

Grading through Student Self-Service

1. Select Student Self-Service from the red toolbar on the Mansfield Today page.
2. Sign In to single sign on using your email address.
3. Enter your email address and password.
4. Click the Faculty option for grading.
5. Select the course link.
6. Note: The application defaults to the Roster option across the action bar.
7. To enter grades, select the Grading option from the action bar:
 - a. Select Final Grade or Midterm 1:
 - i. **For Midterm grading**, select Midterm 1, enter grades and click the blue Midterm Grading Complete button to submit.
 - ii. **For Final Grade submission**, select Final Grade, enter grades (including the last date of attendance for F and F* grades), and click the blue Post Grades button to submit.
8. Click the Sign out tab at the top of the page to log out.

Roster Reconciliation through Student Self-Service

1. Select Student Self-Service from the red toolbar on the Mansfield Today page.
2. Sign In to single sign on using your email address.
3. Enter your email address and password.
4. Click the Faculty option for roster reconciliation.
5. Select the course link.
6. Note: The application defaults to the Roster option across the action bar.
7. Select the Grading option from the action bar.
8. Select Midterm 1 to click the Never Attended box next to the student who has never attended or participated in the course.
9. To finish the process, click the blue Midterm Grading Complete button
10. Email with Rosters OK or Discrepancies.
11. Click the Sign out tab at the top of the page to log out.

Attendance Reporting through Student Self-Service

1. Select Student Self-Service from the red toolbar on the Mansfield Today page.
2. Sign In to single sign on using your email address.
3. Enter your email address and password.
4. Click the Faculty option for Attendance Reporting.
5. Select the course link.
6. Note: The application defaults to the Roster option across the action bar.
7. Select the Attendance option from the action bar.
8. Select the Class Date of the absence to report.
9. Use the Select Attendance tab to select Absent, no excuse.
10. Click the Sign out tab at the top of the page to log out.

Advising through Student Self-Service

1. Select Student Self-Service from the red toolbar on the Mansfield Today page.
2. Sign In to single sign on using your email address.
3. Enter your email address and password.
4. Click the Advising option for advising check-off.
5. You may type a name or ID number in the search bar or scroll down the list.
6. Click the blue View Details button to the right
7. Review the Course Plan and Progress, if approved click the blue outlined Advisement Complete button to release the student for registration.
8. Click the Sign out tab at the top of the page to log out.

Book information is inputted through Akademos

Prepared by Lori Cass 2/17/20; edited 10/08/20

Questions? lcass@mansfield.edu or 570.662.4873