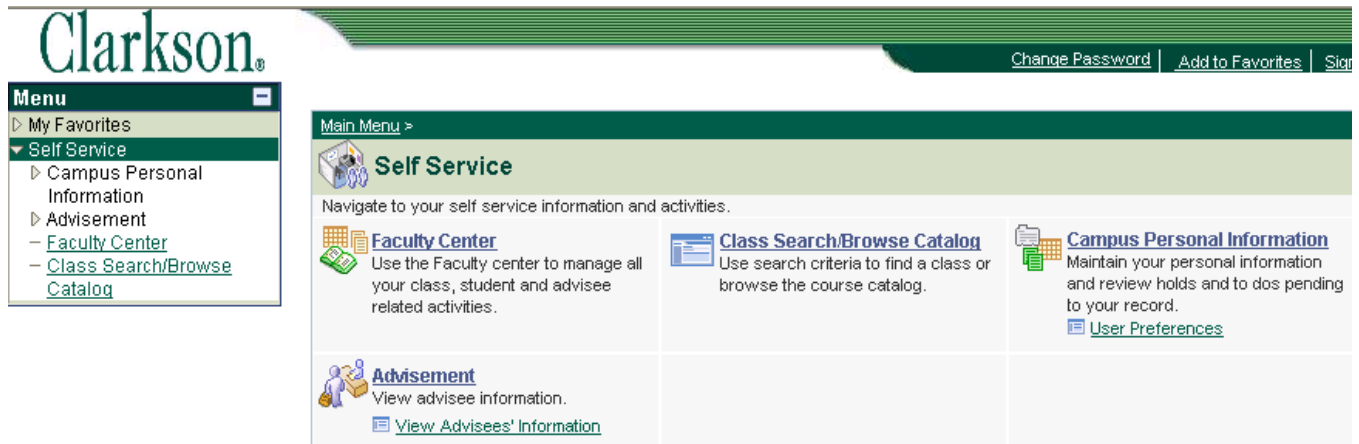


PeopleSoft, Version 8.9, offers access to class information and advisee data.

Log-in to PeopleSoft

You will log-in to PeopleSoft from Clarkson's home page --<http://www.clarkson.edu> – then Faculty and Staff, then PeopleSoft. Or you can go there directly: <https://ps.clarkson.edu/> The password is tied to your Active Directory password (AD), so you will use the same password that you do for your desktop log-in. Your PeopleSoft password will change when you change your AD password.

PeopleSoft 8.9 is designed around left-hand navigation, with major components accessible down the column on the left, with drop-down items visible by clicking on the arrows to the left of the category.



The screenshot shows the PeopleSoft Faculty Center interface. On the left is a 'Menu' sidebar with options: My Favorites, Self Service (expanded), Campus Personal Information, Advisement, Faculty Center, and Class Search/Browse Catalog. The main content area is titled 'Main Menu >' and 'Self Service'. It contains three primary sections: 'Faculty Center' (manage class, student, and advisee activities), 'Class Search/Browse Catalog' (find classes or browse the course catalog), and 'Campus Personal Information' (maintain personal info, review holds, and pending items). A 'User Preferences' link is also visible under Campus Personal Information. At the bottom, there is an 'Advisement' section with a 'View Advisees' Information' link. The top right of the page has links for 'Change Password', 'Add to Favorites', and 'Sign Out'.

Campus Personal Information – User Preferences

The first step should be to set your preferences and update throughout the year to enable this default in many searches including class schedule. The term convention is 4 plus the year (08, for example), then 9 for fall, 2 for spring, 6 for summer. So, 4089 is the code for Fall 2008. Or you can use the drop-down menu to select.

User Preferences

To facilitate your navigation through the different pages, and to avoid having to select the generic values, you may default your most commonly used values for the following fields. Other values will remain available for selection as appropriate for each feature.

Institution	Clarkson University	▼
Academic Career	Undergraduate	▼
Term	4082	Spring 2008
Aid Year		

SAVE

Faculty Center

Teaching Schedule

The Faculty Center is located very close to the root level after log-in – under the Self Service link. There are three tabs available once you click Faculty Center. Your default term will initially come up here, but you can select previous or future terms if they exist.

Faculty Center

Spring 2008 | Clarkson University

change term

Select Term

CONTINUE



Select a term then click Continue.		
	Term	Institution
<input checked="" type="radio"/>	Spring 2008	Clarkson University
<input type="radio"/>	Fall 2007	Clarkson University

CONTINUE

On the first tab, Faculty Center, you can see your teaching schedule, along with class enrollment, location, etc..

Show all classes Only classes with enrollment View My Weekly Schedule


 Class Roster  Grade Roster  Learning Management System

My Teaching Schedule > Spring 2008 > Clarkson University						
	Class	Class Name	Enrolled	Days and Time	Room	Class Dates
	ES 222-01 LEC 2062	Strength of Materials (Lecture)	64	MoWeFr 2:00PM - 2:50PM	177 CAMP Building	Jan 10, 2008- Apr 25, 2008
	ES 250-01 LEC 2064	Electrical Science (Lecture)	60	TuTh 4:00PM - 5:15PM	162 Science Center	Jan 10, 2008- Apr 25, 2008

You can also select **View My Weekly Schedule** to see the schedule in a grid/calendar format.

- Show all classes
 Only classes with enrollment
 View My Weekly Schedule

Class Roster

Clicking on the  icon next to a class will pull up the class roster.

Class Roster

 [View FERPA Statement](#)

4681 - PH 142 - Physics for Life Sciences II

Class Roster Information


Course	PH 142	Institution	Clarkson University
Title	Physics for Life Sciences II	Term	Spring 2006
Class Number	4681	Session	Regular Academic Session
Class Section	01	Career	Undergraduate
Component	Lecture		

Day	Tues Thurs	Instructor	Pettit, Christopher M.
Time	11:00AM 12:15PM		
Location	214 Bertrand H. Snell Hall		


Enrollment Status Enrolled change

Total Students 41 **Enroll Capacity** 44

Enrolled Students							
		Customize		Find		First 1-41 of 41 Last	
	Notify	ID	Name	Grade	Program and Plan	Level	
1	<input type="checkbox"/>	0142240	Acker, John	Non-Graded	Undergraduate A&S Science - Biology BS/Psychology BS/Cognitive Neuroscience Minor/Pre-Physical Therapy	Junior	
2	<input type="checkbox"/>	0138979	Adams, Jane C	Non-Graded	Undergraduate A&S Science - Biology BS	Junior	

Whenever you see  -- you can click and automatically download the grid – in this case the class roster. **Note – you must enable pop-ups from your browser for this to work. If problems persist, hold down the Control Key while selecting this icon.** It will open in Excel. Clicking on a student's name will launch an email addressed to that student.

Grade Roster

Clicking on  icon on the Faculty Center main page will open the grade roster. This icon only appears after rosters have been created for the class. You can also access the grade roster from the Class List by selecting the GRADE ROSTER button at the bottom of the page.

There is a drop-down box to select either Mid-Term or Final grade, as well as a drop-down box to **change Approval Status to Approved** after grades are entered.

Grade Roster

8450 - PH 141 - Physics for Life Sciences

Grade Roster Information

*Grade Roster Type: Final Grade

*Approval Status: Not Reviewed

<- add this grade to all students

Student Grade	Requirement Designation	Transcript Note			
Notify	ID	Name	Roster Grade	Official Grade	
1	<input type="checkbox"/>	0152610	Aber, Alan		
2	<input type="checkbox"/>	0147517	Adler, Amy		
3	<input type="checkbox"/>	0155200	Ames, Amy		

There is facility to give all students the same grade, such as I or P. Note – this will only work if all grades are blank when selected. This will be especially useful for thesis or midterm grades if there is a predominant grade for the class.

Grade entry may be done via keyboard or drop-down. If keying the grades, be especially careful in entering + grades which cannot be keyed. To enter a B+, one would hit B twice. It is strongly recommended that faculty use the drop-down box. This will go very quickly.

*Grade Roster Type: Final Grade

*Approval Status: Approved

Approved
Not Reviewed
Ready for Review

When grade entry is complete, you are required to **change the Approval Status to *Approved***. The only exception is for a few classes that are graded by teaching assistants who do not have the option of "Approved" and must instead change the grade to "Ready for Review." The faculty member in charge must then change the status to Approved. *Grades cannot be posted unless they are approved; grades cannot be approved unless a grade is assigned to every student on the roster.* Students who have dropped the class will have a grade of W or LW automatically assigned if they dropped after the 5th week of class. These roster grades may be left blank. Finally, **before exiting the panel** – and anytime during grading, save your work: SAVE

Grade Changes – Once approved, but prior to posting by the Registrar, grades may be changed on the roster. Simply change the Approval Status from Approved back to Not Reviewed. This will again open the grade boxes and a change can be made. Remember to change the Approval Status

back to Approved and Save. After grades are posted, an official change of grade form must be approved and submitted to Student Administrative Services who will enter the new grade.

Notify and Notify All – At the bottom of both the Class Roster and the Grade Roster, you will find two buttons: **NOTIFY SELECTED STUDENTS** **NOTIFY ALL STUDENTS**

You may create an email to all students on the roster by using the Notify All button, or select certain students using the checkbox beside their name to send a message to a subset of students. You can also create an individual email by selecting the hyperlink that is the student's name.

My Favorites

On the bottom of the first panel is a place to enter your favorite web links. You may want quick access to SAS or to the Regulations or external professional societies.



Simply enter the name of the site and the web address after clicking on the green button.

faculty center

My Favorite Websites

This page allows you to add on-line links to your favor page. Selecting a link will open a new window, keeping (Tip: Be sure to use the full Web address or URL for th instead of www.peoplesoft.com.)


Link Name:

Link Address:

Link Name:



Link Address:

Advisement


This panel has allows access to important information about your advisees. To navigate, select from the drop-down menu the item you are interested in, and click on the “go” button  to move to the selected option.

Your department secretary enters advisor data; if you are not seeing all the students you expect, please check in your department office.



Service Indicators






Your students may have been assigned either a positive  or negative  service indicator. By clicking on the indicator, additional information is accessible. Often, but not always, the positive service indicator relates to an information release on file – which may be helpful to you if a parent wishes to speak with you. However, even with the release, you may wish to defer to SAS to confirm exactly what is being released and to whom. Often, but not always, the negative service indicator represents either an advisor hold, or a SAS Check-in hold; there may be one or multiple holds indicated by this symbol.

FERPA Flag


Also, be aware that by law, personal information, other than directory information, may not be disclosed. Directory information, such as address, phone number, email address, etc. can typically be released; however, a student has the right to request that we protect this information. If any of your advisees have a FERPA flag , be especially conscious of your responsibility. By clicking on the flag, you can see which, if any, directory information may be disclosed. However, we strongly recommend that all such inquiries be directed to SAS.

View My Advisees

 Positive Service Indicator
  Negative Service Indicator
  [FERPA Restrictions](#)

Advisement		Find View All		First	1-10 of 19	Last		
	Notify		ID	Name	Plan	Academic Level		OK to Enroll
1	<input type="checkbox"/>		0142240	Acker, John	Biology BS	Senior	**Student Details** 	<input type="checkbox"/>
2	<input type="checkbox"/>	 	0143028	Brockton, Sharon	Biology BS	Senior	**Student Details** 	<input type="checkbox"/>

- **Student Details**
- **Student Details**
- Academic Information
- Address
- Class Schedule
- Degree Progress
- Emergency Contacts
- Enrollment Appointments
- Grades
- Telephone
- To Do List
- Transfer Credit Report
- Unofficial Transcript

OK to Enroll – Each semester, as we approach enrollment for the following semester, we apply an advisor hold to every student. This will show up as a negative service indicator:  However, please note, this symbol may indicate some other hold. If you believe the hold has been released, and this symbol still shows up, you can click on it to see exactly what hold is in force. The purpose

of the Advisor Hold is to assure that students meet with their advisor prior to enrolling themselves in courses. It is your responsibility to indicate that it is "OK to Enroll" by clicking on the check-box. You will next see a confirmation box that you have selected the correct student.

If the student is a double major, it is important that he/she see both advisors. As a courtesy to the other advisor, please do not release the hold unless you confirm that the student has already consulted with the other advisor. There is only one hold, not one per advisor.

Academic Information - shows all current majors and minors in which the student is currently listed. This sample student is a double major:



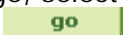
Academic Information

Academic Program	
Institution	Clarkson University
Program	Undergraduate A&S Science
Degree	Bachelor of Science
Career	Undergraduate
Major	Computer Science BS
Major	Physics BS

Address Info – This displays current address information on this student.

Class Schedule – You will be prompted for a Semester and can review the student's schedules, past, current and future. This will include the class section, instructor, times and locations.

Degree Progress – The degree audit program can be an invaluable resource to confirm that the student is taking courses appropriate to his/her degree program(s). Currently, it is established for most undergraduate majors. And even for some majors not fully implemented, the degree progress report will confirm University requirements such as Knowledge Areas and communication points attained.

Select   . On the resulting page, select "Clarkson University" and "Degree Audit Report" from the drop-down menus and hit .

Advisee's Degree Progress Report

Choose an institution and report type and press go to view your degree progress in your current academic program. If you wish to view your coursework in a what-If scenario, select one of the buttons below.

"this process may take a few minutes to complete. please do not press any other buttons or links while processing is taking place"

Academic Institution	Clarkson University	▼	go
Report Type	Degree Audit Transcript	▼	

Information For Students

This report is for planning purposes only and may be used as a reference. Official completion of degree requirements may only be determined by the academic department responsible for your major. All questions should be referred to your advisor or academic department.

The resulting report will include the advising transcript for reference, then will begin the Degree Progress report. This compares the student transcript (including in-progress courses) to the requirements for each Career, Program, Plan and Sub-plan to which the student is tied. Career is Undergraduate; Programs are Engineering, Business, Arts and Science and Other (University Studies); then each major, minor (plans) and concentrations (sub-plans) may be evaluated. Few minors or concentrations have audits set up at this time. Each major (plan) is evaluated separately.

Requirement groups not satisfied will display in Red; specific requirements not satisfied will be in Bold.

When done, Cancel will return you to the View My Advisees page; Return to Reports Page will return you to the Degree Progress Report panel above.

Course List What-If Analysis (within the Degree Progress selection)

This functionality provides a tool to confirm how courses selected may apply towards degree requirements. Classes can be entered, then a revised degree progress report run.

This is accessed via the same Advisee drop-down menu item, Degree Progress.

Advisee's Degree Progress Report

Choose an institution and report type and press go to view your degree progress in your current academic program. If you wish to view your coursework in a what-If scenario, select one of the buttons below.

****this process may take a few minutes to complete. please do not press any other buttons or links while processing is taking place****

Academic Institution	Clarkson University	▼	go
Report Type	Degree Audit Transcript	▼	

Information For Students

This report is for planning purposes only and may be used as a reference. Official completion of degree requirements may only be determined by the academic department responsible for your major. All questions should be referred to your advisor or academic department.

What-If Reports

QUICK WHAT-IF

COURSE LIST WHAT-IF


Quick What-If Report:

View how your coursework would apply to a different academic program, plan or subplan.

Course List What-If Report:

View how courses which you have not yet taken may apply towards your current academic program.

[VIEW A REPORT THAT YOU HAD PREVIOUSLY REQUESTED](#)

Select the Course List What-If button, then enter the subject only (such as MA for Mathematics), or use the magnifying glass  to search for subject values, then hit the SEARCH button, which will display all MA courses (be sure to View All). *Note, the courses displayed are all currently active courses – not necessarily those courses being offered in a particular semester.* Select the desired What-if Course. To add another course, [Add a Course](#) . Repeat until all courses are entered. Then hit OK.

Degree Progress Report

Course List What-If Analysis

Enter a Subject then press the Search button to select a course. Each line will represent a course which you have not yet taken. Once you have chosen the course (s) you wish to review on your Degree Progress Report, press the OK button.

Subject	MA	Q	search
---------	----	---	--------

****selecting ok will start the process and it may take a few minutes to complete. please do not press any other buttons or links while processing is taking place****

OK

CANCEL

Degree Progress Report

Course List What-If Analysis

Enter a Subject then press the Search button to select a course. Each line will represent a course which you have not yet taken. Once you have chosen the course (s) you wish to review on your Degree Progress Report, press the OK button.

	Subject	Catalog Nbr	Description	Units Taken	Requirement Designation	
SEARCH	HIST	391	ST:Middle Ages & Renaissance	3.00	Social Science	
SEARCH	MA	239	Elementary Linear Algebra	3.00		
SEARCH	CE	401	Fracture Mech/Concrete Struct	3.00		

Add a Course

****selecting ok will start the process and it may take a few minutes to complete. please do not press any other buttons or links while processing is taking place****

OK

CANCEL

The resulting Degree Audit report will be modified to include the newly added courses and display how they would be used – annotated with “This is a what-if course.” This may be very useful to validate course recommendations for the coming semester.

The other 2 courses can have a HUM, SOC, or H/S designator. (IP)

Term	Course	Description	Units	Grade Code
9999 Futur	HIST 391	ST:Middle Ages & Ren	3.00	EN

This is a what-if course.

Quick What-If Analysis

This functionality will allow a student or advisor to see how courses would be used towards a different major. Since all majors are evaluated independently, the What-If major will replace the current major.

Complete the upper part of the screen with Clarkson University and Degree Audit Transcript, then hit the **QUICK WHAT-IF** button.

Advisee's Degree Progress Report

Choose an institution and report type and press go to view your degree progress in your current academic program. If you wish to view your coursework in a what-If scenario, select one of the buttons below.

“this process may take a few minutes to complete. please do not press any other buttons or links while processing is taking place”

Academic Institution	<input type="text" value="Clarkson University"/>	<input type="button" value="go"/>
Report Type	<input type="text" value="Degree Audit Transcript"/>	

Information For Students

This report is for planning purposes only and may be used as a reference. Official completion of degree requirements may only be determined by the academic department responsible for your major. All questions should be referred to your advisor or academic department.

What-If Reports

Quick What-If Report:

View how your coursework would apply to a different academic program, plan or subplan.

Degree Progress Report

Quick What-If Analysis Report


To see how your coursework may apply to a different career, program, plan and/or subplan, fill in the appropriate fields below along with the required term for each override you've entered and press the OK button.

Override Options			
Career	<input type="text" value="ugrd"/>	Required Career Term	<input type="text" value="4059"/>
Program Override	<input type="text" value="ENG"/>	Required Program Term	<input type="text" value="4059"/>
Plan Override	<input type="text" value="MECHE-BS"/>	Required Plan Term	<input type="text" value="4059"/>
SubPlan Override	<input type="text"/>	Required SubPlanTerm	<input type="text"/>

“selecting ok will start the process and it may take a few minutes to complete. please do not press any other buttons or links while processing is taking place”

<input type="button" value="OK"/>	<input type="button" value="CANCEL"/>
-----------------------------------	---------------------------------------

All values must be filled in through Plan Override and Required Plan Term, even if there is no change. Fill in the proposed Career (UGRD), program, plan, sub-plan, if applicable. Use the

magnifying glass to look up allowable values . In the right column, enter the term against which requirements are to be measured. In the example above, the student entered and is being measured against the catalog in force for Fall 2005.

Again, by clicking on the magnifying glass next to the fields, search tools can help you discover the proper code to use.

When you hit OK, a new report will be displayed measuring the student's coursework against the new major's requirements.

- - - - A C A D E M I C A D V I S E M E N T R E P O R T - - - -

Career Simulation - Simulating Undergraduate Career

Undergraduate Engineering Program

Mechanical Engineering BS Plan

Enrollment Appointments – As part of the course enrollment process, students are assigned an enrollment appointment – a specific day and time that they will be given access to the enrollment system. This is a place one can check the student's specific enrollment appointment. It will not be populated until close to enrollment time.

Grade Inquiry – You will be presented with a list of terms to choose from. When the term is selected, there will be a list of courses for the term with grades and statistics.

Telephone – This displays current telephone information on this student.

Transfer Credit Report – This produces a list of courses transferred in generally beginning with summer 2003. The transfer report includes a report for each school the student attended, and will include test credit as well as course credit.

View Transfer Credit Report

[Course Credits](#) [Test Credits](#) [No Other Credits](#)

[View All](#) [First](#) 1 of 2 [Last](#)

Model Nbr 1 **Posted**
Institution Clarkson University **Credit Source Type** External
Career Undergraduate **Source Institution** Onondaga Community College
Program Plan Undergraduate A&S Science

Transfer Term	External Subject / Catalog Nbr	Units Taken	Grade Input	Status	Equivalent Course	Units	Grade	Notes
Fall 2004	ENG 103	3.00	B	Posted	TC 1	3.000	T	
Fall 2004	ENG 104	3.00	A-	Posted	LS 196	3.000	T	
Fall 2004	MAT 143	4.00	A	Posted	MA 31	3.000	T	
Fall 2004	MAT 161	4.00	A-	No Rule				No equivalency record found

If there are multiple colleges, instead of saying 1 of 1 in the upper right corner, it would say 1 of ____ [View All](#) [First](#) 1 of 2 [Last](#) One can scroll to the other reports by clicking on the right or left arrow or by selecting View All. To view test credits, select the Test Credit tab for similar analysis.

Unofficial Transcript – By selecting Report Type of Advising Transcript and hitting “GO”, you can pull up the student’s transcript which will display all courses with grades, term and cumulative statistics, academic standing, honors and awards and degrees awarded. This will also display courses that have been repeated, omitted from QPA or dropped after drop dates are recorded.

Advisee's Unofficial Transcript

Choose an institution and report type and press go to view your report.

****this process may take a few minutes to complete. please do not press any other buttons or links while processing is taking place****

Academic Institution Clarkson University

Report Type Advising Transcript

The columns on the transcript are unlabeled, but are as follows:
Course and title, credits attempted, credits earned, grade and quality points.

PH	131	Physics I	4.00	4.00	A	16.000
COMM	210	Rhetoric for Bus, Sci, & Eng	3.00	3.00	T	

Note that transfer credit is also included under credits earned, but no quality points are attached. In the cumulative section, transfer credit is included to give a total number of credits earned.

CUM GPA : 4.000 CUM TOTALS : 15.00 29.00 56.000

Emergency Contact and To Do are not currently being used.

Class/Catalog Search

The third panel has the class and catalog search tools. The Class/Catalog search is now combined and based on term selected so that one can browse the catalog for course descriptions, then see when sections are offered in a particular term, and then drill down further to see the specifics about class sections including whether sections are open.

faculty center **advisement** **class search**

Class Search

Select an institution, term and search method.
Click GO to continue.

Institution Clarkson University

Term 2007 Fall

Search for Classes Browse Catalog

GO

Additional Search Criteria

Meeting Time between and (example: 1:00PM)

Day of Week Include Only These Days

Mon Tues Wed Thurs Fri Sat Sun

Instructor Last Name is exactly

Class Nbr (example: 1136)

Course Title Keyword (example: statistics)

Course Component

Session

Mode of Instruction

Campus

Location

Note – if you wish to look at all courses in the catalog, whether or not they are currently offered, Select the “All Courses button.”

Show All Courses Courses With Sections Offered

When you select a class to view, you will see pertinent information including foundation (HUM/SOC) and/or Knowledge Area or Communication Point information. Pre-requisite information would also be included here.

Class Search

Course Detail

Clarkson University | Fall 2007 | Literature

LIT 200 - Introduction to Literature

Course Detail	
Units	3
Grading Basis	Graded
Course Components	Lecture Required

Enrollment Information	
Requirement Designation	Humanities Foundation Course
Course Attribute	Imaginative Arts One communication unit

Description
[Formerly LF200] This course introduces students to the three major literary genres: poetry, drama, and fiction. In addition, students explore various critical approaches to literature as they read, discuss and write about representative works.

[RETURN](#)