Faculty Member's Guide to Self-Service

Contents

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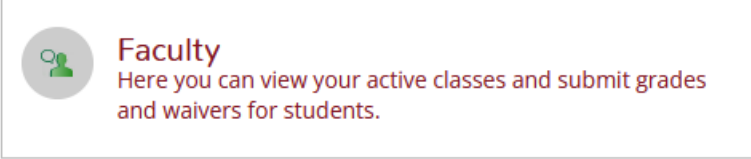
Faculty advisors will have access the following information for their student advisees:

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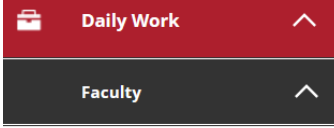d) Student Profile information
e) Program Evaluation

Faculty members main information screen

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

Faculty — Here you can view your active classes and submit grades and waivers for students.	or	**Daily Work** ⌃ **Faculty** ⌃ 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

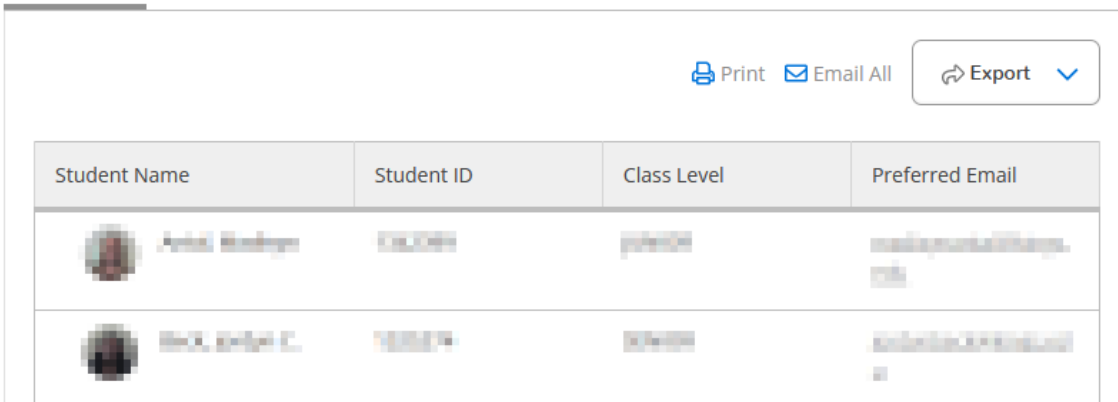Fall 2022

M/W/F 8:00 AM - 8:50 AM
08-22-2022 - 12-09-2022
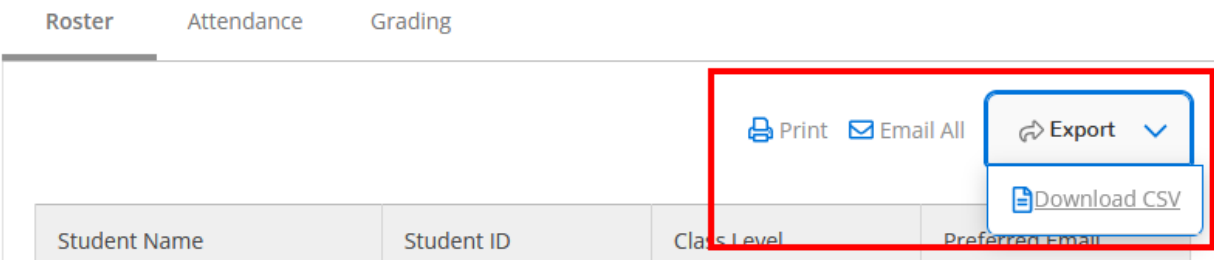TBD

Seats Available ⓘ   1 / 16 / 0

Deadline Dates

| Roster | Attendance | Grading |

🖨 Print   ✉ Email All   ⇗ Export ⌄

Student Name	Student ID	Class Level	Preferred Email
[image]			
[image]			
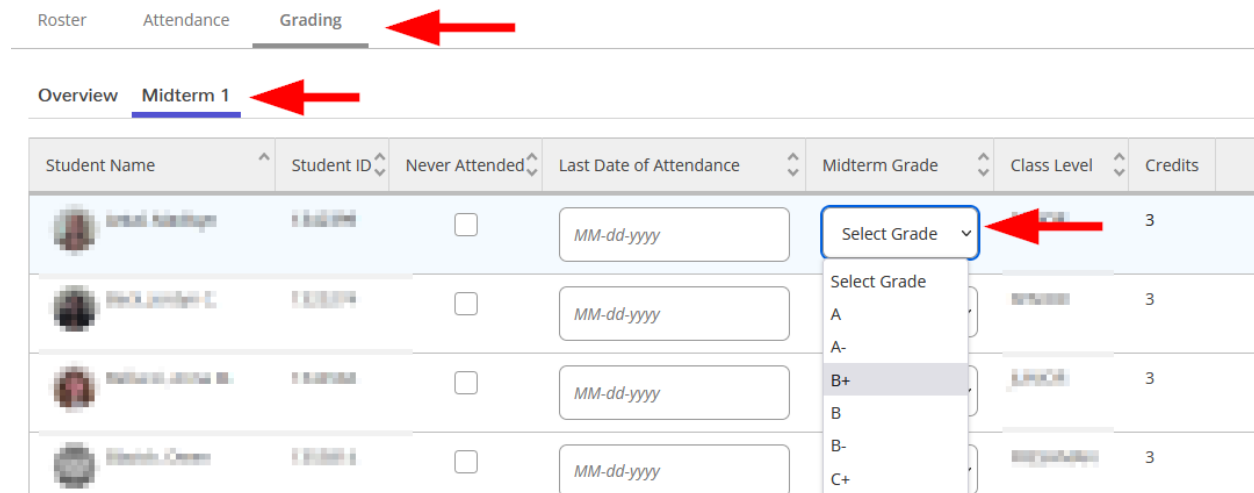
You can **Print** your roster, **Email All** students, or **Export** the listing to Excel as a CSV file.

| Roster | Attendance | Grading |

🖨 Print   ✉ Email All   ⇗ Export ⌄
📄 Download CSV

Student Name	Student ID	Class Level	Preferred Email

Enter Grades (Midterm and Final)

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

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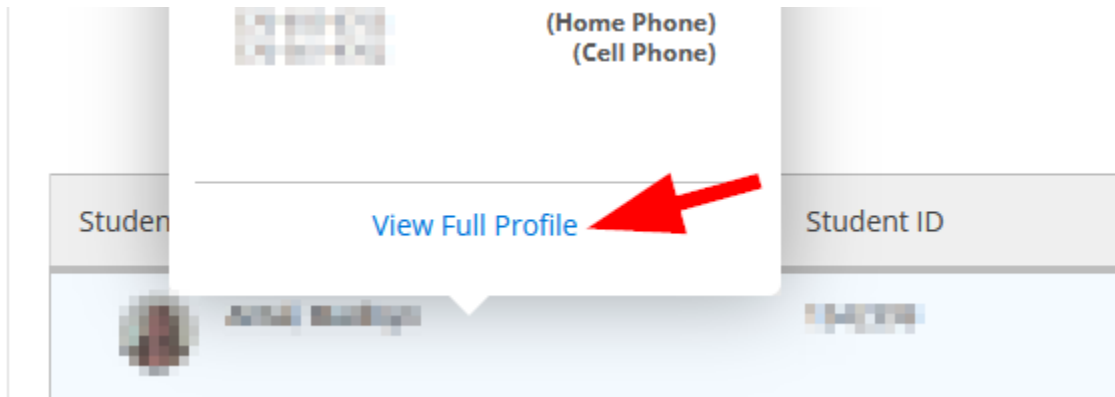
Deficiency Grades - For each student receiving a grade of "D" or "F" please complete a deficiency form using the **Online Deficiency Form** located on the Academic Success page: http://kingsedu.sharepoint.com/sites/academicsuccess/

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.

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:		Date:	7/18/2022
Student Name:		Instructor' Name:	
Semester:	>>	Year:	>>
Course Number:		Course Section:	
Original Grade:	>>	New Grade:	>>

Reason For Grade Change:

Submit Reset

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