

Introducing PowerCAMPUS Self-Service Faculty

Log-in from **FACULTY/STAFF** on the www.cdrewu.edu

Go to the **PowerCampus Self-Service link**

On the *Login* window, enter your **CDU Network User Name** and **Password**

The first time you log in, you will be asked to enter your **Powercampus ID** (0000xxxxx)
Information gained from student records is to be used for educational purposes only.

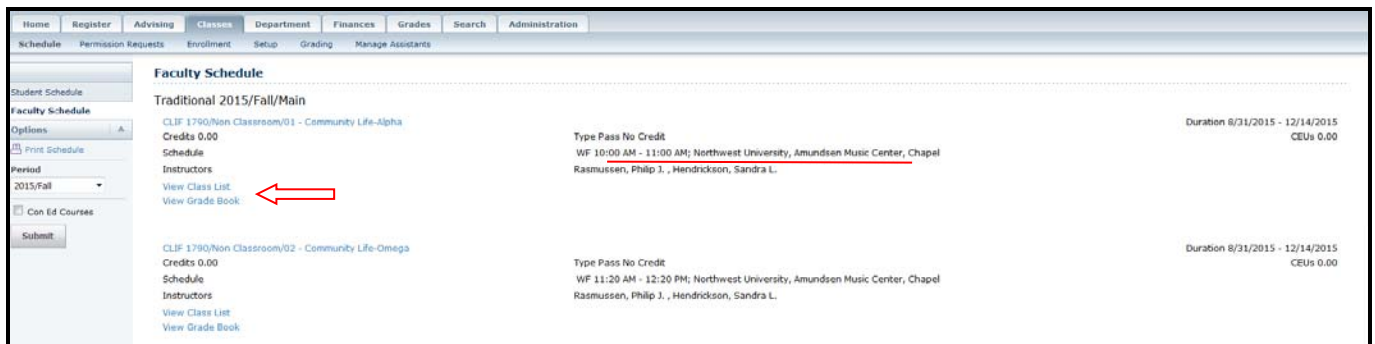
Classes Tab

Viewing Your Schedule and Class Lists

Menu Item: **Schedule**

You can view a schedule of the classes for which you have are registered to teach:

1. Select **Classes** from the tab
2. Then select **Schedule**
3. Then you will choose **Faculty Schedule** option.
4. Choose the time **Period (Fall 2016)** for the schedule you want to view.



Menu Item: **Enrollment**

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.

Advising Tab

Viewing Your Advisees' schedules, unofficial transcripts, and grades

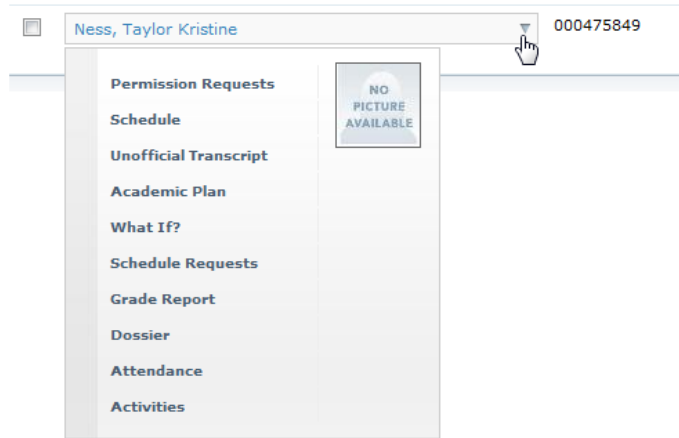
The Manage Advisees feature enables you to search for the student you want to advise and then perform any of the advisory functions you are authorized to use.

- Search by specific name or ID number via the **Basic Search/Advanced Search**
- For a full list, select **My Advisee** menu item

Menu Item: **Manage Advisees**

- Select the student's name for a list of items available:

Schedule, Unofficial Transcript, Grade Report



- The same information can also be obtained for **All Students** via the Drop Down Menu:

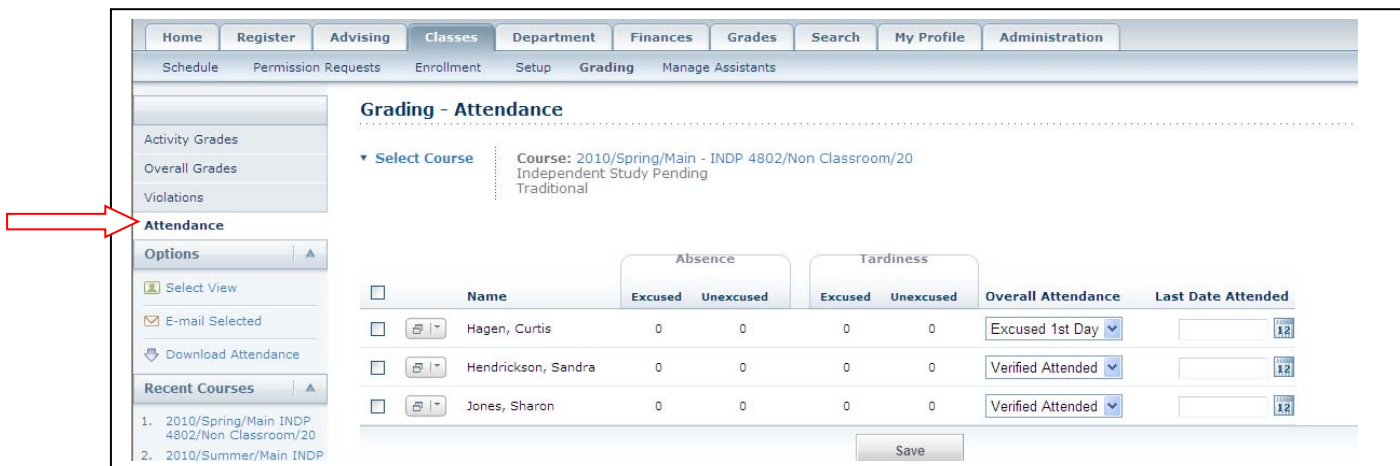
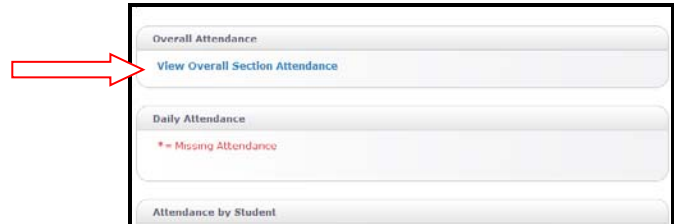
Attendance Verification Procedure

CDU is required to verify the enrollment of all students attending that term. This can only be done with the help of you the faculty member. CDU uses Self-Service to gather and record the attendance record for each student in your class during throughout the term.

Select the Classes Tab

Select Menu Item: Grading

1. Select the **Attendance** option. *(on left, fourth item)*
2. Select a Course
 - Select “**View Overall Section Attendance**”



Here are some items to remember:

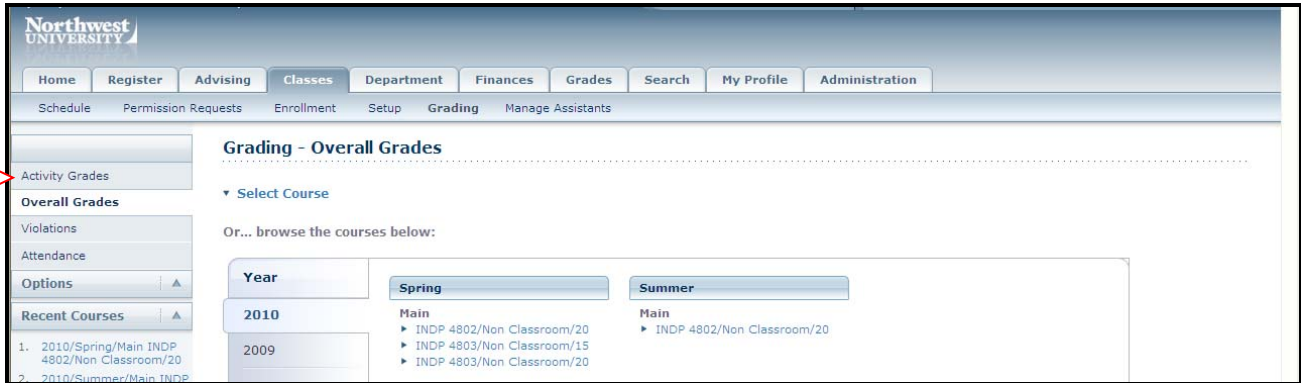
- Make a selection for each student. There are five selections that should be used during the semester.
 - Present
 - Absent
 - Absent – Unexcused
 - Tardy
 - Tardy– Unexcused
- Students on the roster are officially registered in your class.
- Verify attendance for students who add your course after the first class session.
- If students attend your class but are not on the roster, they are **NOT** officially registered in your class and must register online or contact the Office of Registration and Records Office.
- Submit Attendance each class session.

Submitting Final Grades

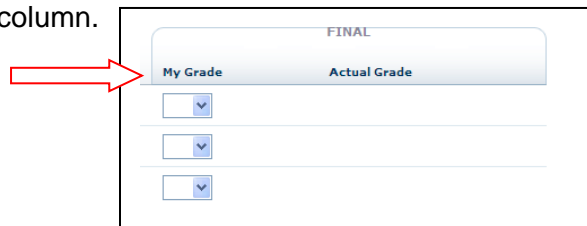
Select the Classes Tab

Select Menu Item: Grading

1. Select the **Overall Grades** option. *(second item on left)*
2. Select a Year and then view the list of your courses for that year.
3. Select the Course section for which you want to enter overall course grades.

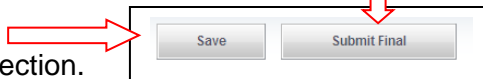


4. Enter Grades under the **My Grade** column.



5. Select **Submit Final** to finalize grade selection.

Note: The Save/Submit Final buttons will disappear once all grades have been submitted.



6. Successful!

