Navigating Self-Service as a Faculty Member

1. Log into your NWCCD Hub Account.
2. Select Self-Service.

IT Issues? Please try clearing your cache first.
Clearing cache on a PC https://helpdesk.sheridan.edu/a/solutions/articles/44001754327
Clearing cache on a Mac https://helpdesk.sheridan.edu/a/solutions/articles/44001754328

Faculty Module

The faculty tab provides you access to view information regarding your courses that you have been assigned. You can view upcoming, current and past terms by clicking on the course and the term.

- Seats Available
- Course meeting information
- Deadline Dates (see page 2)
- Roster (see page 2)
- Attendance Roster (see page 3)
- Entering Grades
  - Midterm (see page 4)
  - Final (see page 4)
- Permissions (See Faculty Registration Override instructions)
  - Requisite Waiver(see page 5)
  - Faculty Consent(see page 7)
  - Student Petition(see page 8)
- Advising Tab (see page 9)
- Course Enrollment and Capacity Information (the ROAD) (see page 11)

Faculty
Here you can view your active classes and submit grades and waivers for students.

HMDV-1005-01: College Orientation

Fall 2021
Distance Learning

TBD
8/30/2021 - 10/22/2021
Internet, INTERNET Lecture

Seats Available Unlimited

Deadline Dates

Waitlisted 0

Roster	Attendance	Census	Grading	Books	Permissions

Fall 2021

Section	Times	Locations	Books	Census Dates
HMDV-1005-01: College Orientation	TBD 8/30/2021 - 10/22/2021	Internet, INTERNET Lecture		Attendance 9/7/2021 Census - Certification Opens On 8/29/2021
HMDV-1005-04: College Orientation	TBD 10/25/2021 - 12/17/2021	Internet, INTERNET Lecture		Attendance 9/7/2021 Census - Certification Opens On 8/29/2021

Need a form?
Instructor Withdraw form: https://nwccd.formstack.com/workflows/administrative_withdraw
Change of Grade: https://nwccd.formstack.com/forms/change_of_grade_request
Course Degree Substitution/Waiver: www.sheridan.edu/coursesub
Course Management Form: www.sheridan.edu/coursemanagement

Deadline Date Information

Once you click on the course information under the faculty module, you can view the deadline information under the link for Deadline Dates:

HMDV-1005-01: College Orientation: Online

Spring 2020
Distance Learning

Seats Available 107 of 125

Deadline Dates ←

Waitlisted 0

Roster   Attendance   Grading   Books   Permissions

Deadline Dates

HMDV-1005-01: College Orientation: Online
Spring 2020

Last Day to Add	1/26/2020
First Day to Drop	1/19/2020
Last Day to Drop without a Grade	1/27/2020
Last Day to Drop with a Grade	1/19/2020

Close

The deadline dates provide the accurate information for shortened courses that do not follow a block schedule.

Roster

Under the Roster tab, you will view your roster. You may export this view by using the export button, but this will only include the student's name, student id, class level and preferred email. If you would need phone number, information, you will need to hover over the student to view the information on the right. When you click the View Full Profile, you will see the information below.

Elementary Education AS

emilyacord@sheridan.edu
(Sheridan College)

307-682-5833   (Home Phone)
307-680-0520   (Cell Phone)

Student Profile

E-Mail
(Sheridan College)
(Internet)

Phone number/Extension
307-682-5833   (Home Phone)
307-680-0520   (Cell Phone)

View Full Profile

Academic Details

Academic Programs	Major	Minor
Elementary Education AS	Education-Elementary	

Advisor Details

Name	Type	E-Mail	Phone	Office Hours
Pollard, T		tpollard@sheridan.edu	307-675-0580	
Stauffer, T		tstauffer@sheridan.edu	307-681-6430	

Recommendation: Require a submission/activity the 1st week of classes. This could include a quiz, introduction, or discussion post.

Entering Grades in Self-Service

Attendance Roster Grades:

You must certify your rosters by the deadline identified for each course.

1. Select the Census Tab.
2. If a student did not attend, check the Never Attended box.
3. If everyone attended, you still must click the Certify button.
4. Click the Certify box.

NOTE: If everyone has attended, then click the Certify box.

HMDV-1005-01: College Orientation

Fall 2021
Distance Learning

TBD
8/30/2021 - 10/22/2021
Internet, INTERNET Lecture

Seats Available Unlimited

Deadline Dates

Waitlisted 0

| Roster | Attendance | Census | Grading | Books | Permissions |

Attendance

ⓘ Attendance 9/7/2021 Census - Certification Opens On 8/29/2021

Certify

Student Name	Student ID	Never Attended	Last Date of Attendance	Class Level	Credits

Frequently Asked Questions regarding marking a student as never attended:

Question: What are Attendance Roster grades?

Answer: Attendance Roster grades are used to indicate student(s) who never attended your course. This includes attending your class (face to face), submitting an assignment, discussion, or quiz during the first week of classes. The Attendance Rosters are critical in providing students with the accurate amount of financial aid. If not marked in a timely manner, the College must work to collect the funds already disbursed to the students.

Question: What happens if I indicate a student as Never Attended but the student has been attending class?

Answer: Notify the Records Office (Christina Rigdon or Jennifer Adams) immediately so the student may be placed back into the class. If notification is not made, you will not be able to give the student a midterm or final grade. Also, the student's financial aid could be negatively affected.

Question: What happens if I forget to indicate a student who has never attended?

Answer: The student will be billed for tuition and fees. If the student is receiving federal financial aid, it will be disbursed to the student and then the college will be liable to the federal government for those funds.

Question: What if there is a student in my class who is not on my roster?

Answer: The student must submit a Course Management Form with the instructor, advisor and chair's signature and return it to the Records Office, so the class may be added to his/her schedule. If the student returns to class without completing the registration process, send the student directly to the Records Office. We do not want to be held liable for an individual who is not registered for the class, should something happen that causes injury to the student. The instructor should check the class roster through Self-Service on a regular basis to view any changes through registrations/withdrawals.

Midterm Grades:

Midterm Grades are due for any course offered longer than ½ the full semester courses. Enter student grades in the Midterm 1 tab.

NOTE: There is no button to submit the grades. You can view if the grades were accepted by clicking on the Overview tab to review.

- If a student receives an F, enter an LDA.
- If you mark a student as never attended, please follow up with a confirmation email to crigdon@sheridan.edu. This late notification impacts financial aid and must be confirmed by the instructor.

Final Grades:

Final Grades are entered in the Final Grade Column. If the student receives an F grade, and LDA is required.

When you have entered the grades, click Post Grades. This will post so the students will view the grades. Otherwise, a process will run daily prior to the grade deadline and then every few hours after the term has ended.

Final Grades are due 5 days after the last class.

Overriding Prerequisites

Typically, this override is required to allow students registration in a course. This option overrides prerequisites by the instructor of the course instead of completing the Course Management Form. If you have a course that has a prerequisite and an indication of or instructor consent, you will complete this option since you are overriding the prerequisites.

1. Select the course that you intend to provide the override for the student.

2. If students are registered, they appear in the Roster tab. Students needing an override to allow registration, select the Permissions Tab.

INET-2895-01: Web Design Capstone Seminar

Spring 2019
Distance Learning

TBD
1/21/2019 - 5/10/2019
Internet, INTERNET Lecture/Lab

Seats Available 30 of 30

| Roster | Attendance | Grading | Books | Permissions |

3. Select the appropriate option (Requisite Waiver, Faculty Consent or Student Petition) for approval.

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Spring 2019
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Seats Available 30 of 30

| Roster | Attendance | Grading | Books | Permissions |

Faculty Permissions
Choose one of the categories below :

Requisite Waiver
Waive prerequisites so that a student can register for the course.

Student Petition
Review and manage student petitions.

Faculty Consent
Review and manage faculty consent.

4. **Requisite Waiver**- This option is an override for instructors to provide instructor consent regarding the prerequisites/corequisites for a course. On this page, you may view the students who have already received the overrides.
   a. Once in the Requisite Waiver, you can look up the student who is requesting the override by searching for the student name or student id (7 digit format 0088700).
   b. Verify you selected the correct student since there may be more than on individual on the list.

student, te

0199443
Student, Test
General Studies AS

0231989
Student2, Test
Business AS

c. Select either Approve or Deny

d. Enter the Waiver reason:

e. Enter any necessary comments.

f. Click Save.

Providing Instructor Consent

This option is only for courses that are flagged as Instructor Consent Only. There are only a few courses that are flagged as instructor consent.

If the course has a prerequisite or instructor consent (ex: Complete ENGL 1010 English I with a C or better or instructor consent), you will also need to complete the Overriding Prerequisite steps (see page 10).

1. Select the course that you intend to provide the override for the student.
2. If students are registered, they appear in the Roster tab. You will need to select the Permissions tab:

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Faculty Permissions
Choose one of the categories below :

Requisite Waiver
Waive prerequisites so that a student can register for the course.

Student Petition
Review and manage student petitions.

Faculty Consent
Review and manage faculty consent.

5. **Faculty Consent**-This option is for courses that have an instructor consent flag marked as "yes" at the section level.
   a. Once in the Faculty Consent, you can look up the student who is requesting the override by searching for the student name or student id (7 digit format 0088700).
   b. Verify you selected the correct student since there may be more than on individual on the list.

student, te

0199443
Student, Test
General Studies AS

0231989
Student2, Test
Business AS

c. Enter the Status:

Add Faculty Consent

INET-2895-01: Web Design Capstone Seminar   Spring 2019

To approve or deny a faculty consent for a student, first select student.

| Student | **Student, Test**
 Student 0199443 <br> ready4vaca2day@yahoo.com |

Status

> Select a status...
> Accepted
> Denied
> Pending

Reason

Additional Comments   *Additional Comments*

Cancel   Save

d. Select the Reason:

Reason

> Select a reason...
> Instructor Consent
> Other Reason
> Transfer Coursework
> Program Admissions

Additional Comments

Cancel   Save

e. Enter any additional comments if necessary.

Additional Comments   *Additional Comments*

Cancel   Save

f. Click save.

Student Requests for a Petition

These are requests from the students who are requesting an override for one of your courses. This is option is available from a student-initiated request through the Student Planning Module. At this time, the functionality is not live.

Waitlists

When a course reaches the established capacity, a waitlist is offered. Students who on a waitlist will be offered a seat into the course section according to the order they registered for the course. Please note, when a student goes to register in a course, but it is waitlisted, an additional step is required to be submitted to be waitlisted.

Prior to the start of the term: Students are emailed when a seat becomes available in the order of registration. The student is emailed and provided 72 hours from the email being sent to register in the course. If the student misses their 72-hour notification, they will need to add the course back to the waitlist, but they will be at the bottom of the list.

If you as the instructor would like to increase the capacity of the course, you will work with your Academic Chair and division assistant. Once the capacity is increased in the system, students will be notified via email in the nightly process.

Once classes begin: the waitlist is at the discretion of the faculty as to who may be allowed into the course. If the form is completed and processed during the first week of classes (prorated for shortened classes), then no additional signatures are required. After the Add period, then additional signatures will be required.

Advising Tab

The Advising tab provides you access to advisee information.

On the main view of the Advisor tab, you can view students, their student id, current programs and advisors:

Advising

Here you can access your advisees and provide guidance & feedback on their academic planning.

Who would you like to work with?

Find a student by searching or selecting below.

Name	Review Requested	Assigned Advisee	ID	Program(s)	Advisor(s)
Bear, Smokey J.			0088700	Animal Science AS Agriculture AAS Music AFA Criminal Justice AA	Advisor(s): Brett Burtis Christina Rigdon

Once in the Advising Tab, you can also view other options as well:

Advisee Details
‹ Back to Advisees

Search for courses...

Bear, Smokey J.
Student ID: 0088700
✉ dummysmokey@sheridan.edu

Program(s):
Animal Science AS
Agriculture AAS
Music AFA
Criminal Justice AA

Educational Goal: DEVELOP NEW JOB SKILLS

Advisor(s):
Brett Burtis
Christina Rigdon

Review Complete

Course Plan last reviewed on 3/19/2019 by Mallett, Ashley

Course Plan | Timeline | Progress | Course Catalog | Notes | Plan Archive | Test Scores | Unofficial Transcript | Grades | Petitions & Waivers | Graduation Application

- *Course Plan* shows the planned/registered courses. You can view by term.
- *Timeline* shows the timeline for the future terms with the courses planned by term.
- *Progress* shows the degree evaluation for the student. If the program is not listed (you may have to use the arrows to view other active programs), the student has not declared the program yet. Students may complete a Program Change form with Enrollment Services to update the program.
- *Course Catalog* shows the course descriptions for students. Additionally, you can search and view current sections being offered.
- *Notes* provides you an opportunity to communicate with the student and note any items discussed.
- *Plan Archive* provides you with program reviews, advisor and last review date for your reference.
- *Test Scores* are scores the student has received for placement information. Please note, this is also where you will find Advanced Placement, CLEP, International Baccalaureate, and other credits.
- *Unofficial Transcript* is a view of their unofficial transcript for the student.
- *Grades* view by term the grades the student received.
- *Petitions & Waivers* provides the opportunity for faculty to approve a petition or provide a waiver. In this view, you can see Student Petitions, Faculty Consents, and Requisite Waivers with any comments. Please see the Faculty Registration Overrides document in the Registration MyNWCCD portal page to provide an override.
- *Graduation Application* displays degree and application information for students who have applied for graduation.

Created 8/12/2019
Updated 8/3/2021

Course Enrollment and Capacity Information

In your MyNWCCD account, under the Main Menu, select Employee Information and then Institutional Research. On this page, you will select the Click here to begin your data and dashboard journey...on the ROAD.

ROAD: Repository for Operational Analytics and Data

Click here to begin your data and dashboard journey... on the ROAD.

As part of our commitment to furthering data-driven decision making across the institution, we are migrating institutional reporting and analysis to a user-friendly platform

Then Select the Course Enrollment and Capacity under Available Dashboards. You can select the filters on the right side of the screen to provide you with a filtered view of your courses and enrollment.

Created 8/12/2019
Updated 8/3/2021