Faculty Services Self Service Overview

The Faculty Services menu in Self Service provides access to class lists, final grading, advisee lists, and transcripts.

Access Self Service from CamelWeb

1. Use ⚲ from **Camel**Web ☑ ☑ 🖻 🖾 ⚲ to access the Self Service main menu.

2. From **My Students** in CamelWeb, you can access specific Self Service pages from the portlets.

   - **Final Grades** from the **Faculty Grade Assignment** portlet
   - **Class Lists** from the **Faculty Dashboard** portlet
   - **Advisee Listing** from the **Advisee Listing** link in My Student Links portlet

Getting Started

Navigation

Use links at the top to return to menus. Use links at the bottom for specific pages or to select a new term or course.

Email

If you have an email client installed, you can email a student with ✉ at the end of his/her record. You can also email an entire class using the **Email Class** option at the bottom of the list. This also works on the Advisee Listing.

Hyperlinks

Anything in bright blue is a hyperlink and you can click for more information.

Class Lists

Summary Class List: quick view of your class lists with students' preferred names and class years

Detailed Class List: detailed multi-page listing of each student in the course including major

Teaching Schedules

Faculty Detail Schedule: scrollable list of your teaching assignments for the semester with dates, times, locations, and enrollment counts

Faculty Schedule Week-at-a-Glance: calendar week view of your teaching assignments

Grading

Final Grades: the submission page for students' final grades

Faculty Grade Summary: a view of Final Grades and a great place to double-check that you've entered a grade for everyone in the course

Advisee List

Your list is found in the **Student Information** sub-menu of the **Faculty Services** menu. The list includes your advisees' preferred name, class, alt PIN, and your advising type (i.e. major, minor). From this list you can also access your advisees' transcripts, student information, and test scores.

Alt PINs are 6-digit pins you provide to your advisees during pre-reg advising. They **cannot** register without their pins. The pins are changed every semester to prevent registration without advising. Please use the semester for which students are registering to view your advisee listing and PINs.

Degree Eval in Self Service is not used. However, we are currently implementing a degree audit system, called Degree Works, which will help you monitor your advisees' degree completion. Once available, it will be accessed from **My Student Links** on **My Students** in **CamelWeb**.

More Good Stuff

Visit our website, http://www.conncoll.edu/academics/registrar/, for more information about academic policies, FERPA, final exams, course schedules, college catalog, and more!

Email us at registrar@conncoll.edu!