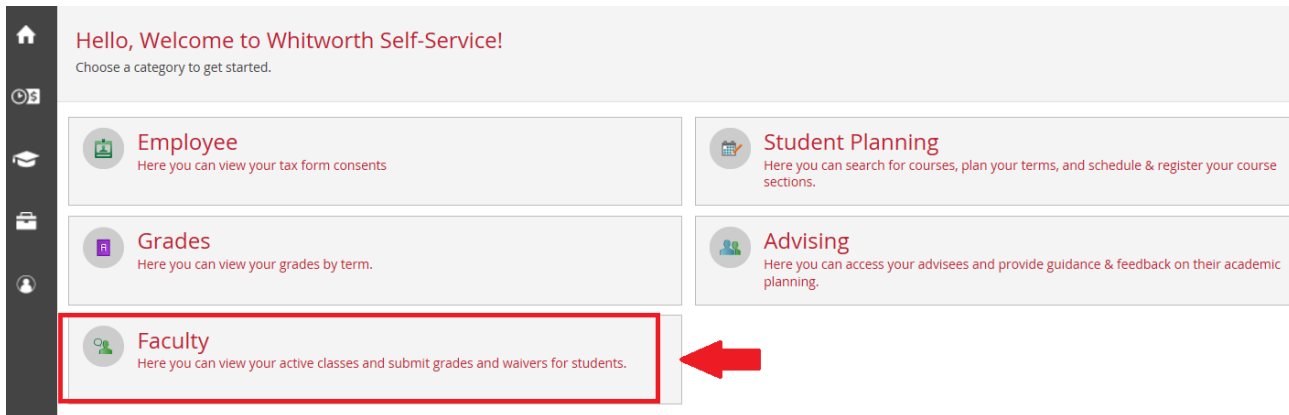


Faculty information in Self-Service

Faculty have access to rosters, grading, and other tools for the classes they are teaching in self-service.

To navigate to your Faculty dashboard:



Click on a topic below to learn how to use the Faculty features:

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Viewing your courses

The faculty sections shows a list of all classes you are an instructor of for the current term and past terms. Click on one of the classes to see more information.

Manage your courses by selecting a section below

2018 Fall Semester			
Section	Times	Locations	Books
MA-171-1: Calculus I	M/W/F 9:05 AM - 10:15 AM 9/5/2018 - 12/14/2018	Robinson Science Hall, 126 Regular Course	
MA-256-1: Elem Probability & Statistics	M/W/F 10:25 AM - 11:20 AM 9/5/2018 - 12/14/2018	Dixon Hall, 208 Regular Course	





2018 Jan Term			
Section	Times	Locations	Books
BU-248-1: Computerized Business Analysis	M/T/W/Th/F 1:00 PM - 4:00 PM 1/3/2018 - 1/25/2018	Harriet Cheney Cowles Library, 235 Regular Course	

Roster

The default page of your course will show your roster. *Here you can see the names, pictures, and other basic information about each of your students.*

BU-248-1: Computerized Business Analysis
2018 Jan Term
Whitworth Campus
M/TW/Th/F 1:00 PM - 4:00 PM
1/3/2018 - 1/25/2018
Harriet Cheney Cowles Library, 235
TBD

Roster Attendance Grading Books Permissions [Email All](#)

Student Name	Student ID	Class Level	Preferred Email
 At , L Senior l@my.whitworth.edu			
 Bi , A Junior a@my.whitworth.edu			
 H , T Senior t@my.whitworth.edu			
 H B Junior b@my.whitworth.edu			

You can print this page.





Emailing your roster

To email all students, press the Email All button on the main page. This will open Outlook and will BCC all students.

You can also click on individual emails to email just one student. This will also open Outlook.

BU-248-1: Computerized Business Analysis
2018 Jan Term
Whitworth Campus
M/TW/Th/F 1:00 PM - 4:00 PM
1/3/2018 - 1/25/2018
Harriet Cheney Cowles Library, 235
TBD

Roster Attendance Grading Books Permissions [Press here to email all your students at once](#) [Email All](#)

Student Name	Student ID	Class Level	Preferred Email
 At , L Senior l@my.whitworth.edu Press here to email just one student			
 Bi , A Junior a@my.whitworth.edu			
 H , T Senior t@my.whitworth.edu			
 H B Junior b@my.whitworth.edu			

Grading

You have the ability to submit both midterm and final grades on the “Grading” tab of your Faculty page.

BU-248-1: Computerized Business Analysis

2018 Jan Term

Whitworth Campus

M/T/W/Th/F 1:00 PM - 4:00 PM
1/3/2018 - 1/25/2018
Harriet Cheney Cowles Library, 235
TBD

Roster	Attendance	Grading	Books	Permissions	
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Please use these tools to enter midterm and final grades *on time* to ensure effective communication to students and for student success!

Entering Midterm Grades

On the grading tab, click on “Midterm 1”

BU-248-1: Computerized Business Analysis

2018 Jan Term

Whitworth Campus

M/T/W/Th/F 1:00 PM - 4:00 PM
1/3/2018 - 1/25/2018
Harriet Cheney Cowles Library, 235
TBD

Roster	Attendance	Grading	Books	Permissions	
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Overview	Final Grade	Midterm 1	
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For each student, use the dropdown to choose the appropriate midterm grade. You do not have to press an extra submit button; after you have selected the grade, it is saved! Feel free to make changes to the grade at any time if there is a change or if you make a mistake.

Student Name ^	Student ID ^	Never Attended ^	Last Date of Attendance ^	Final Grade ^	Expiration Date ^	Class Level ^	Credits
		<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Select grade ▾	<input type="text" value="M/d/yyyy"/>		
		<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Select grade ▾	<input type="text" value="M/d/yyyy"/>		
		<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Select grade ▾	<input type="text" value="M/d/yyyy"/>		3
		<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Select grade ▾	<input type="text" value="M/d/yyyy"/>		3

Check this box if the student never attended your class. Then enter the Final Grade as WW



If you entered an incomplete grade ("I"), enter the expiration date set by the registrar's office (6 weeks into the next long term)