PowerCampus Self-Service
Managing Your Southwestern College Courses

Logging In

The web address for Self-Service is https://web03.sckans.edu/SelfService/Home.aspx. Your user name is your 9-digit ID number. Enter your password. If you forget your password, click on the link and a new password will be emailed to you. From the My Profile tab, you can update some of your user account information, change your password, edit the security question and answer which are used to verify your identity if you forget your password, or update your personal, address, or phone information. If you need to update your address or phone number, please do so through Human Resources!

Viewing Your Class List

You can display a list of the students who have enrolled in one of your classes.

1. Select the **Classes** tab.
2. Select the **Enrollment** menu item.
3. Select the **Class List** option.
4. Choose **Select Course**.
5. From the list of years, terms, and sessions, select the course.
6. View the *Class List* for the specified **Course**.

Field	Description

Name	The student's name is a link to more information about the student. To view the student's dossier, follow these steps.
	1. Select the student's name.
	2. On the drop-down list, select **View Dossier**.
	3. View the information that is available for the student.
	   • Student's **Name** (*Prefix*, *First Name*, *Middle Name*, *Last Name Prefix*, *Last Name*, *Former Name*, *Suffix*, and *Nickname*)
	   • Student's preferred **E-mail Address**
	   • Student's **Photo** (if your school has chosen to display photos)
	   • Address and phone information
	   • Residency information
	   • Emergency Contacts
	   • Academic information (GPA and Curriculum)
	   • Associations to which the student has belonged
	   • Student course schedule
	4. When you are finished viewing the student's dossier, select Close Window.

ID	The student's identification number. By default, this is the People ID assigned by PowerCampus.
Curriculum	The student's current degree program.
Class Level	Whether the student is currently a freshman, sophomore, junior, or senior.
Class Load	Whether the individual is a full-time or part-time student.
Credits	The number of credits that will be earned upon completion of the course.
Status	The student's enrollment status for the course.

7. Select the enrollment **Status** of the students you want to view.

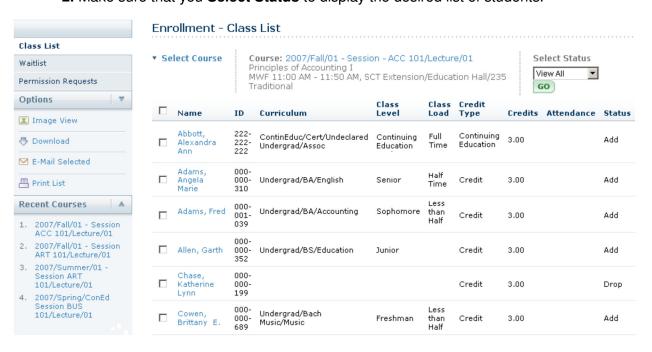| Select	To Display
View All	A list of all students who have enrolled in the course, no matter what their Enrollment Status.
Add	A list of only those students who have an Enrollment Status of Add for the course. "Add" means the student is enrolled in the course.
Drop	A list of only those students who have an Enrollment Status of Drop for the course.
Hold	A list of only those students who have an Enrollment Status of Hold for the course. "Hold" means that the student is waiting for advisor approval for the enrollment.

8. Select **Go** to view the list of students with the specified enrollment status.

9. To display *student photos*, you can:
- Select a **student's name** to display the student's photo, or
- Select the **Image View** option to display the class list by student photos instead of the detailed list. Select a photo to view the detailed information for the student. Select **List View** to return to the detailed class list.

10. If you want to download the information that is currently displayed on the *Class List* page to a file, follow the instructions for *Downloading Class List Information*.

11. If you want to e-mail the students, follow the instructions for *E-mailing Students in Your Class*.

12. If you want to print out your class list, follow these steps.
- Select **Print List**.
- Select **Print**.
- Specify your printer options.

Downloading Class List Information

You can download information about the students, who are attending one of your course sections, to a file.

1. If you have not already done so, follow the instructions for **Viewing Your Class List** to display the class list information you want to download.

2. Make sure that you **Select Status** to display the desired list of students.

3. Select the **Download** option.

4. On the *Class List Download* window, select the **Download Format**. You can download is HTML,Word, Excel, Tab-Separated text file, and Comma-Separated CSV file.

5. Specify which Available Columns you want to download. By default, all of the columns will be selected.

6. Select Download to write the selected information to the file.

7. On the Class List Download window, specify whether you want to Open or Save the file.

8. Select Close Window.

E-mailing Students in Your Class

You can send an e-mail to specified students, or all students, in one of the course sections you are teaching.
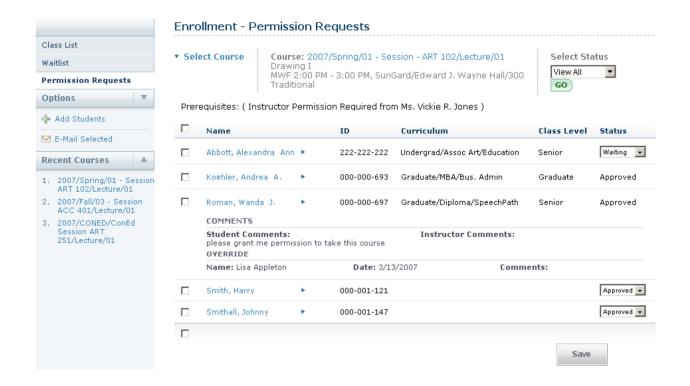
1. If you have not already done so, follow the instructions for **Viewing Your Class List**.
2. Specify which students you want to e-mail. If you want to email an individual student or student(s), select the checkbox to the left of the name of each student you want to email. To send an email to all students, select the checkbox on the column heading to select all the students in the list. Choose to **Email Selected** students.
3. On the email window, verify that your email address is listed in the From field.
4. Verify the list of Recipients.
5. Select **Keep email addresses private** to list recipients in the **bcc** (blind copy) field instead of the **To** field so that the recipients will not see anyone else's email address.
6. Enter the **Subject** of the mail and enter the **Message**.
7. Select **Send Message**.

Viewing the Permission Requests for a Class

You can display a list of the students who have requested permission to register for one of your classes, because the course requires student permission, or the student did not meet a course or test prerequisite.

1. Select the **Classes** tab.
2. Select the **Enrollment** menu item.
3. Select the **Permission Requests** option.
4. Choose **Select Course**.
5. From the list of years, terms, and sessions, select the course.
6. View the permission requests for the specified **Course**.
7. You can change the **Permission Status** for any student in the list, except those for whom the Registrar has already granted approval. If you change the Status, enter **Instructor Comments** to let the student know why you changed the status.
8. You can also email selected students by selecting the checkbox to the left of the name and choose **E-Mail Selected** (left column under Options).

9. If a student comes to you to ask for permission to take your class, you can add the student to the permission requests list by following steps 1-6, and then select Add Students (left column under Options). This will pull up a student search window. Enter the name or ID and hit search. Select **Add** next to the name of the desired student. Select OK when it displays the Student Added Successfully message. The student will be added with a permission status of approved. See #7 if you need to change the status.

Entering Grades for Your Courses

1. Select the **Classes** tab.
2. Select the **Grading** menu item.
3. Select the **Overall Grades** option.
4. Select a **Year** and then view the list of your courses for that year.
5. **Select** the **Course** section for which you want to enter overall course grades.
6. **In the My Grade** column, you can post the grade.
7. Select the appropriate button to record the students' grades**.**
   a. **Save:** If you are not ready to submit the grades, select **Save** to just record the grades for now.
   b. **Submit Midterm:** Select this option to submit midterm grades for one or more students.
   c. **Submit Final:** Select this option to submit final grades for one or more students.
8. Once you have submitted a midterm or final grade, you are not able to make a grade changes through Self-Service. Contact the Registrar's office to request a grade change.
9. You can also email any or all of the students on the Overall Grades page by selecting the checkbox to the left of the name and the E-Mail Selected under Options.