

Keyano College

PowerCAMPUS Self Service for Faculty

INTRODUCTION

This article describes the steps needed to create a Self Service account.

Creating an account only needs to happen once.

Everyone will need to create a new account.

MORE INFORMATION

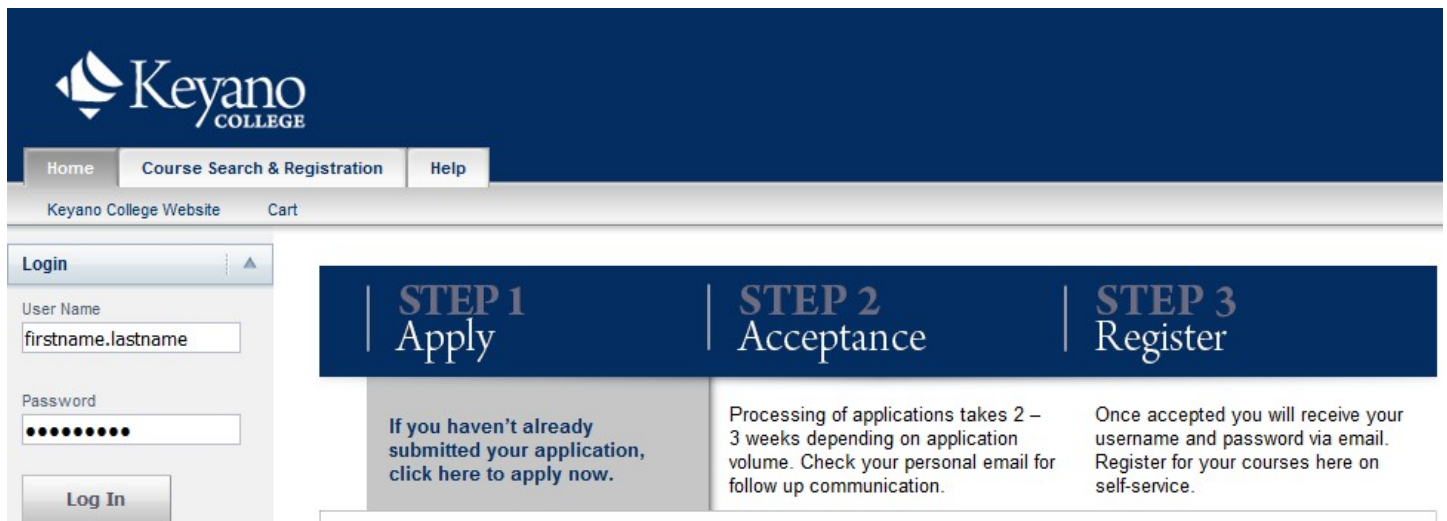
In order to create a Self Service account you will need to have the following pieces of information:

- 1) PowerCampus ID – nine digit number from your record in PowerCampus.
Obtain this number from your Academic Support Staff
- 2) Last Name
- 3) First Name
- 4) Birth date – mm/dd/yyyy
- 5) Network login ID/password

Using a web browser such as Internet Explorer navigate to <http://selfservice.keyano.ca/>

User Name: your network user ID

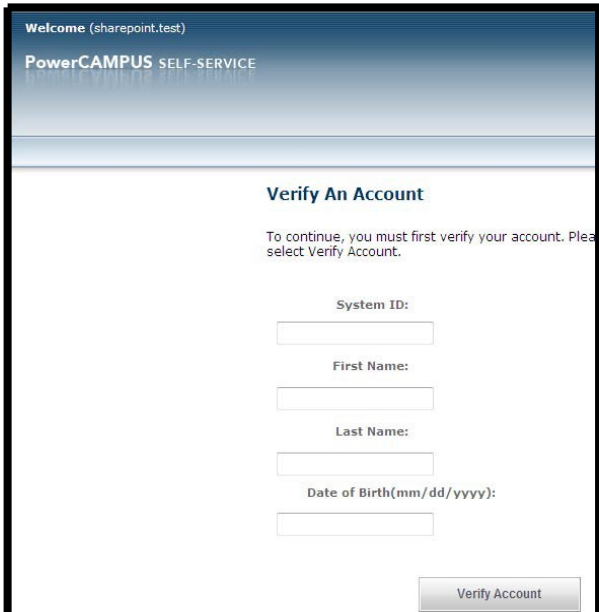
Password: your network password



The screenshot displays the Keyano College website interface. At the top left is the Keyano College logo. Below it are navigation tabs for Home, Course Search & Registration, and Help. A secondary navigation bar includes 'Keyano College Website' and 'Cart'. On the left side, there is a 'Login' section with a dropdown menu, a 'User Name' field containing 'firstname.lastname', a 'Password' field with masked characters, and a 'Log In' button. The main content area features a dark blue header with three steps: 'STEP 1 Apply', 'STEP 2 Acceptance', and 'STEP 3 Register'. Below each step is a descriptive text box: Step 1 notes that users who haven't submitted an application should click a link to apply now; Step 2 states that application processing takes 2-3 weeks and users should check their email for follow-up; Step 3 indicates that accepted users will receive their login credentials via email and should register for courses on the self-service platform.

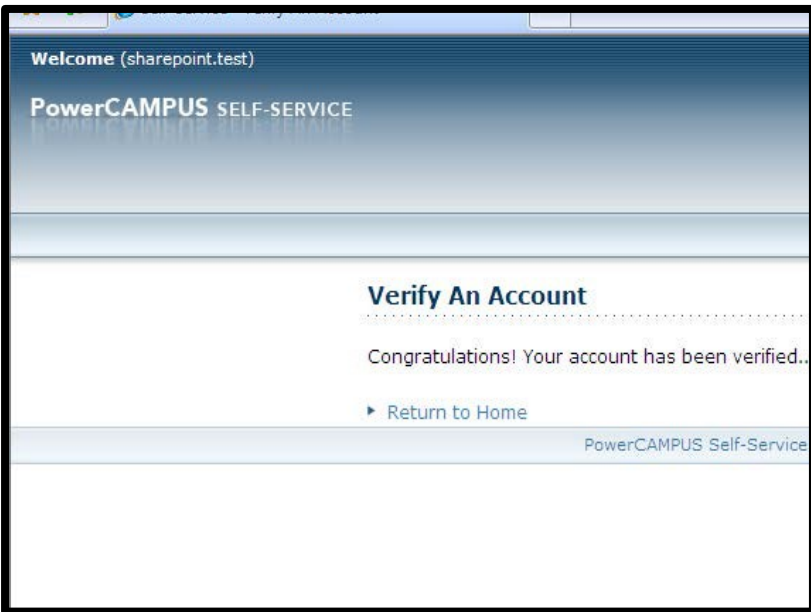
If you have entered your User Name and Password correctly you will be taken to the following Verification Screen. All of the information here, must be typed exactly as it is in the PowerCampus system.

System ID: PowerCampus ID – nine digit number
First Name: First Name
Last Name: Last Name Date of Birth: mm/dd/yyyy



The screenshot shows a web browser window with the address bar displaying 'Welcome (sharepoint.test)'. The page title is 'PowerCAMPUS SELF-SERVICE'. The main heading is 'Verify An Account'. Below the heading, there is a message: 'To continue, you must first verify your account. Please select Verify Account.' The form contains five input fields: 'System ID:', 'First Name:', 'Last Name:', and 'Date of Birth(mm/dd/yyyy):'. A 'Verify Account' button is located at the bottom right of the form.

If have entered the above information correctly, you will receive a verification notice like the one below.



The screenshot shows a web browser window with the address bar displaying 'Welcome (sharepoint.test)'. The page title is 'PowerCAMPUS SELF-SERVICE'. The main heading is 'Verify An Account'. Below the heading, there is a message: 'Congratulations! Your account has been verified..'. A link 'Return to Home' is displayed below the message. The footer of the page reads 'PowerCAMPUS Self-Service'.

Congratulations!! From this point on, you can use your network id and password to access the Self Service environment.

Reviewing Your Student Lists

You can view and download information about the students who have selected one of your course sections.

Viewing Your Class List

You can display a list of the students who have enrolled in one of your classes.

1. Select the **Classes** tab.
2. Select the **Enrollment** menu item.
3. Select the **Class List** option.
4. Choose **Select Course**.
5. From the list of years, terms, and sessions, select the course.
6. View the *Class List* for the specified **Course**.

Field:	Description:
Name	The student's name is a link to more information about the student. To view the student's dossier, follow these steps: <ol style="list-style-type: none">1. Select the student's name.2. On the drop-down menu, select View Dossier.3. On the pop-up window, view the information that is available for the student:<ul style="list-style-type: none">• Student's Name (<i>Prefix, First Name, Middle Name, Last Name, Former Name, Suffix, and Nickname</i>)• Student's preferred E-mail Address• Student's Photo (if your school has chosen to display photos)4. When you are finished viewing the student's dossier, select Close Window.
Curriculum	The student's current program.
Class Level	Indicates the student's year of study for the above curriculum.
Class Load	Whether the individual is a full-time or part-time student.
Credit Type	Indicates the grading type for the course.
Credits	How many credits will be earned upon completion of the course.
Attendance	The student's overall attendance status (for example, <i>attends daily</i>).
Status	The student's enrollment status for the course.

7. Select the enrollment **Status** of the students you want to view.

Select:	To Display:
View All	A list of all the students who have enrolled in the course, no matter what their Enrollment Status.
Add	A list of only those students who have an Enrollment Status of Add for the course.
Drop	A list of only those students who have an Enrollment Status of Drop for the course.
Hold	A list of only those students who have an Enrollment Status of Hold for the course.

8. Select **Go** to view the list of students with the specified enrollment status.

9. If you want to download the information that is currently displayed on the *Class List* page to a file, follow the instructions for *Downloading Class List Information*.

10. If you want to e-mail the students, follow the instructions for *E-mailing Students in Your Class*.

11. If you want to print out your class list, follow these steps:

- Select **Print List**.
- Select **Print**.
- Specify your printer options.

Downloading Class List Information

You can download information about the students, who are attending one of your course sections, to a file.

1. If you have not already done so, follow the instructions for *Viewing Your Class List* to display the class list information you want to download.
2. Make sure that you **Select Status** to display the desired list of students.
3. Select the **Download** option.
4. On the *Class List Download* window, select the **Download Format**.
5. Specify which **Available Columns** you want to download. (By default, all of the columns will be selected.)
6. Select to add the selected column names to the **Columns to download** list.
7. Use ▲ and ▼ to change the order of the columns in the download file.
8. Select **Download** to write the selected information to the file.
9. On the *Class List Download* window, specify whether you want to **Open** or **Save** the file.

<u>Select:</u>	<u>To:</u>
Open	For all download formats except for Tab-Separated, you can view the contents of the download file. For example, if you chose the Microsoft Word Download Format , the system will open the file in a Microsoft Word document. After viewing the contents of the file, you can save it or print it.
Save	Save the download file to a specified location.

10. Select **Close Window** to close the *Class List Download* window.

E-mailing Students in Your Class

You can send an e-mail to specified students, or all students, in one of the course sections you are teaching.

1. If you have not already done so, follow the instructions for *Viewing Your Class List*.
2. Specify which students you want to e-mail.

To E-mail:	Follow These Steps:
Individual Students	<ol style="list-style-type: none">1. Select the checkbox to the left of the name of each student you want to e-mail.*2. Choose to E-mail Selected students.
All Students	<ol style="list-style-type: none">1. Select the checkbox on the column heading to select all the students in the list.*2. Choose to E-mail Selected students.

* The checkbox will be grayed out for any student who does not have an e-mail address on file.

3. On the *E-mail* window, verify that your default e-mail address is listed in the **From** field. If necessary, you can change this address.
4. Verify the list of **Recipients**.
5. If you want to list the Recipients in the **bcc** (blind copy) field instead of the **To** field on the e-mail so that the Recipients will not see anyone else's e-mail address, select **Keep e-mail addresses private**.
6. Enter the **Subject** of your e-mail.
7. Enter your e-mail **Message**.
8. Select **Send Message**.

Entering Overall Grades for a Course

You can enter students' overall grades for one of your course sections.

1. Select the **Classes** tab.
2. Select the **Grading** menu item.
3. Select the **Overall Grades** option.
4. Select a **Year** and then view the list of your courses for that year.
5. **Select** the **Course** section for which you want to enter overall course grades.
6. In the **My Grade** column, you can change grades for students for whom the **Actual Grade** has not yet been approved or posted. The **Actual Grade** will appear as **Pending** if your department head wants to approve grades for this course.
7. Select the appropriate button to record the students' grades:

Button	Description
Save	If the time period is not open for grading, you will only be able to Save the students' grades. If the time period is open for grading but you are not ready to submit the students' grades, select Save to just record the grades for now.
Submit Midterm	If the time period is open for grading, your school has enabled midterm grading, and you are ready to submit the students' midterm grades for the course section, select Submit Midterm .
Submit Final	If the time period is open for grading and you are ready to submit the students' overall grades for the course section, select Submit Final .

- If grade approval **is** required, the grade will be saved in the PowerCAMPUS Transcript Detail Record and the Actual Grade will be displayed for the student upon approval by the Department Chair and/or Dean.
- If grade approval is **not** required, the grade will be saved in the PowerCAMPUS Transcript Detail Record and the Actual Grade will be displayed for the student when the grade is submitted.

E-mailing Students About Overall Grades

You can e-mail any or all of the students you have listed on the *Overall Grades*

1. If you are not already displaying the names of the students you want to e-mail on the *Overall Grades* page, follow these steps:

- Select the **Classes** tab.
- Select the **Grading** menu item.
- Select the **Overall Grades** option.
- Select a **Year** and then view the list of your courses for that year.
- Select the **Course** section for which you want to e-mail students.

2. Specify which students you want to e-mail.

<i>To E-mail</i>	<i>Follow These Steps</i>
Individual Students	<ol style="list-style-type: none">1. Select the checkbox to the left of the name of each student you want to e-mail.*2. Choose to E-mail Selected students.
All Students	<ol style="list-style-type: none">1. Select the checkbox on the column heading to select all the students in the list.*2. Choose to E-mail Selected students.

* The checkbox will be grayed out for any student who does not have an e-mail address on file.

3. On the *E-mail* window, verify that your default e-mail address is listed in the **From** field. If necessary, you can change this address.

4. Verify the list of **Recipients**.

5. If you want to list the Recipients in the **bcc** (blind copy) field instead of the **To** field on the e-mail so that the Recipients will not see anyone else's e-mail address, select **Keep e-mail addresses private**.

6. Enter the **Subject** of your e-mail.

7. Enter your e-mail **Message**.

8. Select **Send Message**.

Downloading Overall Course Grades

You can download the overall course grades that you are currently viewing, to a file.

1. Select the **Classes** tab.
2. Select the **Grading** menu item.
3. Select the **Overall Grades** option.
4. Select a **Year** and then view the list of your courses for that year.
5. Select the **Course** section for which you want to download the overall course grades.
6. Select the **Download Grades** option.
7. On the *Overall Grades Download* window, select the **Download Format**.
8. Highlight the **Available Columns** you want to download.
9. Select the **>** to move the highlighted columns to the **Columns to Download** list.
10. Use **^** and **v** to specify how you want to order the fields in the download file.
11. Select **Download** to create the file with the grade information.
12. On the *File Download* window, specify whether you want to **Open** or **Save** the file.

<u>Select:</u>	<u>To:</u>
Open	For all download formats except for Tab-Separated, you can view the contents of the download file. For example, if you chose the Microsoft Excel Download Format , the system will open the file in a Microsoft Excel spreadsheet. After viewing the contents of the file, you can save it or print it.
Save	Save the download file to a specified location.

13. On the *File Download* window, select **Close Window**.

Entering Student Attendance

You can enter attendance for any of your course sections.

Entering Attendance for a Course

You can enter students' attendance information for a course.

1. Select the **Classes** tab.
2. Select the **Grading** menu item.
3. Select the **Attendance** option.
4. Select a **Year** and then view the list of your courses for that year.
5. **Select** the **Course** section for which you want to enter attendance.
6. Select which attendance information you want to view.

<u>View:</u>	<u>Description:</u>
Overall Section Attendance	<p>Displays each student's number of excused and unexcused absences and lateness's and allows you to enter:</p> <ul style="list-style-type: none">• Each student's overall attendance status for the specified course section (for example, <i>attends daily</i>, <i>poor attendance</i>).• The last date on which each student attended the course section. <p>From the drop-down menu to the left of a student's name, you can choose to view the student's Daily Attendance.</p>
Daily Attendance for the Specified Date	<p>Enables you to view and enter attendance for all the students for the specified date.</p> <p>From the drop-down menu to the left of a student's name, you can choose to:</p> <ul style="list-style-type: none">• Add a violation for the specified student, or• View the student's Daily Attendance.
Daily Attendance for the Specified Student	<p>Allows you to view and enter attendance for the specified student for all the dates of the selected course section.</p> <p>From the drop-down menu to the left of a date, you can choose to view the Daily Attendance for all students on that day.</p>

7. If you are viewing the daily attendance for a **Specified Date**, you can select the general attendance value (for example, *Present*) for all the students for that date. Choose the attendance status and select **Apply Status**.
8. If you are viewing the daily attendance for a **Specified Date** or **Student**, update the **Attendance Status** and enter any necessary **Comments** about the status for each student.
9. Select **Save** to record your attendance information.

E-mailing Students About Attendance

You can e-mail any or all of the students you have listed on the *Attendance* page.

1. If you are not already displaying the names of the students you want to e-mail on the *Attendance* page, follow these steps:

- Select the **Classes** tab.
- Select the **Grading** menu item.
- Select the **Attendance** option.
- Select a **Year** and then view the list of your courses for that year.
- **Select** the **Course** section for which you want to e-mail students.

2. Select the **Overall Section Attendance** view.

3. Specify which students you want to e-mail.

<i>To E-mail:</i>	<i>Follow These Steps:</i>
Individual Students	<ol style="list-style-type: none">1. Select the checkbox to the left of the name of each student you want to e-mail.*2. Choose to E-mail Selected students.
All Students	<ol style="list-style-type: none">1. Select the checkbox on the column heading to select all the students in the list.*2. Choose to E-mail Selected students.

* The checkbox will be grayed out for any student who does not have an e-mail address on file.

4. On the *E-mail* window, verify that your default e-mail address is listed in the **From** field. If necessary, you can change this address.

5. Verify the list of **Recipients**.

6. If you want to list the Recipients in the **bcc** (blind copy) field instead of the **To** field on the e-mail so that the Recipients will not see anyone else's e-mail address, select **Keep e-mail addresses private**.

7. Enter the **Subject** of your e-mail.

8. Enter your e-mail **Message**.

9. Select **Send Message**.