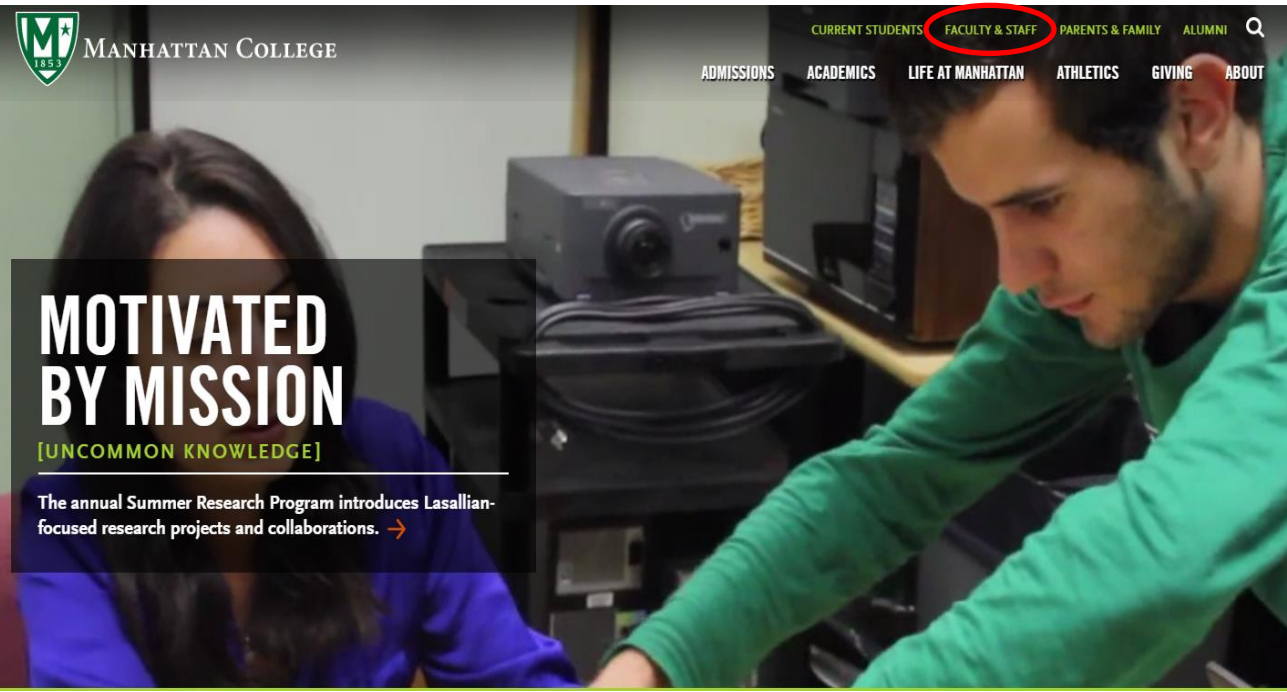




MANHATTAN
COLLEGE

Self-Service Manual
Faculty

To access Self-Service, please go to www.manhattan.edu, click on Faculty & Staff:



Click on Self-Service and you will login using your JasperNet ID.

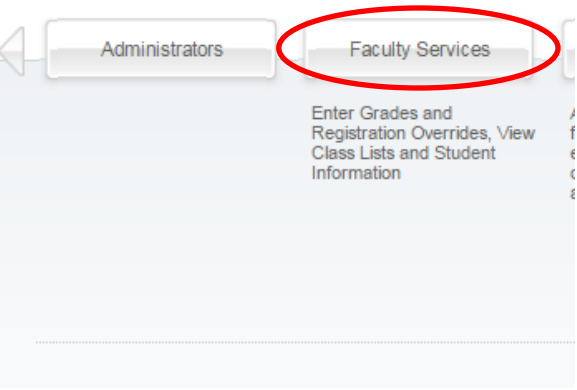
KEYWORD SEARCH

SEARCH QUICK LINKS

Email	Google Calendar	Google Drive
Moodle Courses	Academic Calendar	Faculty & Staff Directory
Banner	DegreeWorks	Self Service
Events Calendar	Reserve a Room - 25 Live	Submit Announcement
Handshake	MAP-Works	myHousing
Physical Plant Workorder	Taskstream	Unimarket



Once you are logged in, click on the Faculty Services tab:



Faculty Services Menu:

MANHATTAN COLLEGE

Browse

Administrators | **Faculty Services** | Financial Aid | Personal Information | Orientation | Stu Find

Term Selection	CRN Selection	Faculty Detail Schedule	Faculty Schedule
Detail Class List	Photo ID Class Roster Use this link to view a class roster with a photo ID. Available for the current term only.	Summary Class List	Print-Friendly Class Roster
Faculty Referrals Use this link to refer students who may be in need of academic support.	Mid Term Grades	Final Grades	Request Grade Change for a Student Request Grade Change for a Student
Approve a Grade Change Request Approve a Grade Change Request	Show Not Completed Grade Changes Show Not Completed Grade Changes	Show Completed Grade Changes Show Completed Grade Changes	Registration Overrides
Add or Drop Classes	Look-Up Classes	Electronic Gradebook by Component	Faculty and Advisor Security Information

To view your detailed schedule, click on Faculty Detail Schedule. This will provide you with in-depth information regarding your schedule such as:

- Status: if the class is active or not
- Available for Registration (the time frame students have to register for classes)
- College and Department codes
- Term dates
- Course credits
- Course level
- Campus
- Override restrictions
- Syllabus (you can type all the required materials, learning objectives and technical requirements for the course)
- Class roster

The screenshot shows a web interface with a navigation bar at the top containing tabs for 'Faculty Services', 'Financial Aid', 'Personal Information', 'Orientation', and 'Stu'. Below the navigation bar is a grid of links. The 'Faculty Detail Schedule' link is circled in red.

Faculty Services	Financial Aid	Personal Information	Orientation	Stu
Term Selection	CRN Selection	Faculty Detail Schedule	Faculty Schedule	
Detail Class List	Photo ID Class Roster Use this link to view a class roster with a photo ID. Available for the current term only.	Summary Class List	Print-Friendly Class Roster	

It is important to select the correct term from the drop down menu. Once the term is selected click on Submit:

Administrators | Faculty Services | Financial Aid |

Select Term

Home > Faculty and Advisors > Term Selection

Select a Term:

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Your detailed schedule will appear:

Faculty Detail Schedule for

Home > Faculty and Advisors > Faculty Detail Schedule

Essentials of Marketing - 2675 - MKTG 201 - 01

Status: Active
Available for Registration: Nov 02, 2015 - Jan 29, 2016
College: School of Business
Department: Marketing
Part of Term: 1
Course Credits: 3.000
Course Levels: Undergraduate Manhattan, Undergraduate CMSV, Undergraduate Manhattan, Undergraduate CMSV, Non-Degree Undergrad MC, Undergraduate Manhattan, Undergraduate CMSV
Campus: Manhattan College
Override: No
Syllabus: [Add](#)
Rosters: [Classlist](#)
Office Hours: [Add](#)

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	25	32	-7
Cross List:	0	0	0

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Lecture	8:00 am - 8:50 am	TWF	DeLaSalle Hall 212	Jan 25, 2016 - May 18, 2016	Lecture	(P)

[Return to Previous](#)

To add Syllabus and Office Hours click on Add:

Faculty Detail Schedule for

Home > Faculty and Advisors > Faculty Detail Schedule

Essentials of Marketing - 2675 - MKTG 201 - 01

Status: Active
 Available for Registration: Nov 02, 2015 - Jan 29, 2016
 College: School of Business
 Department: Marketing
 Part of Term: 1
 Course Credits: 3.000
 Course Levels: Undergraduate Manhattan, Undergraduate CMSV, Undergradu
 Campuses: Manhattan College
 Override: No
 Syllabus: [Add](#)
 Rosters: [Classlist](#)
 Office Hours: [Add](#)

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	25	32	-7
Cross List:	0	0	0

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type
Lecture	8:00 am - 8:50 am	TWTF	DeLaSalle Hall 212	Jan 25, 2016 - May 18, 2016	Lecture

You will add the appropriate Syllabus and Office Hours information and click on Submit:

Syllabus Information

Home > Faculty and Advisors > Syllabus Information

Use this page to maintain syllabus information, learning objectives, required materials, and technical requirements for the course.

Course Information

Essentials of Marketing - 2675 - MKTG 201 - 01

Levels: Non-Degree Undergrad MC, Undergraduate Manhattan, Undergraduate CMSV
 Status: Active

2675 CRN
 Manhattan College Campus
 Lecture Schedule Type
 Traditional Instructional Method

Syllabus Data

Long Section Title:

Course URL:

Learning Objectives:

Required Materials:

Technical Requirements:

[Return to Previous](#)

Office Hours

Home > Faculty and Advisors > Office Hours

Use this page to maintain your office hours for a class. From/To Times and From/To Dates are required when adding office hours. Students may view your office

Course Information

Essentials of Marketing - 2675 - MKTG 201 - 01

CRN: 2675

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Lecture	8:00 am - 8:50 am	TWTF	DeLaSalle Hall 212	Jan 25, 2016 - May 18, 2016	Lecture	(P)

Office Hours

From Time (0000-2359)	To Time (0000-2359)	Day of the Week	Contact Number	Location	From Date (MM/DD/YYYY)	To Date (MM/DD/YYYY)	Display
<input type="text"/>	<input type="text"/>	M T W R F S U	None <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	None <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	None <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Copy To:



To view your week at a glance schedule, click on Faculty Schedule on the Faculty Services Main Menu:

Faculty Detail Schedule	Faculty Schedule
Summary Class List	Print-Friendly Class Roster

Faculty Schedule for

Home > Faculty and Advisors > Faculty Schedule

Classes which are still not scheduled or that fall within a different date range than the normal term or have time conflicts are also li

Go to (MM/DD/YYYY):

To view a specific week, type in the date.

[Previous Week](#)

Week of May 16, 2016 (247 of 247)

	Monday	Tuesday	Wednesday
8am		MKTG 201-01 2675 Lecture 8:00 am-8:50 am DLS 212	MKTG 201-01 2675 Lecture 8:00 am-8:50 am DLS 212



Class Lists:


To look up your class information click on Detail Class List on the Faculty Services menu

Term Selection	CRN Selection	Faculty Detail Schedule	Faculty Schedule
Detail Class List	Photo ID Class Roster Use this link to view a class roster with a photo ID. Available for the current term only.	Summary Class List	Print-Friendly Class Roster
Faculty Referrals Use this link to refer students who may be in need of academic support.	Mid Term Grades	Final Grades	Request Grade Change for a Student Request Grade Change for a Student

Click on the appropriate semester and then click on submit.

Select Term

[←](#) | [Home](#) > [Faculty and Advisors](#) > [Term Selection](#)

Select a Term: 

Select the course and click on submit.

Select a CRN

Home > Faculty and Advisors > Select Assigned CRN

CRN:

←

[Enter CRN Directly](#)

You will be able to view your detailed class list. If you click on the students name you can view their address and contact numbers.

Detail Class List

Record Number	Student Name	ID	Registration Status	Registration Number
1	Doe, John		***Registered***	33

Current Program

Bachelor of Science

Level: Undergraduate Manhattan
Program: Business: B.S. in Accounting
Admit Term: Spring 2016
Admit Type: Transfer Admit
Catalog Term: Spring 2016
College: School of Business
Campus: Manhattan College
Major and Department: Accounting, Accounting, Law, and CIS

Class: Sophomore

Record Number	Student Name	ID	Registration Status	Registration Number
2			***Web Registered**	29

Current Program

Bachelor of Science

Level: Undergraduate Manhattan
Program: Business: B.S. in Management
Admit Term: Fall 2015
Admit Type: Transfer Admit
Catalog Term: Fall 2015
College: School of Business
Campus: Manhattan College
Major and Department: Management, Management

Class: Sophomore

To check your Summary Class List:

Go back to the Faculty Services menu and click on Summary Class List

Term Selection	CRN Selection	Faculty Detail Schedule	Faculty Schedule
Detail Class List	Photo ID Class Roster Use this link to view a class roster with a photo ID. Available for the current term only.	Summary Class List	Print-Friendly Class Roster

Click on the correct term and click on Submit:

Click on the correct course and click on Submit:

Select Term

← | [Home](#) > [Faculty and Advisors](#) > **Term Selection**

Select a Term: ▼

Select a CRN

← | [Home](#) > [Faculty and Advisors](#) > **Select Assigned CRN**

CRN: ▼



On the Summary Class List you will enter your feedback. Your feedback is used to help finalize the official class lists. The information you return for the first two weeks of the semester will be relayed to the student's academic advisor in the dean's office who will follow up with the student. For the rest of the semester, please continue to monitor the attendance and refer any problems directly to the student's academic advisor. Under the attendance column for each name on your list, click the right side of the box and select one of the three:

Summary Class List for

Home > Faculty and Advisors > Summary Class List

An asterisk will appear next to the appropriate field if any of the following conditions exist:

1. The student has more than one major or department in the primary or secondary curriculum.
2. The student has a program, level, college, or degree in the secondary curriculum that is different from that in the primary curriculum.

If the word Confidential appears next to a student's name, the personal information is to be kept confidential.

Course Information

Essentials of Marketing - MKTG 201 01
 CRN: 2675
 Duration: Jan 25, 2016 - May 18, 2016
 Status: Active
 Primary Instructor: [Redacted]
 Other Instructor(s): [Redacted]

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	25	32	-7
Cross List:	0	0	0

a) **Currently Attending** – for students who are attending. If everyone is currently attending, go to the end of each page and click submit changes. All students must be accounted for.

Class List/Attendance

Record Number	Student Name	ID	Reg Status	Class Level	Program	Major(s)	Minor(s)	Attendance	Last Attended MM/DD/YY
1	Doe, John		**Registered**	UM - SO	BN BS ACCT	ACCT		Currently Attending	

b) **Never Attended** – for No shows or students who have never attended from the start of the semester

Class List/Attendance

Record Number	Student Name	ID	Reg Status	Class Level	Program	Major(s)	Minor(s)	Attendance	Last Attended MM/DD/YY
1	Doe, John		**Registered**	UM - SO	BN BS ACCT	ACCT		Currently Attending Never Attended Stopped Attending	
2			**Web Registered**	UM - SO	BN BS MGMT	MGMT			



c) **Stopped Attending** – for students who attended at least one class in the first week and never returned. This option also requires that you go to the box on the same line labeled “Last Attended” – and enter the last day the student attended your class.

Class List/Attendance

Record Number	Student Name	ID	Reg Status	Class Level	Program	Major(s)	Minor(s)	Attendance	Last Attended MM/DD/YYYY
1	Doe, John		**Registered**	UM - SO	BN BS ACCT	ACCT		Stopped Attending ▾	9/19/2016 x

IMPORTANT: If there is anyone attending who is not registered or does not appear on this class list, please scroll to the end of the page and click e-mail the Registrar’s Office and give us the student’s name, ID, school, class level. Send the student to our office.

Please check carefully as the information will freeze as soon as you *Submit Changes* at the end of each list. If you want a different course or section for any reason (entering grades, class list, etc.) go back to the main menu.

[Faculty Services](#)

Click on CRN selection and select another course OR if you need a different semester click on term selection. In other words, when inquiring about any information on another course, you will ALWAYS have to go to the main menu and select the CRN and TERM.



Entering Midterm and Final Grades

Faculty Services	Financial Aid	Personal Information	Orientation	Student	Residence
Term Selection	CRN Selection	Faculty Detail Schedule			
Detail Class List	Photo ID Class Roster Use this link to view a class roster with a photo ID. Available for the current term only.	Summary Class List			
Faculty Referrals Use this link to refer students who may be in need of academic support.	Mid Term Grades	Final Grades			

Select the course and enter the grades

Course Information

Essentials of Marketing - MKTG 201 01

CRN: 2675

Students Registered: 32

⚠ Please submit the grades often. There is a 60 minute time limit starting at 03:43 pm on Aug 22, 2016 for this page.

Mid Term Grades

Record Number	Student Name	ID	Credits	Registration Status	None A A- B B+ B- C -	Last Attend Date MM/DD/YYYY
1	Doe, John		3.000	**Registered** Dec 04, 2015		<input type="text"/>
2			3.000	**Web Registered** Nov 09, 2015		<input type="text"/>
3			3.000	**Web Registered** Nov 09, 2015		<input type="text"/>

NOTE: As soon as final grades are SUBMITTED, you CANNOT go back and change the grade. Mid-term grades can be changed after being submitted. Please double check the grades before submitting

ONLINE GRADE CHANGE INSTRUCTIONS



















Welcome to the new online grade change process!

Instructors are now able to submit grade changes online. An instructional tutorial is available at www.manhattan.edu/academics/registrar for your use. You may complete a grade change by following the steps below:

Step 1: Log in to self-service using your JasperNet ID and password.

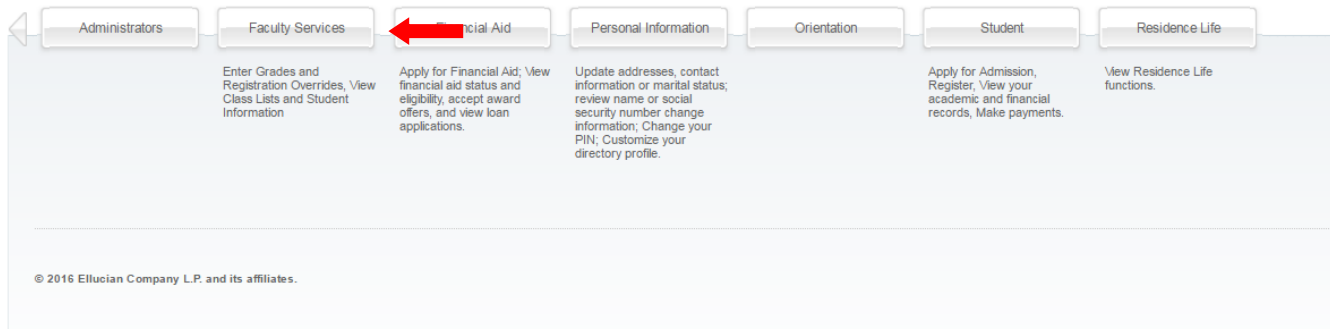
KEYWORD SEARCH

SEARCH QUICK LINKS

 Email <small>i</small>	 Google Calendar <small>i</small>	 Google Drive <small>i</small>
 Moodle Courses <small>i</small>	 Academic Calendar <small>i</small>	 Faculty & Staff Directory <small>i</small>
 Banner <small>i</small>	 DegreeWorks <small>i</small>	 Self Service <small>i</small>
 Events Calendar <small>i</small>	 Reserve a Room - 25 Live <small>i</small>	 Submit Announcement <small>i</small>
 Handshake <small>i</small>	 MAP-Works <small>i</small>	 myHousing <small>i</small>
 Physical Plant Workorder <small>i</small>	 Taskstream <small>i</small>	 Unimarket <small>i</small>

Note: In order to remain in compliance with FERPA regulations, the student's name and campus ID has been removed from this training document but will appear on the actual grade roster.

Step 2: Click on Faculty Services on the Self Service Main Menu



Step 3: Click on Request Grade Change for a Student

Term Selection	CRN Selection	Faculty Detail Schedule	Faculty Schedule
Detail Class List	Photo ID Class Roster Use this link to view a class roster with a photo ID. Available for the current term only.	Summary Class List	Print-Friendly Class Roster
Faculty Referrals Use this link to refer students who may be in need of academic support.	Mid Term Grades	Final Grades	Request Grade Change for a Student Request Grade Change for a Student

Step 4: Select Term and click on Select Term Code

MANHATTAN COLLEGE

Browse

Administrators | Faculty Services | Financial Aid | Personal Information | Orientation | Student | Residence Life

Grade Change Request - Term Select

Home > Faculty and Advisors > Request Grade Change for a Student

Term:

Select Term Code

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RELEASE: 1.3MC

NOTE: It is important that you choose either the previous semester or current semester.

Step 5: Select the course from the drop down menu and click on Select Course

Administrators | Faculty Services | Financial Aid | Personal Information | Orientation

Grade Change Request - Select Course

Home > Grade Change Request - Select Course

Class Title:

Select Course

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Step 6: Select student from the drop down menu and click on Select Student

Administrators Faculty Services Financial Aid Personal Information Orientation Student Residence Life

Grade Change Request - Select Student

Home > Grade Change Request - Select Student

Student: -- School: BN - School of Business -- Current Grade: B

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Step 7: Select new grade, type in reason for change and then click on Submit Grade Request

Grade Change Request

Home > Grade Change Request

Student Name:

Student ID:

Student's School: BN - School of Business

Course: MKTG 201

Current Grade: B

New Grade:

Reason for Change:

Once you submit the grade request change, the below confirmation page will be displayed:

Grade Change Request Submitted

[Home](#) > **Grade Change Request Submitted**

Your request has been submitted to the Registrar.

[Return to Grade Change Course Selection](#)

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- Your online grade change request is emailed to the Registrar.
- Registrar forwards the request to the Dean of the School for approval.
- Dean sends back email approved or not approved.
- Registrar updates student record on Banner.
- An email is sent to student with information regarding grade change.

If you have any questions, please contact the Registrar Office at (718) 862-7914