

Faculty Member's Guide to Self-Service

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Self-Service for Faculty

Self-Service is an online service that allows faculty members and students to access their academic information at King's College. Users can only access Self-Service after their King's College email account is established and accessed at least once.

1. Access Self Service via the MyKing's page (<https://www.kings.edu/mykings>)
2. Click the Self-Service link on the menu (<https://www.kings.edu/mykings/self-service>)

Faculty/Instructors have access to:

- a) View your teaching schedule
- b) View and email your class roster
- c) Submit grades on-line

Employees have access to

- a) Tax information
- b) Earning Statements
- c) Benefits information

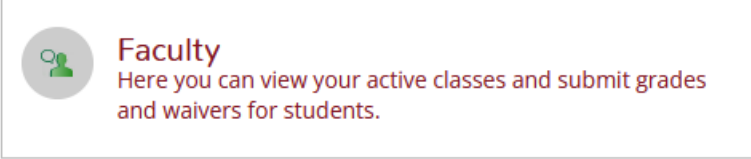
Faculty advisors will have access the following information for their student advisees:

- a) Transcripts
- b) Schedules
- c) SAT test scores
- d) Student Profile information
- e) Program Evaluation

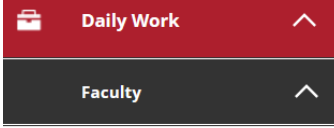


Faculty members main information screen

Upon logging in, Faculty can select the **Faculty** button on the main page or Daily Work > Faculty > Faculty Overview.






OR



Faculty Overview

On the Faculty Overview screen, you will see the courses you are set to teach. You may see future semester offerings, as well.

KING'S COLLEGE   

[Daily Work](#) · [Faculty](#) · [Faculty Overview](#)

Manage your courses by selecting a section below

Fall 2022					
Section	Times	Locations	Availability ⓘ	Books	Census Dates
ARTS*141*A: Imaginative Writing	M/W/F 8:00 AM - 8:50 AM 08-22-2022 - 12-09-2022	TBD Lecture	1 / 16 / 0		

Access, print, or email your class roster

Click the course section title to view roster information.

ARTS*141*A: Imaginative Writing

Fall 2022

M/W/F 8:00 AM - 8:50 AM

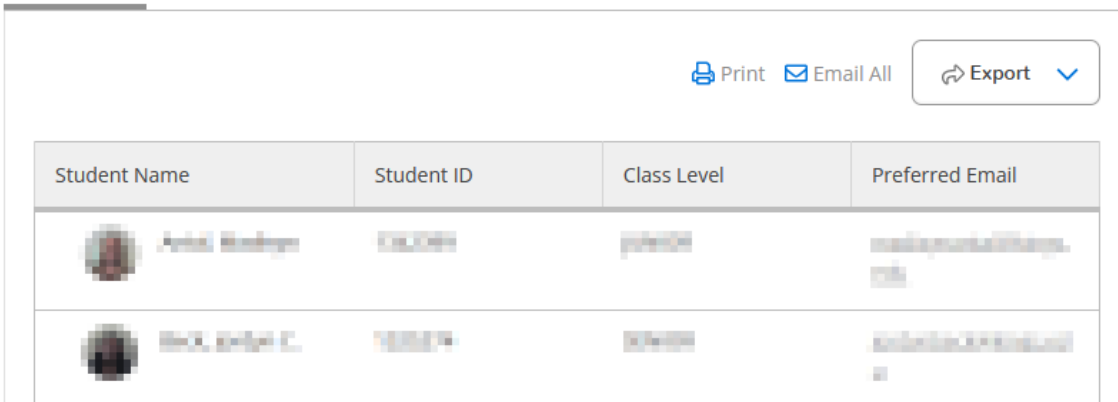
08-22-2022 - 12-09-2022

TBD

Seats Available ⓘ 1 / 16 / 0

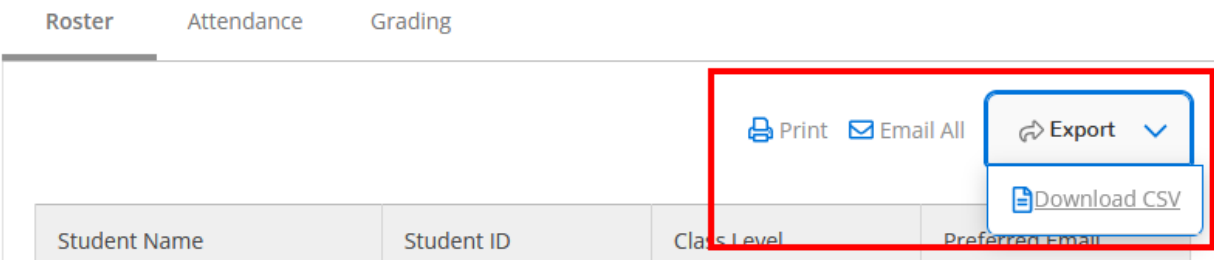
[Deadline Dates](#)

Roster Attendance Grading



The screenshot shows the 'Roster' tab selected. At the top right, there are three action buttons: 'Print' (with a printer icon), 'Email All' (with an envelope icon), and 'Export' (with a download icon and a dropdown arrow). Below these buttons is a table with the following columns: 'Student Name', 'Student ID', 'Class Level', and 'Preferred Email'. Two student rows are visible, each with a profile picture, name, ID, class level, and email address.

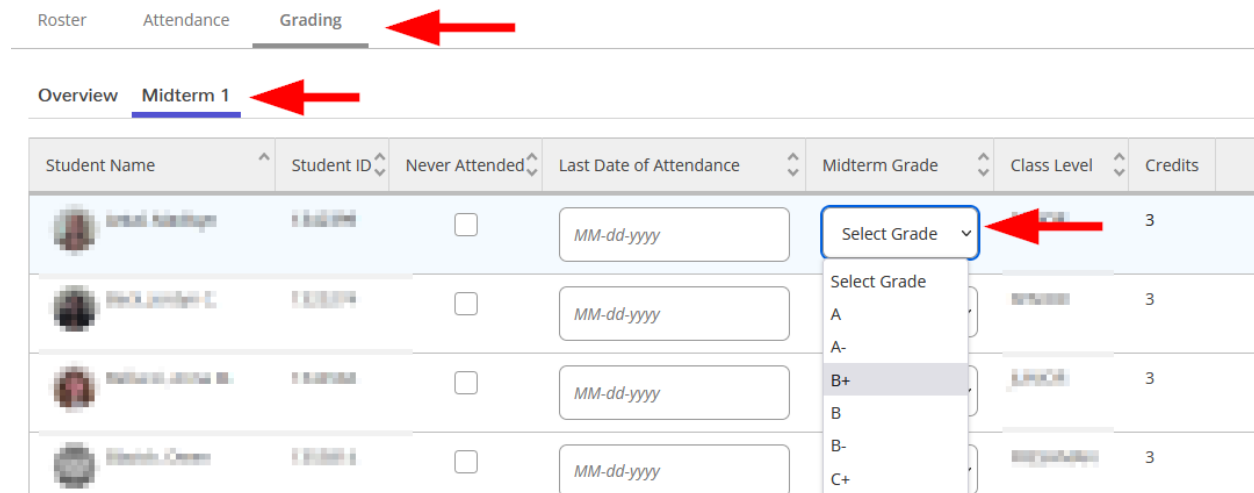
You can **Print** your roster, **Email All** students, or **Export** the listing to Excel as a CSV file.



This close-up screenshot highlights the 'Export' button and its dropdown menu. The 'Export' button is circled in red. The dropdown menu is also outlined in red and contains a single option: 'Download CSV' with a document icon.

Enter Grades (Midterm and Final)

- On the section details page, viewing your roster, select Grading
- On the next screen, select the grade you'd like to enter (ex. Midterm 1)
- Select a grade from the dropdown for each student
- Each grade you input is automatically saved—there is not a Save or Submit button



The screenshot shows a web interface with tabs for Roster, Attendance, and Grading. The Grading tab is selected. Below it, there are tabs for Overview and Midterm 1. A table lists students with columns for Student Name, Student ID, Never Attended, Last Date of Attendance, Midterm Grade, Class Level, and Credits. A dropdown menu is open for the Midterm Grade column, showing options: A, A-, B+, B, B-, and C+. Red arrows point to the Grading tab, the Midterm 1 tab, and the dropdown menu.

Student Name	Student ID	Never Attended	Last Date of Attendance	Midterm Grade	Class Level	Credits
Amal, Anshika	1122222	<input type="checkbox"/>	MM-dd-yyyy	Select Grade	1122222	3
Beck, Jordan C.	1122222	<input type="checkbox"/>	MM-dd-yyyy	Select Grade	1122222	3
Williams, Anna M.	1122222	<input type="checkbox"/>	MM-dd-yyyy	B+	1122222	3
Smith, Owen	1122222	<input type="checkbox"/>	MM-dd-yyyy	B-	1122222	3

Valid grades are: **A A- B+ B B- C+ C C- D F P IN (Incomplete) IP (In progress) AU (Audit)**

If you enter an **IN** or **IP** grade the system will require you to enter an Expire Date which will be provided by the Registrar's Office each semester.

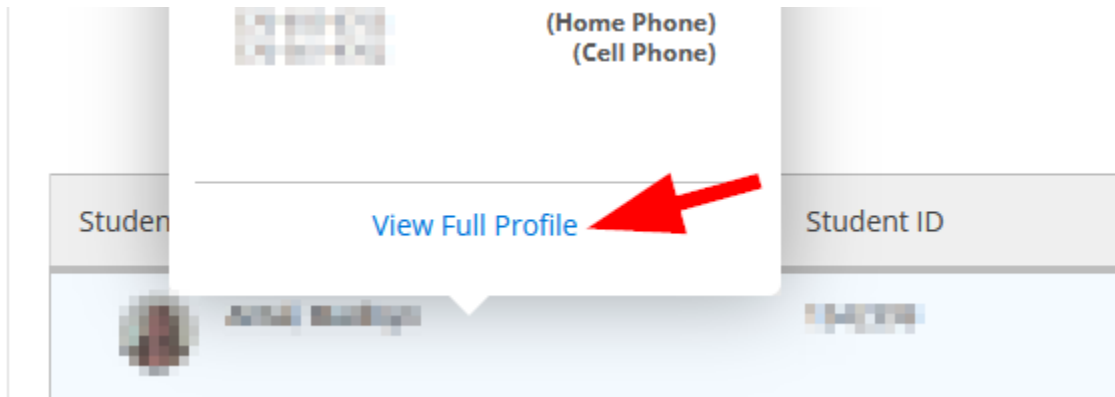
Deficiency Grades - For each student receiving a grade of “D” or “F” please complete a deficiency form using the **Online Deficiency Form** located on the Academic Success page: <http://kingsedu.sharepoint.com/sites/academicsuccess/>

Note: The system will require you to enter a date if you give an IN [incomplete grade] or IP [in progress grade]. *Each semester we will provide you with the date by which incomplete grades will change to an “F” grade provided the IN has not been changed.*

After you hit submit, grades are NOT automatically posted to each student's record. Once all faculty members have entered their grades the Registrar's Office will run several verification checks. When it is determined that all grades have been entered then the Registrar's Office will post the grades updating the student records.

View Student details

Some student information is available to instructors. To view this, on the section details page, viewing your roster, mouse-over a student name and select **View Full Details**.



A popup will appear to show you limited details, like major, expected graduation date, and advisor.

Student Profile

Student Name
[Redacted]

Phone number/Extension

[Redacted] (Home Phone)
[Redacted] (Cell Phone)

Address

[Redacted]
[Redacted]

Academic Details

Academic Programs	Anticipated Completion Date	Major	Minor
Bachelor of Science in Biology	[Redacted]	Biology	

Advisor Details

Name	Type	E-Mail	Phone	Office Hours
Barr, Dr. Garrett E.	Major	[Redacted]	[Redacted]	

Tips from the Registrar's Office

Roster Verification

You can view or print your class roster(s) as frequently as you desire. It is suggested that you print your roster(s) as follows:

1. Prior to the first day of class.
2. At the conclusion of the **second week** of the semester, after the add period is over, compare your roster with the students appearing in class.
3. Complete the roster verification process to ensure accuracy of student data reporting and disbursement of financial aid. Class Roster verifications are required by all faculty for each section they are teaching. Complete roster verification:

<https://kingsedu.sharepoint.com/sites/academicsuccess>

How to submit a Change of Grade:

After all grades have been entered via Self-Service they are verified. The verification process "locks" the grades. At this point grades cannot be changed by using the Self-Service system.

In order to have the grade changed after this period, you must complete the online Change of Grade form: <https://departments.kings.edu/gradechange/>

CHANGE OF GRADE FORM

Note: All fields are required.

Student Number:	<input type="text"/>	Date:	<input type="text" value="7/18/2022"/>
Student Name:	<input type="text"/>	Instructor' Name:	<input type="text"/>
Semester:	>> ▾	Year:	>> ▾
Course Number:	<input type="text"/>	Course Section:	<input type="text"/>
Original Grade:	>> ▾	New Grade:	>> ▾

Reason For Grade Change:

Need more guidance?

For more details, forms, policies, etc. consult the Registrar's page of the King's website, available at <http://go.kings.edu/registrar>