SELF-SERVICE

Self-Service is a great resource that provides our faculty with “anytime, anywhere” access to a number of information services.

ACCESS THE FOLLOWING ITEMS:

- Enrollment status of your class
- Course schedules (course day, time, location, and duration)
- Class lists
- Student contact information; both phone and email
- Submit grades from home

ACCESSING SELF-SERVICE

1. To access Self-Service go to http://selfservice.development.local/Home.aspx

2. Login or if this is your first time using Self-Service, contact the BAC IT department at 617-585-0191. They can assist you in accessing your account.

3. Do not create a new account; as an LI instructor, an account has already been created for you.
CLASS ENROLLMENT

1. Refer to steps 1 and 2 in “Accessing Self-Service”

2. Once you have logged in, click on the “Classes” tab

3. Click on “Enrollment”

Classes

The Classes tab provides options for students and faculty. Students can view that they be allowed to register for their classes. Faculty members can view if which course information their assistants can access.
4. Two ways to select a course
   - Use the "select course" drop down menu
   - Click on the course listed in main viewing pane

5. Enrollment – Class List

   - Select Course
      - Browse the courses below:
        - Year
          - Spring
          - 2011
            - 01 - Session
            - HT520/Lecture/1Z
            - HT7520/Lecture/1Z
            - HT7520/Lecture/1ZC
          - 02 - Session
            - HT520/Lecture/3Z
            - HT7520/Lecture/3Z
            - HT7520/Lecture/3ZC
        - Summer
          - Main Session
            - HT520/Lecture/1Z
            - HT7520/Lecture/1Z
            - HT7520/Lecture/1ZC

   - Options
     - Download
     - Email Selection
     - Print

   - Recent Courses
     - 2011/Spring/01 - Session
      - HT520/Lecture/1Z

   - Total - Students: 1 (Credit: 1.50) (Enrollment: 800)
6. To view phone number and email info – click on students name

7. Click on "Print List" to print class list
### Example of a class list

**Course:** 2011/Summer/Main Session - HT520/Lecture/15
**Sustainable Design as a Way of Thinking**
**Online 12:00 AM - 12:00 PM, Boston Architectural**
**https://online.the-bac.edu/Online Traditional**

<table>
<thead>
<tr>
<th>Name</th>
<th>ID</th>
<th>Curriculum</th>
<th>Class Level</th>
<th>Class Load</th>
<th>Credit Type</th>
<th>Credits</th>
<th>Attendance</th>
<th>Status</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Undergraduate/Grad Des</td>
<td>Segment I</td>
<td>Academic</td>
<td>1.50</td>
<td></td>
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</tbody>
</table>

**Totals - Students: 1 Credits: 1.50 CEU 0.00**

![Class List Screenshot](image-url)
SUBMITTING GRADES

1. Refer to steps 1 and 2 in “Accessing Self-Service”

2. Once you have logged in, click on the “Classes” tab

![Image of a website interface with a highlighted Classes tab and a description of the Classes section]

3. Next click on “Grading”

![Image of a website interface with a highlighted Grading tab and a description of the Classes section]

4. Click on the course you want to grade
   - the course will be located in the middle pane
   - you may get the message “no current activities” – this is because we do not require attendance to be recorded
5. On the left side navigation, click “Gradebook”

6. In the main pane you will now be able to enter grades for students via drop down

7. You can save the grades, and then submit later, or submit all at once.

8. Note: once submitted you cannot change the grade.
FACULTY SCHEDULE & CLASS LIST

1. Refer to steps 1 and 2 in "Accessing Self-Service"
2. Once you have logged in, click on the "Classes" tab

3. Click on "Schedule"

The Classes tab provides options for students and faculty. Students can view their course sections that they are allowed to register for their classes. Faculty members can view their class lists, which course information their assistants can access.
4. Click on “Faculty Schedule”

5. On the Faculty Schedule page you can do the following actions:
   - Choose the year/semester you wish to view
   - Print your schedule
   - View your class list

6. The course or courses you are teaching will be featured in the main viewing pane (see above)
   The following course information will be listed
   - Course #/Sec
   - Course Name
   - Credits
   - Room #
   - Class Meeting Time
   - Duration
7. Click on "Class List" to view students enrolled in your course and print a roster.

8. The students enrolled in your course will be listed in the main viewing pane.
9. To view phone number and email info – click on students name

10. Click on “Print List” to print out your class list
11. Example of a class list

| Course: 2021/Summer/Main Session - HT520/Lecture/12
| Sustainable Design as a Way of Thinking
| Online 12:00 AM - 12:00 PM, Bates Architectural [https://online.the.bsc.edu/Online Traditional]

<table>
<thead>
<tr>
<th>Home</th>
<th>ID</th>
<th>Curriculum</th>
<th>Class Level</th>
<th>Class Type</th>
<th>Credits</th>
<th>Attendance</th>
<th>Status</th>
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<tbody>
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<td>Segment 1</td>
<td>Academic</td>
<td>1.50</td>
<td></td>
<td>Add</td>
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</tbody>
</table>

Total: Students: 1 Credits: 1.50 Credits: 0.00