

## Faculty Self-Service

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

The screenshot shows the 'ellucian UNIVERSITY' interface for 'FACULTY - MARYNET FOR FACULTY MENU'. The user is identified as 'Timothy!'. The page is divided 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), [My MU Plan - search for Classes](#), [Advising Overview](#)

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 the 'Hello, Welcome to Colleague TEST Self-Service!' page. The user is prompted to 'Choose a category to get started.' The page displays 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.

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, attendance and grades for a specific course, click on the corresponding course link.

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

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

4) The course roster will appear along with the number of remaining seats available, course section details, the roster of currently registered students, and how many students are on the waitlist, if there is a waitlist. 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 course details for "EN-101-A: Composition I".

**EN-101-A: Composition I**

Fall 2021  
Online

T/F 2:00 PM - 3:15 PM  
8/30/2021 - 12/18/2021  
Full Online and Some Synchron

**Seats Available** 1 of 20

[Deadline Dates](#)

**Waitlisted** 0 of 15

Navigation tabs: [Roster](#) | [Attendance](#) | [Census](#) | [Grading](#) | [Books](#) | [Permissions](#) | [Waitlist](#)

5) The Census tab is where faculty will complete the Attendance Survey each semester. There you will find a list of the students enrolled in your course. If the student has attended at least one class meeting you do not need to mark anything for that particular student. If the student has not attended your course, please check the box in the “Never Attended” column. Once you are finished, please click the blue “Certify” button in the top right hand-corner.

EN-101-A: Composition I  
Fall 2021  
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Roster Attendance **Census** Grading Books Permissions Waitlist

9/15/2021 Census

9/15/2021 Census Certify

Student Name	Student ID	Never Attended	Last Date of Attendance	Class Level	Credits
[REDACTED]	[REDACTED]	<input checked="" type="checkbox"/>	M/d/yyyy	Freshman	3
[REDACTED]	[REDACTED]	<input type="checkbox"/>	M/d/yyyy	Freshman	3
[REDACTED]	[REDACTED]	<input type="checkbox"/>	M/d/yyyy	Freshman	3
[REDACTED]	[REDACTED]	<input checked="" type="checkbox"/>	M/d/yyyy	Freshman	3

Once you have clicked the blue “Certify” button in the top right hand-corner, you will be asked to certify your census attendance. If you are finished, please click “Submit”. If you need to make edits, please click “Cancel” to make adjustments. After adjusting, please make sure you certify your attendance as outlined above.

Certify Census Attendance

I certify that these students are in attendance, except those marked not in attendance.

Cancel Submit

<input checked="" type="checkbox"/>	M/d/yyyy	Freshman
<input type="checkbox"/>	M/d/yyyy	Freshman

Once your census attendance certification is complete, you will see the confirmation below in the top right hand corner of your screen.

Daily Work Faculty Faculty Overview ✔️ Census Certification completed successfully

Self-Service version 2.30.0.8. New Feature - Required Agreements. To view, log in as any student registered for 19/FA and look under User Options.

Section Details  
[Back to Courses](#)

EN-101-A: Composition I  
Fall 2021  
Online

You will not be able to make edits to this once you have submitted (screenshot of what you will see below). Should you need to make any edits after submitting your census attendance certification, please email [registrar@marymount.edu](mailto:registrar@marymount.edu).

#### EN-101-A: Composition I

Fall 2021  
Online


T/F 2:00 PM - 3:15 PM  
8/30/2021 - 12/18/2021  
Full Online and Some Synchron

Seats Available 1 of 20

[Deadline Dates](#)

Waitlisted 0 of 15

Roster Attendance **Census** Grading Books Permissions Waitlist

 There is no census to certify for the section

Completing the Attendance Survey through the Census tab will replace the verification previously done through the Attendance tab. This survey is completed each semester in order to meet financial aid compliance rules. These rules require that all students must be verified as present at least once in each course in order to receive financial aid for that course. Faculty will be required to complete this survey within the week after the add/drop period. Further instructions and dates of this period will be sent from the Office of the Registrar at the beginning of each semester.

While faculty will no longer need to post the attendance in the Self-Service Attendance tab or Starfish in order to comply with the financial aid regulations, they are encouraged to continue to raise attendance flags (such as for poor attendance) for intervention and advisor notification purposes. Starfish will continue to be used as an intervention and retention tool. Please continue to use Starfish accordingly.

6) Starting in the Fall 2019 semester, all grades will be posted in Self-Service rather than Marynet Webadvisor. The process of posting grades is the same.

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

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#### 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	Class Level	Credits
 Test Student	1234567			C+		1	Freshman	3

7) 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 midterm/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.

Section Details  
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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

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
Test Student 2	3456789	<input type="checkbox"/>	M/d/yyyy	A	M/d/yyyy	Junior	3
Test Student 3	9876543	<input type="checkbox"/>	M/d/yyyy	M/d/yyyy	M/d/yyyy	Junior	3
Test Student 4	7654321	<input type="checkbox"/>	M/d/yyyy	M/d/yyyy	M/d/yyyy	Sophomore	3

*Note: A dropdown menu for 'Select grade' is open over the 'Final Grade' column, showing options from A- to WF. A red box highlights the 'A' option, and a red circle highlights the mouse cursor over the 'Select grade' button at the bottom of the dropdown.*

8) Below is an example of a verified and unverified grade. Grades are typically verified at the top of every hour once the grade submission deadline has passed. Please note that this process may take up to ten (10) minutes to run. If grades are posted around the end of the hour, then 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.

Overview **Final Grade** Midterm 1

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
				<i>Verified Grade - Cannot be changed in Self-Service</i>			
Test Student 2	3456789	<input type="checkbox"/>	M/d/yyyy	A	M/d/yyyy	Junior	3
				<i>Unverified Grade - Faculty can make changes to the grade until the next grade verification</i>			

9) 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

10) Faculty can also switch to the advising menu by clicking on the “Daily Work” menu option and selecting “Advising” or “Advising Overview” to pull up the advisee list. Likewise, faculty can switch back to the faculty self-service menus by clicking “Daily Work” and selecting the “Faculty/Faculty Overview” option.

The screenshot displays the Marymount University system interface. On the left is a dark navigation sidebar with the following items: Home, Financial Information, Employment, Academics, Daily Work (highlighted in orange), Advising, Faculty (selected with a blue dot), Financial Management, Student Finance Admin, and Organizational Structure. The 'Daily Work' item has a red circle and an upward-pointing arrow. The 'Advising' item has a red arrow pointing to it. The main content area shows a breadcrumb trail: 'Daily Work' (circled in red) > Faculty > Faculty Overview. A dropdown menu is open from 'Daily Work', listing: Advising, Faculty, Financial Management, Student Finance Admin, and Organizational Structure. Below the breadcrumb, a table lists courses with their IDs, titles, and schedules.

Course ID	Course Title	Schedule
ED-500-A1	Foundations of Education and	M/W 9:30 AM - 1:00 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