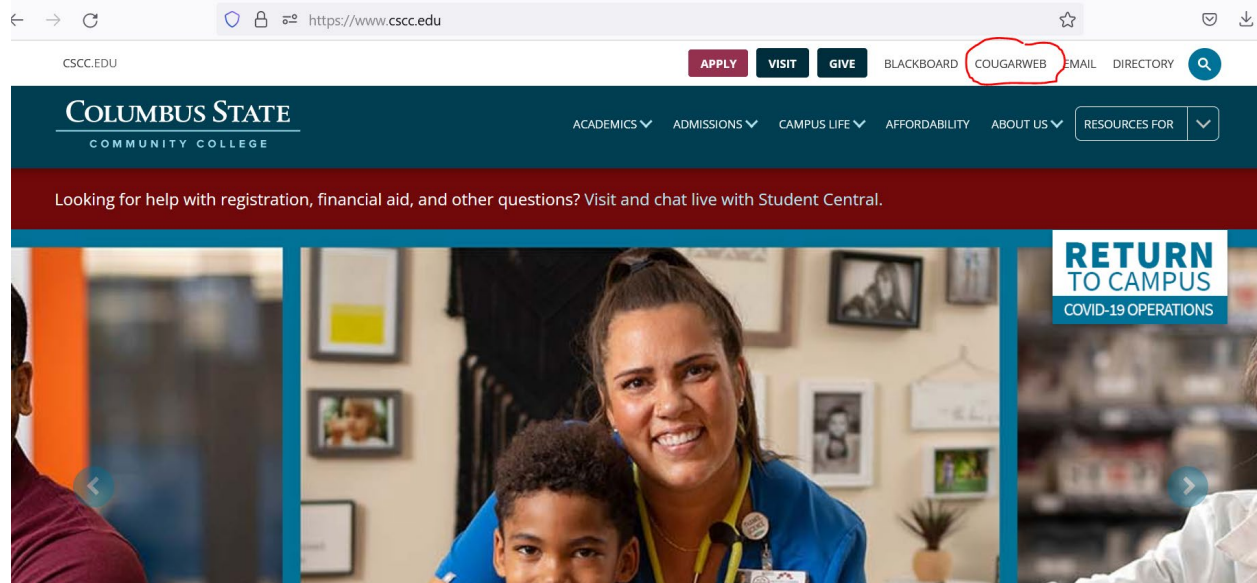


Cougarweb Self Service – Faculty Schedule, Rosters, and Grade Submission

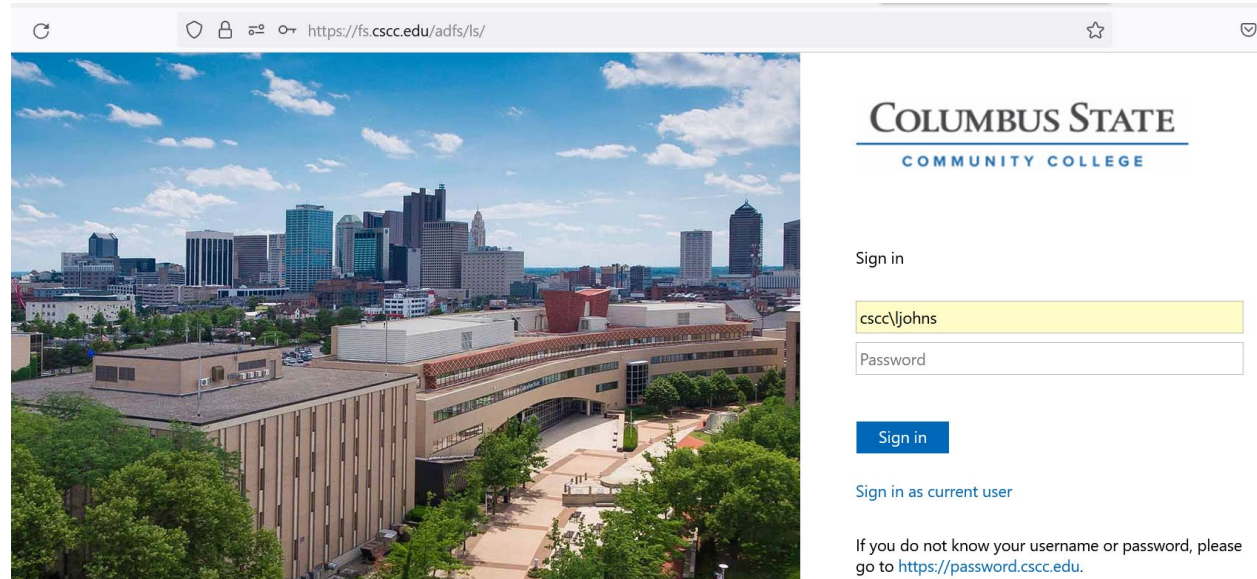
The following documentation is provided to assist faculty with accessing their schedules, section rosters, and submitting midterm & final grades.

Access Cougarweb from the CSCC website www.csccl.edu and select “Cougarweb” at the top right side **OR** from the CSCC Employee website www.csccl.edu/employee and select “Cougarweb” at the top right hand side.

From the Cougarweb landing page, simply select “Cougarweb for Faculty”



Log in using your CSCC credentials



From the Self-Service landing page, scroll down and select “Faculty”

Hello, Welcome to Columbus State Self-Service!
Choose a category to get started.

- Student Finance**
Here you can access your account information, make an online payment, and submit tuition vouchers and VA Certification.
- Financial Aid**
Here you can access financial aid data, forms, etc.
- Tax Information**
Here you can change your consent for e-delivery of tax information.
- Banking Information**
Here you can view and update your banking information.
- Employee**
Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.
- Course Search**
Here you can view course descriptions and search for classes.
- Grades**
Here you can view your grades by term.
- Graduation Overview**
Here you can view and submit a graduation application.
- Faculty**
Here you can view your active classes, submit grades, and record

The next screen you will come to allows you to view your schedule, semester by semester.

Manage your courses by selecting a section below

Autumn Semester 2020			
Section	Times	Locations	Books
ACCT-1212-002: Managerial Accounting	T/Th 10:30 AM - 11:50 AM 8/31/2020 - 12/19/2020	Live Online	
BIO-1101-001: Fund Human Anat & Physio	M/W 9:00 AM - 10:20 AM 8/31/2020 - 12/19/2020	Live Online	
CSCI-1103-001: Intro Programming Logic	TBD 8/31/2020 - 12/19/2020 TBD 8/31/2020 - 12/19/2020	TBD Lecture TBD Lab	
HUM-1270-001: Comparative Religions	M/W 9:30 AM - 10:50 AM 8/31/2020 - 12/19/2020	Live Online	

By selecting any one section, you can view the details of the section including the Deadline Dates of the section, view the section roster of students, and you can print or export the roster or send an email* to them. Please note that if the student has updated their Chosen Name, you will see it on your roster.

AMT-1102-610: Aircraft Weight & Balance

Summer Semester 2022
SW Center at Bolton Field

Th/F 8:00 AM - 9:50 AM
5/30/2022 - 7/3/2022
Southwest Ctr At Bolton Field, 146 Lecture

Th 10:00 AM - 1:10 PM
5/30/2022 - 7/3/2022
Southwest Ctr At Bolton Field, 146 Lab

F 10:00 AM - 12:00 PM
5/30/2022 - 7/3/2022
TBD

Seats Available ⓘ 15 / 25 / 0

Deadline Dates

Roster Attendance Participation Census Grading

Print Email All Export

Student Name	Student ID	Class Level	Preferred Email
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*To use the email function, please utilize Outlook and complete the set up following the prompts. Include yourself as a cc: if you want a copy of the email delivered to your mailbox.

Deadlines Dates Popup View

AMT-1102-610: Aircraft Weight & Balance

Summer Semester 2022
SW Center at Bolton Field

Th/F 8:00 AM - 9:50 AM
5/30/2022 - 7/3/2022
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5/30/2022 - 7/3/2022
Southwest Ctr At Bolton Field, 146 Lab

F 10:00 AM - 12:00 PM
5/30/2022 - 7/3/2022
TBD

Seats Available ⓘ 15 / 25 / 0

Deadline Dates

Roster Attendance Participation Census Grading

Print

Student Name	Student ID	Class Level	Preferred Email
--------------	------------	-------------	-----------------

Deadline Dates

AMT-1102-610: Aircraft Weight & Balance
Summer Semester 2022

Last Day to Add	6/1/2022
First Day to Drop	5/30/2022
Last Day to Drop without a "W" Grade	6/5/2022
Last Day to Drop with a "W" Grade	6/19/2022

Close

By hovering your mouse over a student name on your roster, you will see details about the student and if, while hovering, you click on “View Full Profile”, you will get additional information. Remember to use the scroll bar on the right side to view all the student information.

The screenshot shows a 'Student Profile' window with the following sections:

- Personal Information:** Phone number/Extension, Address, and E-Mail (Primary).
- Academic Details:** A table with columns for Academic Programs, Anticipated Completion Date, Major, and Minor.

Academic Programs	Anticipated Completion Date	Major	Minor
Bus Mgt-Bus Mgt Mjr.AAS	10/28/2021	Business Management	

Attendance – is not necessary or required

The Attendance tab was accessible for those sections that had an In-Person (on campus or clinical site) requirement during our COVID pandemic tracking.

Faculty may use the system post pandemic for any section to record attendance but it is not required. If you choose to use the system, **select the date** that you want to record attendance for and then select the attendance of each student in the **drop down** options. In this example, 7/1/2022 the student was absent, excused from the 8:00am lecture and present for the 10:00am lab portion of the section.

The screenshot shows the 'Attendance' tab interface with the following details:

- Section Information:**
 - Th/F 8:00 AM - 9:50 AM (5/30/2022 - 7/3/2022) Southwest Ctr At Bolton Field, 146 Lecture
 - Th 10:00 AM - 1:10 PM (5/30/2022 - 7/3/2022) Southwest Ctr At Bolton Field, 146 Lab
 - F 10:00 AM - 12:00 PM (5/30/2022 - 7/3/2022) TBD
- Seats Available:** 15 / 25 / 0
- Navigation:** Roster, Attendance (selected), Participation Census, Grading
- Controls:** Update All, Select Date (7/1/2022 (Friday)), Export
- Attendance Table:**

Student	8:00 AM	10:00 AM	Last Attendance Recorded	P	A	E	L
[Student Profile Icon]	Absent, excused	Present	7/1/2022	1	0	1	0

See separate instruction guide for [Participation Census Reporting](#) which is required of all faculty for all sections that they teach during a given semester.



Self-Service has replaced CougarWeb

Section Details

[< Back to Courses](#)

AMT-1102-610: Aircraft Weight & Balance

Summer Semester 2022
SW Center at Bolton Field

Th/F 8:00 AM - 9:50 AM
5/30/2022 - 7/3/2022
Southwest Ctr At Bolton Field, 146 Lecture

Th 10:00 AM - 1:10 PM
5/30/2022 - 7/3/2022
Southwest Ctr At Bolton Field, 146 Lab


F 10:00 AM - 12:00 PM
5/30/2022 - 7/3/2022
TBD

Seats Available ⓘ 15 / 25 / 0

[Deadline Dates](#)

Roster Attendance **Participation Census** Grading

Grading Tab - will allow you to complete your midterm progress reporting and your final grade entry. **Please note: Participation Census Reporting is completed using the "Participation Census" tab.**

 Self-Service has replaced CougarWeb

Section Details

[< Back to Courses](#)

AMT-1102-610: Aircraft Weight & Balance

Summer Semester 2022
SW Center at Bolton Field

Th/F 8:00 AM - 9:50 AM
5/30/2022 - 7/3/2022
Southwest Ctr At Bolton Field, 146 Lecture

Th 10:00 AM - 1:10 PM
5/30/2022 - 7/3/2022
Southwest Ctr At Bolton Field, 146 Lab

F 10:00 AM - 12:00 PM
5/30/2022 - 7/3/2022
TBD

Seats Available ⓘ 15 / 25 / 0

Deadline Dates

Roster Attendance Participation Census **Grading**

Midterm Grading

To complete Midterm grading, select the “Midterm Grade” tab and enter your S or U grades during the appropriate grade entry window. Remember that the purpose of Midterm Grading is to support your student by giving them a nudge (in the middle of the term) to see you, their faculty member, if they receive a grade of U. The midterm grade should be supported by the Bb Grade book (student viewable status) so that a Midterm grade of U does not come as a surprise to your student.

The screenshot shows a web interface for grading. At the top, there are tabs for 'Roster', 'Attendance', and 'Grading', with 'Grading' selected. Below that, there are sub-tabs for 'Overview', 'Final Grade', and 'Midterm Grade', with 'Midterm Grade' selected. A blue button labeled 'Midterm Grading Complete' is in the top right corner. The main area is a table with the following columns: Student Name, Student ID, Never Attended, Last Date of Attendance, Midterm Grade, Class Level, and Credits. The table contains three rows of student data. Each row has a 'Never Attended' checkbox, a date input field with a placeholder 'M/d/yyyy', a 'Midterm Grade' dropdown menu with 'Select Grad' as the current selection, a 'Class Level' dropdown menu with 'First Year Student' as the current selection, and a 'Credits' field with the value '3'. The student names and IDs are obscured by blue rectangles.

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 Grad	First Year Student	3
[Redacted]	[Redacted]	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Select Grad	First Year Student	3
[Redacted]	[Redacted]	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Select Grad	First Year Student	3

To enter your Midterm grades, select the dropdown box in the “Midterm Grade” column and record the S or U accordingly. If you have a student Auditing your section, you should record their Midterm Grade as an R. Once you have entered your S/U grades for all of your students, click the blue “Midterm Grading Complete” button. This action will lock in your midterm grades.

Remember, this system does not serve as Non-Attendance/Census Participation reporting. If you would like to record that a student has never attended or the last date of attendance you may but you will still be required to complete the Participation Census Reporting for your sections.

Final Grades

Please complete all your grade calculations in the Bb grade book. You should only begin to enter your final grades when all grades have been finalized in Bb. When you are ready to enter your final grades, select the “Final Grades” tab. From this screen, you will enter the appropriate grade (A-E, I, or R) for each student from the dropdown selection in the “Final Grade” column. You may record the last date of attendance for any student that stopped attending after Participation Census Reporting ended. Make certain to click the blue “Post Grades” button to lock in your grades.

Please note: S/U final grades should only be used for those courses that are approved for an S/U grade. Contact your Department Chairperson or the Office of Curriculum Management if you need confirmation that your course is approved for S/U grades.

The screenshot displays the 'Final Grades' tab within a grading system. At the top, there are navigation tabs: 'Roster', 'Attendance', and 'Grading'. Under 'Grading', there are sub-tabs: 'Overview', 'Final Grade', and 'Midterm Grade'. A blue 'Post Grades' button is located in the top right corner. Below the navigation is a table with the following columns: Student Name, Student ID, Never Attended, Last Date of Attendance, Final Grade, Expiration Date, Class Level, and Credits. The table contains three rows of student data. Each row has a 'Never Attended' checkbox, a date input field for 'Last Date of Attendance', a dropdown menu for 'Final Grade' (labeled 'Select Gr'), and a date input field for 'Expiration Date'. The 'Class Level' and 'Credits' columns are populated with 'First Year Student' and '3' respectively for all three rows. The student names and IDs are obscured by blue rectangles.

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"/>	Select Gr	<input type="text" value="M/d/yyyy"/>	First Year Student	3
[Redacted]	[Redacted]	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Select Gr	<input type="text" value="M/d/yyyy"/>	First Year Student	3
[Redacted]	[Redacted]	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Select Gr	<input type="text" value="M/d/yyyy"/>	First Year Student	3

A Colleague process runs each night, after midnight, to move the posted grades to the student academic record so that students can then see their grade in Cougarweb.