

# Power Campus Faculty Self-Service Instructions

## Authorize Registration, Submit Grades & Attendance

The screenshot displays the PowerCAMPUS SELF-SERVICE web application interface for Cheyney University of Pennsylvania. The interface features a navigation menu at the top with tabs for Home, Register, Advising, Classes, Finances, Grades, Search, My Profile, and Administration. Below the navigation menu, there are links for Cart, Degree Requirements, Inquire, Apply, Application Status, Checklist, Make a Donation, and View Student Information. The main content area is divided into three columns: Students, Faculty, and Administrators. Each column contains a list of links for various services.

**PowerCAMPUS SELF-SERVICE**

**CHEYNEY UNIVERSITY OF PENNSYLVANIA**

**PowerCAMPUS SELF-SERVICE**

**Students**

- ▶ Find Courses
- ▶ Register
- ▶ View Schedule

**Faculty**

- ▶ Student Advising
- ▶ Class List

**Administrators**

- ▶ Account Maintenance
- ▶ Global Settings
- ▶ Department Head Setup

**ATTENTION: Faculty, Students & Staff**

**Registration update:**

**\*\*Effective 2012-2013 all Academic Sessions will display as (1) One Term on the student official transcript.**

**The Academic Term & Session**

**Term: Winterim**

**Session: 01-Session**

**\*\*Beginning Spring 2014, the Summer semesters are as follows:**

**TERM: Summer**

**Sessions: Summer1, Summer2, Summer 11Wks**

**\*\*Effective Fall 2012 the semesters are as follows:**

**TERM: Fall**

**Sessions: 15Weeks, 1st 7.5Wk, 2nd 7.5Wk**

**TERM: Spring**

**Sessions: 15Weeks, 1st 7.5Wk, 2nd 7.5Wk**

## Advising (Authorize Registration)

Please select “Advising” tab then select “Authorize Registration” ...

Current Session Numbers:

001-15Weeks

002-1<sup>st</sup> 7.5 wks

003-2<sup>nd</sup> 7.5 wks

010-Summer 11Wks

011-Summer1

012-Summer2

01-Session(Winterim)

Select the Term > Release the student to register by placing a “check” in the box by the student’s name in the proper session > then select “Save”. The student has been released to register. **(Note: the current session numbers will appear under Authorize Registration ever semester)**

PowerCAMPUS SELF-SERVICE

Home Register **Advising** Classes Finances Grades Search My Profile Administration

Manage Advisees Authorize Registration

Authorize Registration - All Students

2013 SUMMER

Select Filter: View All >

Results Per Page: 10

Results Showing 1-1 of 1

Student	ID	004	005	006	007	008	Stop List
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X

Save

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\*\* “All Students” are all students currently enrolled

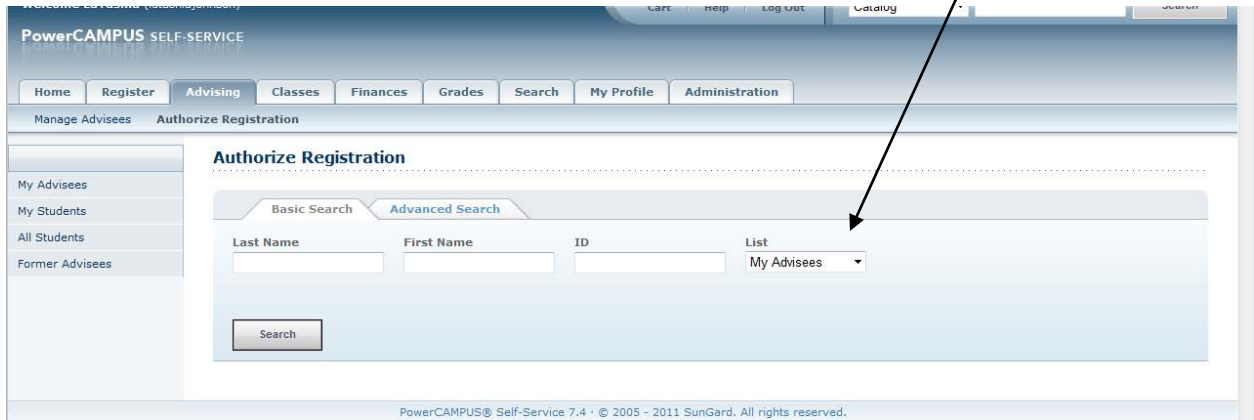
\*\* “My Students” are all students that are currently on your class list

\*\* “My Advisees” are all students that are listed as your advisors.

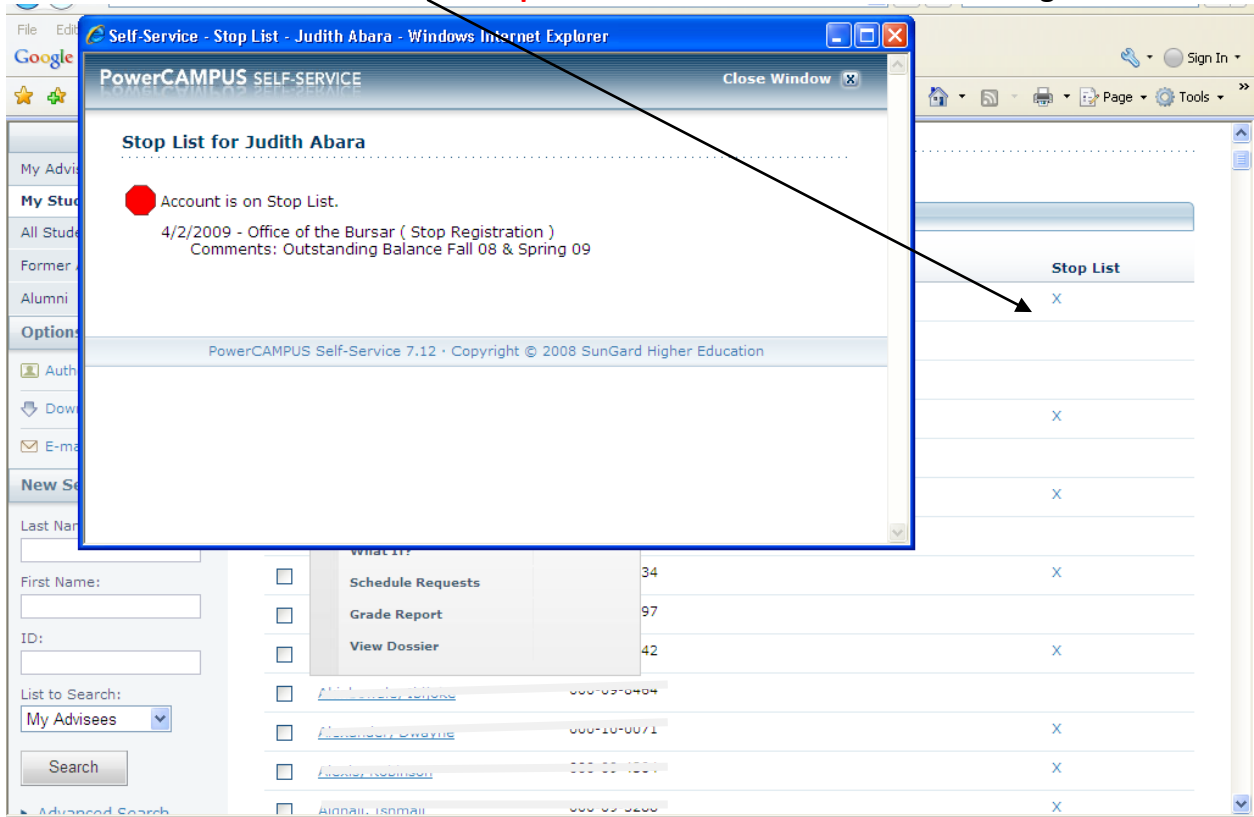
\*\* “Former Advisees” are all students that where you advisee in the past.

\*\*\*All of these options should be utilized to find a student.

You can also do a search with the student name and change the drop box to any of the options.



You will also be able to view "Stop list" reasons under "Authorization Registration"



## Manage Advisees

You can view (Grade Report , Unofficial Transcripts, Schedule) for any student selected .

PowerCAMPUS SELF-SERVICE

Home Register Advising Classes Search My Profile

Manage Advisees Authorize Registration

**Manage Advisees - My Advisees**

Select Filter: View All GO Results Per Page: 10

Results Showing 1 - 10 of 15

Student	ID	Warnings	Pending Schedules	Stop List
<input type="checkbox"/>	00			X
<input type="checkbox"/>	00			X
<input type="checkbox"/>	00			X
<input type="checkbox"/>	00			
<input type="checkbox"/>	00			
<input type="checkbox"/>	00			X
<input type="checkbox"/>	00			
<input type="checkbox"/>	00			X
<input type="checkbox"/>	00			
<input type="checkbox"/>	00			

Permission Requests  
Schedule  
Unofficial Transcript  
Academic Plan  
What If?  
Schedule Requests  
Grade Report  
Dossier

## Grades (Midterm & Final Grades)

Please select "Classes" tab, then select "Grading" .....

PowerCAMPUS SELF-SERVICE

Home Register Advising Classes Search My Profile

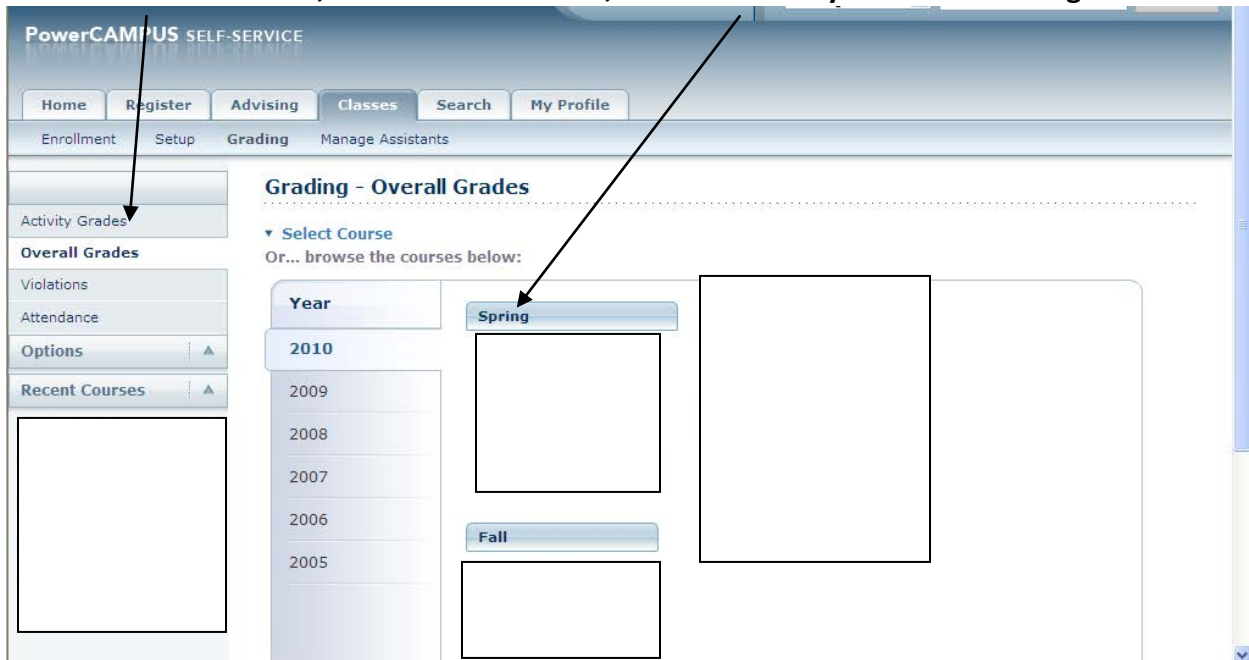
Enrollment Setup Grading Manage Assistants

**Classes**

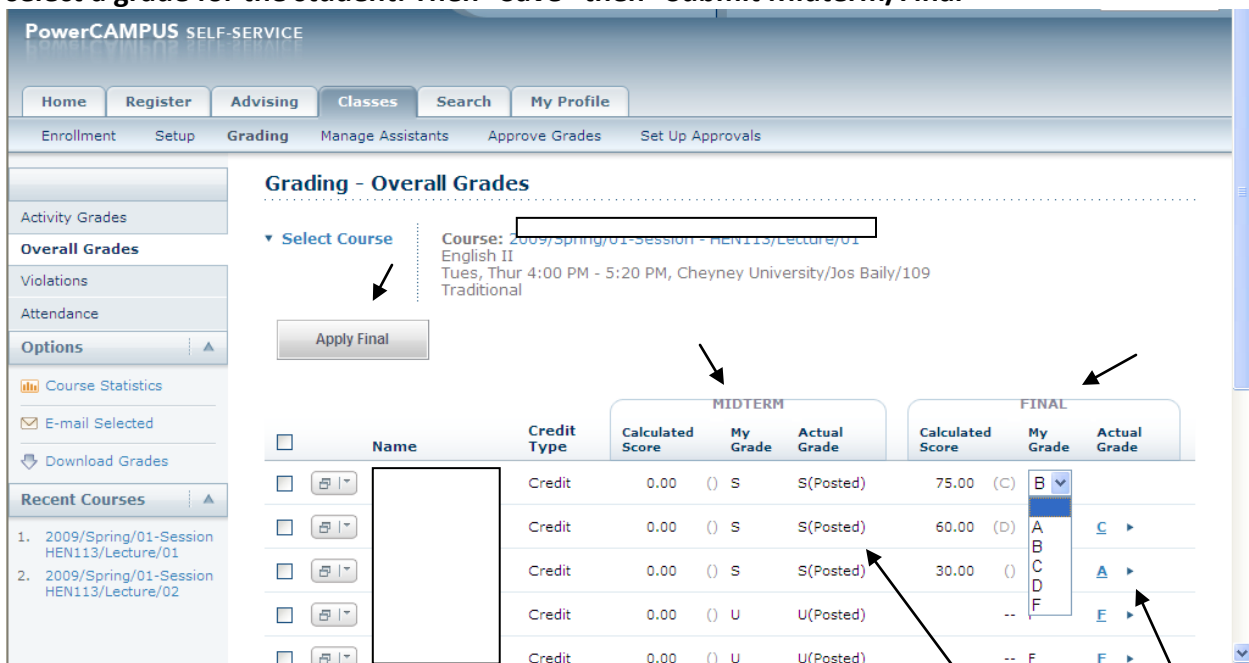
The Classes tab provides options for students and faculty. Students can view their course schedules and display a list of the permission requests they have sent to faculty members asking that they be allowed to register for their classes. Faculty members can view their class lists, set up their course sections, create their Course Home Pages, enter student grades, and specify which course information their assistants can access.

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Select "Overall Grades", then select the Year , Term & Course you wish to enter grades...



The option to "Apply Final or Midterm" should show, along with the drop down for you to select a grade for the student. Then "Save" then "Submit Midterm/Final"



**\*\*NOTE\*\*** You **MUST** select the **SUMBIT** Button for your Midterm/Final Grades to be submitted (This confirms the grades are posted- Actual Grade)

To change a student's grade select "Actual Grade option" will be highlighted in blue, select and the change grade option should appear, change the grade, give a reason, then submit. (This may or may not be available to faculty)

The screenshot shows a web-based grading interface. On the left is a sidebar with navigation options: Activity Grades, Overall Grades, Violations, Attendance, Options, Course Statistics, E-mail Selected, Download Grades, and Recent Courses. The main area is titled "Grading - Overall Grades" and shows a course selection dropdown. Below this is a table with columns for Name, Credit Type, My Grade, Actual Grade, My Grade, and Actual Grade. The table is divided into MIDTERM and FINAL sections. A "Change Grade" dialog box is open over the table, showing a dropdown menu with "B" selected, a "Select a reason..." dropdown, and a "Narrative Grade" text area. The dialog has "Submit" and "Cancel" buttons. An arrow points to the "Actual Grade" column in the table.

	Name	Credit Type	MIDTERM		FINAL	
			My Grade	Actual Grade	My Grade	Actual Grade
<input type="checkbox"/>		Credit	U	U(Posted)		WC ▶
<input type="checkbox"/>		Credit	U	U(Posted)	F	E ▶
<input type="checkbox"/>		Credit	S			
<input type="checkbox"/>		Credit	S			
<input type="checkbox"/>		Credit	U			
<input type="checkbox"/>		Credit	S			
<input type="checkbox"/>		Credit	S			
<input type="checkbox"/>		Credit	U	U(Posted)	F	E ▶
<input type="checkbox"/>		Credit	S	S(Posted)	B	B ▶
<input type="checkbox"/>	Henry, Ashley	Credit	S	S(Posted)	A	A ▶

## Grading (Attendance for students)

Select > Classes > Grading > Attendance. You can choose to take attendance by student name or Daily dates, you also have the option to view "Overall Section Attendance" (which gives you the total of Unexcused & Excused Absent or Tardy).

**Grading - Attendance**

Select Course:   
MW 10:30 AM - 11:20 AM, Cheyney University/Cope Hall Gym/121  
Traditional

**Overall Attendance**  
[View Overall Section Attendance](#)

**Daily Attendance**

▶ 1/23/2012	▶ 1/25/2012	▶ 1/30/2012
▶ 2/1/2012	▶ 2/6/2012	▶ 2/8/2012
▶ 2/13/2012	▶ 2/15/2012	▶ 2/20/2012
▶ 2/22/2012	▶ 2/27/2012	▶ 2/29/2012
▶ 3/5/2012	▶ 3/7/2012	▶ 3/12/2012
▶ 3/14/2012	▶ 3/19/2012	▶ 3/21/2012
▶ 3/26/2012	▶ 3/28/2012	▶ 4/2/2012
▶ 4/4/2012	▶ 4/9/2012	▶ 4/11/2012
▶ 4/16/2012	▶ 4/18/2012	▶ 4/23/2012
▶ 4/25/2012	▶ 4/30/2012	▶ 5/2/2012
▶ 5/7/2012	▶ 5/9/2012	

**Attendance by Student**

<input type="text"/>	<input type="text"/>	<input type="text"/>
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When selecting your attendance options, please be advise that the options for attendance are as follows: Please select and save.

- Absent : (By default) Excused Absent
- UnExcused Absent : UnExcused Absent
- Tardy: UnExcused Tardy
- Excused Tardy : Excused Tardy
- Present: Present

The screenshot shows the 'Grading - Attendance' page in PowerCAMPUS. The course selected is 'Elements of Writing' (Mon, Wed, Fri 11:30 AM - 12:20 PM, Cheyney University/Duckrey Soc Sci/106 Traditional). A dropdown menu is open over the 'Attendance Status' column, showing options: Absent, Excused Tardy, Present, Tardy, and UnExcused Absent. An arrow points to this dropdown menu.

### Overall Attendance Summary

The screenshot shows the 'Overall Attendance Summary' page in PowerCAMPUS. The course selected is 'Elements of Writing' (Mon, Wed, Fri 11:30 AM - 12:20 PM, Cheyney University/Duckrey Soc Sci/106 Traditional). The table below shows attendance data for multiple students. An arrow points to the 'Absence' and 'Tardiness' columns.

Name	Absence		Tardiness		Overall Attendance	Last Date Attended
	Excused	Unexcused	Excused	Unexcused		
[Redacted]	0	0	0	0	[Dropdown]	[Date]
[Redacted]	0	0	0	0	[Dropdown]	[Date]
[Redacted]	0	0	0	0	[Dropdown]	[Date]
[Redacted]	0	0	0	0	[Dropdown]	[Date]

**Overall Attendance:** To record students who are “NO SHOW” (any student that NEVER attended class). Please select “View Overall Section Attendance” then navigate to the drop down listed as “Overall Attendance” then select “No Show” and “Save”. **There is an option to enter a “Last Attend date” however this option is not necessary for the “NO SHOW” because the “NO SHOW” option is to be used only for students who never showed up for class.**

**\*\*Please Note: Power Camus Self-Service will still allow you to enter attendance for these students even if the student is listed as a “NO SHOW”.**

**Grading - Attendance**

▼ Select Course

Course: 2014/SUMMER/SUMMER1 - XPA520/Lecture/901  
Community Development Seminar

MW 6:00 PM - 9:45 PM, Philadelphia Multi U/Philadelphia Multi University Center  
Traditional  
Seminar

MW 6:00 PM - 9:45 PM, Philadelphia Multi U/Philadelphia Multi University Center  
Traditional

	Name	Absence		Tardiness		Overall Attendance	Last Date Attended
		Excused	Unexcused	Excused	Unexcused		
<input type="checkbox"/>		4	0	0	0	No Show ▼	6/15/2014 12
<input type="checkbox"/>		0	0	0	0	No Show ▼	12
<input type="checkbox"/>		0	0	0	0	▼	12
<input type="checkbox"/>		0	0	0	0	▼	12

Save

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