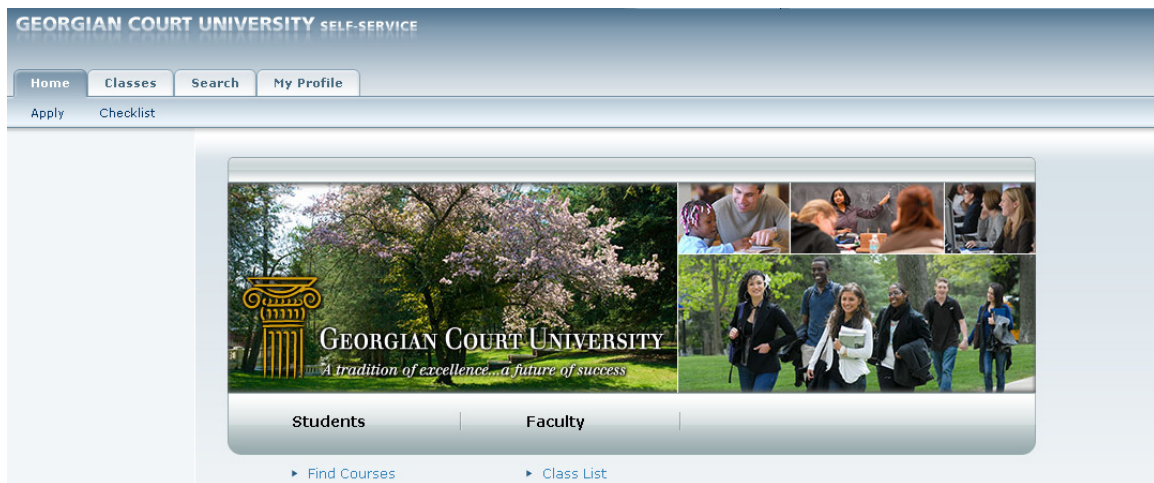


Georgian Court University Self-Service



Faculty Manual

June, 2010

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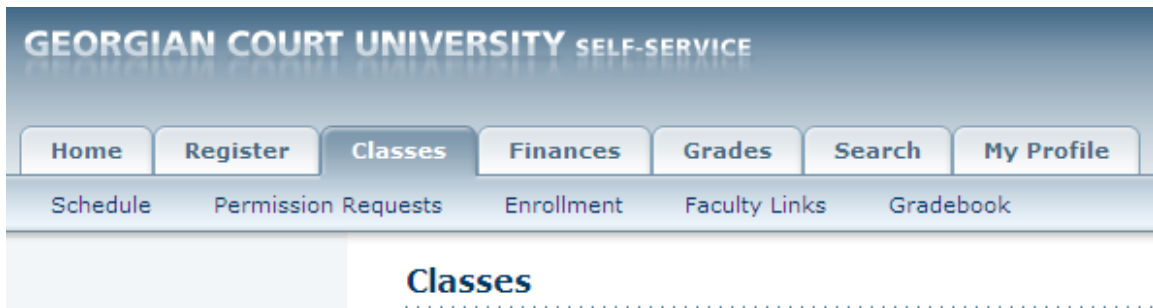
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Revision: Faculty Reporting updated to read Faculty Links

VIEWING FACULTY CLASSES

Students can view their course schedules and display a list of the permission requests they have sent to faculty members asking that they be allowed to register for their classes. Faculty members can view their class lists and enter student grades.

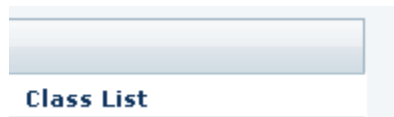
1. From the Self-Service Home Page, select the **Classes** tab



2. Select the **Enrollment Menu** tab

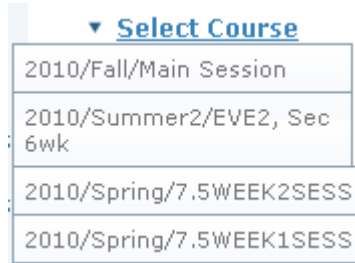


3. Select the **Class List** option



Enrollment - Class List

4. Choose the **Select Course**



5. Select the course



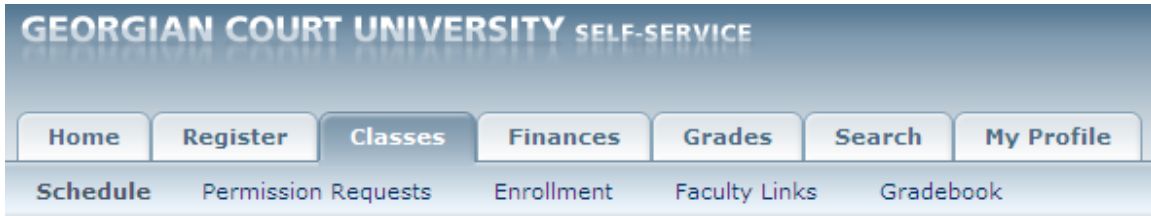
Summary:

1. Select the **Classes** tab.
2. Select the **Enrollment** menu tab.
3. Select the **Class List** option.
4. Choose **Select Course**.
5. From the list of years, terms and sessions, select the course.

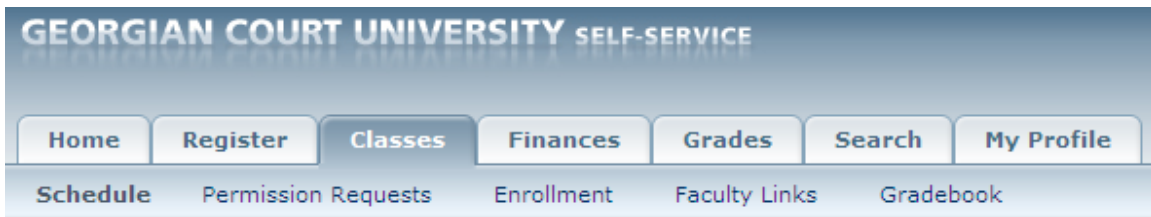
VIEWING FACULTY SCHEDULE

To view a schedule of classes you are teaching.

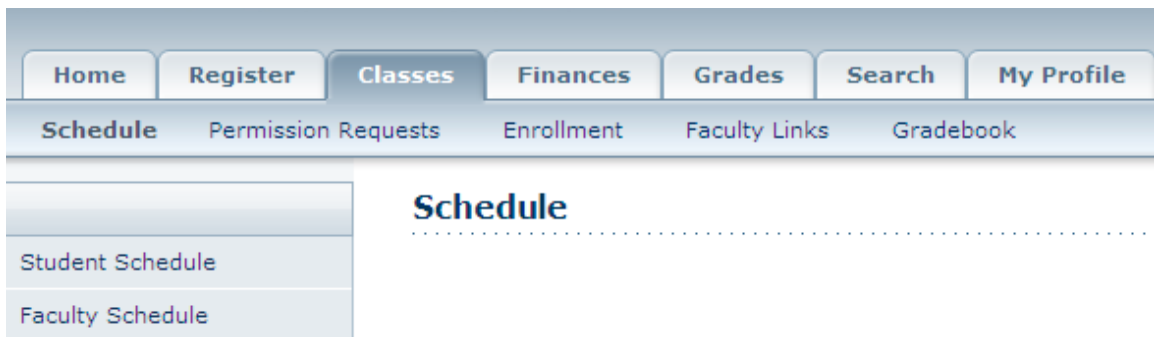
1. Select the **Classes** tab.



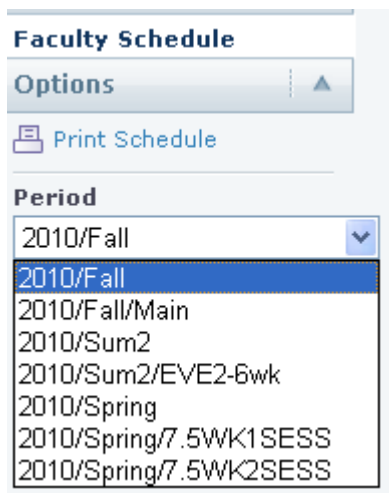
2. Select the **Schedule** menu item.



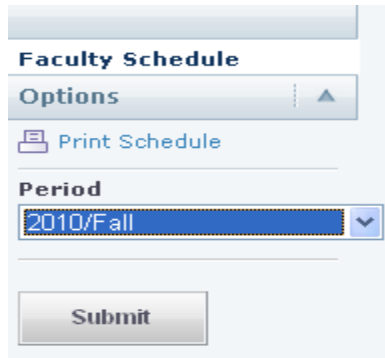
3. Select the **Faculty Schedule** option.



4. Choose the time **Period** for the schedule you want to view.



5. Select **Submit**.



The screenshot shows a web interface for a Faculty Schedule. At the top, there is a header area with the text "Faculty Schedule". Below this is a section titled "Options" with a dropdown arrow. Underneath the "Options" section is a link labeled "Print Schedule" with a printer icon. Below the "Print Schedule" link is a section titled "Period" with a dropdown menu currently displaying "2010/Fall". At the bottom of the form is a button labeled "Submit".

6. View your schedule.

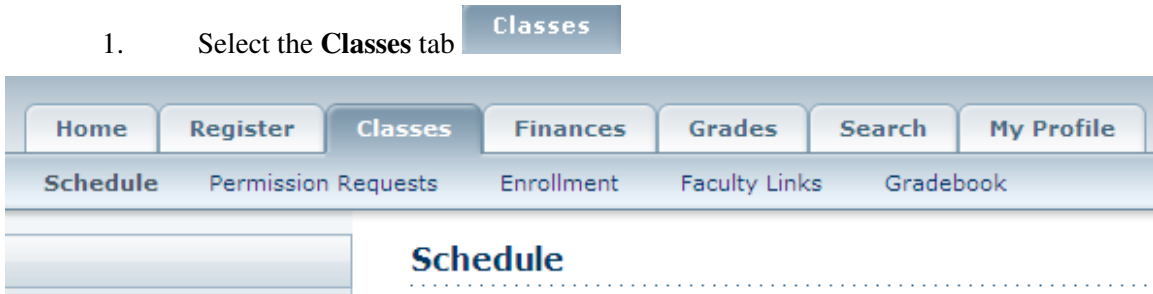
Summary:

1. Select the **Classes** tab
2. Select the **Schedule** option
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

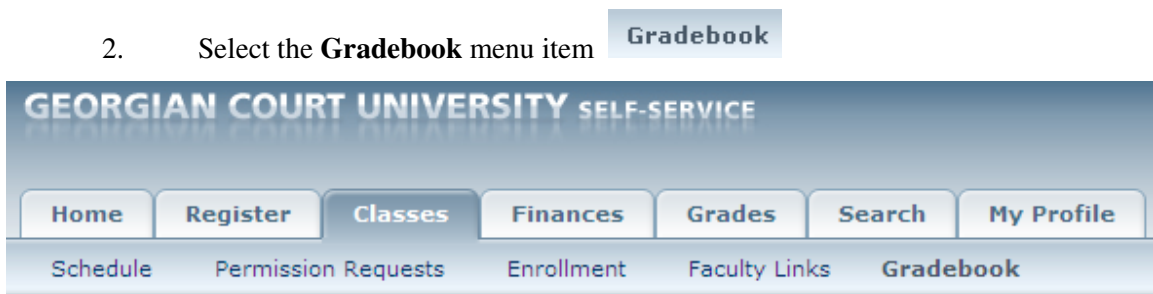
ENTERING OVERALL GRADES FOR A COURSE

To enter students' overall grades for one of your course sections

1. Select the **Classes** tab



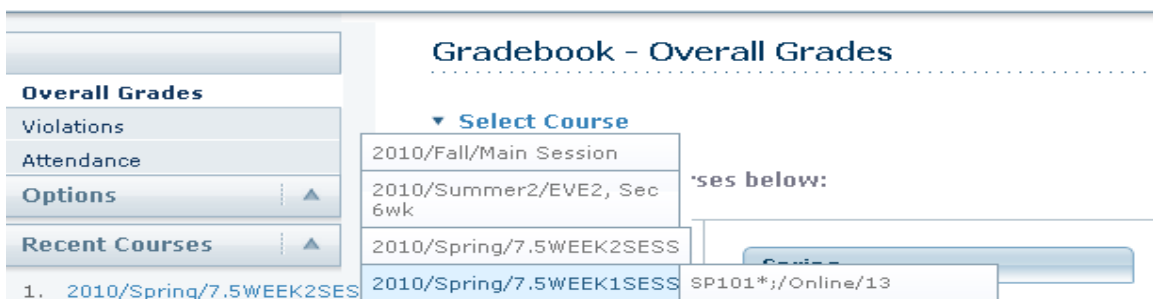
2. Select the **Gradebook** menu item



3. Select the **Overall Grades**



4. Select a **Year** and view the list of your courses



5. Select the **Course** for which you want to enter overall course grades

Gradebook - Overall Grades

▼ Select Course Course: 2010/Spring/7.5WEEK1SESS - SP101*;/Online/13
 Elementary Spanish I
 Online 12:00 AM - 12:00 AM, Site:Online/Online/OFFCAM
 Traditional

	Name	Credit Type	MIDTERM		Projected Grade	FINAL	
			My Grade	Actual Grade		My Grade	Actual Grade
<input type="checkbox"/>	<input type="text"/>		<input type="text"/>		--	A-	A-(Posted)

6. In the **My Grade** column, you can enter and change grades for students for whom the Actual Grade has not yet been posted

MIDTERM		Projected Grade	FINAL	
My Grade	Actual Grade		My Grade	Actual Grade
<input type="text"/>		--	A-	A-(Posted)

7. Select the appropriate button to record the students' grades:

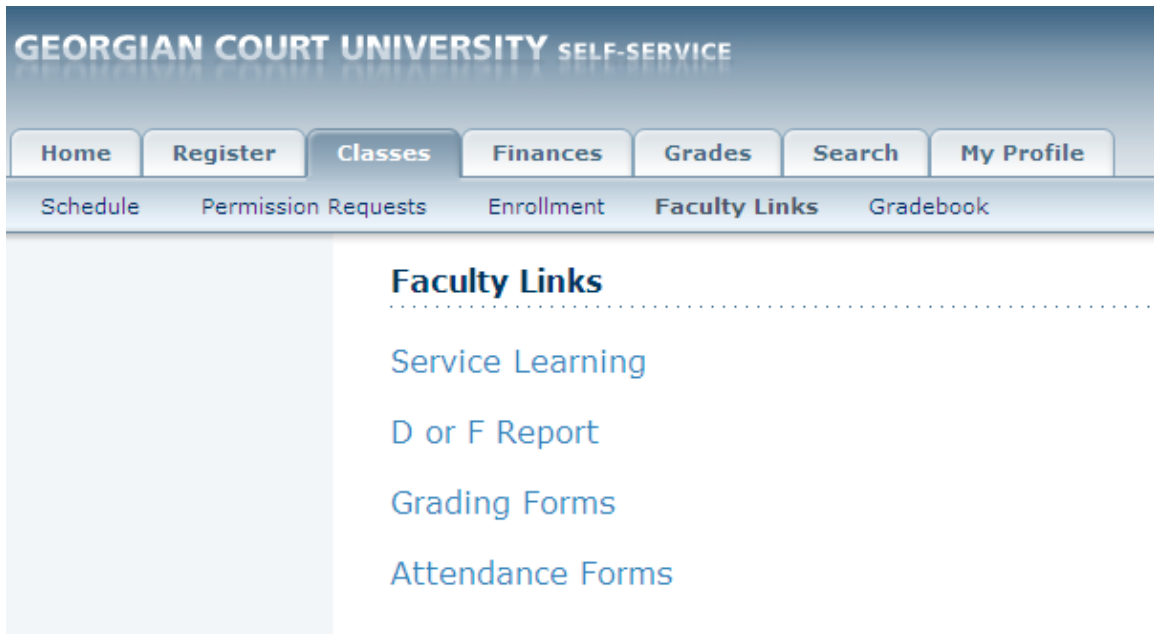
Summary:

1. Select the **Classes** tab located at the Top of the screen.
2. Select the **Grading** menu item.
3. Select the **Overall Grades**.
4. Select a **Year** and view the list of your courses.
5. Select the **Course** for which you want to enter overall course grades.
6. In the **My Grade** column, you can enter and change grades for students for whom the Actual Grade has not yet been posted.
7. Select the appropriate button to record the students' grades:
 - **Save Button** - Select if grading is not yet open or if changes to a grade may be needed; this *does not* post the grade to students' record.
 - **Submit Midterm** – Select to post the *Midterm Grade* to students' record.
 - **Submit Final** – Select to post the *Actual Grade* to students' record.

Once all **Final Grades** have been entered and/or changed, you are able to **Submit Final**. By selecting **Submit Final** all grades will be posted and changes will no longer be accepted through Self-Service.

FACULTY LINKS

Please refer to this tab for “**Service Learning**” and the “**D or F Report**”



The screenshot displays the 'GEORGIAN COURT UNIVERSITY SELF-SERVICE' portal. At the top, there is a navigation bar with tabs for Home, Register, Classes, Finances, Grades, Search, and My Profile. Below this, a secondary navigation bar includes links for Schedule, Permission Requests, Enrollment, Faculty Links, and Gradebook. The 'Faculty Links' section is highlighted and contains a list of links: Service Learning, D or F Report, Grading Forms, and Attendance Forms.

GEORGIAN COURT UNIVERSITY SELF-SERVICE

Home Register **Classes** Finances Grades Search My Profile

Schedule Permission Requests Enrollment **Faculty Links** Gradebook

Faculty Links

- Service Learning
- D or F Report
- Grading Forms
- Attendance Forms



SEARCH

Looking for something? Use the “**SEARCH**” tab to search the catalog and course sections. This tab will also provide information regarding registration, view Service Learning, and provide BookLook information.

GEORGIAN COURT UNIVERSITY SELF-SERVICE

Home Register Classes Finances Grades **Search** My Profile

Course Catalog Section Search

Search

.....

You can search for courses in the course catalog or search for available course sections for a specified year, term, and session.

Logging in is not required to access any of the information below, but is required to perform registration functions such as adding and dropping courses

KEEP YOUR INFORMATION SECURE



Please log out of your session each time you use Self-Service. The Self-Service system has security features in place that keep your information safe from others. However, if you leave your session open, or leave your user ID and password out in a public space, anyone can access your records.



QUESTIONS/CONCERNS/PROBLEMS

For general assistance, please contact the Office of the Registrar on 732/987-2297 or registrar@georgian.edu. If you require a network password reset, please contact the IT Help Desk on 732/987-2222 or helpdesk@georgian.edu.