
5. To email one or more students, click the box to the left of the student's name in the list view and click the envelope icon at the top of the list

The screenshot displays the 'Class List' for 'FYS 101: Protest & Pop Culture'. The interface features a sidebar on the left with navigation options: Dashboard, Class List (selected), Wait List, Permission Requests, Activities, Grade Mappings, Activity Grades, Overall Grades, Alerts, Overall Attendance, Daily Attendance, and Manage Assistants. The top navigation bar shows filters for 'Period: 2021/Fall/Main Session' and 'Course: FYS 101/First-Year Seminar/Seminar/17'. The main content area displays a grid of student names grouped by letter: A (Adimasi, Bibel), E (Ellenberger, Brenna), H (Hurdle, Logan), N (Nair, Priya), S (Scheibach, Hannah), S (Stout, Matt), T (Todd, Jai), and W (White, DelShaun). Each student name is accompanied by a blue bar representing a selection box. A 'Select Status' dropdown menu is visible at the top of the list, and a 'Download' icon is located in the top right corner.

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Viewing the Waitlist for a Class

The screenshot shows the 'Course Management' interface. At the top, there are two dropdown menus: 'Period' set to '2021/Fall/Main Session' and 'Course' set to 'FYS 101/First-Year Seminar/Seminar/17'. Below these is a sidebar menu with options: Dashboard, Class List, Wait List (highlighted), Permission Requests, Activities, Grade Mappings, Activity Grades, Overall Grades, Alerts, Overall Attendance, Daily Attendance, and Manage Assistants. The main content area is titled 'FYS 101: Protest & Pop Culture' and contains a table with the following data:

Student	Curriculum	Class Level	Date Added	Credit Type	Credits	Rank	Status
<input type="checkbox"/>  Anderson, Ashley 000418026			8/4/2021	Credit	3.00	1	0/3 Waiting

Totals - Students: 1

1. Select the Classes tab
2. Select the Enrollment menu item
3. Select the Waitlist option on the left side (see graphic above)
4. From the list of years, terms, and sessions, select the course
5. Contact the registrar's office via email registrar@hood.edu if you have questions or would like to grant approval to add a student
 - a. Students are typically permitted to be added to the course in the order in which they registered

Entering Overall Grades for a Course (Midterm or Final)

1. Go to [Self-Service](#)
2. Hover over the **CLASSES** tab in the main menu
3. Select the **COURSE MANAGEMENT** menu item
4. Select the Period (term) and Course in the drop-down menus
5. Select the **Overall Grades** option on the left-side menu
6. For any student in the list, choose the grade in the appropriate grade column (midterm or final)
7. Click the **SAVE** button if you just want to save the grades and be able to edit them later.
8. You can change grades for students for whom the **Approved midterm** or **Approved final grade** has not yet been approved or posted
9. If midterm or final grading is open, you will see a **Submit** button. Click the **Submit** button to submit the students' midterm or final grade.

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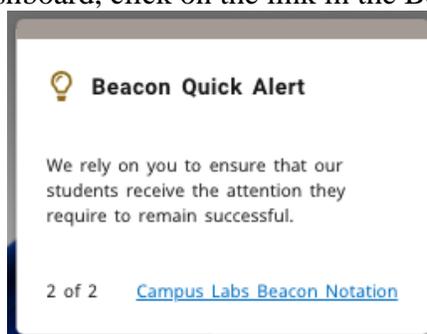
- a. You will not be able to change grades after you officially submit them. For grade changes, please contact registrar@hood.edu for undergraduate courses or hoodgrad@hood.edu for graduate courses as soon as possible.

Student	Credit type	Submitted midterm grade	Approved midterm grade	Submitted final grade	Approved final grade
<input type="checkbox"/> A Adimasu, Betel	Credit	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> E Ellenberger, Brenna	Credit	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> H Hurdle, Logan	Credit	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> N Nair, Priya	Credit	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> S Scheibach, Hannah	Credit	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> S Stout, Matt	Credit	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> T Todd, Jai	Credit	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> W White, DeShaun	Credit	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Adding a Student Academic Alert

In the new Self-Service there are two ways to add a Beacon Alert

1. On the Self-Service Dashboard, click on the link in the Beacon Quick Alert Widget:



2. In the main menu bar, under “Quick Links”
 - a. Select “Campus Labs”
 - b. Sign in with your hood email and network password
 - c. Select the “Beacon” tile
 - d. Search for the student to add an alert for
 - e. On the right-hand side under “Stream” click “Create Notification”

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Adding a Student Greensheet

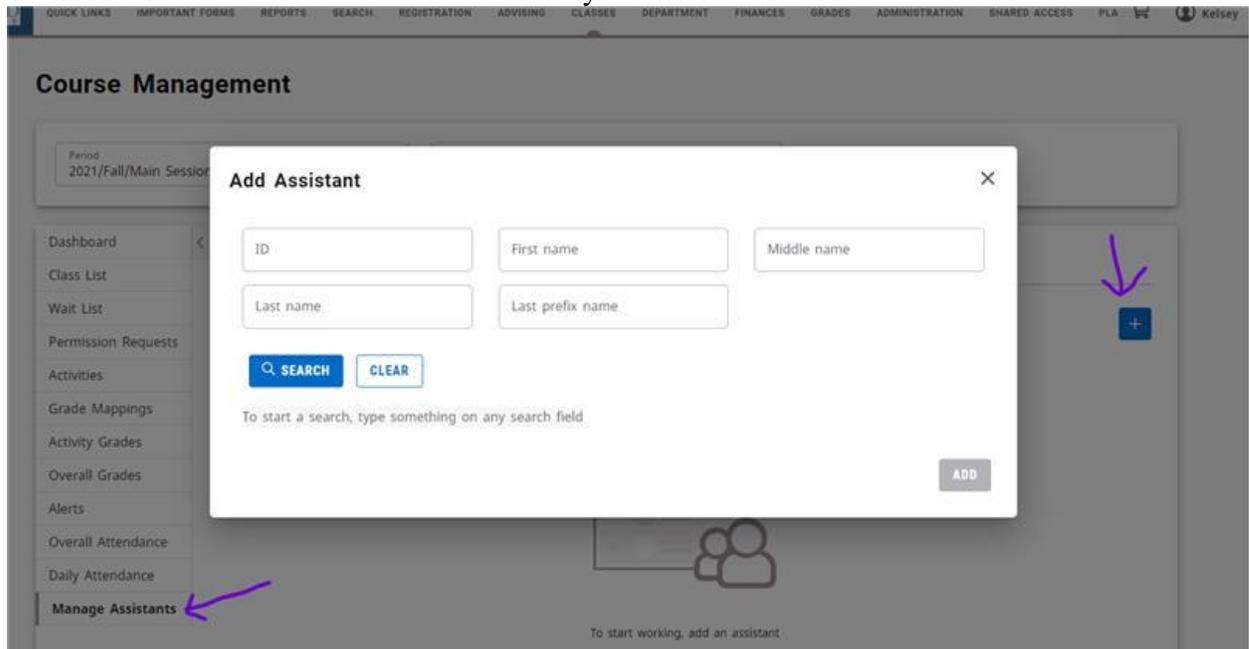
1. Follow the same steps for creating an alert above.
2. When prompted for a category, please select “Greensheet”
3. When prompted for a reason, please select “Greensheet”

Managing Your Faculty Assistants for a Class

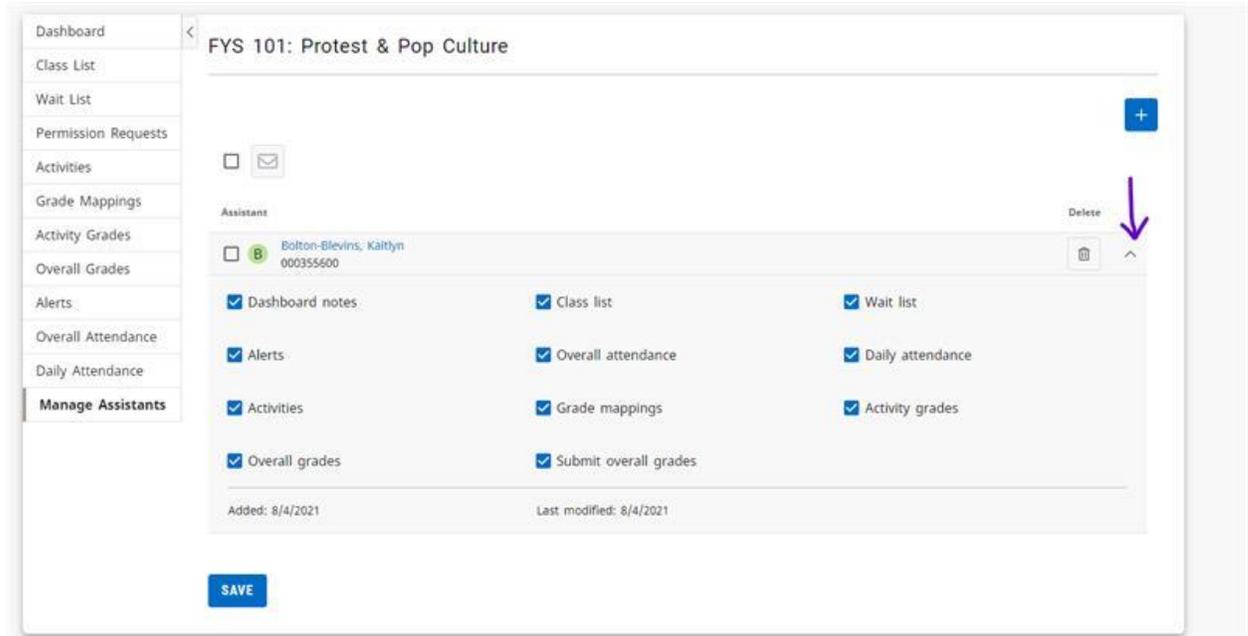
You can let other faculty view your class list and perform certain functions by adding them as an assistant.

Adding an Assistant for a Class

1. From the Course Dashboard
2. Select the Manage Assistants menu item
3. Click the + icon in the top right
4. On the Faculty Assistant Search window, enter all, or part, of the name or ID of the person you want to be your assistant
5. Highlight the assistance you want to add by clicking on their name
 - a. To make sure you are selecting the correct person as your assistant, click the person’s name. The system will display the person’s dossier
6. Select add to acknowledge that the assistant has been added. The system will email the person about being named as an assistant for the course
7. For each assistant, select the features you want him or her to access
8. Select Save to record the information for your assistants



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Removing an Assistant for a Class

1. From the course Dashboard
2. Under Manage Assistants
3. Click the trash can icon to the right of the assistant you wish to remove

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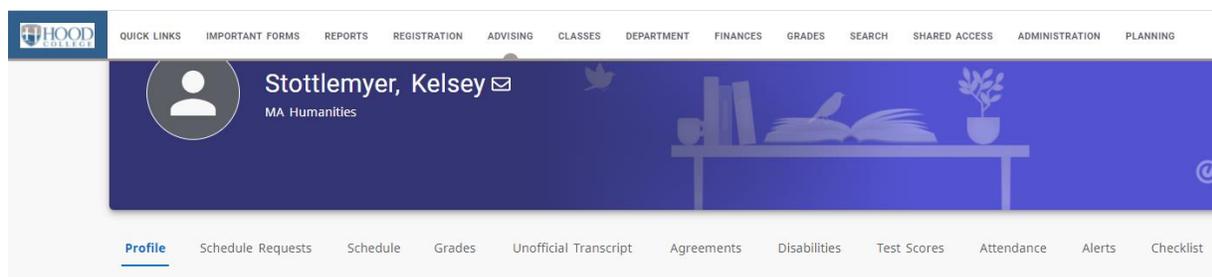
Advising

Searching for Students to Advise

1. Select the Advising tab
2. Select the Manage Advisees menu item
3. Type in boxes what you know about the student such as a Last Name
4. In the drop-down box under “List” choose the appropriate group that this advisee is in such as “My Advisees” or “All Students” if you are a Global Advisor
5. Click Search
6. You will see the student's name appear in the results box
7. To view transcripts, placement scores and more, click on pull-down arrow to right of student’s name to “show more.” Click “View Profile” box.
8. To view the student’s dossier and course schedule, click on their name

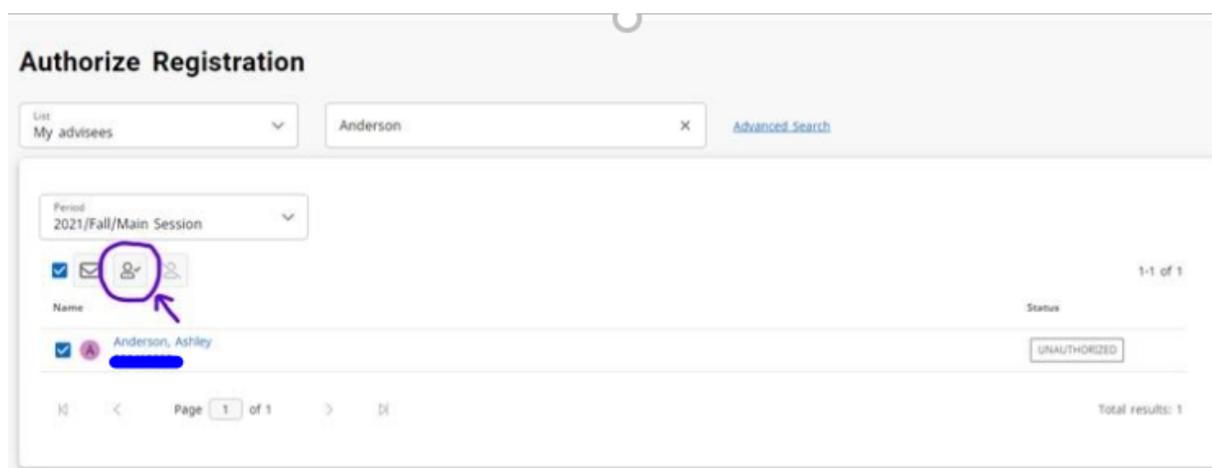
The screenshot displays the 'Manage Advisees' interface. At the top, there is a header 'Manage Advisees' and a navigation bar with various menu items like 'QUICK LINKS', 'IMPORTANT FORMS', 'REPORTS', 'REGISTRATION', 'ADVISING', 'CLASSES', 'DEPARTMENT', 'FINANCES', 'GRADES', 'SEARCH', 'SHARED ACCESS', 'ADMINISTRATION', and 'PLANNING'. Below the header, there is a search area with a dropdown menu set to 'My advisees', a search input field containing 'Search student Id, name...', and an 'Advanced Search' link. The main content area shows a magnifying glass icon over a document icon with the text 'To start, search for a student'. Below this, there is a second screenshot of the same interface but with the dropdown menu set to 'All students'. This second screenshot shows a search result for 'Stottlmyer, Kelsey' with a 'Download' button and a 'Total results: 1' indicator.

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Authorizing Students to Register for Classes

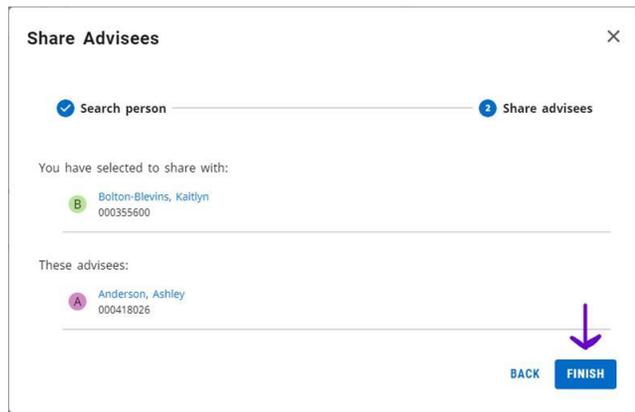
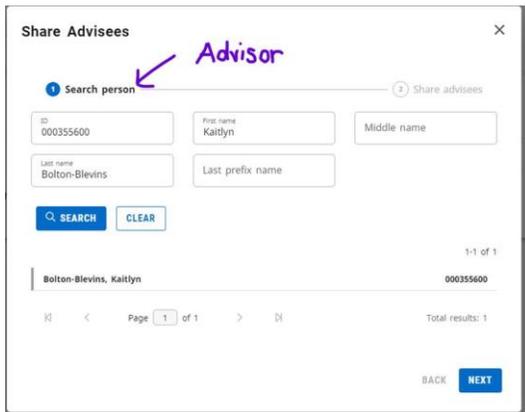
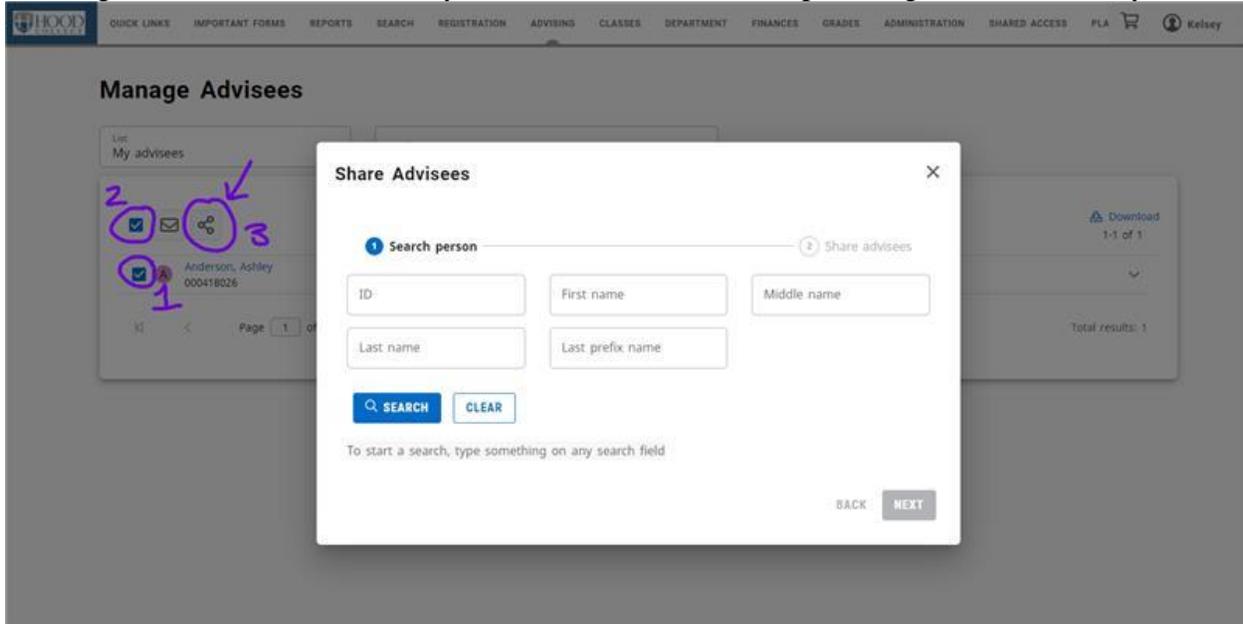
1. Select the “Advising” tab
2. Select the “Authorize Registration” menu item
3. In the drop-down box under “List” choose the appropriate group that this advisee is in such as “My Advisees” or “All Students” if you are a Global Advisor
4. Type in the search box what you know about the student such as a Last Name or select “Advanced Search” to find the “Retrieve All” option
5. Hit Enter
6. Select the Year and Term dropdown for which you want to authorize the students to register
7. Check the box to the left of the students you want to authorize
8. Click on the Authorize button at the top of the list (the icon is a small person with a checkmark)



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Sharing Advisees with Other Advisors

You now have the ability to share advisees with other advisors. Any student that you see in your advising list can be shared with any other advisor. You can stop sharing an advisee at any time.



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Sharing Student Information with Other Advisors

Please note that it is possible to choose someone in step 6 that is NOT an advisor; however, they will not be able to see the advisee that you shared because that person needs to be an advisor to see ANY advising information at all. Please be sure to choose someone who is actually an advisor.

1. Search for advisees as shown in the Searching for Students to Advise section above.
2. Select the checkbox to the left of the names of the students you want to share with other advisors. (Number 1 in the images above for an individual student, Number 2 for all students in the list.)
3. Select the Share Advisees option. (Number 3 in the images above)
4. Under Share Advisees, specify the ID number of the advisor with whom you want to share the specified students. If you do not know the advisor's ID number, you can fill in any name information you may know and search.
5. Review the search results and find the name of the advisor with whom you want to share the specified students
6. Click the name of the advisor to highlight your choice, then click Next.
7. Make sure the ID and Name are correct for the advisor with whom you want to share the specified students
8. Select Finish

Stop Sharing Student Information with Other Advisors

1. Select the Advising tab
2. Select the Shared Advisees menu item
3. Find the name of the student who you no longer want to share with an advisor
4. For that student, select the X to the write of the name of the advisor with whom you no longer want to share information about the student



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Managing and Authorizing Your Shared Advisees

Viewing Information Other Advisors Are Sharing with You

1. Select the Advising tab
2. Select the Manage Advisees menu item
3. Select the My Shared Advisees list
4. Review the list of all the students that other advisors are sharing with you. You can show all students by selecting Advanced Search and “Retrieve All” which is found above the “Clear” button

The screenshot shows the 'Manage Advisees' page. At the top, there is a navigation bar with the Hood College logo and various menu items: QUICK LINKS, IMPORTANT FORMS, REPORTS, SEARCH, REGISTRATION, ADVISING, CLASSES, DEPARTMENT, FINA, a shopping cart icon, and a user profile for Kaitlyn. Below the navigation bar, the page title 'Manage Advisees' is displayed. There are two search input fields: one with a dropdown menu labeled 'List' and 'My shared advis...' and another containing the text 'ashley'. To the right of the second input field is a link for 'Advanced Search'. Below the search fields is a list of advisees. The first entry is 'Anderson, Ashley', which is selected with a checkmark. To the left of the name are icons for a checkmark, an envelope, and a trash can. To the right is a 'Download' icon and the text '1-1 of 1'. Below the name is a 'VIEW PROFILE' button. Underneath the name, there are links for 'Schedule requests', 'Grades', 'Schedule', and 'Attendance'. At the bottom of the list, there is a pagination control showing 'Page 1 of 1' and 'Total results: 1'.

Removing an advisee that has been shared with you

5. Select the Advising tab
6. Select the Manage Advisees menu item
1. Select the My Shared Advisees list
2. Check the box to the left of each student you want to remove
3. Click the trashcan icon at the top of the list
4. Select OK to confirm that you want to remove the specified students from your list of shared advisees

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Authorizing Registration for Shared Advisees

1. Select the Advising tab
2. Select the Authorize Registration menu item
3. Select the My Shared Advisees list
4. Review the list of all the students that other advisors are sharing with you. You can show all students by selecting “Advanced Search” and “Retrieve All” which is found above the “Clear” button.
5. To authorize registration, check the box to the left of the students’ names and then click the person icon with the check mark
6. To un-authorize registration, check the box to the left of the students’ names and then click the person icon which is crossed out

The screenshot displays the 'Authorize Registration' page in a web application. At the top, there is a navigation bar with the Hood College logo and various menu items: QUICK LINKS, IMPORTANT FORMS, REPORTS, SEARCH, REGISTRATION, ADVISING, CLASSES, DEPARTMENT, FINA, and a user profile for Kaitlyn. The main content area is titled 'Authorize Registration'. It features a search interface with a dropdown menu set to 'List My shared advisees...', a search input field containing 'ashley', and an 'Advanced Search' link. Below the search bar, there is a 'Period' dropdown set to '2021/Fall/Main ...'. A row of icons (checkbox, envelope, person, crossed-out person) is visible. The search results are displayed in a table with columns for 'Name' and 'Status'. One result is shown: 'Anderson, Ashley' with a checked checkbox and a green 'AUTHORIZED' status. At the bottom of the results, there is a pagination control showing 'Page 1 of 1' and 'Total results: 1'.

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Department Chairs

The Department Course Management Dashboard

To manage your courses:

1. In the top menu bar under Department
2. Select Course Management
3. Select your options

Course Management

Options ^

1 Select a filter

Filter Department

Department Academic Services

2 Select a course

Period 2021/Summer I/Main Se...

Course GNST 101/Sem Academic...

4. This will give you the Course Management Dashboard:

Dashboard <

GNST 101: Seminar for Academic Success

Subtype: Lecture/Lab | Section: 01
Type: Online | Duration: 5/24/2021 - 7/3/2021
Credit type: Credit | Credits: 2.00


There is no schedule

Instructors

 Instructor has not yet been assigned

5. Options for Department Chairs include:
 - a. Class List
 - b. Wait List
 - c. Activity Grades
 - d. Overall Grades

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- e. Overall Attendance
- f. Daily Attendance

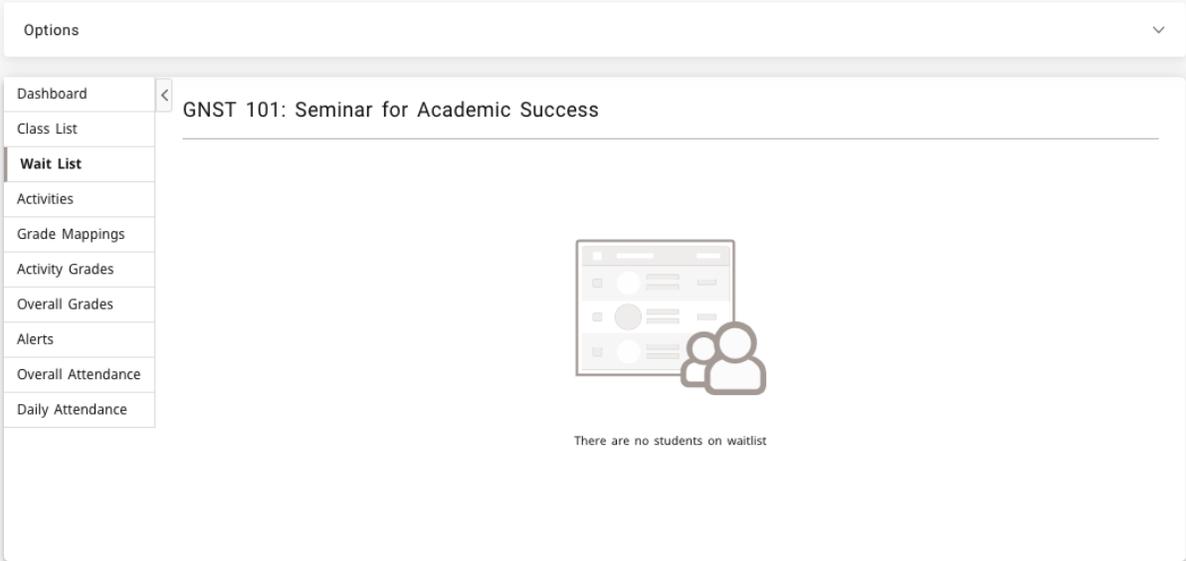
Viewing your Class List

6. Navigate to the Course Management Dashboard (located under Department or Classes tab)
7. Select Class List
8. On the far right are options to change between list view and image view
9. To download the class listing to Excel, Word, etc. click the Download option on the right side
10. To email one or more students, click the box to the left of the student's name in the list view and click the envelope icon at the top of the list

The screenshot displays the 'Class List' view for the course 'FYS 101: Protest & Pop Culture'. The interface features a sidebar on the left with navigation options: Dashboard, Class List (selected), Wait List, Permission Requests, Activities, Grade Mappings, Activity Grades, Overall Grades, Alerts, Overall Attendance, Daily Attendance, and Manage Assistants. The top navigation bar shows filters for 'Period: 2021/Fall/Main Session' and 'Course: FYS 101/First-Year Seminar/Seminar/17'. The main content area displays a grid of student names grouped by their first letter. The letters shown are A, E, H, N, S, S, T, and W. Each student name is accompanied by a blue bar representing a selection box. The students listed are: Adimasu, Betel; Ellenberger, Brenna; Hurdle, Logan; Nair, Priya; Scheibach, Hannah; Stout, Matt; Todd, Jal; and White, DeShaun.

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Viewing the Waitlist for a Class



Course Management

Options

Dashboard <

Class List

Wait List

Activities

Grade Mappings

Activity Grades

Overall Grades

Alerts

Overall Attendance

Daily Attendance

GNST 101: Seminar for Academic Success

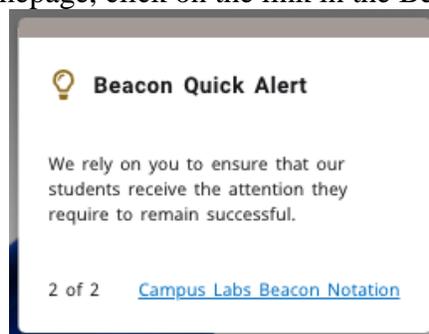
There are no students on waitlist

1. Select the Classes tab
2. Select the Enrollment menu item
3. Select the Waitlist option on the left side (see graphic above)
4. From the list of years, terms, and sessions, select the course

Adding a Student Academic Alert

In the new Self-Service there are two ways to add a Beacon Alert

1. On the Self-Service homepage, click on the link in the Beacon Quick Alert Widget:



2. In the main menu bar, under “Quick Links”
 - a. Select “Campus Labs”
 - b. Sign in with your hood email and network password
 - c. Select the “Beacon” tile
 - d. Search for the student to add an alert for
 - e. On the right-hand side under “Stream” click “Create Notification”

Adding a Student Greensheet

Greensheets” are alerts used at the end of the semester for undergraduate students only (and used to be submitted on green sheets of paper) for low grades. These alerts are reviewed by the Academic Standards & Policies

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Committee during the end-of-semester records meeting for student academic records and standing (warning, probation, dismissal, etc.) These should **NOT** be shared with the students.

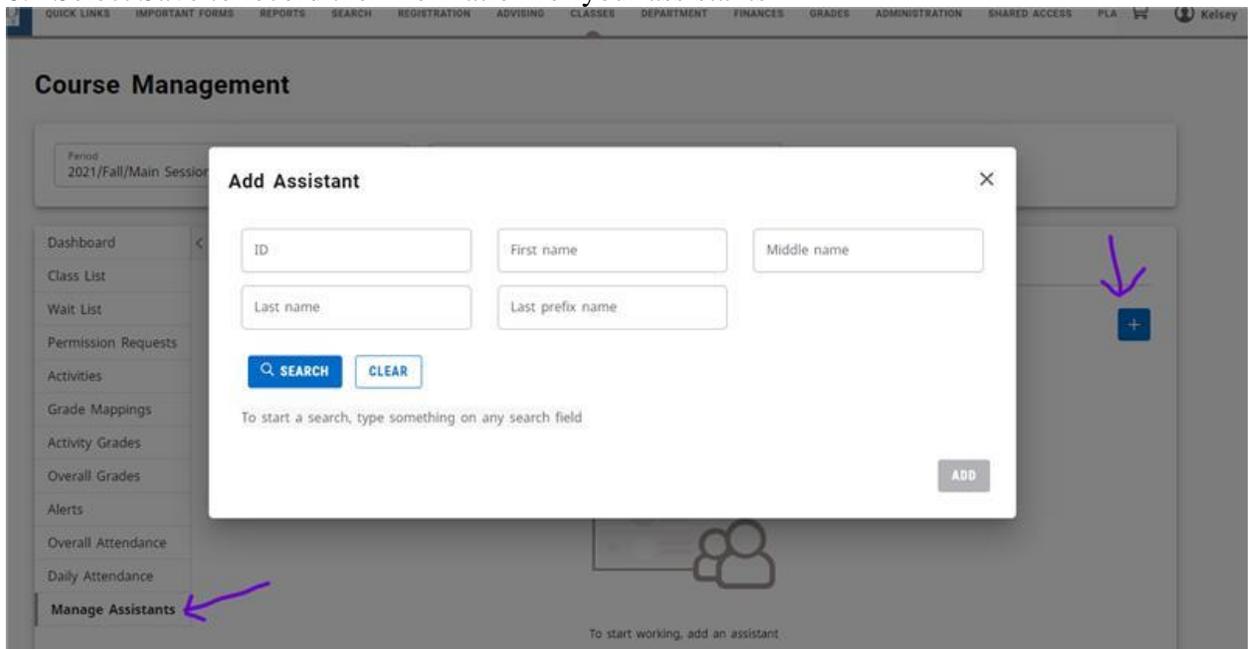
1. Follow the same steps for creating an alert above
2. When prompted for a category, please select “Greensheet”
3. When prompted for a reason, please select “Greensheet”

Managing Your Faculty Assistants for a Class

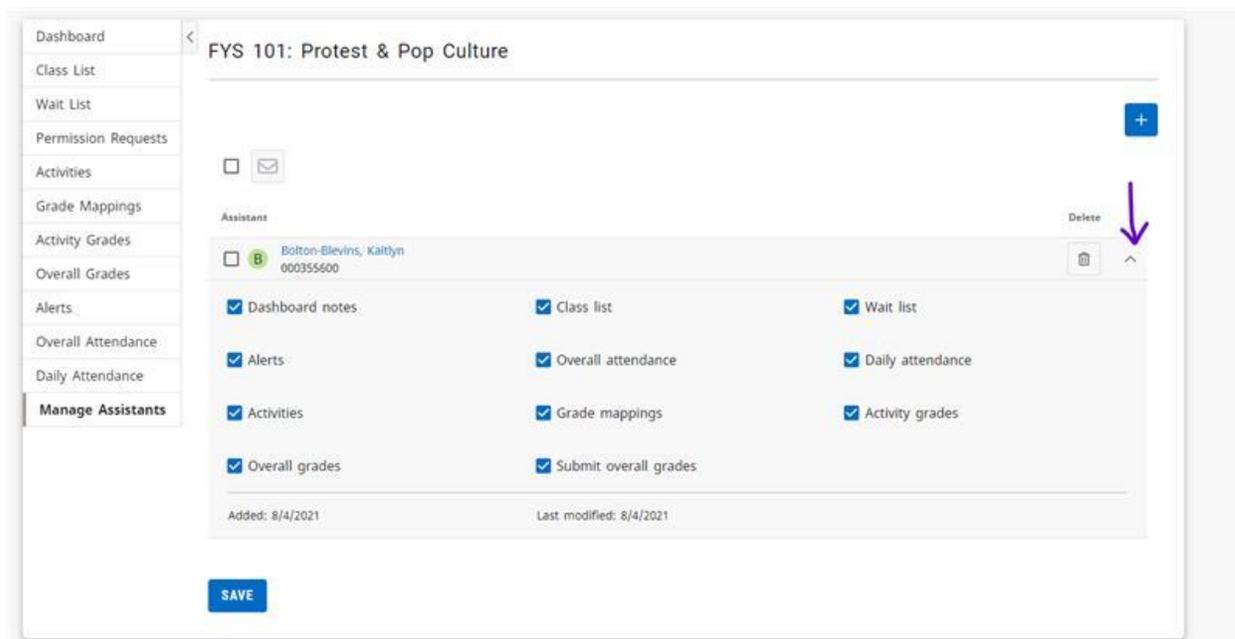
You can let other faculty view your class list and perform certain functions by adding them as an assistant.

Adding an Assistant for a Class

1. From the Course Management Dashboard
2. Select the Manage Assistants menu item
3. Click the + icon in the top right
4. On the Faculty Assistant Search window, enter all, or part, of the name or ID of the person you want to be your assistant
5. Highlight the assistant you want to add by clicking on their name
 - a. To make sure you are selecting the correct person as your assistant, click the person’s name. The system will display the person’s dossier.
6. Select add to acknowledge that the assistant has been added. The system will email the person about being named as an assistant for the course.
7. For each assistant, select the features you want him or her to access
8. Select Save to record the information for your assistants



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Removing an Assistant for a Class

1. From the Course Management Dashboard
2. Under Manage Assistants
3. Click the trash can icon to the right of the assistant you wish to remove