



PeopleSoft 9.0

Faculty User Guide

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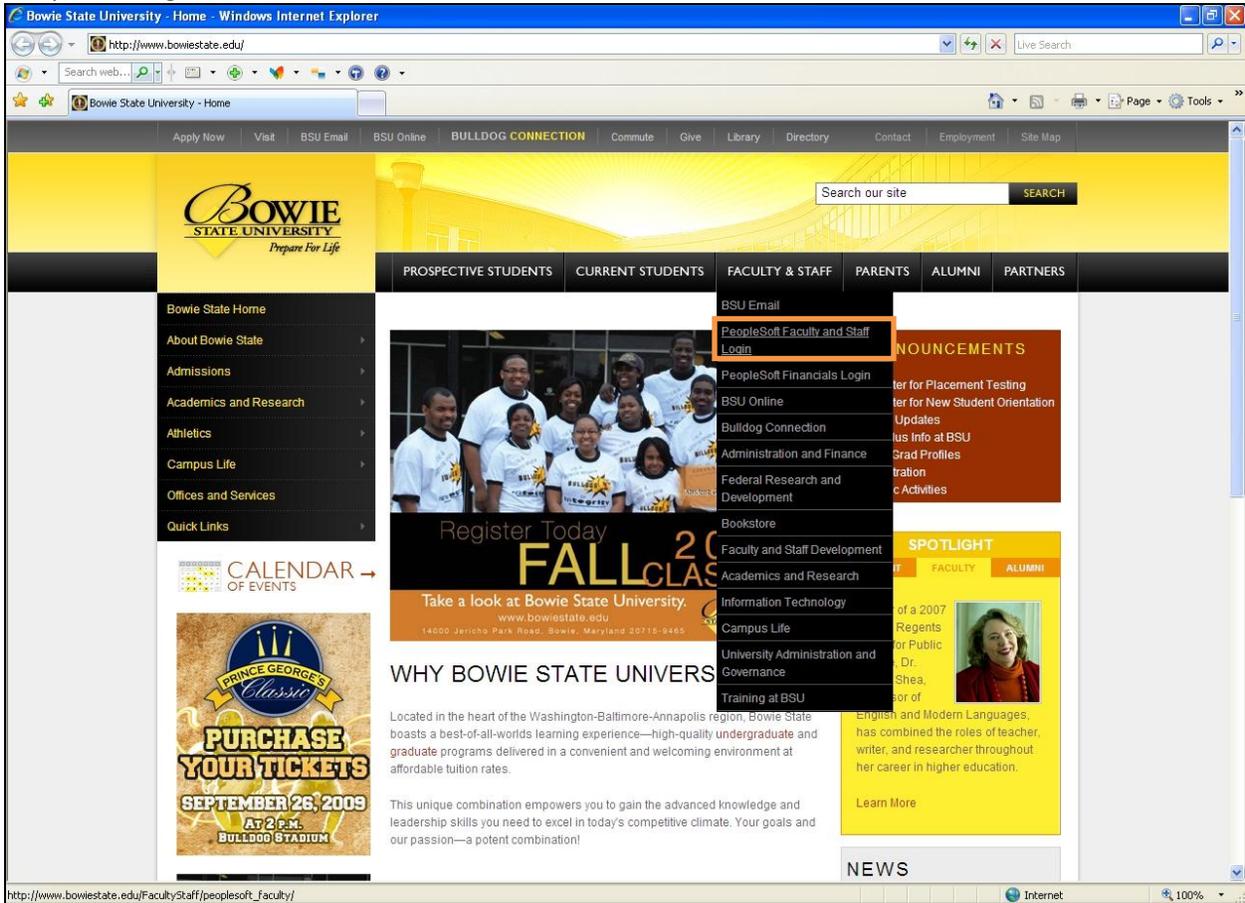
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CHAPTER 1: SIGNING ON TO PEOPLESOFT

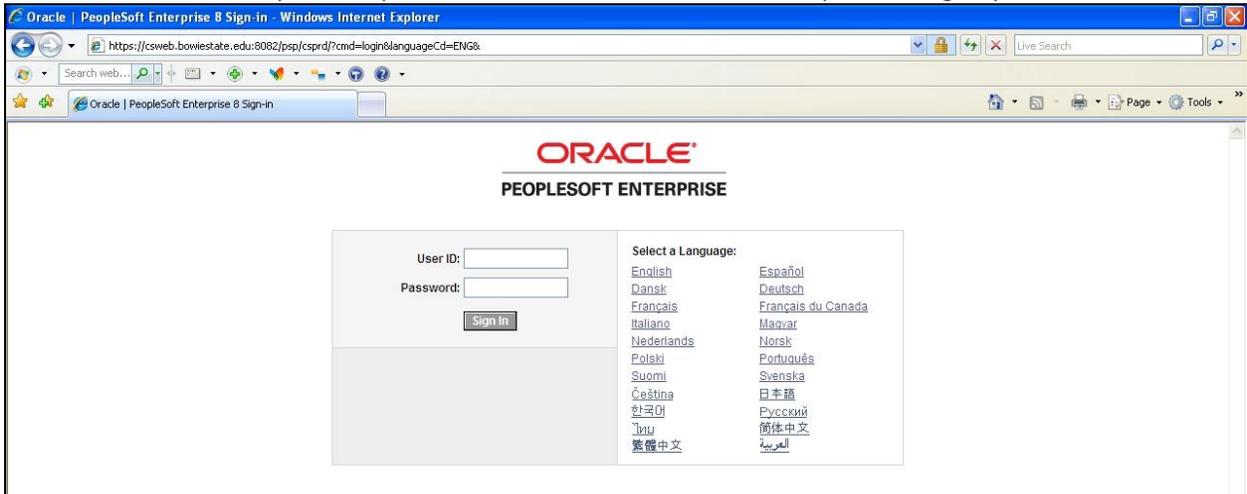
Accessing PeopleSoft from the Bowie State University Website

To get to the PeopleSoft login screen, go to the Bowie State University homepage: www.bowiestate.edu. (Shown below) Highlight “FACULTY & STAFF” on the horizontal navigation bar, and click on “PeopleSoft Faculty and Staff Login” in the dropdown menu. You will be directed to the PeopleSoft login screen.



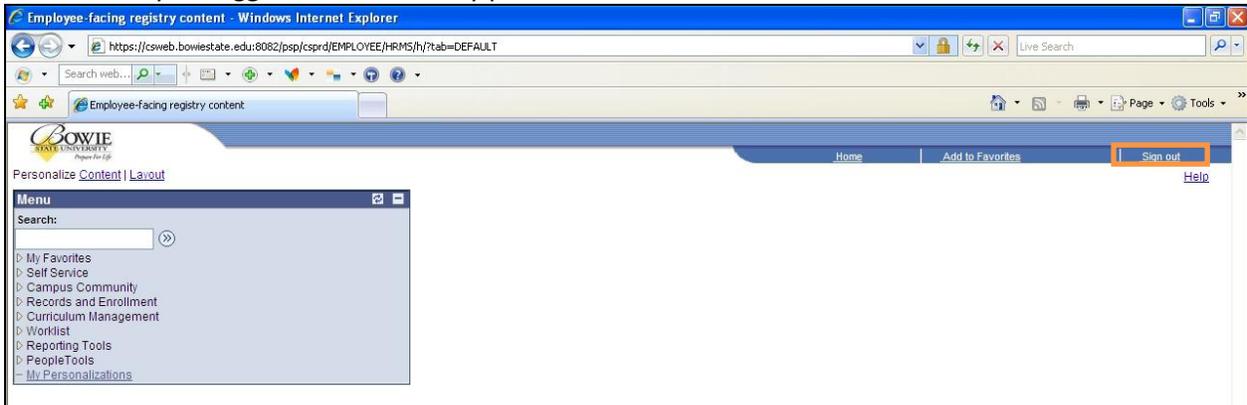
PeopleSoft Login/Logoff

You will need to know your PeopleSoft User ID and Password before proceeding any further.



• Enter your User ID and Password, then click the **Sign In** button to login to PeopleSoft.

Be sure to log off PeopleSoft when you are finished. To log off, click on the “Sign out” link at the top right of the screen. (Shown below) If PeopleSoft detects 20 minutes of inactivity, you will be prompted to “Click OK to continue your current session.” If PeopleSoft continues to remain idle, you will automatically be logged off as a security precaution.



CHAPTER 2: ADVISEES

Your Advisees

To view a list of your advisees, navigate to:

Home > Self Service > Faculty Center > My Advisees

View My Advisees - Windows Internet Explorer

https://cswb.bowiestate.edu:8082/csp/csprd/EMPLOYEE/HRMS/c/SSR_ADVISEE_OVRD.SSS_ADVISEE_LIST.GBL?PORTALPARAM_PTCNAV=HC_SSS_ADVISEE_LIST_GBL&

Search web...

View My Advisees

Home | Add to Favorites | Sign out

Menu

Search:

My Favorites

Self Service

Time Reporting

Personal Information

Faculty Center

View My Advisees

Class Search

Browse Course Catalog

Campus Community

Records and Enrollment

Curriculum Management

Worklist

Reporting Tools

PeopleTools

My Personalizations

Faculty Name

my advisees | student center | general info | academics

View My Advisees

Advisee Roster

View FERPA Statement

Notify	ID	Name	View Student Details
<input type="checkbox"/>	[REDACTED]	Burgess, Dawn Maria	View Student Details
<input type="checkbox"/>	[REDACTED]	Fleet, Katrina Alyce	View Student Details
<input type="checkbox"/>	[REDACTED]	Talbot, Stephanie L.	View Student Details

notify selected advisees | notify all advisees

VIEW DATA FOR OTHER STUDENTS

My Advisees | Student Center | General Info | Academics

- The “View FERPA Statement” link takes you to the FERPA Message for Instructor/Advisor. (See below)
- Click the student’s name to send them an email.
- The “View Student Details” link takes you to the Student Center tab.
- The **notify selected advisees** button sends an email to the selected advisees.
- The **notify all advisees** button sends an email to all advisees.
- The **VIEW DATA FOR OTHER STUDENTS** button directs you to the Advisee’s Student Center search.

FERPA Message for Instructor/Advisor

The screenshot shows a web browser window titled "View My Advisees - Windows Internet Explorer". The address bar contains the URL: https://cweb.bowiestate.edu:8082/psp/csprd/EMPLOYEE/HRMS/c/SSR_ADVISEE_OVRD.SSS_ADVISEE_LIST.GBL?PORTALPARAM_PTCNAV=HC_SSS_ADVISEE_LIST_IGL&.... The browser's search bar contains "Live Search".

The page header features the Bowie State University logo on the left and navigation links for "Home", "Add to Favorites", and "Sign out" on the right.

A "Menu" sidebar is located on the left side of the page, containing a search field and a list of navigation options: My Favorites, Self Service, Time Reporting, Personal Information (Faculty Center), View My Advisees (highlighted), Class Search, Browse Course Catalog, Campus Community, Records and Enrollment, Curriculum Management, Worklist, Reporting Tools, PeopleTools, and My Personalizations.

The main content area is titled "View My Advisees" and contains a sub-header "FERPA Message for Instructor/Advisor". Below this, there is a section titled "FERPA Restrictions" with the following text: "Educational records are kept by University offices to facilitate the educational development of students. Faculty and staff members may also keep informal records relating to their functional responsibilities with individual students." This is followed by a paragraph explaining FERPA (Family Educational Rights and Privacy Act of 1974) and its amendments, stating that it affords students certain rights concerning their educational records. A final paragraph reads: "WHEN IN DOUBT, err on the side of caution and do not release student educational information. Contact the Office of the Registrar for guidance."

At the bottom of the message, there is a link to the "U.S. Department of Education Family Educational Rights and Privacy Act (FERPA)" and a yellow "Return" button.

Student Center Tab

The second tab at the top takes you to the advisee's Student Center page. (Shown below)

The screenshot shows the 'View My Advisees' page for Dawn Burgess. The browser address bar shows a URL from bowtiate.edu. The page has a blue header with the Bowtie State University logo and navigation links for Home, Add to Favorites, and Sign out. A left-hand menu contains various options like 'My Favorites', 'Self Service', 'Time Reporting', 'Personal Information', 'Faculty Center', 'View My Advisees', 'Class Search', 'Browse Course Catalog', 'Campus Community', 'Records and Enrollment', 'Curriculum Management', 'Worklist', 'Reporting Tools', 'PeopleTools', and 'My Personalizations'. The main content area is titled 'Dawn Burgess' and includes tabs for 'my advisees', 'student center' (highlighted), 'general info', and 'academics'. Below the tabs, there's a section 'Dawn's Student Center' with several expandable panels: 'Academics' (containing 'My Class Schedule', 'Shopping Cart', and a dropdown menu 'other academic...'), 'Personal Information' (containing 'Demographic Data', 'Emergency Contact', and 'Contact Information'), 'Holds' (containing 'Advising Requirement'), 'To Do List' (containing 'Readmit Request for Transcript'), 'Enrollment Dates' (containing 'Open Enrollment Dates'), and 'Advisor' (containing 'Program Advisor' and 'Advisor's Name & Number'). A message box in the Academics section states 'You are not enrolled in classes.' At the bottom, there are links for 'My Advisees', 'Student Center', 'General Info', and 'Academics', along with 'Return to Search' and 'Notify' buttons.

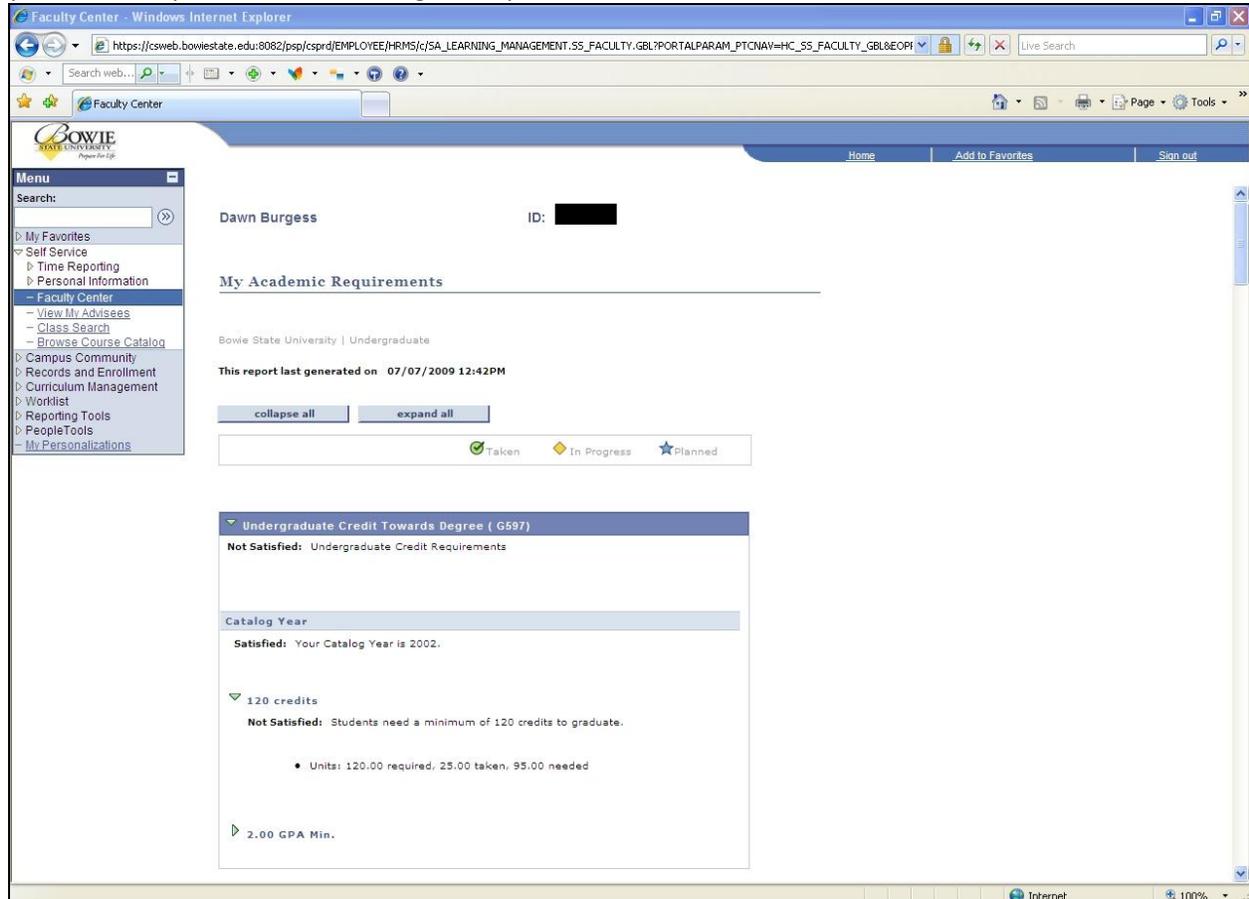
- The “My Class Schedule” link displays the student’s current class schedule.
- The “Shopping Cart” link shows the courses the student is trying to add.
- [other academic...](#) is a drop down menu, which gives the advisor access to view the following information for each of his/her advisees:
 - Academic Requirement
 - Course History
 - Grades
 - Transcript: View Unofficial
 - Transfer Credit Report
 - Other Academic...

Select the function you wish to perform from the drop down menu, then click .

- The “Demographic Data” link shows the student’s demographic information.
- The “Emergency Contact” link identifies the student’s emergency contacts.
- Under Holds, the “details” link presents any holds the student currently has.
- Under To Do List, the “details” link shows the student’s to do list.
- Under Enrollment Dates, the “Open Enrollment Dates” link identifies the open enrollment dates.

Student Center Tab (cont'd) – Academic Advising Report

On the Student Center tab, the first item in the drop down menu is Academic Requirement. This feature produces a report that lists the degree requirements that the student has/has not satisfied.



The screenshot shows a web browser window displaying the Faculty Center interface. The user is Dawn Burgess, ID: [REDACTED]. The page title is "My Academic Requirements". The report was last generated on 07/07/2009 12:42PM. There are buttons for "collapse all" and "expand all". A legend indicates "Taken" (green checkmark), "In Progress" (yellow diamond), and "Planned" (blue star). The main content area shows "Undergraduate Credit Towards Degree (G597)" with a "Not Satisfied: Undergraduate Credit Requirements" section. Under "Catalog Year", it is "Satisfied: Your Catalog Year is 2002:". Under "120 credits", it is "Not Satisfied: Students need a minimum of 120 credits to graduate." with a sub-item: "Units: 120.00 required, 25.00 taken, 95.00 needed". Under "2.00 GPA Min.", there is a right-pointing arrow.

- The **collapse all** button collapses all the requirements displayed on the page.
- The **expand all** button expands all the requirements displayed on the page.

Student Center Tab (cont'd) – Course History

On the Student Center tab, the second item in the drop down menu is Course History. This feature shows the advisor every course that a student has taken, is currently taking, or transferred in. In addition, it shows what semester they took the course, how many units each course was, and the grade they received.

The screenshot shows the Faculty Center interface for Dawn Burgess. The 'My Course History' section is active, displaying a table of courses. The table has columns for Course, Description, Term, Grade, Units, and Status. The status column uses icons: a green checkmark for 'Taken', a grey arrow for 'Transferred', and a yellow diamond for 'In Progress'. A legend above the table identifies these icons. Below the table is a 'Cancel' button. To the right of the table, there are controls for 'Select Display Option' (radio buttons for 'Hide courses from My Planner' and 'Show courses from My Planner'), 'Sort results by' (a dropdown menu), 'Then by' (another dropdown menu), and a green 'sort' button.

Course	Description	Term	Grade	Units	Status
BUAD 101	Intro. To Business	Fall 2002 Semester		3.00	←
COSC 110	COMP LITERACY/APPLICATIO	Spring 2004 Semester		3.00	✓
ENGL 101	Expository Writing	Fall 2002 Semester		3.00	←
ENGL 102	COMP AND LITERATURE II	Spring 2004 Semester		3.00	✓
HEED 102	Life And Health	Fall 2003 Semester		3.00	✓
HIST 114	Afro-Amer Hist To 1865	Spring 2003 Semester		3.00	✓
PEDO 101	Intro To Pedo	Fall 2003 Semester		3.00	✓
PEDO 282	Dom/Family Violence	Spring 2003 Semester		3.00	✓
PHED 103	Cond & Physical Fitness	Fall 2002 Semester		1.00	←
PSYC 101	General Psychology	Fall 2002 Semester		3.00	←
SPLG 101	Oral Communications	Fall 2003 Semester		3.00	✓

Legend: ✓ Taken, ← Transferred, ◆ In Progress

Sort controls: Select Display Option (Hide/Show courses from My Planner), Sort results by (dropdown), Then by (dropdown), sort button.

Cancel button below the table.

- Results can be sorted by course, description, grade, status, term, or units. Select your sort preference, then click the **sort** button.

Student Center Tab (cont'd) - Grades

On the Student Center tab, the third item in the drop down menu is Grades. This feature allows an advisor to see a student's grades, by semester.

The screenshot shows the Faculty Center interface for Dawn Burgess. The 'View My Grades' section contains a table for selecting a term:

Select a term then click Continue.		
Term	Career	Institution
<input checked="" type="radio"/> Spring 2004 Semester	Undergraduate	Bowie State University
<input type="radio"/> Fall 2003 Semester	Undergraduate	Bowie State University
<input type="radio"/> Spring 2003 Semester	Undergraduate	Bowie State University

Buttons for 'Cancel' and 'CONTINUE' are visible at the bottom.

- Click the for the semester you wish to view, then click the **CONTINUE** button.
- For example, if you selected Spring 2004 for the above student, it would display only her Spring 2004 grades. (Shown below)

The screenshot shows the Faculty Center interface for Dawn Burgess, displaying the results for the Spring 2004 Semester. The interface shows the selected term and a 'change term' button.

Class Grades - Spring 2004 Semester

Official Grades				
Class	Description	Units	Grade	Grade Points
COSC 110	COMP LITERACY/APPLICATIO	3.00		
ENGL 102	COMP AND LITERATURE II	3.00		

Term Statistics - Spring 2004 Semester

	From Enrollment	From Transfer Credit	Combined Term Total	Cumulative Total
Total Grade Points				57.000
Graded units towards GPA	6.000		6.000	21.000
Graded units not for GPA				
In progress units				
GPA**				2.714

** GPA = Total Grade Points / Graded units towards GPA

Student Center Tab (cont'd) – Unofficial Transcript Report

On the Student Center tab, the fourth item in the drop down menu is Transcript: View Unofficial. This feature allows an advisor to view a student's unofficial transcript.

The screenshot shows a web browser window titled "Faculty Center - Windows Internet Explorer". The address bar contains a URL from bowiestate.edu. The page header includes the Bowie State University logo and navigation links for Home, Add to Favorites, and Sign out. A left-hand menu is open, showing options like My Favorites, Self Service, and Faculty Center. The main content area displays the name "Dawn Burgess" and a redacted ID. Below this is the heading "View Unofficial Transcript" and a form with the following elements:

- Text: "Choose an institution and report type and press View Report"
- Text: "**this process may take a few minutes to complete. please do not press any other buttons or links while processing is taking place**"
- Form field: "Academic Institution" with a dropdown menu set to "Bowie State University"
- Form field: "Report Type" with a dropdown menu
- Button: "view report" (highlighted in green)
- Button: "VIEW ALL REQUESTED REPORTS" (highlighted in green)
- Button: "Cancel"

- The Academic Institution should be "Bowie State University."
- The Report Type should be "Unofficial Transcript."
- Click the **view report** button to process the request.
- The **VIEW ALL REQUESTED REPORTS** button allows the user to view all reports they have requested.

Student Center Tab (cont'd) – Transfer Credit Report

On the Student Center tab, the fifth item in the drop down menu is Transfer Credit: Report. This feature allows an advisor to view all of the credits a student has transferred to Bowie State University. The page displays incoming courses, how many units each course is, their BSU equivalents, and which semester the course(s) was transferred in.

The screenshot shows a web browser window displaying the Faculty Center interface. The user is Dawn Burgess, and the page is titled "View Transfer Credit Report". The report details the following information:

- Model Nbr:** 1 (Posted)
- Institution:** Bowie State University
- Credit Source Type:** Manual
- Career:** Undergraduate
- Source Institution:** Montgomery Coll Takoma Park
- Program:** Professional Studies - UGRD
- Plan:** Business Administration

Transfer Term	Incoming Course	Units Taken	Grade Input	Status	Equivalent Course	Units	Grade
Fall 2002 Semester	BA 101	3.00		Posted	BUAD 101	3.000	T
Fall 2002 Semester	EN 101	3.00		Posted	ENGL 101	3.000	T
Fall 2002 Semester	PE 183	1.00		Posted	PHED 103	1.000	T
Fall 2002 Semester	PSY 102	3.00		Posted	PSYC 101	3.000	T

Below the table, there are sections for "Test Credits" and "Other Credits", both of which show "No test credits found." and "No other credits found." respectively. A "Cancel" button is located at the bottom left of the report area.

General Info Tab

The third tab at the top takes you to the advisee's General Info page. (Shown below)

The screenshot shows a web browser window titled "View My Advisees - Windows Internet Explorer". The address bar displays a URL from bowiestate.edu. The page header includes the Bowie State University logo and navigation links for Home, Add to Favorites, and Sign out. A left-hand menu lists various navigation options, with "View My Advisees" selected. The main content area is for Stephanie Talbot (ID: [REDACTED]). At the top, there are four tabs: "my advisees", "student center", "general info" (highlighted with an orange border), and "academics". Below the tabs are two columns of links: "Service Indicators", "Student Groups", "Addresses", "Email Addresses" on the left; and "Initiated Checklists", "Personal Data", "Names", "Phones" on the right. There are "COLLAPSE ALL" and "EXPAND ALL" buttons. The "Service Indicators" section is expanded, showing a table with one entry: "Advising Requirement" for Fall 2009, starting on 06/30/2009, in the Registrar's Office. Below this are sections for "Initiated Checklists" (no results), "Student Groups" (no results), and "Personal Data".

- The links at the top (Service Indicators, Student Groups, Addresses, Email Addresses, Initiated Checklists, Personal Data, Names, and Phones) direct you to various areas of this page.
- The **COLLAPSE ALL** button collapses all of the sections displayed on the page.
- The **EXPAND ALL** button expands all of the sections displayed on the page.

General Info Tab (cont'd) - Releasing Student Holds

The General Info tab is where you go to release a hold on a student (if you have the authority to do so). In the previous screenshot, you can see in the Service Indicator section that this student has an “Advising Requirement” hold. If you click on the name of the hold underneath details, you are taken to the Edit Service Indicator page. (Shown below) This page describes the hold, shows when it was put on the student’s record, and identifies who placed the hold on the student.

Edit Service Indicator

Stephanie Talbot

Release

*Institution: BOWIE Bowling State University

*Service Indicator Code: ADV Advising Requirement

*Service Ind Reason Code: PERM Advisor Permission Required

Description: You must meet with your academic advisor and your advisor must release the advising hold as confirmation of the advising session.

Effect: Negative

Effective Period

Start Term: 2007 Fall 2009 End Term: []

Start Date: 06/30/2009 End Date: []

Assignment Details

*Department: 144195 Registrar's Office

Reference: []

Amount: 0.000 Currency: USD

Contact Information

Contact ID: [] Contact Person: []

Placed Person ID: 2040847 Placed By: Huntington, Debra K

Placed Method: Manual

Placed Process: [] Release Process: []

- To remove a hold from a student’s record (if you have the authority), click the **Release** button.

Academics Tab

The fourth tab at the top takes you to the advisee's Academics page. (Shown below)

The screenshot shows a web browser window titled "View My Advisees - Windows Internet Explorer". The address bar shows a URL from bowiestate.edu. The page header includes the Bowie State University logo and navigation links for Home, Add to Favorites, and Sign out. A left-hand menu is visible with options like "My Favorites", "Self Service", and "View My Advisees".

The main content area is for "Dawn Burgess" (ID: [redacted]). The "Academics" tab is highlighted. Below the tabs, the "Institution / Career / Program" section shows "BOWIE - Bowie State University" and "UGRD - Undergraduate" with a sub-program of "PSUG - Professional Studies - UGRD". A message box states: "You have no access to this information."

The "Term Summary" section lists various semesters, with "2009 - Fall 2009 Semester" selected. To the right, details for the "Fall 2009 Semester" are shown:

- Eligible to Enroll: Yes
- Primary Program: PSUG Professional Studies - UGRD
- Academic Standing Status: Data unavailable

Under "Level / Load":

- Academic Level - Projected: Freshman
- Academic Level - Term Start: Freshman
- Academic Level - Term End: Freshman
- Approved Academic Load: Full-Time
- Academic Load: No Unit Load

Under "Classes", it states: "No classes for this term."

Under "Statistics", there is a table for "Units Towards GPA":

Fall 2009 Semester	Term Total	Cumulative Total
Units Towards GPA:		

CHAPTER 3: TEACHING SCHEDULE

Teaching Schedule

The Faculty Center page displays all of the courses an instructor is currently teaching. To navigate to the Faculty Center page (shown below), go to:

Home > Self Service > Faculty Center

The screenshot shows the Faculty Center page in a web browser. The page has a blue header with the Bowtie State University logo and navigation links. A left-hand menu contains various options like 'My Favorites', 'Self Service', and 'Faculty Center'. The main content area features a search bar for 'Faculty Name' and buttons for 'faculty center', 'class search', and 'browse catalog'. Below this, there are links for 'My Exam Schedule' and 'View My Advisees'. A section for 'Fall 2009 | Bowie State University' includes a 'change term' button and a 'Select display option' section with radio buttons for 'Show All Classes' and 'Show Enrolled Classes Only'. A table of teaching schedules is displayed, with columns for Class, Class Title, Enrolled, Days & Times, Room, and Class Dates. One class is listed: PEDD 412: Therapy With Children 23 101 Adol (Lecture) in room TBA, running from Aug 31, 2009 to Dec 23, 2009. There are also links for 'View Weekly Teaching Schedule' and 'Go to top'.

- The “My Exam Schedule” link shows the instructor’s exam schedule.
- The “View My Advisees” link lists the instructor’s advisees.
- The **change term** button changes the term.
- The  icon (the one next to the class) displays the class roster for that particular course.
- Clicking the class subject/number shows that particular course’s class details.
- The “View Weekly Teaching Schedule” link displays the instructor’s weekly teaching schedule. (Shown below)

Example Weekly Teaching Schedule

Faculty Center - Windows Internet Explorer

Search:

Faculty Center

View My Weekly Schedule

<< previous week Week of 8/31/2009 - 9/6/2009 next week >>

Show Week of: 08/31/2009 Start Time: 8:00AM End Time: 6:00PM

Time	Monday Aug 31	Tuesday Sep 1	Wednesday Sep 2	Thursday Sep 3	Friday Sep 4	Saturday Sep 5	Sunday Sep 6
8:00AM							
9:00AM							
10:00AM							
11:00AM							
12:00PM							
1:00PM							
2:00PM							
3:00PM							
4:00PM							
5:00PM		PEDO 412 - 101 Lecture 4:55PM - 7:25PM					
6:00PM							

Display Options

Show AM/PM Monday Thursday
 Show Class Title Tuesday Friday Sunday
 Show Instructor Role Wednesday Saturday

CHAPTER 4: VIEWING AND PRINTING CLASS ROSTERS

Viewing Class Rosters

There are two ways an instructor can view his/her Class Rosters. One is through Self Service; the other is through Curriculum Management.

Method 1

Home > Self Service > Faculty Center > *Click on the People Icon*

- The “My Exam Schedule” link shows the instructor’s exam schedule.
- The “View My Advisees” link lists the instructor’s advisees.
- The **change term** button changes the term.
- The  icon (the one next to the class) displays the class roster for that particular course. (Shown below)
- Clicking the class subject/number shows that particular course’s class details.
- The “View Weekly Teaching Schedule” link displays the instructor’s weekly teaching schedule.

Example Class Roster Using Method 1

Faculty Center
Class Roster
PEDQ 412 - 101 Therapy With Children Adol
 Lecture (1624)
 Fall 2009 Semester | 16 Week Regular | Bowie State University | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
Tu 4:55PM - 7:25PM	TBA	Instructor Name	08/31/2009 - 12/23/2009

*Enrollment Status: Enrolled

Enrollment Capacity: 25 Enrolled: 23

[View FERPA Statement](#)

Notify	ID	Name	Grade Basis	Units	Program and Plan	Level
<input type="checkbox"/>		Clark, Kevonna	Graded	3.00	Professional Studies - UGRD - Pedology	Senior
<input type="checkbox"/>		Daal, Demetrius Lanise	Graded	3.00	Professional Studies - UGRD - Pedology	Senior
<input type="checkbox"/>		Echols, Jessica Elizabeth	Graded	3.00	Professional Studies - UGRD - Pedology	Junior
<input type="checkbox"/>		Edwards, Tanva Amy	Graded	3.00	Professional Studies - UGRD - Pedology	Senior
<input type="checkbox"/>		Ford, Glenden Lawrence	Graded	3.00	Professional Studies - UGRD - Pedology	Senior
<input type="checkbox"/>		Fuller, Shanea Trevana	Graded	3.00	Professional Studies - UGRD - Pedology/Pedology	Junior
<input type="checkbox"/>		Gooding, Cliffordette Daniella	Graded	3.00	Professional Studies - UGRD - Pedology	Senior
<input type="checkbox"/>		Green Jr, Anthony Aminaton	Graded	3.00	Professional Studies - UGRD - Pedology	Senior
<input type="checkbox"/>		Hill, Crystall Michell	Graded	3.00	Professional Studies - UGRD - Pedology	Junior
<input type="checkbox"/>		Jabara, Delana M	Graded	3.00	Professional Studies - UGRD - Pedology	Junior

- The Enrollment Status drop down menu allows you to view All, Enrolled, Dropped, or Waitlisted students. To see another view, select that option in the dropdown menu and then click the **change** button.

Method 2

Home > Curriculum Management > Class Roster > Class Roster

Class Roster
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Academic Institution: begins with

Term: begins with

Subject Area: begins with

Catalog Nbr: begins with

Class Nbr: =

Class Section: begins with

Session: =

Course ID: begins with

Course Offering Nbr: =

- The Academic Institution field should be “BOWIE.”
- The Term is the semester you wish to look up your class roster for. Click the  icon to look up the various term codes.
- The Subject Area is the subject of your course. Click the  icon to look up the various subjects.
- The Catalog Nbr is the course number (e.g. 099, 101, etc.).
- The button executes the search.

Example Class Roster Using Method 2

Type "2097" for the Term, "BIOL" for the Subject Area, "101" for the Catalog Nbr, and "001" for the Class Section. PeopleSoft will display the Class Roster for BIOL 101, section 001, for the Fall 2009 semester. (Shown below)

Class Roster

BIOL 101 - 001 Biological Science

Lecture/Lab (1328) [Class Detail](#)

Fall 2009 | 16 Week Regular | Bowie State University | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
MoWeFr 8:00AM - 8:50AM	Marshall Library-077	Instructor Name	08/31/2009 - 12/23/2009
MoTu 12:00AM - 12:00AM	TBA	Instructor Name	08/31/2009 - 12/23/2009

*Enrollment Status:

Enrollment Capacity: 50 Enrolled: 51

Enrolled Students [Customize](#) | [Find](#) | [First](#) | [1-51 of 51](#) | [Last](#)

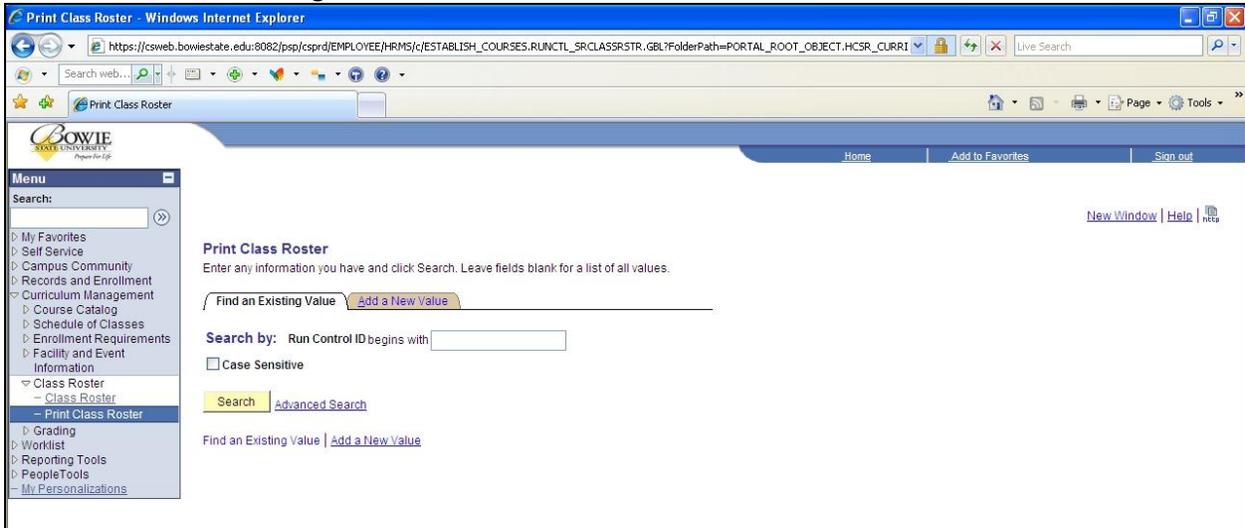
ID	Name	Grade Basis	Units	Program and Plan	Level	Status Note
1	Akinnagbe, Olayinka D	Graded	4.00	Business-UGRD - Business Administration	Sophomore	
2	Aloidor, Jeffrey Saintulma	Graded	4.00	Arts & Sciences - UGRD - Mathematics BS	Freshman	
3	Allen, Robert Edward	Graded	4.00	Business-UGRD - Business Administration	Freshman	
4	Anderson II, Charles Anthony	Graded	4.00	Arts & Sciences - UGRD - Communication BS	Freshman	
5	Anderson, Brittany Holley	Graded	4.00	Professional Studies - UGRD - Psychology BS	Sophomore	
6	Barnes, Jariene Renee	Graded	4.00	Professional Studies - UGRD - Social Work	Freshman	
7	Brock, Tylar Brock	Graded	4.00	Arts & Sciences - UGRD - Fine Arts BA	Freshman	

- The [Class Detail](#) button displays the Class Detail for that course.
- The Enrollment Status drop down menu allows you to view All, Enrolled, Dropped, or Waitlisted students.

Printing Class Rosters

To Print Class Rosters, navigate to:

Home > Curriculum Management > Class Roster > Print Class Roster

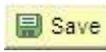
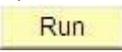


- If you have already run the Print Class Roster process, click the **Search** button. If this is your first time running this process, you must click the "Add a New Value" tab and you will be asked to give the new process a name.

Printing Class Rosters (cont'd)

After you have clicked on a previously saved process, or created (and named) a new value, you are taken to the Print Class Roster page. (Shown below)

The screenshot shows the 'Print Class Roster' page in a web browser. The page title is 'Print Class Roster'. The URL is https://cswb.bowiestate.edu:8082/psp/csprd/EMPLOYEE/HRMS/c/ESTABLISH_COURSES.RUNCTL_SRCLASSRSTR.GBL?FolderPath=PORTAL_ROOT_OBJECT.HCSR_CURRI. The page shows a search form with fields for Academic Institution (BOWIE), Term, Session (Regular), Sort Option (Name), and OEE Start Date Range. There are also checkboxes for Display Permissions, Enrolled Students, Dropped Students, and Waitlisted Students. Buttons for Save, Return to Search, Notify, Add, and Update/Display are visible.

- The Academic Institution field should always be set to “BOWIE.” (This is a required field.)
- The Term is the semester you wish to print a class roster for. Click the  icon to look up the various term codes. (This is a required field.)
- The Session drop down menu allows you to select the duration of the course (e.g. Regular, 16R, 8R1, 8R2). (This is a required field.)
- The Sort Option drop down menu allows you to change how the search results are sorted: either by Name, or by Start Date, Name. (This is a required field.)
- Enter an Academic Organization, Subject Area, or Class Nbr. Click the  icon to look up the various codes. (Optional)
- Select the students you wish to report: Enrolled, Dropped, or Waitlisted. (Optional)
- Select an OEE Start Date Range. (Optional)
- Click the  button, then click the  button.

Example Print Class Schedule

Enter “BOWIE” for the Academic Institution, “2097” for the TERM, “Regular” for the Session, “Name” for the Sort Option, and “ART” for the Subject Area. Click the Save button, then the Run button, and you will be taken to the screen below.

Process Scheduler Request

User ID: [REDACTED] Run Control ID: [REDACTED]

Server Name: PSNT Run Date: 09/30/2009
Recurrence: [REDACTED] Run Time: 10:36:51AM
Time Zone: EST Eastern Time

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Class Roster	SRCLSRST	SQR Report	Web	PDF	Distribution

OK Cancel

- Make sure the *Type is “Web,” and the *Format is “PDF.”
- Click the **OK** button, and you will be taken back to the previous screen.

Example Print Class Schedule (cont'd)

The screenshot shows a web browser window titled "Print Class Roster - Windows Internet Explorer". The address bar contains a URL from bowiestate.edu. The page header includes the Bowie State University logo and navigation links like "Home", "Add to Favorites", and "Sign out". A left-hand menu lists various system options, with "Print Class Roster" selected. The main content area is titled "Print Class Roster" and features a "Run Control ID" field with a redacted value and buttons for "Report Manager", "Process Monitor", and "Run". Below this, there are fields for "Academic Institution" (BOWIE) and "Term" (2097). A section titled "Assignment" includes a "Session" dropdown (Regular), a "Sort Option" dropdown (Name), and a "Students In The Report" section with checkboxes for "Enrolled Students", "Dropped Students", and "Waitlisted Students". There are also "Save", "Return to Search", and "Notify" buttons at the bottom of the form area.

- Click the "Process Monitor" link at the top right of the screen. Click the **Refresh** button until the Run Status says "Success." Then, click the "Go back to Print Class Roster" link at the bottom of the page to go back to the screen above.
- Click "Report Manager" link at the top right of the screen. Click on "Details," then click the PDF file to view the process output.

CHAPTER 5: ENTERING MID-TERM AND FINAL GRADES

Mid-Term Grades

To enter Mid-Term Grades, navigate to:

Home > Self Service > Faculty Center

Faculty Center

Faculty Name

faculty center class search browse catalog

Faculty Center

My Exam Schedule
View My Advises

Fall 2009 | Bowie State University [change term](#)

Select display option: Show All Classes Show Enrolled Classes Only

[Class Roster](#) [Gradebook](#) [Grade Roster](#) [Learning Management](#)

My Teaching Schedule > Fall 2009 > Bowie State University

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
PECO 412-101 (1624)	Therapy With Children Adol (Lecture)	25	Tu 4:55PM - 7:25PM	Center for Learning & Tech-134	Aug 31, 2009+ Dec 23, 2009

[View Weekly Teaching Schedule](#) [Go to top](#)

My Exam Schedule > Fall 2009 > Bowie State University

You have no final exams scheduled at this time.

[Go to top](#)

Faculty Center [Class Search](#) [Browse Catalog](#)

- Click the  icon next to the course you wish to enter Mid-Term Grades for.

Mid-Term Grades (cont'd)

Faculty Center

Grade Roster [View FERPA Statement](#)

PEDO 412 - 101 Therapy With Children Adol

Lecture (1624)
Fall 2009 | 16 Week Regular | Bowie State University | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
Tu 4:55PM - 7:25PM	Center for Learning & Tech-134	Instructor Name	08/31/2009 - 12/23/2009

*Grade Roster Type: Display Unassigned Roster Grade Only
 *Approval Status:

Notify	ID	Name	Roster Grade	Official Grade	Grade Basis	Graduation Status	Expected Grad Term	Program and Plan	Level
<input type="checkbox"/>		Clark,Keayonna	<input type="text"/>		GRD		Sprg 2010	Professional Studies - UGRD - Pedology	Senior
<input type="checkbox"/>		Deal,Demetrius Lanisa	<input type="text"/>		GRD		Sprg 2012	Professional Studies - UGRD - Pedology	Senior
<input type="checkbox"/>		Echols,Jessica Elizabeth	<input type="text"/>		GRD		Sprg 2010	Professional Studies - UGRD - Pedology	Junior
<input type="checkbox"/>		Edwards,Tanya Amy	<input type="text"/>		GRD		Sprg 2013	Professional Studies - UGRD - Pedology	Senior
<input type="checkbox"/>		Embree,Joseph P.	<input type="text"/>		GRD		Sprg 2011	Professional Studies - UGRD - Pedology	Junior
<input type="checkbox"/>		Ford,Glenden Lawrence	<input type="text"/>		GRD		Sprg 2013	Professional Studies - UGRD - Pedology	Senior

- The Grade Roster Type should be set to “Mid-Term Grade.”
- Use the Roster Grade drop down menus to enter the appropriate Mid-Term Grade for each student. (To enter the same Mid-Term Grade for all students in the class, select the grade from the above the roster, then click the button.)
- After all Mid-Term Grades have been entered, change the Approval Status to “Ready for Review.”
- Recheck your data entry.
- After all Mid-Term Grades have been reviewed for accuracy, change the Approval Status to “Approved.”
- Click the button to save the Mid-Term Grades. Please remember to save your grades before exiting!

- The button sends an email to the selected students.
- The button sends an email to all students in the class.
- The button opens a printer friendly grade roster.

Final Grades for Graduating Students

To enter Final Grades for Graduating Students, navigate to:

Home > Self Service > Faculty Center

• Click the  icon next to the course you wish to enter Final grades for.

Final Grades for Graduating Students (cont'd)

Faculty Center

Grade Roster [View FERPA Statement](#)

PEDO 412 - 101 Therapy With Children Adol

Lecture (1624)
Fall 2009 | 16 Week Regular | Bowie State University | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
Tu 4:55PM - 7:25PM	Center for Learning & Tech-134	Instructor Name	08/31/2009 - 12/23/2009

*Grade Roster Type: **Final Grade** Display Unassigned Roster Grade Only
*Approval Status: **Not Reviewed**

Notify	ID	Name	Roster Grade	Official Grade	Grade Basis	Graduation Status	Expected Grad Term	Program and Plan	Level
<input type="checkbox"/>		Clark,Keivonna			GRD		Sprg 2010	Professional Studies - UGRD - Pedology	Senior
<input type="checkbox"/>		Deal,Demetrius Lanisa			GRD		Sprg 2012	Professional Studies - UGRD - Pedology	Senior
<input type="checkbox"/>		Echols,Jessica Elizabeth			GRD		Sprg 2010	Professional Studies - UGRD - Pedology	Junior
<input type="checkbox"/>		Edwards,Tanya Amy			GRD		Sprg 2013	Professional Studies - UGRD - Pedology	Senior
<input type="checkbox"/>		Embree,Joseph P.			GRD		Sprg 2011	Professional Studies - UGRD - Pedology	Junior
<input type="checkbox"/>		Ford,Glenden Lawrence			GRD		Sprg 2013	Professional Studies - UGRD - Pedology	Senior

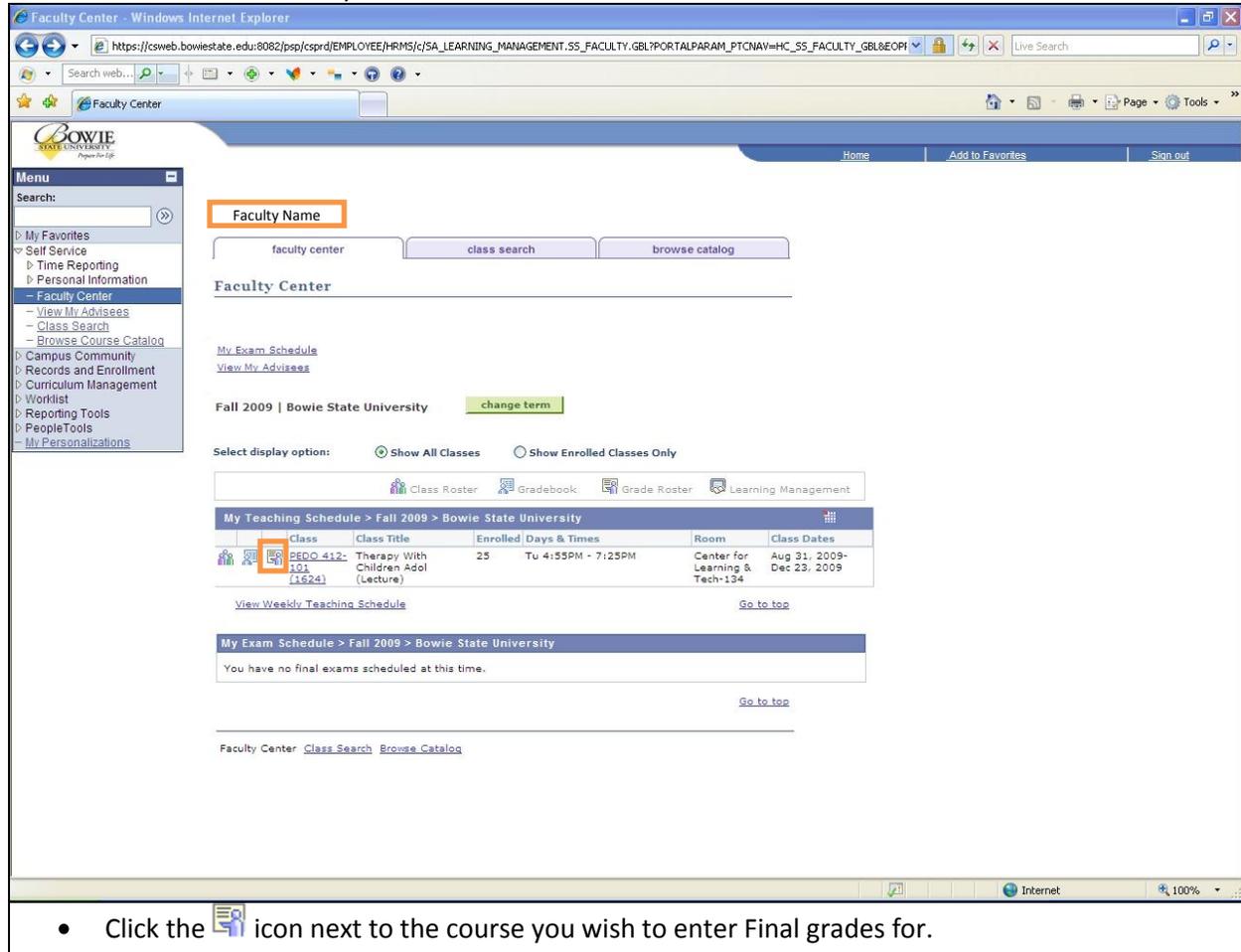
- The Grade Roster Type should be set to “Final Grade.”
- Use the Roster Grade drop down menus to enter the appropriate Final Grade for each graduating student.
- Recheck your data entry.
- After Final Grades have been entered for all graduating students and reviewed for accuracy, make sure the Approval Status is set to “Not Reviewed.”
- Click the **SAVE** button to save the Final Grades for graduating students. Please remember to save your grades before exiting!

- The **NOTIFY SELECTED STUDENTS** button sends an email to the selected students.
- The **NOTIFY ALL STUDENTS** button sends an email to all students in the class.
- The **PRINTER FRIENDLY VERSION** button opens a printer friendly grade roster.

Final Grades for Non-Graduating Students

To enter Final Grades for Non-Graduating Students, navigate to:

Home > Self Service > Faculty Center



Faculty Center - Windows Internet Explorer

https://csweb.bowiestate.edu:8082/psp/csprd/EMPLOYEE/HRMS/c/SA_LEARNING_MANAGEMENT.SS_FACULTY.GBL?PORTALPARAM_PTCNAV=HC_SS_FACULTY_GBL&EOPI

Faculty Center

Home | Add to Favorites | Sign out

Menu

Search: Faculty Name

faculty center | class search | browse catalog

Faculty Center

My Exam Schedule
View My Advisees

Fall 2009 | Bowie State University [change term](#)

Select display option: Show All Classes Show Enrolled Classes Only

[Class Roster](#) [Gradebook](#) [Grade Roster](#) [Learning Management](#)

My Teaching Schedule > Fall 2009 > Bowie State University

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
 PEDO 412-101 (1624)	Therapy With Children Adol (Lecture)	25	Tu 4:55PM - 7:25PM	Center for Learning & Tech-134	Aug 31, 2009- Dec 23, 2009

[View Weekly Teaching Schedule](#) [Go to top](#)

My Exam Schedule > Fall 2009 > Bowie State University

You have no final exams scheduled at this time.

[Go to top](#)

Faculty Center [Class Search](#) [Browse Catalog](#)

- Click the  icon next to the course you wish to enter Final grades for.

Final Grades for Non-Graduating Students (cont'd)

Faculty Center

Grade Roster [View FERPA Statement](#)

PEDO 412 - 101 Therapy With Children Adol

Lecture (1624)
Fall 2009 | 16 Week Regular | Bowie State University | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
Tu 4:55PM - 7:25PM	Center for Learning & Tech-134	Instructor Name	08/31/2009 - 12/23/2009

*Grade Roster Type: **Final Grade** Display Unassigned Roster Grade Only
*Approval Status: **Not Reviewed**

Notify	ID	Name	Roster Grade	Official Grade	Grade Basis	Graduation Status	Expected Grad Term	Program and Plan	Level
<input type="checkbox"/>		Clark,Keayonna			GRD		Sprg 2010	Professional Studies - UGRD - Pedology	Senior
<input type="checkbox"/>		Deal,Demetrius Lanisa			GRD		Sprg 2012	Professional Studies - UGRD - Pedology	Senior
<input type="checkbox"/>		Echols,Jessica Elizabeth			GRD		Sprg 2010	Professional Studies - UGRD - Pedology	Junior
<input type="checkbox"/>		Edwards,Tanya Amy			GRD		Sprg 2013	Professional Studies - UGRD - Pedology	Senior
<input type="checkbox"/>		Embree,Joseph P.			GRD		Sprg 2011	Professional Studies - UGRD - Pedology	Junior
<input type="checkbox"/>		Ford,Glanden Lawrence			GRD		Sprg 2013	Professional Studies - UGRD - Pedology	Senior

- The Grade Roster Type should be set to “Final Grade.”
- Use the Roster Grade drop down menus to enter the appropriate Final Grade for each student. (To enter the same Final Grade for all students in the class, select the grade from the button.)
- After all Final Grades have been entered, change the Approval Status to “Ready for Review.”
- Recheck your data entry.
- After all Final Grades have been reviewed for accuracy, change the Approval Status to “Approved.”
- Click the button to save the Final Grades. Please remember to save your grades before exiting!

- The button sends an email to the selected students.
- The button sends an email to all students in the class.
- The button opens a printer friendly grade roster.

CHAPTER 6: SCHEDULE OF CLASSES

Viewing the Schedule of Classes

There are two different ways to navigate to the Schedule of Classes:

Method 1: Home > Self Service > Class Search

Method 2: Home > Curriculum Management > Schedule of Classes > Class Search

Both method 1 and method 2 direct you to the same “Search for Classes” screen (shown below), so whichever method you use is a matter of preference.

- The Institution drop down menu should always be set to “Bowie State University.”
- The Term drop down menu allows you to change the semester you wish to search.
- The **select subject** button allows you to browse through the various subjects.
- The Course Number drop down menu and field is where you enter course(s) you wish to search for.
- The Course Career drop down menu is where you select Undergraduate, Graduate, or Continuing Education.
- You are given the option to “Show Open Classes Only” or “Show Open Entry/Exit Classes Only.”
- The **CLEAR CRITERIA** button clears the form fields.
- The **SEARCH** button executes the search.

Example Class Search

Select the term “Summer 2009,” select subject “ACCT,” change course career to “Undergraduate,” and uncheck the “Show Open Classes Only” option. This search produces all undergraduate Accounting courses being offered in Summer 2009. (Shown below)

The screenshot shows a web browser window titled "Class Search - Windows Internet Explorer" with the URL https://cweb.bowiestate.edu:8082/psp/csprd/EMPLOYEE/HRMS/c/ESTABLISH_COURSES.CLASS_SEARCH.GBL?PORTALPARAM_PTCNAV=HC_CLASS_SEARCH_GBL38EOPF. The page displays the "Search for Classes" section with search results for "ACCT 211 - Princ Of Accounting I" and "ACCT 416 - Managerial Accounting".

Search Results:

When available, click View All Sections to see all sections of the course.

Bowie State University | Summer 2009

The following classes match your search criteria Course Subject: **Accounting**, Show Open Classes Only: **Yes**

[START A NEW SEARCH](#)

Open Closed

ACCT 211 - Princ Of Accounting I

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

Section [700-LEC\(1498\)](#) Status

Session 4S1

Days & Times	Room	Instructor	Meeting Dates
TBA	Business and Grad Studies-3215	Instructor Name	06/01/2009 - 07/03/2009

ACCT 416 - Managerial Accounting

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

Section [800-LEC\(1636\)](#) Status

Session 4S2

Days & Times	Room	Instructor	Meeting Dates
--------------	------	------------	---------------

- Click on the section number to see the Class Detail.
- The [START A NEW SEARCH](#) button takes you back to the previous screen to perform another search.

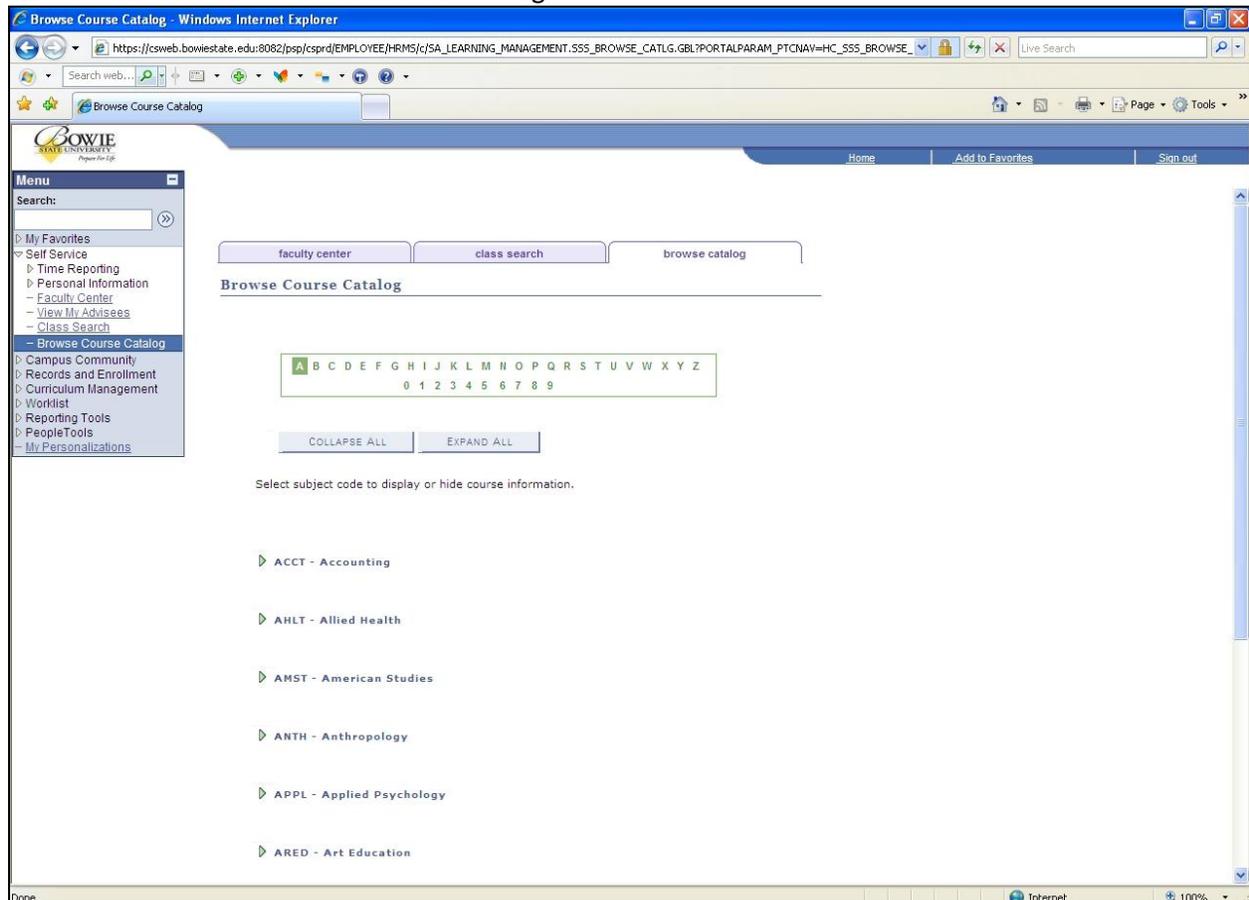
CHAPTER 7: COURSE CATALOG

Viewing the Course Catalog

There are two ways to view the Course Catalog. One is through Self Service; the other is through Curriculum Management.

Method 1:

Home > Self Service > Browse Course Catalog



- The green A-Z and 0-9 in the rectangle at the top of the screen are used for navigation through the course catalog.
- The **COLLAPSE ALL** button collapses all the subjects listed on the page.
- The **EXPAND ALL** button expands all the subjects listed on the page.

Example Search Using Method 1

Click on “ACCT - Accounting.” PeopleSoft will list all of the Accounting courses in the Course Catalog. (Shown below)

The screenshot shows the PeopleSoft Browse Course Catalog interface. The browser window title is "Browse Course Catalog - Windows Internet Explorer". The address bar shows the URL: https://cswb.bowiestate.edu:8082/psp/csprd/EMPLOYEE/HRMS/c/SA_LEARNING_MANAGEMENT.S55_BROWSE_CATLG.GBL7PORTALPARAM_PTCNAV=HC_S55_BROWSE_. The page features a navigation menu on the left with options like "My Favorites", "Self Service", "Campus Community", "Records and Enrollment", "Curriculum Management", "Worklist", "Reporting Tools", "PeopleTools", and "My Personalizations". The main content area has buttons for "faculty center", "class search", and "browse catalog". Below these is a "Browse Course Catalog" section with an alphabetical index (A-Z, 0-9) and "COLLAPSE ALL" and "EXPAND ALL" buttons. A message states "Select subject code to display or hide course information." The "ACCT - Accounting" section is expanded, showing a table of accounting courses.

Course Nbr	Course Title
211	Princ Of Accounting I
212	Princ Of Accounting II
311	Inter Accounting I
312	Inter Accounting II
313	Cost Accounting
315	Income Tax Accounting
316	Corp & Partnership Acct
411	Advanced Accounting I
412	Advanced Accounting II
413	Gvt & Institutional Acct
416	Managerial Accounting
417	Accounting Systems
418	Auditing
510	Financial Accounting
611	Accounting for Decision Making
613	Int'l Accounting

Example Search Using Method 1 (cont'd)

Click on Course Nbr "211" to display the Course Detail for ACCT 211 – Princ of Accounting I. (Shown below)

The screenshot shows a web browser window titled "Browse Course Catalog - Windows Internet Explorer". The address bar shows a URL from bowiestate.edu. The page content includes a navigation menu on the left with options like "My Favorites", "Self Service", "Campus Community", and "Browse Course Catalog". The main content area has buttons for "faculty center", "class search", and "browse catalog". Below these is the "Browse Course Catalog" header and the "Course Detail" for "ACCT 211 - Princ Of Accounting I".

Course Detail

Career	Undergraduate	*** This course has not been scheduled. ***
Units	3.00	
Grading Basis	Graded	
Course Components	Lecture Required	

Enrollment Information

Enrollment Requirement: Accounting 211 Prerequisites: BUAD 100 or BUAD 101 or MGMT 101

Description

Prerequisites: BUAD 100; BUAD 101; MGMT 101. This course focuses on accounting principles, conventions, and concepts underlying financial reporting. Emphasis is placed on the accumulation of financial data, the processes of organizing it for presentation, and its use by managers for decision-making.

Method 2:

Home > Curriculum Management > Course Catalog > Course Catalog Search

Course Catalog Search

Search Criteria

Enter institution and subject. Catalog number is optional.

*Institution:

*Subject Area:

Catalog Nbr:

* Required Field

- The Institution drop down menu should always be set to “Bowie State University.” (This is a required field.)
- The Subject Area is where you enter the subject you are searching for. Click the icon to browse through the possible subject areas. (This is a required field.)
- The Catalog Nbr is the course number.
- Click the button to execute the search.

Example Search Using Method 2

Type “Math” in the Subject Area and click the “Search” button. PeopleSoft will list the course descriptions for all of the Math courses in the Course Catalog. (Shown below)

The screenshot shows a web browser window titled "Course Catalog Search - Windows Internet Explorer". The address bar contains the URL: https://cswb.bowiestate.edu:8082/psp/csprd/EMPLOYEE/HRMS/c/ESTABLISH_COURSES.CATALOG_SEARCH.GBL?PORTALPARAM_PTCNAV=HC_CATALOG_SEARCH_GBL3. The page header includes the Bowie State University logo and navigation links: Home, Add to Favorites, and Sign out. A "Menu" sidebar on the left lists various navigation options, with "Course Catalog Search" selected. The main content area is titled "Course Catalog Search" and "Catalog Search Results". It displays the following information for "MATH 99 - Transition to College Mathematics":

- Course Detail**
 - Units: 4 units
 - Grading Basis: Developmental Math Courses
- Course Components**

Lecture/Lab	Required
-------------	----------
- Enrollment Information**
 - Course Attribute: Fall, Spring, Summer
- Description**

Prerequisites: Open to all students who need it or who have been so placed by the University-approved Mathematics Placement Test. Transition to College Mathematics is appropriate for students who need a review of intermediate algebra (Algebra I & II) as indicated by a University-administered placement test. In addition, this course is intended to help students develop effective learning skills in the area of mathematics. Extensive use of graphing calculators and computers should be expected. Transition to College Mathematics does not carry University credit.

Below this, the start of another entry is visible: "MATH 115 - Math For Elem Sch Teach".