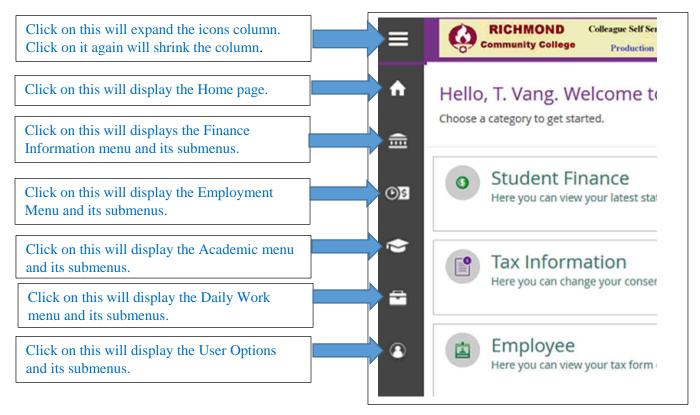
COLLEAUGE SELF-SERVICE FACULTY GUIDE

HOW TO NAVIGATE COLLEAGUE SELF-SERVICE SCREENS OR MENUS:

Navigation Icons:



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.

tra Tech Support @ Astra Schedule - Astra @ PowerAlert_Colleague O Ellucian Cloud Service [3] CSR Generation: 1 RICHMOND Colleague Self Service Need by please call (910) 419 - 1791 Production	T. Vang Sign out ? He
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.

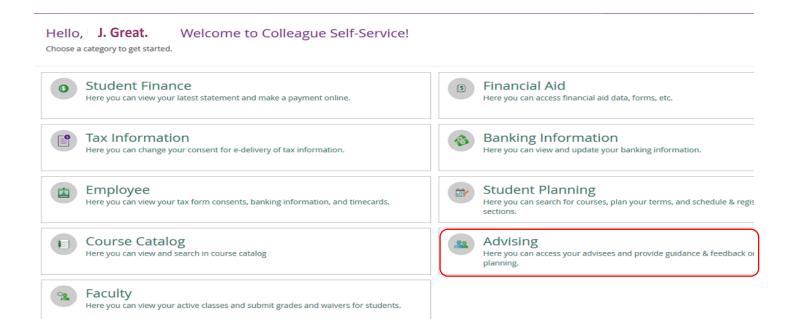
♠	Daily Work V Faculty V Faculty Overview								
	Manage your courses by selecting a section below								
€	Fall Semester 2016								
() \$	Section	Times	Locations						
Ş	ENG-232-01: American Literature II	M/W/F 11:25 AM - 12:15 PM 8/17/2016 - 12/15/2016	Lindsey-Petris Bldg, 104 Classroom Hours						
-	ellucian. © 2	2000-2017 Ellucian Company L.P. and its affiliates. All rights	reserved. <u>Privacy</u>						

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

ENG-232-01: American L	iterature 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.	1234567	Sophomore Associate	jadoe@student.richmondcc
	culty who has the app	ropriate permission to overric	le pre-requisite and other
restrictions. • Grading – shows the stu	idents grade, their class	ssification, and other features	
6	e e	th their email address where y	

Advising

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



The "Advising" menu lists all advisees who have been assigned to the instructor.

Daily Work < Advising < Advisir	g Overview
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Who would you like to work with?

Find a student by searching or selecting below.

		X	
Smith, Alex S.	1234567	Electrical Engineering	Advisor(s):
			Jack Great
Locklear, Alan D.	4 2345678	Electrical Engineering	Advisor(s):
			Jack Great
Russell, Smart L.	2345677	Electrical Engineering	Advisor(s):
			lack Great
Watson, Brian O.	2345655	Electrical Engineering	Advisor(s):
			lack 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...

Back to	Advisee	S								P Search for cou	Irses
	Studen Progra Educati Advisor	S. Smith t ID: 0123456 m(s): Electrica ional Goal: De r(s): John Grea nith@student	al Engineerinį egree, Diplon at	na, or Cert					Course Plan la:	st reviewed on 2/5/2	Review Complete
urse Plan	Timeline	Progress C	Course Catalog	Notes Pla	an Archive Te	est Scores	Unofficial Transcript	Grades			
< >	Spring	Semester 2	2017				Planned: 0 Cre	dits Enrol	led: 20 Credits	Waitlisted: 0 Cred	Register Now
		Semester 2	2017				Planned: 0 Cre	dits Enrol	led: 20 Credits	Waitlisted: 0 Cred	its Register Now
List	Calendar	s Semester 2		t			Planned: 0 Cre	dits Enrol	led: 20 Credits	Waitlisted: 0 Cred	its Register Now
List	Calendar			ź.	Credits	Instructo		Time	ed: 20 Credits	Waitlisted: 0 Cred	its Register Now

- 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