

CHANGE GUIDE:

Stop:

- Receiving paper-based student lists
- Handing in or faxing a manual list of grades to Registrars

Start:

- Using OSS Faculty Self Service to monitor student list
- Enter unit grades directly into Self Service

Continue:

- Monitor student lists assigned to you
- Notify Registrar or Center Support if there are discrepancies between actual students and list
- Collect course work and exams
- Calculate final grades
- Submit grades by deadlines

Here are a few of the icons you may encounter in Faculty Self Service:

Search



Date



Information



Delete



Tip



WELCOME TO FACULTY SELF SERVICE

Faculty Self-Service Goes Live September 22nd!

Before Go Live!

- Know the faculty portal url: **<http://my.devry.edu>**
- Know your username and password. Your username is your 9-character DeVry Student ID (DSI) number and your password is your date of hire (MMYYYY). The first time you log in, you will be prompted to change your password. Your new password should contain at least **six** characters, one of which needs to be a **number**.
- Internet Explorer 5.5 or higher is the recommended browser.
- Visit **my.devry.edu** frequently for updates and announcements.
- Follow local office procedures regarding grade submission deadlines.
- Review Desk Manuals and Quick Reference Guides on The Learning Center

TERM TIME

Advanced Search – An Oracle feature in Self Service applications that allow you enter more specific criteria for searching.

LOV/ List of Values – List of valid choices that is available through a drop down box.

Term Calendar – A field in the Oracle Self Service applications that is required if you want to search for unit sections for a specific teaching period.

Unit = Course

Unit Class – Defines the delivery mode for a unit, such as standard, accelerated or compressed.

Unit Load – Number of units a student is enrolled in a given academic period.

Unit Section - A scheduled unit. This includes date, time, location and term.

Faculty Self Service will allow you to:



View Student Lists



Manage Grades

Hours of Availability

Faculty Self Service is web - based and can be accessed with any Internet connection from any computer 24X7.

For assistance contact your local help desk.

Logging In

How do I login to Self Service?

- Launch your browser.
- Enter <http://my.devry.edu> in the address line.
- Click **Login** link from the right side of the Welcome page.
- Enter your User Name and Password.
- Click the **Login** button.
- Locate the Applications Navigator in the upper left hand side of the screen.
- Click the **Home** option for OSS Faculty Self Service.

The Learning Center

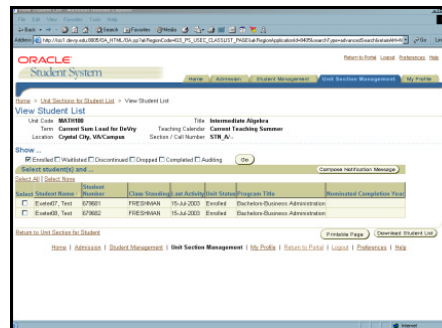
How do I find and use The Learning Center?

- Log in to my.devry.edu
- In the lower left side of the home page, locate section called "**The Learning Center**".
- Click the **click here to enter** link.
- Click **Academics** link for Undergraduate/Graduate Locations.
- Click **Knowledge** tab to find faculty desk manuals.
- Click **How Do I** tab to find Quick Reference Cards.

Generate Student List

How do I generate a student roster?

- Log in to my.devry.edu
- Click the **Home** option for OSS Faculty Self Service.
- Click on **View Student List** link from the left side of the Home page under Shortcuts > My Unit Sections.
- System defaults to current term in the Term Calendar field and display list of units the faculty is assigned.
Note: To change the term value, use the flashlight icon to launch the Search and Select Term Calendar screen. Clear the current value and click the **Go** button. A list of available terms will display. Select a term and click the **Select** button. User will be returned to the Student Sections screen.
- Select a unit.
- Click **View List** button.
- The system displays list of Enrolled students.
- Select the applicable checkboxes to view students with one or more of the following criteria:
Enrolled
Waitlisted
Discontinued
Dropped
Completed
Auditing
- Click **Go** button.
- At this point, you can select the following buttons.
Printable Page
Downloadable Student List
Compose Notification Message



Enter Grades Online

How do I enter grades online using Self Service?

- Log in to my.devry.edu
- Click the **Home** option for OSS Faculty Self Service.
- Click on **Enter Unit Grades** link from the left side of the Home page under Shortcuts > My Unit Sections.
- System defaults to current term in the Term Calendar field and display list of units the faculty is assigned.
Hint: If you are teaching the same unit at more than one location it is important to note the location column when selecting the unit to be graded.
- Select the unit by clicking the radio button in the first column of the Unit Sections Result region.
- Click the **Grade Unit** button.
- Select the **Grading Period** field.
- Set **Entry Method** field value to **Use Self-Service Screen**.
- Click **Enter Grade** button.
- Complete **Internal Grade** field by student.
- Click the **Save for Later** button.
- Click the **Review and Submit** button.
- (Optional) Click **Printable Page** button to produce a paper copy before submitting grades.
- (Optional) Click **Back** button to change grade that has not been submitted.
- Click **Submit** button to view confirmation screen and finalize grade submission.
- Grades are now finalized and viewable in the Student Academic History page.

Using Web ADI

Although there are two navigations to enter unit grades, the preferred method at this time is via the use of the Self Service application.

Advanced training on the Web ADI application will be provided at a later date.