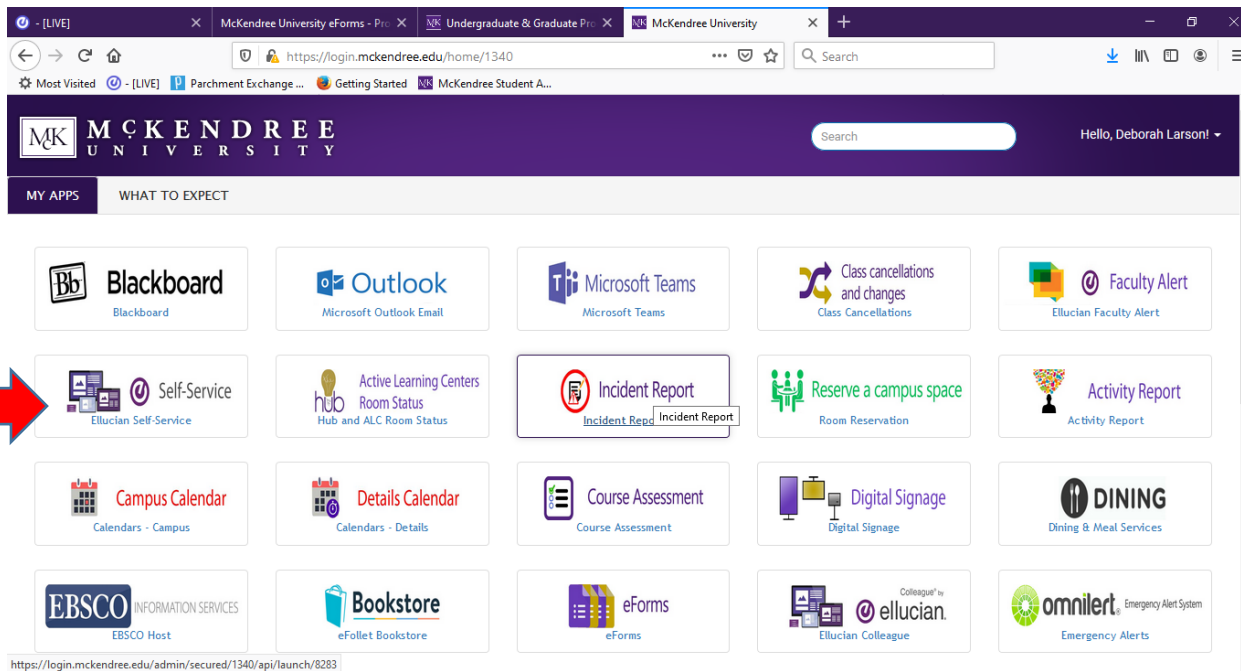


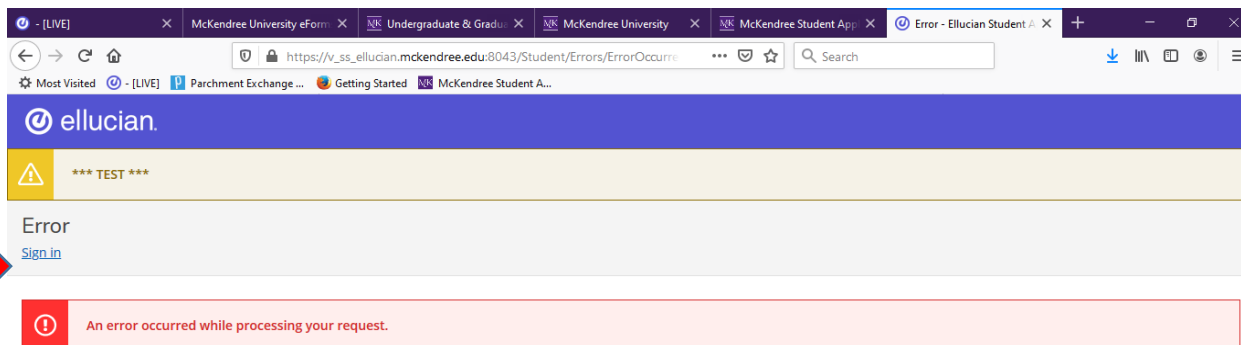
Self-Service for Faculty

1. Go to MyMcK;
2. Click on the Self-Service button (or tile, or chicklet, whatever you want to call it). Please note, it may not be in the same position on your screen, you may have to look for it;



The screenshot shows the McKendree University My Apps page. The page header includes the McKendree University logo, a search bar, and the user name "Hello, Deborah Larson!". Below the header, there are two tabs: "MY APPS" and "WHAT TO EXPECT". The main content area displays a grid of application tiles. A red arrow points to the "Self-Service" tile, which is labeled "Elucian Self-Service". Other tiles include Blackboard, Outlook, Microsoft Teams, Class cancellations and changes, Faculty Alert, Active Learning Centers, Incident Report, Reserve a campus space, Activity Report, Campus Calendar, Details Calendar, Course Assessment, Digital Signage, DINING, EBSCO, Bookstore, eForms, and omnilert.

3. Sign in. If you get an error message, click on Sign In right under the error button and then sign in again; (we are working with IT to fix this)



The screenshot shows an error message on the Elucian system. The page header includes the Elucian logo and the text "*** TEST ***". Below the header, there is an "Error" message with a "Sign in" link. A red arrow points to the "Sign in" link. Below the error message, there is a red box with a white exclamation mark icon and the text "An error occurred while processing your request."

4. Click on the Faculty button. Please note, it may not be in the same position on your screen, you may have to look for it;

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.
Employee Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.	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 the course catalog.	Grades Here you can view your grades by term.
Graduation Overview Here you can view and submit a graduation application.	Enrollment Verifications Here you can view and request an enrollment verification.
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.
Financial Management	Student Finance Admin

5. You will see a list of your courses; make sure you are under the correct term; click on the course you want to look at;

MCKENDREE UNIVERSITY | dl Larson | Sign out | Help

[Daily Work](#) · [Faculty](#) · [Faculty Overview](#)

Manage your courses by selecting a section below

Spring Term 2020

Section	Times	Locations	Books
ART-470-55CA: Internship in Art ←	M/W/F 6:00 AM - 7:50 AM 1/13/2020 - 5/7/2020	Benson Wood, BNW-UL Internship	

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6. Your class roster will open up. You can email your students individually or all of them at once; Click on Grading, then Midterm Grade or Final Grade based on what you're entering;

ART-470-55CA: Internship in Art

Spring Term 2020
Lebanon Campus

M/W/F 6:00 AM - 7:50 AM
1/13/2020 - 5/7/2020
Benson Wood, BNW-UL Internship

Seats Available 0 of 3

Waitlisted 1

Roster Grading Waitlist

Print Email All Export

Student Name	Student ID	Class Level	Preferred Email
[REDACTED]	[REDACTED]	Senior	[REDACTED]@mckendree.edu
[REDACTED]	[REDACTED]	Senior	[REDACTED]@mckendree.edu
[REDACTED]	[REDACTED]	First Year	[REDACTED]@mckendree.edu

7. Under Final Grade enter the final grade for all students. If a student is listed on your roster, a grade is required.
 - a. If a student Never attended assign a F and check the box.
 - b. If a student stopped attending, enter the Last Date of Attendance and assign a F
 - c. If a student earned an F, enter the grade of F and the last date of the term for the Last Date of Attendance
 - d. If an Incomplete is given, enter the grade of I and an Expiration Date for the incomplete to expire.

Roster Grading Waitlist

Overview Final Grade Midterm 1

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	Senior	0
[REDACTED]	[REDACTED]	<input type="checkbox"/>	M/d/yyyy	Select Grade	M/d/yyyy	Senior	0
[REDACTED]	[REDACTED]	<input type="checkbox"/>	M/d/yyyy	Select Grade	M/d/yyyy	First Year	0

8. Click on Midterm 1; pretty much the same thing as above except for the Expiration Date because you won't be giving an Incomplete for a midterm grade 😊.



Overview Final Grade **Midterm 1**

Student Name	Student ID	Never Attended	Last Date of Attendance	Midterm Grade	Class Level	Credits
[Redacted]	[Redacted]	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Select Grade	Senior	0
[Redacted]	[Redacted]	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Select Grade	Senior	0
[Redacted]	[Redacted]	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Select Grade	First Year	0