

COLLEAGUE SELF-SERVICE FACULTY GUIDE

HOW TO NAVIGATE COLLEAGUE SELF-SERVICE SCREENS OR MENUS:

Navigation Icons:

Click on this will expand the icons column. Click on it again will shrink the column.

Click on this will display the Home page.

Click on this will displays the Finance Information menu and its submenus.

Click on this will display the Employment Menu and its submenus.

Click on this will display the Academic menu and its submenus.

Click on this will display the Daily Work menu and its submenus.

Click on this will display the User Options and its submenus.

When you first login to Colleague Self-Service, you most likely to see a screen similar to the one below. This is the “HOME” screen. The “Faculty” and “Employee” menus will only be available if you are an employee and also a faculty member.

https://prodss.richmondcc.edu:8173/Student/

Adastra Tech Support Astra Schedule - Astra... PowerAlert_Colleague... Ellucian Cloud Service CSR Generation: Micr... NCID U4.5 Dev WebAdvisor Test U4.5 Test Veritas Account: Mem... Login - CrossConnect

RICHMOND Colleague Self Service
Community College Production
Need help, please call: (919) 410 - 1701

T. Vang Sign out Help

Hello, T. Vang. Welcome to Colleague Self-Service!
Choose a category to get started.

- Student Finance: Here you can view your latest statement and make a payment online.
- Financial Aid: Here you can access financial aid data, forms, etc.
- Tax Information: Here you can change your consent for e-delivery of tax information.
- Banking Information: Here you can view and update your banking information.
- Employee**: Here you can view your tax form consents, banking information, and timecards.
- Student Planning: Here you can search for courses, plan your terms, and schedule & register your course sections.
- Course Catalog: Here you can view and search in course catalog.
- Faculty**: Here you can view your active classes and submit grades and waivers for students.
- Student Finance Admin: Here you can view the Student Finance information as a student would so you can help the student with any questions.

- ❖ Click on the “**Faculty**” menu will display the “Faculty” page which lists all course sections that you taught. It may take up to a minute or more to display the page. Please be patient.

Daily Work ▾ Faculty ▾ Faculty Overview

Manage your courses by selecting a section below

Section	Times	Locations
ENG-232-01: American Literature II	M/W/F 11:25 AM - 12:15 PM 8/17/2016 - 12/15/2016	Lindsey-Petris Bldg, 104 Classroom Hours

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Click on a section will display students information such as roster, grades, etc..



Daily Work ▾ Faculty ▾ Faculty Overview

< **Back to Courses**

ENG-232-01: American Literature II

Fall Semester 2016
Main Campus
M/W/F 11:25 AM - 12:15 PM
8/17/2016 - 12/15/2016
Lindsey-Petris Bldg, 104

Roster Grading Permissions

Student Name	Student ID	Class Level	Preferred Email
 Doe, John A.	<u>1234567</u>	Sophomore Associate	 jadoe@student.richmondcc.e










- ❖ **Permissions** – allows faculty who has the appropriate permission to override pre-requisite and other restrictions.
- ❖ **Grading** – shows the students grade, their classification, and other features.
- ❖ **Roster** - shows all students in your section with their email address where you can email to them.

An instructor can simply click on the student’s **email** to send an email to the student.

Advising

The “Advising” menu only displays if the user is a full-time instructor or a counselor and was assigned as an “advisor”.

Hello, **J. Great.** Welcome to Colleague Self-Service!
Choose a category to get started.

 Student Finance Here you can view your latest statement and make a payment online.	 Financial Aid Here you can access financial aid data, forms, etc.
 Tax Information Here you can change your consent for e-delivery of tax information.	 Banking Information Here you can view and update your banking information.
 Employee Here you can view your tax form consents, banking information, and timecards.	 Student Planning Here you can search for courses, plan your terms, and schedule & regis sections.
 Course Catalog Here you can view and search in course catalog	 Advising Here you can access your advisees and provide guidance & feedback on planning.
 Faculty Here you can view your active classes and submit grades and waivers for students.	









- ❖ The “Advising” menu lists all advisees who have been assigned to the instructor.

Daily Work ▾ > Advising ▾ > Advising Overview

Who would you like to work with?

Find a student by searching or selecting below.

Name or ID: Filter: Student Advisor


	Smith, Alex S.		1234567	Electrical Engineering	Advisor(s): Jack Great
	Locklear, Alan D.		2345678	Electrical Engineering	Advisor(s): Jack Great
	Russell, Smart L.		2345677	Electrical Engineering	Advisor(s): Jack Great
	Watson, Brian O.		2345655	Electrical Engineering	Advisor(s): Jack Great

- If the list is too long and you cannot see the student that you’re working with, you may choose to do a “Search”. Just type the student name or his/her ID to the “Name or ID:” box and click on the “Search” button.

- ❖ Click any student in the “Advising” list will display the student advising page where you can do advising. This page has many tabs and these tabs contain many information about the student, including classes that have been taken, grades, test scores, course catalog, etc...

Daily Work ▾ Advising ▾ Advising Overview

< Back to Advisees Search for courses...



Alex S. Smith
 Student ID: 0123456
 Program(s): Electrical Engineering
 Educational Goal: Degree, Diploma, or Cert
 Advisor(s): John Great
 ✉ assmith@student.richmondcc.edu

[Review Complete](#)

Course Plan last reviewed on 2/5/2017 by Lampley, Rodney S.

Course Plan

Timeline

Progress

Course Catalog

Notes

Plan Archive

Test Scores

Unofficial Transcript

Grades

<
>
Spring Semester 2017

Planned: 0 Credits Enrolled: 20 Credits Waitlisted: 0 Credits [Register Now](#)

List

Calendar

Approve

Deny

Protect

Unprotect

Select	Approval	Course	Credits	Instructor	Time	Location
<input type="checkbox"/>	✔ Registered	ECO-252-GW2: Prin of Macroeconomics	3	Parsons, K	TBD 1/25/2017 - 5/8/2017	Main Campus Virtual Bldg for Classes, LINE Classroom Hours

- ❖ **Course Plan** – display all courses that the student have been taken in the past, courses that are current taking, and register for courses.
- ❖ **Timeline** – display all courses that the student have been taken by term.
- ❖ **Progress** – display the student academic progress including the courses that have been taken, courses need to be taken, requirements, etc...
- ❖ **Course Catalog** – listing of courses
- ❖ **Notes** – any notes made about the student
- ❖ **Test Scores** – the student test scores
- ❖ **Unofficial Transcript** – viewing unofficial transcript online
- ❖ **Grades** – display the student grades for all courses taken at the college