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
Faculty Access (Options available to Faculty)

Registration Tab (Not applicable)

Advising Tab

Manage Advisees: Allows you to view specific information about the student that you advise (unofficial transcripts, course schedule, stops, etc.

Authorize Registration: Release the students to register for courses during a year & Term.
Classes Tab

**Enrollment:** Allows you view the classlist.

**Setup:** Allows you to setup activities that you may offer in your syllabus, Grade Mappings allow you to set up the grades that you can submit towards these activities. *(Optional)*

**Grading:** Allows you to give grades to the “Activities” that you may have setup *(Optional)*, “Overall Grades” allows you to give Final and Midterm grades to courses you are the professor of record. “Attendance” is available for all student on your classlist, all faculty should use this option to take attendance for each student.

**Schedule:** Allows you to view your faculty schedule.
Search Tab

**Course Catalog**: Allows you to search for courses in the catalog.

**Section Search**: Allows you to search for courses offered during semesters.

**Directory**: Allows you to search for faculty (Not Active).
My Profile Tab

Account Information: Update your user account information (security question & password).

Personal Information: Shows your personal data (Unavailable for updates).

Ethnicity and Race: Allows you to update your ethnicity and race information (Federal Regulations request).

Phone numbers: Shows your telephone number in the system (Unavailable for updates).
For the faculty instruction:

Home Page

1) Logon page: Username is the same as your network/email logon; your password has to be reset by calling helpdesk at 2043. This will be a separate password just for IQWEB (self-service)

Verify page request:

a) System ID will be your faculty Id (9 digits) (000111298)

b) First name and last name has to be spelled the same as in the Power Campus

c) You must enter in your DOB (06/17/1988) if your DOB is invalid or not in the system you must contact HR to have that added to your account, you cannot get pass the verify page without this..
You will enter the password that is given to you by the IT Dept (Helpdesk 2043)

**For all the accounts management/help, please call IT helpdesk at 610-399-2043**

**If have difficulty with using the Power Campus Self-Service please call Ms. Latashia Johnson at 610-399-2437**
Please select “Advising” tab then select “Authorize Registration”...

The current sessions:
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 your advisee in the past.
***All of these options should be utilized to find a student.
You will also be able to view “Stop list” reasons under “Authorization Registration”
Manage Advisees / My Advisees: Students who have been assigned to you to advise. My Students: Students on your class list. All Students: all students active in the system.

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

To view your class list you must select the “Classes tab” go to “Enrollment” then select “Class List”. You will see the list of classes that you are the professor of record for the Year & Term.

Select your course, then your class list will generate. (Below)
If you select all students by placing a “check” by the names you can use the additional listed.

Options “Print List” (below)
Options “Email Selected” (below) - This option will only work if the student has an active email in Power Campus. There Wolf Email accounts are not linked to Power Campus Self-Service.

Options “Download” (below)
You can view the section details by selecting the “Name of the course” listed under the class list screen.
Setup Activities/Grade Mapping (below)

There is two features that Faculty must set up themselves individually they are Activities & Grade Mapping. They are located under the “Classes tab” then select “setup”. If faculty wish to set up course activities (exams, projects, essays etc.) in Self Service you will have to create them here.

Select “Activities” then your course list should generate by Year & Term

Select “Add Activity” or you have the options to (“Copy Activities” this option is used if you are teaching the same course with the same activities).
Create the activity (name, activity type, possible points, Weight, Availability etc.) Select Save.

Once the Activity have been setup the “Perception Assessment” will display along with the “activity”, select Save.
Grade Mapping Setup

This must be set up by the Faculty to give students grades for the “Activities”. Select each course you are the professor of record for and follow the steps each time.

Select “Apply Defaults” for each course if this doesn’t map over to all your courses.
Grading (For activities only (Faculty Member) setup in Self Service)

To enter grades for “Activities” you must select the “classes tab” then go to “Grading” then select “Activities Grades”. You must then select the appropriate course for the grades.

You would then select the specified Activity.
The student list will generate for the activity with a space to enter a numeric grade. Select Save

Numeric grade entry, also you can select the students alphabetically by using the alphabet bar
Grading (For Midterms & Final Grades for students)

To enter grades for the courses you are currently teaching would select “Overall Grades”, then select the course for which you need to enter grades, once selected the course list should generate.

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 SUBMIT Button for your Midterm/Final Grades to be submitted (This confirms the grades are posted- Actual Grade)
This is what the screen should look like once all the grades are entered for the specified course (below) Midterm grades, Activity grades (created by the faculty member), Final grades

To change a student's grade, the “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”.”