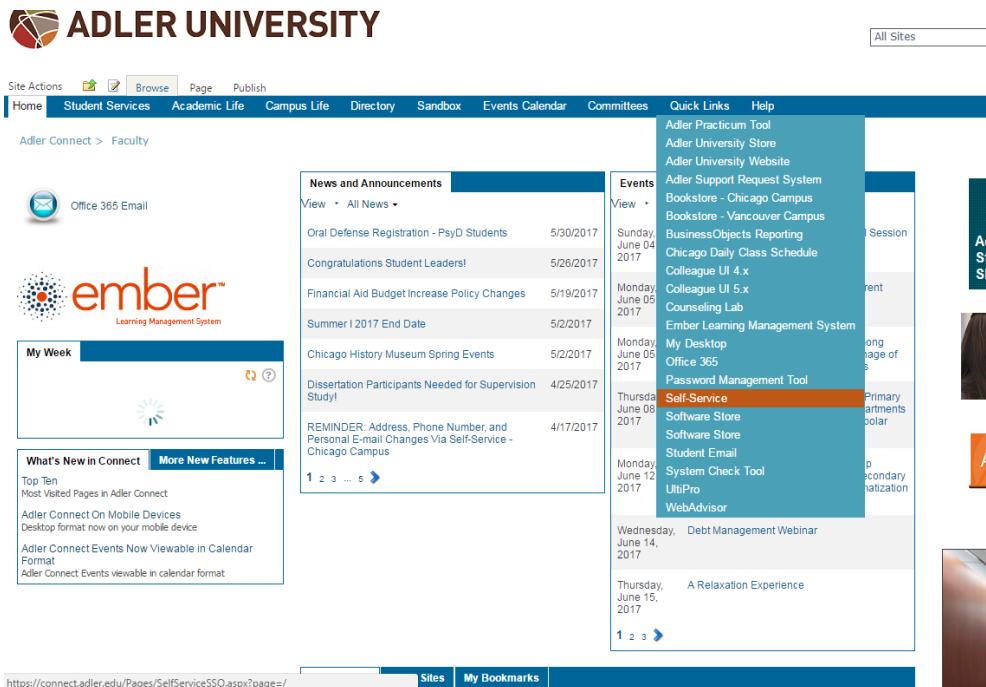


Entering Grades in Self-Service

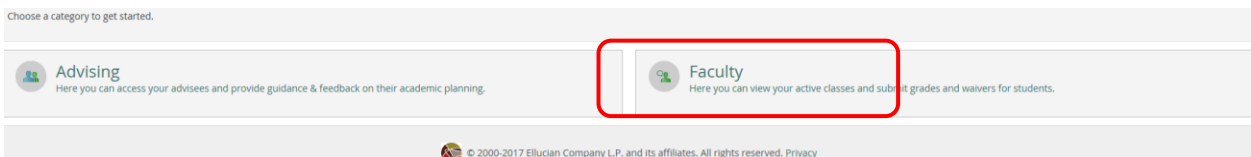
Faculty can enter student grades through Self-Service. Below are the instructions for doing so.

- (1) Log onto Adler Connect (<https://connect.adler.edu>) and from the **Quick Links** menu select **Self-Service**:



The screenshot shows the Adler University website interface. At the top, there is the Adler University logo and a search bar labeled "All Sites". Below the logo is a navigation menu with items: Home, Student Services, Academic Life, Campus Life, Directory, Sandbox, Events Calendar, Committees, Quick Links, and Help. The "Quick Links" menu is open, showing a list of options including: Adler Practicum Tool, Adler University Store, Adler University Website, Adler Support Request System, Bookstore - Chicago Campus, Bookstore - Vancouver Campus, BusinessObjects Reporting, Chicago Daily Class Schedule, Colleague UI 4.x, Colleague UI 5.x, Counseling Lab, Ember Learning Management System, My Desktop, Office 365, Password Management Tool, **Self-Service** (highlighted in orange), Software Store, Student Email, System Check Tool, and WebAdvisor. Other visible elements include "News and Announcements" and "Events" sections on the left side of the page.

- (2) From the Self-Service Home page click on **Faculty** (Note: If you do not have an advising role you will not see the Advising option in your Home page):



The screenshot shows the Self-Service Home page. At the top, it says "Choose a category to get started." Below this are two options: "Advising" and "Faculty". The "Faculty" option is highlighted with a red box. The "Advising" option has a description: "Here you can access your advisees and provide guidance & feedback on their academic planning." The "Faculty" option has a description: "Here you can view your active classes and submit grades and waivers for students." At the bottom of the page, there is a copyright notice: "© 2000-2017 Ellucian Company L.P. and its affiliates. All rights reserved. Privacy".

(3) A list of the courses you are assigned to teach will display. Select the Section Name (hyperlink) from the list to enter grades for that section:

Manage your courses by selecting a section below

Chicago 2017 Fall Term	
Section	Times
COUN-532-H: Profess, Legal, & Ethical Issu	W 1:00 PM - 4:00 PM 9/6/2017 - 12/13/2017
MASH-680-C: MASH Counsel Prac & Seminar	Th 10:00 AM - 12:00 PM 9/7/2017 - 12/14/2017 Su - 9/7/2017 - 12/14/2017

Chicago 2017 Summer Term	
Section	Times
CES-446-IS: Practicum in Sub Abuse Coun II	TBD 5/1/2017 - 8/14/2017 Su 12:00 AM - 12:00 AM 5/21/2017 - 5/21/2017 Su 12:00 AM - 12:00 AM 6/25/2017 - 6/25/2017
CES-448-IS: MA Prac Sem in Sub Coun II	TBD 5/1/2017 - 8/14/2017 Su 12:00 AM - 12:00 AM 5/21/2017 - 5/21/2017 Su 12:00 AM - 12:00 AM 6/25/2017 - 6/25/2017
MASH-684-B: MASH Coun Intern & Sem II	M 9:45 AM - 1:00 PM 5/1/2017 - 7/3/2017 TBD 5/1/2017 - 8/14/2017
	TRN

(4) By Default, the **Roster** tab will be open. From here you can review your course roster.

MASH-541-C: Hum Perform Enhanc U

Chicago 2017 Spring Term

Chicago

W 1:00 PM - 4:00 PM

1/4/2017 - 4/12/2017

17 North Dearborn St, 16-106

Roster	Grading	Permissions	
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Student Name

(5) Click on the **Grading** tab to the right of the Roster tab. By default **Overview** will be displayed. In this read-only view you will be able to see what (if any) grades have been entered for your students. You can return to the Overview tab after you have entered your grades to review

Roster	Grading	Permissions	
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Overview	Final Grade
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(6) Enter your students' grades by clicking on **Final Grade**. This will open up the screen below where you can now enter grades:

Roster	Grading	Permissions
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Overview	Final Grade
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[Post Grades](#)

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
		<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	<input type="text" value="Select grade"/>	<input type="text" value="M/d/yyyy"/>	Master's	1
		<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	<input type="text" value="Select grade"/>	<input type="text" value="M/d/yyyy"/>	Post Baccalaureate Certificate	1

To Enter Grades:

- (1) Enter **Last Date of Attendance**. This is a REQUIRED field. It cannot be past the end date of the section. See below for the error message that will appear if you do not enter a Last Date of Attendance:

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
		<input type="checkbox"/>	M/d/yyyy	Select grade	M/d/yyyy	Master's	1

Last Date of Attendance or Never Attended Flag is required

- (2) In the **Final Grade** column, click on the **drop-down arrow** to select the student's grade.
- (3) **Ignore** the **Expiration Date** field (do not enter anything here).
- (4) Once you have entered all of your students' grades, click on the **Post Grades** button in the top-right hand corner of the Final Grade section of your screen to post Final Grades. **IMPORTANT:** If you do not click on this button, your students' grades will NOT be posted and will not entered into the system.

Roster Grading Permissions

Overview Final Grade

Post Grades

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
		<input type="checkbox"/>	M/d/yyyy	Select grade	M/d/yyyy	Master's	1
		<input type="checkbox"/>	M/d/yyyy	Select grade	M/d/yyyy	Post Baccalaureate Certificate	1

Post Grades

NOTE: Grade Changes and Incomplete Grades

Once grades have been posted they cannot be changed in Self-Service.

If you need to change a grade, please utilize the most recent **Grade Change Form**.

Incomplete grades cannot be entered via Self-Service.

If you agree to give a student an incomplete grade, please complete the most recent **Incomplete Grade Agreement**.

The **Incomplete Grade Agreement** and **Grade Change Form** are located in the **Faculty Forms** section of the Registrar Page on Adler Connect. Please click [HERE](#) to access the Registrar Page on Adler Connect. The **Faculty Forms** link is located in the upper left hand corner.