TEXAS WOMAN'S UNIVERSITY™

Guide to
Faculty Self-Service

Faculty Self-Service is the new interface for faculty to use to check their rosters, enter grades, and utilize Advising/Academic Planning. Self-Service is replacing the old WebAdvisor interface that faculty have used for rosters and grading before now.

If you also advise students, you have already experienced Self-Service when you were utilizing the online degree plans through Academic Planning (a.k.a. Student Planning).

Self-Service is more robust and user friendly than WebAdvisor, providing faculty with more roster functionality, including the ability to see student photos on the roster, download their roster to a .csv/Excel file, and emailing their entire class with a single click.

How to Access Self-Service

You can access Self-Service directly either one of two ways:

1. Go directly to the Self-Service log-in screen at **selfservice.twu.edu:**

Use your TWU Username & Password to log-in
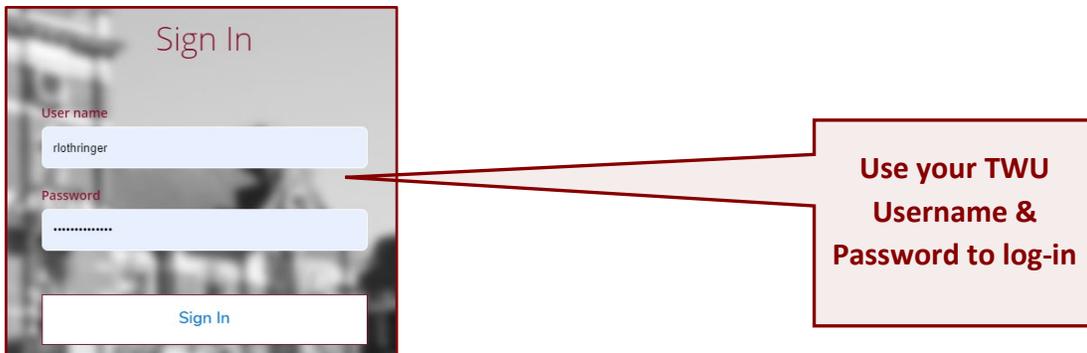
OR…

2. From the TWU portal landing page (**portal.twu.edu**), simply click on the **Self-Service** icon, which will then take you to the same log-in screen.
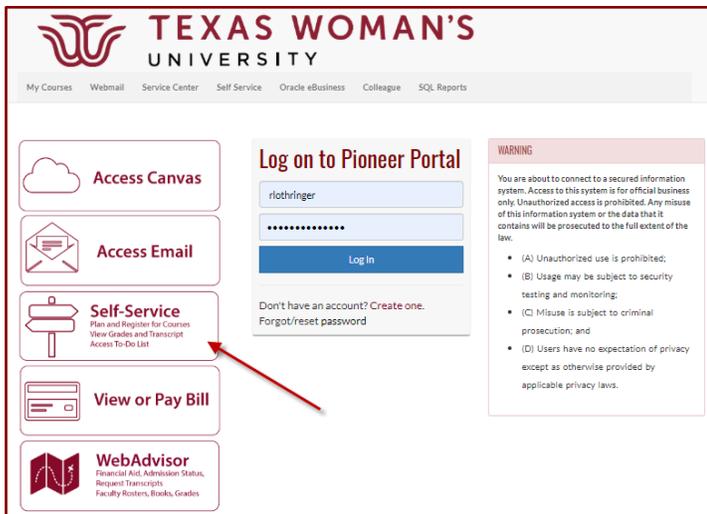
Faculty Self-Service Homepage

The Faculty Self-Service homepage has four main menu options:

1. **Course Catalog** – view & search courses and sections
2. **Advising** – access advisee list and Student Planning (*the old Academic Planning link from WebAdvisor*)
3. **Faculty** – access active class rosters and submit grades
4. **WebAdvisor Faculty** – access the old WebAdvisor interface for Early Alert
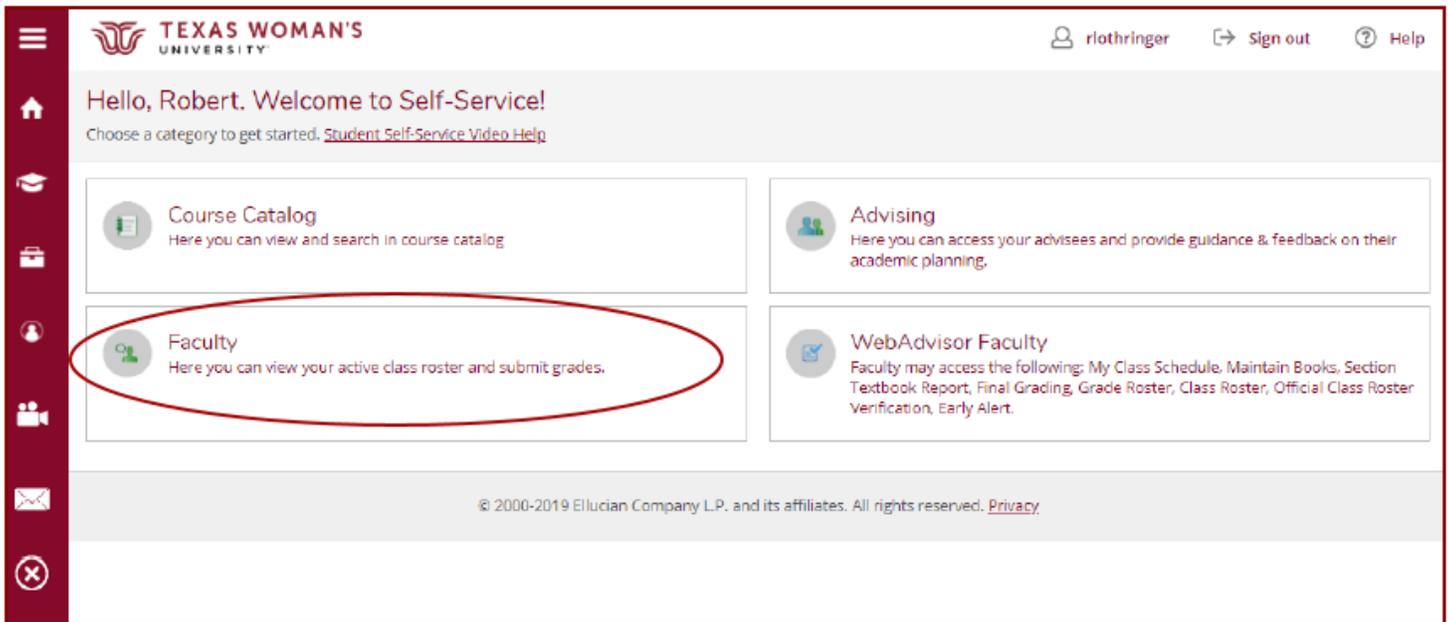
Course Catalog

Use the **Course Catalog** to find courses and, when a registration period is open, course sections for the term(s) that have an open registration period.
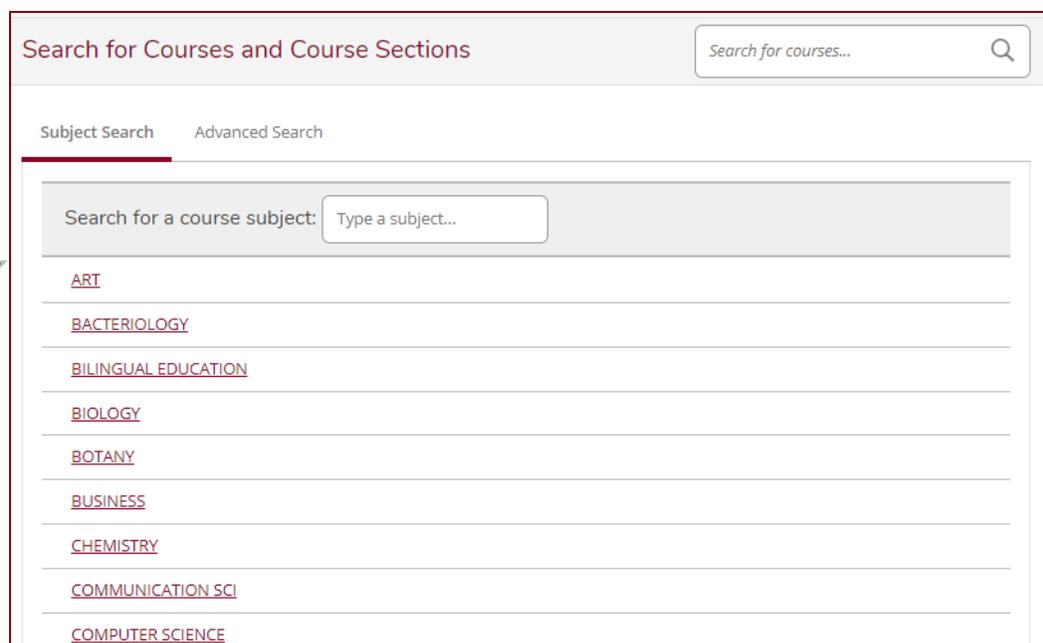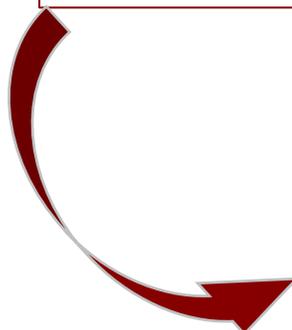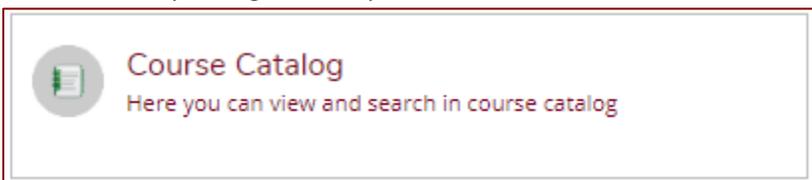
Advising

The **Advising menu item** will take you to the Advising Overview page in Advisor & Faculty version of Student Planning. For detailed instructions on using Advisor & Faculty Academic Planning, please refer to the detailed **ONLINE RESOURCE GUIDE** available on the Registrar Office website.

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

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Daily Work · Advising · Advising Overview

Who would you like to work with?
Find a student by searching or selecting below.

○ Student
○ Advisor   Type a name or ID...   🔍   ✉ Email All My Advisees

	Name	Review Requested	Assigned Advisee	ID	Program(s)	Advisor(s)
	Pioneer, Jill B. ⓘ Withhold Directory Information		👥	0047011	Family Nurse Practitioner - MS Reading Education - MED Health Care Administration Houston - MHA Nursing - BS Social Work - MSW - General	Advisor(s): Sarah Henderson Robert Lothringer
	ⓘ Withhold Directory Information		👥		Kinesiology - BS Kinesiology EC-12 Teaching/Coaching - BS	Advisor(s): Robert Lothringer (Major Advisor)

Faculty

Utilize the **Faculty menu item** to access course rosters and submit grades.

Faculty
Here you can view your active class roster and submit grades.

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Daily Work · Faculty · Faculty Overview

Manage your courses by selecting a section below

Fall 2019		
Section	Times	Locations
SPEC-1900-01: CROSS REG	TBD 8/26/2019 - 12/13/2019	TBD Lecture
SPEC-1900-02: CROSS REG	TBD 8/26/2019 - 12/13/2019	TBD Lecture
SPEC-1901-01: CROSS REG	TBD 8/26/2019 - 12/13/2019	TBD Independent Study

Click on the course to pull up the **Section Details**. Here you will have a summary of the course, section, term, location, and days/times. It will also provide you the enrollment count:

Section Details

‹ Back to Courses

SPEC-3903-01: CROSS REG

Fall 2019
OFF-CAMPUS

TBD
8/26/2019 - 12/13/2019
TBD

Seats Available 2 of 5

Roster   Grading

To access your roster, click on "**Roster**". At the time of final grading, you will enter grades through the "**Grading**" menu item.

Roster

Once you click on the roster, you will see all actively enrolled students. If a student has a chosen name different from their legal name, it will be shown first followed by the legal name.

PLEASE CHECK YOUR ROSTERS vs. CLASS ATTENDANCE DAILY DURING FIRST TWO WEEKS TO HELP IDENTIFY NON-ENROLLED STUDENTS WHO ARE ATTENDING YOUR CLASS.

1. If a student is attending your class but not on the roster, direct them to register if Late Registration is still open.
2. If it is past Late Registration but prior to Census Date, the student will need to request the department to submit an Add form to the Registrar's Office.

SPEC-3903-01: CROSS REG

Fall 2019
OFF-CAMPUS

TBD
8/26/2019 - 12/13/2019
TBD

Seats Available 2 of 5

Roster   Grading

New functionality *allows you to now print your roster, email all of your students, and download your roster to a .csv file.*

🖨 Print   ✉ Email All   ↪ Export ⌄

Chosen/Legal Name	Student ID	Preferred Email	Never Attended	Stopped Attending - Last Date of Attendance
		@twu.edu	☐	M/d/yyyy
		@twu.edu	☐	M/d/yyyy
		@twu.edu	☐	M/d/yyyy

4

Reporting *"Never Attended"* & *"Stopped Attending"* Statuses

Faculty will no longer have to submit each and every course roster for verification after the Census Date. However, for federal Financial Aid compliance, when an instructor is aware that a student has **never attended** (or engaged in) a course, or has **stopped attending** (or stopped engaging in) a course, the instructor is required to report this status via their Self-Service roster:

1. To report a student as having **Never Attended,** simply click on the "Never Attended" box in the Roster. It will automatically update the status to Colleague.

2. To report a student as having **Stopped Attending**, simply enter the Last Date of Attendance in the "Stopped Attending-Last Date of Attendance" field. Must be entered in Month/Day/Year format. Once the date is entered, it will automatically update the status to Colleague.

This option to report will be available via the Self-Service roster starting **after the Census Date** of each term and will no longer be available once Final Grading has opened.

Grading

When final grading is open, you will have the ability to enter grades through the grading roster.

To open the grading roster, from the Section Details screen, click on "Grading", and then click on "Final Grade":
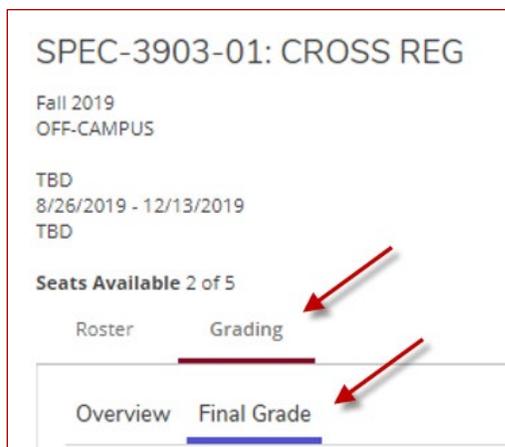
SPEC-3903-01: CROSS REG

Fall 2019
OFF-CAMPUS

TBD
8/26/2019 - 12/13/2019
TBD

Seats Available 2 of 5

Roster   Grading

Overview   Final Grade

Chosen/Legal Name	Student ID	Never Attended	Stopped Attending - Last Date of Attendance	Final Grade
		☐	M/d/yyyy	Select grade ▼
		☐	M/d/yyyy	Select grade ▼
		☐	M/d/yyyy	Select grade ▼

- Enter a final grade from the drop-down menu for every student on the roster.

- For students who fail the course due to having **never attended** (or engaged), click the "**Never Attended**" box and enter a grade of "**FN**" (or "DFN" for undergraduate developmental courses)

- For students who fail the course due to having **stopped attending** (or stopped engaging), enter the known **last date of attendance** and enter a grade of "**FS**" (or "DFS" for undergraduate developmental courses).

Never Attended	Stopped Attending - Last Date of Attendance	Final Grade
☑	M/d/yyyy	FN Failure - Never Attended ▼
☐	10/01/2019	FS Failure - Stopped Attend ▼
☐	M/d/yyyy	A Excellent ▼

WebAdvisor Faculty

The WebAdvisor menu item will link you back to WebAdvisor to access **Early Alert** or any of the old WebAdvisor options. WebAdvisor will be available parallel to Faculty Self-Service for a period of time until Elllucian no longer supports the old WebAdvisor portal. You will have to log-in at the WebAdvisor log-in page.

WebAdvisor Faculty
Faculty may access the following: My Class Schedule, Maintain Books, Section Textbook Report, Final Grading, Grade Roster, Class Roster, Official Class Roster Verification, Early Alert.

New Roster Verification Process

START OF TERM – Late Registration through Census Date

Check Attendance vs. Enrolled Roster for Accuracy

*Inform students not registered to either register themselves if Late Registration is open or request departmental add after Late Registration

Post Census Date

1. No longer submit to Registrar's Office a verified roster for every class and every student.

2. Instead, *when known*, utilize interactive roster in new Faculty Self-Service to indicate if a student has "Never Attended" (participated) or "Stopped Attending" (participating).

*Students & Financial Aid will be notified when this status is submitted. Hopefully a positive intervention can result if notification is early enough.

Final Grading Period

If student fails the course for *non-academic reasons* (i.e. never attended, or having stopped attending), indicate with appropriate failing grade:

FN (never attended) or FS (stopped attending)