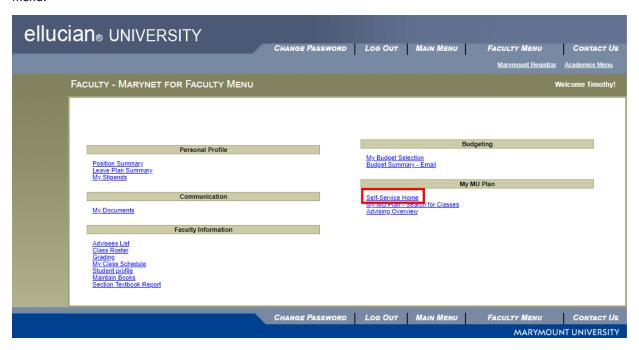
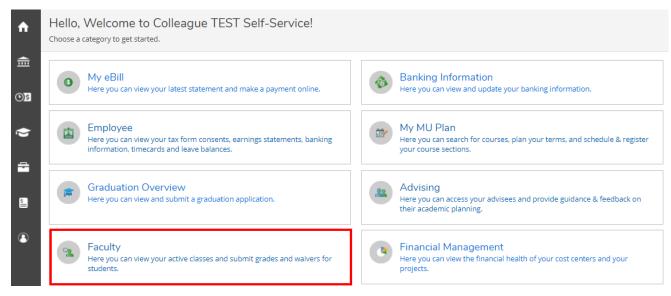
Faculty Self-Service

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

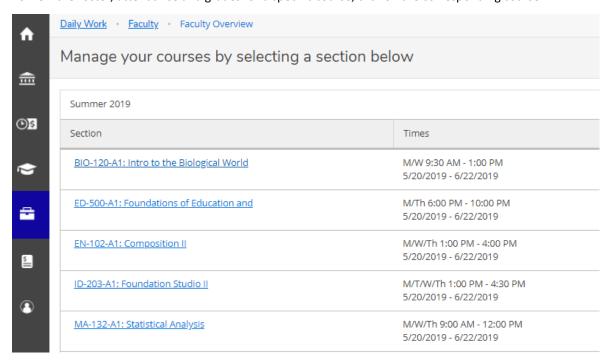


2) From the Self-Service Home menu, select the **Faculty** menu option. The other available menu options may vary for each faculty member depending on their roles (for example, advisor role or adjunct role).

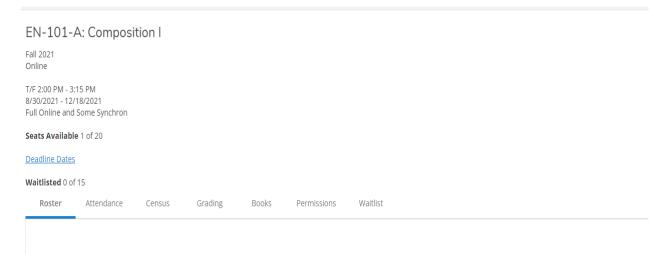


3) Under the faculty overview you will see a list of your assigned courses broken down by term. The assigned room location and assigned books will also appear in this menu.

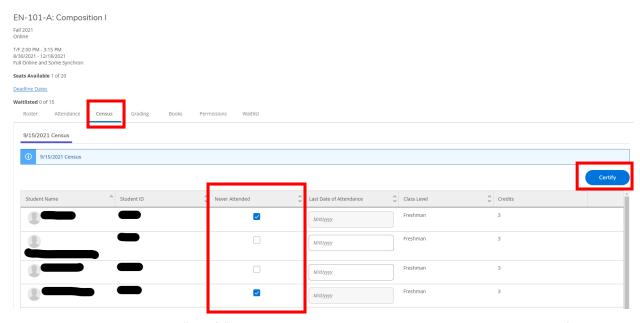
To view the roster, attendance and grades for a specific course, click on the corresponding course link.



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.



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 you finished, please click the blue "Certify" button in the top right hand-corner.



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.



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



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.

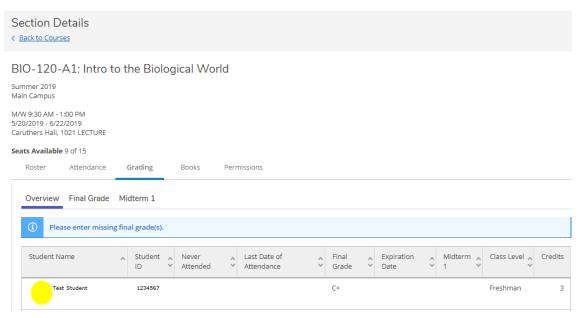


Completing the Attendance Survey through the Census tab will replace the verification previously done through the Attendance tab. This survey is completed each semester in order to meet financial aid compliance rules. These rules require that all students must be verified as present at least once in 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.

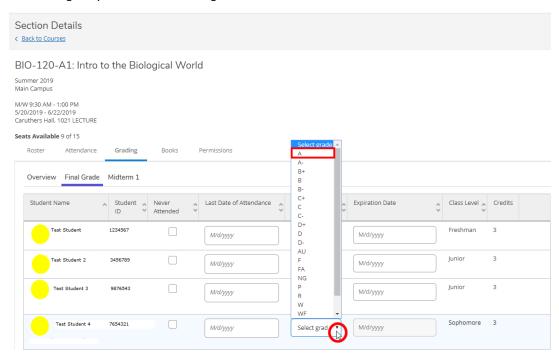
6) Starting in the Fall 2019 semester, all grades will be posted in Self-Service rather than Marynet Webadvisor. The process of posting grades is the same.

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.



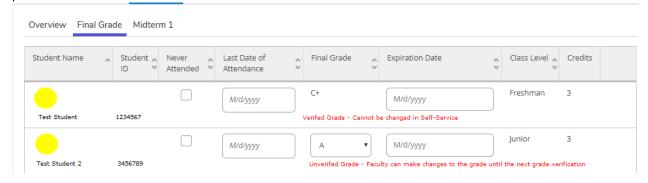
7) Under the Final or Midterm grade tab, select the grade from the drop down menu. **PLEASE NOTE:** Once a grade has been selected, it cannot be removed. However, the grade may be changed until the Office of the Registrar runs

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.

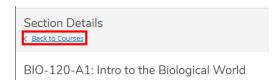


8) Below is an example of a verified and unverified grade. Grades are typically verified at the top of every hour once the grade submission deadline has passed. Please note that this process may take up to ten (10) minutes to run. If grades are posted around the end of the hour, then rosters may partially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



9) To select another course, click the "Back to Courses" link under section details to return to your course overview.



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.

