FACULTY GUIDE TO PEOPLESOFT SELF SERVICE

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Introduction

Below are several procedures that faculty and staff should be familiar with in PeopleSoft’s Self Service module. Self Service is similar to what we have used previously here at NYIT with NYITConnect and Datatel.

Advisor Center and Faculty Center

Getting Familiar with the Advisor Center

To access the Advisor Center, you will log-in just as you previously would have by selecting “MY NYIT” from the NYIT Homepage.
After logging in, click on the NYIT Connect option in the bottom left corner to begin. You will be prompted with an option of processing for Spring 2014 or Summer 2014. Be sure to select the Summer 2014 option for PeopleSoft processing.

From there, click on the “Advisor Center” tab. The “My Advisees” option will then be displayed, showing a list of your advisees, if you are assigned to any. After that, select “View Student Details.” Please note that you can select the “View Data for Other Students” button to view information for students who are not on your list of advisees as well.
His or her information will be displayed in the Advisee Student Center as shown below. Under the “Academics” heading, you will see the student’s current class schedule. The “My Class Schedule” link allows you to view the same information, but you are able to view multiple terms. The drop-down box entitled “other academic…” provides access to a number of different items, including: grades, course history, and academic requirements (formerly Program Evaluations in Datatel). Additionally, you can also view demographic information, items on the student’s to-do list, and any holds that the student has.
Removing Registration Holds

During priority academic advisement after approving your advisees’ course schedule, you must open the student’s registration by removing the registration hold on his/her record. To do so:

1. Click on the “General Info” tab.
2. Select “Registration Hold” underneath “Service Indicators.” Please note: Service Indicators in PeopleSoft are a new term for holds.

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3. From there, click on the “Release” button, as highlighted below.

Please note that service indicators for Cycle A, B, C, and D will be encompassed with Fall and Spring. There will not be additional holds for these.
Getting Familiar with the Faculty Center

The Faculty Center provides access to information such as schedules, class rosters, and grade rosters.

When clicking on the Faculty Center tab, you will first be taken to “My Schedule.” Under this page, you can view your class schedule for the term as well as your weekly teaching schedule. If you’d like to download an Excel copy of your schedule, click on the download icon located next to “View All.”

Also please note that the Gradebook, Assignments, and Learning Management options will not be accessible for most offices at this time.
**Class Roster**

To access a class roster, click on the class roster icon.

Click on a student’s name if you’d like to e-mail him or her. If you’d like to e-mail selected students, click on the notify box for each and select the “Notify Selected Students” option at the bottom of the page. To send an e-mail to all students in the class, select the “Notify All Students” option. Also, if you’d like to download an Excel copy of your Class Roster, click on the download icon located next to “View All.”
To view the student photos on the class roster, select “Include Photos”:

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**Attendance Roster**

To access an attendance roster, click on the attendance roster icon . Attendance rosters are available on the first day of the withdrawal period of each cycle or term. Refer to the academic calendar for the withdrawal period dates.

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Click on the Student Name column if you need to sort the roster by name. Select “Attended” or “Never Attended” for each student in the Attendance Type column. Click Submit. You will see a confirmation page and receive an email.
To access the grade roster, click the grade roster icon or on the grade roster tab under Faculty Center. Grade rosters will be accessible at the end of each cycle and/or term.

To input final grades, click on the drop-down box in the Roster Grade column and select a grade for each student.
student. Once the grades have been inputted, you must select “Approved” and click Save, as shown below:
Class Permissions

Under certain circumstances, students need permission to enroll in courses, such as closed courses, courses requiring instructor/department consent, or courses needing prerequisites. In PeopleSoft, academic departments can now manage this process. Department designees can create class permissions to apply to student records to grant them access to register online. Now with PeopleSoft, they will be able to do so online. It will be the responsibility of administrators to apply the class permissions to student’s records to grant them access.

To create a class permission, log in to PeopleSoft (https://psprd.nyit.edu) and select Records and Enrollment → Term Processing → Class Permissions → NYIT Class Permissions.
At the class search menu: For “Academic Institution,” enter “NYIT1” or select it after clicking the magnifying glass (it will be the only option). From there, click the magnifying glass next to “Term” and choose the appropriate option. You CANNOT type in the name of a term (e.g. Spring 2014) because all options are coded. No results will show up if you attempt to proceed this way. You also must be sure to select an option for “Academic Career.”
Continue entering criteria until a satisfactory amount has been inputted and click search. If limited information is entered, you may have to choose from a list of search results. You can click on the magnifying glass to see a list of available choices for each of the search criteria.

Select the “Permission” tab as shown below. Then click the “+” button to add a new row as needed:

PLEASE NOTE that you must be in the appropriate Class Section when applying a Class Permission. You can tab through the different sections by clicking the arrows in the top right corner of “Class Section Data.”

In this tab, click on the “+” sign to add a student permission. Enter the student’s ID number and choose the appropriate options from Closed Class, Requisites Not Met, and/or Consent Required. Career
Restriction and Permission Time Period will only be accessible to the Registrar’s Office.

If you click back to the General Info tab, an expiration date will be auto-populated. Please do not edit.

Lastly, click on the Comments tab and add any notes if desired. Click Save to complete