

Faculty Self-Service Guide

1. Log in to Trojan Web Express
2. Select Faculty
3. Click on Faculty Self-Service.
4. You will see various tabs, one of which should be Faculty. If you do not have an active course, this tab may not display. (If you have an active course, but this tab does not display, please submit a helpdesk ticket under the “Technology” category, problem type “Datatel,” Task “Other.”)

If you are an advisor, you will have the Advising tab. You may see additional tabs if you are currently enrolled in an academic program.

The screenshot displays a grid of service tabs. On the left side, there are three tabs: 'Student Finance' (with a dollar sign icon), 'Grades' (with a document icon), and 'Faculty' (with a person and gear icon). On the right side, there are two tabs: 'Student Planning' (with a calendar icon) and 'Advising' (with a person and speech bubble icon). Each tab includes a brief description of its function.

 Student Finance Here you can view your latest statement and make a payment online.	 Student Planning Here you can search for courses, plan your terms, and schedule & register your course sections.
 Grades Here you can view your grades by term.	 Advising Here you can access your advisees and provide guidance & feedback on their academic planning.
 Faculty Here you can view your active classes and submit grades and waivers for students.	

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5. On the Faculty tab, you can view your courses and rosters (including email addresses for your students), as well as enter attendance grades, Last Date of Attendance (LDA) for students who drop/withdraw, and final grades.



Faculty

Here you can view your active classes and submit grades and waivers for students.

6. You may now enter attendance grades, LDAs, and final grades on one screen. To do so, select your course after detailing from the Faculty menu.

Daily Work ▾ Faculty ▾ Faculty Overview

Manage your courses by selecting a section below

Section	Times	Locations
ACT-2291-TAAA: Principles of Accounting I	M/T/W/Th 10:30 AM - 12:50 PM 5/30/2017 - 6/27/2017	BGRV Bibb Graves, 251 In-Classroom Lecture

7. Click on the Grading tab as it is displayed below.

Roster								Grading	Permissions
Overview								Final Grade	
 Please enter missing final grade(s).									
Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits		
 [Redacted]	[Redacted]			A		Junior	3		
 [Redacted] (Withdrawn)	[Redacted]			W		Junior	3		
 [Redacted]	[Redacted]					Senior	3		

8. Click on the **Final Grade Tab**, as indicated below.

Summer Semester 2017

Troy

M/T/W/Th 10:30 AM - 12:50 PM
 5/30/2017 - 6/27/2017
 BGRV Bibb Graves, 251

Roster								Grading	Permissions
Overview								Final Grade	
Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits		
 [Redacted]	[Redacted]	<input type="checkbox"/>	M/d/yyyy	Select grade	M/d/yyyy	Junior	3		
 [Redacted]	[Redacted]	<input type="checkbox"/>	M/d/yyyy	Select grade	M/d/yyyy	Junior	3		
 [Redacted]	[Redacted]	<input type="checkbox"/>	M/d/yyyy	Select grade	M/d/yyyy	Senior	3		

9. Entering Attendance Grades: If a student has NEVER attended your course, check the box next to the student's name in the column with the heading "Never Attended."

If a student is currently attending your course, NO action is required. You are no longer required to enter a Y or N for attendance grades. When reporting attendance grades, do NOT select anything under the Final Grade column. This column will be used to report final end of term grades ONLY.

There is no submit button. The system automatically saves the information.

M/T/W/Th 10:30 AM - 12:50 PM
5/30/2017 - 6/27/2017
BGRV Bibb Graves, 251

Roster								Grading		Permissions	
Overview		Final Grade									
Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits				
 [Redacted]	[Redacted]	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	A	<input type="text" value="M/d/yyyy"/>	Junior	3				
 [Redacted] (Withdrawn)	[Redacted]	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	W	<input type="text" value="M/d/yyyy"/>	Junior	3				
 [Redacted]	[Redacted]	<input checked="" type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Select grade	<input type="text" value="M/d/yyyy"/>	Senior	3				

10.Entering LDAs: If the student attended the course, but has since dropped or withdrawn, enter a Last Date of Attendance (LDA). The LDA is the last day the student actually PARTICIPATED, not the last day they logged in to Blackboard, Canvas, etc. (If an LDA has been entered, please do not make any changes to the date.)

M/T/W/Th 10:30 AM - 12:50 PM
5/30/2017 - 6/27/2017
BGRV Bibb Graves, 251

Roster Grading Permissions

Overview **Final Grade**

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
 [Redacted]	[Redacted]	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	A <input type="button" value="v"/>	<input type="text" value="M/d/yyyy"/>	Junior	3
 [Redacted] (Withdrawn)	[Redacted]	<input type="checkbox"/>	<input type="text" value="6/1/2017"/>	W <input type="button" value="v"/>	<input type="text" value="M/d/yyyy"/>	Junior	3
 [Redacted]	[Redacted]	<input checked="" type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Select grade <input type="button" value="v"/>	<input type="text" value="M/d/yyyy"/>	Senior	3

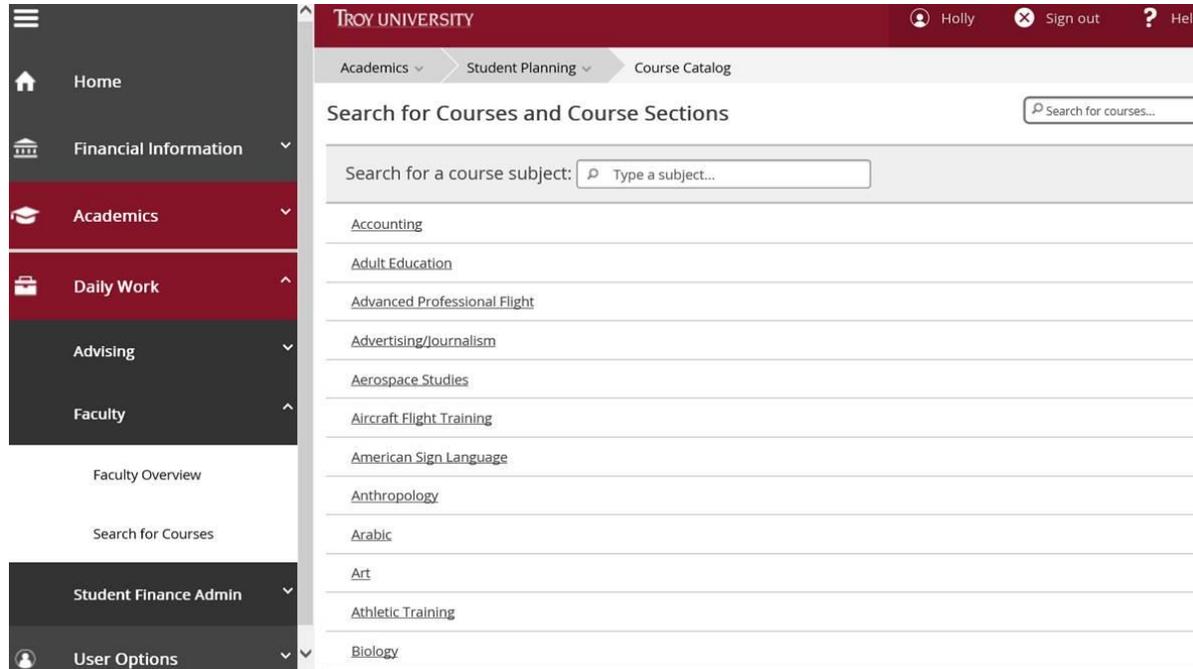
11.Entering Final Grades: From the drop down box under the heading Final Grade, select the grade for which the student earned. (Tip: There is no Submit, etc. button, you may wish to log out and log back in to verify the grade was applied.)

M/T/W/Th 10:30 AM - 12:50 PM
5/30/2017 - 6/27/2017
BGRV Bibb Graves, 251

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
[Redacted]	[Redacted]	<input type="checkbox"/>	M/d/yyyy	A	M/d/yyyy	Junior	3
[Redacted] (Withdrawn)	[Redacted]	<input type="checkbox"/>	6/1/2017	W	M/d/yyyy	Junior	3
[Redacted]	[Redacted]	<input checked="" type="checkbox"/>	M/d/yyyy	Select grade	M/d/yyyy	Senior	3

FAQ for Faculty Self-Service

Search for Courses and View Seat Count: Under the Daily Work drop down box from the side menu in Self-Service, select Faculty. You can then use the Search for Courses link to find your course by subject. You can then filter by location and term/semester. On you course, select View Available Sections. Click on your section to see the seat availability and capacity.



The Student's Advisor: Through the Advising tab within Faculty Self-Service, you can search for students by name or ID number, whether or not they are your advisee. This will display their advisor.

Removing Advisor Holds: To remove the student's advisor hold, select the Faculty or Advisors information from TWE, and then click on My Advisees.