

Faculty Self-Service User Guide

Logging In:

1) Login to Marynet and select Marynet for Faculty. Then select the **Self-Service Home** link from the My MU Plan menu.

The screenshot displays the 'ellucian UNIVERSITY' interface for faculty. At the top, there is a navigation bar with links: CHANGE PASSWORD, LOG OUT, MAIN MENU, FACULTY MENU, and CONTACT US. Below this, there are links for Marymount Registrar and Academics Menu. The main header reads 'FACULTY - MARYNET FOR FACULTY MENU' and 'Welcome Timothy!'. The content is organized into several sections:

- Personal Profile:** Position Summary, Leave Plan Summary, My Stipends
- Communication:** My Documents
- Faculty Information:** Advisees List, Class Roster, Grading, My Class Schedule, Student profile, Maintain Books, Section Textbook Report
- Budgeting:** My Budget Selection, Budget Summary - Email
- My MU Plan:** Self-Service Home (highlighted with a red box), My MU Plan - Register for Classes, Advising Overview

At the bottom, there is another navigation bar with the same links as the top, and 'MARYMOUNT UNIVERSITY' is displayed in the bottom right corner.

2) From the Self-Service Home menu, select the **Faculty** menu option. The other available menu options may vary for each faculty member depending on their roles (for example, advisor role or adjunct role).

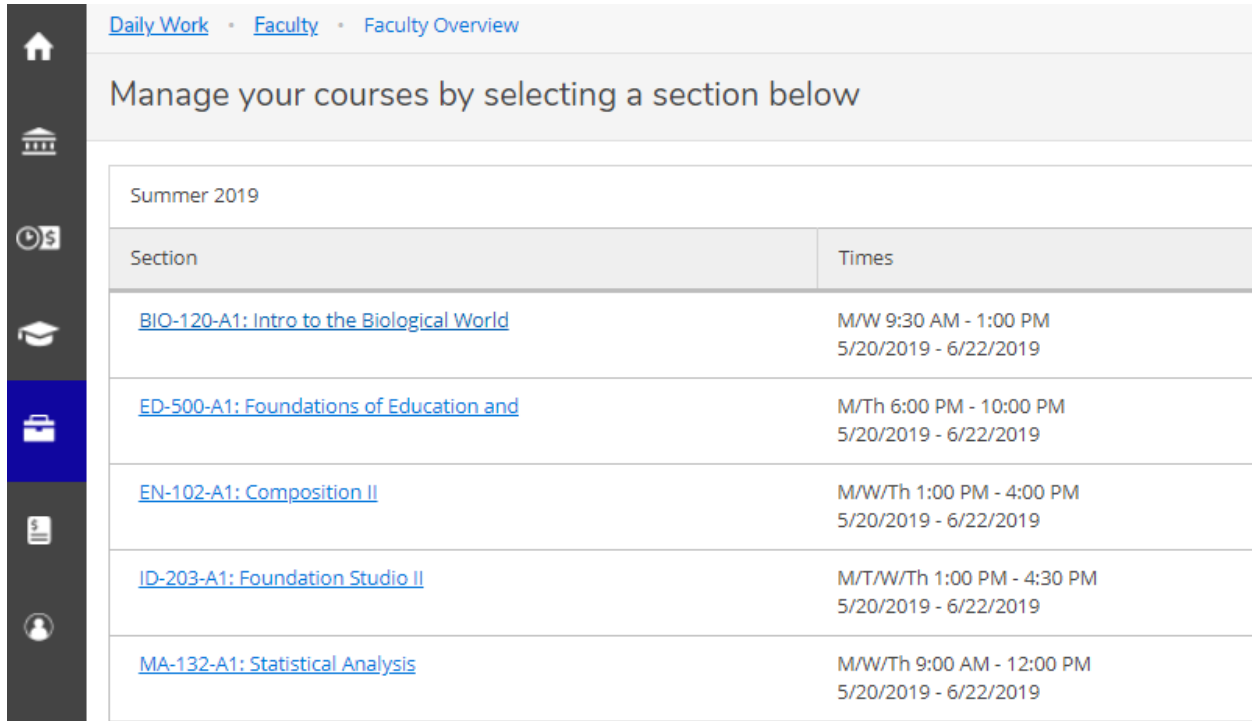
The screenshot shows a 'Hello, Welcome to Colleague TEST Self-Service!' page. The user is prompted to 'Choose a category to get started.' The main content area features a grid of menu options:

- My eBill:** Here you can view your latest statement and make a payment online.
- Banking Information:** Here you can view and update your banking information.
- Employee:** Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.
- My MU Plan:** Here you can search for courses, plan your terms, and schedule & register your course sections.
- Graduation Overview:** Here you can view and submit a graduation application.
- Advising:** Here you can access your advisees and provide guidance & feedback on their academic planning.
- Faculty:** Here you can view your active classes and submit grades and waivers for students. (This option is highlighted with a red box.)
- Financial Management:** Here you can view the financial health of your cost centers and your projects.

A vertical sidebar on the left contains navigation icons for home, university, calendar, graduation, briefcase, document, and user profile.

3) Under the faculty overview you will see a list of your assigned courses broken down by term. The assigned room location and assigned books will also appear in this menu.

To view the roster, complete the Never Attended Survey, and submit grades for a specific course, click on the corresponding course link.

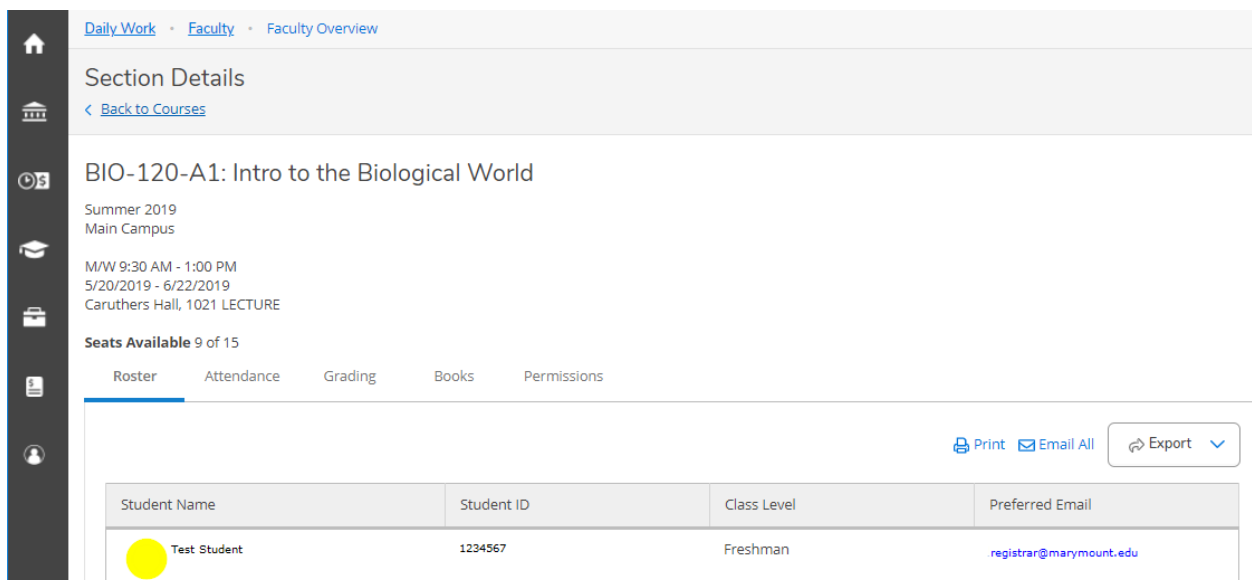


The screenshot shows a navigation sidebar on the left with icons for Home, Marymount University, My Dashboard, My Courses, My Grades, and My Profile. The main content area has a breadcrumb trail: [Daily Work](#) > [Faculty](#) > [Faculty Overview](#). Below the breadcrumb is a heading: "Manage your courses by selecting a section below". A table lists the following courses for Summer 2019:

Section	Times
BIO-120-A1: Intro to the Biological World	M/W 9:30 AM - 1:00 PM 5/20/2019 - 6/22/2019
ED-500-A1: Foundations of Education and	M/Th 6:00 PM - 10:00 PM 5/20/2019 - 6/22/2019
EN-102-A1: Composition II	M/W/Th 1:00 PM - 4:00 PM 5/20/2019 - 6/22/2019
ID-203-A1: Foundation Studio II	M/T/W/Th 1:00 PM - 4:30 PM 5/20/2019 - 6/22/2019
MA-132-A1: Statistical Analysis	M/W/Th 9:00 AM - 12:00 PM 5/20/2019 - 6/22/2019

Viewing Your Roster:


1) The course roster will appear along with the number of remaining seats available, course section details, and the roster of currently registered students. Within Self-Service you have the ability to print or export your roster to Excel (Download CSV), or copy the email addresses (email all option) of each student in order to paste them in an email.



The screenshot shows the "Section Details" page for BIO-120-A1: Intro to the Biological World. The breadcrumb trail is: [Daily Work](#) > [Faculty](#) > [Faculty Overview](#). Below the breadcrumb is a heading: "Section Details" with a link: [Back to Courses](#). The course title is "BIO-120-A1: Intro to the Biological World". Below the title are the following details:

- Summer 2019
- Main Campus
- M/W 9:30 AM - 1:00 PM
- 5/20/2019 - 6/22/2019
- Caruthers Hall, 1021 LECTURE

Below the details is the text: "Seats Available 9 of 15". There are five tabs: "Roster", "Attendance", "Grading", "Books", and "Permissions". The "Roster" tab is selected. In the top right corner, there are buttons for "Print", "Email All", and "Export" (with a dropdown arrow). Below the tabs is a table with the following columns: "Student Name", "Student ID", "Class Level", and "Preferred Email".

Student Name	Student ID	Class Level	Preferred Email
 Test Student	1234567	Freshman	registrar@marymount.edu

Submitting Attendance Information for the Never Attended Survey:

1) Under the attendance tab you will find a drop down option for each course meeting date on the right. COURSE MEETINGS WILL NOT APPEAR FOR FUTURE MEETING DATES UNTIL ACTUAL DATE ON THE CALENDAR. **NOTE:** Online courses, internships, independent studies, and any other course that does not have a set meeting time will display as having a meeting day of Sunday. This will not appear until the first Sunday after classes have begun.

Section Details
[Back to Courses](#)

BIO-120-A1: Intro to the Biological World

Summer 2019
Main Campus

M/W 9:30 AM - 1:00 PM
5/20/2019 - 6/22/2019
Caruthers Hall, 1021 LECTURE

Seats Available 9 of 15

Roster Attendance Grading Books Permissions

Update All Select Date 6/17/2019 (Monday)

Student	9:30 AM
Test Student 1234567	Select Attendance Present Absent, no excuse Absent, excused Late
Test Student 2 3456789	
Test Student 3	

6/17/2019 (Monday)
6/12/2019 (Wednesday)
6/10/2019 (Monday)
6/5/2019 (Wednesday)
6/3/2019 (Monday)
5/29/2019 (Wednesday)
5/22/2019 (Wednesday)

The attendance feature in Self-Service will replace the Never Attended Survey in Starfish, however it is important that faculty continue to record daily attendance and raise flags in Starfish for advising and intervention purposes.

Each semester, the attendance feature will be activated shortly after the add/drop period ends. Once you receive notification that the attendance feature has been activated, please choose one course meeting (it does not matter which one) and record each student that has attended or participated in the course at least once as “Present”. Please record any student who has never attended or participated in the course at least once as “Absent, no excuse”. **THIS ONLY NEEDS TO BE DONE ONE TIME ON ONE DAY FOR ALL STUDENTS ON YOUR ROSTER. YOU DO NOT NEED TO SUBMIT INFORMATION FOR MULTIPLE DAYS.** Please be sure that this process is completed for all of your courses, including online courses, internships, independent studies, and other experiential learning courses.

- If you have marked a student as absent but they have subsequently started attending, simply switch their status on your chosen date from “Absent” to “Present”.
- If you have recorded your data and a student has registered late, please make sure to go back to your chosen day and mark the new student’s attendance.
- It is suggested that you use the same date to record attendance for all students.
- Starfish will continue to be your primary daily attendance-taking system. Refer to your Starfish record for complete attendance information for your courses. This tool DOES NOT replace tracking attendance in Starfish.

Submitting Grades:

1) The first tab under the grading menu gives an overview of a student's final and midterm grades. Please select the correct grade type (Final or Midterm) when entering grades.

Section Details

[Back to Courses](#)

BIO-120-A1: Intro to the Biological World

Summer 2019
Main Campus

M/W 9:30 AM - 1:00 PM
5/20/2019 - 6/22/2019
Caruthers Hall, 1021 LECTURE

Seats Available 9 of 15

Roster Attendance **Grading** Books Permissions

Overview **Final Grade** Midterm 1

Please enter missing final grade(s).

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Midterm 1	Class Level	Credits
Test Student	1234567			C+			Freshman	3

2) Under the Final or Midterm grade tab, select the grade from the drop down menu. **PLEASE NOTE:** Once a grade has been selected, it cannot be removed. However, the grade may be changed until the Office of the Registrar runs the final grade verification after the grade submission deadline (midterm grades may be updated at any point). Once the grade verification process has been run, the grade will no longer show as a dropdown menu. Grade changes will then need to be submitted using the "Change of Grade" form and signed by the Associate Dean to be changed by the Office of the Registrar.

BIO-120-A1: Intro to the Biological World

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M/W 9:30 AM - 1:00 PM
5/20/2019 - 6/22/2019
Caruthers Hall, 1021 LECTURE

Seats Available 9 of 15

Roster Attendance **Grading** Books Permissions

Overview **Final Grade** Midterm 1

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
Test Student 1	1234567	<input type="checkbox"/>	Mid/yyyy	Select grade	Mid/yyyy	Freshman	3
Test Student 2	7654321	<input type="checkbox"/>	Mid/yyyy	Select grade	Mid/yyyy	Junior	3
Test Student 3	3456789	<input type="checkbox"/>	Mid/yyyy	Select grade	Mid/yyyy	Junior	3
Test Student 4	9876543	<input type="checkbox"/>	Mid/yyyy	Select grade	Mid/yyyy	Sophomore	3

Select grade

- A
- A+
- B
- B+
- C
- C+
- D
- D+
- FA
- F
- P
- W

3) Below is an example of a verified and unverified grade. Grades are verified by the Office of the Registrar regularly during final exam week and close to the grade deadline. If grades are verified while you are posting grades, rosters may partially post during this process. The remaining grades will then post after the next verification process.

Note: Students will not see their final grades in My MU Plan or on their transcripts until the grade verification process is run.

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
Test Student	1234567	<input type="checkbox"/>	M/d/yyyy	C+	M/d/yyyy	Freshman	3
				Verified Grade - Cannot be changed in Self-Service			
Test Student 2	3456789	<input type="checkbox"/>	M/d/yyyy	A	M/d/yyyy	Junior	3
				Unverified Grade - Faculty can make changes to the grade until the next grade verification			

4) To select another course, click the “Back to Courses” link under section details to return to your course overview.

Section Details

[← Back to Courses](#)

BIO-120-A1: Intro to the Biological World

5) Faculty can also switch to the advising menu by clicking on the “Daily Work” menu option and selecting “Advising” or “Advising Overview”

MARYMOUNT UNIVERSITY
*** TEST ENVIRONMENT ***

Daily Work Faculty Faculty Overview

Advising Faculty Financial Management Student Finance Admin Organizational Structure

Classes by selecting a section

	Times
biological	M/W 9:30 AM - 1:00 PM 5/20/2019 - 6/22/2019
ED-500-A1: Foundations of Education and	M/Th 6:00 PM - 10:00 PM 5/20/2019 - 6/22/2019
EN-102-A1: Composition II	M/W/Th 1:00 PM - 4:00 PM 5/20/2019 - 6/22/2019
ID-203-A1: Foundation Studio II	M/T/W/Th 1:00 PM - 4:30 PM 5/20/2019 - 6/22/2019
MA-132-A1: Statistical Analysis	M/W/Th 9:00 AM - 12:00 PM 5/20/2019 - 6/22/2019
AA-400-D3: Internship	TBD 5/20/2019 - 8/3/2019
CE-500-A3: Research and Evaluation	W 1:15 PM - 5:15 PM 5/20/2019 - 8/3/2019 W 1:15 PM - 5:15 PM 5/20/2019 - 8/3/2019

[Daily Work](#) · [Advising](#) · Advising Overview

Who would you like to work with?
Find a student by searching or selecting below.

Student Advisor

test m student

	Name	Review Requested	Assigned Advisee	ID	Program(s)	Advisor(s)
	Student, Test M. FERPA Release - CHECK STRK FOR RELEASE INFORMATION			1824296	Business Administration (BBA)	Advisor(s): ASTAFF

6) Likewise, faculty can switch back to the faculty self-service menus by clicking “Daily Work” and selecting the “Faculty”/”Faculty Overview” option.