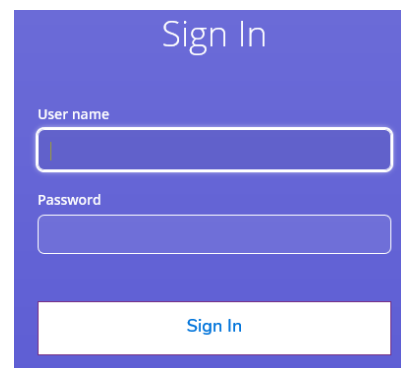
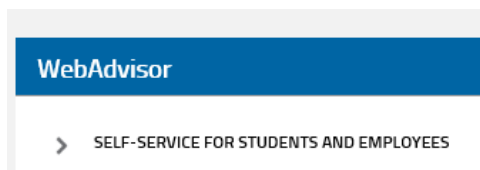




Navigating Self-Service as a Faculty Member

With Ellucian migrating its services formerly known as WebAdvisor to Self-Service, we have been able to move a lot of the items from the WebAdvisor for Faculty tab to the Self-Service account.



Accessing the Self-Service account may be completed through your MyNWCCD portal account. Under the WebAdvisor tab (currently), select Self-Service for Students and Employees. You will need to log in using your same credentials as your MyNWCCD account.

Faculty Tab

The faculty tab provides you access to view information regarding your courses that you have been assigned. You can view upcoming, current and past terms by clicking on the course and the term.



Faculty

Here you can view your active classes and submit grades and waivers for students.

- Seats Available
- Course meeting information
- Entering Grades (See Entering Grades in Self-Service for instructions available in the MyNWCCD Registration Portal site)
 - Attendance
 - Midterm
 - Final
- Permissions (See Faculty Registration Override instructions located in the MyNWCCD Registration Portal site)
 - Requisite Waiver
 - Student Petition
 - Faculty Consent

HMDV-1005-01: College Orientation:1/18 2-5PM

Spring 2019
Distance Learning

TBD
1/21/2019 - 3/13/2019
TBD

Seats Available Unlimited

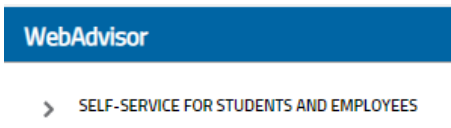
Roster Attendance Grading Books Permissions



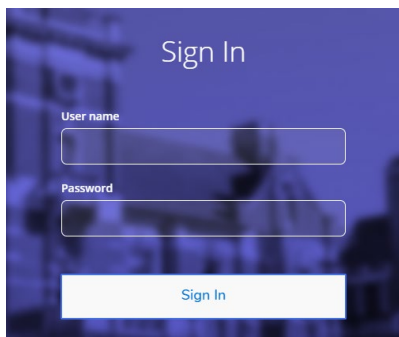
Entering Grades in Self-Service

The grading option does not appear until classes begin. You can view the roster under the Roster tab.

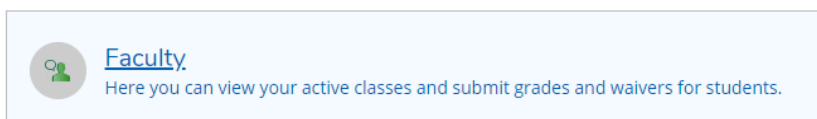
1. Log into your MyNWCCD Account.
2. Under WebAdvisor, Select Self-Service for Students and Employees.



3. Log in again.



4. Select the Faculty Tab.



5. Select the Term and the course you intend to enter grades:

Spring 2019

Section	Times	Locations	Books
CULA-1700-02: Basic Baking	M/T/W 5:15 PM - 10:30 PM 1/21/2019 - 2/12/2019	WCI, 101 Lecture/Lab	
HMDV-1005-01: College Orientation:1/18 2-5PM	TBD 1/21/2019 - 3/13/2019	TBD Lecture	

6. Select the Grading Tab to complete.

7. The first view is an overview of all the information.

CULA-1700-02: Basic Baking

Spring 2019
Sheridan

M/T/W 5:15 PM - 10:30 PM
1/21/2019 - 2/12/2019
WCI, 101 Lecture/Lab

Seats Available 11 of 14

Roster Attendance **Grading** Books Permissions

Overview **Final Grade** Midterm 1

Student Name ^	Student ID ^	Never Attended ^	Last Date of Attendance ^	Final Grade ^	Expiration Date ^	Midterm 1 ^	Class Level ^	Credits
----------------	--------------	------------------	---------------------------	---------------	-------------------	-------------	---------------	---------

8. Select the Tab you intend to enter the grade:



A. **Attendance Rosters** are used to indicate student did not attend/complete assignments/etc (see Fall 2019 Important Semester Dates) should be entered in the Final Grade Tab, under Never Attended:

Roster Attendance **Grading** Books Permissions

Overview **Final Grade** Midterm 1

Student Name ^	Student ID ^	Never Attended ^	Last Date of Attendance ^	Final Grade ^	Expiration Date
----------------	--------------	------------------	---------------------------	---------------	-----------------

B. **Midterm Grades** are due for any course offered longer than ½ the full semester courses. Enter student grades in the Midterm 1 tab.

Roster Attendance **Grading** Books Permissions

Overview Final Grade **Midterm 1**

Student Name ^	Student ID ^	Never Attended ^	Last Date of Attendance ^	Final Grade ^	Expiration Date ^	Midterm 1 ^
----------------	--------------	------------------	---------------------------	---------------	-------------------	-------------

C. **Final Grades** are entered in the Final Grade Column. If the student receives an F grade, and LDA is required.

Roster Attendance **Grading** Books Permissions

Overview **Final Grade** Midterm 1

Student Name ^	Student ID ^	Never Attended ^	Last Date of Attendance ^	Final Grade ^	Expiration Date	Class Level ^	Credits
----------------	--------------	------------------	---------------------------	---------------	-----------------	---------------	---------

LDA only provided for students with an F grade.

NOTE: There is no submission button so make sure to log out and log back in to verify grade entry. Final Grades are due 5 days after the last class.



Advising Tab

The Advising tab provides you access to advisee information.

On the main view of the Advisor tab, you can view students, their student id, current programs and advisors:



Advising

Here you can access your advisees and provide guidance & feedback on their academic planning.

Who would you like to work with?

Find a student by searching or selecting below.

Student Advisor

	Name	Review Requested	Assigned Advisee	ID	Program(s)	Advisor(s)
	Bear, Smokey J.			0088700	Animal Science AS Agriculture AAS Music AFA Criminal Justice AA	Advisor(s): Brett Burtis Christina Rigdon

Once in the Advising Tab, you can also view other options as well:

Advisee Details

[Back to Advisees](#)

Bear, Smokey J.
Student ID: 0088700
dummysmokey@sheridan.edu

Program(s):
Animal Science AS
Agriculture AAS
Music AFA
Criminal Justice AA

Educational Goal: DEVELOP NEW JOB SKILLS

Advisor(s):
Brett Burtis
Christina Rigdon

[Review Complete](#)

Course Plan last reviewed on 3/19/2019 by Mallett, Ashley

[Course Plan](#) | [Timeline](#) | [Progress](#) | [Course Catalog](#) | [Notes](#) | [Plan Archive](#) | [Test Scores](#) | [Unofficial Transcript](#) | [Grades](#) | [Petitions & Waivers](#) | [Graduation Application](#)

- Course Plan shows the planned/registered courses. You can view by term.
- Timeline shows the timeline for the future terms with the courses planned by term.
- Progress shows the degree evaluation for the student. If the program is not listed (you may have to use the arrows to view other active programs), the student has not declared the program yet. Students may complete a Program Change form with Enrollment Services to update the program.
- Course Catalog shows the course descriptions for students. Additionally, you can search and view current sections being offered.
- Notes provides you an opportunity to communicate with the student and note any items discussed.
- Plan Archive provides you with program reviews, advisor and last review date for your reference.



- Test Scores are scores the student has received for placement information. Please note, this is also where you will find Advanced Placement, CLEP, International Baccalaureate, and other credits.
- Unofficial Transcript is a view of their unofficial transcript for the student.
- Grades view by term the grades the student received.
- Petitions & Waivers provides the opportunity for faculty to approve a petition or provide a waiver. In this view, you can see Student Petitions, Faculty Consents, and Requisite Waivers with any comments. Please see the Faculty Registration Overrides document in the Registration MyNWCCD portal page to provide an override.
- Graduation Application displays degree and application information for students who have applied for graduation.

Course Enrollment and Capacity Information

In your MyNWCCD account, under the Main Menu, select Employee Information and then Institutional Research. On this page, you will select the Click here to begin your data and dashboard journey...on the ROAD.

ROAD: Repository for Operational Analytics and Data



[Click here to begin your data and dashboard journey... on the ROAD.](#)

As part of our commitment to furthering data-driven decision making across the institution, we are migrating institutional reporting and analysis to a user-friendly platform...

Then Select the Course Enrollment and Capacity under Available Dashboards. You can select the filters on the right side of the screen to provide you with a filtered view of your courses and enrollment.

Course Enrollment and Capacity

Version 1.2

Office of Institutional Research

(Hover over bars for more info.) Number indicates seats remaining in section.

Subj. #	Course	Title Short	Section	Primary faculty	Fill Rate	Wait list	
ACCT	1010	Accounting I	02	Browning, Jason	70%		9
			03	Yelton, Jody	100%	2	
			30	Schaedler, Joyce	77%		5
			31	Schaedler, Joyce	63%		9
			32	Schaedler, Joyce	100%		
			50	Null	0%		16
1020	Accounting II	30	Null	0%		24	
		31	Schaedler, Joyce	50%		12	
		32	Schaedler, Joyce	100%	2		
2110	QuickBooks	30	Shaw, Tracy	27%		16	
ADDN	1020	Addiction Behaviors	01	Goodrich-Premo, Elaine	47%		16
	2010	Addictions Assessment	02	Goodrich-Premo, Elaine	40%		18
AECL	1000	Agroecology	01	Holloway, Charles	100%	1	
AGEC	1000	Ag Orientation	01	Lohse, Kathryn	93%		3
			30	Eberly, Jamie	13%		21
	1010	Intro to Ag Economics	01	Holloway, Charles	63%		9
			02	Holloway, Charles	100%	1	
	1020	Agricultural Microeconomics	01	Burke, Brett	33%		16
	2230	Intro to Ag Commod. & Futures	01	Burke, Brett	33%		8
2300	Agriculture Marketing	01	Burke, Brett	25%		18	
		30	Null	0%		22	
		31	White, Bridgette	36%		22	
AGRI	1010	Computers in Agriculture	01	Burke, Brett	67%		4
			02	Burke, Brett	58%		5
			03	Null	0%		30
ANSC	1010	Livestock Production	01	Atkinson, Rebecca	100%		

Select term
19/FA

Select subject(s)
(All)

Primary faculty
(All)

Campus
 Gillette
 Johnson Co.
 Sheridan

Sections to display
 Concurrent
 Distance
 Hybrid
 Traditional

Show classes with
 Enrollments
 No enrollments

Show classes with
 No wait list
 Wait list