

# SELF-SERVICE QUICK REFERENCE FOR FACULTY

## To access Self-Service

The link is located at the bottom of the Wesleyan web page.

## How To Log In

To log in, enter your username in lowercase (firstname.lastname – ex: john.doe) and password and click SUBMIT button.

## How to Access Advisee Information (if applicable)

- On the main Self-Service screen select *Advising*
- Select advisee using the view details button to the right of each advisee
- You have access to see details for each advisee including – course schedule, test scores, unofficial transcript, grades, transfer credit summary and petitions/waiver.
- Select view full profile to see a complete listing of majors and minors

## How to Complete a Course Catalog Search (similar to Search for Sections)

- On the main Self-Service screen, select the Academic icon (appears as a mortar board on the left hand portion of the screen)
- Under Academics, select the Course Catalog option
- There are two search options – subject and advanced
- Using the advanced search option, you can search courses by term and filter on a variety of categories such as availability, course types (lens, foundational, etc.).
- Search filters allow a deeper selection based on open sections, instructor name, levels, etc.

## To View Course Rosters

- On the main Self-Service screen select *Faculty*.
- Select class section by clicking on the course section link
- By detailing into each course section, you have access to a course roster (with classroom assignment), attendance, and grading.
- Roster options include the ability to email the entire roster, and to print or export rosters.

## To Complete Final Grading (or Midterm) Process

- On the main Self-Service screen, select *Faculty*
- Select course section to be graded
- Select grading tab
- To the right of each enrolled student, select the final (or midterm, when applicable) grade from the final grade drop down menu.
- Once you have completed grading for a course section, you will receive a confirmation email generated by the system.

## To Complete Attendance Reports (upon request)

- On the main Self-Service screen, select *Faculty*
- Select the course section to be reported
- Select the attendance tab
- Select date from the dropdown menu to report attendance check (when requested)
- Select attendance code (P=present, A=absent, unexcused, E=absent, excused, L=late)

## To Add Office Hours

- On the main Self-Service screen, select the Daily Work icon (appears as a briefcase on the left hand portion of the screen)
- Under the dropdown menu, select office hours
- Enter office hours for the term

## TERM CODES

2022SU1 (2022 May Term)

2022SU2 (2022 Summer Term)

2022SUN (2022 Extended Summer Term)

2022SUS (2022 MSN/DNP Summer Term)

2022A (Fall 2022)

2023SP (Spring 2023)