Power Campus
Faculty Self-Service
Instructions

Authorize Registration, Submit Grades & Attendance
ATTENTION: Faculty, Students & Staff

Registration update:

**Effective 2012-2013 all Academic Sessions will display as (1) One Term on the student official transcript.

The Academic Term & Session

Term: Winterim
Session: 01-Session

**Beginning Spring 2014, the Summer semesters are as follows:

TERM: Summer
Sessions: Summer1, Summer2, Summer 11Wks

**Effective Fall 2012 the semesters are as follows:

TERM: Fall
Sessions: 15Weeks, 1st 7.5Wk, 2nd 7.5Wk

TERM: Spring
Sessions: 15Weeks, 1st 7.5Wk, 2nd 7.5Wk
Advising (Authorize Registration)

Please select “Advising” tab then select “Authorize Registration”...

Current Session Numbers:
001-15Weeks
002-1st 7.5 wks
003-2nd 7.5 wks
010-Summer 11Wks
011-Summer1
012-Summer2
01-Session(Winterim)

Select the Term > Release the student to register by placing a “check” in the box by the student’s name in the proper session > then select “Save”. The student has been released to register. (Note: the current session numbers will appear under Authorize Registration ever semester)

** “All Students” are all students currently enrolled
** “My Students” are all students that are currently on your class list
** “My Advisees” are all students that are listed as your advisors.
** “Former Advisees” are all students that were advisee in the past.
***All of these options should be utilized to find a student.
You can also do a search with the student name and change the drop box to any of the options.

You will also be able to view “Stop list” reasons under “Authorization Registration”.
Manage Advisees

You can view (Grade Report, Unofficial Transcripts, Schedule) for any student selected.

Grades (Midterm & Final Grades)

Please select “Classes” tab, then select “Grading”....
Select “Overall Grades”, then select the Year, Term & Course you wish to enter grades...

The option to “Apply Final or Midterm” should show, along with the drop down for you to select a grade for the student. Then “Save” then “Submit Midterm/Final

**NOTE** You MUST select the SUMBIT Button for your Midterm/Final Grades to be submitted (This confirms the grades are posted - Actual Grade)
To change a student's grade, select "Actual Grade option" will be highlighted in blue, select and the change grade option should appear, change the grade, give a reason, then submit. (This may or may not be available to faculty)
Grading (Attendance for students)

Select > Classes > Grading > Attendance. You can choose to take attendance by student name or Daily dates, you also have the option to view “Overall Section Attendance” (which gives you the total of Unexcused & Excused Absent or Tardy).
When selecting your attendance options, please be advised that the options for attendance are as follows: Please select and save.

Absent: (By default) Excused Absent
UnExcused Absent: UnExcused Absent
Tardy: UnExcused Tardy
Excused Tardy: Excused Tardy
Present: Present
Overall Attendance: To record students who are “NO SHOW” (any student that NEVER attended class). Please select “View Overall Section Attendance” then navigate to the drop down listed as “Overall Attendance” then select “No Show” and “Save”. There is an option to enter a “Last Attend date” however this option is not necessary for the “NO SHOW” because the “NO SHOW” option is to be used only for students who never showed up for class.

**Please Note: Power Camus Self-Service will still allow you to enter attendance for these students even if the student is listed as a “NO SHOW”**.