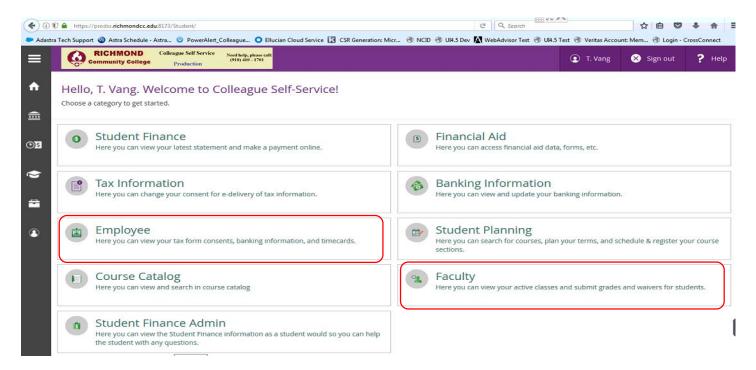
COLLEAGUE SELF-SERVICE FACULTY GUIDE

HOW TO NAVIGATE COLLEAGUE SELF-SERVICE SCREENS OR MENUS:

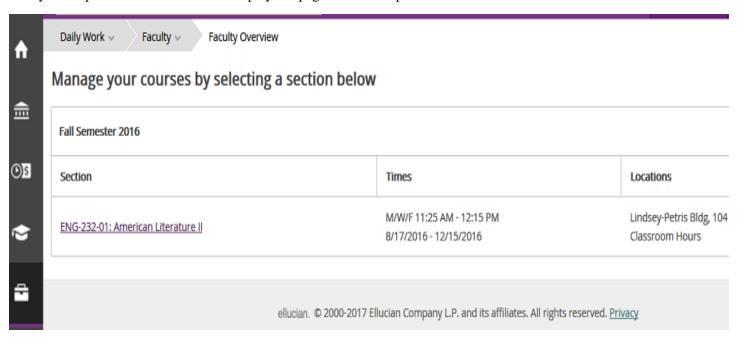
Navigation Icons:



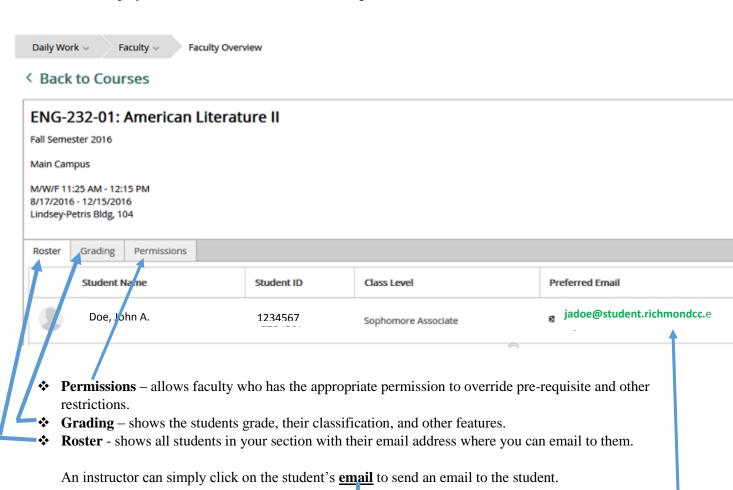
When you first login to Colleague Self-Service, you most likely to see a screen similar to the one below. This is the "HOME" screen. The "Faculty" and "Employee" menus will only be available if you are an employee and also a faculty member.



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.

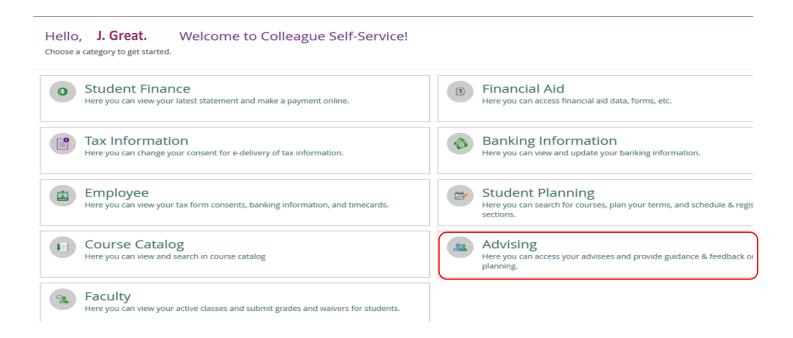


Click on a section will display students information such as roster, grades, etc..



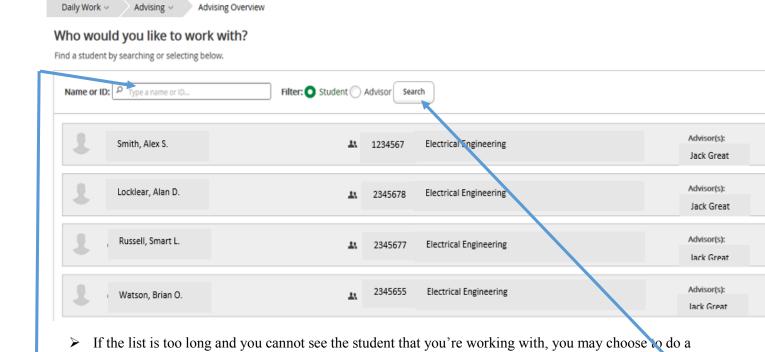
Advising

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



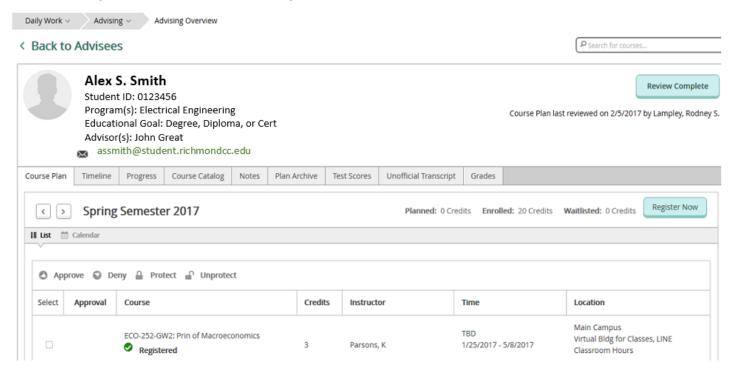
The "Advising" menu lists all advisees who have been assigned to the instructor.

button.



"Search". Just type the student name or his/her ID to the "Name or ID:" box and click on the "Search"

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...



- ❖ 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