

PowerCAMPUS Self-Service Faculty Guide

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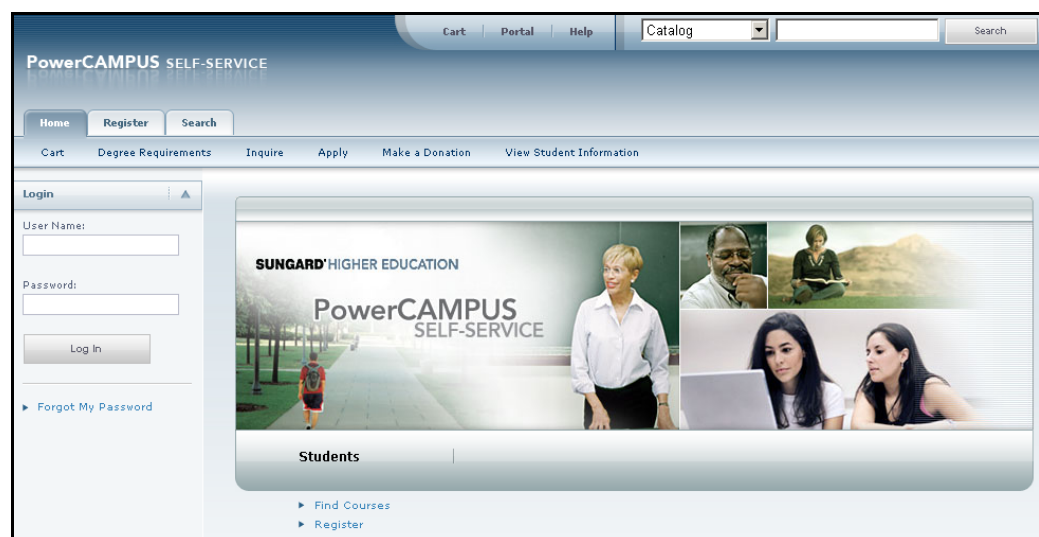
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Introduction to PowerCAMPUS Self-Service

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:

<i>Web Page Area</i>	<i>Description</i>
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. <p>After you log in, you may also be able to search for information about people who are listed in the alumni, faculty, staff, and student Directories. When you search for a name, the system will list all the people with the specified name who are listed in each of the directories for which you have access.</p>
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.

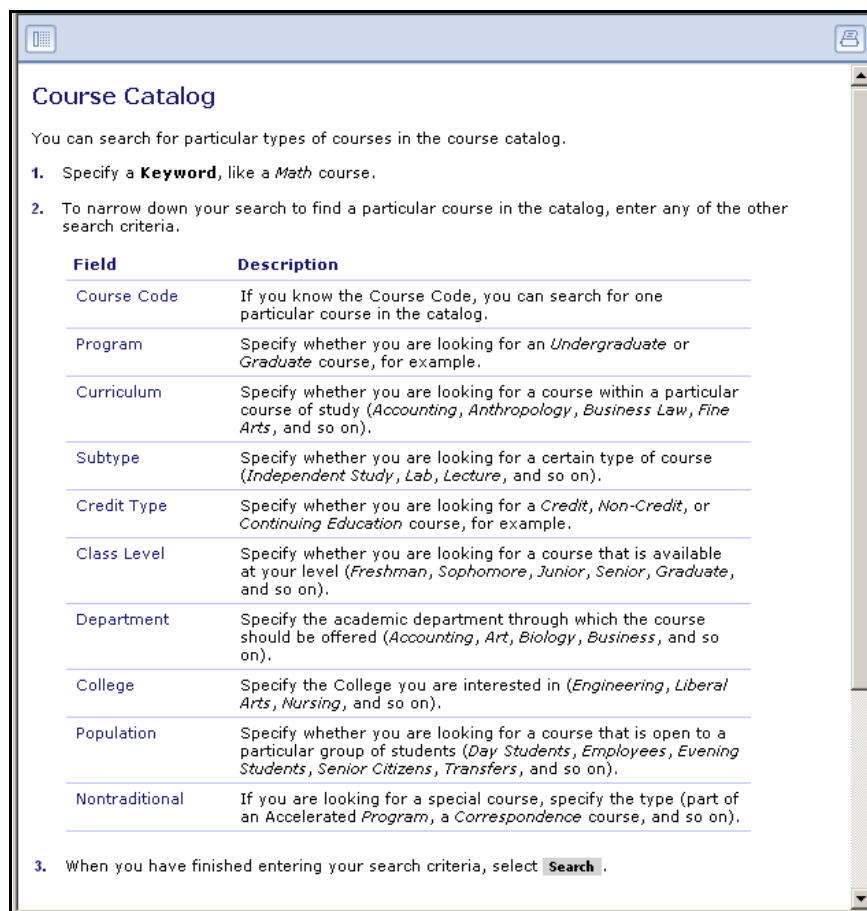
Using the On-line Help

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 list, select **Help for this page**.


The screenshot shows the PowerCAMPUS Self-Service interface. At the top, a navigation bar includes links for Cart, Help, and Log Out, along with a dropdown menu currently set to 'Catalog' and a Search button. Below this, a secondary navigation bar contains links for Home, Register, Advising, Classes, and Finances. A 'Help for this Page' dropdown menu is open, showing options: 'About PowerCAMPUS Self-Service', 'FAQs', and 'FERPA Rights and Policy Notice'. The main content area is titled 'Course Catalog' and includes a search instruction: 'Specify information about the courses you are looking for, and select Search.' Below this is a 'Basic Search' section with various filters: Keywords, Course Code, Program, Subtype, Class Level, College, Nontraditional, Curriculum, Credit Type, Department, and Population. Each filter has a dropdown menu, most of which are set to 'Any'.

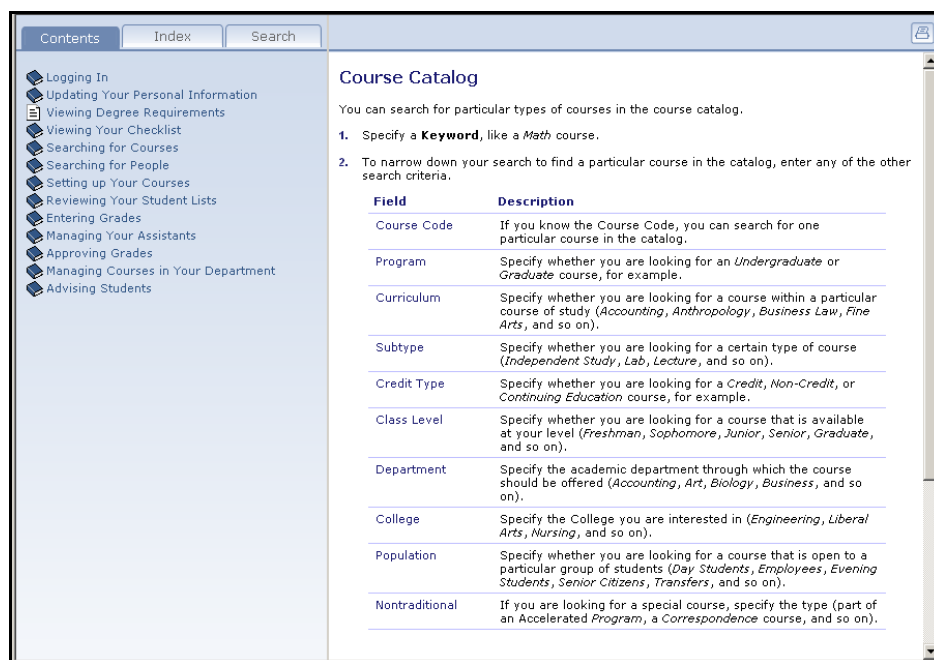
3. Review the information on the *Help* window. For example:



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:



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:



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:

<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 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. The date format is determined by your Web browser settings. For example, if your Web browser is set to display Web pages in the English language and you were born on September 22, 1989, you would enter 09/22/1989.

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**.

Requesting an Account

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 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, edit the security question and answer which are used to verify your identity if you forget your password, or update your personal, address, or phone information.

- [Updating Your User Account Information](#)
- [Listing Your Name in the On-line Directories](#)
- [Changing Your Password](#)
- [Changing Your Security Question](#)
- [Changing Your Personal Data](#)
- [Updating Your Address Information](#)
- [Updating Your Phone Numbers](#)

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.

Listing Your Name in the On-line Directories

Specify whether you want to include your name in any of the on-line directories in which you could be listed.

1. Select the **My Profile** tab.
2. Select the **Account Information** menu item.
3. Select the **Directory Settings** option.

Changing Your Password

4. Select **Directory Privacy Statement** to read information about disclosing your information in an on-line directory.
5. For each directory that is listed on the page, follow these steps.
 - Read the **Description** about the on-line directory, which should tell you who will be able to access the directory.
 - Choose your **Status** for the on-line directory.

<i>Status</i>	<i>Description</i>
Include Me	If you select Include Me , your name will be listed in the on-line directory, unless your records state that you do not want your information to be released.
Exclude Me	If you select Exclude Me , your name will NOT be listed in the on-line directory.

6. Select **Save** to record your on-line directory selections.

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 **Account Information** menu item.
3. Select the **Password** option.
4. 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.

5. 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 **Account Information** menu item.
3. Select the **Security Question** option.
4. On the *Change Security Question* page, enter your **Password**.
5. Select your **New Security Question**. Choose a question for which other people would not be able to guess your answer.
6. Enter your **New Security Answer**.
7. 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	<p>Your Updated Information is listed as Pending.</p> <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 the *Current Preferred Address* that 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.

<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.
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.

Updating Your Phone Numbers

<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.

Updating Your Phone Numbers

You can review and update the information about any of the phone numbers you want us to use to contact you. You can add a new phone number, edit or delete an existing phone number, or change your primary phone number.

- [Adding a New Phone Number](#)
- [Changing a Phone Number](#)
- [Deleting a Phone Number](#)
- [Setting Your Primary Phone Number](#)

Adding a New Phone Number

If you want us to use another phone number to contact you, please add that phone information.

1. Select the **My Profile** tab.
2. Select the **Phone Numbers** menu item.
3. View your current list of phone numbers.
4. Select **Add a Phone Number**.
5. Enter the information for the new phone number.

<i>Field</i>	<i>Description</i>
Phone Type	Select the type of phone number that you want us to use to contact you. For example, <i>Cell Phone</i> .
Description	The system will automatically display a description for the Phone Type you selected. You can change the description so that it clearly identifies your phone number. For example, <i>My Cell Phone</i> , <i>Office Number</i> .
Phone Number	Enter just the numbers in the phone number, for example, 123456789. Do not enter any spaces or special characters. The phone number will automatically be saved and displayed in the specified country format.
Country	Select the country that is associated with the phone number.
Do Not Call Reason	If you do not want us to use this number to contact you, specify the reason why.

6. Select **Save** to record the information for the phone number.

Changing a Phone Number

You can update the information about the phone numbers you want us to use to contact you.

1. Select the **My Profile** tab.
2. Select the **Phone Numbers** menu item.
3. View your current list of phone numbers.
4. To the right of the phone number you want to update, select **Edit**.
5. Update the information for the specified phone number.

<i>Field</i>	<i>Description</i>
Phone Type	Select the type of phone number that you want us to use to contact you. For example, <i>Cell Phone</i> .
Description	The system will automatically display a description for the Phone Type you selected. You can change the description so that it clearly identifies your phone number. For example, <i>My Cell Phone, Office Number</i> .
Phone Number	Enter just the numbers in the phone number, for example, 123456789. Do not enter any spaces or special characters. The phone number will automatically be saved and displayed in the specified country format.
Country	Select the country that is associated with the phone number.
Do Not Call Reason	If you do not want us to use this number to contact you, specify the reason why.

6. Select **Save** to record your changes.

Deleting a Phone Number

You can delete any of the phone numbers that you no longer want us to use to contact you.

1. Select the **My Profile** tab.
2. Select the **Phone Numbers** menu item.
3. View your current list of phone numbers.
4. To the right of the phone number you want to remove from the list, select **Delete**.
5. Select **OK** to confirm that you want to delete the phone number.

Setting Your Primary Phone Number

From the list of phone numbers, you can specify the primary phone number you want us to use to contact you.

1. Select the **My Profile** tab.
2. Select the **Phone Numbers** menu item.
3. View your current list of phone numbers.
4. To the right of the phone number you want to make your primary number, select **Make Primary**.
5. Select **OK** to confirm that you want to make the phone number your primary number.

Your primary phone number will be displayed in **bold** at the top of the list. If you ever need to delete your primary phone number, you must first make another number your primary phone number.

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
Discipline: 1 Total | 0 Complete | 1 Remaining

Credits: 39.00 Min | 39.00 Max | 0.00 Complete | 39.00 Remaining
GPA: 0.00 (Min 3.00) | Overall 0.00 (Min 3.00)

MBA Program

Courses: 13 Min | 13 Max | 0 Complete | 13 Remaining
Classification: 4 Min | 4 Max | 0 Complete | 4 Remaining

Credits: 39.00 Min | 39.00 Max | 0.00 Complete | 39.00 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
BLAW 200	Constitutional Law	Lecture		2.1	Passing	
BLAW 300	Business Law I	Lecture		2.1	Passing	
BLAW 375	Business, Law, and	Lecture		3.1	Passing	
BLAW 376	Law for the Manager	Lecture		3.1	Passing	
BLAW 396	Business Law II	Lecture		4.0	Passing	

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:

- 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, *lecture*, *lab*).

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.

Viewing Your Checklist

After you log in, you can view the list of tasks which have been assigned to you. At first, the Checklist will display any **incomplete** tasks due during the **past three months** or in the future. You can choose to view other items on your checklist.

1. Select the **Home** tab.
2. Select the **Checklist** menu item.
3. Select which checklist items you want to view.

<i>Select</i>	<i>To View</i>
Incomplete	The checklist items that: are still pending, including those which are late (not required) or past due (required).
Completed	The checklist items that you have completed.
Waived	The checklist items that have been waived.
Canceled	The checklist items that have been canceled.

4. Specify whether you want to **Display Tasks** due **For** the past three months and in the future, or the tasks that were due 3 to 6 months ago, 6 to 9 months ago, or 9 to 12 months ago, and select **View**.
5. Specify whether you want to view 10, 20, 30, 50, or 100 **Results Per Page**, and select **Show**.
6. Review the checklist items.

<i>Column</i>	<i>Description</i>
Priority	The priority level that has been assigned to the Task to signify how important it is that you complete the Task. 999 is the lowest priority level.
Status	The current status of the specified Task.
Task	<p>The task that has been assigned to you. If ! is displayed before the Task name, the Task is required.</p> <ul style="list-style-type: none"> • To sort the items in the checklist by task name, select the Task column heading. • To view more details about the Task, select the Task name. • If you have permission to change the status of Tasks, a drop-down list may display options which enable you to Cancel, Waive, or Reassign a Task, or mark it as Complete.

<i>Column</i>	<i>Description</i>
Contact	Who you should contact about the Task. <ul style="list-style-type: none"> To sort the items in the checklist by contact name, select the Contact column heading. To view the contact's phone number, e-mail address, and street address, select the Contact's Name.
Assigned	The date on which the Task was assigned to you. To sort the items in the checklist by the assigned date, select the Assigned column heading.
Due	The date on which you need to complete the Task. To sort the items in the checklist by the due date, select the Due column heading.
Notes	If the Notes column displays ..., you can select ... to display the notes about the Task.

7. Select a **Task** to view more information about it.

<i>Field</i>	<i>Description</i>
Action ID	The ID number that has been assigned to the task.
Name	The name of the task.
Type	The type of action that needs to be taken. For example, a Meeting, Phone, or Missing Documents.
Contact	Who you should contact about the task.
Priority	The priority level that has been assigned to the Task to signify how important it is that you complete the Task. 999 is the lowest priority level.
Number of Reminders	The number of times you have been reminded to complete the specified task.
Required	Whether or not you are required to complete the task.
Assigned	The date and time at which the Task was assigned to you.
Due	The date and time by which the task should be completed.
Completed	Whether or not the task has been completed.
Action	If you have permission to change the status of tasks in your checklist, you can select Choose Action to change the status of the task.
Cancellation Reason	If the task was cancelled, this field should display the reason why the task was cancelled.
Waived Reason	If the task was waived, this field should display the reason why the task was waived.
Mode of Contact	The type of contact that has been made with you. For example, Personal Interview or Left Message.

<i>Field</i>	<i>Description</i>
Response	The type of response you received. For example, Positive Response.
Rating	For example, Interested.
Duration	The number of days, hours, and minutes spent working on this task. For example, if the task was to contact someone, you might enter the Duration as the length of the phone call.
Notes	If you have permission to view task Notes, this field will display any notes that have been entered about the task.

8. If you have permission to change checklist information and you need to change the *Mode of Contact*, *Response*, *Rating*, *Duration*, or *Notes* for the task, follow these steps:
 - Select **Edit**.
 - On the *Edit Details* window, enter the correct information for the task.
 - Select **Save** to record your changes.
9. When you are finished viewing the task details, select **Return to Checklist**.

Completing a Task on Your Checklist

Once you have completed one of the tasks on your Checklist, you can mark the task as Complete, if you have permission to do so.

1. Select the **Home** tab.
2. Select the **Checklist** menu item.
3. Choose to view your **Incomplete** checklist items.
4. **Display Tasks For** the time period when the completed task was **due**: during the past three months and in the future, 3 to 6 months ago, 6 to 9 months ago, or 9 to 12 months ago, and select **View**.
5. Specify whether you want to view 10, 20, 30, 50, or 100 **Results Per Page**, and select **Show**.
6. Select the **Task** you want to mark as complete.
7. On the drop-down list, **either**:
 - Select **Details...** to view more information about the Task. Then select **Choose Action** and **Complete**.
 - Select **Complete**.

8. On the *Complete Action Item* window, enter the following information.

<i>Field</i>	<i>Description</i>
Completed By	<p>Your User ID will automatically be displayed. If you are not the person who completed the task, change the User ID to the person who did complete the task.</p> <p>If you do not know the user's ID, you can Search for the user, as follows:</p> <ol style="list-style-type: none"> 1. Enter all or part of the user's first and/or last name. 2. Select Search. 3. To the right of the name of the person who completed the task, choose Select.
Completed Date	Today's date will automatically be displayed, but you can change it to the actual date on which the task was completed.
Completed Time	Enter the time at which the task was completed.
Notes	Any comments you want to enter about the task.

9. Select **Save** to record your changes.

Cancelling a Task on Your Checklist

If you have permission to cancel a task on your Checklist, follow these steps.

1. Select the **Home** tab.
2. Select the **Checklist** menu item.
3. Choose to view your **Incomplete** checklist items.
4. **Display Tasks For** the time period when the task you want to cancel was **due**: during the past three months and in the future, 3 to 6 months ago, 6 to 9 months ago, or 9 to 12 months ago, and select **View**.
5. Specify whether you want to view 10, 20, 30, 50, or 100 **Results Per Page**, and select **Show**.
6. Select the **Task** you want to cancel.
7. On the drop-down list, **either**:
 - Select **Details...** to view more information about the Task. Then select **Choose Action** and **Cancel**.
 - Select **Cancel**.
8. On the *Cancel Action Item* window, select the **Reason** for canceling the specified Task.
9. Enter **Notes** about why you are canceling the Task.

10. Select **Save** to record your changes.

Waiving a Task on Your Checklist

If you have permission to waive a task on your Checklist, follow these steps.

1. Select the **Home** tab.
2. Select the **Checklist** menu item.
3. Choose to view your **Incomplete** checklist items.
4. **Display Tasks For** the time period when the task you want to waive was **due**: during the past three months and in the future, 3 to 6 months ago, 6 to 9 months ago, or 9 to 12 months ago, and select **View**.
5. Specify whether you want to view 10, 20, 30, 50, or 100 **Results Per Page**, and select **Show**.
6. Select the **Task** you want to waive.
7. On the drop-down list, **either**:
 - Select **Details...** to view more information about the Task. Then select **Choose Action** and **Waive**.
 - Select **Waive**.
8. On the *Waive Action Item* window, select the **Reason** for waiving the specified Task.
9. Enter **Notes** about why you are waiving the Task.
10. Select **Save** to record your changes.

Reassigning a Task on Your Checklist

If you have permission to reassign a task on your Checklist to another user, follow these steps.

1. Select the **Home** tab.
2. Select the **Checklist** menu item.
3. Choose to view your **Incomplete** checklist items.
4. **Display Tasks For** the time period when the task you want to reassign was **due**: during the past three months and in the future, 3 to 6 months ago, 6 to 9 months ago, or 9 to 12 months ago, and select **View**.
5. Specify whether you want to view 10, 20, 30, 50, or 100 **Results Per Page**, and select **Show**.
6. Select the **Task** you want to reassign to someone else.
7. On the drop-down list, **either**:
 - Select **Details...** to view more information about the Task. Then select **Choose Action** and **Reassign**, or
 - Select **Reassign**.
8. On the *Reassign Action Item* window, identify the user to whom you want to reassign the specified task.
 - If you know the user's People Code ID, enter the **ID** number.
 - If you do not know the user's People Code ID: select **Search**, specify the person's first and/or last name, select **Search**, and **Select** the person.
9. Verify the user's ID and name on the *Reassign Action Item* window.
10. Select **Save** to reassign the task to the specified user.

Creating a New Task

If you have permission to create tasks, you can add tasks to your own checklist or other users' checklists.

1. Select the **Home** tab.
2. Select the **Checklist** menu item.
3. Select **Add a Task**.

4. Enter the following information about the new task.

<i>Field</i>	<i>Description</i>
Action ID	Select the type of task to be added to the checklist.
Required	If the specified task is required by your institution, this field will be selected.
Action Name	Once you select the Action ID, the task name will appear.
Office	The office, that is associated with the specified Action ID , will be displayed automatically, but you can select another office from the list.
Type	Select the type of task being added to the checklist.
Person Responsible	<p>Your User ID will automatically be displayed, but you can change it to the User ID of the person who is being assigned the new task.</p> <p>If you do not know the user's ID, you can Search for the user, as follows:</p> <ol style="list-style-type: none"> 1. Enter all or part of the user's first and/or last name. 2. Select Search. 3. To the right of the name of the person who should be responsible for the task, choose Select.
Person to Contact	<p>Enter the User ID of the person who should be contacted regarding the new task.</p> <p>If you do not know the user's ID, you can Search for the user, as follows:</p> <ol style="list-style-type: none"> 1. Enter all or part of the user's first and/or last name. 2. Select Search. 3. To the right of the name of the person who should be contacted regarding the task, choose Select.
Mode of Contact	The type of contact that has been made with you. For example, Personal Interview or Left Message.
Assigned	The date and time at which the task was assigned.
Due	The date and time at which the task is due to be completed.
Priority	The priority level for the Task to signify how important it is that the task be completed. 999 is the lowest priority level.
Response	If you are adding a task that has already been completed or is being waived or canceled, you can specify the type of response that was received, if any.
Rating	If applicable, you can rate the response you received from the person you contacted.

<i>Field</i>	<i>Description</i>
Duration	If this task has already been worked on, enter the number of days, hours, and minutes spent working on this task. For example, if the task was to contact someone, you might enter the Duration as the length of the phone call.
Year	Specify the year for which this task is being added to the checklist.
Term	Select the term for which this task is being added to the checklist.
Session	Select the session for which this task is being added to the checklist.
Number of Reminders	If you are adding a task for which the person responsible has already been reminded to complete the task, enter the number of times the person has been reminded.
Notes	Enter any details about the task.
Document	If a document is necessary for completing the task, Browse to the location of the document.
Actions	<p>If you are adding a task that has been completed, waived, OR canceled, select the corresponding Action.</p> <ul style="list-style-type: none">• If the task has already been completed and you just want to keep a record of it on the checklist, select Completed.• If the task has been waived and you just want to keep a record of it on the checklist, select Waived.• If the task has been canceled and you just want to keep a record of it on the checklist, select Canceled.

5. Select **Save** to record the information about the task to be added to the checklist.

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.

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 lists 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 list 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).

Searching for Courses in the Course Catalog

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

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

<i>Select</i>	<i>To</i>
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.

Searching for People

You can search the on-line directories for information about students and other faculty members.

- [Searching for Students](#)
- [Searching for Other Faculty Members](#)

Searching for Students

You can use the on-line student directory to search for information about students who are currently enrolled in an academic program. Students who have withdrawn or have taken a leave of absence are not included in the directory.

1. Select the **Search** tab.
2. Select the **Directory** menu item.
3. Select the **Student** directory option.
4. Enter all the information you know about the student you want to find. You **MUST** specify at least the first letter of the person's First Name, Last Name, or Former Name.
 - First Name, Last Name, or Former name
 - Class Level
 - Program, Degree, or Curriculum
5. If you want to limit the number of students who are to be listed on each page, choose the **Results per Page**.
6. Select **Search**.
7. View the list of students who match your search criteria.
 - The list is sorted by the students' last names.
 - To display only those students who are currently enrolled in *Continuing Education* courses or as *freshmen* or *seniors*, for example, select the **Class Level** drop-down list.

Searching for Other Faculty Members

You can use the on-line faculty directory to search for information about other faculty members.

1. Select the **Search** tab.
2. Select the **Directory** menu item.
3. Select the **Faculty** directory option.
4. Enter all the information you know about the faculty member you want to find. You **MUST** specify at least the first letter of the person's First Name, Last Name, or Former Name.
 - First Name, Last Name, or Former name
 - Department

Note: If you specify the **Department**, the search results will only list people who are recorded as **Faculty**. If other people are included in the faculty directory, like faculty assistants or department heads, they may not be listed in the search results when you specify the **Department**.

5. If you want to limit the number of faculty members who are to be listed on each page, choose the **Results per Page**.
6. Select **Search**.
7. View the list of faculty members who match your search criteria.
 - The list is sorted by the faculty members' last names.
 - If the list is too long, select **Refine Search** to specify additional search criteria.
 - If the list does not include the person you are looking for, select **New Search**.

Setting up Your Courses

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

<i>Set</i>	<i>Description</i>
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).</p> <p>Once you have an understanding about Weighting Your Course Activities, you can begin assigning course activities by:</p> <ul style="list-style-type: none"> • Adding an Activity for Your Course, or • Copying All Activities from One of Your Other Courses
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 Your 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 Your 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 Home Page for Your Course.</p>

Defining Activities for Your Course

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

BEFORE you start entering information about the Activities for a course, you need to understand the basics about [Weighting Your Course Activities](#).

Once you understand how weighting activities affects the calculation of students' overall grades, you will be ready to specify information about the activities for a course.

- [Adding an Activity for Your Course](#)
- [Copying All Activities from One of Your Other Courses](#)
- [Managing Activity Media for Your Course](#)

Weighting Your Course Activities

By weighting your course activities, you answer the following questions:

1. [How Many Points is Each Activity Worth?](#)
2. [Should the Score for One Activity Count More Than Other Activities?](#)
3. [Should Scores for one Activity Type Count More Than Other Types?](#)

Once you understand the different weighting methods, you should see [How Weights Are Entered on the Course Setup Page](#).

How Many Points is Each Activity Worth?

The first step in setting up activity grading is to determine how each individual activity is to be scored on its own. Each activity is assigned a number of **Possible Points**, which is the maximum score a student can earn for that activity.

Here are some examples for setting **Possible Points** for an activity:

- An essay graded on a scale of 0-4 points would have a **Possible Points** value of 4.
- For a 20-question multiple-choice quiz, you would set the **Possible Points** based on the point value of each question. For example:
 - Set the **Possible Points** to 20 if each question was worth 1 point, or
 - Set the **Possible Points** to 100 if each question was worth 5 points
- For percentage-based scores, the **Possible Points** is set to 100.

Now, answer the next question: [Should the Score for One Activity Count More Than Other Activities?](#)

Should the Score for One Activity Count More Than Other Activities?

Now you see how your assignment of **Possible Points** for each activity allows the system to calculate students' scores for each activity. To determine students' overall course grades, you must specify how the scores for the individual activities are to be combined into a total score for the course.

The **Activity Weighting Methods** allow you to indicate how much each activity contributes to the total score for the course.

<i>Activity Weighting Method</i>	<i>Description</i>
By Possible Points	You can use the Possible Points for each activity to not only provide a scale for grading that individual activity, but also to indicate how much that activity contributes to the course grade as compared to other activities for the course. For example, if <i>Quiz 2</i> is twice as important as <i>Quiz 1</i> , the instructor makes the possible points for <i>Quiz 2</i> twice as high as <i>Quiz 1</i> . If all of the activities in the course follow this rule, the instructor should use the By Possible Points weighting method.
Enter for Each Activity	We have already talked about how the number of Possible Points you assign to activities can indicate how much more important one activity is in determining students' overall grades. If the Possible Points are not enough to indicate how much more important the score for one activity is than the score for other activities, you should also Enter weights for Each Activity .
Equally	You may want all the course activities to contribute Equally to the course grade, regardless of their Possible Points . You could select the Enter for each Activity weighting method and assign the same weight to each activity, but it would be easier to just choose to weight them Equally .

Now, answer the next question: [Should Scores for one Activity Type Count More Than Other Types?](#)

Should Scores for one Activity Type Count More Than Other Types?

You may only need to set the **Possible Points** for each activity and the **Activity Weighting Method** for grading the activities for your course. You may, however, want to enforce an additional set of weights based on the type of activity.

For example, you may use three **types** of activities for your course, *Homework*, *Quizzes*, and *Exams*. You may want the scores for *Exams* to count for 50% of the overall grade, and the scores for *Homework* and *Quizzes* at 25% each. While it may be possible for you to use the **Activity Weighting Methods** to set the weighting for the activities so that the overall grades are calculated accordingly, it will not always be easy. As activities of one type are added or their weights are adjusted, you would need to adjust the weighting of activities of the other types in order to maintain the desired balance. In this case, you should choose to **Weight by Type of Activity**, so the system automatically adjusts the other activity types.

When enabled, the **Weight by Type of Activity** option allows you to define a relative weight for each type of course activity. The weights can be based on percentages (e.g. Homework=25, Quizzes=25, Exams=50) or simple multipliers (e.g. Homework=1, Quizzes=1, Exams=2).

Note: Even when weighting by activity type, the Activity Weighting Methods defined above are still used to determine the contribution of the individual activities. The only difference is that the contribution is relative to other activities of the same type rather than to all other activities in the course.

Now that you understand weighting, you are ready to see [How Weights Are Entered on the Course Setup Page](#).

How Weights Are Entered on the Course Setup Page

Now that we've discussed the basics about the different weighting methods you can use to indicate the importance of some activities over others in determining students' overall grades, let's look at how activity weights are entered on the course *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)** 1 Drop Lowest 0 / 1 Drop Highest 0 / 1 Final: Weight **(B)** 1 Drop Lowest 0 / 2 Drop Highest 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%	(G) 50 33.33%

Quiz (1 items)

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

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

Save Reset

Activities

Grade Mappings

Course Home Page

Manage Section Media

Options

+ Add an Activity

Copy Activities

Delete All Activities

☒ **Weight by Type of Activity** **(A)**

How to Weight Activities

☐ By Maximum Points

☐ Equally **(C)**

☒ Enter for Each Activity

Change

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)**.

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.

Defining Activities for Your Course

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

Weight Activities	Description
By Possible 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 Possible 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**). Scores for **Extra Credit** activities cannot be dropped.
- Select **Save** to record the information for the course section.

Adding an Activity for Your 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. 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.

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

- Select an option:

Weight Activities	Description
By Possible 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**.

Defining Activities for Your Course

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

Setup - Activities

Activities

Grade Mappings

Course Home Page

Manage Section Media

Options

[Add an Activity](#)

[Copy Activities](#)

☐ Weight by Type of Activity

How to Weight Activities

☒ By Maximum Points

☐ Equally

☐ Enter for Each Activity

[Change](#)

Select Course

Course: 2008/Spring/01 - Session 01 - 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](#)

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

Column	Description
Title	<p>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>).</p> <p>If you will be using a Course Home Page for your course, you MUST name the activity according to the following Microsoft SharePoint Services naming rules for folders, since folders will be created for the activity on the Course Home Page:</p> <ul style="list-style-type: none"> You CANNOT use any of the following characters anywhere in the activity title: ~, #, %, &, *, {, }, \, :, ?, /, <, >, , and “. You CANNOT use a period consecutively in the middle of an activity title (for example, <i>Activity..1</i>). You CANNOT BEGIN or END an activity title with a period. You CANNOT BEGIN or END an activity title with a space. You CANNOT END an activity title with any of the following: <ul style="list-style-type: none"> _archivos _arquivos _bestanden _bylos -Dateien _datoteke _dosyalar _elemei _fails _failid _fajlovi _ficheiros _fichiers _file _files .files -filer _fitxategiak _fixters _pliki _soubory _tiedostot
Activity Type	From the list of available activity types, select the activity type that best describes the new course activity. For example, <i>quiz</i> , <i>homework</i> , <i>exam</i> .
Description	Enter a description of the course activity.

Defining Activities for Your Course

<i>Column</i>	<i>Description</i>
Extra Credit	<p>If the activity is optional and need only be completed by students who want to improve their course grades, check the Extra Credit box. If the Extra Credit box is checked, the system will treat the activity differently than the required activities for the course.</p> <ul style="list-style-type: none"> The system will display (Extra Credit) next to the names of the extra credit activities on the <i>Activities</i> and <i>Activity Grades</i> pages, and in the <i>My Activities</i> and <i>Activity Detail</i> sections on the Course Home Page. A student's grades for any completed Extra Credit activities will be added to the student's calculated score for the required course activities. Although you can drop the lowest and highest scores for required course activities, scores for Extra Credit activities cannot be dropped.
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 Possible 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 Possible Points or Equally , specify whether the grade for this activity should be included when calculating the final grade.
Availability	<p>Specify whether information about this activity should:</p> <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.

8. 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 One of Your Other Courses

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.

Setup - Activities	
▼ Select Course	
Or... browse the courses below:	
Year	Springm
2008	01 - Session
	ACC 101/Lecture/01
	BUS 100/Lecture/01
2007	
2006	

Defining Activities for Your Course

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

Setup - Activities

Activities

Grade Mappings

Course Home Page

Manage Section Media

Options

+ Add an Activity

Copy Activities

☐ Weight by Type of Activity

How to Weight Activities

☒ By Maximum Points

☐ Equally

☐ Enter for Each Activity

Change

Select Course

Course: 2008/Spring/01 - Session 01 - 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

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

Copy Activities

Choose a section to copy...

2008/Springm/01 - Session	2007/CONED/ConEd Session
<input type="radio"/> ACC 101/Lecture/01	<input type="radio"/> BUS 100/Lecture/01
2007/Fall /01 - Session	2007/Spring/01 - Session
<input type="radio"/> ACC 101/Lecture/01	<input type="radio"/> ACC 101/Lecture/01
<input type="radio"/> COPY100/Lecture/01	<input type="radio"/> BUS 100/Lecture/01
<input type="radio"/> COPY100/Lecture/20	<input type="radio"/> ACC 101/Lecture/02
	<input type="radio"/> ADHOC100/Lecture/01
2006/Fall m/03 - Session	2006/Fall/ConEd Session
<input type="radio"/> BUS 100/Lecture/01	<input type="radio"/> ACC 101/Lecture/01
	<input type="radio"/> BUS 100/Lecture/01
2005/Springm/01 - Session	1996/Fall/01 - Session
<input type="radio"/> ACC 101/Lecture/01	<input type="radio"/> ACC 101/Lecture/01

Next

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

Copy Activities

Select Finish to copy the following activities to 2008/Springm/01 - Session m - BUS 100/Lecturem/01. Any existing activities will be deleted.

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

Previous Finish

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**.

10. Review the list of copied activities.

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

[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 an Activity for Your Course](#).
- Delete any activities you do not plan to use for your course section. Refer to [Deleting Activities from Your Course](#).
- 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 Activity Media for Your Course](#).

Copying One of Your Course Activities

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
2007	ACC 101/Lecture/01
2006	BUS 100/Lecture/01

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

Save Reset

6. Select the activity you want to duplicate.

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

Setup - Activities

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

Exam (2 items, 200 points)

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
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 0 / 0 Drop Highest 0 / 0 **Final:** Drop Lowest 0 / 0 Drop Highest 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%

ints: 200 | Total Final Points: 200

Save Reset

Defining Activities for Your Course

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

Column	Description
Title	<p>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>).</p> <p>If you will be using a Course Home Page for your course, you MUST name the activity according to the following Microsoft SharePoint Services naming rules for folders, since folders will be created for the activity on the Course Home Page:</p> <ul style="list-style-type: none"> You CANNOT use any of the following characters anywhere in the activity title: ~, #, %, &, *, {, }, \, :, ?, /, <, >, , and “. You CANNOT use a period consecutively in the middle of an activity title (for example, <i>Activity..1</i>). You CANNOT BEGIN or END an activity title with a period. You CANNOT BEGIN or END an activity title with a space. You CANNOT END an activity title with any of the following: <ul style="list-style-type: none"> _archivos _arquivos _bestanden _bylos -Dateien _datoteke _dosyalar _elemei _fails _failid _fajlovi _ficheiros _fichiers _file _files .files -filer _fitxategiak _fitxers _pliki _soubory _tiedostot
Activity Type	From the list of available activity types, select the activity type that best describes the new course activity. For example, <i>quiz</i> , <i>homework</i> , <i>exam</i> .
Description	Enter a description of the course activity.

<i>Column</i>	<i>Description</i>
Extra Credit	<p>If the activity is optional and need only be completed by students who want to improve their course grades, check the Extra Credit box. If the Extra Credit box is checked, the system will treat the activity differently than the required activities for the course.</p> <ul style="list-style-type: none"> The system will display (Extra Credit) next to the names of the extra credit activities on the <i>Activities</i> and <i>Activity Grades</i> pages, and in the <i>My Activities</i> and <i>Activity Detail</i> sections on the Course Home Page. A student's grades for any completed Extra Credit activities will be added to the student's calculated score for the required course activities. Although you can drop the lowest and highest scores for required course activities, scores for Extra Credit activities cannot be dropped.
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 Possible 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 Possible Points or Equally , specify whether the grade for this activity should be included when calculating the final grade.
Availability	<p>Specify whether information about this activity should:</p> <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.

Defining Activities for Your Course

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 Activity Media for Your Course*](#).

Editing an Activity for Your Course

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 list, select **Edit**.

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

Column	Description
Title	<p>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, Quiz - Chapters 1-3, Quiz - Chapters 4-6, Midterm Exam</i>).</p> <p>If you will be using a Course Home Page for your course, you MUST name the activity according to the following Microsoft SharePoint Services naming rules for folders, since folders will be created for the activity on the Course Home Page:</p> <ul style="list-style-type: none"> You CANNOT use any of the following characters anywhere in the activity title: ~, #, %, &, *, {, }, \, :, ?, /, <, >, , and “. You CANNOT use a period consecutively in the middle of an activity title (for example, <i>Activity..1</i>). You CANNOT BEGIN or END an activity title with a period. You CANNOT BEGIN or END an activity title with a space. You CANNOT END an activity title with any of the following: <ul style="list-style-type: none"> _archivos _arquivos _bestanden _bylos -Dateien _datoteke _dosyalar _elemei _fails _failid _fajlovi _ficheiros _fichiers _file _files .files -filer _fitxategiak _fitxers _pliki _soubory _tiedostot
Activity Type	From the list of available activity types, select the activity type that best describes the new course activity. For example, <i>quiz</i> , <i>homework</i> , <i>exam</i> .
Description	Enter a description of the course activity.

Defining Activities for Your Course

<i>Column</i>	<i>Description</i>
Extra Credit	<p>If the activity is optional and need only be completed by students who want to improve their course grades, check the Extra Credit box. If the Extra Credit box is checked, the system will treat the activity differently than the required activities for the course.</p> <ul style="list-style-type: none"> The system will display (Extra Credit) next to the names of the extra credit activities on the <i>Activities</i> and <i>Activity Grades</i> pages, and in the <i>My Activities</i> and <i>Activity Detail</i> sections on the Course Home Page. A student's grades for any completed Extra Credit activities will be added to the student's calculated score for the required course activities. Although you can drop the lowest and highest scores for required course activities, scores for Extra Credit activities cannot be dropped.
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 Possible 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 Possible Points or Equally , specify whether the grade for this activity should be included when calculating the final grade.
Availability	<p>Specify whether information about this activity should:</p> <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 Activities from Your Course

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 list, 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 Activity Media for Your Course

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.

- [Following the Rules for Naming Files](#)
- [Uploading Files to Your Course Home Page](#)

Defining Activities for Your Course

Following the Rules for Naming Files

You MUST make sure that your file follows the Microsoft SharePoint Services rules for naming files before you can upload the file to your Course Home Page.

- You CANNOT use any of the following characters anywhere in a file name:

~	#	%	&	*
{	}	\	:	?
/	<	>		"

- You CANNOT use a period consecutively in the middle of a file name (for example, *My..File*).
- You CANNOT BEGIN or END a file name with a period.
- You CANNOT END a file name with:

_archivos	_dosyalar	_fichiers	_fixters
_arquivos	_elemei	_file	_pliki
_bestanden	_fails	_files	_soubory
_bylos	_failid	.files	_tiedostot
-Dateien	_fajlovi	-filer	
_datoteke	_ficheiros	_fixtategiak	

Uploading Files to Your Course Home Page

As long as your file follows the Microsoft SharePoint Services rules for naming files, you can upload it to your Course Home Page.

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.

7. On the drop-down list, 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 Drop Highest **Final:** Drop Lowest Drop Highest

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

Course Documents

Contains documents related to the course and activities.

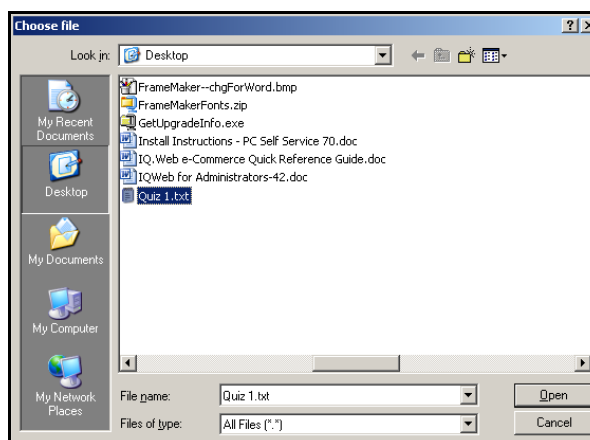
New Upload Actions Settings View: All Documents

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.

Defining Activities for Your Course

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

Course Documents: Quiz 1

The document was uploaded successfully. Use this form to update the properties of the document.

OK Cancel

Delete Item Spelling... * indicates a required field

Name * Quiz 1 .txt

Title

First Date Available 12 AM 00

Last Date Available 12 AM 00

Created at 8/29/2007 12:28 AM by Ms. Lisa Appleton
Last modified at 8/29/2007 12:28 AM by Ms. Lisa Appleton

OK Cancel

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.

Documents

Course Documents

Submitted Documents

Lists

Course Announcements

Discussions

Course Forum

Sites

People and Groups

Recycle Bin

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

Course Documents

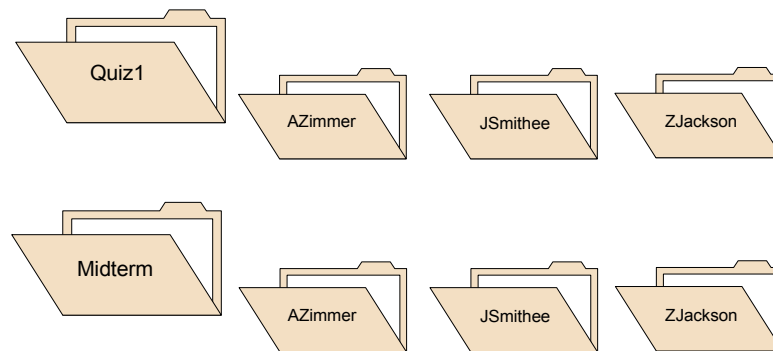
Contains documents related to the course and activities.

New Upload Actions Settings View: All Documents

Type	Name	Modified	Modified By
	Quiz 1 NEW	8/29/2007 12:31 AM	System Account

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.



- 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 Your Course](#)
- [Deleting the Grade Mappings for Your Course](#)

Mapping the Grades for Your 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.
Copy Grade Mappings	Use the grade mappings that have been defined for another course section. <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 Possible 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*	Specify the total number of points for course activities that count toward the Midterm and Final grades. 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.
* 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 Your 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.

Mapping Numeric Grades to Letter Grades

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:

<i>Select</i>	<i>To</i>
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 Possible 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 Home Page for Your Course

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	<p>You can create a Course Home Page site for a course section which does not already have one.</p> <p>Refer to Creating a Home Page for Your Course.</p>
View Site	<p>Once a Course Home Page has been created for a course section, you can view and update it.</p> <p>Refer to Viewing Your Course's Home Page.</p>
Inactivate Site	<p>You can inactivate your Course Home Page site whenever you are not ready for students to access it.</p> <p>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.</p> <p>Refer to Inactivating Your Course's Home Page.</p>
Activate Site	<p>You can activate a Course Home Page that has been inactivated.</p> <p>Refer to Activating Your Course's Home Page.</p>

Creating a Home Page for Your Course


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**.

The screenshot shows the 'Setup - Course Home Page' interface. On the left is a sidebar with a menu containing 'Activities', 'Grade Mappings', 'Course Home Page' (highlighted), 'Manage Section Media', 'Options', and 'Recent Courses'. The main content area has a title 'Setup - Course Home Page' and a 'Select Course' dropdown. To the right of the dropdown, the selected course details are displayed: 'Course: 2008/Spring/01 - Session 01- ACC 101/Lecture/01', 'Principles of Accounting I', 'MWF 8:00 AM - 8:50 AM, SCT/Anderson Hall/100', and 'Traditional'. Below this, a 'Create New...' dialog box is open, containing the text 'Create a new Course Home Page Site:' and a 'Create Site' button.

6. View the confirmation message.

The screenshot shows the 'Setup - Course Home Page' interface after the 'Create Site' button was clicked. The sidebar and course details remain the same. The 'Create New...' dialog box is replaced by a confirmation message: 'Your request to create a new Course Home Page has been recorded. Please check back later to view your new Course Home Page.' Below the message is a 'Cancel Pending...' dialog box with the text 'Cancel a pending Course Home Page Site creation request:' and a 'Cancel Request' button.

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.
 - Grant permission to view and update the site to any users who have been asked to be **faculty assistants** for the course section.
 - If your school allows **department heads** to access Course Home Pages, the system will grant access to the heads of the department which offers the course section.
 - 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 Your Course's Home Page](#).

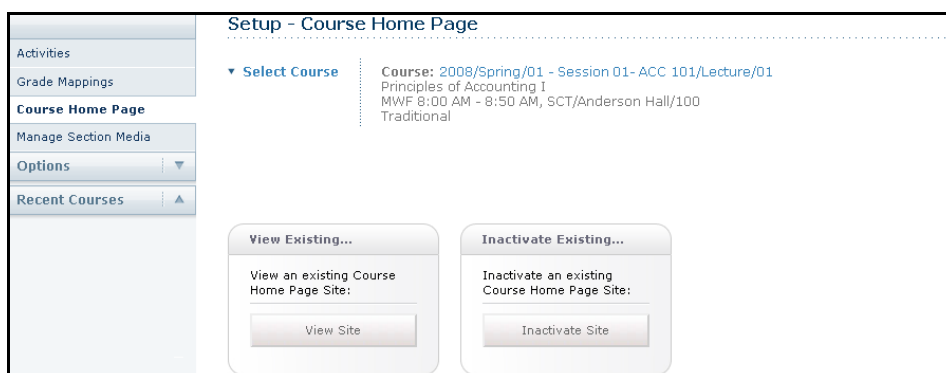
Viewing Your Course's Home Page

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

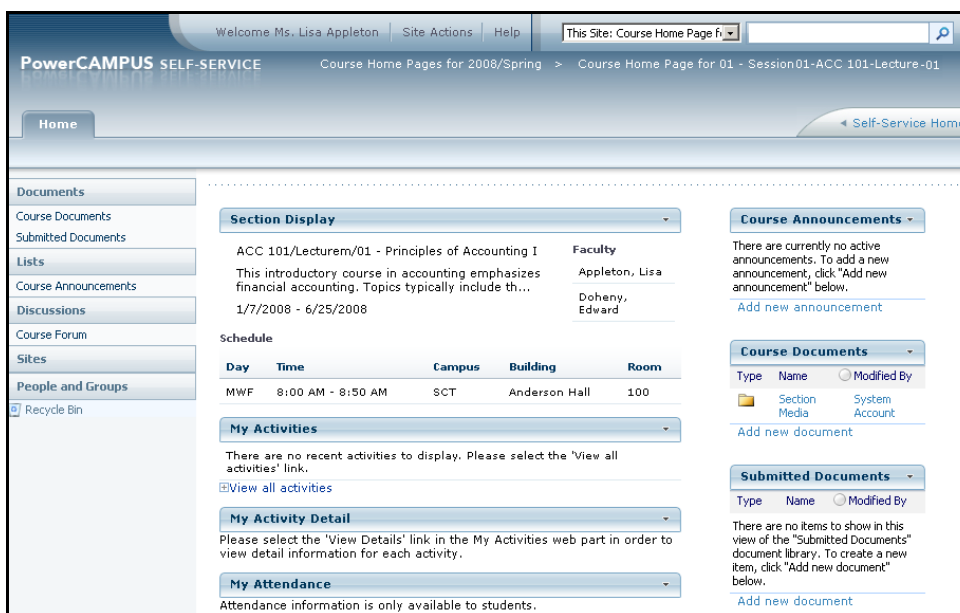
1. If you have not already selected the Course Home Page you want to view, follow these steps:
 - Select the **Classes** tab.
 - Select the **Setup** menu item.
 - From the list of years, terms, and sessions, select the course section.
 - Select the **Course Home Page** option.

Using a Home Page for Your Course

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.

<i>Web Part</i>	<i>Description</i>
My Activities	Displays the list of student activities you have assigned for the course section.
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 specified activity is for Extra Credit. • 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 Your Course's Home Page](#).
- To return to the Self-Service application, select the **Self-Service Home** link.

Updating Your Course's 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.

Setup - Course Home Page

▼ Select Course

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

View Existing...

View an existing Course Home Page Site:

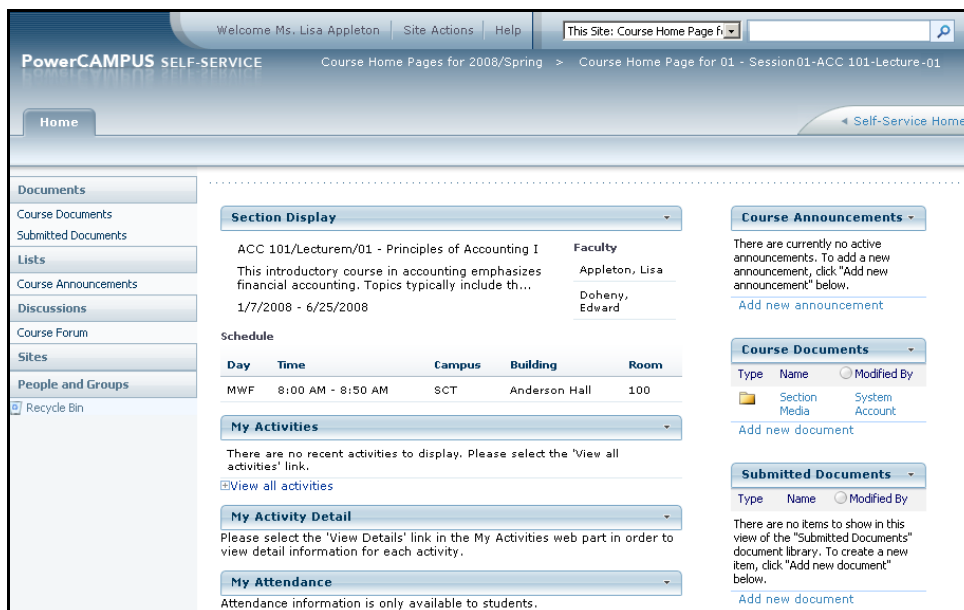
View Site


Inactivate Existing...

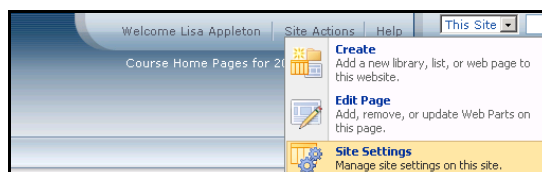
Inactivate an existing Course Home Page Site:

Inactivate Site

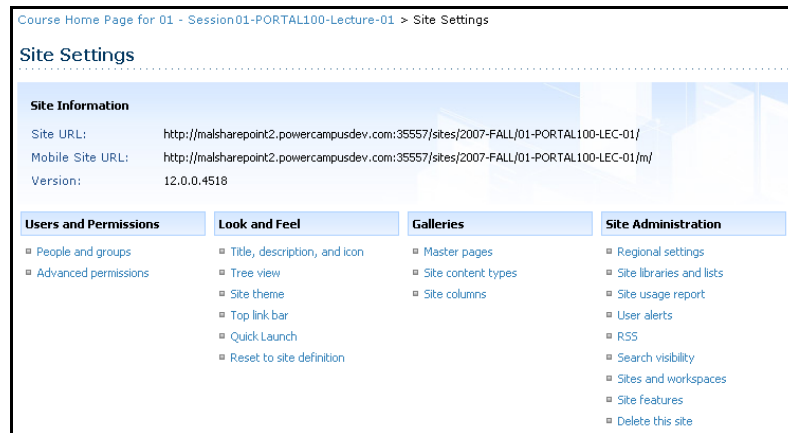
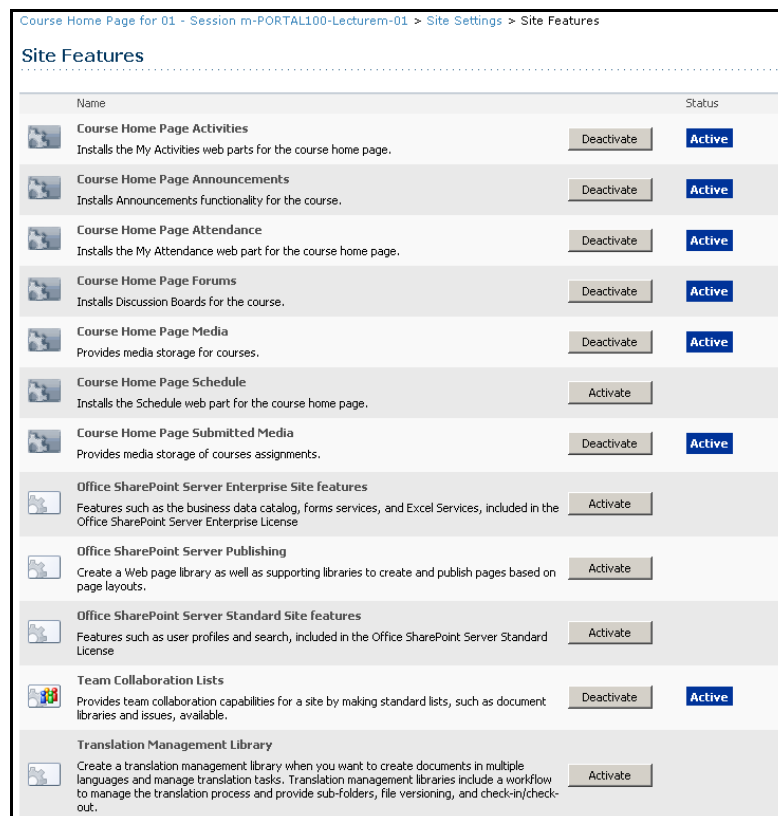
2. Review the information on your Course Home Page. For example:



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 list, select **Site Settings**.



Using a Home Page for Your Course

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

<i>Site Feature</i>	<i>Description</i>
Course Home Page Activities	<p>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 <i>My Activities</i> and <i>My Activity Detail</i> Web parts are displayed on your Course Home Page.</p> <p>The <i>My Activities</i> Web part includes the following information for each course activity:</p> <ul style="list-style-type: none"> • 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 <i>My Activity Detail</i> 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 <i>Announcements</i> Web part on the Course Home Page.
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> <p>Please note that you will need to post the FIRST discussion before students will be able to post new discussions.</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>

Using a Home Page for Your Course

<i>Site Feature</i>	<i>Description</i>
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>

8. You can add, delete, or move Web parts on your Course Home page.

- On the **Site Actions** drop-down list, 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 list 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 Your Course's 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 Activity Media for Your Course](#). The documents for an activity will be stored in a folder named for the activity.

Activating Your Course's 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 Your Course's 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 Your Course's 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.

- [Following the Rules for Naming Files](#)
- [Uploading Files to Your Course Home Page](#)

Following the Rules for Naming Files

You **MUST** make sure that your file follows the Microsoft SharePoint Services rules for naming files before you can upload the file to your Course Home Page.

- You **CANNOT** use any of the following characters anywhere in a file name:

~	#	%	&	*
{	}	\	:	?
/	<	>		"

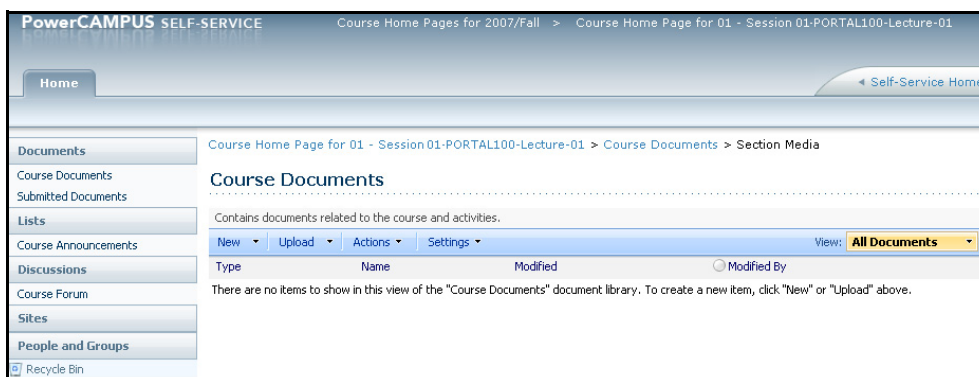
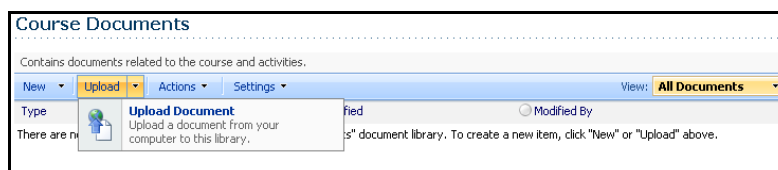
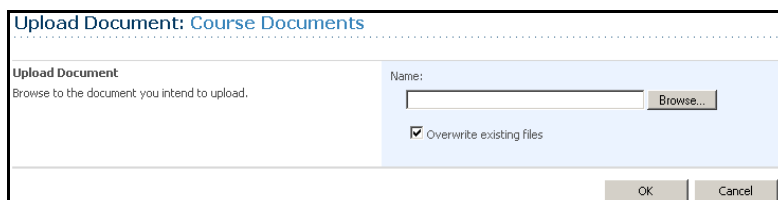
- You **CANNOT** use a period consecutively in the middle of a file name (for example, *My..File*).
- You **CANNOT** BEGIN or END a file name with a period.
- You **CANNOT** END a file name with:

_archivos	_dosyalar	_fichiers	_fitxers
_arquivos	_elemei	_file	_pliki
_bestanden	_fails	_files	_soubory
_bylos	_failid	.files	_tiedostot
-Dateien	_fajlovi	-filer	
_datoteke	_ficheiros	_fitxategiak	

Uploading Files to Your Course Home Page

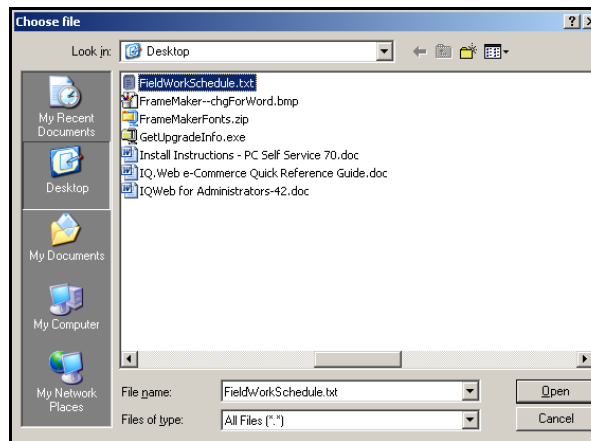
As long as your file follows the Microsoft SharePoint Services rules for naming files, you can upload it to your Course Home Page.

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**.6. On the *Course Documents* site for the course section, view the list of documents that are in the **Section Media** folder.7. Select **Upload**.8. On the Upload drop-down list, select **Upload Document**.9. Select **Browse**.

Using a Home Page for Your Course

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



11. 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.

Course Documents: FieldWorkSchedule

The document was uploaded successfully. Use this form to update the properties of the document.

OK Cancel

Delete Item Spelling... * indicates a required field

Name * FieldWorkSchedule.txt

Title

First Date Available 12 AM 00

Last Date Available 12 AM 00

Created at 8/28/2007 10:22 PM by Mrs. Brenda Smith
Last modified at 8/28/2007 10:22 PM by Mrs. Brenda Smith

OK Cancel

14. Select **OK**.

15. Verify that the document has been uploaded.

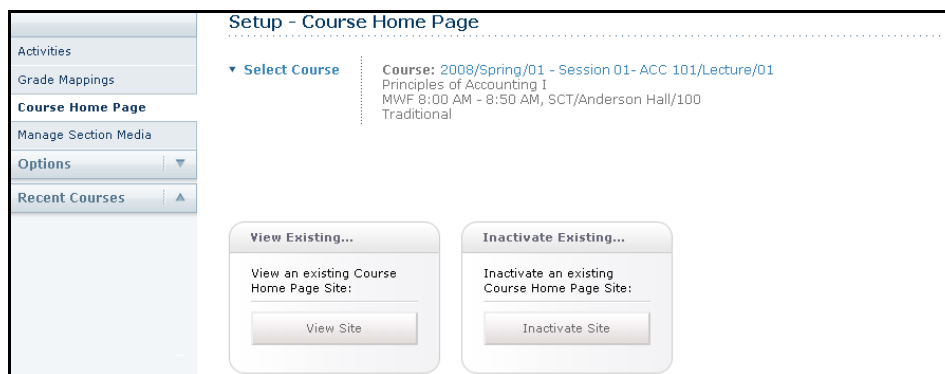
Course Documents				
Contains documents related to the course and activities.				
New	Upload	Actions	Settings	View: All Documents
Type	Name	Modified	Modified By	
	FieldWorkSchedule NEW	8/28/2007 10:25 PM	System Account	

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.

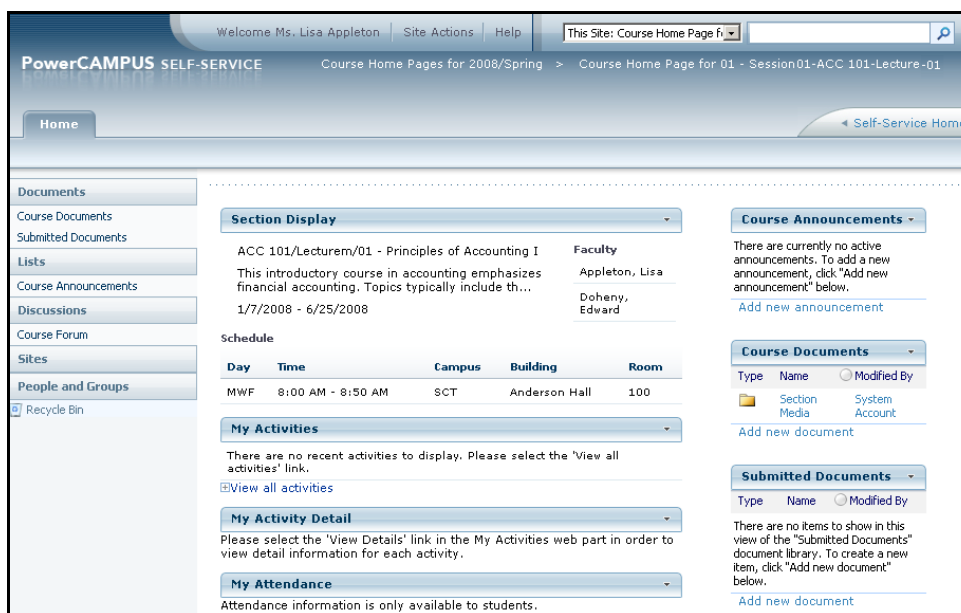
Posting Announcements for Your Course

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.



Using a Home Page for Your Course

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 Your Course's Forum

If you have chosen to display forums on your Course Home Page, you and your students can discuss course topics on-line. Please note that you **MUST** post the **FIRST** discussion on the forum before your students will be able to post new discussions.

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.

Using a Home Page for Your Course

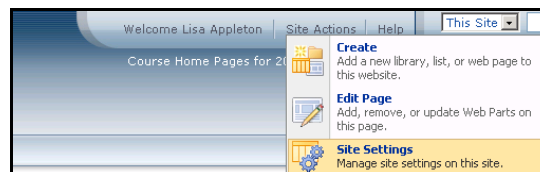
3. On the **Course Home Page Forums** Web part, view the current list of discussion topics.
4. Add a new discussion topic or review the topics that have already been posted.

<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 list, 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.

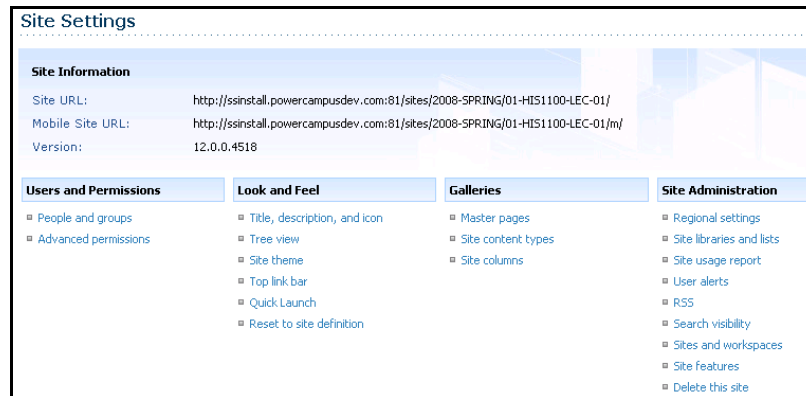
Deleting Your Course's Home Page

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

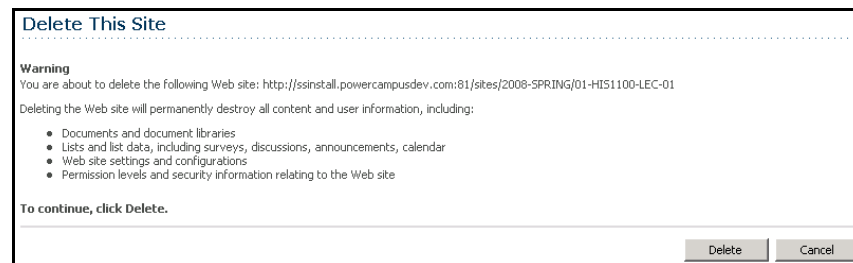
1. View the Course Home Page site that you want to delete.
2. From the **Site Actions** drop-down list, select **Site Settings**.



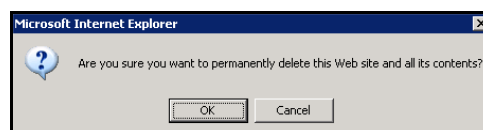
3. Under the *Site Administration* heading, select **Delete this Site**.



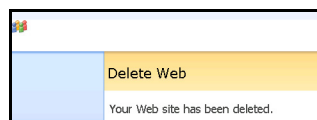
4. On the *Delete This Site* page, select **Delete**.



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



6. View the confirmation message.



Viewing Your Faculty Schedule

You can view a schedule of the classes you are teaching.

1. Select the **Classes** tab.
2. Select the **Schedule** menu item.
3. Select the **Faculty Schedule** option.
4. Choose the time **Period** for the schedule you want to view.
5. Specify whether you want to include **Continuing Education** courses with a start date or end date in the future.
6. Select **Submit**.
7. View your schedule.

Select	To
Course Title	Display more information about the course, including fees, duration, prerequisites, corequisites, available seats, and the student populations which can register for the course section.
Go to Course Home Page	Access the <i>Course Home Page</i> that has been created for the course section. If a <i>Course Home Page</i> has not been created for the course section, this link will not be displayed.
View Class List	Display information about the students who are enrolled in the course section on the <i>Class List</i> page.
View Grade Book	View and enter <i>Activity Grades</i> for the students enrolled in the course section.

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 list, select View Dossier. 3. 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) • Address and phone information • Residency information • Emergency Contacts • Academic information (GPA and Curriculum) • Associations to which the student has belonged • Student course schedule 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.
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.

Viewing Your Class List

<i>Field</i>	<i>Description</i>
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.

Enrollment - Class List									
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		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

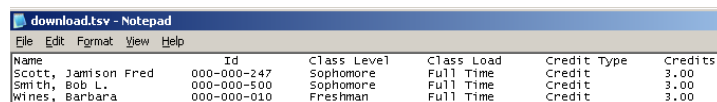
In a Microsoft Excel (.xls) file. For example:

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**

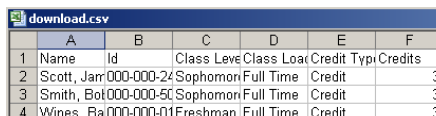
In a text (.tsv) file with each column of data separated by a tab.
For example:



Name	Id	Credits
Scott, Jamison Fred	000-000-247	3.00
Smith, Bob L.	000-000-500	3.00
Wines, Barbara	000-000-010	3.00

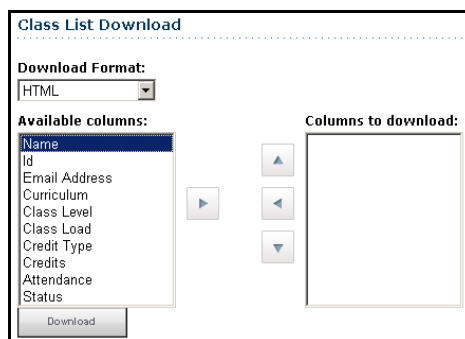
Comma-Separated

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.)



- 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 a web-based email composition window. It has a light blue header and footer. The main area is white with blue labels for each field. The 'From:' field is at the top. Below it is the 'Recipients:' field, which includes a list of names and a 'Keep e-mail addresses private' checkbox that is checked. The 'Subject:' field is below the recipients. The 'Message:' field is a large text area at the bottom. At the very bottom are two 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**.

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.

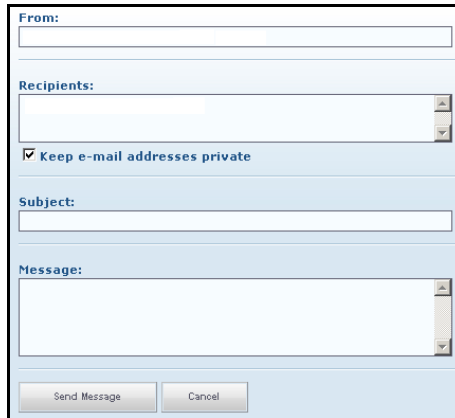
1. If you are not already viewing the waitlist for the class, follow these steps:
 - Select the **Classes** tab.
 - Select the **Enrollment** menu item.
 - Select the **Waitlist** option.
 - Choose **Select Course**.
 - From the list of years, terms, and sessions, select the course.
2. Specify which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

Viewing the Permission Requests for a Class

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 <i>Cart</i> 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. To view more information about a student, select the student's **name**.

Select	To Display
View Dossier	The student's dossier, which includes the student's address, contact information, release information, emergency contacts, associations, residency information, academic details, and student course schedule.

Adding a Permission Request for a Student

Select	To Display
Show Comments	<p>The comments which have been entered about the permission request.</p> <ul style="list-style-type: none"> • Student's comments, as entered when he or she requested permission to take the course via the <i>Cart</i> page, or updated via the <i>Permission Requests</i> page. • 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).

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.

Student Search

First Name: Last Name: ID:

Search

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 list, select **View Dossier**.
- On the pop-up window, view the information that is available for the student, including:

Field	Description
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.

Adding a Permission Request for a Student

<i>Field</i>	<i>Description</i>
Address	The student's street address, city, state, country, and postal code.
Contact Information	Information about the student's preferred phone number, including the phone type, country, phone number, and Do Not Call Reason, if applicable.
Residency Information	Where the student resides while attending school.
Emergency Contacts	How to reach the student's emergency contacts.
Academic Information	The student's GPA and curriculum.
Associations	The clubs or community groups to which the student has belonged, the office the student held, and when the student held the office.
Student Course Schedule	The list of the courses the student is taking, and when and where they meet. Traditional courses are grouped by academic period. Continuing Education courses which have not ended will be listed under a <i>Continuing Education</i> heading.

- When you are finished viewing the student's dossier, select **Close Window**.

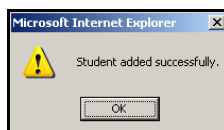
8. Select **Add** next to the name of the desired student.

Student Search

First Name: Last Name: smith ID:

Search

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

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

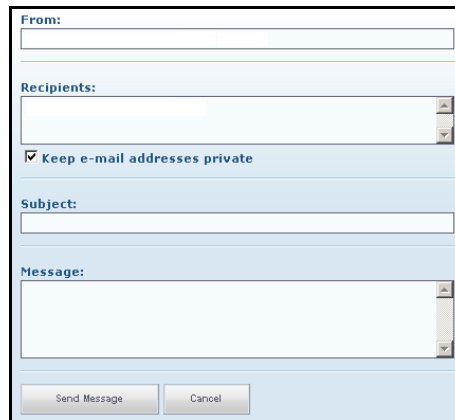
You can send an e-mail to specified students, or all students, who have requested permission to take one of your course sections.

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.

<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.	

E-mailing Students About Permission Requests

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**.

Entering Grades for Your Courses

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">• <i>Viewing Students' Submitted Media</i>• <i>Entering Grades for Course Activities</i>• <i>Downloading Grades for an Activity</i>• <i>Viewing Statistics About a Course Activity</i>• <i>Downloading Statistics for an Activity</i>
Overall Grades	<p>You can view and enter students' midterm and final grades for a course section. You can also view students' projected final grades, and view and download course statistics.</p> <ul style="list-style-type: none">• <i>Viewing Students' Projected Grades</i>• <i>Entering Overall Grades for a Course</i>• <i>Changing Students' Grades for a Course</i>• <i>Downloading Overall Course Grades</i>• <i>Viewing Course Statistics</i>• <i>Downloading Course Statistics</i>
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">• <i>Adding a Student Violation</i>• <i>Editing a Student Violation</i>• <i>Deleting a Student Violation</i>• <i>Viewing Details about Who Added a Violation</i>• <i>Downloading Student Violations</i>
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">• <i>Entering Attendance for a Course</i>• <i>Downloading Attendance Records</i>

Entering Activity Grades

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

- [Viewing Students' Submitted Media](#)
- [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 Students' Submitted Media

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. Under **View Grades for the Specified Activity**, select the course activity.
6. Verify that students have **Submitted** the activity.
7. Select the **Submitted Media** option.
8. On the *Submitted Documents* site for the course section and specified **Activity**, view the list of students' submitted media folders.
9. Open a student's submitted media folder and file.
10. Review the file, save the file to your computer to review it later, or print it out.
11. 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.
12. 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	<p>Enter the number of points each student earned for each course activity. You can also:</p> <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	<p>Enter the number of Points each student Earned for the specified course activity, and assign a letter Grade for each student.</p> <p>From the drop-down list to the left of a student's name, you can also choose to:</p> <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	<p>Enter the number of Points the specified student Earned for each course activity, and assign a letter Grade for each activity.</p> <p>From the drop-down list to the left of a date, you can also choose to:</p> <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 NOT exceed the maximum number of points defined for the activity.

Entering Activity Grades

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.

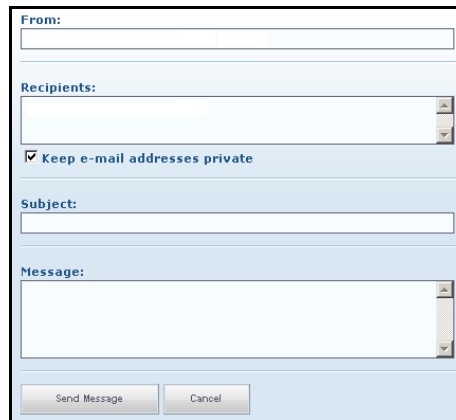
E-mailing Students About Activity Grades

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.	

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.

Entering Activity Grades

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:

download.xls						
	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-Separated

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

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

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	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

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.

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.

Name	ID	Submitted	Points Earned	Possible Points	Grade	Grade Received
Abbott, Alexandra	222-222-222	90	100	90.00%	2/13/2007	1.2
Adams, Fred	000-001-039	28	100	28.00%	2/21/2007	1.2
Koehler, Andrea	000-000-693	27	100	27.00%	2/21/2007	1.2

Entering Activity Grades

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

<i>Column</i>	<i>Description</i>
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**.

Statistics for Homework 1								
Percent Graded	Percent Completed	Average Score	High Score	Low Score	Standard Deviation	Variance	Mode	
100%	100%	48.33	90	27	36.09	1302.33	90*	
* Multiple Modes exist for this series of data, largest Mode is displayed.								
3 out of 3 students have completed this assignment.								
3 out of 3 students have been graded.								
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:

download.xls									
	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:

download.tsv - Notepad									
File	Edit	Format	View	Help					
Title	Percent Graded	Percent Completed	Average Score	High Score	Low Score	Standard Deviation	Variance	Mode	
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:

download.csv									
	A	B	C	D	E	F	G	H	I
1	Title	Percent Gr	Percent C	Average S	High Score	Low Score	Standard C	Variance	Mode
2	Homework	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.

Entering Overall Course Grades

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

<i>Select</i>	<i>To</i>
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 view and enter students' grades.

- [Viewing Students' Projected Grades](#)
- [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](#)

Viewing Students' Projected Grades

After a grade has been entered for at least one course activity, the system can calculate the final grade a student is projected to earn for the course. Projected grades will be listed until final grades have been submitted.

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 view students' projected grades.

6. View the **Projected Grade** for each student.
 - ALL GRADED activities will be used to calculate the projected grade for a course. No activities are dropped.
 - The system will display the projected **Score** for the course and the corresponding letter **Grade**, according to the specified Final Grade Mappings.
 - If grades for the student's **extra credit** activities are entered **before** grades for required activities, the student's projected grade may be higher than expected until all the activity grades are entered.
 - The projected grade will be listed UNTIL the student's final grade is submitted for the course.

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.
6. If activities have been set up for the course section and grades have been entered for these activities, apply the midterm and final grades.

<i>Select</i>	<i>To</i>
Apply Midterm	<p>If your institution is using midterm grading and the Calculated Score is not yet displayed for the midterm grades, select Apply Midterm to display the calculated midterm grades.</p> <ul style="list-style-type: none"> • The letter grade which maps to the Calculated Score will be displayed in parenthesis. • A student's midterm grade will only be displayed if grades have been entered for ALL the activities which count toward the midterm grade.
Apply Final	<p>Display the Calculated Score for the final grades.</p> <ul style="list-style-type: none"> • The letter grade which maps to the Calculated Score will be displayed in parenthesis. • A student's final grade will only be displayed if grades have been entered for ALL the activities which count toward the final grade.

Entering Overall Course Grades

7. In the **My Grade** column, you can change grades for students for whom the **Actual Grade** has not yet been approved or posted.
 - if your Department Head wants to approve grades for this course, the **Actual Grade** will appear as **Pending** until the grade is approved.
 - If your Department Head does NOT want to approve grades for this course AND you have permission to change students' transcript grades, the **Actual Grade** will appear as a link to a *Change Grade* popup window.
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	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 .
Submit Final	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 .

- 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 a course section IF the grading period is open, you have permission to change students' transcript grades, AND your department head does NOT want to approve grades for the course.

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 displayed as a link, complete these steps.
 - Select the **Actual Grade** that you want to change for a student.
 - On the *Change Grade* window, specify the correct grade for the student.
 - Enter a comment that explains why you are changing the student's grade.
7. Select **Submit** to record the grade change information.

E-mailing Students About Overall Grades

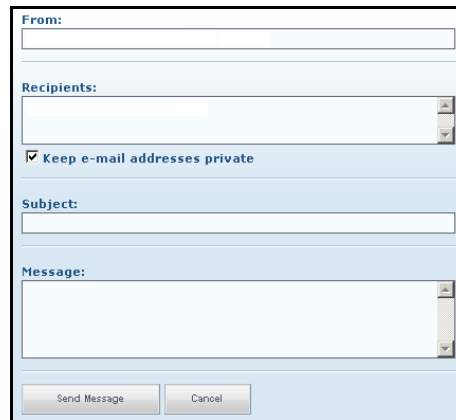
You can e-mail any or all of the students you have listed on the *Overall Grades* page.

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						
	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

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, Bot	000-000-50	Credit	88.2	88.2	B
6	Wines, Ba	000-000-01	Credit	99.6	99.6	A

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

<i>Select</i>	<i>To</i>
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.

<i>Column</i>	<i>Description</i>
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**:

Select

To Download the Data in this Format

HTML

In an HTML file. 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

Microsoft Word

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

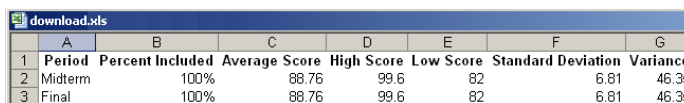
Period	Percent Included	Average Score	High Score	Low Score	Standard Deviation	Variance
Midterm	100%	88.76	99.6	82	6.81	46.35
Final	100%	88.76	99.6	82	6.81	46.35

Entering Overall Course Grades

Select To Download the Data in this Format

Microsoft Excel

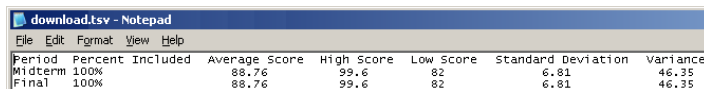
In a Microsoft Excel (.xls) file. For example:



	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

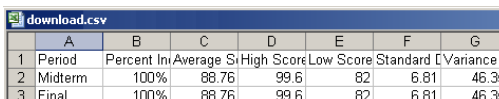
In a text (.tsv) file with each column of data separated by a tab. For example:



	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

Comma-Separated

In a Microsoft Office Excel Comma-Separated Values (.csv) 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

- Highlight the **Available Columns** you want to download.
- Select the ► to move the highlighted columns to the **Columns to Download** list.
- Use ▲ and ▼ to specify how you want to order the fields in the download file.
- Select **Download** to create the file with the course statistics.
- 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.

- 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 list to the left of the student's name, select **Add Violation**.

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

<input type="checkbox"/>	Name	Category	Violation	Date	
<input type="checkbox"/>	Abbott, Alexandra	Behavioral	1. Inapprop. Language	7/16/2007	Edit Delete Details
<input type="checkbox"/>	Harris, Robert	Behavioral	1. Cheating on Exam	8/17/2007	Edit Delete Details
<input type="checkbox"/>	Roy, Heath				

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

Field	Entry
Violation Type	From the drop-down list, 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.)

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

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

Field	Entry
Violation	From the drop-down list, 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

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

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

7. 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.

8. 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.

To E-mail**Follow These Steps****Individual Students**

- 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

- 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 at the top.
- Recipients:** A text input field with a dropdown arrow on the right.
- ☒ **Keep e-mail addresses private**: A checkbox located below the Recipients field.
- Subject:** A text input field below the checkbox.
- Message:** A large text area for the email body, with a dropdown arrow on the right.
- Buttons:** At the bottom, there are two buttons: "Send Message" and "Cancel".

- 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.

Activity Grades
Overall Grades
Violations
Attendance
Options
Add Violation
E-Mail Selected
Download
Recent Courses

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

<input type="checkbox"/>	Name	Category	Violation	Date	
<input type="checkbox"/>	Abbott, Alexandra	Behavioral	1. Inapprop. Language	7/16/2007	Edit Delete Details
<input type="checkbox"/>	Harris, Robert	Behavioral	1. Cheating on Exam	8/17/2007	Edit Delete Details
<input type="checkbox"/>	Roy, Heath				

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
		2. Inapprop. Language	• 12/5/2006
	• Dress Code	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
		2. Inapprop. Language	• 12/5/2006
	• Dress Code	3. Out of Uniform	• 12/4/2006

Microsoft Excel

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

download.xls				
	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

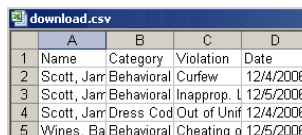
Tab-Separated

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

download.tsv - Notepad				
	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:
------------------------	---



	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 list 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 list 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 list 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**.

Activity Grades
Overall Grades
Violations
Attendance
Options
Select View
Download Attendance
Recent Courses







Grading - Attendance

▼ 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

Absent

Daily Attendance for 3/28/2007

Name	Attendance Status	Comments
 Abbott, Alexandra	Present	
 Harris, Robert	Absent	
 Rooney, Heather	Excused Tardy	

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

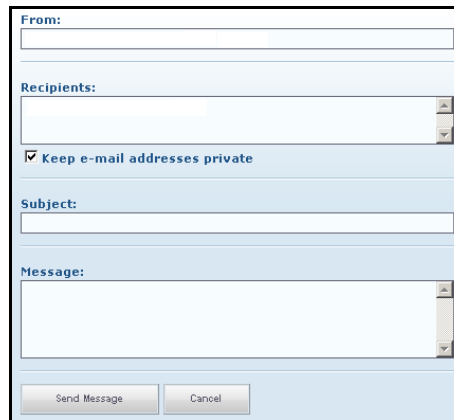
You can e-mail any or all of the students you have listed on the *Attendance* page.

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:

	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:

	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

Comma-Separated

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

	A	B	C	D	E	F	G
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	

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

Managing Your Faculty 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](#)
- [Removing an Assistant](#)

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 make sure you are selecting the correct person as your assistant, select the person's name. The system will display the person's dossier.
8. To the right of the name of the person who you want to be your assistant, select **Add**.
9. 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.
10. Do you want to name other assistants for this course section?
 - If YES, repeat steps 5 through 9.
 - If NO, select **Close Window** on the *Faculty Assistant Search* window.

11. 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
 - Set Up Activities
 - Set Up Grade Mappings
 - Access Activity Grades
 - Access Overall Grades
 - Submit Overall Grades (available if **Access Overall Grades** is checked)
12. Select **Save** to record the information for your assistants.
13. Review the list of assigned rights for those assistants for whom you have just entered changes.
14. Select **Confirm Changes** to record your updates.
15. **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.
4. Review your current list of assistants for the course section.
5. 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).
6. Select **Save**.
7. Review the list of assigned rights for those assistants for whom you have just entered changes.

8. Select **Confirm Changes** to record your updates.

Removing an Assistant

If you decide that you no longer want someone to be your assistant and have access to your course information, follow these steps.

1. **Select** the **Course** section for which you want to remove an assistant.
2. Select the **name** of the person you no longer want to be your assistant.
3. On the drop-down list, select **Remove**.
4. When the system informs you that the assistant was removed successfully, select **OK**.

The system will e-mail the person about being removed as an assistant for this course.

Approving Course 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 **Department** 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 **Department** 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 **Department** 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	<p>The names of the faculty members who are scheduled to teach the course.</p> <p>If you want to find out more information about an instructor, select the instructor's name. The system will display the instructor's dossier, which may include the following information:</p> <ul style="list-style-type: none">• Faculty member's E-mail Address, Address, and Phone Number• How to reach the faculty member's Emergency Contacts• Faculty member's Office location and phone number• Faculty member's Position• Faculty member's Course Schedule

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.

Managing Courses in Your Department

Department Heads can view and enter information for all the courses that are being offered by their departments. For example, if you have been named as the department head for the English department, you should be able to access information for all the course sections being offered by the English department.

- [Viewing the Class List for a Department Course](#)
- [Viewing the Waitlist for a Department Course](#)
- [Defining Activities for a Department Course](#)
- [Mapping Grades for a Department Course](#)
- [Using a Home Page for a Department Course](#)
- [Entering Activity Grades for a Department Course](#)
- [Viewing Overall Grades for a Department Course](#)
- [Entering Violations for a Department Course](#)
- [Entering Attendance for a Department Course](#)

If you need to access more information about a student who is taking a department course, follow the instructions for [Advising Students](#).

Viewing the Class List for a Department Course

You can display a list of the students who have enrolled in a specified course section.

1. Select the **Department** tab.
2. Select the **Manage Courses** menu item.
3. Select the department, year, or faculty member for the course.
4. Select the course section for which you want to display the class list.
5. From the drop-down list, select the **Class List** option.

Viewing the Class List for a Department Course

6. View the *Class List* for the specified course section.

<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 list, select View Dossier. 3. 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) • Address and phone information • Residency information • Emergency Contacts • Academic information (GPA and Curriculum) • Associations to which the student has belonged • Student course schedule 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.
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 the Class List for a Department Course](#).
11. If you want to e-mail the students, follow the instructions for [E-mailing Students in a Department Course](#).
12. If you want to print out your class list, follow these steps:
- Select **Print List**.
 - Select **Print**.
 - Specify your printer options.

Viewing the Class List for a Department Course

Downloading the Class List for a Department Course

You can download information about the students, who are attending a course section, to a file.

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

Enrollment - Class List									
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		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

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.)

- 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 a Department Course

You can send an e-mail to specified students, or all students, in a course section.

1. If you have not already done so, follow the instructions for [Viewing the Class List for a Department 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.

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. It has a 'From:' field at the top, followed by a 'Recipients:' field with a dropdown arrow. Below that is a checkbox labeled 'Keep e-mail addresses private' which is checked. Then there is a 'Subject:' field and a larger 'Message:' text area with a vertical scrollbar. At the bottom are two 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**.

Viewing the Waitlist for a Department Course

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

1. Select the **Department** tab.
2. Select the **Manage Courses** menu item.
3. Select the department, year, or faculty member for the course.
4. Select the course section for which you want to display the class list.
5. From the drop-down list, select the **Waitlist** option.
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	Displays the rank of each student on the waitlist. The rank is based on: <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. A rank of P (Pending) indicates that the student is now eligible to register for the waitlisted course.
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.

Viewing the Waitlist for a Department Course

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 the Waitlist for a Department Course*](#).

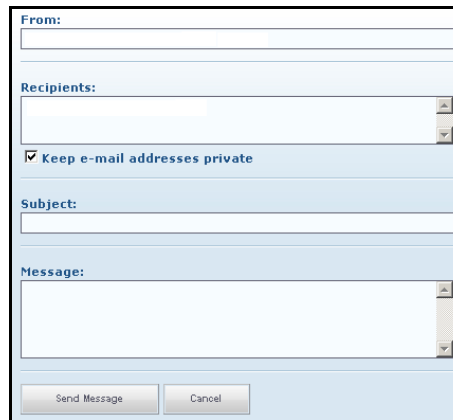
E-mailing Students on the Waitlist for a Department Course

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 **Department** tab.
 - Select the **Manage Courses** menu item.
 - Select the department, year, or faculty member for the course.
 - Select the course section for which you want to display the class list.
 - From the drop-down list, select the **Waitlist** option.
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.
<p>* The checkbox will be grayed out for any student who does not have an e-mail address on file.</p>	

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**.

Defining Activities for a Department Course

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

BEFORE you start entering information about the Activities for a course, you need to understand the basics about [Weighting Activities for a Department Course](#).

Once you understand how weighting activities affects the calculation of students' overall grades, you will be ready to specify information about the activities for a course.

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

Weighting Activities for a Department Course

By weighting the activities for a department course, you answer the following questions:

1. [*How Many Points is Each Activity Worth?*](#)
2. [*Should the Score for One Activity Count More Than Other Activities?*](#)
3. [*Should Scores for one Activity Type Count More Than Other Types?*](#)

Once you understand the different weighting methods, you should see [*How Weights Are Entered on the Activities Page.*](#)

How Many Points is Each Activity Worth?

The first step in setting up activity grading is to determine how each individual activity is to be scored on its own. Each activity is assigned a number of **Possible Points**, which is the maximum score a student can earn for that activity.

Here are some examples for setting **Possible Points** for an activity:

- An essay graded on a scale of 0-4 points would have a **Possible Points** value of 4.
- For a 20-question multiple-choice quiz, you would set the **Possible Points** based on the point value of each question. For example:
 - Set the **Possible Points** to 20 if each question was worth 1 point, or
 - Set the **Possible Points** to 100 if each question was worth 5 points
- For percentage-based scores, the **Possible Points** is set to 100.

Now, answer the next question: [*Should the Score for One Activity Count More Than Other Activities?*](#)

Should the Score for One Activity Count More Than Other Activities?

Now you see how your assignment of **Possible Points** for each activity allows the system to calculate students' scores for each activity. To determine students' overall course grades, you must specify how the scores for the individual activities are to be combined into a total score for the course.

The **Activity Weighting Methods** allow you to indicate how much each activity contributes to the total score for the course.

<i>Activity Weighting Method</i>	<i>Description</i>
By Possible Points	You can use the Possible Points for each activity to not only provide a scale for grading that individual activity, but also to indicate how much that activity contributes to the course grade as compared to other activities for the course. For example, if <i>Quiz 2</i> is twice as important as <i>Quiz 1</i> , the instructor makes the possible points for <i>Quiz 2</i> twice as high as <i>Quiz 1</i> . If all of the activities in the course follow this rule, the instructor should use the By Possible Points weighting method.
Enter for Each Activity	We have already talked about how the number of Possible Points you assign to activities can indicate how much more important one activity is in determining students' overall grades. If the Possible Points are not enough to indicate how much more important the score for one activity is than the score for other activities, you should also Enter weights for Each Activity .
Equally	You may want all the course activities to contribute Equally to the course grade, regardless of their Possible Points . You could select the Enter for each Activity weighting method and assign the same weight to each activity, but it would be easier to just choose to weight them Equally .

Now, answer the next question: [Should Scores for one Activity Type Count More Than Other Types?](#)

Should Scores for one Activity Type Count More Than Other Types?

You may only need to set the **Possible Points** for each activity and the **Activity Weighting Method** for grading the activities for your course. You may, however, want to enforce an additional set of weights based on the type of activity.

For example, you may use three **types** of activities for your course, *Homework*, *Quizzes*, and *Exams*. You may want the scores for *Exams* to count for 50% of the overall grade, and the scores for *Homework* and *Quizzes* at 25% each. While it may be possible for you to use the **Activity Weighting Methods** to set the weighting for the activities so that the overall grades are calculated accordingly, it will not always be easy. As activities of one type are added or their weights are adjusted, you would need to adjust the weighting of activities of the other types in order to maintain the desired balance. In this case, you should choose to **Weight by Type of Activity**, so the system automatically adjusts the other activity types.

When enabled, the **Weight by Type of Activity** option allows you to define a relative weight for each type of course activity. The weights can be based on percentages (e.g. Homework=25, Quizzes=25, Exams=50) or simple multipliers (e.g. Homework=1, Quizzes=1, Exams=2).

Note: Even when weighting by activity type, the Activity Weighting Methods defined above are still used to determine the contribution of the individual activities. The only difference is that the contribution is relative to other activities of the same type rather than to all other activities in the course.

Now that you understand weighting, you are ready to see [How Weights Are Entered on the Activities Page](#).

How Weights Are Entered on the Activities Page

Now that we've discussed the basics about the different weighting methods you can use to indicate the importance of some activities over others in determining students' overall grades, let's look at how activity weights are entered on the course *Activities* 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 Drop Lowest / Drop Highest / Final: Weight Drop Lowest / Drop Highest /

Title	Assigned Due	Possible Points	Midterm Weight	Final Weight
Midterm		100	50 50.00%	25 16.67%
Test		100	0 0.00%	50 33.33%

Quiz (1 items)

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

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

Weight by Type of Activity ☒ (A)

How to Weight Activities

☐ By Maximum Points

☐ Equally

☒ Enter for Each Activity (C)

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).

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.

Defining Activities for a Department Course

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

<i>Weight Activities</i>	<i>Description</i>
By Possible 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 .

3. 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.

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

4. 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). Scores for **Extra Credit** activities cannot be dropped.
5. Select **Save** to record the information for the course section.

Adding an Activity for a Department 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. To add a course activity, follow these steps.

1. Select the **Department** tab.
2. Select the **Manage Courses** menu item.
3. Select the department, year, or faculty member for the course.
4. Select the course section for which you want to add activities.
5. From the drop-down list, select the **Activities** option.
6. 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 Possible 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**.
7. If no activities have been added for the course yet, select **Add Activity**; otherwise, select **Add an Activity**.

Defining Activities for a Department Course

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

Column	Description
Title	<p>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>).</p> <p>If you will be using a Course Home Page for your course, you MUST name the activity according to the following Microsoft SharePoint Services naming rules for folders, since folders will be created for the activity on the Course Home Page:</p> <ul style="list-style-type: none"> You CANNOT use any of the following characters anywhere in the activity title: ~, #, %, &, *, {, }, \, :, ?, /, <, >, , and “. You CANNOT use a period consecutively in the middle of an activity title (for example, <i>Activity..1</i>). You CANNOT BEGIN or END an activity title with a period. You CANNOT BEGIN or END an activity title with a space. You CANNOT END an activity title with any of the following: <ul style="list-style-type: none"> _archivos _arquivos _bestanden _bylos -Dateien _datoteke _dosyalar _elemei _fails _failid _fajlovi _ficheiros _fichiers _file _files .files -filer _fitxategiak _fixters _pliki _soubory _tiedostot
Activity Type	From the list of available activity types, select the activity type that best describes the new course activity. For example, <i>quiz</i> , <i>homework</i> , <i>exam</i> .
Description	Enter a description of the course activity.

<i>Column</i>	<i>Description</i>
Extra Credit	<p>If the activity is optional and need only be completed by students who want to improve their course grades, check the Extra Credit box. If the Extra Credit box is checked, the system will treat the activity differently than the required activities for the course.</p> <ul style="list-style-type: none"> The system will display (Extra Credit) next to the names of the extra credit activities on the <i>Activities</i> and <i>Activity Grades</i> pages, and in the <i>My Activities</i> and <i>Activity Detail</i> sections on the Course Home Page. A student's grades for any completed Extra Credit activities will be added to the student's calculated score for the required course activities. Although you can drop the lowest and highest scores for required course activities, scores for Extra Credit activities cannot be dropped.
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 Possible 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 Possible Points or Equally , specify whether the grade for this activity should be included when calculating the final grade.
Availability	<p>Specify whether information about this activity should:</p> <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.

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

10. 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 **Department** tab.
2. Select the **Manage Courses** menu item.
3. Select the department, year, or faculty member for the course.
4. Select the course section for which you want to copy activities from another course section.
5. From the drop-down list, select the **Activities** option.
6. From the list of years, terms, and sessions, select the course.
7. On the *Activities* page, select the **Copy Activities** option.

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

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

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

10. 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.
11. On the *Copy Activities - Success* window, select **Close Window**.
12. Review the list of copied activities.
13. As necessary, update the list of activities for the course section. For example:
- Edit the dates for the course activities, and any of the other information about the activities. Refer to [Editing an Activity for a Department Course](#).
 - Delete any activities you do not plan to use for the course section. Refer to [Deleting Activities for a Department Course](#).
 - 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 Activity Media for a Department Course](#).

Copying an Activity for a Department Course

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

1. Select the **Department** tab.
2. Select the **Manage Courses** menu item.
3. Select the department, year, or faculty member for the course.
4. Select the course section for which you want to copy an activity.
5. From the drop-down list, select the **Activities** option.
6. On the *Activities* page, review the list of activities that have been defined for the course section.
7. Select the activity you want to duplicate.
8. On the drop-down list, select **Copy**.

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

Column	Description
Title	<p>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>).</p> <p>If you will be using a Course Home Page for your course, you MUST name the activity according to the following Microsoft SharePoint Services naming rules for folders, since folders will be created for the activity on the Course Home Page:</p> <ul style="list-style-type: none"> You CANNOT use any of the following characters anywhere in the activity title: ~, #, %, &, *, {, }, \, :, ?, /, <, >, , and “. You CANNOT use a period consecutively in the middle of an activity title (for example, <i>Activity..1</i>). You CANNOT BEGIN or END an activity title with a period. You CANNOT BEGIN or END an activity title with a space. You CANNOT END an activity title with any of the following: <ul style="list-style-type: none"> _archivos _arquivos _bestanden _bylos -Dateien _datoteke _dosyalar _elemei _fails _failid _fajlovi _ficheiros _fichiers _file _files .files -filer _fitxategiak _fitxers _pliki _soubory _tiedostot
Activity Type	From the list of available activity types, select the activity type that best describes the new course activity. For example, <i>quiz</i> , <i>homework</i> , <i>exam</i> .
Description	Enter a description of the course activity.

Defining Activities for a Department Course

<i>Column</i>	<i>Description</i>
Extra Credit	<p>If the activity is optional and need only be completed by students who want to improve their course grades, check the Extra Credit box. If the Extra Credit box is checked, the system will treat the activity differently than the required activities for the course.</p> <ul style="list-style-type: none"> The system will display (Extra Credit) next to the names of the extra credit activities on the <i>Activities</i> and <i>Activity Grades</i> pages, and in the <i>My Activities</i> and <i>Activity Detail</i> sections on the Course Home Page. A student's grades for any completed Extra Credit activities will be added to the student's calculated score for the required course activities. Although you can drop the lowest and highest scores for required course activities, scores for Extra Credit activities cannot be dropped.
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 Possible 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 Possible Points or Equally , specify whether the grade for this activity should be included when calculating the final grade.
Availability	<p>Specify whether information about this activity should:</p> <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.

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

11. **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.
12. If you need to provide your students with any documents in order to complete this activity, continue with [*Managing Activity Media for a Department Course*](#).

Editing an Activity for a Department Course

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 **Department** tab.
2. Select the **Manage Courses** menu item.
3. Select the department, year, or faculty member for the course.
4. Select the course section for which you want to edit the activities.
5. From the drop-down list, select the **Activities** option.
6. View the Activity information that has already been specified for the course.
7. Select the activity you want to update.
8. On the drop-down list, select **Edit**.

Defining Activities for a Department Course

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

Column	Description
Title	<p>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>).</p> <p>If you will be using a Course Home Page for your course, you MUST name the activity according to the following Microsoft SharePoint Services naming rules for folders, since folders will be created for the activity on the Course Home Page:</p> <ul style="list-style-type: none"> You CANNOT use any of the following characters anywhere in the activity title: ~, #, %, &, *, {, }, \, :, ?, /, <, >, , and “. You CANNOT use a period consecutively in the middle of an activity title (for example, <i>Activity..1</i>). You CANNOT BEGIN or END an activity title with a period. You CANNOT BEGIN or END an activity title with a space. You CANNOT END an activity title with any of the following: <ul style="list-style-type: none"> _archivos _arquivos _bestanden _bylos -Dateien _datoteke _dosyalar _elemei _fails _failid _fajlovi _ficheiros _fichiers _file _files .files -filer _fitxategiak _fixters _pliki _soubory _tiedostot
Activity Type	From the list of available activity types, select the activity type that best describes the course activity. For example, <i>quiz</i> , <i>homework</i> , <i>exam</i> .
Description	Enter a description of the course activity.

<i>Column</i>	<i>Description</i>
Extra Credit	<p>If the activity is optional and need only be completed by students who want to improve their course grades, check the Extra Credit box. If the Extra Credit box is checked, the system will treat the activity differently than the required activities for the course.</p> <ul style="list-style-type: none"> The system will display (Extra Credit) next to the names of the extra credit activities on the <i>Activities</i> and <i>Activity Grades</i> pages, and in the <i>My Activities</i> and <i>Activity Detail</i> sections on the Course Home Page. A student's grades for any completed Extra Credit activities will be added to the student's calculated score for the required course activities. Although you can drop the lowest and highest scores for required course activities, scores for Extra Credit activities cannot be dropped.
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 Possible 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 Possible Points or Equally , specify whether the grade for this activity should be included when calculating the final grade.
Availability	<p>Specify whether information about this activity should:</p> <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.

10. Select **Save** to record your changes.

11. If you need to review or change any of the documents that are listed for this activity, select **Manage Activity Media**.

12. On the *Activity Documents* site, select **Upload**.

Defining Activities for a Department Course

13. Browse to find the document file you need to upload for the specified activity.

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

Deleting Activities for a Department Course

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 **Department** tab.
2. Select the **Manage Courses** menu item.
3. Select the department, year, or faculty member for the course.
4. Select the course section for which you want to delete activities.
5. From the drop-down list, select the **Activities** option.
6. 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 list, 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 Activity Media for a Department Course

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.

- [Following the Rules for Naming Files](#)
- [Uploading Files to a Course Home Page](#)

Following the Rules for Naming Files

You **MUST** make sure that your file follows the Microsoft SharePoint Services rules for naming files before you can upload the file to a Course Home Page.

- You **CANNOT** use any of the following characters anywhere in a file name:

~	#	%	&	*
{	}	\	:	?
/	<	>		"

- You **CANNOT** use a period consecutively in the middle of a file name (for example, *My..File*).
- You **CANNOT** BEGIN or END a file name with a period.
- You **CANNOT** END a file name with:

_archivos	_dosyalar	_fichiers	_fitxers
_arquivos	_elemei	_file	_pliki
_bestanden	_fails	_files	_soubory
_bylos	_failid	.files	_tiedostot
-Dateien	_fajlovi	-filer	
_datoteke	_ficheiros	_fitxategiak	

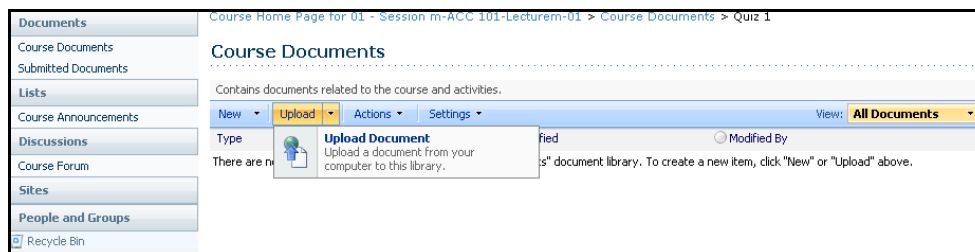
Uploading Files to a Course Home Page

As long as your file follows the Microsoft SharePoint Services rules for naming files, you can upload it to a Course Home Page.

1. Select the **Department** tab.
2. Select the **Manage Courses** menu item.
3. Select the department, year, or faculty member for the course.
4. Select the course section for which you want to add activities.
5. From the drop-down list, select the **Activities** option.
6. Select the activity for which you want to update media.
7. On the drop-down list, select **Manage Media**.

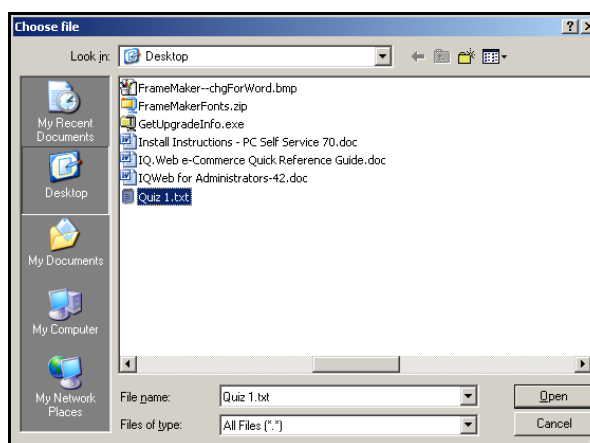
Defining Activities for a Department Course

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



9. Select **Browse**.

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



11. Select **Open**.

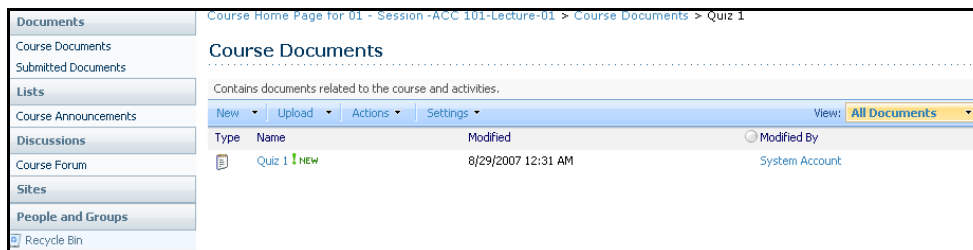
12. Select **OK** to upload the file to the document folder for the activity.

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

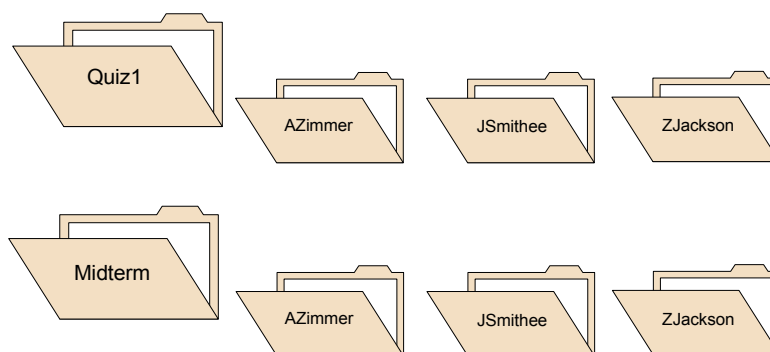
 A screenshot of the 'Course Documents: Quiz 1' form. At the top, a yellow message box says 'The document was uploaded successfully. Use this form to update the properties of the document.' with 'OK' and 'Cancel' buttons. Below this is a toolbar with 'Delete Item' and 'Spelling...' options. The form has several fields: 'Name' (with a dropdown showing 'Quiz 1.txt'), 'Title' (empty), 'First Date Available' (with a date and time picker set to 12 AM 00), and 'Last Date Available' (with a date and time picker set to 12 AM 00). At the bottom, it shows 'Created at 8/29/2007 12:28 AM by Ms. Lisa Appleton' and 'Last modified at 8/29/2007 12:28 AM by Ms. Lisa Appleton'. There are 'OK' and 'Cancel' buttons at the bottom right.

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.



- 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 Activity Grades for a Department Course](#).

Mapping Grades for a Department Course

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 Numeric to Letter Grades for a Dept Course](#)
- [Deleting the Grade Mappings for a Department Course](#)

Mapping Numeric to Letter Grades for a Dept Course

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

1. Select the **Department** tab.
2. Select the **Manage Courses** menu item.
3. Select the department, year, or faculty member for the course.
4. Select the course section for which you want to verify the grade mappings.
5. From the drop-down list, select the **Grade Mapping** option.
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.
Copy Grade Mappings	Use the grade mappings that have been defined for another course section. <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 Possible 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*	Specify the total number of points for course activities that count toward the Midterm and Final grades. 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.
* 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 Department Course

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

1. Select the **Department** tab.
2. Select the **Manage Courses** menu item.
3. Select the department, year, or faculty member for the course.
4. Select the course section for which you want to delete the grade mappings.
5. From the drop-down list, select the **Grade Mapping** option.
6. Select the **Delete All** option.

Mapping Grades for a Department Course

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:

<i>Select</i>	<i>To</i>
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 Possible 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 Home Page for a Department Course

You can create, view, and update Course Home Pages for the course sections that are offered by your department. The Course Home Page will be the common location where you, 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	<p>You can create a Course Home Page site for a course section which does not already have one.</p> <p>Refer to Creating a Home Page for a Department Course.</p>
View Site	<p>Once a Course Home Page has been created for a course section, you can view and update it.</p> <p>Refer to Viewing the Home Page for a Department Course.</p>
Inactivate Site	<p>You can inactivate your Course Home Page site whenever you are not ready for students to access it.</p> <p>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.</p> <p>Refer to Inactivating the Home Page for a Department Course.</p>
Activate Site	<p>You can activate a Course Home Page that has been inactivated.</p> <p>Refer to Activating the Home Page for a Department Course.</p>

Creating a Home Page for a Department Course

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 **Department** tab.
2. Select the **Manage Courses** menu item.
3. Select the department, year, or faculty member for the course.
4. Select the course section for which you want to create a Course Home Page.
5. From the drop-down list, select the **Course Home Page** option.

Using a Home Page for a Department Course

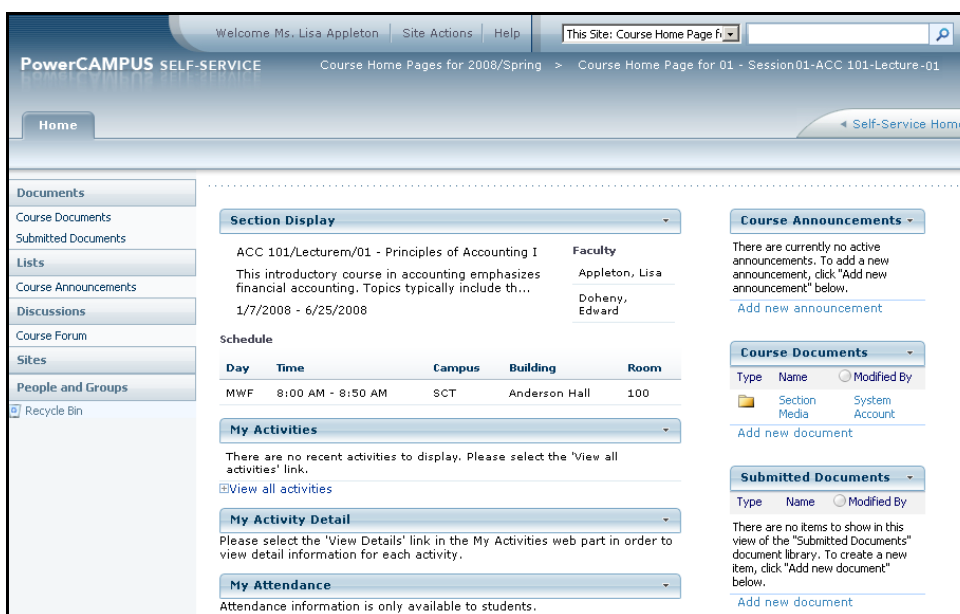
6. Select **Create Site**.
7. View the confirmation message.
8. You will need to **wait** for your Course Home Page site to be created. Your institution must run a job to create your new site and this job may be scheduled to run once a minute, hour, or day. When the system creates the site, it will:
 - Grant you, and any other **faculty** members who are scheduled to teach the course section, permission to view and update the site.
 - Grant permission to view and update the site to any users who have been asked to be **faculty assistants** for the course section.
 - If your school allows **department heads** to access Course Home Pages, the system will grant access to the heads of the department which offers the course section.
 - 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.
9. Select  to **Refresh** the information on the page.
10. Once the **View Site** option appears, follow the instructions for [Viewing Your Course's Home Page](#).

Viewing the Home Page for a Department Course

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

1. Select the **Department** tab.
2. Select the **Manage Courses** menu item.
3. Select the department, year, or faculty member for the course.
4. Select the course section for which you want to view the Course Home Page.
5. From the drop-down list, select the **Course Home Page** option.

6. Select **View Site** to access the Course Home Page site for the specified course.
7. 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.

<i>Web Part</i>	<i>Description</i>
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.

8. What do you want to do now?

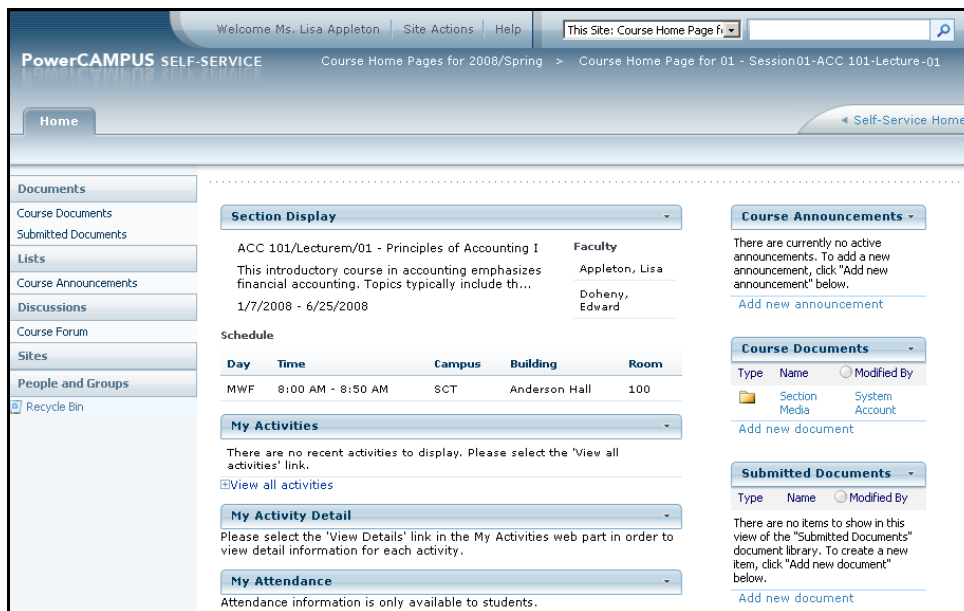
- To change the information on the Course Home Page, continue with **Step 8** in the instructions for [Updating Your Course's Home Page](#).
- To return to the Self-Service application, select the **Self-Service Home** link.


Updating the Home Page for a Department Course

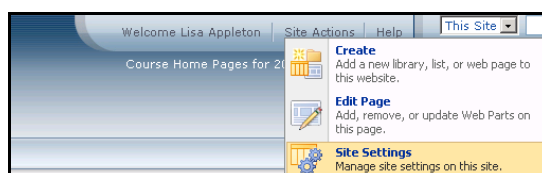
After you create your Course Home Page site, you can update it. For example, you can deactivate features that you do not want to use on your Course Home Page site.

1. Select the **Department** tab.
2. Select the **Manage Courses** menu item.
3. Select the department, year, or faculty member for the course.
4. Select the course section for which you want to update the Course Home Page.
5. From the drop-down list, select the **Course Home Page** option.

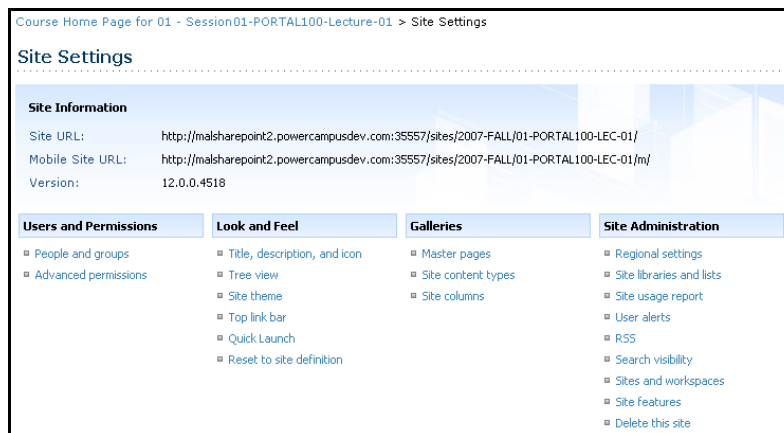
6. Select **View Site** to access the Course Home Page site for the specified course.
7. Review the information on your Course Home Page. For example:



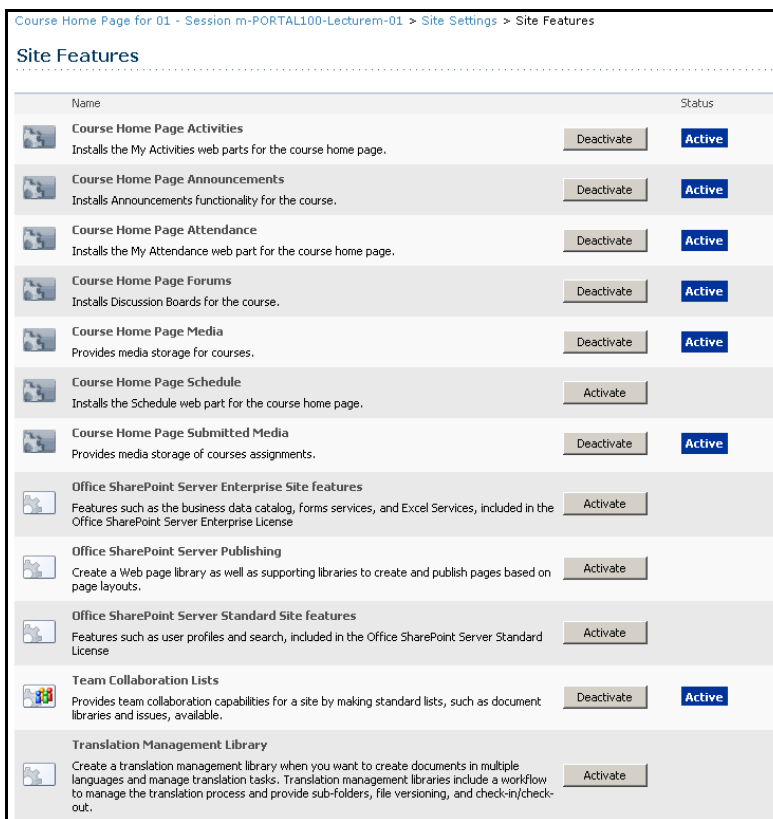
8. If you do not want to display any of the Web parts (for example, the *My Activities* and *My Activity Detail* Web parts if you are not using course activities to grade your students), select  in the upper-right corner of the Web part. This will close the Web part on the Course Home Page and remove it from your students' view of your Course Home Page.
9. 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 14**.
 - 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 10**.
10. From the **Site Actions** drop-down list, select **Site Settings**.



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



12. 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.



<i>Site Feature</i>	<i>Description</i>
Course Home Page Activities	<p>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 <i>My Activities</i> and <i>My Activity Detail</i> Web parts are displayed on your Course Home Page.</p> <p>The <i>My Activities</i> Web part includes the following information for each course activity:</p> <ul style="list-style-type: none"> • 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 <i>My Activity Detail</i> 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 <i>Announcements</i> Web part on the Course Home Page.
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	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.
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>

Using a Home Page for a Department Course

<i>Site Feature</i>	<i>Description</i>
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>

13. You can add, delete, or move Web parts on your Course Home page.

- On the **Site Actions** drop-down list, 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 list for the Web part.
- When you are finished making your changes, select **Exit Edit Mode**.

14. 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 Section Media for a Department Course](#). 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 Activity Media for a Department Course](#). The documents for an activity will be stored in a folder named for the activity.

Activating the Home Page for a Department Course

A Course Home Page site will automatically be activated when you create it. If you inactivate the 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 **Department** tab.
2. Select the **Manage Courses** menu item.
3. Select the department, year, or faculty member for the course.
4. Select the course section for which you want to activate the Course Home Page.
5. From the drop-down list, select the **Course Home Page** option.
6. Select **Activate Site**.

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

Inactivating the Home Page for a Department Course

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

1. Select the **Department** tab.
2. Select the **Manage Courses** menu item.
3. Select the department, year, or faculty member for the course.
4. Select the course section for which you want to inactivate the Course Home Page.
5. From the drop-down list, select the **Course Home Page** option.
6. Select **Inactivate Site**.

Managing Section Media for a Department Course

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

- [Following the Rules for Naming Files](#)
- [Uploading Files to a Course Home Page](#)

Following the Rules for Naming Files

You **MUST** make sure that your file follows the Microsoft SharePoint Services rules for naming files before you can upload the file to a Course Home Page.

- You **CANNOT** use any of the following characters anywhere in a file name:

~	#	%	&	*
{	}	\	:	?
/	<	>		"

- You **CANNOT** use a period consecutively in the middle of a file name (for example, *My..File*).
- You **CANNOT** BEGIN or END a file name with a period.
- You **CANNOT** END a file name with:

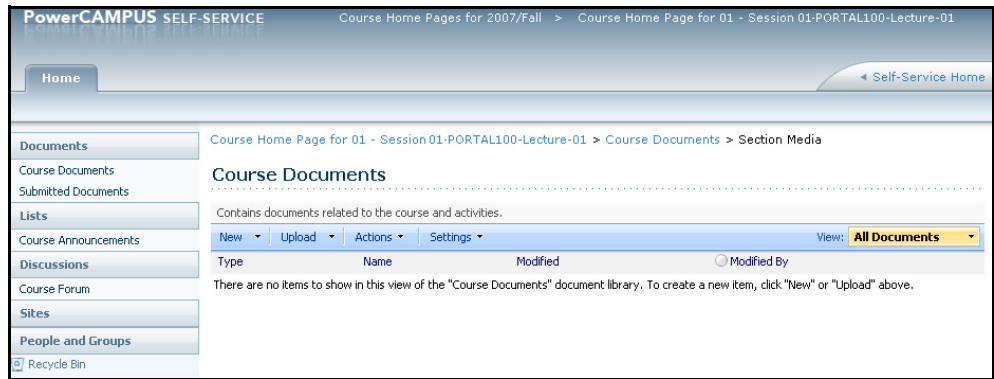
_archivos	_dosyalar	_fichiers	_fitxers
_arquivos	_elemei	_file	_pliki
_bestanden	_fails	_files	_soubory
_bylos	_failid	.files	_tiedostot
-Dateien	_fajlovi	-filer	
_datoteke	_ficheiros	_fitxategiak	

Uploading Files to a Course Home Page

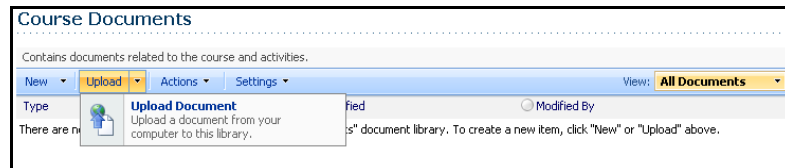
As long as your file follows the Microsoft SharePoint Services rules for naming files, you can upload it to a Course Home Page.

1. Select the **Department** tab.
2. Select the **Manage Courses** menu item.
3. Select the department, year, or faculty member for the course.
4. Select the course section for which you want to manage the media.
5. From the drop-down list, select the **Course Home Page** option.

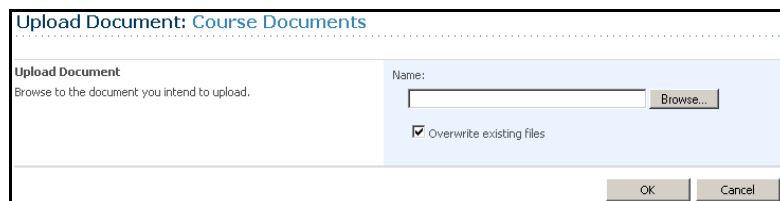
6. Select the **Manage Section Media** option.
7. Select **View Media**.
8. On the *Course Documents* site for the course section, view the list of documents that are in the **Section Media** folder.



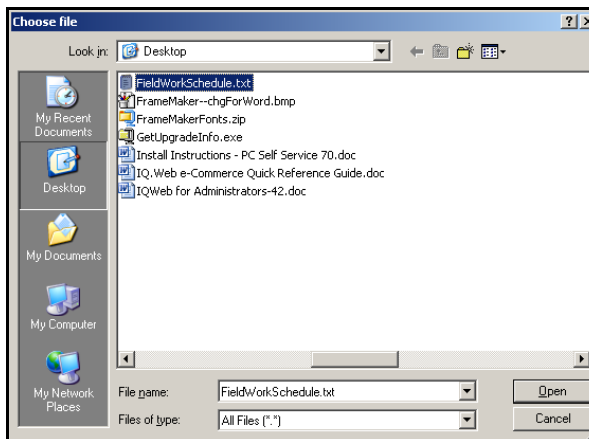
9. Select **Upload**.



10. On the Upload drop-down list, select **Upload Document**.
11. Select **Browse**.



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



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

Course Documents: FieldWorkSchedule

The document was uploaded successfully. Use this form to update the properties of the document.

OK Cancel

Delete Item Spelling... * indicates a required field

Name * FieldWorkSchedule.txt

Title

First Date Available 12 AM 00

Last Date Available 12 AM 00

Created at 8/28/2007 10:22 PM by Mrs. Brenda Smith
Last modified at 8/28/2007 10:22 PM by Mrs. Brenda Smith

OK Cancel

16. Select **OK**.
17. Verify that the document has been uploaded.

Course Documents				
Contains documents related to the course and activities.				
New	Upload	Actions	Settings	View: All Documents
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 Announcements for a Department Course

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 **Department** tab.
 - Select the **Manage Courses** menu item.
 - Select the department, year, or faculty member for the course.
 - Select the course section for which you want to post announcements.
 - From the drop-down list, select the **Course Home Page** option.
 - Select **View Site** to access the Course Home Page site for the specified course.
2. Review the information on your Course Home Page.

The screenshot shows the PowerCAMPUS Self-Service interface. The top navigation bar includes 'Welcome Ms. Lisa Appleton', 'Site Actions', 'Help', and a search bar. The main header displays 'PowerCAMPUS SELF-SERVICE' and the current page path: 'Course Home Pages for 2008/Spring > Course Home Page for 01 - Session01-ACC 101-Lecture-01'. A left sidebar contains a 'Home' button and a list of links: Documents, Course Documents, Submitted Documents, Lists, Course Announcements, Discussions, Course Forum, Sites, People and Groups, and a Recycle Bin. The main content area is divided into several sections:

- Section Display:** Shows course details for 'ACC 101/Lecture01 - Principles of Accounting I', including a description, dates (1/7/2008 - 6/25/2008), and faculty members (Appleton, Lisa; Doheny, Edward).
- Schedule:** A table with columns for Day, Time, Campus, Building, and Room. The entry shows 'MWF' at '8:00 AM - 8:15 AM' in 'SCT' building, 'Anderson Hall', room '100'.
- My Activities:** A section indicating no recent activities and providing a link to 'View all activities'.
- My Activity Detail:** A section with instructions to view details for each activity.
- My Attendance:** A section noting that attendance information is only available to students.
- Course Announcements:** A section stating there are no active announcements and providing a link to 'Add new announcement'.
- Course Documents:** A section with a table for document management (Type, Name, Modified By) and a link to 'Add new document'.
- Submitted Documents:** A section with a similar table and a link to 'Add new document'.

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 for a Department Course

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 **Department** tab.
 - Select the **Manage Courses** menu item.
 - Select the department, year, or faculty member for the course.
 - Select the course section for which you want to post information to a forum.
 - From the drop-down list, select the **Course Home Page** option.
 - Select **View Site** to access the Course Home Page site for the specified course.
2. Review the information on your Course Home Page.

The screenshot shows the PowerCAMPUS Self-Service interface. At the top, there is a navigation bar with "Welcome Ms. Lisa Appleton", "Site Actions", and "Help". Below this is a breadcrumb trail: "Course Home Pages for 2008/Spring > Course Home Page for 01 - Session01-ACC 101-Lecture-01". The main content area is divided into several sections:

- Section Display:** Shows the course title "ACC 101/Lecture01 - Principles of Accounting I", a description, and the dates "1/7/2008 - 6/25/2008". It also lists the faculty members: "Appleton, Lisa", "Doheny, Edward", and "Faculty".
- Schedule:** A table showing the course schedule.

Day	Time	Campus	Building	Room
MWF	8:00 AM - 8:50 AM	SCT	Anderson Hall	100
- My Activities:** A section with a message: "There are no recent activities to display. Please select the 'View all activities' link." and a link "View all activities".
- My Activity Detail:** A section with a message: "Please select the 'View Details' link in the My Activities web part in order to view detail information for each activity."
- My Attendance:** A section with a message: "Attendance information is only available to students."
- Course Announcements:** A section with a message: "There are currently no active announcements. To add a new announcement, click 'Add new announcement' below." and a link "Add new announcement".
- Course Documents:** A section with a table showing document types and a link "Add new document".

Type	Name	Modified By
Section Media		System Account
- Submitted Documents:** A section with a message: "There are no items to show in this view of the 'Submitted Documents' document library. To create a new item, click 'Add new document' below." and a link "Add new document".

On the left side, there is a sidebar with a "Home" button and a list of links: "Documents", "Course Documents", "Submitted Documents", "Lists", "Course Announcements", "Discussions", "Course Forum", "Sites", "People and Groups", and "Recycle Bin".

3. On the **Course Home Page Forums** Web part, view the current list of discussion topics.

Using a Home Page for a Department Course

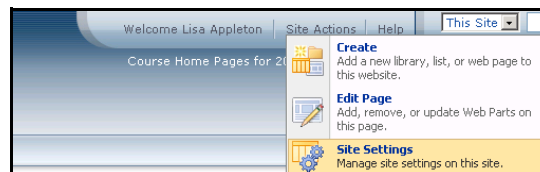
4. Add a new discussion topic or review the topics that have already been posted.

<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 list, 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.

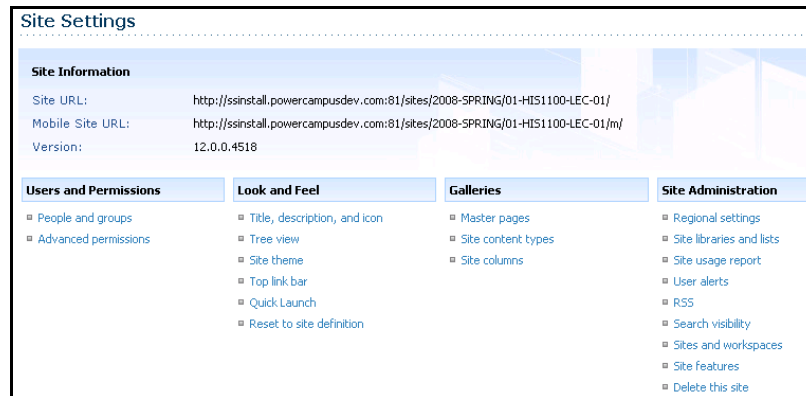
Deleting the Home Page for a Department Course

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

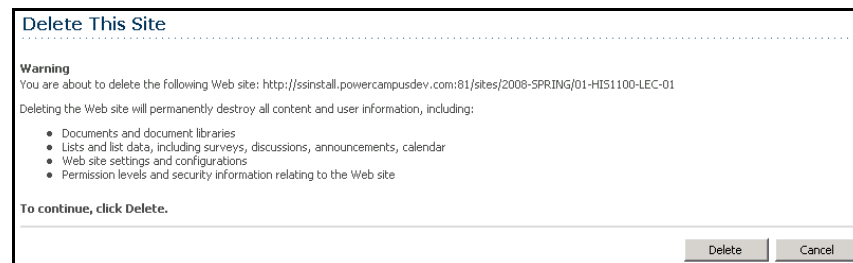
1. View the Course Home Page site that you want to delete.
2. From the **Site Actions** drop-down list, select **Site Settings**.



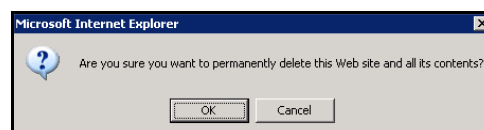
3. Under the *Site Administration* heading, select **Delete this Site**.



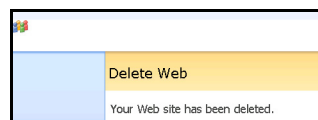
4. On the *Delete This Site* page, select **Delete**.



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



6. View the confirmation message.



Entering Activity Grades for a Department Course

For each of the activities that have been assigned for a course section offered by your department, you can perform these options:

- [Viewing Submitted Activities for a Department Course](#)
- [Entering Activity Grades for a Department Course](#)
- [E-mailing Activity Grades for a Department Course](#)
- [Downloading Activity Grades for a Department Course](#)
- [Viewing Activity Statistics for a Department Course](#)
- [Downloading Activity Statistics for a Department Course](#)

Viewing Submitted Activities for a Department Course

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

1. Select the **Department** tab.
2. Select the **Manage Courses** menu item.
3. Select the department, year, or faculty member for the course.
4. Select the course section for which you want to view the submitted activities.
5. From the drop-down list, select the **Activity Grades** option.
6. Under **View Grades for the Specified Activity**, select the course activity.
7. Verify that students have **Submitted** the activity.
8. Select the **Submitted Media** option.
9. On the *Submitted Documents* site for the course section and specified **Activity**, view the list of students' submitted media folders.
10. Open a student's submitted media folder and file.
11. Review the file, save the file to your computer to review it later, or print it out.
12. 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.

Entering Activity Grades for a Department Course

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

1. Select the **Department** tab.
2. Select the **Manage Courses** menu item.
3. Select the department, year, or faculty member for the course.
4. Select the course section for which you want to enter the activity grades.
5. From the drop-down list, select the **Activity Grades** option.
6. Select which activity grades you want to view.

<i>View</i>	<i>To</i>
All Students' Activity Grades	<p>Enter the number of points each student earned for each course activity. You can also:</p> <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	<p>Enter the number of Points each student Earned for the specified course activity, and assign a letter Grade for each student.</p> <p>From the drop-down list to the left of a student's name, you can also choose to:</p> <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	<p>Enter the number of Points the specified student Earned for each course activity, and assign a letter Grade for each activity.</p> <p>From the drop-down list to the left of a date, you can also choose to:</p> <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 NOT exceed the maximum number of points defined for the activity.

Entering Activity Grades for a Department Course

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 Activity Grades for a Department Course

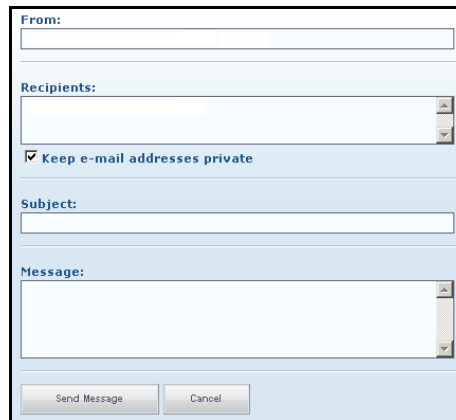
You can e-mail any or all of the students you have listed on the *Activity Grades* page.

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 **Department** tab.
 - Select the **Manage Courses** menu item.
 - Select the department, year, or faculty member for the course.
 - Select the course section for which you want to e-mail students their activity grades.
 - From the drop-down list, select the **Activity Grades** option.
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.

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 Activity Grades for a Department Course

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

1. Select the **Department** tab.
2. Select the **Manage Courses** menu item.
3. Select the department, year, or faculty member for the course.
4. Select the course section for which you want to download the activity grades.
5. From the drop-down list, select the **Activity Grades** option.
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.

Entering Activity Grades for a Department Course

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:

download.xls						
	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-Separated

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

download.tsv - Notepad						
	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-Separated

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

download.csv						
	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, Bo	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.

11. Select **Close Window**.

Viewing Activity Statistics for a Department Course

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 **Department** tab.
2. Select the **Manage Courses** menu item.
3. Select the department, year, or faculty member for the course.
4. Select the course section for which you want to view the activity statistics.
5. From the drop-down list, select the **Activity Grades** option.
6. Under **View Grades for the Specified Activity**, select the course activity.

The screenshot shows the 'Grading - Activity Grades' interface. On the left is a sidebar with 'Activity Grades' selected. The main area has a 'Select Course' dropdown showing 'Course: 2007/Spring/01 - Session - ART 101/Lecture/01'. Below this are three sections: 'View All Students' Activity Grades', 'View All Students' Activity Grades (Datasheet View)', and 'View Grades for the Specified Activity'. The 'View Grades for the Specified Activity' section is expanded, showing a list of activities: Homework 1, Homework 2, Quiz 1, Quiz 2, Research Paper 2, Test 1, Test 2, and Research Paper 1. Below this is a 'View Grades for the Specified Student' section showing a list of students: Abbott, Alexandra; Adams, Fred; and Koehler, Andrea.

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

The screenshot shows the 'Grading - Activity Grades' interface with the 'View Activity Statistics' option selected. The 'Select Course' dropdown shows 'Course: 2007/Spring/01 - Session - ART 101/Lecture/01'. The 'View Grades for the Specified Activity' section is expanded, showing 'Homework 1 -' with a due date of 9/30/2006 and total points of 100.000. Below this is a table of student grades:

Name	ID	Submitted	Points Earned	Possible Points	Grade	Grade Received
Abbott, Alexandra	222-222-222	<input type="checkbox"/>	90	100 90.00%	<input type="text"/>	2/13/2007 1.2
Adams, Fred	000-001-039	<input type="checkbox"/>	28	100 28.00%	<input type="text"/>	2/21/2007 1.2
Koehler, Andrea	000-000-693	<input type="checkbox"/>	27	100 27.00%	<input type="text"/>	2/21/2007 1.2

Below the table is a 'Save' button.

Entering Activity Grades for a Department Course

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

<i>Column</i>	<i>Description</i>
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 Activity Statistics for a Department Course](#).

Downloading Activity Statistics for a Department Course

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 Activity Statistics for a Department Course](#).
2. On the *Statistics* window, select **Download Statistics**.

Statistics for Homework 1								
Percent Graded	Percent Completed	Average Score	High Score	Low Score	Standard Deviation	Variance	Mode	
100%	100%	48.33	90	27	36.09	1302.33	90*	
* Multiple Modes exist for this series of data, largest Mode is displayed.								
3 out of 3 students have completed this assignment.								
3 out of 3 students have been graded.								
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:

download.xls									
	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:

download.tsv - Notepad									
File	Edit	Format	View	Help					
Title	Percent Graded	Percent Completed	Average Score	High Score	Low Score	Standard Deviation	Variance	Mode	
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:

download.csv									
	A	B	C	D	E	F	G	H	I
1	Title	Percent Gr	Percent C	Average S	High Score	Low Score	Standard C	Variance	Mode
2	Homework	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.

Viewing Overall Grades for a Department Course

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

<i>Select</i>	<i>To</i>
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**.

Viewing Overall Grades for a Department Course

Department heads can view and update students' grades for any of the course sections offered by their departments.

- [Checking Overall Grades for a Department Course](#)
- [Changing Students' Grades for a Department Course](#)
- [E-mailing Overall Grades for a Department Course](#)
- [Downloading Overall Grades for a Department Course](#)
- [Viewing Grade Statistics for a Department Course](#)
- [Downloading Grade Statistics for a Department Course](#)

Checking Overall Grades for a Department Course

Department heads can verify that the overall grades have been entered for any of the course sections offered by their departments.

1. Select the **Department** tab.
2. Select the **Manage Courses** menu item.
3. Select the department, year, or faculty member for the course.
4. Select the course section for which you want to enter overall course grades.
5. From the drop-down list, select the **Overall Grades** option.

6. Have the students' midterm and final grades been entered for the course section?
 - If YES, continue with step 7.
 - If NO, you can come back another time to review the students' grades after the faculty member has entered the grades, or you can follow the instructions for [Entering Students' Overall Grades](#).
7. As the Department Head, you can track who entered a student's grades and when the grades were entered.
 - Select the arrow to the left of the **Name** of the student.
 - On the drop-down list, select **Midterm Details** or **Final Details**, depending on which grade tracking information you want to view.
 - On the *Details* pop-up window, view the information about the student's grade: **Created by**, **Date Created**, **Last Modified by**, and **Date Last Modified**.
 - Select **Close** to clear the pop-up window.
8. If you need to change a student's **Actual Grade** and that grade is displayed as a link, complete these steps.
 - Select the **Actual Grade** that you want to change for a student.
 - On the *Change Grade* window, specify the correct grade for the student.
 - Enter a comment that explains why you are changing the student's grade.
9. Select **Submit** to record the grade change information.
10. If you are ready to approve the grades, follow the instructions for [Approving Students' Grades for a Course](#).

Entering Students' Overall Grades

1. If you are not already viewing the *Overall Grades* page for the course section for which you want to enter students' midterm or final grades, follow these steps:
 - Select the **Department** tab.
 - Select the **Manage Courses** menu item.
 - Select the department, year, or faculty member for the course.
 - Select the course section for which you want to enter overall course grades.
 - From the drop-down list, select the **Overall Grades** option.

Viewing Overall Grades for a Department Course

- If activities have been set up for the course section and grades have been entered for these activities, apply the midterm and final grades.

Select	To
Apply Midterm	<p>If your institution is using midterm grading and the Calculated Score is not yet displayed for the midterm grades, select Apply Midterm to display the calculated midterm grades.</p> <ul style="list-style-type: none"> The letter grade which maps to the Calculated Score will be displayed in parenthesis. A student's midterm grade will only be displayed if grades have been entered for ALL the activities which count toward the midterm grade.
Apply Final	<p>Display the Calculated Score for the final grades.</p> <ul style="list-style-type: none"> The letter grade which maps to the Calculated Score will be displayed in parenthesis. A student's final grade will only be displayed if grades have been entered for ALL the activities which count toward the final grade.

- 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 you, as the Department Head, have specified that you want to approve grades for this course section.
 - If you have permission to change students' transcript grades, the **Actual Grade** will appear as a link to a **Change Grade** popup window.
- Select the appropriate button to record the students' grades:

Button	Description
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 you as 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 Department Course

You can change students' actual grades for a course offered by your department IF the grading period is open AND you have permission to change students' transcript grades.

1. Select the **Department** tab.
2. Select the **Manage Courses** menu item.
3. Select the department, year, or faculty member for the course.
4. Select the course section for which you want to review and change students' actual grades.
5. From the drop-down list, select the **Overall Grades** option.
6. For each incorrect **Actual Grade** that is displayed as a link, complete these steps.
 - Select the **Actual Grade** that you want to change for a student.
 - On the *Change Grade* window, specify the correct grade for the student.
 - Enter a comment that explains why you are changing the student's grade.
7. Select **Submit** to record the grade change information.

E-mailing Overall Grades for a Department Course

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 **Department** tab.
 - Select the **Manage Courses** menu item.
 - Select the department, year, or faculty member for the course.
 - Select the course section for which you want to e-mail students their course grades.
 - From the drop-down list, select the **Overall Grades** option.

Viewing Overall Grades for a Department Course

- 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 at the top.
- Recipients:** A text input field with a dropdown arrow on the right.
- ☒ **Keep e-mail addresses private**: A checkbox located below the Recipients field.
- Subject:** A text input field below the Recipients field.
- Message:** A large text area with a scrollbar at the bottom.
- Buttons:** "Send Message" and "Cancel" buttons at the bottom of the window.

- 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 Overall Grades for a Department Course

You can download students' overall grades, for a course that is offered by your department, to a file.

- Select the **Department** tab.
- Select the **Manage Courses** menu item.

3. Select the department, year, or faculty member for the course.
4. Select the course section for which you want to download the overall course grades.
5. From the drop-down list, select the **Overall Grades** option.
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						
	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

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, Bot	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.

Viewing Overall Grades for a Department Course

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.
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 Grade Statistics for a Department Course

You can view statistics about the students' grades, for a course that is offered by your department, and download these statistics to a file.

1. Select the **Department** tab.
2. Select the **Manage Courses** menu item.
3. Select the department, year, or faculty member for the course.
4. Select the course section for which you want to download the course statistics.
5. From the drop-down list, select the **Overall Grades** option.
6. Select the **View Course Statistics** option.
7. View the grade statistics for the active students in the course section.

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.

<i>Column</i>	<i>Description</i>
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.
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 Grade Statistics for a Department Course](#).

Downloading Grade Statistics for a Department Course

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 Grade Statistics for a Department Course](#).
2. Select **Download Statistics**.

Viewing Overall Grades for a Department Course

3. Select the **Download Format**:**Select****To Download the Data in this Format****HTML**

In an HTML file. 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

Microsoft Word

In a Microsoft Word (.doc) file. 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

Microsoft Excel

In a Microsoft Excel (.xls) file. 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

Tab-SeparatedIn 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-SeparatedIn a Microsoft Office Excel Comma-Separated Values (.csv) file.
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

- Highlight the **Available Columns** you want to download.
- Select the ► to move the highlighted columns to the **Columns to Download** list.
- Use ▲ and ▼ to specify how you want to order the fields in the download file.
- Select **Download** to create the file with the course statistics.
- 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.

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

Entering Violations for a Department Course

When a student breaks a rule for a course section offered by your department, you can enter information about the violation.

- [Adding a Student Violation for a Department Course](#)
- [Editing a Student Violation for a Department Course](#)
- [Deleting a Student Violation for a Department Course](#)
- [Viewing Details about a Violation for a Department Course](#)
- [E-mailing Students About Violations in a Dept Course](#)
- [Downloading Student Violations for a Department Course](#)

Adding a Student Violation for a Department Course

You can add a student's violation for a course section offered by your department.

1. Select the **Department** tab.
2. Select the **Manage Courses** menu item.
3. Select the department, year, or faculty member for the course.
4. Select the course section for which you want to enter a violation.
5. From the drop-down list, select the **Violations** option.
6. On the drop-down list to the left of the student's name, select **Add Violation**.

Grading - Violations																									
<div>Activity Grades</div> <div>Overall Grades</div> <div>Violations</div> <div>Attendance</div> <div>Options</div> <div>+ Add Violation</div> <div>✉ E-Mail Selected</div> <div>⬇ Download</div> <div>Recent Courses</div>	<div>▼ Select Course</div> <div>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</div> <div>Violations by Student</div> <table border="1"> <thead> <tr> <th><input type="checkbox"/></th> <th>Name</th> <th>Category</th> <th>Violation</th> <th>Date</th> <th></th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td> Abbott, Alexandra</td> <td>Behavioral</td> <td>1. Inapprop. Language</td> <td>7/16/2007</td> <td>Edit Delete Details</td> </tr> <tr> <td><input type="checkbox"/></td> <td> Harris, Robert</td> <td>Behavioral</td> <td>1. Cheating on Exam</td> <td>8/17/2007</td> <td>Edit Delete Details</td> </tr> <tr> <td><input type="checkbox"/></td> <td> Roy, Heath</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	<input type="checkbox"/>	Name	Category	Violation	Date		<input type="checkbox"/>	Abbott, Alexandra	Behavioral	1. Inapprop. Language	7/16/2007	Edit Delete Details	<input type="checkbox"/>	Harris, Robert	Behavioral	1. Cheating on Exam	8/17/2007	Edit Delete Details	<input type="checkbox"/>	Roy, Heath				
<input type="checkbox"/>	Name	Category	Violation	Date																					
<input type="checkbox"/>	Abbott, Alexandra	Behavioral	1. Inapprop. Language	7/16/2007	Edit Delete Details																				
<input type="checkbox"/>	Harris, Robert	Behavioral	1. Cheating on Exam	8/17/2007	Edit Delete Details																				
<input type="checkbox"/>	Roy, Heath																								

Entering Violations for a Department Course

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

<i>Field</i>	<i>Entry</i>
Violation Type	From the drop-down list, 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.

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 for a Department Course

You can update the information about a student violation that you created for a course section offered by your department.

1. Select the **Department** tab.
2. Select the **Manage Courses** menu item.
3. Select the department, year, or faculty member for the course.
4. Select the course section for which you want to edit a violation.
5. From the drop-down list, select the **Violations** option.
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.)

Grading - Violations																									
<div>Activity Grades</div> <div>Overall Grades</div> <div>Violations</div> <div>Attendance</div> <div>Options</div> <div>+ Add Violation</div> <div>✉ E-Mail Selected</div> <div>⬇ Download</div> <div>Recent Courses</div>	<div>▼ Select Course</div> <div>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</div> <div>Violations by Student</div> <table border="1"> <thead> <tr> <th></th> <th>Name</th> <th>Category</th> <th>Violation</th> <th>Date</th> <th></th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Abbott, Alexandra</td> <td>Behavioral</td> <td>1. Inapprop. Language</td> <td>7/16/2007</td> <td>Edit Delete Details</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Harris, Robert</td> <td>Behavioral</td> <td>1. Cheating on Exam</td> <td>8/17/2007</td> <td>Edit Delete Details</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Roy, Heath</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Name	Category	Violation	Date		<input type="checkbox"/>	Abbott, Alexandra	Behavioral	1. Inapprop. Language	7/16/2007	Edit Delete Details	<input type="checkbox"/>	Harris, Robert	Behavioral	1. Cheating on Exam	8/17/2007	Edit Delete Details	<input type="checkbox"/>	Roy, Heath				
	Name	Category	Violation	Date																					
<input type="checkbox"/>	Abbott, Alexandra	Behavioral	1. Inapprop. Language	7/16/2007	Edit Delete Details																				
<input type="checkbox"/>	Harris, Robert	Behavioral	1. Cheating on Exam	8/17/2007	Edit Delete Details																				
<input type="checkbox"/>	Roy, Heath																								

- Review the information about the student's violation and enter any necessary changes.

<i>Field</i>	<i>Entry</i>
Violation	From the drop-down list, 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.

- Select **Save** to record your changes to the student's violation.

Deleting a Student Violation for a Department Course

You can delete a student violation that you created for a course section offered by your department.

- Select the **Department** tab.
- Select the **Manage Courses** menu item.
- Select the department, year, or faculty member for the course.
- Select the course section for which you want to delete a violation.
- From the drop-down list, select the **Violations** option.
- 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	Edit Delete Details
<input type="checkbox"/>	Harris, Robert	Behavioral	1. Cheating on Exam	8/17/2007	Edit Delete Details
<input type="checkbox"/>	Roy, Heath				

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

Viewing Details about a Violation for a Department Course

You can view information about the person who added a student violation for a course section offered by your department.

1. Select the **Department** tab.
2. Select the **Manage Courses** menu item.
3. Select the department, year, or faculty member for the course.
4. Select the course section for which you want to view student violations.
5. From the drop-down list, select the **Violations** option.
6. On the line with the violation for which you want to view more information, select **Details**.

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

<input type="checkbox"/>	Name	Category	Violation	Date	
<input type="checkbox"/>	Abbott, Alexandra	Behavioral	1. Inapprop. Language	7/16/2007	Edit Delete Details
<input type="checkbox"/>	Harris, Robert	Behavioral	1. Cheating on Exam	8/17/2007	Edit Delete Details
<input type="checkbox"/>	Roy, Heath				

7. 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.

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

E-mailing Students About Violations in a Dept Course

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

1. 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 **Department** tab.
 - Select the **Manage Courses** menu item.
 - Select the department, year, or faculty member for the course.
 - Select the course section for which you want to e-mail students about their violations.
 - From the drop-down list, select the **Violations** option.
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 a web-based email composition window. It has a light blue header and footer. The main area is white with light blue borders. The fields are: 'From:' with a text input box; 'Recipients:' with a text input box and a small 'x' icon on the right; a checked checkbox labeled 'Keep e-mail addresses private'; 'Subject:' with a text input box; and 'Message:' with a large text area and a small 'x' icon on the right. At the bottom, there are two buttons: 'Send Message' and 'Cancel'.

4. Verify the list of **Recipients**.

Entering Violations for a Department Course

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 Student Violations for a Department Course

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

1. Select the **Department** tab.
2. Select the **Manage Courses** menu item.
3. Select the department, year, or faculty member for the course.
4. Select the course section for which you want to download the list of violations.
5. From the drop-down list, select the **Violations** option.
6. Select the **Download Violations** option.

Activity Grades
Overall Grades
Violations
Attendance
Options
Add Violation
E-Mail Selected
Download
Recent Courses

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

<input type="checkbox"/>	Name	Category	Violation	Date	
<input type="checkbox"/>	Abbott, Alexandra	Behavioral	1. Inapprop. Language	7/16/2007	Edit Delete Details
<input type="checkbox"/>	Harris, Robert	Behavioral	1. Cheating on Exam	8/17/2007	Edit Delete Details
<input type="checkbox"/>	Roy, Heath				

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
		2. Inapprop. Language	• 12/5/2006
	• Dress Code	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
		2. Inapprop. Language	• 12/5/2006
	• Dress Code	3. Out of Uniform	• 12/4/2006

Microsoft Excel

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

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

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

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

download.csv				
	A	B	C	D
1	Name	Category	Violation	Date
2	Scott, Jam	Behavioral	Curfew	12/4/2006
3	Scott, Jam	Behavioral	Inapprop. L	12/5/2006
4	Scott, Jam	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 Attendance for a Department Course

You can enter attendance for any of the course sections offered by your department.

- [Listing Attendance for a Department Course](#)
- [E-mailing Students About Attendance in a Dept Course](#)
- [Downloading Attendance Records for a Dept Course](#)

Listing Attendance for a Department Course

You can enter students' attendance information for a course section offered by your department.

1. Select the **Department** tab.
2. Select the **Manage Courses** menu item.
3. Select the department, year, or faculty member for the course.
4. Select the course section for which you want to enter attendance.
5. From the drop-down list, select the **Attendance** option.
6. Select which attendance information you want to view.

<i>View</i>	<i>Description</i>
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 list 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 list 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.

View	Description
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 list to the left of a date, you can choose to view the Daily Attendance for all students on that day.</p>

- 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**.

Grading - Attendance

▼ 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

Absent Apply Status

Daily Attendance for 3/28/2007

Name	Attendance Status	Comments
Abbott, Alexandra	Present	
Harris, Robert	Absent	
Rooney, Heather	Excused Tardy	

Save

- 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.
- Select **Save** to record your attendance information.

E-mailing Students About Attendance in a Dept Course

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

- 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 **Department** tab.
 - Select the **Manage Courses** menu item.
 - Select the department, year, or faculty member for the course.
 - Select the course section for which you want to e-mail students about their attendance.
 - From the drop-down list, select the **Attendance** option.

Entering Attendance for a Department Course

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.

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.

The screenshot shows a web-based email composition window. It has a light blue header and footer. The main area is white with blue labels for each field. The 'From:' field is at the top. Below it is the 'Recipients:' field, which has a small 'x' icon on the right. Underneath the recipients field is a checkbox labeled 'Keep e-mail addresses private' which is checked. Below that is the 'Subject:' field. At the bottom of the main area is the 'Message:' field, which is a large text area with a vertical scrollbar on the right. At the very bottom of the window are two buttons: 'Send Message' and 'Cancel'.

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 for a Dept Course

You can download a list of the students' attendance records for a course section offered by your department.

1. Select the **Department** tab.
2. Select the **Manage Courses** menu item.
3. Select the department, year, or faculty member for the course.
4. Select the course section for which you want to download attendance information.
5. From the drop-down list, select the **Attendance** option.
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

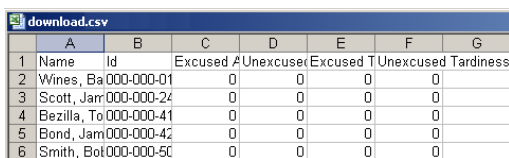
In a text (.tsv) file with each column of data separated by a tab.
For example:

download.tsv - Notepad						
	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

Entering Attendance for a Department Course

Select**To Download the Data in this Format****Comma-Separated**

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



	A	B	C	D	E	F	G
	Name	Id	Excused A	Unexcused A	Excused T	Unexcused T	Tardiness
1	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, Bol	000-000-50	0	0	0	0	

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

Advising Students

From the **Advising** tab, faculty members, advisors, department heads, and campus coordinators 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 faculty members, advisors, department heads, and campus coordinators to search for students they want to advise and then perform any of the advisory functions they are authorized to use.

<i>To</i>	<i>Follow The Corresponding Instructions</i>
Work With a Group of Advisees	<p>You can search for students to advise, e-mail selected advisees, or download a list of advisees.</p> <ul style="list-style-type: none"> • <i>Searching for Students to Advise</i> • <i>E-mailing Advisees</i> • <i>Downloading a List of Advisees</i>
View Information for a Specified Advisee	<p>You can view information for a specified advisee.</p> <ul style="list-style-type: none"> • <i>Viewing a Student's Course Schedule</i> • <i>Viewing a Student's Academic Plan</i> • <i>Viewing a Student's What If? Plan</i> • <i>Viewing a Student's Unofficial Transcript</i> • <i>Viewing a Student's Permission Requests</i> • <i>Approving a Student's Course Schedule</i> • <i>Viewing a Student's Schedule Requests</i> • <i>Viewing a Student's Grade Report</i> • <i>Viewing a Student's Attendance</i> • <i>Viewing a Student's Activities</i>

Searching for Students to Advise

Faculty members, advisors, department heads, and campus coordinators can search for a student they are authorized to advise, and then perform advisory functions for that student.

- [*Specifying Your Search Criteria*](#)
- [*Reviewing the Search Results*](#)

Specifying Your Search Criteria

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 the students in that list in alphabetical order by last name and first name. 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 have you assigned as their advisor for the most recent period within the range of periods administrators have chosen for the My Advisees list. Students who have withdrawn or graduated will not be included in the list. • My Students - Students who are registered for one or more of the OPEN courses that you are currently teaching at the institution. The My Students list will NOT include students who are registered for courses which have ended. • My Associations - Students who are members of your clubs, athletic teams, or groups in any of the periods administrators have chosen for the My Associations list. • All Students - Students who are enrolled at the institution in the range of periods administrators have chosen for the All Students list. Students who have withdrawn or graduated will not be included in the list. • Former Advisees - Students who you were assigned to advise for the periods administrators have chosen for the Former Advisees list, EXCEPT those students who would be listed on the My Advisees list. Students who have withdrawn or graduated will be included in the list. • Alumni - Students who have graduated. • My Department - Students who are taking courses offered by your department in any of the periods administrators have chosen for the My Department list. • My Campus - Students who are enrolled in courses on your campus in any of the periods administrators have chosen for the My Campus list. Students who have withdrawn or graduated will not be included in the list.
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.

<i>Select</i>	<i>Description</i>
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.
	<ol style="list-style-type: none"> 4. Review the search results. Refer to Reviewing the Search Results for more information. 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 <i>Manage Advisees</i> 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. <ul style="list-style-type: none"> • 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 • Viewing a Student's Attendance • Viewing a Student's Activities

Reviewing the Search Results

When you search for students to advise on the *Manage Advisees* page, 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.</p> <p>If you need to make sure that the student is the one you want to advise, or find out more information about the student, follow these steps to view the student's dossier.</p> <ol style="list-style-type: none"> 1. Select the student's name. 2. On the drop-down list, select View Dossier. 3. View the information that is available for the student, including: <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) • Address and phone information • Residency information • Academic information (GPA and Curriculum) • Student course schedule 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.
Warnings	<p>If your school administrators have chosen to display warnings for low grades and/or attendance, the Warnings column will appear on the page.</p> <ul style="list-style-type: none"> • If a student's grades have reached the low grade warning thresholds set by your school administrators, Low Grades will be displayed. • If a student's attendance has reached the low attendance warning thresholds set by your school administrators, Low Attendance will be displayed.
Pending Schedules	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.

<i>Field</i>	<i>Description</i>
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>

E-mailing Advisees

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

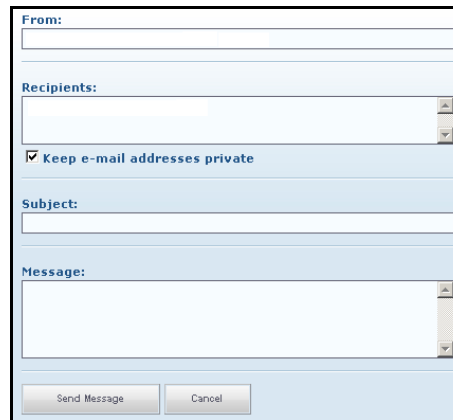
1. If you have not already done so, follow the instructions for [Searching for Students to Advise](#) to display the desired list of students on the *Manage Advisees* page.
2. Specify which students you want to e-mail.

<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.

Managing Your Advisees

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 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:

download-- AdvisingList.xls			
	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:

download.tsv - Notepad			
File	Edit	Format	View Help
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:

download.csv			
	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	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 list.
4. Specify whether you want to view the student's schedule in a **Text** list or on a calendar **Grid**.

<i>Format</i>	<i>Description</i>
Text	The Text list displays ALL the course details, including the course title and instructor's name.
Grid	<p>The Grid shows the student's courses on a calendar for the week, so you can clearly see when each course meeting is scheduled. For each course meeting, the grid will display the course number, building name, and room number.</p> <ul style="list-style-type: none">• If the student is not taking any courses on Saturday or Sunday, select Hide Weekend to remove the Saturday and Sunday columns from the grid.• To view the details for ONE day, select that day of the week. For example, to view the student's course schedule for <i>Wednesday</i>, you would select Wednesday on the calendar grid.

5. Choose the time **Period** for the schedule you want to view.
6. Specify which courses you want to include in the student's schedule.
 - **Courses** in the student's shopping **Cart**
 - **Waitlisted Courses**
 - **Continuing Education** courses with a start date or end date in the future
7. Select **Submit**.

8. If you are viewing the student's schedule in a **Text** list, the system will display different information for 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.

9. To find out more information about a course, select the course title.
10. 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 list, 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**.

<i>Select This View</i>	<i>To Display</i>
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:







<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</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 list, 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:

<i>Column</i>	<i>Typically Lists</i>
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>
	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.

Managing Your Advisees

<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</i> , <i>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	<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.
	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.

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 list, 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 list, select **Permission Requests**.

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</i> , <i>Approved</i> , or <i>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.

<i>Select</i>	<i>To</i>
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 schedule requests you want to view.

Managing Your Advisees

3. On the drop-down list, 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 list, 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.

<i>Column</i>	<i>Description</i>
Projected Grade	<p>If the student has received a grade for at least one course activity, the system can calculate the final grade the student is projected to earn for the course.</p> <ul style="list-style-type: none"> • ALL GRADED activities will be used to calculate the projected grade for a course. No activities are dropped. • The system will display the projected Score for the course and the corresponding letter Grade, according to the specified Final Grade Mappings. • If grades for the student's extra credit activities are entered before grades for required activities, the student's projected grade may be higher than expected until all the activity grades are entered. • The projected grade will be listed UNTIL the student's final grade is submitted for the course.
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**.

Viewing a Student's Attendance

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

1. If you have not already found the name of the student whose attendance 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 attendance you want to view.
3. On the drop-down list, select **Attendance**.
4. Select the **Period** for which you want to view the student's attendance.
5. View the overall attendance information for each of the student's courses for the specified period.

<i>Column</i>	<i>Description</i>
Course	The name of the student's course.
Present	The number of class meetings the student has attended.
Absence	The number of times the student has missed class meetings, with or without a good excuse.
Tardiness	The number of times the student was late to class meetings, with or without a good excuse.
Overall Attendance	The overall attendance rating the instructor has posted for the student for the course.
Last Attended	The last date on which the student attended the class.

6. If you want to view more details about the student's attendance, select the **Course**.

<i>Column</i>	<i>Description</i>
Date	The date of the class meeting.
Attendance Status	Whether the student was present, absent, or late for the class meeting.
Comments	Any comments the instructor posted about why the student was marked as absent or late.

7. 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 Activities

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

1. If you have not already found the name of the student whose activities 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 activities you want to view.
3. On the drop-down list, select **Activities**.
4. Select the **Period** for which you want to view the student's activities.
5. Select the **Course** for which you want to view the student's activities.
6. View the student's activities for the specified course.

<i>Column</i>	<i>Description</i>
Title	The name of the activity.
Assigned	The date on which the activity was assigned.
Due	The date on which the activity is due.
Submitted	The date on which the student submitted the completed activity.
Grade Received	The date on which the student's grade was posted for the activity.
Points Earned	The number of points the student earned for the activity.
Possible Points	The total number of points that could be earned for the activity.
Grade	The grade the student earned for the activity.

7. 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 Dossier

You can view personal data about an advisee (for example, phone number, residency information, emergency contacts, GPA and curriculum, associations, and course schedule).

1. If you have not already found the name of the student whose dossier 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 list, select **Dossier**.
4. Review the personal information that is available for the student, which may include:
 - Student's **Name** (*Prefix, First Name, Middle Name, Last Name, Former Name, Suffix, and Nickname*)
 - Student's preferred **E-mail Address**
 - Student's **Photo** (if your school has chosen to display photos)
 - Address and phone information
 - Residency information
 - Emergency Contacts
 - Academic information (GPA and Curriculum)
 - Associations to which the student has belonged
 - Student course schedule
5. When you have finished reviewing the student's information, select **Close Window**.

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

Searching for Students to Authorize for Registration

Faculty members, advisors, department heads, and campus coordinators can search for students they want to authorize to register for classes.

- [Specifying Your Student Search Criteria](#)
- [Reviewing the Search Results](#)

Specifying Your Student Search Criteria

1. Select the **Advising** tab.
2. Select the **Authorize Registration** menu item.
3. Search for the students, who you want to allow to register, in one of these ways:

Select	Description
List	<p>Select one of the lists at the left side of the <i>Authorize Registration</i> page to display information about the students in that list in alphabetical order by last name and first name. 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 have you assigned as their advisor for the most recent period within the range of periods administrators have chosen for the My Advisees list. Students who have withdrawn or graduated will not be included in the list. • My Students - Students who are registered for one or more of the OPEN courses that you are currently teaching at the institution. The My Students list will NOT include students who are registered for courses which have ended. • All Students - Students who are enrolled at the institution in the range of periods administrators have chosen for the All Students list. Students who have withdrawn or graduated will not be included in the list. • Former Advisees - Students who you were assigned to advise for the periods administrators have chosen for the Former Advisees list, EXCEPT those students who would be listed on the My Advisees list. Students who have withdrawn or graduated will be included in the list. • Alumni - Students who have graduated. • My Department - Students who are taking courses offered by your department in any of the periods administrators have chosen for the My Department list. • My Campus - Students who are enrolled in courses on your campus in any of the periods administrators have chosen for the My Campus list. Students who have withdrawn or graduated will not be included in the list.

Authorizing Students to Register for Classes

<i>Select</i>	<i>Description</i>
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.
<ol style="list-style-type: none">4. Review the search results. Refer to Reviewing the Search Results for more information.5. Verify that the correct students are listed. If the <i>desired students are not listed</i> in the search results, perform a New Search or an Advanced Search.	

Reviewing the Search Results

When you search for students on the *Authorize Registration* page, 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.</p> <p><i>If you need to make sure</i> that the student is the one you want to authorize to register, follow these steps to view the student's dossier.</p> <ol style="list-style-type: none"> 1. Select the student's name. 2. On the drop-down list, select View Dossier. 3. View the information that is available for the student, including: <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) • Address and phone information • Residency information • Academic information (GPA and Curriculum) • Student course schedule 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>

Selecting Students and Academic Periods

1. If you have not already done so, follow the instructions for [Searching for Students to Authorize for Registration](#) 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 list. 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](#).

- 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 a web-based email composition window. It has a light blue header and footer. The main area is white with blue labels for each field. The 'From:' field is at the top. Below it is the 'Recipients:' field, which includes a list of names and a 'Keep e-mail addresses private' checkbox that is checked. The 'Subject:' field is below the recipients. The 'Message:' field is a large text area at the bottom. At the very bottom are two buttons: 'Send Message' and 'Cancel'.

- 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**.

Displaying Pages in a Different Language

By default, the Self-Service pages are displayed in English and dates are displayed and entered in the format mm/dd/yy. If you want to display dates in a different format, change your browser's language options.

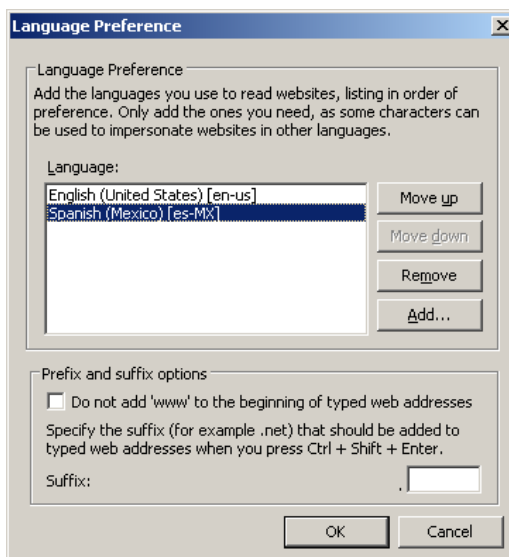
- [*If You Are Using Internet Explorer*](#)
- [*If You Are Using FireFox*](#)
- [*If You Are Using Safari*](#)

If You Are Using Internet Explorer

If you are using Internet Explorer, follow these steps to change the language options and display dates in another format.

1. Select **Tools** → **Internet Options**.
2. Select the **General** tab.
3. Select **Languages**.
4. Select **Add...** to display the list of languages.
5. Select the language you want to add.
6. Select **OK**.

7. Select the language and select **Move Up** until the selected language is listed **FIRST** on the *Language Preference* window. For example:



8. Select **OK** to save your changes.
9. Select **OK** to close the *Internet Options* window.

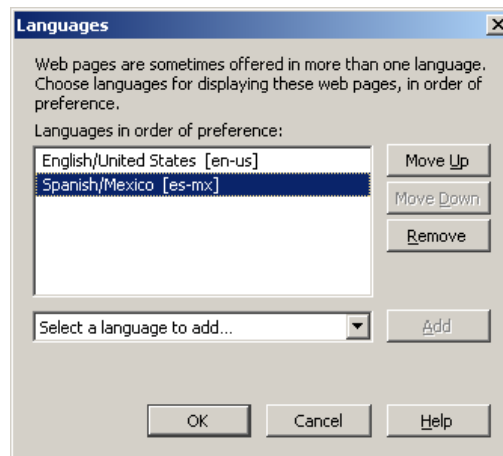
If You Are Using FireFox

If you are using Firefox, follow these steps to change the language options and display dates in another format.

1. Select **Tools** → **Options**.
2. At the top of the *Options* window, select **Content**.
3. In the *Languages* section, select **Choose...**.
4. To add a language, follow these steps:
 - Choose the **Select a language to add...** drop-down list.
 - Select the language you want to add.
 - Select **Add**.

If You Are Using Safari

5. Choose the language and select **Move Up** until the selected language is listed **FIRST** on the *Languages* window. For example:



6. Select **OK** to save your changes.
7. Select **OK** to close the *Options* window.

If You Are Using Safari

Safari will use the language of your operating system.

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