

PowerCAMPUS Self-Service for Faculty User Guide

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June 2008*



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Think before you print.

Table of Contents

Introduction to PowerCAMPUS Self-Service	1
Taking a Look at the Home Page	2
Using the On-line Help	3
Logging In	6
If You Forget Your Password	6
Using Your IQ.Web Account to Log In	8
Requesting an Account	9
Updating Your Personal Information	10
Updating Your User Account Information	11
Changing Your Password	11
Changing Your Security Question	12
Changing Your Personal Data	12
Updating Your Address Information	13
Editing Your Preferred Address	13
Adding a New Address	13
Viewing and Managing Your Addresses	14
Viewing Degree Requirements	15
Searching for Courses	17
Searching for Available Course Sections	17
Searching for Courses in the Course Catalog	18
Setting up Your Courses	20
Defining Your Course Activities	21
Weighting Course Activities	21
Adding a Course Activity	23
Copying All Activities from Another Course	26
Copying a Course Activity	29
Editing a Course Activity	31
Deleting Course Activities	33
Managing Media for a Course Activity	33

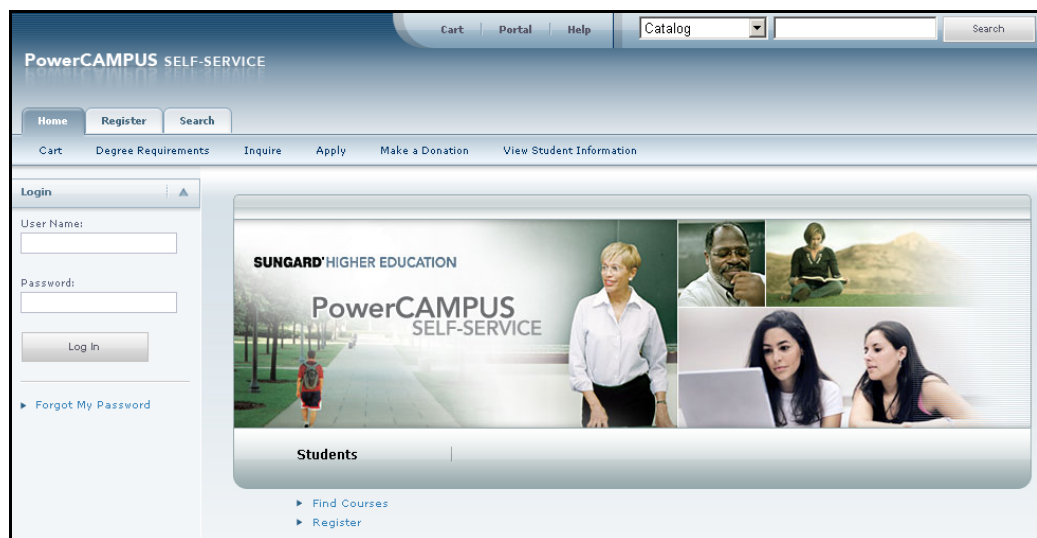
Mapping Numeric Grades to Letter Grades	36
Mapping the Grades for a Course	36
Deleting the Grade Mappings for a Course	38
Using a Course Home Page	39
Creating a Course Home Page	40
Viewing a Course Home Page	41
Updating a Course Home Page	44
Activating a Course Home Page	48
Inactivating a Course Home Page	49
Managing Course Section Media	49
Posting Course Announcements	52
Posting Information to a Forum	54
Deleting a Course Home Page	55
Reviewing Your Student Lists	57
Viewing Your Class List	57
Downloading Class List Information	59
E-mailing Students in Your Class	61
Viewing the Waitlist for a Class	62
E-mailing Students on a Waitlist	63
Viewing the Permission Requests for a Class	64
Adding a Permission Request for a Student	66
E-mailing Students About Permission Requests	68
Entering Grades	70
Entering Activity Grades	71
Viewing a Student's Submitted Activities	71
Entering Grades for Course Activities	72
E-mailing Students About Activity Grades	73
Downloading Grades for an Activity	74
Viewing Statistics About a Course Activity	76
Downloading Statistics for an Activity	78
Entering Overall Course Grades	79
Entering Overall Grades for a Course	79
Changing Students' Grades for a Course	80
E-mailing Students About Overall Grades	81
Downloading Overall Course Grades	82
Viewing Course Statistics	84
Downloading Course Statistics	85

Entering Student Violations	87
Adding a Student Violation	87
Editing a Student Violation	88
Deleting a Student Violation	89
Viewing Details about Who Added a Violation	89
E-mailing Students About Violations	90
Downloading Student Violations	91
Entering Student Attendance	93
Entering Attendance for a Course	93
E-mailing Students About Attendance	95
Downloading Attendance Records	96
Managing Your Assistants	98
Adding an Assistant for a Class	98
Changing What Assistants Can Access	99
Approving Grades	100
Approving Students' Grades for a Course	100
Setting up Grade Approvals	101
Advising Students	102
Managing Your Advisees	102
Searching for Students to Advise	103
E-mailing Advisees	105
Downloading a List of Advisees	107
Viewing a Student's Course Schedule	108
Viewing a Student's Academic Plan	109
Viewing a Student's What If? Plan	113
Viewing a Student's Unofficial Transcript	115
Viewing a Student's Permission Requests	115
Approving a Student's Course Schedule	116
Viewing a Student's Schedule Requests	117
Viewing a Student's Grade Report	118
Authorizing Students to Register for Classes	119
Searching for Students to Authorize	119
Selecting Students and Academic Periods	122
E-mailing Students About Registration	123

Introduction to PowerCAMPUS Self-Service

This user guide focuses on how faculty members can use PowerCAMPUS Self-Service to access and update their information. Using a Web browser, faculty members can set up their Course Home Pages, enter students' grades, define their course activities, and more.

All faculty members will first view the PowerCAMPUS Self-Service *Home* page, which can be used to access general information for all users.



Taking a Look at the Home Page

The *Home Page* gives you a first look at the basic design of the Web pages. Here is a description of the Web page from top to bottom:

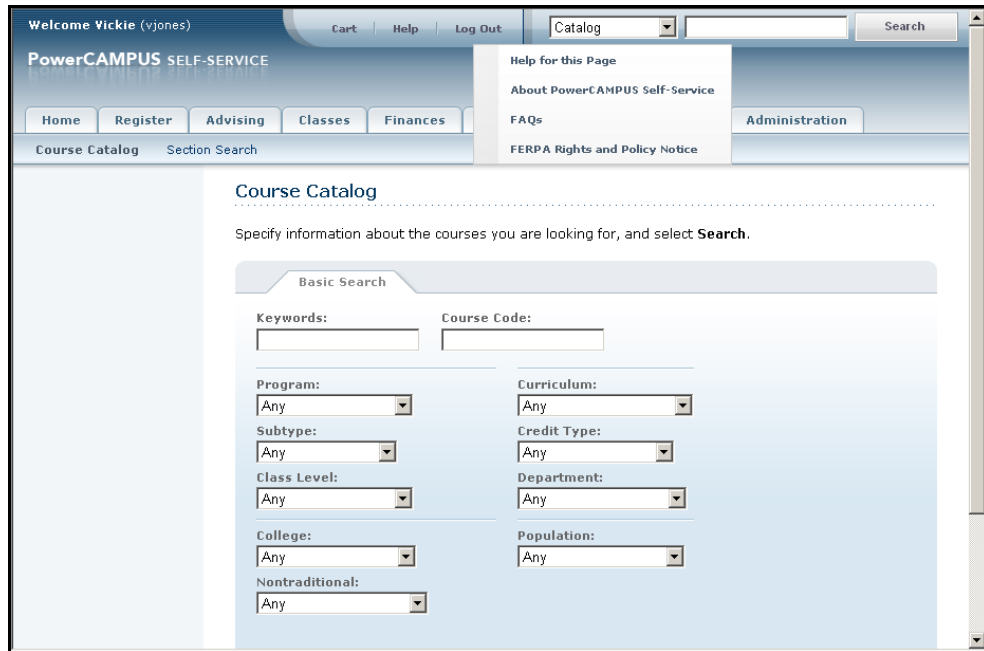
Web Page Area:	Description:
Links	<p>These links will appear at the top of every page:</p> <ul style="list-style-type: none"> • Select Cart to display your shopping cart, which will list any course sections you may have chosen. • Select Help to display information about the current Web page. <p>After you log in:</p> <ul style="list-style-type: none"> • The Log Out link will also be displayed at the top of every page. • If your school is also running the PowerCAMPUS Portal, a link to the Portal will also be displayed at the top of every page.
Search	<p>You can search for Course Sections that are available for a specified year, term, and session, or search for courses in the Catalog.</p> <ol style="list-style-type: none"> 1. Specify what you want to search, courses in the Catalog or Course Sections. 2. You have the option to enter a keyword for the course (<i>Art</i>, for example). <ul style="list-style-type: none"> • If you enter a keyword, the system will list ALL courses with the specified keyword. • If you do not enter a keyword, the system will prompt you to enter more information to narrow your search. 3. Select Search.
Tabs	<p>Select the tab that corresponds to the function you want to perform. For example, if you wanted to register for courses, you would choose the Register tab.</p>
Menu Items	<p>Once you select a tab, the corresponding list of menu items will appear under the tabs.</p>
Options	<p>Once you select a menu item, the corresponding options for that menu item will appear along the left pane, and the associated Web page will appear to the right.</p>

Once faculty members log in, they can access information that applies to them. For example, they can view and update their course information, enter students' grades, create and modify their Course Home Pages, and so on.

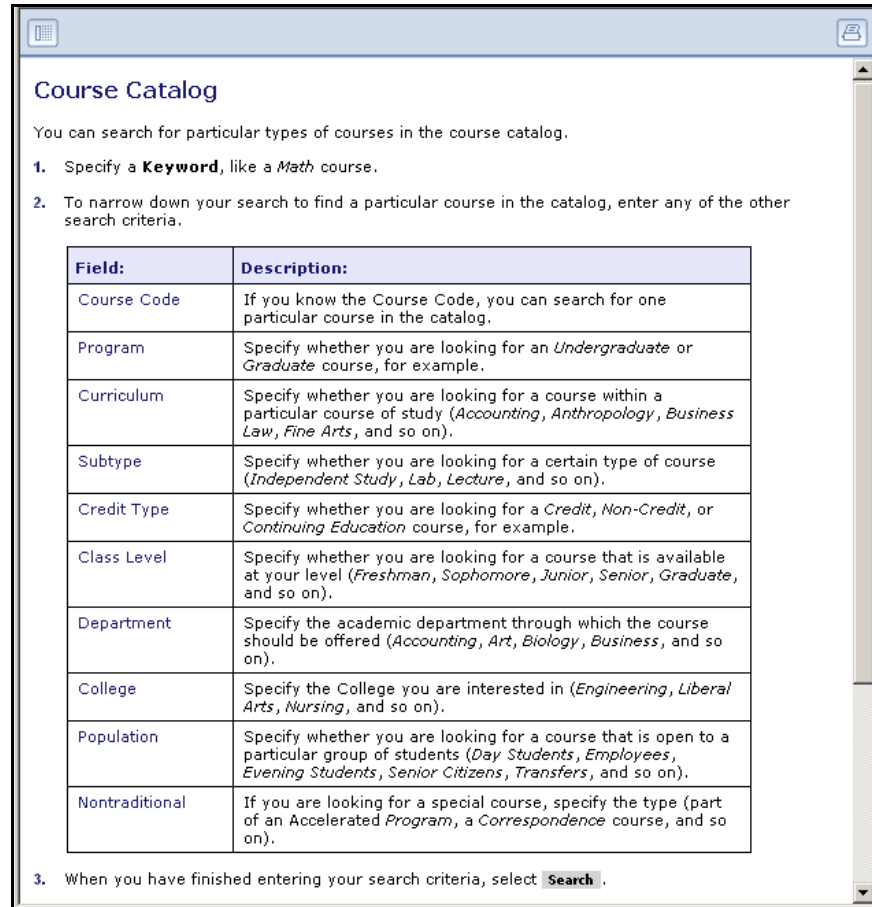
Using the On-line Help

If you have a question about the Web page you are currently viewing, you can display the help text for that page.



1. Select the **Help** link at the top of the page.
2. From the *Help* drop-down menu, select **Help for this page**.




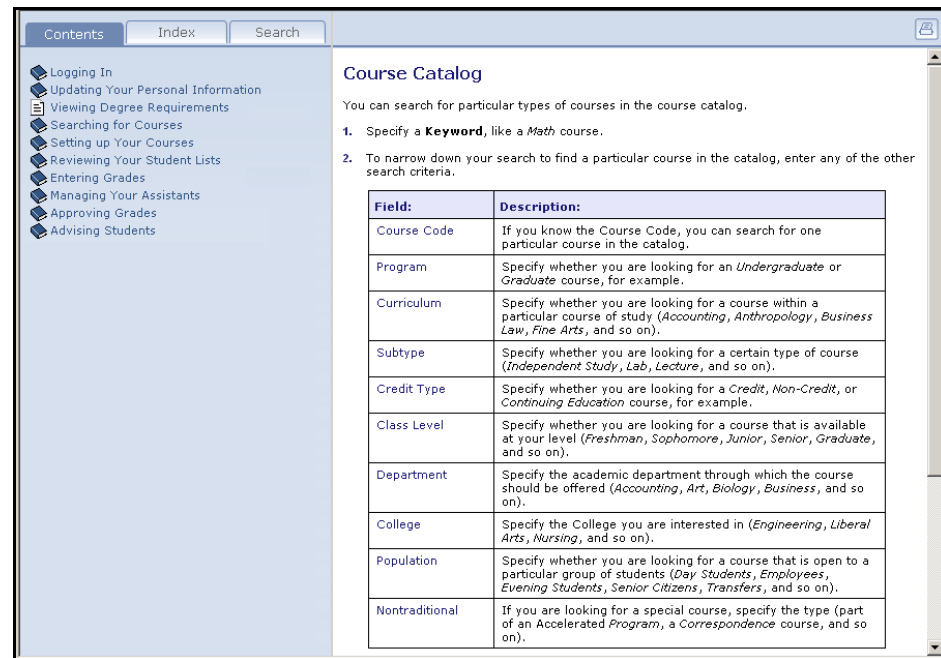
3. Review the information on the *Help* window. For example:



4. After reading the help text for the current page, you can either:

- Select  in the upper-right corner of the *Help* window to close the window, or
- Select  in the upper-left corner of the *Help* window to open the entire On-line Help System.

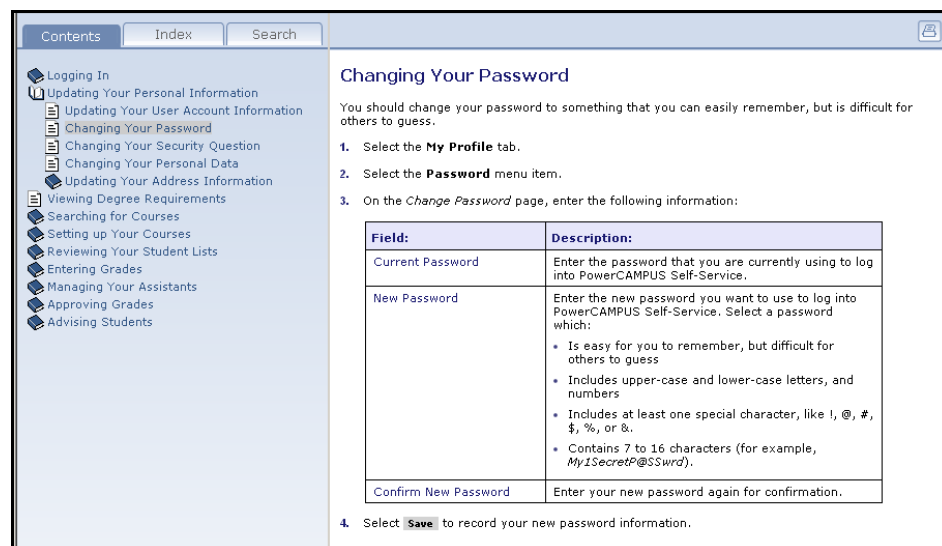
5. If you select , the **Help** window will display a table of **Contents** which lists How-To procedures for accomplishing many tasks. For example:



The screenshot shows a web browser window with a navigation menu on the left and a main content area on the right. The navigation menu includes links like 'Logging In', 'Updating Your Personal Information', 'Viewing Degree Requirements', 'Searching for Courses', 'Setting up Your Courses', 'Reviewing Your Student Lists', 'Entering Grades', 'Managing Your Assistants', 'Approving Grades', and 'Advising Students'. The main content area is titled 'Course Catalog' and contains instructions on how to search for courses. It includes a table with search criteria and their descriptions.

Field:	Description:
Course Code	If you know the Course Code, you can search for one particular course in the catalog.
Program	Specify whether you are looking for an <i>Undergraduate</i> or <i>Graduate</i> course, for example.
Curriculum	Specify whether you are looking for a course within a particular course of study (<i>Accounting, Anthropology, Business Law, Fine Arts, and so on</i>).
Subtype	Specify whether you are looking for a certain type of course (<i>Independent Study, Lab, Lecture, and so on</i>).
Credit Type	Specify whether you are looking for a <i>Credit, Non-Credit, or Continuing Education</i> course, for example.
Class Level	Specify whether you are looking for a course that is available at your level (<i>Freshman, Sophomore, Junior, Senior, Graduate, and so on</i>).
Department	Specify the academic department through which the course should be offered (<i>Accounting, Art, Biology, Business, and so on</i>).
College	Specify the College you are interested in (<i>Engineering, Liberal Arts, Nursing, and so on</i>).
Population	Specify whether you are looking for a course that is open to a particular group of students (<i>Day Students, Employees, Evening Students, Senior Citizens, Transfers, and so on</i>).
Nontraditional	If you are looking for a special course, specify the type (part of an <i>Accelerated Program, a Correspondence course, and so on</i>).

6. When the On-line Help System is open, you can select links in the table of **Contents** until you display the desired How-To procedure. For example:



The screenshot shows the same web browser window as above, but with the 'Changing Your Password' section selected. The navigation menu now highlights 'Changing Your Password'. The main content area is titled 'Changing Your Password' and contains instructions on how to change a password. It includes a table with field names and their descriptions.

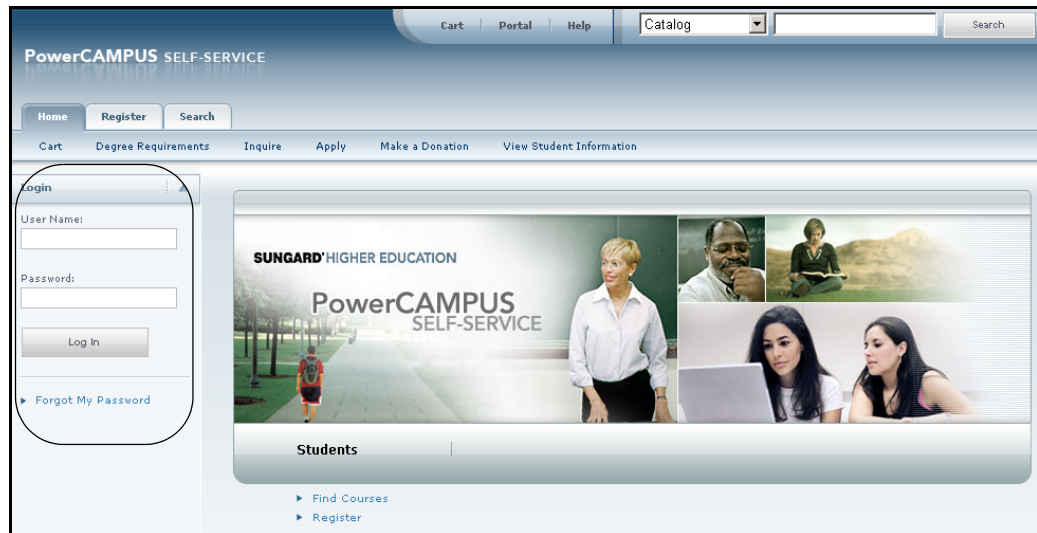
Field:	Description:
Current Password	Enter the password that you are currently using to log into PowerCAMPUS Self-Service.
New Password	Enter the new password you want to use to log into PowerCAMPUS Self-Service. Select a password which: <ul style="list-style-type: none"> Is easy for you to remember, but difficult for others to guess Includes upper-case and lower-case letters, and numbers Includes at least one special character, like !, @, #, \$, %, or & Contains 7 to 16 characters (for example, <i>My1Secret@SSword</i>).
Confirm New Password	Enter your new password again for confirmation.

You can also select the **Index** or **Search** tab to find information.

Logging In

In order to access most of the Self-Service features, you must log in.

1. On the *Login* window, enter your **User Name**.



2. Enter your **Password**. *If You Forget Your Password*, a new password will be e-mailed to you after you correctly answer your security question.
3. Select **Log In**.

If You Forget Your Password

If you forget your password when attempting to log in, a new password will be e-mailed to you after you correctly answer your security question. You must then change the temporary password to something that is easier for you to remember.

1. On the *Login* window, select **Forgot My Password**.
2. On the *Forgot My Password* page, enter your **User Name**.



3. Select **Submit**.

4. Read **Your Security Question** and enter **Your Security Answer**.

5. Select **Submit**.6. Read the confirmation message which states that your password has been updated and e-mailed to you, and lists your **User Name**.

7. Log into your e-mail system and read the e-mail message which lists your new Self-Service password.

8. On the *Forgot My Password* page, select **Log In**.9. Enter your **User Name** and your new Self-Service **Password** EXACTLY as it appears in the e-mail.10. Select **Log In**.

11. Enter the following information:

Field:	Description:
Current Password	Enter the Self-Service password EXACTLY as it appears in the e-mail that was sent to you.
New Password	Enter the new password you want to use to log in. Select a password which: <ul style="list-style-type: none"> • Is easy for you to remember, but difficult for others to guess • Includes upper-case and lower-case letters, and numbers • Includes at least one special character, like !, @, #, \$, %, or & • Contains 7 to 16 characters (for example, <i>My1SecretP@SSwrD</i>)
Confirm New Password	Enter your new password a second time for confirmation.

12. Select **Update**.

13. Read the confirmation message, which states that your password has been changed.

14. Select **Go to the Self-Service Home Page**.

Using Your IQ.Web Account to Log In

If you had a PowerCAMPUS IQ.Web account before we upgraded to PowerCAMPUS Self-Service and the **Transfer IQ.Web Account** link is displayed on the *Login* window, you can use your IQ.Web User Name and Password to log into Self-Service for the first time. The system will then create a Self-Service account for you and e-mail your new Self-Service User Name and Password to your preferred e-mail address.

1. On the *Login* window, select **Transfer IQ.Web Account**.
2. Enter your IQ.Web **User Name** and **Password**.
3. Select **Transfer Account**.
4. If your information is found in the system and you have an e-mail address on file, the system will display a confirmation message to let you know that:
 - Your PowerCAMPUS Self-Service account will be created, and
 - Your new Self-Service **User Name** and **Password** will be e-mailed to your preferred e-mail address.
5. Select **Finish transfer process**.
6. Access your **e-mail** account and open the message that you just received with your Self-Service **User Name** and **Password**.
7. Enter the following information:

<i>Field:</i>	<i>Description:</i>
Current Password	Enter the Self-Service password EXACTLY as it appears in the e-mail that was sent to you.
New Password	Enter the new password you want to use to log into PowerCAMPUS Self-Service. Select a password which: <ul style="list-style-type: none"> • Is easy for you to remember, but difficult for others to guess • Includes upper-case and lower-case letters, and numbers • Includes at least one special character, like !, @, #, \$, %, or & • Contains 7 to 16 characters (for example, <i>My1SecretP@SSwrd</i>)
Confirm New Password	Enter your new password a second time for confirmation.
New Security Question	Select the security question that should be used to identify you if you forget your password. Select a question for which other people would not be able to guess your answer.
New Security Answer	Enter the answer to the specified New Security Question .

8. Select **Update**.
9. Read the confirmation message, which states that your password and your security question and answer have been updated.
10. Select **Self-Service Home**.

Requesting an Account

If the **Request Account** link is displayed on the *Login* window and you do not already have a PowerCAMPUS Self-Service account, you can request that an account be created for you.

1. On the *Login* window, select **Request Account**.
2. On the *Request Account* page, enter the following information:

<i>Field:</i>	<i>Description:</i>
System ID	Enter your 9-digit People ID without hyphens. For example, 123456789.
First Name	Enter your legal first name; not your nickname.
Last Name	Enter your last name or surname.
Date of Birth	Enter the date on which you were born in the format MM/DD/YYYY (e.g., 09/22/1989 for September 22, 1989).

3. Select **Request Account**.
4. If your information is found in the system and you have an e-mail address on file:
 - Your PowerCAMPUS Self-Service account will be created, and
 - Your **User Name** and **Password** will be e-mailed to you.
5. Select **Return to Home**.
6. Enter your **User Name** and **Password**, and select **Login**.

7. Enter the following information:

<i>Field:</i>	<i>Description:</i>
Current Password	Enter the Self-Service password EXACTLY as it appears in the e-mail that was sent to you.
New Password	Enter the new password you want to use to log into PowerCAMPUS Self-Service. Select a password which: <ul style="list-style-type: none">• Is easy for you to remember, but difficult for others to guess• Includes upper-case and lower-case letters, and numbers• Includes at least one special character, like !, @, #, \$, %, or &• Contains 7 to 16 characters (for example, <i>My1SecretP@SSwrđ</i>)
Confirm New Password	Enter your new password a second time for confirmation.
New Security Question	Select a security question for which other people would not be able to guess your answer.
New Security Answer	Enter the answer to the specified New Security Question .

8. Select **Update**.

9. Read the confirmation message, which states that your password and your security question and answer have been updated.

10. Select **Go to the Self-Service Home Page**.

Updating Your Personal Information

From the **My Profile** tab, you can update your user account information, change your password, or edit the security question and answer which are used to verify your identity if you forget your password.

- [Updating Your User Account Information](#)
- [Changing Your Password](#)
- [Changing Your Security Question](#)
- [Changing Your Personal Data](#)
- [Updating Your Address Information](#)

Updating Your User Account Information

You can view your user account information, and edit your e-mail address (if allowed by the institution).

1. Select the **My Profile** tab.
2. Select the **Account Information** menu item.
3. On the *Account Information* page, view your user account information.
4. If allowed by the institution, enter any necessary changes to your e-mail address.
 - Update your **E-mail Address**, because it will be used to keep you informed of personal and campus activities.
 - Select **Save** to record your changes.

Changing Your Password

You should change your password to something that you can easily remember, but is difficult for others to guess.

1. Select the **My Profile** tab.
2. Select the **Password** menu item.
3. On the *Change Password* page, enter the following information:

<i>Field:</i>	<i>Description:</i>
Current Password	Enter the password that you are currently using to log into PowerCAMPUS Self-Service.
New Password	Enter the new password you want to use to log into PowerCAMPUS Self-Service. Select a password which: <ul style="list-style-type: none"> • Is easy for you to remember, but difficult for others to guess • Includes upper-case and lower-case letters, and numbers • Includes at least one special character, like !, @, #, \$, %, or &. • Contains 7 to 16 characters (for example, <i>My1SecretP@SSwrd</i>).
Confirm New Password	Enter your new password again for confirmation.

4. Select **Save** to record your new password information.

Changing Your Security Question

You can change the security question and answer which is used to verify your identity when you forget your password.

1. Select the **My Profile** tab.
2. Select the **Security Question** menu item.
3. On the *Change Security Question* page, enter your **Password**.
4. Select your **New Security Question**. Choose a question for which other people would not be able to guess your answer.
5. Enter your **New Security Answer**.
6. Select **Save** to record your changes.

Changing Your Personal Data

You can view and update the personal information that is currently on file for you, such as your marital status, religion, and citizenship.

1. Select the **My Profile** tab.
2. Select the **Personal Information** menu item.
3. On the *Personal Information* page, review your **Current Information**.
4. If you need to update any of your information, select **Edit**.
5. Enter all the necessary changes.
6. Select **Submit** to save your changes.
7. Review your information.

<i>If Your School:</i>	<i>Then:</i>
Requires Approval of all Changes	Your Updated Information is listed as Pending . <ul style="list-style-type: none">• If you notice something wrong with your pending changes, select Cancel Update to stop your update request.• Once a school administrator approves your change request, your updated information will be recorded, and you will receive an e-mail to let you know that your change request has been approved.
Does Not Require Approval	Your updated Current Information is displayed. If you need to make additional changes, select Edit .

Updating Your Address Information

You can view and update the address information that is currently on file for you.

- [Editing Your Preferred Address](#)
- [Adding a New Address](#)
- [Viewing and Managing Your Addresses](#)

Editing Your Preferred Address

You can update your *Current Preferred Address*, which you want us to use to contact you.

1. Select the **My Profile** tab.
2. Select the **Addresses** menu item.
3. View your *Current Preferred* address.
4. Select **Edit Address**.
5. Enter the necessary changes to your preferred address.
6. Select **Save** to record your changes.

Adding a New Address

If you will be residing in a different address in the future, you can add that address information.

1. Select the **My Profile** tab.
2. Select the **Addresses** menu item.
3. View your *Current Preferred* address.
4. Select **Add Address**.
5. Enter the information for the new address.

<i>For This Field:</i>	<i>Enter:</i>
Address Type	A description of the address that you want us to use to contact you (for example, home address, parent's address, local address).
Address Line 1	The first line of the street address.
Address Line 2	The second line of the street address, if needed.
Address Line 3	The third line of the street address, if needed.
City	The city in which the address is located.
State/Province	The state in the address is located.

Updating Your Address Information

<i>For This Field:</i>	<i>Enter:</i>
Postal Code	The postal code for the address.
Country	The country in which the address is located.
Effective Date	The date on which this address should start being used.
Day Phone	The phone number at which you can be reached during the day.
Evening Phone	The phone number at which you can be reached in the evening.
Recurring	If the address will be used again in the future, check this option.

6. Select **Save**.

- If your school requires approval of address changes, the **Status** of your new address will be listed as **Pending** on the *Manage Addresses* page and you will not be able to edit it until it is approved.
- If your school does not require approval, your new address will be recorded.

Viewing and Managing Your Addresses

You can view all of your address information and make any necessary changes.

1. Select the **My Profile** tab.
2. Select the **Addresses** menu item.
3. Select **Manage Addresses**.
4. View your *Current Preferred* address at the top of the list of addresses.
5. Choose to display your addresses in the **Card View** or **List View**.
6. Follow the corresponding steps.

<i>To:</i>	<i>Follow These Steps:</i>
Change your Preferred Address	<ol style="list-style-type: none"> 1. For the address you want us to use to contact you, select Make Preferred. 2. Select OK to confirm that you want to change your preferred address.
Add a new address	<ol style="list-style-type: none"> 1. Select Add Address on the Card View or Add Address on the List View. 2. Enter the information for your new address. 3. Select Save to record your new address.
Edit an Address	<ol style="list-style-type: none"> 1. For the address you need to update, select Edit. 2. Enter the necessary changes to the address. 3. Select Save to record your address changes.

<i>To:</i>	<i>Follow These Steps:</i>
Delete an Address	<ol style="list-style-type: none"> 1. For the address you need to delete, select Delete. 2. Select OK to confirm that you want to delete the address.

Viewing Degree Requirements

You can view the course requirements necessary for completing a specified academic plan for a particular year and term.

1. Select the **Home** tab.
2. Select the **Degree Requirements** menu item.
3. Select the **Period**.
4. Select the **Program**.
5. Select the **Degree**.
6. Select **Create** to display the degree requirements for the specified Period, Program, and Degree.

Degree Requirements

Here are the course requirements necessary for completing the selected **Academic Plan**.

2007/CONED - Graduate Study/Master Bus. Admin./Business Admin.

Courses: 13 Min | 13 Max | 0 Complete | 13 Remaining Credits: 39.00 Min | 39.00 Max | 0.00 Complete | 39.00 Remaining
 Discipline: 1 Total | 0 Complete | 1 Remaining GPA: 0.00 (Min 3.00) | Overall 0.00 (Min 3.00)

MBA Program

Courses: 13 Min | 13 Max | 0 Complete | 13 Remaining Credits: 39.00 Min | 39.00 Max | 0.00 Complete | 39.00 Remaining
 Classification: 4 Min | 4 Max | 0 Complete | 4 Remaining

Business Law



Courses: 4 Min | 4 Max | 0 Complete | 4 Remaining Credits: 12.00 Min | 12.00 Max | 0.00 Complete | 12.00 Remaining

Course	Name	Sub Type	Credits	Sequence	Min Grade	Required
<input type="checkbox"/> BLAW 200	Constitutional Law	Lecture		2.1	Passing	
<input type="checkbox"/> BLAW 300	Business Law I	Lecture		2.1	Passing	
<input type="checkbox"/> BLAW 375	Business, Law, and	Lecture		3.1	Passing	
<input type="checkbox"/> BLAW 376	Law for the Manager	Lecture		3.1	Passing	
<input type="checkbox"/> BLAW 396	Business Law II	Lecture		4.0	Passing	

Updating Your Address Information

7. Review the information about the course requirements for the specified academic plan:

Column: **Typically Lists:**

	Select  to list the available course sections for the corresponding course code.
(and) And/Or	If applicable, the parentheses are used to group courses together to help you see: <ul style="list-style-type: none"> • Which group of courses must be taken, and • Which courses can be taken instead of other courses.
Course	The number of the course is displayed as a link to more information about the course.
Name	The course title.
Sub Type	The type of course (for example, <i>lecture</i> , <i>lab</i>).
Credits	The number of credits earned upon completion of the course.
Sequence	The enrolled sequence number for the course.
Min Grade	The minimum grade that must be earned in order for the course to fulfill the classification requirement.
Required	Whether the course must be completed in order to fulfill the classification requirement.

Searching for Courses

You can search for **Course Sections** that are available for a specified term, or search the **Course Catalog** for courses offered for a specified class level, curriculum, credit type, and so on.

- [Searching for Available Course Sections](#)
- [Searching for Courses in the Course Catalog](#)

Searching for Available Course Sections

You can search for the course sections that are available for a specified course and term.

1. Perform a basic or an advanced course section search.

<i>For:</i>	<i>Follow These Steps:</i>
Basic Search	<p>Either:</p> <ul style="list-style-type: none"> • In the Search field at the top of any Web page, select Course Sections, enter a keyword (for example, <i>Math</i>), and select Search, or • Select the Search tab and then the Section Search menu item. Then specify a Keyword, Course Code, or academic period for the courses you want to find, and select Search.
Advanced Search	<ol style="list-style-type: none"> 1. Select the Search tab. 2. Select the Section Search menu item. 3. On the <i>Section Search</i> page, select Advanced Search 4. Enter all the information you know about the course sections you want to find. You can enter part of the course information and use the <code>_</code> wildcard to search for course sections. For example: <ul style="list-style-type: none"> • Com would find all <i>Composition</i> and <i>Computer</i> courses. • Com_101 would find the <i>Composition 101</i> and <i>Computer 101</i> courses. 5. Select Search.

Searching for Courses in the Course Catalog

2. On the *Course Section Results* page, view the list of courses which match your search criteria.

<i>Select:</i>	<i>To:</i>
Course Code	Display the <i>Course Search Details</i> page with all the information about the course. When you are finished viewing the course section details, select Back to return to the Section Results page.
Add to Cart	Add the open course to your shopping cart, if it is available for registration.
Add to Waitlist	Add your name to the waitlist for the closed course, if it is available.

3. If many course sections match your search criteria, use the drop-down menus above the list of courses to narrow down your search.

Searching for Courses in the Course Catalog

You can search for particular types of courses in the course catalog.

1. If you want to perform a **quick search** for courses in the catalog, follow these steps:
 - From the drop-down menu at the top of any page, select **Catalog**.
 - Enter at least part of the course name or subject type you are looking for (like *Math*).
 - Select **Search**.
 - Continue with Step 3.
2. If you want to perform a more **advanced search**, follow these steps:
 - Select the **Search** tab.
 - Select the **Catalog** menu item.
 - On the *Course Catalog* page, enter any of the following search criteria.

<i>Field:</i>	<i>Description:</i>
Course Code	If you know the Course Code, you can search for one particular course in the catalog.
Program	Specify whether you are looking for an <i>Undergraduate</i> or <i>Graduate</i> course, for example.
Curriculum	Specify whether you are looking for a course within a particular course of study (<i>Accounting, Anthropology, Business Law, Fine Arts</i> , and so on).
Subtype	Specify whether you are looking for a certain type of course (<i>Independent Study, Lab, Lecture</i> , and so on).

Field:	Description:
Credit Type	Specify whether you are looking for a <i>Credit, Non-Credit, or Continuing Education</i> course, for example.
Class Level	Specify whether you are looking for a course that is available at your level (<i>Freshman, Sophomore, Junior, Senior, Graduate, and so on</i>).
Department	Specify the academic department through which the course should be offered (<i>Accounting, Art, Biology, Business, and so on</i>).
College	Specify the College you are interested in (<i>Engineering, Liberal Arts, Nursing, and so on</i>).
Population	Specify whether you are looking for a course that is open to a particular group of students (<i>Day Students, Employees, Evening Students, Senior Citizens, Transfers, and so on</i>).
Nontraditional	If you are looking for a special course, specify the type (part of an <i>Accelerated Program, a Correspondence</i> course, and so on).

3. Review the list of courses which match your search criteria.

Select:	To:
Refine Search	Enter additional search criteria to narrow down the list of courses.
New Search	Search for a different type of course.
Course Code	Display more information about a course.
Find Course Sections	Search for available course sections for the course.

Setting up Your Courses

You must set up your courses before you can enter students' grades. You need to set the following course information:

Set:	Description:
Activities	<p>If you want to use grades for course activities to help determine your students' overall grades for the course section, you must detail information about the Activities you have planned for your course section (for example, essay 1, essay 2, test 1, test 2). You can begin assigning course activities by:</p> <ul style="list-style-type: none"> • Adding a Course Activity, or • Copying All Activities from Another Course
Weighting	<p>Specify how the grades for the course activities will be weighted when calculating the midterm and final grades. You have these options:</p> <ul style="list-style-type: none"> • You can weight individual activities (for example, weighting <i>quiz 3</i> heavier than <i>quiz 1</i>) • You can weight types of activities (for example, weighting <i>exams</i> heavier than <i>quizzes</i>) • For each Activity Type (for example, <i>essays</i>, <i>tests</i>, <i>quizzes</i>, <i>projects</i>), you can drop the lowest and highest grades for activities of that type. <p>Refer to Weighting Course Activities.</p>
Grade Mappings	<p>Provide the Grade Mappings for the course, so that each student's numeric grade can be converted to the corresponding letter grade. For example, converting a 95 to an A.</p> <p>Refer to Mapping the Grades for a Course.</p>
Course Home Page	<p>If your institution allows faculty members to create Course Home Page sites for their course sections, you can create a Web site which can:</p> <ul style="list-style-type: none"> • Display information about your course section, like the syllabus. • List scheduled dates when the class meets and when activities are due. • Enable students to download media files they need for the course. • Let students download media files they need for completing course activities. • Allow students to submit their completed course activities. <p>Refer to Creating a Course Home Page.</p>

Defining Your Course Activities

If you want to use grades for course activities to help determine your students' grades for the course section, you must detail information about the Activities you have planned for your course section (for example, **essay 1**, **essay 2**, **test 1**, **test 2**).

- [Adding a Course Activity](#)
- [Copying All Activities from Another Course](#)
- [Weighting Course Activities](#)
- [Managing Media for a Course Activity](#)

Weighting Course Activities

On the *Setup* page, you must specify how course activities are to be weighted when calculating students' midterm and final grades.

Setup - Activities

Select Course: Course: 2004/Fall/01 - Session - HIST 225/Lecture/01
Russia to 1860
Traditional

Test (2 items)

Midterm: Weight (B) Drop Lowest (F) Drop Highest
1 0 / 1 0 / 1

Final: Weight (B) Drop Lowest (F) Drop Highest
1 0 / 2 0 / 2

Title	Assigned Due	Possible Points	Midterm Weight	Final Weight
Midterm		100	(D) 50 50.00%	(E) 25 16.67%
Test		100	(G) 0 0.00%	(E) 50 33.33%

Quiz (1 items)

Midterm: Weight Drop Lowest Drop Highest
1 0 / 0 0 / 0

Final: Weight Drop Lowest Drop Highest
1 0 / 1 0 / 1

Title	Assigned Due	Possible Points	Midterm Weight	Final Weight
Quiz		25	0 0.00%	10 50.00%

How to Weight Activities

Enter for Each Activity (A)

By Maximum Points

Equally (C)

Change

Save Reset

1. Specify whether you want to **Weight** the activities **by the Activity Type**. Select this option (A) if you have assigned several types of activities for a course and you want to weight one type of activity (for example, **Exams**) heavier than another (for example **Essays**).

If you choose to **Weight** the activities **by the Activity Type**, then for each Activity Type, specify the **Weight** for the activities when calculating the **Midterm** and **Final** grades (B).

Defining Your Course Activities

You can use any set of numbers to define the weight differences between Activity Types. For example, to weight the activities of one activity type (for example, **Tests**) **twice as heavy** as the activities of another activity type (for example, **Homework**), you could assign the **Homework** activity type with a weight of **1** and the **Tests** activity type with a weight of **2**. You could also set the weights for these activity types at **25** and **50**, **5** and **10**, **50** and **100**, and so on.

- Specify **How** you want to **Weight Activities** for the course (**C**).

Weight Activities:	Description:
By Maximum Points	The more points an activity is worth, the more weight it will have in calculating midterm and final grades. For example, if Test 3 is worth 200 possible points and Test 1 is worth 100 possible points, Test 3 will have twice as much weight in calculating the students' midterm and final grades.
Equally	The scores for all the course activities will be counted the same when calculating the midterm and final grades for the course.
Enter for Each Activity	You can specify the weight for individual course activities. For example, Quiz 3 can have more weight in calculating the students' midterm and final grades than Quiz 1 .

- Review the calculated weight (**G**) for each activity.

Midterm Weight		Final Weight	
50	50.00%	25	16.67%
0	0.00%	50	33.33%

Each time you change the weight for an Activity Type (**B**) or an Activity (**C**), the system will re-calculate how the activity scores will count toward the **Midterm** and **Final** grades. This depends on how you have chosen to weight the activities.

Weighting:	Midterm and Final Grade Information:
Enter for Each Activity	The system will calculate the activity's Percentage of the Midterm grade (D) and Final grade (E).
By Maximum Points, or Equally	The system will calculate how much the activity Counts Toward the Midterm grade and Final grade.

- For each Activity Type, specify if the **lowest** and **highest** scores for activities of that Activity Type should be dropped when calculating the students' **Midterm** and **Final** grades (**F**).
- Select **Save** to record the information for the course section.

Adding a Course Activity

You will need to enter information about each of the activities (for example, *exams*, *essays*, *projects*) that will be used to grade students in the course. To add a course activity:

1. Select the **Classes** tab.
2. Select the **Setup** menu item.
3. Select the **Activities** option.
4. From the list of years, terms, and sessions, select the course section.

Setup - Activities

▼ Select Course

Or... browse the courses below:

Year	Springm
2008	01 - Session ACC 101/Lecture/01 BUS 100/Lecture/01
2007	
2006	

5. If no activities have been added for the course yet, select **Add Activity**; otherwise, select **Add an Activity**.

Setup - Activities

▼ Select Course

Course: 2008/Spring/01 - Session01 - ACC 101/Lecture/01
Principles of Accounting I
MWF 8:00 AM - 8:50 AM, SCT/Anderson Hall/100
Traditional

There are currently no activities for this course.

Add New...

Add a new activity to this course:

Add Activity

Copy Existing...

Copy activities from another section:

Copy Activities

Weight by Type of Activity

How to Weight Activities

By Maximum Points

Equally

Enter for Each Activity

Change

Defining Your Course Activities

6. On the *Add Activity* page, specify the following information about the new course activity.

Column:	Description:
Title	You must specify a unique name for the new activity that will make it easy to distinguish between this activity and all the other activities for the course section (for example, <i>Quiz - Chapters 1-3, Midterm Exam, Final Exam</i>).
Activity Type	You must specify which type of activity you are creating for the course (for example, <i>Quiz, Essay, Exam</i>). The course activities will be grouped by Activity Type on the <i>Setup</i> page.
Description	Enter a description of the course activity.
Possible Points	You must specify the maximum number of points students can earn by completing this course activity.
Assigned	Specify the date and time on which this activity is to be assigned to the students taking the course.
Due	Specify the date and time on which this activity must be completed and submitted.
Prevent Late Submissions	If you select Prevent Late Submissions , students will not be able to submit the activity after the specified Due date and time.
Midterm Weight	If you have chosen to Enter the weight for Each Activity , specify the weight of this activity when calculating students' midterm grades.
Final Weight	If you have chosen to Enter the weight for Each Activity , specify the weight of this activity when calculating students' final grades.
Counts Towards Midterm	If you have chosen to weight activities By Maximum Points or Equally , specify whether the grade for this activity should be included when calculating the midterm grade.
Counts Towards Final	If you have chosen to weight activities By Maximum Points or Equally , specify whether the grade for this activity should be included when calculating the final grade.
Availability	Specify whether information about this activity should: <ul style="list-style-type: none"> • Always be Available on the <i>Course Home</i> page, or • Only be Available within the designated time period. Make sure that you specify the From date and time and the To date and time.

7. On the *Add Activity* page, select **Save**.

8. If you have not done so already, specify **How** you want to **Weight Activities** for the course.

- Select an option:

<i>Weight Activities:</i>	<i>Description:</i>
By Maximum Points	The more points an activity is worth, the more weight it will have in calculating midterm and final grades. For example, if Test 3 is worth 200 possible points and Test 1 is worth 100 possible points, Test 3 will have more weight in calculating the students' midterm and final grades.
Equally	The grades for all the course activities will be counted the same when calculating the midterm and final grades for the course.
Enter for Each Activity	You can specify the weight for individual course activities. For example, Quiz 3 can have more weight in calculating the students' midterm and final grades than Quiz 1 .

- Select **Change**.

9. Select **Save** to record all the information about the new course activity.

If a Course Home Page has been created for the course section, the system will create folders for the activity in the course section's document libraries.

- A folder for the activity in the **Course Documents** document library.
- A folder for the activity in the **Submitted Documents** document library.
- A subfolder for each student under the folder for the activity in the **Submitted Documents** document library.

Copying All Activities from Another Course

You will need to enter information about each of the activities (for example, *exams*, *essays*, *projects*) that will be used to grade students in the course. A quick way to set up the activities for a **new** course section is to copy the activities (along with ALL the section and activity media) from another course section.

Note: If you copy all the activities to a course section which already has activities, its activities and media will be overwritten.

1. Select the **Classes** tab.
2. Select the **Setup** menu item.
3. Select the **Activities** option.
4. From the list of years, terms, and sessions, select the course.

The screenshot shows the 'Setup - Activities' interface. On the left is a navigation menu with 'Activities' selected. The main content area has a 'Select Course' section with the text 'Or... browse the courses below:'. There are two dropdown menus: 'Year' with '2008' selected, and 'Spring' with '01 - Session' selected. Below these, the course details are displayed: 'ACC 101/Lecture/01' and 'BUS 100/Lecture/01'.

5. On the *Activities* page, select the **Copy Activities** option.

The screenshot shows the 'Setup - Activities' interface with the 'Copy Existing...' button highlighted. The course details are: 'Course: 2008/Spring/01 - Session01 - ACC 101/Lecture/01', 'Principles of Accounting I', 'MWF 8:00 AM - 8:50 AM, SCT/Anderson Hall/100', 'Traditional'. Below the course details, there is a message: 'There are currently no activities for this course.' There are two buttons: 'Add New...' and 'Copy Existing...'. The 'Copy Existing...' button is highlighted. Below the 'Copy Existing...' button, there is a text box for 'Copy activities from another section:' and a 'Copy Activities' button.

6. On the *Copy Activities* window, select the course section from which you want to copy the activities, and select **Next**.

The screenshot shows a window titled "Copy Activities" with a sub-header "Choose a section to copy...". It displays a grid of course sections with radio buttons for selection. The sections are:

- 2008/Springm/01 - Session: ACC 101/Lecture/01
- 2007/Fall /01 - Session: ACC 101/Lecture/01, COPY100/Lecture/01, COPY100/Lecture/20
- 2006/Fall m/03 - Session: BUS 100/Lecture/01
- 2005/Springm/01 - Session: ACC 101/Lecture/01
- 2007/CONED/ConEd Session: BUS 100/Lecture/01
- 2007/Spring/01 - Session: ACC 101/Lecture/01, BUS 100/Lecture/01, ACC 101/Lecture/02, ADHOC100/Lecture/01
- 2006/Fall/ConEd Session: ACC 101/Lecture/01, BUS 100/Lecture/01
- 1996/Fall/01 - Session: ACC 101/Lecture/01

A "Next" button is located at the bottom right of the window.

7. On the *Copy Activities* window, review the list of activities for the selected course section.

The screenshot shows the "Copy Activities" window with a sub-header "Select Finish to copy the following activities to 2008/Springm/01 - Session m - BUS 100/Lecturem/01. Any existing activities will be deleted." Below this is a table of activities:

Name	Type	Description	Possible Points
Quiz 7	Anon Quiz	Quiz 7	70.000
Mid Term Exam	Exam	Mid Term Exam	100.000
Final Exam	Exam	Final Exam	100.000

At the bottom right of the window are "Previous" and "Finish" buttons.

8. If these are the activities you want to copy to your course section, select **Finish**. Any activities that may already have been defined for the course section will be replaced during the copy process.
9. On the *Copy Activities - Success* window, select **Close Window**.

Defining Your Course Activities

10. Review the list of copied activities.

Activities

Grade Mappings

Course Home Page

Manage Section Media

Options ▾

➕ Add an Activity

📄 Copy Activities

✖ Delete All Activities

Weight by Type of Activity

How to Weight Activities

By Maximum Points

Equally

Enter for Each Activity

Change

Recent Courses ▲

Setup - Activities

▼ Select Course Course: 2008/Spring/01 - Session - BUS 100/Lecture/01
Introduction to Business
MWF 5:00 PM - 5:50 PM, SCT/Anderson Hall/100
Traditional

Exam (2 items, 200 points)

Midterm: Drop Lowest / Drop Highest / Final: Drop Lowest / Drop Highest /

Title	Assigned Due	Possible Points	Counts Toward Midterm	Counts Toward Final
Final Exam		100	<input checked="" type="checkbox"/> 50.00%	<input checked="" type="checkbox"/> 50.00%
Mid Term Exam		100	<input checked="" type="checkbox"/> 50.00%	<input checked="" type="checkbox"/> 50.00%

Anon Quiz (1 items, 70 points)

Midterm: Drop Lowest / Drop Highest / Final: Drop Lowest / Drop Highest /

Title	Assigned Due	Possible Points	Counts Toward Midterm	Counts Toward Final
Quiz 7		70	<input type="checkbox"/> 0.00%	<input type="checkbox"/> 0.00%

Total Midterm Points: 200 | Total Final Points: 200

Save Reset

11. As necessary, update the list of activities for your course section. For example:

- Edit the dates for the course activities, and any of the other information about the activities. Refer to [Editing a Course Activity](#).
- Delete any activities you do not plan to use for your course section. Refer to [Deleting Course Activities](#).
- If you have created a Course Home Page for the course section, you can provide the document files your students will need to complete the activities. Refer to [Managing Media for a Course Activity](#).

Copying a Course Activity

You can copy one of the course activities that has already been assigned for the course section.

1. Select the **Classes** tab.
2. Select the **Setup** menu item.
3. Select the **Activities** option.
4. From the list of years, terms, and sessions, select the course.

Setup - Activities

Activities

- Grade Mappings
- Course Home Page
- Manage Section Media
- Recent Courses

Select Course

Or... browse the courses below:

Year	Session
2008	01 - Session ACC 101/Lecture/01 BUS 100/Lecture/01
2007	
2006	

5. On the *Activities* page, review the list of activities that have been defined for the course section.

Setup - Activities

Select Course

Course: 2008/Spring/01 - Session - BUS 100/Lecture/01
Introduction to Business
MWF 5:00 PM - 5:50 PM, SCT/Anderson Hall/100
Traditional

Exam (2 items, 200 points)

Midterm:	Drop Lowest	Drop Highest	Final:	Drop Lowest	Drop Highest
	0 / 2	0 / 2		0 / 2	0 / 2

Title	Assigned Due	Possible Points	Counts Toward Midterm	Counts Toward Final
Final Exam		100	<input checked="" type="checkbox"/> 50.00%	<input checked="" type="checkbox"/> 50.00%
Mid Term Exam		100	<input checked="" type="checkbox"/> 50.00%	<input checked="" type="checkbox"/> 50.00%

Anon Quiz (1 items, 70 points)

Midterm:	Drop Lowest	Drop Highest	Final:	Drop Lowest	Drop Highest
	0 / 0	0 / 0		0 / 0	0 / 0

Title	Assigned Due	Possible Points	Counts Toward Midterm	Counts Toward Final
Quiz 7		70	<input type="checkbox"/> 0.00%	<input type="checkbox"/> 0.00%

Total Midterm Points: 200 | Total Final Points: 200

6. Select the activity you want to duplicate.

Defining Your Course Activities

7. On the drop-down menu, select **Copy**.

The screenshot shows the 'Setup - Activities' interface. On the left is a sidebar with options: Activities, Grade Mappings, Course Home Page, Manage Section Media, Options (dropdown), Add an Activity, Copy Activities, Delete All Activities, Weight by Type of Activity (checkbox), How to Weight Activities (radio buttons for By Maximum Points, Equally, Enter for Each Activity), Change, and Recent Courses (dropdown). The main area is titled 'Setup - Activities' and shows a course selection: '2008/Springm/01 - Session m - BUS 100/Lecturem/01 Introduction to Business MWF 5:00 PM - 5:50 PM, SCT/Anderson Hall/100 Traditional'. Below this are two activity sections: 'Exam (2 items, 200 points)' and 'Anon Quiz (1 items, 70 points)'. Each section has a table with columns: Title, Assigned Due, Possible Points, Counts Toward Midterm, and Counts Toward Final. The Exam section shows 'Final Exam' and 'Mid Term Exam' with 100 possible points each and 50.00% weight. The Anon Quiz section shows 'Quiz 7' with 70 possible points and 0.00% weight. At the bottom, there are buttons for 'Save' and 'Reset', and a 'Copy' button is visible in the activity list.

8. On the *Add Activity* page, update the following information for the new course activity.

Column:	Description:
Title	You must specify a unique name for the new activity that will make it easy to distinguish between this activity and all the other activities for the course section (for example, <i>Project 1</i> , <i>Quiz - Chapters 1-3</i> , <i>Quiz - Chapters 4-6</i> , <i>Midterm Exam</i>).
Activity Type	You must specify which type of activity you are creating for the course.
Description	Enter a description of the course activity.
Possible Points	You must specify the maximum number of points students can earn by completing this course activity.
Assigned	Specify the date and time on which this activity is to be assigned to the students taking the course.
Due	Specify the date and time on which this activity must be completed and submitted.
Prevent Late Submissions	Specify whether submissions made after the Due date and time are to be prevented.
Midterm Weight	If you have chosen to Enter the weight for Each Activity , specify the weight of this activity when calculating students' midterm grades.
Final Weight	If you have chosen to Enter the weight for Each Activity , specify the weight of this activity when calculating students' final grades.

<i>Column:</i>	<i>Description:</i>
Counts Towards Midterm	If you have chosen to weight activities By Maximum Points or Equally , specify whether the grade for this activity should be included when calculating the midterm grade.
Counts Towards Final	If you have chosen to weight activities By Maximum Points or Equally , specify whether the grade for this activity should be included when calculating the final grade.
Availability	Specify whether information about this activity should: <ul style="list-style-type: none"> • Always be Available on the course page, or • Only be Available within the designated time period. Make sure that you specify the From date and time and the To date and time.

9. Select **Save** to record all the information about the new course activity.
10. **If a Course Home Page has been created** for the specified course section, the system will also create folders for the activity in the document libraries for the course section.
 - A folder for the activity in the **Course Documents** document library.
 - A folder for the activity in the **Submitted Documents** document library.
 - A subfolder for each student under the folder for the activity in the **Submitted Documents** document library.
11. If you need to provide your students with any documents in order to complete this activity, continue with [Managing Media for a Course Activity](#).

Editing a Course Activity

You can update the information about any of the activities (for example, *exams*, *essays*, *projects*) that you have assigned for one of your course sections.

1. Select the **Classes** tab.
2. Select the **Setup** menu item.
3. Select the **Activities** option.
4. From the list of years, terms, and sessions, select the course.
5. View the Activity information that has already been specified for the course.
6. Select the activity you want to update.
7. On the drop-down menu, select **Edit**.

Defining Your Course Activities

8. On the *Edit Activity* page, update the information about the course activity.

Column:	Description:
Title	You must specify a unique name for the activity that will make it easy to distinguish between this activity and all the other activities for the course section (for example, <i>Project 1</i> , <i>Quiz - Chapters 1-3</i> , <i>Quiz - Chapters 4-6</i> , <i>Midterm Exam</i>).
Activity Type	You must specify which type of activity you are creating for the course.
Description	Enter a description of the course activity.
Possible Points	You must specify the maximum number of points students can earn by completing this course activity.
Assigned	Specify the date and time on which this activity is to be assigned to the students taking the course.
Due	Specify the date and time on which this activity must be completed and submitted.
Prevent Late Submissions	Specify whether submissions made after the Due date and time are to be prevented.
Midterm Weight	If you have chosen to Enter the weight for Each Activity , specify the weight of this activity when calculating students' midterm grades.
Final Weight	If you have chosen to Enter the weight for Each Activity , specify the weight of this activity when calculating students' final grades.
Counts Towards Midterm	If you have chosen to weight activities By Maximum Points or Equally , specify whether the grade for this activity should be included when calculating the midterm grade.
Counts Towards Final	If you have chosen to weight activities By Maximum Points or Equally , specify whether the grade for this activity should be included when calculating the final grade.
Availability	Specify whether information about this activity should: <ul style="list-style-type: none"> • Always be Available on the course page, or • Only be Available within the designated time period. Make sure that you specify the From date and time and the To date and time.

9. Select **Save** to record your changes.
10. If you need to review or change any of the documents that are listed for this activity, select **Manage Activity Media**.
11. On the *Activity Documents* site, select **Upload**.
12. Browse to find the document file you need to upload for the specified activity.
13. Select **OK** to upload the file to the document folder for the activity.

Deleting Course Activities

You can delete one of the activities that has been assigned for a course section as long as no grades have been recorded for that activity, or delete all the course activities as long as no grades have been recorded for any of the activities.

1. Select the **Classes** tab.
2. Select the **Setup** menu item.
3. Select the **Activities** option.
4. From the list of years, terms, and sessions, select the course section.
5. Specify which activities you want to delete:

<i>To:</i>	<i>Follow These Steps:</i>
Delete ONE Course Activity	<p>If grades have NOT been recorded for the activity you want to delete, you can delete it, as follows:</p> <ol style="list-style-type: none"> 1. Select the activity you want to delete. 2. On the drop-down menu, select Delete. 3. If you really want to delete the activity from the course section, select OK.
Delete ALL Course Activities	<p>If grades have NOT been recorded for ANY of the course activities, you can delete all the activities, as follows:</p> <ol style="list-style-type: none"> 1. Select the Delete All Activities option. 2. If you really want to delete all the activity information from the course section, select OK.

Managing Media for a Course Activity

For any activity you have assigned for a course section, you may have documents that your students need in order to complete the activity. ***If you have created a Course Home Page for the course section***, you can make these documents available on your Course Home Page so your students can download them.

1. Select the **Classes** tab.
2. Select the **Setup** menu item.
3. Select the **Activities** option.
4. From the list of years, terms, and sessions, select the course section.
5. View the Activity information that has been specified for the course.
6. Select the activity for which you want to update media.

Defining Your Course Activities

7. On the drop-down menu, select **Manage Media**.

Setup - Activities

▼ Select Course Course: 2008/Springm/01 - Session m - ACC 101/Lecturem/01
Principles of Accounting I
MWF 8:00 AM - 8:50 AM, SCT/Anderson Hall/100
Traditional

Quiz (3 items, 300 points)

	Midterm:	Drop Lowest	Drop Highest	Final:	Drop Lowest	Drop Highest
	0 / 3		0 / 3	0 / 3		0 / 3

Title	Assigned	Due	Possible Points	Counts Toward Midterm	Counts Toward Final
Quiz 1	1/25/2008	1/29/2008	100	<input checked="" type="checkbox"/> 10.00%	<input checked="" type="checkbox"/> 10.00%
Edit	2/8/2008	2/12/2008	100	<input checked="" type="checkbox"/> 10.00%	<input checked="" type="checkbox"/> 10.00%
Delete	2/22/2008	2/26/2008	100	<input checked="" type="checkbox"/> 10.00%	<input checked="" type="checkbox"/> 10.00%
Manage Media					
Copy					

Midterm: Drop Lowest 0 / 2 Drop Highest 0 / 2 Final: Drop Lowest 0 / 2 Drop Highest 0 / 2

Title	Assigned	Due	Possible Points	Counts Toward Midterm	Counts Toward Final
Midterm Exam	3/4/2008	3/4/2008	200	<input checked="" type="checkbox"/> 20.00%	<input checked="" type="checkbox"/> 20.00%

8. On the *Course Documents* site, select **Upload**.

Documents Course Documents Submitted Documents Lists Course Announcements Discussions Course Forum Sites People and Groups Recycle Bin

Course Home Page for 01 - Session m-ACC 101-Lecturem-01 > Course Documents > Quiz 1

Course Documents

Contains documents related to the course and activities.

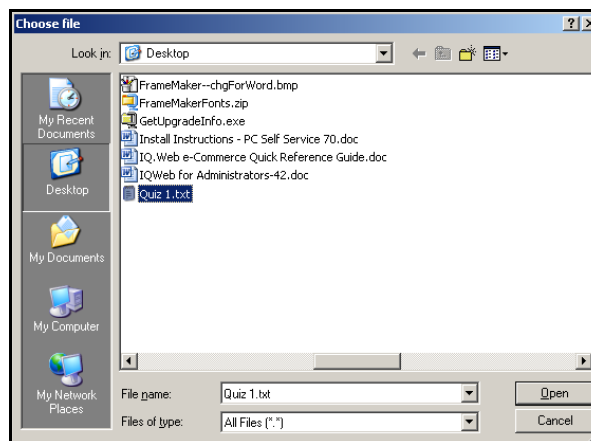
New Upload Actions Settings View: All Documents

Type Upload Document Upload a document from your computer to this library. Modified By

There are no documents in this document library. To create a new item, click "New" or "Upload" above.

9. Select **Browse**.

10. Find the document file you need to upload for the specified activity.



11. Select **Open**.

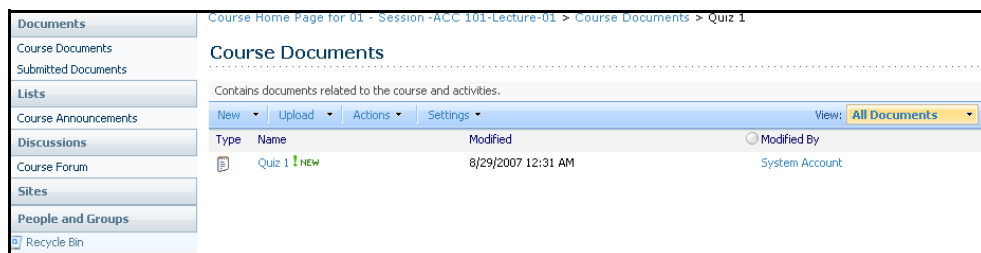
12. Select **OK** to upload the file to the document folder for the activity.

13. Specify the document's **Title**, and the **First** and **Last** dates on which this document will be available on the Course Home Page.

14. Select **OK**.

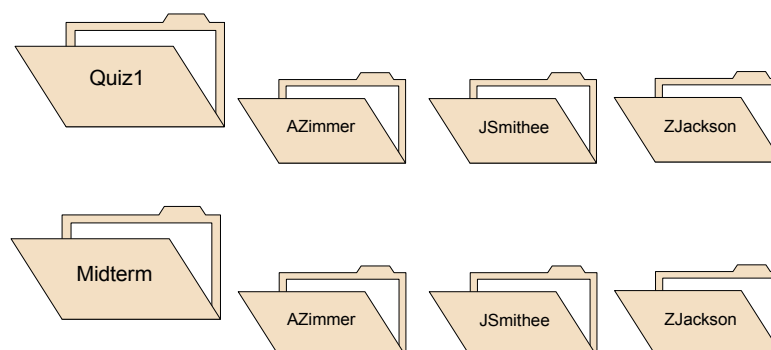
- The document file will be stored in a folder, which has the same name as the course **Activity**, in the **Course Documents** document library for your Course Home Page.
- Your students will be able to access the files in each activity folder in the **Course Documents** document library, when you make them available.

15. Verify that the document has been uploaded for the activity.



16. After your specified deadline for submitting course activity media, review your students' submissions in the corresponding activity folder in the **Submitted Documents** document library.

- When students submit their completed course activities on-line (upload their activity files to the Course Home Page), their files will be stored in their submitted media subfolder for that activity.



Mapping Numeric Grades to Letter Grades

- You, and any other faculty members who are teaching the course section, can access ALL the submitted media.
- Each student will only be able to view his or her own media submissions. If a student submits an updated file, it will overwrite the student's previous submission.

17. Follow the instructions for [Entering Grades for Course Activities](#).

Mapping Numeric Grades to Letter Grades

You must provide the Grade Mappings for the course, so that each student's numeric grade can be converted to the corresponding letter grade. For example, to convert an **85** to a **B**.

- [Mapping the Grades for a Course](#)
- [Deleting the Grade Mappings for a Course](#)

Mapping the Grades for a Course

You need to specify how the students' numeric grades are mapped to letter grades for the course section.

1. Select the **Classes** tab.
2. Select the **Setup** menu item.
3. Select the **Grade Mappings** option.
4. Select a **Year** and then view the list of your courses for that year.
5. **Select** the **Course** section for which you want to verify the grade mappings.
6. If there are **no grade mappings defined for the course section**, select one of the options:

Select:	To:
Set Up Manually	Manually enter all the grade mappings for the course section. <ol style="list-style-type: none"> 1. Select Set Up Manually. 2. Continue with Step 7 below.
Apply Defaults	Use the default grade mappings that have been defined by the institution. <ol style="list-style-type: none"> 1. Select the Apply Defaults option or button. 2. Select OK to apply the institution's grade mappings to the course section.

<i>Select:</i>	<i>To:</i>
Copy Grade Mappings	<p>Use the grade mappings that have been defined for another course section.</p> <ol style="list-style-type: none"> 1. Select the Copy Grade Mappings option or button. 2. On the <i>Copy Grade Mappings</i> window, choose the course section from which to copy the course mappings. 3. Select Copy. 4. On the <i>Copy Grade Mappings - Success</i> window, select Close Window.

7. If you chose to **Weight Activities By Maximum Points** on the *Activities* page, select the **Show Points** option.
8. For each **Credit Type** that you want to use for your class:
 - Select the **Credit Type**.
 - View the current grade mappings to the right (or below, if your page is narrow).

<i>Column:</i>	<i>Description:</i>
Grade	The letter grade that students will receive if they earn the specified minimum values.
Midterm Min Points*	The lowest number of points that students must earn for the course activities that count toward their midterm grade in order to receive the corresponding Midterm Grade .
Midterm Min %	The lowest grade percentage that students must earn for the course activities that count toward their midterm grade in order to receive the corresponding Midterm Grade .
Final Min Points*	The lowest number of points that students must earn for the course activities that count toward their final grade in order to receive the corresponding Final Grade .
Final Min %	The lowest grade percentage that students must earn for the course activities that count toward their final grade in order to receive the corresponding Final Grade .
Total Points*	<p>Specify the total number of points for course activities that count toward the Midterm and Final grades.</p> <p>For example, if you are using the grades from two tests to calculate your students' final grades and <i>Test1</i> has a maximum of 150 points and <i>Test2</i> has a maximum of 200 points, the Total Points for the Final would be 350.</p>

* If you selected the **Show Points** option, the **Midterm** and **Final Min Points**, and the **Total Points** for the Midterm and Final will also be displayed.

- Enter any necessary changes to the minimum values for each **Grade**.
9. Select **Save** to record the grade mappings for the course section.

Deleting the Grade Mappings for a Course

You can delete all the grade mappings for a course section.

1. Select the **Classes** tab.
2. Select the **Setup** menu item.
3. Select the **Grade Mappings** option.
4. Select a **Year** and then view the list of your courses for that year.
5. **Select** the **Course** section for which you want to delete the grade mappings.
6. Select the **Delete All** option.
7. If you really want to delete all the grade mappings for the course section, select **OK**.
8. If you **delete the existing grade mappings**, you must specify new grade mappings for the course section:

Select:	To:
Set Up Manually	<p>Manually enter all the grade mappings for the course section.</p> <ol style="list-style-type: none"> 1. Select Set Up Manually. 2. If you chose to Weight Activities By Maximum Points on the <i>Activities</i> page, select the Show Points option, so you can specify the Midterm and Final Minimum Points for each letter grade, and the Total Points for the Midterm and Final. 3. For <i>each Credit Type</i> enter the minimum values for each letter Grade. 4. Select Save to record the grade mappings for the course section.
Apply Defaults	<p>Use the default grade mappings that have been defined by the institution.</p> <ol style="list-style-type: none"> 1. Select the Apply Defaults option or button. 2. Select OK to apply the institution's grade mappings to the course section.
Copy Grade Mappings	<p>Use the grade mappings that have been defined for another course section.</p> <ol style="list-style-type: none"> 1. Select the Copy Grade Mappings option or button. 2. On the <i>Copy Grade Mappings</i> window, choose the course section from which to copy the course mappings. 3. Select Copy. 4. On the <i>Copy Grade Mappings - Success</i> window, select Close Window.

9. Review the current grade mappings for each **Credit Type**, and enter any necessary changes.
10. Select **Save** to record the grade mappings for the course.

Using a Course Home Page

You can create, view, and update a Course Home Page for each of your course sections. The Course Home Page will be the common location where you, other faculty members who are teaching the course section, and the students in the class can share information on-line.

- **Faculty members** can display information about their course section and make course documents downloadable for students.
- **Students** can view information about their course section (including announcements and important dates), download course documents, and submit their course activities.

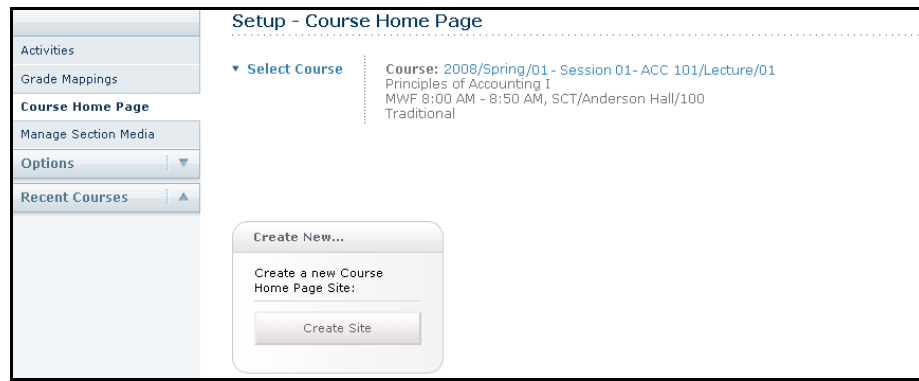
Depending on the current status of the Course Home Page site for a specified course section, different options will be available.

<i>Option:</i>	<i>Description:</i>
Create Site	You can create a Course Home Page site for a course section which does not already have one. Refer to Creating a Course Home Page .
View Site	Once a Course Home Page has been created for a course section, you can view and update it. Refer to Viewing a Course Home Page .
Inactivate Site	You can inactivate your Course Home Page site whenever you are not ready for students to access it. When you create a new Course Home Page site, it will automatically be activated. You can inactivate the site so that it cannot be accessed by your students. Once you finish setting up your Course Home Page site, you can activate it so that it is available to your students. Refer to Inactivating a Course Home Page .
Activate Site	You can activate a Course Home Page that has been inactivated. Refer to Activating a Course Home Page .

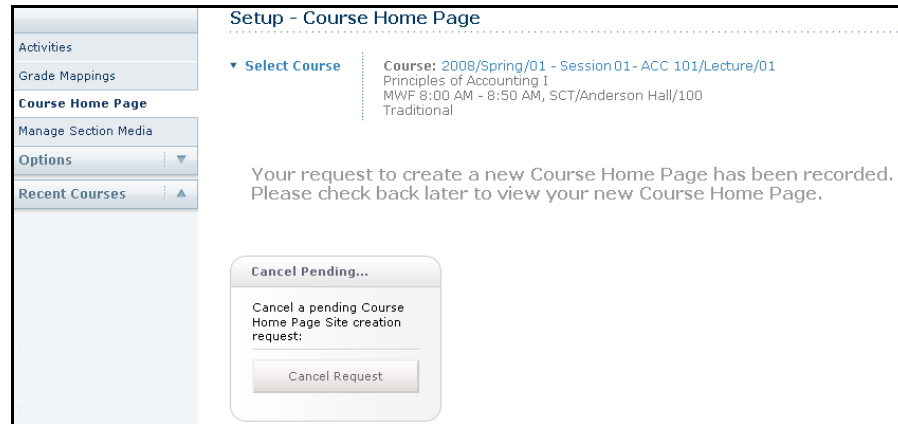
Creating a Course Home Page


You can create and then set up a Course Home Page for each of your course sections which do not already have a Course Home Page.

1. Select the **Classes** tab.
2. Select the **Setup** menu item.
3. Select the **Course Home Page** option.
4. From the list of years, terms, and sessions, select the course section.
5. Select **Create Site**.



6. View the confirmation message.



7. You will need to **wait** for your Course Home Page site to be created. Your institution must run a job to create your new site and this job may be scheduled to run once a minute, hour, or day. When the system creates the site, it will:
 - Grant you, and any other **faculty** members who are scheduled to teach the course section, permission to view and update the site.
 - Activate the site and grant the **students**, who are registered for the course section, permission to access the site.
 - Create a **Course Documents** document library, which will be used to store your course media in a **Section Media** folder and your activity media in folders for each course activity.
 - Create a **Submitted Documents** document library, which will store your students' completed activities.
 - Create a **Site Collection** for the year and term, if this is the first Course Home Page being created for the specified year and term. For example, all Course Home Pages created by all faculty members for courses for Spring 2007 will be grouped in a Site Collection for Spring 2007.
8. Select  to **Refresh** the information on the page.
9. Once the **View Site** option appears, follow the instructions for [Viewing a Course Home Page](#).

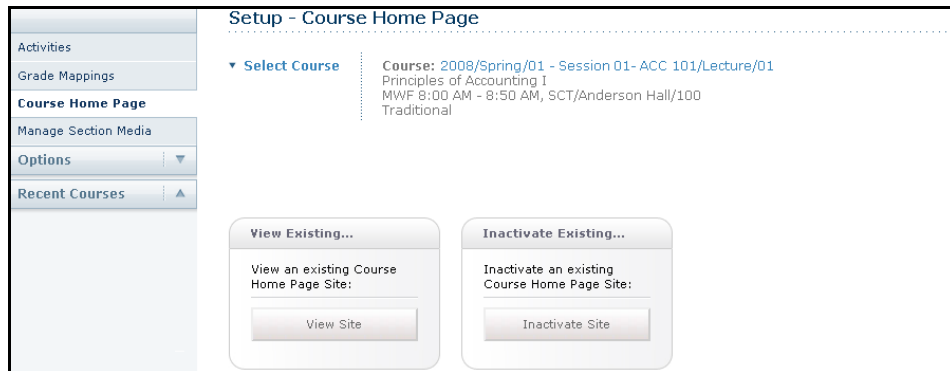
Viewing a Course Home Page

After you have created a Course Home Page site for your course section, you can view the site.

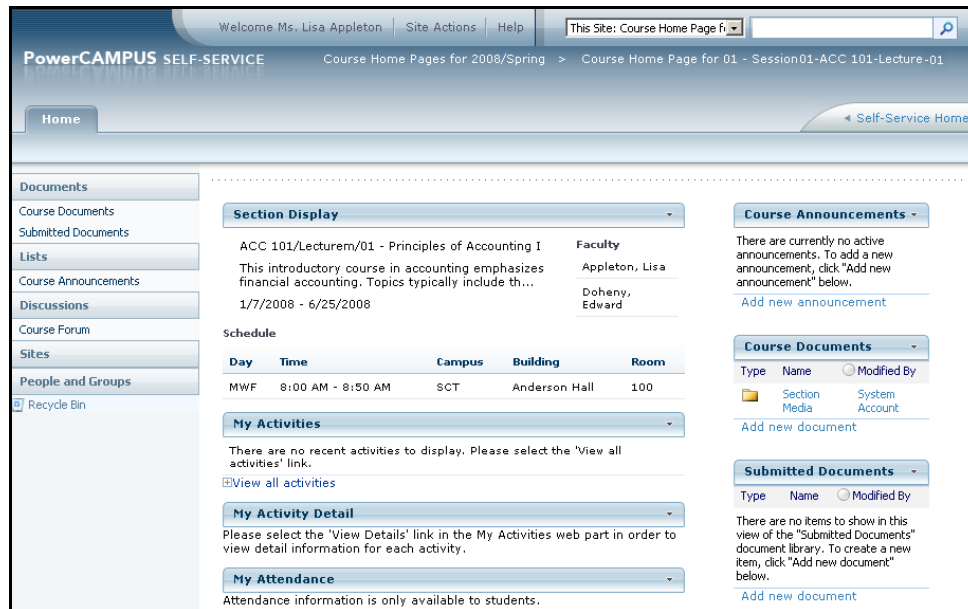
1. If you have not already selected the Course Home Page you want to view, follow these steps:
 - Select the **Classes** tab.
 - Select the **Setup** menu item.
 - From the list of years, terms, and sessions, select the course section.
 - Select the **Course Home Page** option.

Using a Course Home Page

2. Select **View Site** to access the Course Home Page site for the specified course.



3. View the information on your Course Home Page. The amount of information that is displayed on a NEW Course Home Page is determined by your institution's Course Home Page site definition. Your Course Home Page may display any, or all, of the following Web parts:

**Web Part:****Description:****Course Announcements**

Displays any course Announcements that you and any other course instructors have posted for your students.

Course Documents

Displays a **Section Media** folder and a folder for each course activity you have defined for the course via Self-Service. You can post documents for the course in the **Section Media** folder, and documents for each course activity in the corresponding document folder.

My Activities

Displays the list of student activities you have assigned for the course section.

Web Part:	Description:
My Activity Detail	<p>When you select View Details to the left of an activity on the <i>My Activities</i> Web part, the system will display more information about the activity on the <i>My Activity Detail</i> Web part.</p> <ul style="list-style-type: none"> • The date on which the activity was assigned and when it is due. • The timeframe within which your students can view information about the specified activity on the <i>Course Home Page</i>. • Whether the grade for the specified activity counts toward the midterm and final grades.
My Attendance	Allows students to view their attendance records for your class.
Section Display	<p>Displays information about your course section:</p> <ul style="list-style-type: none"> • Course title and description • When and where the class meets • Names of the instructors
Submitted Documents	Displays a folder for each course activity you have assigned for the course. Each activity folder holds a subfolder for each student's media submissions for the activity.

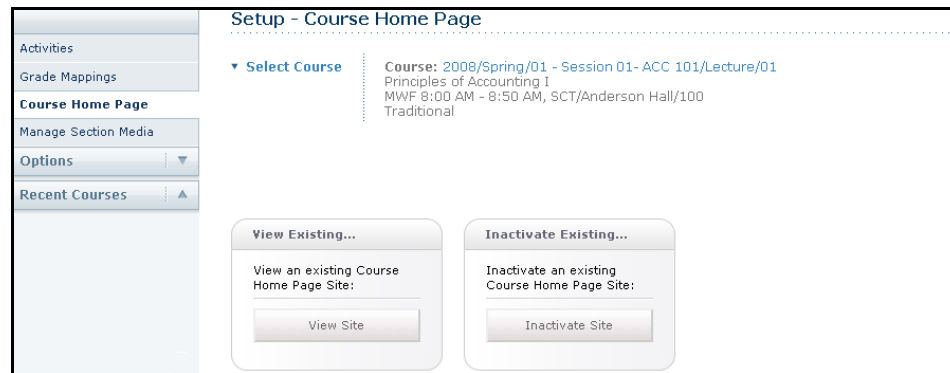
4. What do you want to do now?

- To change the information on the Course Home Page, continue with **Step 2** in the instructions for [Updating a Course Home Page](#).
- To return to the Self-Service application, select the **Self-Service Home** link.

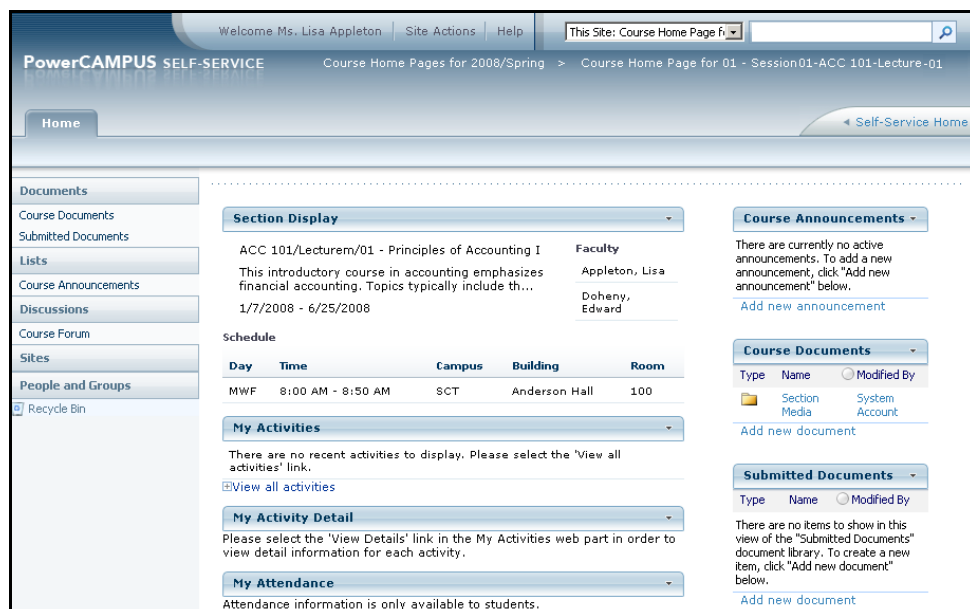
Updating a Course Home Page


After you create your Course Home Page site, you can update it. For example, you can deactivate features that you do not want to use on your Course Home Page site.

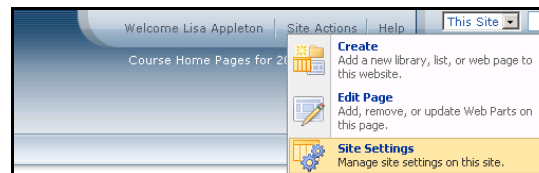
1. If you are not already viewing the Course Home Page for the course section, follow these steps:
 - Select the **Classes** tab.
 - Select the **Setup** menu item.
 - Select the **Course Home Page** option.
 - From the list of years, terms, and sessions, select the course section.
 - Select **View Site** to access the Course Home Page site for the specified course.



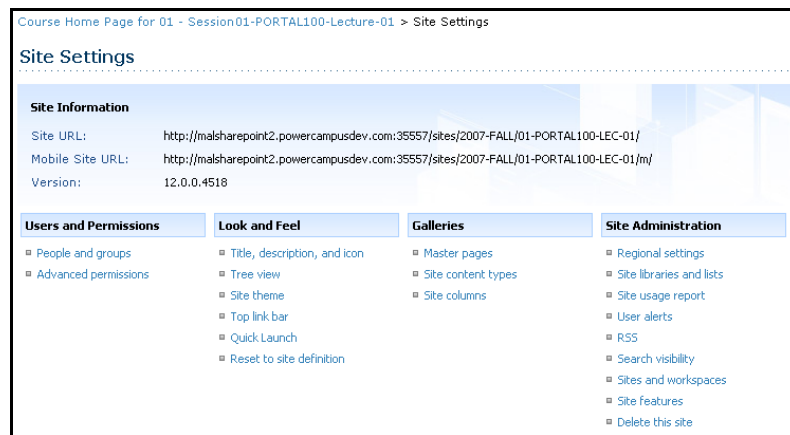
2. Review the information on your Course Home Page. For example:



3. If you do not want to display any of the Web parts (for example, the *My Activities* and *My Activity Detail* Web parts if you are not using course activities to grade your students), select  in the upper-right corner of the Web part. This will close the Web part on the Course Home Page and remove it from your students' view of your Course Home Page.
4. Do you want to see what other Web parts may be available for your Course Home Page or move the Web parts?
 - NO, it looks good the way it is. Skip to **Step 9**.
 - YES, I want to see what other Web parts might be available or move the Web parts around on the Course Home Page. Continue with **Step 5**.
5. From the **Site Actions** drop-down menu, select **Site Settings**.



6. On the *Site Settings* page, select **Site Features**.















Using a Course Home Page

7. On the *Site Features* page, you can **Activate** features for your Course Home Page which are not already **Active**, or **Deactivate** those features that you do not want to use.

Course Home Page for 01 - Session m-PORTAL100-Lecturem-01 > Site Settings > Site Features

Site Features

Name	Status
 Course Home Page Activities Installs the My Activities web parts for the course home page.	<input type="button" value="Deactivate"/> <input checked="" type="button" value="Active"/>
 Course Home Page Announcements Installs Announcements functionality for the course.	<input type="button" value="Deactivate"/> <input checked="" type="button" value="Active"/>
 Course Home Page Attendance Installs the My Attendance web part for the course home page.	<input type="button" value="Deactivate"/> <input checked="" type="button" value="Active"/>
 Course Home Page Forums Installs Discussion Boards for the course.	<input type="button" value="Deactivate"/> <input checked="" type="button" value="Active"/>
 Course Home Page Media Provides media storage for courses.	<input type="button" value="Deactivate"/> <input checked="" type="button" value="Active"/>
 Course Home Page Schedule Installs the Schedule web part for the course home page.	<input type="button" value="Activate"/>
 Course Home Page Submitted Media Provides media storage of courses assignments.	<input type="button" value="Deactivate"/> <input checked="" type="button" value="Active"/>
 Office SharePoint Server Enterprise Site features Features such as the business data catalog, forms services, and Excel Services, included in the Office SharePoint Server Enterprise License	<input type="button" value="Activate"/>
 Office SharePoint Server Publishing Create a Web page library as well as supporting libraries to create and publish pages based on page layouts.	<input type="button" value="Activate"/>
 Office SharePoint Server Standard Site features Features such as user profiles and search, included in the Office SharePoint Server Standard License	<input type="button" value="Activate"/>
 Team Collaboration Lists Provides team collaboration capabilities for a site by making standard lists, such as document libraries and issues, available.	<input type="button" value="Deactivate"/> <input checked="" type="button" value="Active"/>
 Translation Management Library Create a translation management library when you want to create documents in multiple languages and manage translation tasks. Translation management libraries include a workflow to manage the translation process and provide sub-folders, file versioning, and check-in/check-out.	<input type="button" value="Activate"/>

Site Feature:**Description:****Course Home Page Activities**

If you are using activities to help you grade your students, and you want to display the list of activities on your Course Home Page, select **Activate**. When this site feature is activated, the *My Activities* and *My Activity Detail* Web parts are displayed on your Course Home Page.

The *My Activities* Web part includes the following information for each course activity:

- The date on which the activity was assigned
- The date on which the activity is due
- The student's numeric Score for the activity
- The student's letter Grade for the activity
- An option for the student to view more details about the activity on the *My Activity Detail* Web part
- An option for the student to submit his or her completed activity

Course Home Page Announcements

Select **Activate** if you want to display the *Announcements* Web part on the Course Home Page.

<i>Site Feature:</i>	<i>Description:</i>
Course Home Page Attendance	<p>Select Activate if you want to display the student's attendance record on the Course Home Page. When you view the Course Home Page, you will not see your students' attendance records. When one of your students accesses your Course Home Page, he or she will see his or her attendance record for your class.</p> <ul style="list-style-type: none"> • The number of times the student was absent from class, with or without a valid excuse • The number of times the student was late to class, with or without a valid excuse • The number of times the student attended the entire class
Course Home Page Forums	<p>Select Activate to use discussion groups on your Course Home Page. This will enable your students to post new topics of discussion, and read and reply to topics posted by other students in the class or you.</p>
Course Home Page Media	<p>Select Activate if you want to be able to upload media files to your Course Home Page so they are available for students to download. You can provide documents about your course section and for the course activities.</p> <p>If you select Inactivate any media you have uploaded will be lost.</p>
Course Home Page Schedule	<p>Select Activate if you want to display course schedules on the Site Collection page.</p> <ul style="list-style-type: none"> • You would see your schedule when viewing the Site Collection page. • Each student would see his or her own course schedule when viewing the Site Collection page.
Course Home Page Submitted Media	<p>Select Activate if you want to allow your students to submit their completed activities on-line. When a student completes a course activity, he or she will upload the activity media file to the Course Home Page. The file will be stored in a folder for that course activity.</p> <p>You can display the <i>Submitted Documents</i> Web part on your Course Home page, so that you can review and grade your students' activity submissions.</p>
Office SharePoint	<p>You have the option of using the following Office SharePoint features. They are not required for your Course Home Page.</p> <ul style="list-style-type: none"> • Server Enterprise Site Features • Server Publishing • Server Standard Site Features
Team Collaboration Lists	<p>Select Activate if you want to be able to use document libraries and post announcements on your Course Home Page. For example, you could let your students know about a change in the class location.</p>

Using a Course Home Page

8. You can add, delete, or move Web parts on your Course Home page.
 - On the **Site Actions** drop-down menu, select **Edit Page**.
 - On the *Left Side* or *Right Side* of the Course Home Page, select **Add a Web Part**.
 - Select **Advanced Web Part gallery and options**.
 - If there is a Web part in the gallery that you want to add to your Course Home Page, drag the Web part from the gallery to a position on your Course Home Page.
 - To move any of the Web parts on your Course Home Page, drag the Web part and reposition on the page.
 - To remove a Web part from your Course Home Page, select **Delete** on the **Edit** drop-down menu for the Web part.
 - When you are finished making your changes, select **Exit Edit Mode**.
9. You can provide documents for the course section or a course activity. All documents provided for a course section will be stored in the **Course Documents** document library for the Course Home Page site.
 - To provide documents that your students will need for your **course section**, follow the instructions for [Managing Course Section Media](#). The course section documents will be stored in the **Section Media** folder in the **Course Documents** document library.
 - To provide documents that your students will need in order to complete a course **activity**, follow the instructions for [Managing Media for a Course Activity](#). The documents for an activity will be stored in a folder named for the activity.

Activating a Course Home Page

Your Course Home Page site will automatically be activated when you create it. If you inactivate your Course Home Page site while you are setting it up, you must activate it when you are ready for students to access it.

1. Select the **Classes** tab.
2. Select the **Setup** menu item.
3. From the list of years, terms, and sessions, select the course section.
4. Select the **Course Home Page** option.
5. Select **Activate Site**.

Students, who have registered for your course, will be able to access your Course Home Page via a **Go to Course Home Page** link on their course schedules.

Inactivating a Course Home Page

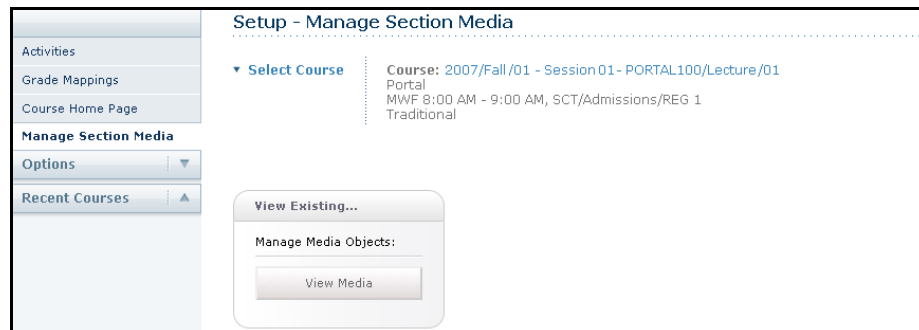
You can make your Course Home Page site inactive so that it cannot be accessed by your students.

1. Select the **Classes** tab.
2. Select the **Setup** menu item.
3. Select the **Course Home Page** option.
4. From the list of years, terms, and sessions, select the course section.
5. Select **Inactivate Site**.

Managing Course Section Media

For any course section, you may have documents that you want to share with your students. **If you have created a Course Home Page for the course section**, you can make these documents available on your Course Home Page so your students can download them.

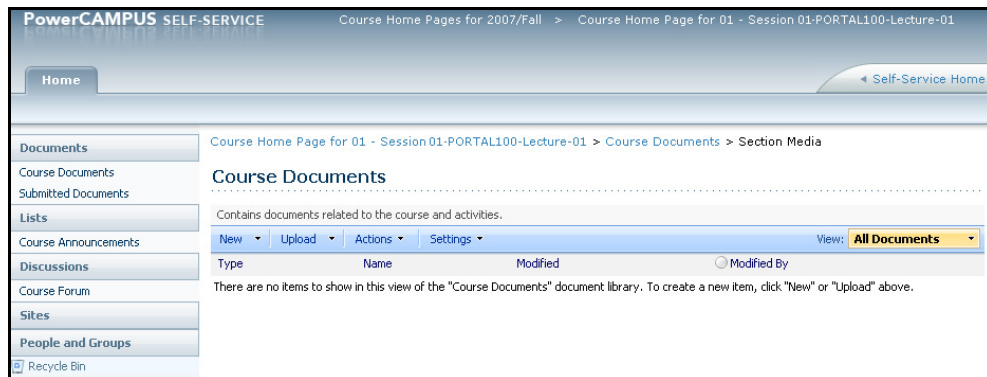
1. Select the **Classes** tab.
2. Select the **Setup** menu item.
3. From the list of years, terms, and sessions, select the course section.
4. Select the **Manage Section Media** option.



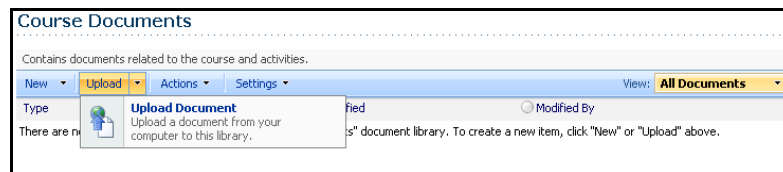
5. Select **View Media**.

Using a Course Home Page

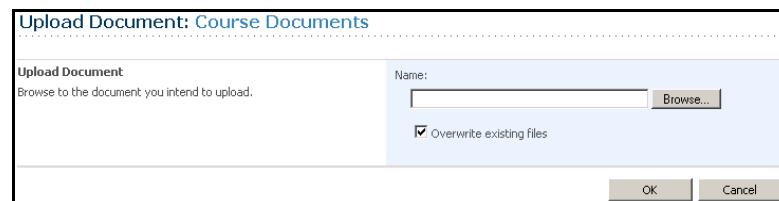
- On the *Course Documents* site for the course section, view the list of documents that are in the **Section Media** folder.



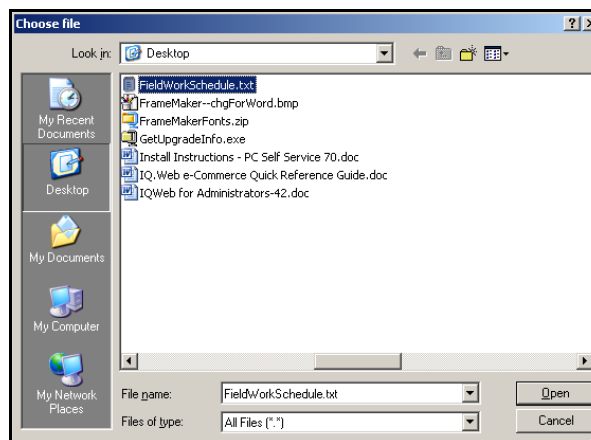
- Select **Upload**.



- On the Upload drop-down menu, select **Upload Document**.
- Select **Browse**.



- Find the file you want to upload for the specified course section.



- Select **Open**.

12. Select **OK** to upload the file to the document folder for the course section.
13. Specify the **Title** of the document, and the **First** and **Last** dates on which it should be available on the Course Home Page.

14. Select **OK**.
15. Verify that the document has been uploaded.

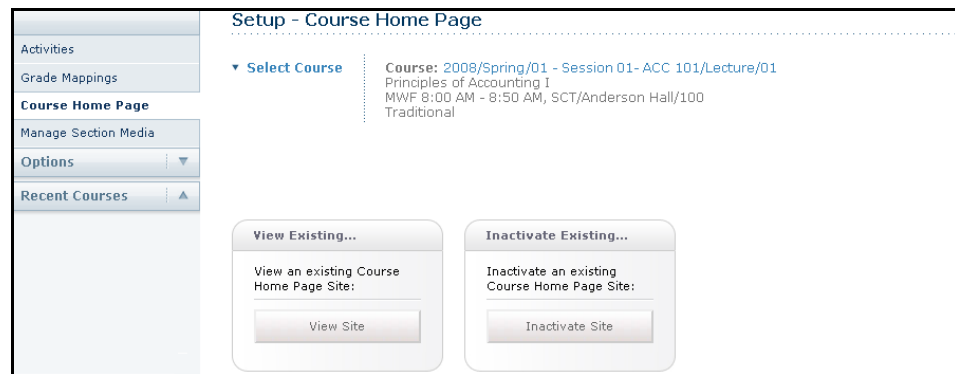
Type	Name	Modified	Modified By
	FieldWorkSchedule ↑ new	8/28/2007 10:25 PM	System Account

The course section documents will be stored in the **Section Media** folder in the **Course Documents** document library for your Course Home Page. You and your students will be able to access the files in each folder in the **Course Documents** document library.

Posting Course Announcements


If you have chosen to display announcements on your Course Home Page, you can keep your students informed about your class (room changes, deadline extensions, and so on).

1. If you are not already viewing the Course Home Page for the course section for which you want to post an announcement, follow these steps:
 - Select the **Classes** tab.
 - Select the **Setup** menu item.
 - Select the **Course Home Page** option.
 - From the list of years, terms, and sessions, select the course section.
 - Select **View Site** to access the Course Home Page site for the specified course.



2. Review the information on your Course Home Page.

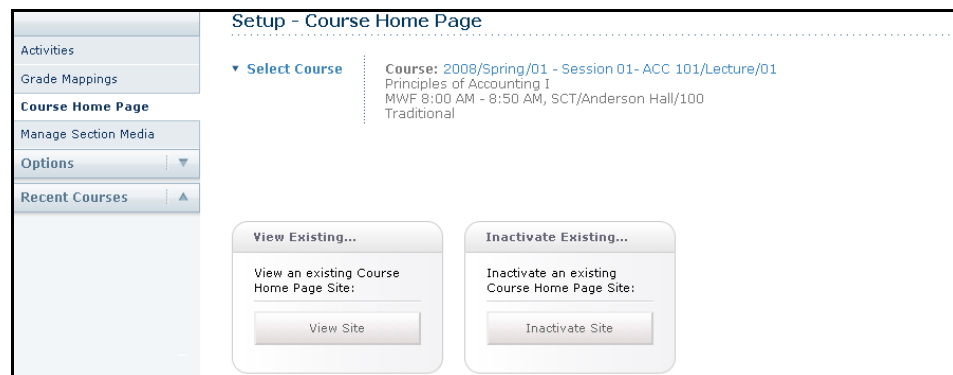
3. On the **Course Home Page Announcements** Web part, view the current list of announcements.
4. Add, edit, or delete announcements as necessary.

<i>To:</i>	<i>Follow These Steps:</i>
Add a New Announcement	<ol style="list-style-type: none"> 1. Select Add new announcement. 2. Enter a Title that will clearly identify the subject of your new announcement. For example, <i>Monday's Class</i>. 3. Enter the information for your new announcement. For example, <i>Meet in front of the Science Building for Monday's class</i>. 4. Select the last day on which the announcement should be displayed on the Course Home Page. <ul style="list-style-type: none"> • Select . • Select the date on which the announcement should expire. 5. Select OK to post the new announcement to the <i>Announcements</i> Web part.
Edit an Announcement	<ol style="list-style-type: none"> 1. Select the name of the announcement you want to edit. 2. Select Edit Item. 3. Enter your changes. 4. Select OK to post your updated announcement to the <i>Announcements</i> Web part.
Delete an Announcement	<p>Since you can specify when an announcement should Expire (no longer be displayed) on the Course Home Page, you may not need to delete most announcements. However, if you need to remove an announcement:</p> <ol style="list-style-type: none"> 1. Select the name of the announcement you want to delete. 2. Select Delete Item. 3. Select OK to confirm that you want to delete the announcement.

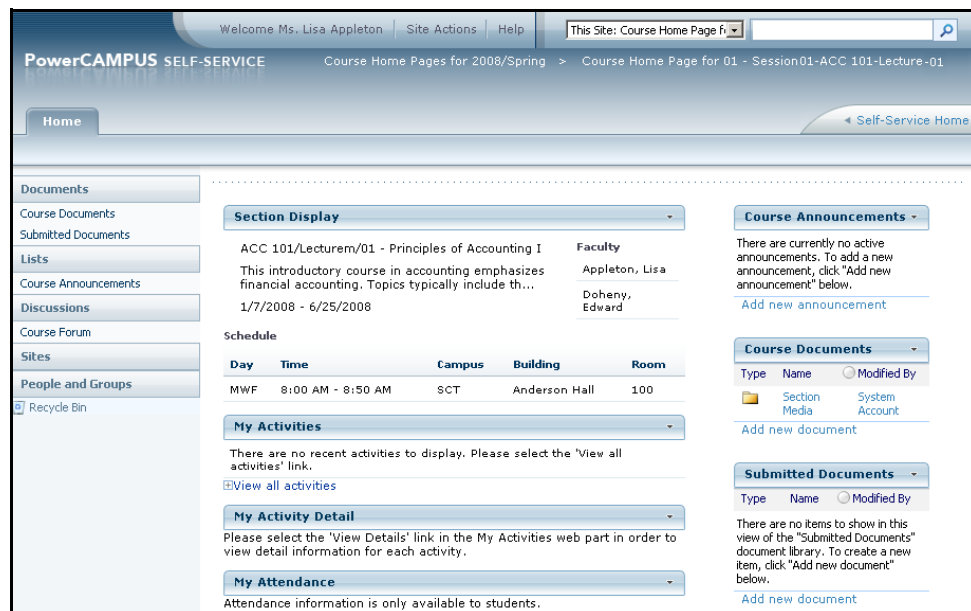
Posting Information to a Forum

If you have chosen to display forums on your Course Home Page, you and your students can discuss course topics on-line.

1. If you are not already viewing the Course Home Page for the course section for which you want to post a discussion topic, follow these steps:
 - Select the **Classes** tab.
 - Select the **Setup** menu item.
 - Select the **Course Home Page** option.
 - From the list of years, terms, and sessions, select the course section.
 - Select **View Site** to access the Course Home Page site for the specified course.



2. Review the information on your Course Home Page.



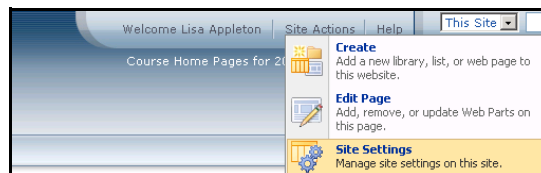
3. On the **Course Home Page Forums** Web part, view the current list of discussion topics.
4. Add a new discussion topic or review the topics that have already been posted.

<i>To:</i>	<i>Follow These Steps:</i>
Add a New topic of Discussion	<ol style="list-style-type: none"> 1. Select Add new discussion. 2. Enter the Subject of your new discussion. 3. Enter your information for the topic of discussion. 4. Select OK to post the new discussion to the <i>Forums</i> Web part.
View a Discussion	<ol style="list-style-type: none"> 1. Position the cursor over the name of the discussion you want to view. 2. On the drop-down menu, select View Item. 3. Select Open to view all the postings for the discussion. 4. For any discussion point for which you want to add information: <ul style="list-style-type: none"> • Select Reply. • Enter your reply. • Select OK to post your reply. 5. Select the Course Code link above the Forums page heading to return to the Course Home Page.

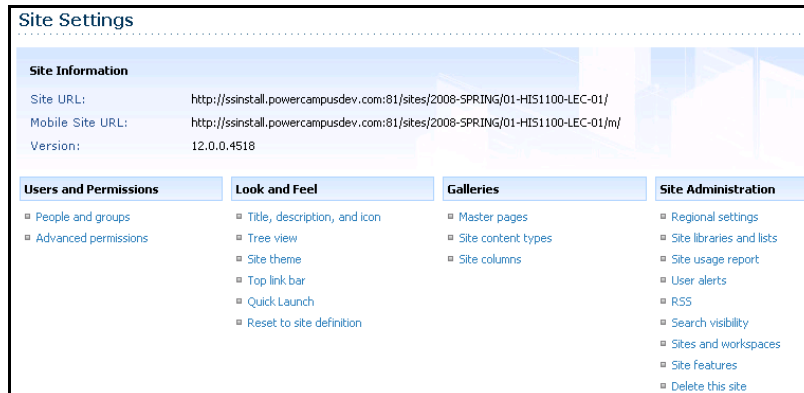
Deleting a Course Home Page

You can delete a Course Home Page site for one of your course sections.

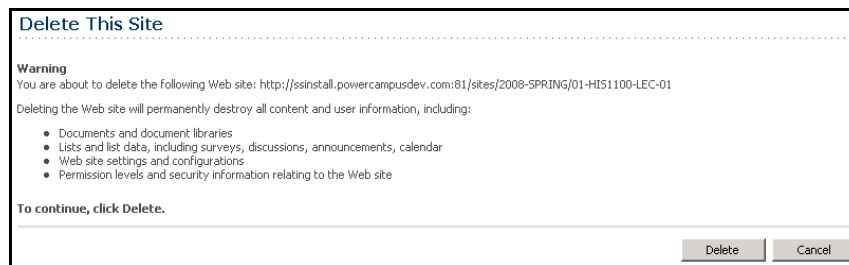
1. View the Course Home Page site that you want to delete.
2. From the **Site Actions** drop-down menu, select **Site Settings**.



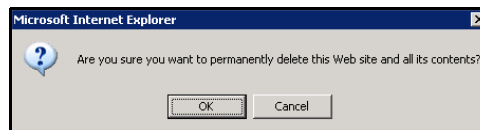
3. Under the *Site Administration* heading, select **Delete this Site**.



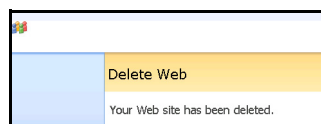
4. On the *Delete This Site* page, select **Delete**.



5. If you really want to delete the Course Home Page site, select **OK**.



6. View the confirmation message.



Reviewing Your Student Lists

You can view and download information about the students who have selected one of your course sections.

- [Viewing Your Class List](#)
- [Downloading Class List Information](#)
- [E-mailing Students in Your Class](#)
- [Viewing the Waitlist for a Class](#)
- [Viewing the Permission Requests for a Class](#)

Viewing Your Class List

You can display a list of the students who have enrolled in one of your classes.

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

<i>Field:</i>	<i>Description:</i>
Name	<p>The student's name is a link to more information about the student. To view the student's dossier, follow these steps:</p> <ol style="list-style-type: none"> 1. Select the student's name. 2. On the drop-down menu, select View Dossier. 3. On the pop-up window, view the information that is available for the student: <ul style="list-style-type: none"> • Student's Name (<i>Prefix, First Name, Middle Name, Last Name, Former Name, Suffix, and Nickname</i>) • Student's preferred E-mail Address • Student's Photo (if your school has chosen to display photos) 4. When you are finished viewing the student's dossier, select Close Window.
ID	<p>The student's identification number. By default, this is the People ID assigned by PowerCAMPUS.</p>

Viewing Your Class List

<i>Field:</i>	<i>Description:</i>
Curriculum	The student's current degree program.
Class Level	Whether the student is currently a freshman, sophomore, junior, or senior.
Class Load	Whether the individual is a full-time or part-time student.
Credit Type	Whether the student is taking the course for credit or not.
Credits	If the student is taking the course for credit, how many credits will be earned upon completion of the course.
Attendance	The student's overall attendance status (for example, <i>attends daily</i>).
Status	The student's enrollment status for the course.

7. Select the enrollment **Status** of the students you want to view.

<i>Select:</i>	<i>To Display:</i>
View All	A list of all the students who have enrolled in the course, no matter what their Enrollment Status.
Add	A list of only those students who have an Enrollment Status of Add for the course.
Drop	A list of only those students who have an Enrollment Status of Drop for the course.
Hold	A list of only those students who have an Enrollment Status of Hold for the course.

8. Select **Go** to view the list of students with the specified enrollment status.

9. If your institution has chosen to display **student photos**, you can:

- Select a **student's name** to display the student's photo, or
- Select the **Image View** option to display the class list by student photos instead of the detailed list. Select a photo to view the detailed information for the student. Select **List View** to return to the detailed class list.

10. If you want to download the information that is currently displayed on the *Class List* page to a file, follow the instructions for [Downloading Class List Information](#).

11. If you want to e-mail the students, follow the instructions for [E-mailing Students in Your Class](#).

12. If you want to print out your class list, follow these steps:

- Select **Print List**.
- Select **Print**.
- Specify your printer options.

Downloading Class List Information

You can download information about the students, who are attending one of your course sections, to a file.

1. If you have not already done so, follow the instructions for [Viewing Your Class List](#) to display the class list information you want to download.
2. Make sure that you **Select Status** to display the desired list of students.

Class List

Waitlist

Permission Requests

Options

Image View

Download

E-Mail Selected

Print List

Recent Courses

1. 2007/Fall/01 - Session ACC 101/Lecture/01
2. 2007/Fall/01 - Session ART 101/Lecture/01
3. 2007/Summer/01 - Session ART 101/Lecture/01
4. 2007/Spring/ConEd Session BUS 101/Lecture/01

Enrollment - Class List

▼ **Select Course** Course: 2007/Fall/01 - Session - ACC 101/Lecture/01
Principles of Accounting I
MWF 11:00 AM - 11:50 AM, SCT Extension/Education Hall/235
Traditional

Select Status
View All
GO

<input type="checkbox"/>	Name	ID	Curriculum	Class Level	Class Load	Credit Type	Credits	Attendance	Status
<input type="checkbox"/>	Abbott, Alexandra Ann	222-222-222	ContinEduc/Cert/Undeclared Undergrad/Assoc	Continuing Education	Full Time	Continuing Education	3.00		Add
<input type="checkbox"/>	Adams, Angela Marie	000-000-310	Undergrad/BA/English	Senior	Half Time	Credit	3.00		Add
<input type="checkbox"/>	Adams, Fred	000-001-039	Undergrad/BA/Accounting	Sophomore	Less than Half	Credit	3.00		Add
<input type="checkbox"/>	Allen, Garth	000-000-352	Undergrad/BS/Education	Junior		Credit	3.00		Add
<input type="checkbox"/>	Chase, Katherine Lynn	000-000-199				Credit	3.00		Drop
<input type="checkbox"/>	Cowen, Brittany E.	000-000-689	Undergrad/Bach Music/Music	Freshman	Less than Half	Credit	3.00		Add

3. Select the **Download** option.
4. On the *Class List Download* window, select the **Download Format**:

Select:

To Download the Data in this Format:

HTML

In an HTML file. For example:

Name	Id	Class Level	Class Load	Credit Type	Credits
Scott, Jamison Fred	000-000-247	Sophomore	Full Time	Credit	3.00
Smith, Bob L.	000-000-500	Sophomore	Full Time	Credit	3.00
Wines, Barbara	000-000-010	Freshman	Full Time	Credit	3.00

Microsoft Word

In a Microsoft Word (.doc) file. For example:

Name	Id	Class Level	Class Load	Credit Type	Credits
Scott, Jamison Fred	000-000-247	Sophomore	Full Time	Credit	3.00
Smith, Bob L.	000-000-500	Sophomore	Full Time	Credit	3.00
Wines, Barbara	000-000-010	Freshman	Full Time	Credit	3.00

Microsoft Excel

In a Microsoft Excel (.xls) file. For example:

download.xls						
	A	B	C	D	E	F
1	Name	Id	Class Level	Class Load	Credit Type	Credits
2	Scott, Jamison Fred	000-000-247	Sophomore	Full Time	Credit	3
3	Smith, Bob L.	000-000-500	Sophomore	Full Time	Credit	3
4	Wines, Barbara	000-000-010	Freshman	Full Time	Credit	3

Downloading Class List Information

Select: *To Download the Data in this Format:*

Tab-Separated

In a text (.tsv) file with each column of data separated by a tab. For example:

Name	Id	Class Level	Class Load	Credit Type	Credits
Scott, Jamison Fred	000-000-247	Sophomore	Full Time	Credit	3.00
Smith, Bob L.	000-000-500	Sophomore	Full Time	Credit	3.00
Wines, Barbara	000-000-010	Freshman	Full Time	Credit	3.00

Comma-Separated

In a Microsoft Office Excel Comma-Separated Values (.csv) file. For example:

	A	B	C	D	E	F
1	Name	Id	Class Level	Class Load	Credit Type	Credits
2	Scott, Jam	000-000-247	Sophomore	Full Time	Credit	3
3	Smith, Bob	000-000-500	Sophomore	Full Time	Credit	3
4	Wines, Ba	000-000-010	Freshman	Full Time	Credit	3

- Specify which **Available Columns** you want to download. (By default, all of the columns will be selected.)

Class List Download

Download Format:
HTML

Available columns:
Name
Id
Email Address
Curriculum
Class Level
Class Load
Credit Type
Credits
Attendance
Status

Columns to download:

Download

- Select ► to add the selected column names to the **Columns to download** list.
- Use ▲ and ▼ to change the order of the columns in the download file.
- Select **Download** to write the selected information to the file.
- On the *Class List Download* window, specify whether you want to **Open** or **Save** the file.

Select: *To:*

Open

For all download formats except for Tab-Separated, you can view the contents of the download file. For example, if you chose the Microsoft Word **Download Format**, the system will open the file in a Microsoft Word document.

After viewing the contents of the file, you can save it or print it.

Save

Save the download file to a specified location.

- Select **Close Window** to close the *Class List Download* window.

E-mailing Students in Your Class

You can send an e-mail to specified students, or all students, in one of the course sections you are teaching.

1. If you have not already done so, follow the instructions for [Viewing Your Class List](#).
2. Specify which students you want to e-mail.

<i>To E-mail:</i>	<i>Follow These Steps:</i>
Individual Students	<ol style="list-style-type: none"> 1. Select the checkbox to the left of the name of each student you want to e-mail.* 2. Choose to E-mail Selected students.
All Students	<ol style="list-style-type: none"> 1. Select the checkbox on the column heading to select all the students in the list.* 2. Choose to E-mail Selected students.

* The checkbox will be grayed out for any student who does not have an e-mail address on file.

3. On the *E-mail* window, verify that your default e-mail address is listed in the **From** field. If necessary, you can change this address.

The screenshot shows an email composition window with the following fields and controls:

- From:** A text input field.
- Recipients:** A list box with a scroll bar.
- Keep e-mail addresses private**
- Subject:** A text input field.
- Message:** A large text area with a scroll bar.
- Buttons:** "Send Message" and "Cancel" at the bottom.

4. Verify the list of **Recipients**.
5. If you want to list the Recipients in the **bcc** (blind copy) field instead of the **To** field on the e-mail so that the Recipients will not see anyone else's e-mail address, select **Keep e-mail addresses private**.
6. Enter the **Subject** of your e-mail.
7. Enter your e-mail **Message**.
8. Select **Send Message**.

Viewing the Waitlist for a Class

You can display a list of the students who have placed themselves on the waitlist for one of your classes, because the course was already closed when they tried to register.

1. Select the **Classes** tab.
2. Select the **Enrollment** menu item.
3. Select the **Waitlist** option.
4. Choose **Select Course**.
5. From the list of years, terms, and sessions, select the course.
6. View the following information for each student on the waitlist:

<i>Field:</i>	<i>Description:</i>
Name	The student's name.
ID	The student's ID number.
Curriculum	The student's major field of study.
Class Level	Whether the student is a freshman, senior, and so on.
Date Added	The date on which the student's name was added to the waitlist.
Credit Type	Whether the student wants to take the course for credit, audit the course, and so on.
Credits	The number of credits for which the student wants to take the course.
Status	The student's current waitlist Status .
Rank	<p>Displays the rank of each student on the waitlist. The rank is based on:</p> <ul style="list-style-type: none"> • The number of waitlist pending attempts, and • The program, degree, curriculum, or class level; as set up by your Administrator via PowerCAMPUS. <p>A rank of P (Pending) indicates that the student is now eligible to register for the waitlisted course.</p>
Attempts	Displays the number of times the course was offered to the student, versus the maximum number of waitlist pending attempts set up by your Registrar via PowerCAMPUS.

7. If your school allows instructors to change students' waitlist status, you can change a student's **Status** when a seat becomes available in your class.
 - Decide which student you want to offer the open seat.
 - Change the student's **Status** from Waiting to Pending.
 - Select **Save** to record any changes you have made on this page.

The system will send the student an e-mail that offers the open seat and details how much time the student has to register for your course.

8. If you want, you can also follow the instructions for [E-mailing Students on a Waitlist](#).

E-mailing Students on a Waitlist

You can send an e-mail to specified students, or all students, on the waitlist for one of your course sections.

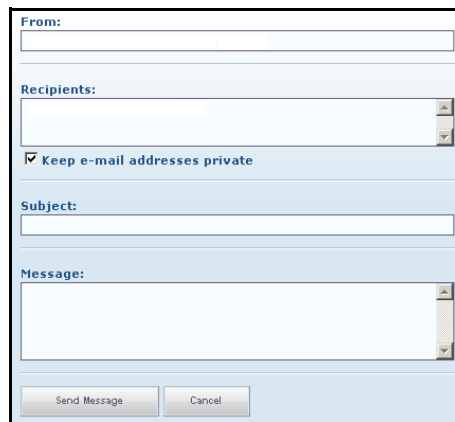
1. If you are not already viewing the waitlist for the class, follow these steps:
 - Select the **Classes** tab.
 - Select the **Enrollment** menu item.
 - Select the **Waitlist** option.
 - Choose **Select Course**.
 - From the list of years, terms, and sessions, select the course.
2. Specify which students you want to e-mail.

<i>To E-mail:</i>	<i>Follow These Steps:</i>
Individual Students	<ol style="list-style-type: none"> 1. Select the checkbox to the left of the name of each student you want to e-mail.* 2. Choose to E-mail Selected students.
All Students	<ol style="list-style-type: none"> 1. Select the checkbox on the column heading to select all the students in the list.* 2. Choose to E-mail Selected students.

* The checkbox will be grayed out for any student who does not have an e-mail address on file.

Viewing the Permission Requests for a Class

3. On the *E-mail* window, verify that your default e-mail address is listed in the **From** field. If necessary, you can change this address.



4. Verify the list of **Recipients**.
5. If you want to list the Recipients in the **bcc** (blind copy) field instead of the **To** field on the e-mail so that the Recipients will not see anyone else's e-mail address, select **Keep e-mail addresses private**.
6. Enter the **Subject** of your e-mail.
7. Enter your e-mail **Message**.
8. Select **Send Message**.

Viewing the Permission Requests for a Class

You can display a list of the students who have requested permission to register for one of your classes, because the course requires student permission, or the student did not meet a course or test prerequisite.

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

6. View the permission requests for the specified **Course**.

Enrollment - Permission Requests

▼ **Select Course** Course: 2007/Spring/01 - Session - ART 102/Lecture/01
 Drawing I
 MWF 2:00 PM - 3:00 PM, SunGard/Edward J. Wayne Hall/300
 Traditional

Select Status
 View All
 GO

Prerequisites: (Instructor Permission Required from Ms. Vickie R. Jones)

<input type="checkbox"/>	Name	ID	Curriculum	Class Level	Status
<input type="checkbox"/>	Abbott, Alexandra Ann ▶	222-222-222	Undergrad/Assoc Art/Education	Senior	Waiting
<input type="checkbox"/>	Koehler, Andrea A. ▶	000-000-693	Graduate/MBA/Bus. Admin	Graduate	Approved
<input type="checkbox"/>	Roman, Wanda J. ▶	000-000-697	Graduate/Diploma/SpeechPath	Senior	Approved

COMMENTS

Student Comments:
 please grant me permission to take this course

INSTRUCTOR COMMENTS:

OVERRIDE

Name: Lisa Appleton Date: 3/13/2007 Comments:

<input type="checkbox"/>	Smith, Harry ▶	000-001-121	Approved
<input type="checkbox"/>	Smithall, Johnny ▶	000-001-147	Approved
<input type="checkbox"/>			

Save

7. Select the enrollment **Status** of the students you want to view.

Select: **To Display:**

View All A list of all the students who have requested permission to register for the specified course.

Approved A list of only those students who have been granted permission to register for the specified course.

Waiting A list of only those students who are still waiting for instructor permission to register for the specified course. Students will have a **Permission Status of Waiting** if they requested permission via the **Request Permission** link on the *Cart* page.

Declined A list of only those students who have been denied permission to register for the specified course.

8. Select **Go** to view the list of students.

9. Select a student's name to display the following information:

- **Student's comments**, as entered when he or she requested permission to take the course via the *Cart* page or updated via the *Permission Requests* page.
- Colleagues' requests.
- Instructors' comments - Unless the Registrar has already approved the request, you will be able to enter information that you would like the student to view about why you changed his or her status (for example, the reason for denial of permission).

Adding a Permission Request for a Student

10. You can change the **Permission Status** for any student in the list, except those for whom the Registrar has already granted approval. If the Registrar approved the student's request, the list will display the **Registrar's ID** and the **Date** on which the override was recorded.
11. If you change a student's permission **Status**, enter **Instructor Comments** to let the student know why you changed the status.
12. Select **Save** to record any changes you have made on this page.
13. If you want to, you can also follow the instructions for:
 - [Adding a Permission Request for a Student](#)
 - [E-mailing Students About Permission Requests](#)

Adding a Permission Request for a Student

If a student comes to you to ask for permission to take your class, instead of entering a permission request on-line, you can add the student to the list for your class.

1. If you are not already viewing the list of permission requests for the class, follow these steps:
 - Select the **Classes** tab.
 - Select the **Enrollment** menu item.
 - Select the **Permission Requests** option.
 - Choose **Select Course**.
 - From the list of years, terms, and sessions, select the course.
2. View the permission requests for the specified **Course**.

Enrollment - Permission Requests

▼ **Select Course** Course: 2007/Spring/01 - Session - ART 102/Lecture/01
 Drawing I
 MWF 2:00 PM - 3:00 PM, SunGard/Edward J. Wayne Hall/300
 Traditional

Select Status
 View All
 GO

Prerequisites: (Instructor Permission Required from Ms. Vickie R. Jones)

<input type="checkbox"/>	Name	ID	Curriculum	Class Level	Status
<input type="checkbox"/>	Abbott, Alexandra Ann ▶	222-222-222	Undergrad/Assoc Art/Education	Senior	Waiting
<input type="checkbox"/>	Koehler, Andrea A. ▶	000-000-693	Graduate/MBA/Bus. Admin	Graduate	Approved
<input type="checkbox"/>	Roman, Wanda J. ▶	000-000-697	Graduate/Diploma/SpeechPath	Senior	Approved
COMMENTS					
Student Comments: please grant me permission to take this course			Instructor Comments:		
OVERRIDE					
Name: Lisa Appleton		Date: 3/13/2007	Comments:		
<input type="checkbox"/>	Smith, Harry ▶	000-001-121			Approved
<input type="checkbox"/>	Smithall, Johnny ▶	000-001-147			Approved
<input type="checkbox"/>					

Save

3. Select **Add Students**.
4. On the *Student Search* window, enter the search criteria (first name, last name, or ID) for finding the student you want to add to the specified course.

5. Select **Search**.
6. View the list of students who match your search criteria.
7. If you want to find out more about a student, follow these steps to view the student's dossier:
 - Select the student's name.
 - On the drop-down menu, select **View Dossier**.
 - On the pop-up window, view the information that is available for the student:

<i>Field:</i>	<i>Description:</i>
Name	The student's Name (<i>Prefix, First Name, Middle Name, Last Name, Former Name, Suffix, and Nickname</i>)
E-mail Address	The student's preferred e-mail address.
Photo	If your school has chosen to display photos, the student's photo will be displayed.

- When you are finished viewing the student's dossier, select **Close Window**.
8. Select **Add** next to the name of the desired student.

Name	ID
Smith, Bob L.	000-000-500 ▶ Add
Smith, Harry	000-001-121
Smith, Merfis	000-001-360 ▶ Add
Smith, Mike	000-001-386 ▶ Add
Smithall, Johnny	000-001-147
Smithy, Jim	000-001-382 ▶ Add

E-mailing Students About Permission Requests

9. When the system displays the **Student Added Successfully** message, select **OK**.



10. The student will be added to the list with a permission **Status** of **Approved**. If you change a student's permission **Status**:

- Enter **Instructor Comments** to let the student know why you changed the status.
- Select **Save** to record any changes you have made on this page.

E-mailing Students About Permission Requests

You can send an e-mail to specified students, or all students, who have requested permission to take one of your course sections.

1. If you are not already viewing the list of permission requests for the class, follow these steps:
 - Select the **Classes** tab.
 - Select the **Enrollment** menu item.
 - Select the **Permission Requests** option.
 - Choose **Select Course**.
 - From the list of years, terms, and sessions, select the course.
2. Specify which students you want to e-mail.

To E-mail:

Follow These Steps:

Individual Students

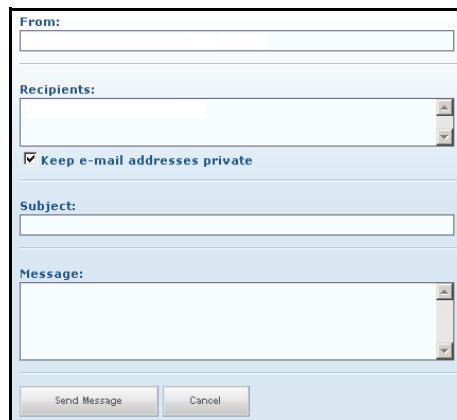
1. Select the checkbox to the left of the name of each student you want to e-mail.*
2. Choose to **E-mail Selected** students.

All Students

1. Select the checkbox on the column heading to select all the students in the list.*
2. Choose to **E-mail Selected** students.

* The checkbox will be grayed out for any student who does not have an e-mail address on file.

3. On the *E-mail* window, verify that your default e-mail address is listed in the **From** field. If necessary, you can change this address.



The screenshot shows an email composition window with the following fields and controls:

- From:** A text input field.
- Recipients:** A list box containing one recipient address.
- Keep e-mail addresses private**
- Subject:** A text input field.
- Message:** A large text area for the email body.
- Buttons:** "Send Message" and "Cancel" buttons at the bottom.

4. Verify the list of **Recipients**.
5. If you want to list the Recipients in the **bcc** (blind copy) field instead of the **To** field on the e-mail so that the Recipients will not see anyone else's e-mail address, select **Keep e-mail addresses private**.
6. Enter the **Subject** of your e-mail.
7. Enter your e-mail **Message**.
8. Select **Send Message**.

Entering Grades

From the *Classes* tab, select the **Grading** menu item to enter students' grades, violations, or attendance.

<i>Option:</i>	<i>Description:</i>
Activity Grades	<p>You can enter students' grades for each of the activities you assign for your course section. You can also view and download activity statistics.</p> <ul style="list-style-type: none"> • Viewing a Student's Submitted Activities • Entering Grades for Course Activities • Downloading Grades for an Activity • Viewing Statistics About a Course Activity • Downloading Statistics for an Activity
Overall Grades	<p>You can enter students' midterm and final grades for a course section. You can also view and download course statistics.</p> <ul style="list-style-type: none"> • Entering Overall Grades for a Course • Changing Students' Grades for a Course • Downloading Overall Course Grades • Viewing Course Statistics • Downloading Course Statistics
Violations	<p>You can add or edit information about your students' violations. You can also download violation data.</p> <ul style="list-style-type: none"> • Adding a Student Violation • Editing a Student Violation • Deleting a Student Violation • Viewing Details about Who Added a Violation • Downloading Student Violations
Attendance	<p>You can enter or edit attendance information for your course section. You can also download the attendance information.</p> <ul style="list-style-type: none"> • Entering Attendance for a Course • Downloading Attendance Records

Entering Activity Grades

For each of the activities you assigned for a course section via course **Setup**, you can perform these options:

- [Viewing a Student's Submitted Activities](#)
- [Entering Grades for Course Activities](#)
- [E-mailing Students About Activity Grades](#)
- [Downloading Grades for an Activity](#)
- [Viewing Statistics About a Course Activity](#)
- [Downloading Statistics for an Activity](#)

Viewing a Student's Submitted Activities

Once your students have submitted their completed course activities, you can view them and grade them.

1. Select the **Classes** tab.
2. Select the **Grading** menu item.
3. From the list of years, terms, and sessions, select the course section.
4. Select the **Activity Grades** option.
5. Find the name of the student in the list and verify that the student has **Submitted** the activity.
6. On the drop-down menu for the student, select **Submitted Media**.
7. On the *Submitted Documents* site for the course section and specified **Activity**, view the list of documents that are in the **Student's** folder.
8. Open the student's submitted media file.
9. Review the file, save the file to your computer to review it later, or print it out.
10. If you need to view submitted documents for other students in the course section, use the links at the top of the *Submitted Documents* site to navigate to the next student's submitted media folder.
11. When you have reviewed your student's submitted activity, follow the instructions for [Entering Grades for Course Activities](#).

Entering Grades for Course Activities

You can enter students' grades for each of the activities they have submitted for your course section.

1. Select the **Classes** tab.
2. Select the **Grading** menu item.
3. Select the **Activity Grades** option.
4. Select a **Year** and then view the list of your courses for that year.
5. **Select** the **Course** section for which you want to enter activity grades.
6. Select which activity grades you want to view.

<i>View:</i>	<i>To:</i>
All Students' Activity Grades	Enter the number of points each student earned for each course activity. You can also: <ul style="list-style-type: none"> • Select a student's name to view the Grades for the Specified Student. • Select an activity to view the Grades for the Specified Activity.
Grades for the Specified Activity	Enter the number of Points each student Earned for the specified course activity, and assign a letter Grade for each student. From the drop-down menu to the left of a student's name, you can also choose to: <ul style="list-style-type: none"> • View and enter the specified student's grades for all the course activities, or • View and enter the comments
Grades for the Specified Student	Enter the number of Points the specified student Earned for each course activity, and assign a letter Grade for each activity. From the drop-down menu to the left of a date, you can also choose to: <ul style="list-style-type: none"> • View and enter all students' grades for the specified activity • View comments • View details

7. Enter the students' grades. The number of **Points Earned** for each student or course activity:
 - Must be a number ≥ 0 (is not a negative number).
 - Must be a whole number (does not contain a decimal point).
 - May exceed the maximum number of points defined for the activity.

8. If you are viewing grades for a **Specified Activity** or **Student**, you can also:
 - View the percentage earned by each student for an activity, as calculated by the system by dividing the **Points Earned** by the **Possible Points**.
 - Enter a letter **Grade** for each activity or student. This letter grade will not have any effect on the student's midterm or final grade.
 - If desired, you can change the date on which the **Grade** was **Received**. (This date defaults to the day on which the grade was entered.)
 - If your institution has enabled the *Activity Grade Comments* option, enter **Comments** about the student's activity grade.
9. Select **Save** to record all the grade information.

E-mailing Students About Activity Grades

You can e-mail any or all of the students you have listed on the *Activity Grades* page.

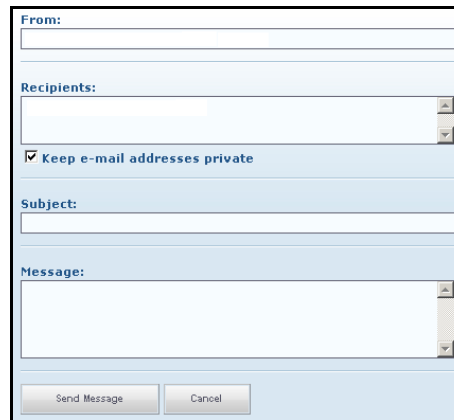
1. If you are not already displaying the names of the students you want to e-mail on the *Activity Grades* page, follow these steps:
 - Select the **Classes** tab.
 - Select the **Grading** menu item.
 - Select the **Activity Grades** option.
 - Select a **Year** and then view the list of your courses for that year.
 - **Select** the **Course** section for which you want to e-mail students.
2. Select one of these views:
 - View All Students' Activity Grades (Datasheet View)
 - View Grades for the Specified Activity
3. Specify which students you want to e-mail.

<i>To E-mail:</i>	<i>Follow These Steps:</i>
Individual Students	<ol style="list-style-type: none"> 1. Select the checkbox to the left of the name of each student you want to e-mail.* 2. Choose to E-mail Selected students.
All Students	<ol style="list-style-type: none"> 1. Select the checkbox on the column heading to select all the students in the list.* 2. Choose to E-mail Selected students.

* The checkbox will be grayed out for any student who does not have an e-mail address on file.

Entering Activity Grades

4. On the *E-mail* window, verify that your default e-mail address is listed in the **From** field. If necessary, you can change this address.



5. Verify the list of **Recipients**.
6. If you want to list the Recipients in the **bcc** (blind copy) field instead of the **To** field on the e-mail so that the Recipients will not see anyone else's e-mail address, select **Keep e-mail addresses private**.
7. Enter the **Subject** of your e-mail.
8. Enter your e-mail **Message**.
9. Select **Send Message**.

Downloading Grades for an Activity

You can download the list of the activity grades that you are **currently viewing**.

1. Select the **Classes** tab.
2. Select the **Grading** menu item.
3. Select the **Activity Grades** option.
4. Select a **Year** and then view the list of your courses for that year.
5. **Select** the **Course** section for which you want to download the activity grades.
6. Select which activity grades you want to view.
7. Select the **Download Activity Grades** option to download the activity grades you are currently viewing.

8. On the *Activity Grades Download* window, select the **Download Format**:**Select:** **To Download the Data in this Format:****HTML**

In an HTML file. For example:

Name	Id	Points Earned	Possible Points	Grade	Received Date
Bezilla, Todd	000-000-419	72	100		12/5/2006
Bond, James	000-000-423	70	100		12/5/2006
Scott, Jamison	000-000-247	87	100		12/5/2006
Smith, Bob	000-000-500	89	100		12/5/2006
Wines, Barbara	000-000-010	100	100		12/5/2006

Microsoft Word

In a Microsoft Word (.doc) file. For example:

Name	Id	Points Earned	Possible Points	Grade	Received Date
Bezilla, Todd	000-000-419	72	100		12/5/2006
Bond, James	000-000-423	70	100		12/5/2006
Scott, Jamison	000-000-247	87	100		12/5/2006
Smith, Bob	000-000-500	89	100		12/5/2006
Wines, Barbara	000-000-010	100	100		12/5/2006

Microsoft Excel

In a Microsoft Excel (.xls) file. For example:

	A	B	C	D	E	F
1	Name	Id	Points Earned	Possible Points	Grade	Received Date
2	Bezilla, Todd	000-000-419	72	100		12/5/2006
3	Bond, James	000-000-423	70	100		12/5/2006
4	Scott, Jamison	000-000-247	87	100		12/5/2006
5	Smith, Bob	000-000-500	89	100		12/5/2006
6	Wines, Barbara	000-000-010	100	100		12/5/2006

Tab-SeparatedIn a text (.tsv) file with each column of data separated by a tab.
For example:

Name	Id	Points Earned	Possible Points	Grade	Received Date
Bezilla, Todd	000-000-419	72	100		12/5/2006
Bond, James	000-000-423	70	100		12/5/2006
Scott, Jamison	000-000-247	87	100		12/5/2006
Smith, Bob	000-000-500	89	100		12/5/2006
Wines, Barbara	000-000-010	100	100		12/5/2006

Comma-SeparatedIn a Microsoft Office Excel Comma-Separated Values (.csv) file.
For example:

	A	B	C	D	E	F
1	Name	Id	Points Earned	Possible Points	Grade	Received Date
2	Bezilla, To	000-000-41	72	100		12/5/2006
3	Bond, Jam	000-000-42	70	100		12/5/2006
4	Scott, Jam	000-000-24	87	100		12/5/2006
5	Smith, Bot	000-000-50	89	100		12/5/2006
6	Wines, Ba	000-000-01	100	100		12/5/2006

9. Select **Download** to create the file with the grade information.10. On the *Activity Grades File Download* window, specify whether you want to **Open** or **Save** the file.**Select:** **To:****Open**For all download formats except for Tab-Separated, you can view the contents of the download file. For example, if you chose the Microsoft Word **Download Format**, the system will open the file in a Microsoft Word document.

After viewing the contents of the file, you can save it or print it.

Save

Save the download file to a specified location.

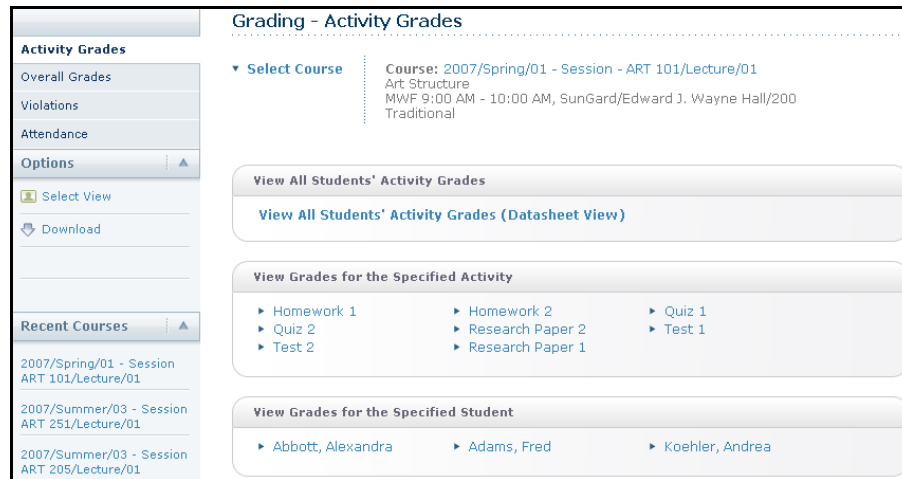
Entering Activity Grades

11. Select **Close Window**.

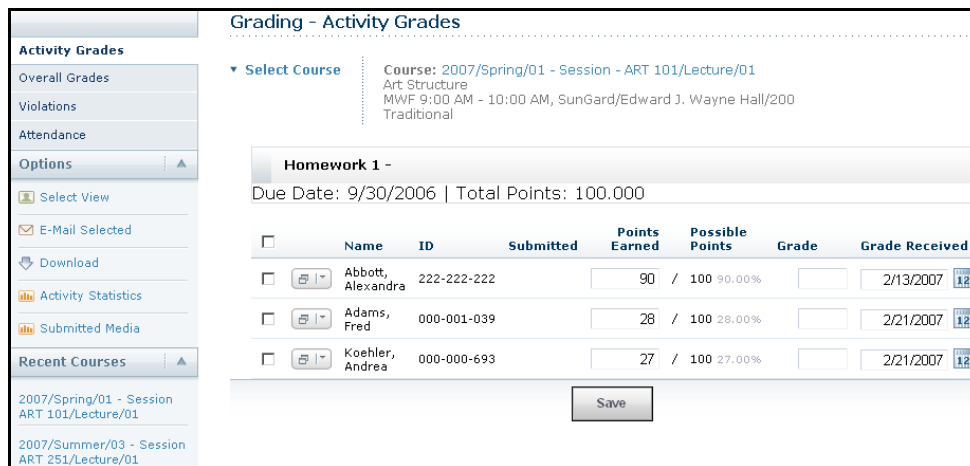
Viewing Statistics About a Course Activity

When you are viewing the grades for a specified course activity, you can view statistics about the students' grades for the activity.

1. Select the **Classes** tab.
2. Select the **Grading** menu item.
3. Select the **Activity Grades** option.
4. Select a **Year** and then view the list of your courses for that year.
5. **Select** the **Course** section for which you want to view the activity statistics.
6. Under **View Grades for the Specified Activity**, select the course activity.



7. Select the **View Activity Statistics** option.



8. View the grade statistics for those students who have completed the specified activity.

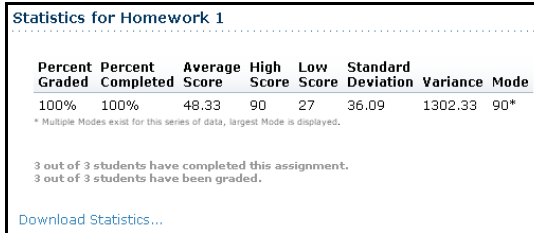
Column:	Description:
Percent Graded	Identifies the percentage of students who were graded for the specified course activity.
Percent Completed	Specifies the percentage of students who completed the specified course activity.
Average Score	The average student score earned for the specified course activity. The system calculates the Average Score (Mean) by: <ol style="list-style-type: none"> 1. Adding up all the students' scores for the specified activity. 2. Dividing the total by the number of students who received a grade for the activity.
High Score	The highest student score earned for the specified course activity.
Low Score	The lowest student score earned for the specified course activity.
Standard Deviation	The Standard Deviation is commonly used to measure the dispersion of student scores. The system calculates the Standard Deviation by finding the square root of the Variance .
Variance	The system calculates the Variance by: <ol style="list-style-type: none"> 1. Finding the difference between each score and the Average Score (Mean) and then squaring each of these values. 2. Totalling all the squares. 3. Dividing the total by the number of scores (or the number of scores minus 1, if the number of scores is less than 15).
Mode	The score that most frequently appears in the list of students' scores for the specified course activity. If more than one Mode value is found, the system will display the largest Mode value.

9. Do you want to download the activity statistics to a file?
- If **No**, select **Close Window**.
 - If **Yes**, follow the instructions for [Downloading Statistics for an Activity](#).

Downloading Statistics for an Activity

When you view the statistics for an activity, you can also download the statistics to a file.

1. If you have not already done so, follow the instructions for [Viewing Statistics About a Course Activity](#).
2. On the *Statistics* window, select **Download Statistics**.



3. Select the **Download Format**:

Select: *To Download the Data in this Format:*

HTML In an HTML file. For example:

Title	Percent Graded	Percent Completed	Average Score	High Score	Low Score	Standard Deviation	Variance	Mode
Homework 2	100%	100%	83.600000	100.000	70.000	12.5419	157.3000	100.000

Microsoft Word In a Microsoft Word (.doc) file. For example:

Title	Percent Graded	Percent Completed	Average Score	High Score	Low Score	Standard Deviation	Variance	Mode
Homework 2	100%	100%	83.600000	100.000	70.000	12.5419	157.3000	100.000

Microsoft Excel In a Microsoft Excel (.xls) file. For example:

	A	B	C	D	E	F	G	H	I
1	Title	Percent Graded	Percent Completed	Average Score	High Score	Low Score	Standard Deviation	Variance	Mode
2	Homework 2	100%	100%	83.6	100	70	12.5419	157.3	100

Tab-Separated In a text (.tsv) file with each column of data separated by a tab. For example:

	A	B	C	D	E	F	G	H	I
1	Title	Percent Graded	Percent Completed	Average Score	High Score	Low Score	Standard Deviation	Variance	Mode
2	Homework 2	100%	100%	83.6	100	70	12.5419	157.3	100

Comma-Separated In a Microsoft Office Excel Comma-Separated Values (.csv) file. For example:

	A	B	C	D	E	F	G	H	I
1	Title	Percent Graded	Percent Completed	Average Score	High Score	Low Score	Standard Deviation	Variance	Mode
2	Homework 2	100%	100%	83.6	100	70	12.5419	157.3	100

4. Highlight the **Available Columns** you want to download.
5. Select the ► to move the highlighted columns to the **Columns to Download** list.
6. Use ▲ and ▼ to specify how you want to order the fields in the download file.

7. Select **Download** to create the file with the activity statistics.
8. On the *File Download* window, specify whether you want to **Open** or **Save** the file.

Select: **To:**

Open For all download formats except for Tab-Separated, you can view the contents of the download file. For example, if you chose the Microsoft Excel **Download Format**, the system will open the file in a Microsoft Excel spreadsheet.

After viewing the contents of the file, you can save it or print it.

Save Save the download file to a specified location.

9. On the *File Download* window, select **Close Window**.

Entering Overall Course Grades

For each of the course sections you have defined via course **Setup**, you can:

- [Entering Overall Grades for a Course](#)
- [Changing Students' Grades for a Course](#)
- [E-mailing Students About Overall Grades](#)
- [Downloading Overall Course Grades](#)
- [Viewing Course Statistics](#)
- [Downloading Course Statistics](#)

Entering Overall Grades for a Course

You can enter students' overall grades for one of your course sections.

1. Select the **Classes** tab.
2. Select the **Grading** menu item.
3. Select the **Overall Grades** option.
4. Select a **Year** and then view the list of your courses for that year.
5. **Select** the **Course** section for which you want to enter overall course grades.

Entering Overall Course Grades

6. If activities have been set up for the course section and grades have been entered for these activities, select:
 - **Apply Midterm** to display the calculated midterm grades (if your institution is using midterm grading and the **Calculated Score** for the midterm grades are not yet displayed). The letter grade which maps to the **Calculated Score** will be displayed in parenthesis.
 - **Apply Final** to display the **Calculated Score** for the final grades. The letter grade which maps to the **Calculated Score** will be displayed in parenthesis.
7. In the **My Grade** column, you can change grades for students for whom the **Actual Grade** has not yet been approved or posted. The **Actual Grade** will appear as **Pending** if your department head wants to approve grades for this course.
8. Select the appropriate button to record the students' grades:

<i>Button:</i>	<i>Description:</i>
Save	<p>If the time period is not open for grading, you will only be able to Save the students' grades.</p> <p>If the time period is open for grading but you are not ready to submit the students' grades, select Save to just record the grades for now.</p>
Submit Midterm	<p>If the time period is open for grading, your institution has enabled midterm grading, and you are ready to submit the students' midterm grades for the course section, select Submit Midterm.</p>
Submit Final	<p>If the time period is open for grading and you are ready to submit the students' overall grades for the course section, select Submit Final.</p>

- If grade approval IS required, the grade will be saved in the PowerCAMPUS Transcript Detail Record and the Actual Grade will be displayed for the student upon approval by the Department Head.
- If grade approval is NOT required, the grade will be saved in the PowerCAMPUS Transcript Detail Record and the Actual Grade will be displayed for the student when the grade is submitted.

Changing Students' Grades for a Course

You can change students' actual grades for one of your course sections before they have been approved by your department head or an administrator or posted.

1. Select the **Classes** tab.
2. Select the **Grading** menu item.
3. Select the **Overall Grades** option.
4. Select a **Year** and then view the list of your courses for that year.

5. **Select** the **Course** section for which you want to review and change students' actual grades.
6. For each incorrect **Actual Grade** that is not yet marked as *Approved* or *Posted*, complete steps 7 through 10.
7. Select the **Actual Grade** that you want to change for a student.
8. On the *Change Grade* window, specify the correct grade for the student.
9. Enter a comment that explains why you are changing the student's grade.
10. Select **Submit** to record the grade change information.

E-mailing Students About Overall Grades

You can e-mail any or all of the students you have listed on the *Overall Grades* page.

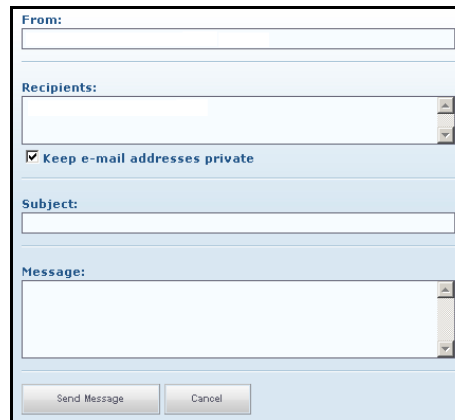
1. If you are not already displaying the names of the students you want to e-mail on the *Overall Grades* page, follow these steps:
 - Select the **Classes** tab.
 - Select the **Grading** menu item.
 - Select the **Overall Grades** option.
 - Select a **Year** and then view the list of your courses for that year.
 - **Select** the **Course** section for which you want to e-mail students.
2. Specify which students you want to e-mail.

<i>To E-mail:</i>	<i>Follow These Steps:</i>
Individual Students	<ol style="list-style-type: none"> 1. Select the checkbox to the left of the name of each student you want to e-mail.* 2. Choose to E-mail Selected students.
All Students	<ol style="list-style-type: none"> 1. Select the checkbox on the column heading to select all the students in the list.* 2. Choose to E-mail Selected students.

* The checkbox will be grayed out for any student who does not have an e-mail address on file.

Entering Overall Course Grades

3. On the *E-mail* window, verify that your default e-mail address is listed in the **From** field. If necessary, you can change this address.



4. Verify the list of **Recipients**.
5. If you want to list the Recipients in the **bcc** (blind copy) field instead of the **To** field on the e-mail so that the Recipients will not see anyone else's e-mail address, select **Keep e-mail addresses private**.
6. Enter the **Subject** of your e-mail.
7. Enter your e-mail **Message**.
8. Select **Send Message**.

Downloading Overall Course Grades

You can download the overall course grades, that you are currently viewing, to a file.

1. Select the **Classes** tab.
2. Select the **Grading** menu item.
3. Select the **Overall Grades** option.
4. Select a **Year** and then view the list of your courses for that year.
5. **Select** the **Course** section for which you want to download the overall course grades.
6. Select the **Download Grades** option.

7. On the *Overall Grades Download* window, select the **Download Format**:

Select: **To Download the Data in this Format:**

HTML

In an HTML file. For example:

Name	Id	Credit Type	Midterm Points	Final Points	Final Transcript Grade
Bezilla, Todd	000-000-419	Credit	84.2	84.2	B
Bond, James	000-000-423	Credit	82	82	B
Scott, Jamison Fred	000-000-247	Credit	89.8	89.8	B
Smith, Bob L.	000-000-500	Credit	88.2	88.2	B
Wines, Barbara	000-000-010	Credit	99.6	99.6	A

Microsoft Word

In a Microsoft Word (.doc) file. For example:

Name	Id	Credit Type	Midterm Points	Final Points	Final Transcript Grade
Bezilla, Todd	000-000-419	Credit	84.2	84.2	B
Bond, James	000-000-423	Credit	82	82	B
Scott, Jamison Fred	000-000-247	Credit	89.8	89.8	B
Smith, Bob L.	000-000-500	Credit	88.2	88.2	B
Wines, Barbara	000-000-010	Credit	99.6	99.6	A

Microsoft Excel

In a Microsoft Excel (.xls) file. For example:

download.xls						
	A	B	C	D	E	F
1	Name	Id	Credit Type	Midterm Points	Final Points	Final Transcript Grade
2	Bezilla, Todd	000-000-419	Credit	84.2	84.2	B
3	Bond, James	000-000-423	Credit	82	82	B
4	Scott, Jamison Fred	000-000-247	Credit	89.8	89.8	B
5	Smith, Bob L.	000-000-500	Credit	88.2	88.2	B
6	Wines, Barbara	000-000-010	Credit	99.6	99.6	A

Tab-Separated

In a text (.tsv) file with each column of data separated by a tab. For example:

download.tsv - Notepad						
File	Edit	Format	View	Help		
Name	Id	Credit Type	Midterm Points	Final Points	Final Transcript Grade	
Bezilla, Todd	000-000-419	Credit	84.2	84.2	B	
Bond, James	000-000-423	Credit	82	82	B	
Scott, Jamison Fred	000-000-247	Credit	89.8	89.8	B	
Smith, Bob L.	000-000-500	Credit	88.2	88.2	B	
Wines, Barbara	000-000-010	Credit	99.6	99.6	A	

Comma-Separated

In a Microsoft Office Excel Comma-Separated Values (.csv) file. For example:

download.csv						
	A	B	C	D	E	F
1	Name	Id	Credit Type	Midterm P	Final Point	Final Transcript Grade
2	Bezilla, To	000-000-41	Credit	84.2	84.2	B
3	Bond, Jam	000-000-42	Credit	82	82	B
4	Scott, Jam	000-000-24	Credit	89.8	89.8	B
5	Smith, Bo	000-000-50	Credit	88.2	88.2	B
6	Wines, Ba	000-000-01	Credit	99.6	99.6	A

8. Highlight the **Available Columns** you want to download.
9. Select the ► to move the highlighted columns to the **Columns to Download** list.
10. Use ▲ and ▼ to specify how you want to order the fields in the download file.
11. Select **Download** to create the file with the grade information.

Entering Overall Course Grades

12. On the *File Download* window, specify whether you want to **Open** or **Save** the file.

Select: **To:**

Open For all download formats except for Tab-Separated, you can view the contents of the download file. For example, if you chose the Microsoft Excel **Download Format**, the system will open the file in a Microsoft Excel spreadsheet.

After viewing the contents of the file, you can save it or print it.

Save Save the download file to a specified location.

13. On the *File Download* window, select **Close Window**.

Viewing Course Statistics

You can view statistics about the students' grades for a course, and download these statistics to a file.

1. Select the **Classes** tab.
2. Select the **Grading** menu item.
3. Select the **Overall Grades** option.
4. Select a **Year** and then view the list of your courses for that year.
5. **Select** the **Course** section for which you want to download the course statistics.
6. Select the **View Course Statistics** option.
7. View the grade statistics for the active students in the course section.

Column: **Description:**

Column:	Description:
Period	Identifies whether the grade statistics are for the midterm or final grading period.
Percent Included	Specifies the percentage of the student scores that were available when calculating the course statistics for the specified period.
Average Score	The average student score earned in the course section for the specified period. The system calculates the Average Score (Mean) by: <ol style="list-style-type: none"> 1. Adding up all the students' scores. 2. Dividing the total by the number of students.
High Score	The highest student score earned in the course section for the specified period.
Low Score	The lowest student score earned in the course section for the specified period.

<i>Column:</i>	<i>Description:</i>
Standard Deviation	The Standard Deviation is commonly used to measure the dispersion of student scores. The system calculates the Standard Deviation by finding the square root of the Variance .
Variance	The system calculates the Variance by: <ol style="list-style-type: none"> 1. Finding the difference between each score and the Average Score (Mean) and then squaring each of these values. 2. Totalling all the squares. 3. Dividing the total by the number of scores (or the number of scores minus 1, if the number of scores is less than 15).
Median	When the scores for all the students in the course section are sorted from lowest to highest, the Median is the score in the middle of the list. If there are an even number of scores, the Median is calculated by adding the two middle values and then dividing by 2.
Mode	The score that most frequently appears in the list of students' scores for the course section. If more than one Mode value is found, the system will display the largest Mode value.

8. Do you want to download the statistics to a file?

- If **No**, select **Close Window**.
- If **Yes**, follow the instructions for [Downloading Course Statistics](#).

Downloading Course Statistics

When you view the course statistics, you can also download the statistics to a file.

1. If you have not already done so, follow the instructions for [Viewing Course Statistics](#).
2. Select **Download Statistics**.
3. Select the **Download Format**:

<i>Select:</i>	<i>To Download the Data in this Format:</i>																					
HTML	In an HTML file. For example: <table border="1"> <thead> <tr> <th>Period</th> <th>Percent Included</th> <th>Average Score</th> <th>High Score</th> <th>Low Score</th> <th>Standard Deviation</th> <th>Variance</th> </tr> </thead> <tbody> <tr> <td>Midterm</td> <td>100%</td> <td>88.76</td> <td>99.6</td> <td>82</td> <td>6.81</td> <td>46.35</td> </tr> <tr> <td>Final</td> <td>100%</td> <td>88.76</td> <td>99.6</td> <td>82</td> <td>6.81</td> <td>46.35</td> </tr> </tbody> </table>	Period	Percent Included	Average Score	High Score	Low Score	Standard Deviation	Variance	Midterm	100%	88.76	99.6	82	6.81	46.35	Final	100%	88.76	99.6	82	6.81	46.35
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Midterm	100%	88.76	99.6	82	6.81	46.35																
Final	100%	88.76	99.6	82	6.81	46.35																

Select:

To Download the Data in this Format:

Microsoft Excel

In a Microsoft Excel (.xls) file. For example:

	A	B	C	D	E	F	G
1	Period	Percent Included	Average Score	High Score	Low Score	Standard Deviation	Variance
2	Midterm	100%	88.76	99.6	82	6.81	46.35
3	Final	100%	88.76	99.6	82	6.81	46.35

Tab-Separated

In a text (.tsv) file with each column of data separated by a tab. For example:

```

Period    Percent Included    Average Score    High Score    Low Score    Standard Deviation    Variance
Midterm  100%                88.76           99.6          82           6.81                46.35
Final    100%                88.76           99.6          82           6.81                46.35
    
```

Comma-Separated

In a Microsoft Office Excel Comma-Separated Values (.csv) file. For example:

	A	B	C	D	E	F	G
1	Period	Percent In	Average S	High Scor	Low Score	Standard	Variance
2	Midterm	100%	88.76	99.6	82	6.81	46.35
3	Final	100%	88.76	99.6	82	6.81	46.35

4. Highlight the **Available Columns** you want to download.
5. Select the to move the highlighted columns to the **Columns to Download** list.
6. Use and to specify how you want to order the fields in the download file.
7. Select **Download** to create the file with the course statistics.
8. On the *File Download* window, specify whether you want to **Open** or **Save** the file.

Select: To:

Open

For all download formats except for Tab-Separated, you can view the contents of the download file. For example, if you chose the Microsoft Excel **Download Format**, the system will open the file in a Microsoft Excel spreadsheet.

After viewing the contents of the file, you can save it or print it.

Save

Save the download file to a specified location.

9. On the *File Download* window, select **Close Window**.

Entering Student Violations

When a student breaks a rule, you can enter information about the violation.

- [Adding a Student Violation](#)
- [Editing a Student Violation](#)
- [Deleting a Student Violation](#)
- [Viewing Details about Who Added a Violation](#)
- [E-mailing Students About Violations](#)
- [Downloading Student Violations](#)

Adding a Student Violation

You can add a student's violation for one of your course sections.

1. Select the **Classes** tab.
2. Select the **Grading** menu item.
3. Select the **Violations** option.
4. Select a **Year** and then view the list of your courses for that year.
5. **Select the Course** for which you want to enter the violation.
6. On the drop-down menu to the left of the student's name, select **Add Violation**.

Name	Category	Violation	Date
Abbott, Alexandra	Behavioral	1. Inapprop. Language	7/16/2007
Harris, Robert	Behavioral	1. Cheating on Exam	8/17/2007
Roy, Heath			

7. Enter the information about the student's violation.

Field:	Entry:
Violation Type	From the drop-down menu, select the type of violation the student committed. (The list of violation types is defined by your institution in the PowerCAMPUS code tables.)
Description	Describe what the student did wrong.
Date Occurred	Specify the date on which the violation was committed.

Entering Student Violations

8. Select **Save** to record the information about the student’s violation.

Along with the information you entered, the system will automatically record your name (the person who entered the violation) and today’s date (when the violation record was created).

Editing a Student Violation

You can update the information about a student violation that you created for one of your course sections.

1. Select the **Classes** tab.
2. Select the **Grading** menu item.
3. Select the **Violations** option.
4. Select a **Year** and then view the list of your courses for that year.
5. **Select the Course** for which you want to edit a violation.
6. On the line with the violation you need to update, select **Edit**. (The **Edit** option will not be available for any violation that you did not add.)



7. Review the information about the student’s violation and enter any necessary changes.

Field:	Entry:
Violation	From the drop-down menu, select the violation the student committed. (The list of violations is defined by your institution in the PowerCAMPUS code tables.)
Description	Describe what the student did wrong.
Date Occurred	Specify the date on which the violation was committed.

8. Select **Save** to record your changes to the student’s violation.

Deleting a Student Violation

You can delete a student violation that you created for one of your course sections.

1. Select the **Classes** tab.
2. Select the **Grading** menu item.
3. Select the **Violations** option.
4. Select a **Year** and then view the list of your courses for that year.
5. **Select** the **Course** for which you want to delete a violation.
6. On the line with the violation you need to delete, select **Delete**. (The **Delete** option will not be available for any violation that you did not add.)

Grading - Violations				
▼ Select Course		Course: 2007/Spring/01 - Session01 - ACC 101/Lecture/01 Principles of Accounting I MWF 11:00 AM - 11:50 AM, SCT Extension/Education Hall/235 Saturday 9:00 AM - 10:00 AM, SCT/Anchor Hall/100 Traditional		
Violations by Student				
	Name	Category	Violation	Date
<input type="checkbox"/>	Abbott, Alexandra	Behavioral	1. Inapprop. Language	7/16/2007
<input type="checkbox"/>	Harris, Robert	Behavioral	1. Cheating on Exam	8/17/2007
<input type="checkbox"/>	Roy, Heath			

7. Confirm that you want to delete the student's violation.

Viewing Details about Who Added a Violation

You can view information about the person who added a student violation for one of your course sections.

1. Select the **Classes** tab.
2. Select the **Grading** menu item.
3. Select the **Violations** option.
4. Select a **Year** and then view the list of your courses for that year.
5. **Select** the **Course** for which you want to view student violations.

Entering Student Violations

- On the line with the violation for which you want to view more information, select **Details**.



- View the information on the *Details* window.

Field:	Description:
ID	The Person ID of the faculty member who added the specified violation.
Created By	The name of the faculty member who added the violation.
Description	A description of what the student did wrong.
Date Created	The date on which the violation was added.

- When you are finished viewing the information, **Close** the *Details* window.

E-mailing Students About Violations

You can e-mail any or all of the students you have listed on the *Violations* page.

- If you are not already displaying the names of the students you want to e-mail on the *Violations* page, follow these steps:
 - Select the **Classes** tab.
 - Select the **Grading** menu item.
 - Select the **Violations** option.
 - Select a **Year** and then view the list of your courses for that year.
 - Select** the **Course** section for which you want to e-mail students.

- Specify which students you want to e-mail.

<i>To E-mail:</i>	<i>Follow These Steps:</i>
Individual Students	<ol style="list-style-type: none"> Select the checkbox to the left of the name of each student you want to e-mail.* Choose to E-mail Selected students.
All Students	<ol style="list-style-type: none"> Select the checkbox on the column heading to select all the students in the list.* Choose to E-mail Selected students.

* The checkbox will be grayed out for any student who does not have an e-mail address on file.

- On the *E-mail* window, verify that your default e-mail address is listed in the **From** field. If necessary, you can change this address.

The screenshot shows an email composition window with the following fields and controls:

- From:** A text input field.
- Recipients:** A list box with a scroll bar.
- Keep e-mail addresses private**
- Subject:** A text input field.
- Message:** A large text area with a scroll bar.
- Buttons:** "Send Message" and "Cancel" buttons at the bottom.

- Verify the list of **Recipients**.
- If you want to list the Recipients in the **bcc** (blind copy) field instead of the **To** field on the e-mail so that the Recipients will not see anyone else's e-mail address, select **Keep e-mail addresses private**.
- Enter the **Subject** of your e-mail.
- Enter your e-mail **Message**.
- Select **Send Message**.

Downloading Student Violations

You can download a list of the student violations for the specified course section.

- Select the **Classes** tab.
- Select the **Grading** menu item.
- Select the **Violations** option.

Entering Student Violations

4. Select a **Year** and then view the list of your courses for that year.
5. **Select the Course** section for which you want to download the list of violations.
6. Select the **Download Violations** option.



7. On the *Violations Download* window, select the **Download Format**:

Select: *To Download the Data in this Format:*

HTML

In an HTML file. For example:

Name	Category	Violation	Date
Wines, Barbara	• Behavioral	1. Cheating on Exam	• 12/5/2006
Scott, Jamison	• Behavioral	1. Curfew	• 12/4/2006
	• Dress Code	2. Inapprop. Language	• 12/5/2006
		3. Out of Uniform	• 12/4/2006

Microsoft Word

In a Microsoft Word (.doc) file. For example:

Name	Category	Violation	Date
Wines, Barbara	• Behavioral	1. Cheating on Exam	• 12/5/2006
Scott, Jamison	• Behavioral	1. Curfew	• 12/4/2006
	• Dress Code	2. Inapprop. Language	• 12/5/2006
		3. Out of Uniform	• 12/4/2006

Microsoft Excel

In a Microsoft Excel (.xls) file. For example:

	A	B	C	D
1	Name	Category	Violation	Date
2	Wines, Barbara	Behavioral	1. Cheating on Exam	12/5/2006
3				
4	Scott, Jamison	Behavioral	1. Curfew	12/4/2006
5			2. Inapprop. Language	12/5/2006
6		Dress Code	3. Out of Uniform	12/4/2006

Tab-Separated

In a text (.tsv) file with each column of data separated by a tab. For example:

Name	Category	Violation	Date
Scott, Jamison	Behavioral	Curfew	12/4/2006
Scott, Jamison	Behavioral	Inapprop. Language	12/5/2006
Scott, Jamison	Dress Code	Out of Uniform	12/4/2006
Wines, Barbara	Behavioral	Cheating on Exam	12/5/2006

Select: **To Download the Data in this Format:**

Comma-Separated In a Microsoft Office Excel Comma-Separated Values (.csv) file.
For example:

download.csv				
	A	B	C	D
1	Name	Category	Violation	Date
2	Scott, Jarr	Behavioral	Curfew	12/4/2006
3	Scott, Jarr	Behavioral	Inapprop. I	12/5/2006
4	Scott, Jarr	Dress Cod	Out of Unif	12/4/2006
5	Wines, Ba	Behavioral	Cheating o	12/5/2006

8. Select **Download** to create the file with the violation information.
9. On the *File Download* window, specify whether you want to **Open** or **Save** the file.

Select: **To:**

Open For all download formats except for Tab-Separated, you can view the contents of the download file. For example, if you chose the Microsoft Excel **Download Format**, the system will open the file in a Microsoft Excel spreadsheet.

After viewing the contents of the file, you can save it or print it.

Save Save the download file to a specified location.

10. On the *File Download* window, select **Close Window**.

Entering Student Attendance

You can enter attendance for any of your course sections.

- [Entering Attendance for a Course](#)
- [E-mailing Students About Attendance](#)
- [Downloading Attendance Records](#)

Entering Attendance for a Course

You can enter students' attendance information for a course.

1. Select the **Classes** tab.
2. Select the **Grading** menu item.
3. Select the **Attendance** option.
4. Select a **Year** and then view the list of your courses for that year.
5. **Select** the **Course** section for which you want to enter attendance.

Entering Student Attendance

6. Select which attendance information you want to view.

View:	Description:
Overall Section Attendance	<p>Displays each student's number of excused and unexcused absences and latenesses and allows you to enter:</p> <ul style="list-style-type: none"> Each student's overall attendance status for the specified course section (for example, <i>attends daily</i>, <i>poor attendance</i>). The last date on which each student attended the course section. <p>From the drop-down menu to the left of a student's name, you can choose to view the student's Daily Attendance.</p>
Daily Attendance for the Specified Date	<p>Enables you to view and enter attendance for all the students for the specified date.</p> <p>From the drop-down menu to the left of a student's name, you can choose to:</p> <ul style="list-style-type: none"> Add a violation for the specified student, or View the student's Daily Attendance.
Daily Attendance for the Specified Student	<p>Allows you to view and enter attendance for the specified student for all the dates of the selected course section.</p> <p>From the drop-down menu to the left of a date, you can choose to view the Daily Attendance for all students on that day.</p>

7. If you are viewing the daily attendance for a **Specified Date**, you can select the general attendance value (for example, *Present*) for all the students for that date. Choose the attendance status and select **Apply Status**.

The screenshot shows the 'Grading - Attendance' interface. On the left is a sidebar with navigation options: Activity Grades, Overall Grades, Violations, Attendance, Options, Select View, Download Attendance, and Recent Courses. The main content area is titled 'Grading - Attendance' and shows a 'Select Course' dropdown menu. The selected course is '2007/Spring/01 - Session01 - ACC 101/Lecture/01' with details: Principles of Accounting I, MWF 11:00 AM - 11:50 AM, SCT Extension/Education Hall/235, Saturday 9:00 AM - 10:00 AM, SCT/Anchor Hall/100, Traditional. Below the course info is a dropdown menu set to 'Absent' and an 'Apply Status' button. A table titled 'Daily Attendance for 3/28/2007' has columns for Name, Attendance Status, and Comments. The table lists three students: Abbott, Alexandra (Present), Harris, Robert (Absent), and Rooney, Heather (Excused Tardy). Each student has a dropdown menu for their status and a 'Comments' field. A 'Save' button is at the bottom of the table.

8. If you are viewing the daily attendance for a **Specified Date** or **Student**, update the **Attendance Status** and enter any necessary **Comments** about the status for each student.
9. Select **Save** to record your attendance information.

E-mailing Students About Attendance

You can e-mail any or all of the students you have listed on the *Attendance* page.

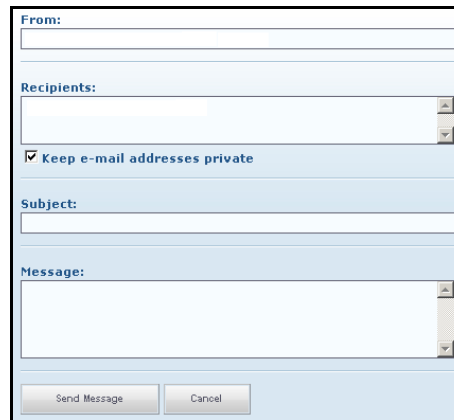
1. If you are not already displaying the names of the students you want to e-mail on the *Attendance* page, follow these steps:
 - Select the **Classes** tab.
 - Select the **Grading** menu item.
 - Select the **Attendance** option.
 - Select a **Year** and then view the list of your courses for that year.
 - **Select** the **Course** section for which you want to e-mail students.
2. Select the **Overall Section Attendance** view.
3. Specify which students you want to e-mail.

<i>To E-mail:</i>	<i>Follow These Steps:</i>
Individual Students	<ol style="list-style-type: none"> 1. Select the checkbox to the left of the name of each student you want to e-mail.* 2. Choose to E-mail Selected students.
All Students	<ol style="list-style-type: none"> 1. Select the checkbox on the column heading to select all the students in the list.* 2. Choose to E-mail Selected students.

* The checkbox will be grayed out for any student who does not have an e-mail address on file.

Entering Student Attendance

4. On the *E-mail* window, verify that your default e-mail address is listed in the **From** field. If necessary, you can change this address.



5. Verify the list of **Recipients**.
6. If you want to list the Recipients in the **bcc** (blind copy) field instead of the **To** field on the e-mail so that the Recipients will not see anyone else's e-mail address, select **Keep e-mail addresses private**.
7. Enter the **Subject** of your e-mail.
8. Enter your e-mail **Message**.
9. Select **Send Message**.

Downloading Attendance Records

You can download a list of the students' attendance records for the specified course section.

1. Select the **Classes** tab.
2. Select the **Grading** menu item.
3. Select the **Attendance** option.
4. Select a **Year** and then view the list of your courses for that year.
5. **Select** the **Course** section for which you want to download attendance information.
6. Select the **Download Attendance** option.

7. On the *Attendance Download* window, select the **Download Format**:

Select: *To Download the Data in this Format:*

HTML

In an HTML file. For example:

Name	Id	Excused Absence	Unexcused Absence	Excused Tardiness	Unexcused Tardiness
Wines, Barbara	000-000-010	0	0	0	0
Scott, Jamison	000-000-247	0	0	0	0
Bezilla, Todd	000-000-419	0	0	0	0
Bond, James	000-000-423	0	0	0	0
Smith, Bob	000-000-500	0	0	0	0

Microsoft Word

In a Microsoft Word (.doc) file. For example:

Name	Id	Excused Absence	Unexcused Absence	Excused Tardiness	Unexcused Tardiness
Wines, Barbara	000-000-010	0	0	0	0
Scott, Jamison	000-000-247	0	0	0	0
Bezilla, Todd	000-000-419	0	0	0	0
Bond, James	000-000-423	0	0	0	0
Smith, Bob	000-000-500	0	0	0	0

Microsoft Excel

In a Microsoft Excel (.xls) file. For example:

download.xls						
	A	B	C	D	E	F
1	Name	Id	Excused Absence	Unexcused Absence	Excused Tardiness	Unexcused Tardiness
2	Wines, Barbara	000-000-010	0	0	0	0
3	Scott, Jamison	000-000-247	0	0	0	0
4	Bezilla, Todd	000-000-419	0	0	0	0
5	Bond, James	000-000-423	0	0	0	0
6	Smith, Bob	000-000-500	0	0	0	0

Tab-Separated

In a text (.tsv) file with each column of data separated by a tab. For example:

download.tsv - Notepad						
File	Edit	Format	View	Help		
Name	Id	Excused Absence	Unexcused Absence	Excused Tardiness	Unexcused Tardiness	
Wines, Barbara	000-000-010	0	0	0	0	
Scott, Jamison	000-000-247	0	0	0	0	
Bezilla, Todd	000-000-419	0	0	0	0	
Bond, James	000-000-423	0	0	0	0	
Smith, Bob	000-000-500	0	0	0	0	

Comma-Separated

In a Microsoft Office Excel Comma-Separated Values (.csv) file. For example:

download.csv						
	A	B	C	D	E	F
1	Name	Id	Excused A	Unexcused	Excused T	Unexcused Tardiness
2	Wines, Ba	000-000-01	0	0	0	0
3	Scott, Jam	000-000-24	0	0	0	0
4	Bezilla, To	000-000-41	0	0	0	0
5	Bond, Jam	000-000-42	0	0	0	0
6	Smith, Bot	000-000-50	0	0	0	0

8. Select **Download** to create the file with the attendance information.

Adding an Assistant for a Class

9. On the *File Download* window, specify whether you want to **Open** or **Save** the file.

Select: **To:**

Open For all download formats except for Tab-Separated, you can view the contents of the download file. For example, if you chose the Microsoft Excel **Download Format**, the system will open the file in a Microsoft Excel spreadsheet.

After viewing the contents of the file, you can save it or print it.

Save Save the download file to a specified location.

10. On the *File Download* window, select **Close Window**.

Managing Your Assistants

If you want to have other people, like a graduate student or an office assistant, use Self-Service to help enter information for your classes, you must select the people and the features they can access.

- [Adding an Assistant for a Class](#)
- [Changing What Assistants Can Access](#)

Adding an Assistant for a Class

You can specify who you want to help enter information for one of your classes, and which Self-Service features he or she can access.

1. Select the **Classes** tab.
2. Select the **Manage Assistants** menu item.
3. **Select** the **Course** section for which you want to allow an assistant to enter class information.
4. Select **Add an Assistant**.
5. On the *Faculty Assistant Search* window, enter all, or part, of the name or ID of the person you want to be your assistant.
6. Review the search results.
7. To the right of the name of the person who you want to be your assistant, select **Add**.

8. Select **OK** to acknowledge that the assistant has been added. The system will e-mail the person about being named as an assistant for this course.
9. Do you want to name other assistants for this course section?
 - If YES, repeat steps 5 through 8.
 - If NO, select **Close Window** on the *Faculty Assistant Search* window.
10. For each assistant, select the features you want him or her to access for the specified course section. You can check any feature which your institution allows faculty assistants to access (checkbox is not grayed out).
 - Access Class List
 - Access Waitlist
 - Access Violations
 - Access Attendance
 - Access Course Home Page
 - Access Activity Grades
 - Access Overall Grades
 - Submit Overall Grades (available if **Access Overall Grades** is checked)
11. Select **Save** to record the information for your assistants.
12. Review the list of assigned rights for those assistants for whom you have just entered changes.
13. Select **Confirm Changes** to record your updates.
14. **Contact your Self-Service Administrator** and ask him or her to assign the **Faculty Assistant** role to each Self-Service user you have selected to be your assistant.

Changing What Assistants Can Access

Whenever you decide to give assistants access to more, or less, course information, follow these steps.

1. Select the **Classes** tab.
2. Select the **Manage Assistants** menu item.
3. **Select** the **Course** section for which you want to change an assistant's access.

Approving Students' Grades for a Course

4. Review the list of assistants and enter any necessary changes.
 - For each assistant, select only those features you want him or her to access for the specified course section. You can check any feature which your institution allows faculty assistants to access (checkbox is not grayed out).
 - If you no longer want an assistant for the specified course, select **Remove** to the left of the assistant's name. The system will e-mail the person about being removed as an assistant for this course.
5. Select **Save** to record the information for your assistants.
6. Review the list of assigned rights for those assistants for whom you have just entered changes.
7. Select **Confirm Changes** to record your updates.

Approving Grades

Grades must be approved by institution administrators (for example, Registrar, Dean) or department heads, and submitted to PowerCAMPUS. Department heads may approve the grades for those course sections which have been assigned to their departments. From the **Classes** tab, department heads can choose the following options:

- **Approve Grades** for the course sections which still need their approval. [Approving Students' Grades for a Course](#).
- **Set Up Approvals** to select the course sections for which they want to approve students' grades. [Setting up Grade Approvals](#).

If you are a department head and cannot use either of these options to approve grades for your department's course sections, contact an administrator. You will need to be set up in PowerCAMPUS Self-Service as a department head for the correct department.

Approving Students' Grades for a Course

Department heads can approve the grades for those course sections for which they have chosen to approve students' grades. Grades can only be approved for time periods which are open for grading.

1. Select the **Classes** tab.
2. Select the **Approve Grades** menu item.

3. Select the **Year** for which you want to approve students' grades.
4. **Select** the **Course** section for which you want to approve grades.
5. Review the students' **midterm** (if enabled by your institution) and **final** grades for the specified course section.

<i>Column:</i>	<i>Description:</i>
Calculated Score	If activities have been set up for the specified course section, the system will display: <ul style="list-style-type: none"> • The score from the activities that are counted toward the midterm or final grade. • The letter grade that maps to the calculated grade.
Fac. Grade	The midterm or final grade that the faculty member has assigned the student for the course section.
Appr. Grade	If a department head or administrator is approving grades for this course section, the system will display the midterm or final grade that the approver has assigned the student for the course section.
Actual Grade	The midterm or final grade that was recorded on the student's transcript in PowerCAMPUS for the course section.

6. In the **Appr. Grade** column, enter the letter grade you want to give each student for whom a grade has not yet been approved or posted.
7. Select **Approve Grades** to record your grade approvals.

Setting up Grade Approvals

Department heads can select the course sections for which they want to approve students' grades.

1. Select the **Classes** tab.
2. Select the **Set Up Approvals** menu item.
3. Select the **Year** for which you want to set up grade approvals.
4. For each department for which you are a department head, view the list of course sections.

<i>Column:</i>	<i>Description:</i>
Period	The term and session during which the course section is scheduled.
Course	The course number, course type, and section number.
Name	The course title.
Instructors	The names of the faculty members who are scheduled to teach the course.

Managing Your Advisees

5. Check the **Requires Approval** box to the left of each course section for which you want to approve grades.
6. Select **Save** to record your grade approval settings.

Advising Students

From the **Advising** tab, faculty members and advisors can search for students they want to advise (for example, view a student's academic plan, unofficial transcript, or What If? plans), or authorize students to register for classes.

- [Managing Your Advisees](#)
- [Authorizing Students to Register for Classes](#)

Managing Your Advisees

The Manage Advisees feature enables you to search for the student you want to advise and then perform any of the advisory functions you are authorized to use.

- [Searching for Students to Advise](#)
- [E-mailing Advisees](#)
- [Downloading a List of Advisees](#)
- [Viewing a Student's Course Schedule](#)
- [Viewing a Student's Academic Plan](#)
- [Viewing a Student's What If? Plan](#)
- [Viewing a Student's Unofficial Transcript](#)
- [Viewing a Student's Permission Requests](#)
- [Approving a Student's Course Schedule](#)
- [Viewing a Student's Schedule Requests](#)
- [Viewing a Student's Grade Report](#)

Searching for Students to Advise

Advisors can search for a student they are authorized to advise, and then perform advisory functions for that student.

1. Select the **Advising** tab.
2. Select the **Manage Advisees** menu item.
3. Search for the students you want to advise in one of these ways:

<i>Select:</i>	<i>Description:</i>
List	<p>Select one of the lists at the left side of the <i>Manage Advisees</i> page to display information about all the students in that list. Depending on your permissions, you may have access to any or all of the following Lists:</p> <ul style="list-style-type: none"> • My Advisees - Students who: <ul style="list-style-type: none"> • Have you assigned as their advisor for the latest Year/Term/Session recorded for them. • Have not graduated or withdrawn from the institution. • My Students - Students who are currently registered for one or more of your courses. • All Students - Students who have not yet graduated. • Former Advisees - Students who you were assigned to advise in a Year/Term/Session prior to the latest Year/Term/Session recorded for them. These students may have switched advisors or been assigned a different advisor after changing academic programs. • Alumni - Students who have graduated.
Quick Search	<p>To perform a Quick Search:</p> <ol style="list-style-type: none"> 1. On the Quick Search tab, select a List. 2. Specify a student's ID number, or at least part of the First Name or Last Name. 3. Select Search.
Advanced Search	<p>To perform an Advanced Search:</p> <ol style="list-style-type: none"> 1. On the Advanced Search tab, select a List. 2. Specify the Advanced Search criteria for finding students in the list who are associated with a particular <i>Academic Period, Session, Program, Degree, Curriculum, College, Campus, Department, Class Level, or Status</i>. 3. Select Search.

4. Review the search results. The following information appears for each student.

<i>Field:</i>	<i>Description:</i>
Student	<p>The student's name is a link to more information about the student. To view the student's dossier, follow these steps:</p> <ol style="list-style-type: none">1. Select the student's name.2. On the drop-down menu, select View Dossier.3. On the pop-up window, view the information that is available for the student:<ul style="list-style-type: none">• Student's Name (<i>Prefix, First Name, Middle Name, Last Name, Former Name, Suffix, and Nickname</i>)• Student's preferred E-mail Address• Student's Photo (if your school has chosen to display photos)4. When you are finished viewing the student's dossier, select Close Window.
ID	<p>The student's identification number. By default, this is the People ID assigned by PowerCAMPUS.</p>
Pending Schedules	<p>If you have permission to approve students' schedules, this column will be displayed. If the student has made recent changes to his or her course schedule (adding or dropping courses), !NEW will appear in the Schedule column.</p>
Stop List	<p>If the student's account is currently on the Stop List, an X will appear in the Stop column. Select the X to view the student's Stop List. For each item on the Stop List, the system will display this information:</p> <ul style="list-style-type: none">• The date on which the student's account was placed on the Stop List.• The reason why the student's account was placed on the Stop List.• Which Self-Service features the student is prevented from using, because the account is on the Stop List.• Any comments that may have been recorded about the item. <p>Then select Close Window to return to the <i>Manage Advisees</i> page.</p>

5. If the **desired students are not listed** in the search results, perform a **New Search** or an **Advanced Search**.
6. You can **Filter** the list so that it only display the names of those students who have **Pending Schedules** or are on the **Stop List**.
7. If you want to save this information in a file, follow the instructions for [Downloading a List of Advisees](#).
8. If you want to send an e-mail message to students on the list, follow the instructions for [E-mailing Advisees](#).

9. On the *Manage Advisees* page, find the name of the student you want to advise.
10. Follow the instructions for the advisory function you want to perform for the student.
 - [Viewing a Student's Course Schedule](#)
 - [Viewing a Student's Academic Plan](#)
 - [Viewing a Student's What If? Plan](#)
 - [Viewing a Student's Unofficial Transcript](#)
 - [Viewing a Student's Permission Requests](#)
 - [Approving a Student's Course Schedule](#)
 - [Viewing a Student's Schedule Requests](#)

E-mailing Advisees

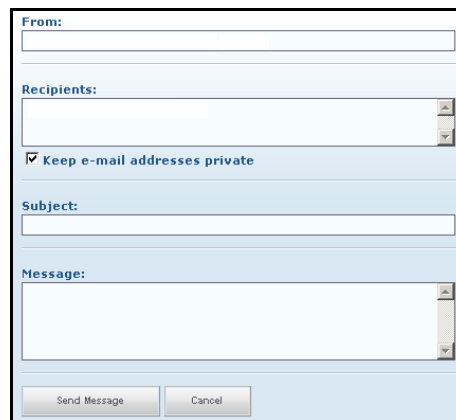
You can e-mail any or all of the students you have listed on the *Manage Advisees* page.

1. If you have not already done so, follow the instructions for [Searching for Students to Advise](#) to display the desired list of students on the *Manage Advisees* page.
2. Specify which students you want to e-mail.

<i>To E-mail:</i>	<i>Follow These Steps:</i>
Individual Students	<ol style="list-style-type: none"> 1. Select the checkbox to the left of the name of each student you want to e-mail.* 2. Choose to E-mail Selected students.
All Students	<ol style="list-style-type: none"> 1. Select the checkbox on the column heading to select all the students in the list.* 2. Choose to E-mail Selected students.

* The checkbox will be grayed out for any student who does not have an e-mail address on file.

3. On the *E-mail* window, verify that your default e-mail address is listed in the **From** field. If necessary, you can change this address.



The screenshot shows an email composition window with the following fields and controls:

- From:** A text input field.
- Recipients:** A list box containing one recipient, with a checked checkbox labeled "Keep e-mail addresses private".
- Subject:** A text input field.
- Message:** A large text area for the email body.
- Buttons:** "Send Message" and "Cancel" buttons at the bottom.

4. Verify the list of **Recipients**.
5. If you want to list the Recipients in the **bcc** (blind copy) field instead of the **To** field on the e-mail so that the Recipients will not see anyone else's e-mail address, select **Keep e-mail addresses private**.
6. Enter the **Subject** of your e-mail.
7. Enter your e-mail **Message**.
8. Select **Send Message**.

Downloading a List of Advisees

You can download the list of students, that is currently displayed on the *Manage Advisees* page, to a file.

1. If you have not already done so, follow the instructions for [Searching for Students to Advise](#) to display the information you want to download.
2. Select the **Download** option.
3. On the *Manage Advisees Download* window, select the **Download Format**:

Select: **To Download the Data in this Format:**

HTML

In an HTML file. For example:

Student	Id	Schedules	Stop
Campbell, Alisa	000-000-821		
Alexander, Josie	000-000-433		X
Gray, Kenneth	000-000-661		
Morris, Stanley	000-000-887	NEW	

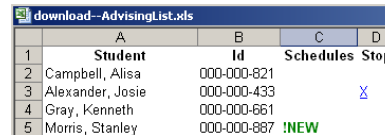
Microsoft Word

In a Microsoft Word (.doc) file. For example:

Student	Id	Schedules	Stop
Campbell, Alisa	000-000-821		
Alexander, Josie	000-000-433		X
Gray, Kenneth	000-000-661		
Morris, Stanley	000-000-887	NEW	

Microsoft Excel

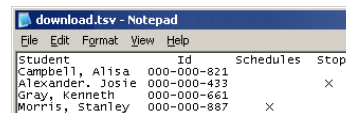
In a Microsoft Excel (.xls) file. For example:



	A	B	C	D
1	Student	Id	Schedules	Stop
2	Campbell, Alisa	000-000-821		
3	Alexander, Josie	000-000-433		X
4	Gray, Kenneth	000-000-661		
5	Morris, Stanley	000-000-887	NEW	

Tab-Separated

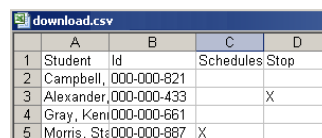
In a text (.tsv) file with each column of data separated by a tab. For example:



Student	Id	Schedules	Stop
Campbell, Alisa	000-000-821		
Alexander, Josie	000-000-433		X
Gray, Kenneth	000-000-661		
Morris, Stanley	000-000-887	X	

Comma-Separated

In a Microsoft Office Excel Comma-Separated Values (.csv) file. For example:



	A	B	C	D
1	Student	Id	Schedules	Stop
2	Campbell, Alisa	000-000-821		
3	Alexander, Josie	000-000-433		X
4	Gray, Keni	000-000-661		
5	Morris, Ste	000-000-887	X	

4. Select **Download** to write the selected information to the file.

5. Specify whether you want to **Open** or **Save** the file.

Select: **To:**

Open For all download formats except for Tab-Separated, you can view the contents of the download file. For example, if you chose the Microsoft Word **Download Format**, the system will open the file in a Microsoft Word document.

After viewing the contents of the file, you can save it or print it.

Save Save the download file to a specified location.

6. Select **Close Window** to close the *Manage Advisees Download* window.

Viewing a Student's Course Schedule

If you have permission to view a student's course schedule, you can select the student and course schedule, as follows:

1. If you have not already found the name of the student whose course schedule you want to view, follow the instructions for [Searching for Students to Advise](#).
2. On the *Manage Advisees* page, select the name of the **Student** whose course schedule you want to view.
3. Select **Schedule** on the drop-down menu.
4. Choose to view the student's schedule in a **Text** list, or within a calendar **Grid**.
5. Choose the time **Period** for the student's schedule you want to view.
6. If course options are displayed, specify which courses you want to include in the schedule.
 - **Courses in the student's shopping Cart**
 - **Waitlisted Courses**
 - **Continuing Education** courses with a start date or end date in the future
7. If you are viewing the student's schedule as a **Grid**, you can specify the timeframe to be included.
 - Select **Automatic Time Scale** to only include the times for the student's classes, or
 - Specify **start** and **end** times for the schedule grid.
8. Select **Submit**.

9. View the following information about the various types of courses on the student's schedule:

<i>For:</i>	<i>The Schedule Will List:</i>
Registered Courses	Course title, instructor's name, number of credits, duration, schedule, and location A summary of the total number of registered courses and credits will also be displayed, along with the student's program, advisor, class level, and full- or part-time status.
Waitlisted, Pending, or Holding Courses (optional)	Course title, instructor's name, number of credits, duration, schedule, location, and Instructor Permission Status (if the course has a pre-requisite of instructor permission).
Courses in Shopping Cart (optional)	Course title, instructor's name, number of credits, duration, schedule, location, and Instructor Permission Status (if the course has a pre-requisite of instructor permission).
Continuing Education Courses (optional)	Course information for a week. If the Continuing Education course varies by week, it will not be displayed on the grid.

10. To find out more information about a course, select the **course title**.
11. To perform another advisory function for the same student, or to choose another student in the list, select **Return To List**.

Viewing a Student's Academic Plan

If you have permission to view a student's Academic Plan, you can select the student and plan, as follows:

1. If you have not already found the name of the student whose academic plan you want to view, follow the instructions for [Searching for Students to Advise](#).
2. On the *Manage Advisees* page, select the name of the **Student** whose academic plan you want to view.
3. On the drop-down menu, select **Academic Plan**.

 Managing Your Advisees







4. Select the **Academic Plan** you want to view. The plan lists 3 levels of information:
 - The name of the student's **Program, Degree, and Curriculum** will appear with a summary of the course and credit information compiled for each associated Discipline and Classification.
 - Each **Discipline** will appear with a summary of the course and credit information for each associated classification.
 - Each **Classification** will appear with a summary of the associated courses.
5. Specify which information you want to **View**.

Select This View: **To Display:**

Summary	Course and credit totals for the courses the student has already completed and the courses that are still remaining for each discipline and classification in the student's academic plan
Academic Plan	A list of all the courses associated with the student's academic plan, which are complete, incomplete, optional pending completion, or optional and associated with complete classifications. Courses which are not associated with any of the student's academic plans appear at the end.
Progress	A list of the courses associated with the student's academic plan, which are complete, incomplete, or optional pending completion (except those associated with complete classifications). Courses which are not associated with any of the student's academic plans appear at the end.
Unassigned	A list of the courses which the student has completed or is in the process of taking which are not associated with any of the student's academic plans.





6. Select **Change**.

7. If you chose the **Academic Plan** or **Progress** view, review the information about the courses **assigned** to the student's academic plan:

Column:	Typically Lists:
Status	<p>The student's current status for the course:</p> <ul style="list-style-type: none"> •  - The student has completed the course and has received a grade that meets the minimum grade requirement. •  - The student has registered for the course but has not yet received a grade. • Below Min - The student received a grade that does not meet the minimum grade requirement. <p>Select  or  to display more information about the course in the student's Academic Plan. In addition to the Year, Term, Course ID, Sub Type, Name, Credits, and Status, which are already listed on the <i>Academic Plan</i> page, you will see the Session and Section numbers, and the student's Final Grade (if the student completed the course).</p>
	For courses which have not been completed, select  to list the available course sections for the corresponding course code.
(and) And/Or	If applicable, the parentheses are used to group courses together to help you decipher which group of courses must be taken and which courses can be taken instead of other courses.
Course	The number of the course is displayed as a link to more information about the course.
Name	The course title.
Sub Type	The type of course (for example, <i>lecture</i> , <i>lab</i>).
Credits	The number of credits the student will earn upon completion of the course.
Sequence	The enrolled sequence number for the course.
Min Grade	The minimum grade the student must earn in order for the course to fulfill the classification requirement
Required	Whether the student must complete the course in order to fulfill the classification requirement.
Custom	Whether the course was changed from the standard requirement for the student's academic plan.

Managing Your Advisees

8. If you chose the **Academic Plan** or **Progress** view, review the information about the courses, which the student has taken or is currently taking, that are **not assigned** to the student's academic plan:

Column:	Typically Lists:
Status	The student's current status for the course: <ul style="list-style-type: none"> •  - The student has completed the course and has received a grade that meets the minimum grade requirement. •  - The student has registered for the course but has not yet received a grade. • Below Min - The student received a grade that does not meet the minimum grade requirement.
	For courses which have not been completed, select  to list the available course sections for the corresponding course code.
Course	The number of the course is displayed as a link to more information about the course.
Name	The course title.
Sub Type	The type of course (for example, <i>lecture</i> , <i>lab</i>).
Section	The course section.
Final Grade	The student's final grade for the course (if the student completed the course).
Credits	The number of credits the student will earn upon completion of the course.
Taken	The term and session when the student took this course.
Repeated	If the student took this course more than once, a check mark is displayed.







9. To perform another advisory function for the same student, or to choose another student in the list, select **Return To List**.

Viewing a Student's What If? Plan

If you have permission to view a student's What If? Plan, you can select the student and plan, as follows:





1. If you have not already found the name of the student whose What If? Plan you want to view, follow the instructions for [Searching for Students to Advise](#).
2. On the *Manage Advisees* page, select the name of the **Student** whose What If? Plan you want to view.
3. On the drop-down menu, select **What If? Plan**.
4. From the list of the student's **What If? Plans**, select the plan you want to view.
5. Review the What If? plan, which lists 3 levels of information:
 - The name of the **Program**, **Degree**, and **Curriculum** will appear with a summary of the course and credit information compiled for each associated Discipline and Classification.
 - Each **Discipline** will appear with a summary of the course and credit information for each associated classification.
 - Each **Classification** will appear with a summary of the associated courses.
6. Review the information about the courses **assigned** to the specified academic plan:

Column: Typically Lists:

Status	<p>The student's current status for the course:</p> <ul style="list-style-type: none"> •  - The student has completed the course and has received a grade that meets the minimum grade requirement. •  - The student has registered for the course but has not yet received a grade. • Below Min - The student received a grade that does not meet the minimum grade requirement. <p>Select  or  to display more information about the course in the specified Academic Plan. In addition to the Year, Term, Course ID, Sub Type, Name, Credits, and Status, which are already listed on the <i>What If?</i> page, you will see the Session and Section numbers, and the student's Final Grade (if the student completed the course).</p>
	<p>For courses which have not been completed, select  to list the available course sections for the corresponding course code.</p>
(and) And/Or	<p>If applicable, the parentheses are used to group courses together to help you decipher which group of courses must be taken and which courses can be taken instead of other courses.</p>

<i>Column:</i>	<i>Typically Lists:</i>
Course	The number of the course is displayed as a link to more information about the course.
Name	The course title.
Sub Type	The type of course (for example, <i>lecture, lab</i>).
Credits	The number of credits you will earn upon completion of the course.
Sequence	The enrolled sequence number for the course.
Min Grade	The minimum grade you must earn in order for the course to fulfill the classification requirement
Required	Whether you must complete the course in order to fulfill the classification requirement.
Custom	Whether the course was changed from the standard requirement for your academic plan.

7. Review the information about the courses, which the student has taken or is currently taking, that are **not assigned** to the specified academic plan:

<i>Column:</i>	<i>Typically Lists:</i>
Status	The student's current status for the course: <ul style="list-style-type: none"> •  - The student has completed the course and has received a grade that meets the minimum grade requirement. •  - The student has registered for the course but has not yet received a grade. • Below Min - The student received a grade that does not meet the minimum grade requirement.
	For courses which have not been completed, select  to list the available course sections for the corresponding course code.
Course	The number of the course is displayed as a link to more information about the course.
Name	The course title.
Sub Type	The type of course (for example, <i>lecture, lab</i>).
Section	The course section.
Final Grade	The student's final grade for the course (if the student completed the course).
Credits	The number of credits the student will earn upon completion of the course.
Taken	The term and session when the student took this course.
Repeated	If the student took this course more than once, a check mark is displayed.

8. To perform another advisory function for the same student, or to choose another student in the list, select **Return To List**.

Viewing a Student's Unofficial Transcript

If you have permission to view a student's unofficial transcript, you can select the student, as follows:

1. If you have not already found the name of the student whose unofficial transcript you want to view, follow the instructions for [Searching for Students to Advise](#).
2. On the *Manage Advisees* page, select the name of the **Student** whose unofficial transcript you want to view.
3. On the drop-down menu, select **Unofficial Transcript**.
4. View the student's complete academic history at this institution. The unofficial transcript is sorted by academic year and term, and includes:
 - A list of degrees the student has been awarded
 - A list of the honors and GPAs the student has earned at other institutions
 - The student's coursework, grades, and credits for each term the student has attended this institution

If the student has completed his or her undergraduate coursework and has registered for graduate courses, a second transcript will appear after the first one.

5. To perform another advisory function for the same student, or to choose another student in the list, select **Return To List**.

Viewing a Student's Permission Requests

If you are authorized to view the list of permission requests a student has sent to instructors, you can select the student, as follows:

1. If you have not already found the name of the student whose permission requests you want to view, follow the instructions for [Searching for Students to Advise](#).
2. On the *Manage Advisees* page, select the name of the **Student** whose permission requests you want to view.
3. On the drop-down menu, select **Instructor Permission**.

4. View the information about each of the student's permission requests.

<i>Field:</i>	<i>Description:</i>
Comments	The comments the student entered when requesting a seat in the class.
Instructor	The name of the instructor who is teaching the course.
Status	The current status of the student's request (<i>Denied, Approved, or Waiting</i>).
Revised	The date and time at which any of the information about the permission request was last updated.


5. If you modify the information in the **My Comments** field, select **Save** to record your changes.
6. **If the instructor's decision is overridden** by someone who is authorized to do so (for example, a registrar), view this additional information.

<i>Field:</i>	<i>Description:</i>
Name	The name of the person who overrode the instructor's decision.
Date	The date on which the person overrode the instructor's decision.
Comments	The reason the person entered for overriding the instructor's decision.

7. To perform another advisory function for the same student, or to choose another student in the list, select **Return To List**.

Approving a Student's Course Schedule

If you have permission to approve a student's course schedule, you will be notified when the student has submitted a request to add or drop a course. You can then approve or deny the student's request, as follows:

1. On the *Manage Advisees* page, find the name of the student whose course schedule you need to approve. (If the student's name is not listed, follow the instructions for [Searching for Students to Advise](#).)
2. Select  **Approve (INEW)** for the student.
3. Review the course information, and the date and time at which the student sent each request.

4. For the courses that are **Awaiting Approval**, approve or deny the changes.

Select:	To:
Approve	Approve the specified course change (listed to the left).
Deny	Deny the specified course change (listed to the left).
Approve All	Approve ALL the changes to the student's schedule that are Awaiting Approval .
Deny All	Deny ALL the changes to the student's schedule that are Awaiting Approval .

5. You have the option to enter a **Comment** about why you are approving or denying each course schedule change.
6. Select **Validate** to verify the student's schedule and make sure that you have approved all of the required corequisites.
7. Review the validation messages.
- If the schedule changes are validated, continue with Step 8.
 - If the schedule changes are NOT validated, approve or deny any course which is preventing validation of the student's schedule. (For example, for a course with a corequisite, you could approve the corequisite or deny the course with the corequisite). Then continue with step 6.
8. Select **Apply** to make the changes to the student's schedule. Once you approve or deny the student's schedule changes:
- The student will be sent an e-mail about your decision.
 - When the student continues the Registration process and reviews his or her schedule, the changes will be listed as **Approved Courses** and **Denied Courses**.
 - The schedule change will be listed on the *Schedule Requests* page for the student.
9. To perform another advisory function for the same student, or to choose another student in the list, select **Return To List**.

Viewing a Student's Schedule Requests

You can view a list of the prior decisions you have made to approve or deny a student's requests to add or drop classes.

1. On the *Manage Advisees* page, find the name of the student whose schedule requests you want to view. (If the student's name is not listed, follow the instructions for [Searching for Students to Advise](#).)
2. On the *Manage Advisees* page, select the name of the **Student** whose instructor permissions you want to view.

3. On the drop-down menu, select **Schedule Requests**.
4. For each year, term, and session, view the information about each of the student's requests to add or drop a course.

<i>Field:</i>	<i>Description:</i>
Section	The code, type, and title of the course section the student requested.
Request Date	The date on which the student requested that the course be added to his or her schedule.
Decision	Whether the schedule change was Approved or Denied.
Reason	The reason the schedule change was denied, if available.
Decision Date	The date on which the schedule change was approved or denied.

Viewing a Student's Grade Report

If you are authorized to view students' grade reports, you can select the student, as follows:

1. If you have not already found the name of the student whose grade report you want to view, follow the instructions for [Searching for Students to Advise](#).
2. On the *Manage Advisees* page, select the name of the **Student** whose grade report you want to view.
3. On the drop-down menu, select **Grade Report**.
4. Select the **Period** for which you want to view the student's grades.
5. View the student's grades for the specified period.

<i>Column:</i>	<i>Description:</i>
Session	The session in which the student took the course.
Course	The course code and type.
Name	The course title.
Credits	The number of credits the student earned for completing the course.
Quality Points	The number of quality points the student earned for completing the course. Quality points are used for calculating the student's Grade Point Average.
Midterm Grade	If your school uses midterm grading, this column will appear with the student's midterm grade.
Final Grade	The student's final grade for the course.
Comments	Select View to display any comments that the instructor may have entered about the student's grade.

6. View the student's credits, GPA, and awards:

<i>Field:</i>		<i>Description:</i>
Credits	Attempted	The number of credits for all the courses the student has taken at this institution.
	Earned	The number of credits the student has earned by completing courses with passing grades.
GPA	Term	The student's Grade Point Average for the specified term.
	Overall	The student's Grade Point Average for all the courses the student has completed at this institution.
Awards	Term	The number of awards the student has received during the specified term.
	Overall	The number of awards the student has received while attending this institution.

7. If you want to print out the student's grade report, follow these steps:
- Select **Print Report**.
 - Select **Print**.
 - Specify your printer options.
8. To perform another advisory function for the same student, or to choose another student in the list, select **Return To List**.

Authorizing Students to Register for Classes

If you have permission to authorize students to register for specific academic periods, you can select the students and enable them to register during any of those periods. You can then e-mail the students to let them know when they can register. Follow the instructions for:

1. [Searching for Students to Authorize](#)
2. [Selecting Students and Academic Periods](#)
3. [E-mailing Students About Registration](#)

Searching for Students to Authorize

1. Select the **Advising** tab.
2. Select the **Authorize Registration** menu item.

 Authorizing Students to Register for Classes

3. Search for the students, who you want to allow to register, in one of these ways:

<i>Select:</i>	<i>Description:</i>
List	<p>Select one of the lists at the left side of the <i>Authorize Registration</i> page to display information about all the students in that list. Depending on your permissions, you may have access to any or all of the following Lists:</p> <ul style="list-style-type: none"> • My Advisees - Students you have been assigned to advise in the current Year and Term, who have not graduated or withdrawn from the institution. • My Students - Students who are currently registered for one or more of your courses. • All Students - Students who have not yet graduated. • Former Advisees - Students you were assigned to advise in a prior Year and Term. These students may have switched advisors or been assigned a different advisor after changing academic programs. • Alumni - Students who have graduated.
Quick Search	<p>To perform a Quick Search:</p> <ol style="list-style-type: none"> 1. On the Quick Search tab, select a list. 2. Specify a student's ID number, or at least part of the First Name or Last Name. 3. Select Search.
Advanced Search	<p>To perform an Advanced Search:</p> <ol style="list-style-type: none"> 1. On the Advanced Search tab, select a list. 2. Specify the Advanced Search criteria for finding students in the list who are associated with a particular <i>Academic Period, Session, Program, Degree, Curriculum, College, Campus, Department, Class Level, or Status</i>. 3. Select Search.

4. Review the search results. The following information appears for each student.

<i>Field:</i>	<i>Description:</i>
Student	<p>The student's name is a link to more information about the student. To view the student's dossier, follow these steps:</p> <ol style="list-style-type: none"> 1. Select the student's name. 2. On the drop-down menu, select View Dossier. 3. On the pop-up window, view the information that is available for the student: <ul style="list-style-type: none"> • Student's Name (<i>Prefix, First Name, Middle Name, Last Name, Former Name, Suffix, and Nickname</i>) • Student's preferred E-mail Address • Student's Photo (if your school has chosen to display photos) 4. When you are finished viewing the student's dossier, select Close Window.
ID	The student's identification number. By default, this is the People ID assigned by PowerCAMPUS.
Sessions	A list of the open sessions for the specified Year and Term.
Stop List	<p>If the student is currently on the Stop List, an X will appear in the Stop column. Select the X to view the student's Stop List. For each item on the Stop List, the system will display this information:</p> <ul style="list-style-type: none"> • The date on which the student's account was placed on the Stop List. • The reason why the student's account was placed on the Stop List. • Which Self-Service features the student is prevented from using, because the account is on the Stop List. • Any comments that may have been recorded about the item. <p>Select Close Window to return to the <i>Authorize Registration</i> page.</p>

5. Verify that the correct students are listed. If the ***desired students are not listed*** in the search results, perform a **New Search** or an **Advanced Search**.

Selecting Students and Academic Periods

1. If you have not already done so, follow the instructions for [Searching for Students to Authorize](#) to display the desired list of students on the *Authorize Registration* page.
2. Select the **Year** and **Term** for which you want to authorize the students to register.
3. Select the **Sessions** for which you want to authorize the students to register:

<i>To Authorize:</i>	<i>Do This:</i>
All Students in the list	<p>For each session for which you want to authorize registration for all the students in the list, select the session column heading.</p> <p>For example, if you select the session 01 column heading, all the students in the list will be authorized to register for session 01.</p>
A Student in the list	<p>For each student whose registration you want to authorize, you can either:</p> <ul style="list-style-type: none"> • Select each session for the student, or • Select the student's name to display a drop-down menu. Then choose Select all periods or Deselect all periods.

4. Select **Save** to record all the changes you entered on the *Authorize Registration* page.
 - If you **authorized** a student to register for a Year, Term, and Session, that **Period** will be listed with the status **OK to Register** on the *Registration* page. The student can then register for classes for that **Period**.
 - If you **did not authorize** a student to register for a Year, Term, and Session, that **Period** will be listed with the status **Advisor authorization needed to register** on the *Registration* page.
5. If you want to send an e-mail message to any of the students on the list, follow the instructions for [E-mailing Students About Registration](#).

E-mailing Students About Registration

You can e-mail the students to let them know that you have authorized them to register.

1. If you have not already done so, follow the instructions for [Selecting Students and Academic Periods](#).
2. Specify which students you want to e-mail.

To E-mail:

Follow These Steps:

Individual Students

1. Select the checkbox to the left of the name of each student you want to e-mail.*
2. Choose to **E-mail Selected** students.

All Students

1. Select the checkbox on the column heading to select all the students in the list.*
2. Choose to **E-mail Selected** students.

* The checkbox will be grayed out for any student who does not have an e-mail address on file.

3. On the *E-mail* window, verify that your default e-mail address is listed in the **From** field. If necessary, you can change this address.

The screenshot shows an email composition window with the following fields and controls:

- From:** A text input field.
- Recipients:** A list box with a scroll bar.
- Keep e-mail addresses private**
- Subject:** A text input field.
- Message:** A large text area with a scroll bar.
- Buttons: **Send Message** and **Cancel**.

4. Verify the list of **Recipients**.
5. If you want to list the Recipients in the **bcc** (blind copy) field instead of the **To** field on the e-mail so that the Recipients will not see anyone else's e-mail address, select **Keep e-mail addresses private**.
6. Enter the **Subject** of your e-mail.
7. Enter your e-mail **Message**.
8. Select **Send Message**.

Index

A

- academic plan
 - viewing a student's 109
- account information 11
- activating a Course Home Page 39, 48
- activities 20
 - adding for a course 23
 - copying 29
 - copying all from another course 26
 - deleting for a course 33
 - downloading grades for 74
 - downloading statistics for 78
 - editing for a course 31
 - entering grades for 72
 - viewing statistics for 76
 - weighting for a course 21
- adding
 - a course to your cart 18
 - announcements on Course Home Page 53
 - course activities 23
 - discussion topic on Course Home Page 55
 - student violations 87
 - your name to a course waitlist 18
- advanced search
 - course catalog 18
 - section search 17
- advisee list
 - downloading 107
 - e-mailing 105
 - searching 103
- announcements
 - adding 53
 - deleting 53
 - editing 53
 - posting 52
- approving
 - a student's schedule 116
 - grades for a course 100
- attendance
 - downloading for a course 96
 - entering for a course 93
- authorizing students to register 119
- average score 84
 - for a course 84
 - for an activity 77

C

- changing
 - a student's waitlist status 63
 - security question and answer 12
 - students' actual grades 80
 - user account information 11
 - your password 11
- choosing a good password 11
- class list 57
 - downloading 59
 - e-mailing students 61
 - printing 58
- copying
 - a course activity 29
 - all activities from another course 26
- course
 - activities 20
 - catalog 18
 - deleting activities for 33
 - downloading grades 82
 - downloading statistics for 85
 - entering attendance for 93
 - mapping grades for 36
 - sections 17
 - viewing statistics for 84
 - weighting activities 21
- course code 18
- course documents 41
- Course Home Page 20
 - activating 39, 48
 - announcements 52
 - course documents 41
 - creating a site 39, 40
 - discussion boards 54
 - forums 54
 - inactivating 39, 49
 - managing course media 49
 - site collection 41
 - submitted documents 41
 - updating 44
 - viewing 39, 41
- course schedule
 - approving a student's 116
 - viewing a student's 108
- course statistics
 - downloading 85
 - viewing 84
- creating
 - a course activity 23
 - Course Home Page 39, 40

D

- degree requirements 15
- deleting
 - announcements from Course Home Page 53
 - course activities 33
 - grade mappings 38
 - student violations 89
- discussion boards 54
- discussion topic
 - adding 55
 - viewing 55
- dossier
 - on class list 57
- downloading
 - activity grades 74
 - activity statistics 78
 - advisee list 107
 - attendance 96
 - class list 59
 - course statistics 85
 - overall course grades 82
 - student violations 91

E

- editing
 - announcements on Course Home Page 53
 - course activities 31
 - student violations 88
- e-mail address 11
- e-mailing
 - advisees 105
- e-mailing students 61
 - about their grades 81
 - authorized to register 123
 - on a waitlist 63
 - requesting permission to take your class 68

F

- forums 54

G

- grade mapping 20
 - deleting for a course 38
 - entering for a course 36
- grade reports 118
- gradebook 70

- grades
 - approving 100
 - changing for a course 80
 - downloading for a course 82
 - downloading for activities 74
 - entering for a course 79
 - entering for activities 72

I

- if you forget your password 6
- image view of class list 58
- inactivating a Course Home Page 39, 49
- IQ.Web account 8

L

- list view of class list 58
- logging in
 - using your IQ.Web account 8
- logging into PowerCAMPUS Self-Service 6

M

- managing
 - course section media 49
- mapping grades for a course 36
- median score
 - for a course 85
- mode score
 - for a course 85
 - for an activity 77

P

- password
 - changing 11
 - choosing a new password 11
 - if you forget your password 6
- permission requests 64, 115
 - e-mailing students who sent them 68
 - viewing for a class 64
- photo display 58
- posting
 - announcements 52
 - discussion topics 54
- printing
 - class list 58

R

- registration
 - authorizing students 119
- requests
 - viewing a student's 117

S

- searching for
 - advisees 103
 - available course sections 17
 - courses in course catalog 18
- security question and answer
 - changing 12
- setting up
 - grade approvals 101
 - your Course Home Page 39
 - your course section 20
- signing onto PowerCAMPUS Self-Service 6
- site collection 41
- site definition 42
- standard deviation
 - for a course 85
 - for an activity 77
- statistics
 - downloading for a course 85
 - downloading for activities 78
 - viewing for a course 84
 - viewing for activities 76
- stop list 104
- student dossier
 - on class list 57
- student photos 58
- submitted documents 41

T

- transferring your IQ.Web account 8

U

- unofficial transcript 115
- updating
 - Course Home Page 44
 - user account information 11

V

- variance
 - for a course 85
 - for an activity 77
- viewing
 - activity statistics 76
 - Course Home Page 39, 41
 - course statistics 84
 - discussion topic on Course Home Page 55
 - permission requests for a class 64
 - student permission requests 64
 - student photos 58
 - who added student violation 89
- viewing a student's
 - academic plan 109
 - course schedule 108
 - grade report 118
 - permission requests 115
 - schedule requests 117
 - stop list 104
 - unofficial transcript 115
 - What If? plan 113
- viewing your
 - account information 11
 - class list 57
 - degree requirements 15
 - waitlist 62
- violations
 - adding 87
 - deleting 89
 - downloading 91
 - editing 88
 - who added them 89

W

- waitlist
 - adding your name to 18
 - changing a student's status on 63
 - e-mailing students who are on 63
 - pending attempts 62
 - rank 62
 - viewing for your course 62
- weighting course activities 20, 21
- What If? Plan
 - viewing a student's 113

