

Self-Service can be accessed directly from this link:

<https://selfservice.worcester.edu:8170/Student/Account/Login>

Or from WebAdvisor. Choose the Self-Service for Faculty (Rosters, Grading) link.

Faculty Information

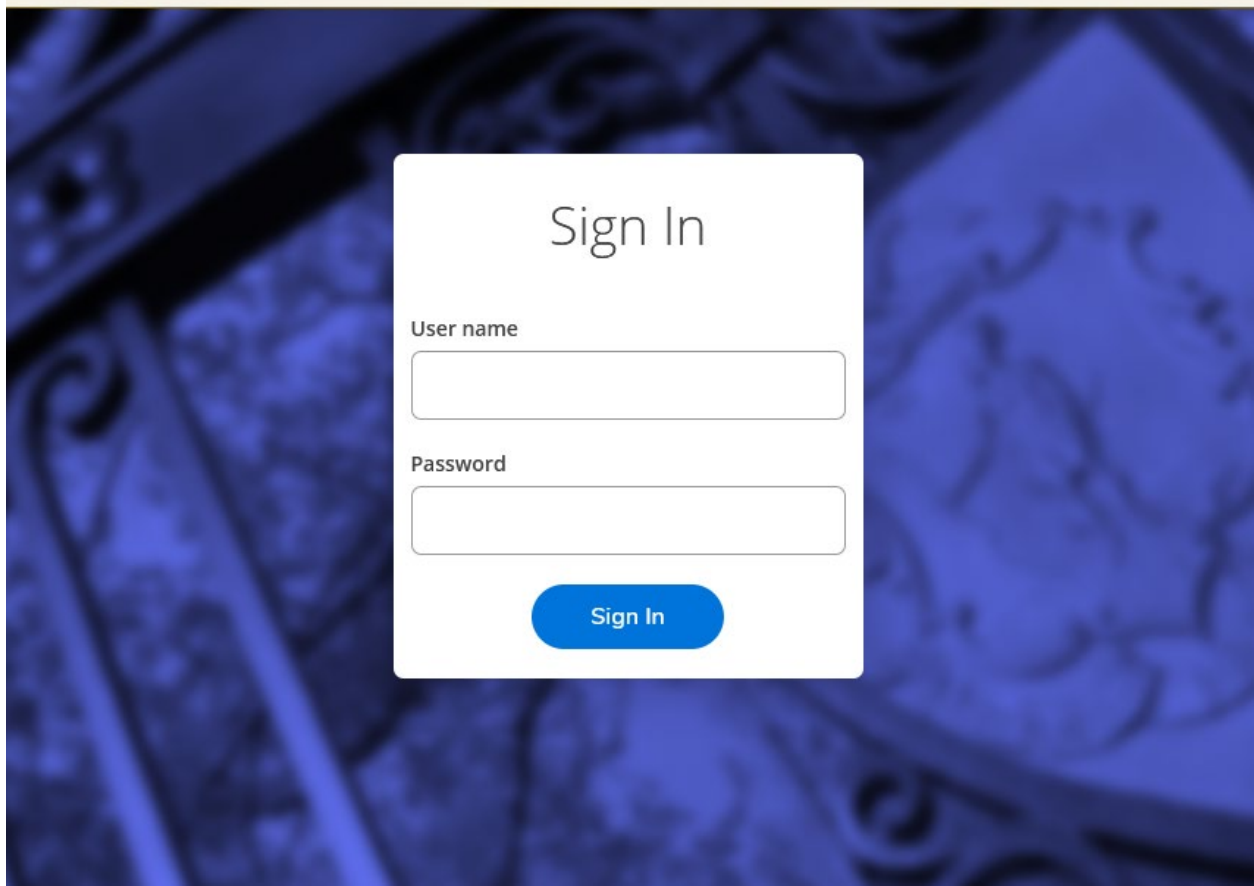
[Self-Service for Faculty \(Rosters, Grading, Waitlist, Attendance, Permissions\)](#)

[Search for Sections](#)

[Search for Online Courses](#)

This will take you to the Self-Service login screen. Use your WSU credentials to log in. (Be sure to log out when you are done.)

one!



Sign In








User name

Password

Sign In


Choose the Faculty link from the landing page.

hello, Welcome to Self-Service!
choose a category to get started.

 Student Finance Here you can view your latest statement and make a payment online.	 Financial Aid Here you can access financial aid data, forms, etc.
 Student Planning Here you can search for courses, plan your terms, and schedule & register your course sections.	 Course Catalog Here you can view and search the course catalog.
 Grades Here you can view your grades by term.	 Advising Here you can access your advisees and provide guidance & feedback on their academic planning.
 Faculty Here you can view your active classes and submit grades and waivers for students.	

© 2000-2021 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)



 **Faculty**
Here you can view your active classes and submit grades and waivers for students.

© 2000-2021 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)

You are now on the Faculty Overview page. Here your classes for the current and upcoming semesters will be listed. Click on a class title to access the roster, grading, attendance, waitlisted students, faculty consent and requisite waivers for that class.

Spring 2021 Semester		
Section	Times	Locations
UR-193-OL: FYS:Change vs. Transition	TBD 2/1/2021 - 5/15/2021	TBD Lecture only
WL-101-01: Beginning World Language	T/Th 1:00 PM - 2:15 PM 2/1/2021 - 5/15/2021	TBD Lecture only

Attendance

The Attendance tab allows you to track attendance. You can Update all students to the same Status and Attendance date or you can track attendance for some students. The Select Date drop down shows all the meeting dates for this class. The attendance options are Present; Absent, no excuse; Absent, excused; and Late. **Attendance tracking is optional. Students do not have an option to view Attendance tracking.**

The screenshot shows the Attendance tab interface. At the top, there are navigation tabs: Roster, Attendance (highlighted), Grading, Permissions, and Waitlist. Below the tabs, there is a dropdown menu labeled "Update All" and a "Select Date" dropdown menu showing "5/13/2021 (Thursday)". The main content is a table with the following columns: Student, 1:00 PM, Last Attendance Recorded, P, A, E, L. The table lists three students: Bear, Yogi (0769995), Bell, Tinker (0769996), and Krab, Krusty (0769998). Each student row has a "Select Attendance" dropdown menu and a chat icon. The attendance counts for all students are 0 for P, A, E, and L.

Student	1:00 PM	Last Attendance Recorded	P	A	E	L
Bear, Yogi 0769995	Select Attendance		0	0	0	0
Bell, Tinker 0769996	Select Attendance		0	0	0	0
Krab, Krusty 0769998	Select Attendance		0	0	0	0

© 2000-2021 Filurion Company I.P. and its affiliates. All rights reserved. Privacy

Attendance Options:

This image shows a close-up of the "Update All" dropdown menu and the "Select Attendance" dropdown menu for a student. The "Update All" dropdown menu is open, showing "Update All". The "Select Attendance" dropdown menu is open, showing the following options: Select Attendance, Present, Absent, no excuse, Absent, excused, Late, and Select Attendance. A hand cursor is pointing at the chat icon next to the student's name.

Student	1:00 PM
Bear, Yogi 0769995	Select Attendance Present Absent, no excuse Absent, excused Late Select Attendance
Bell, Tinker 0769996	
Krab, Krusty 0769998	

Update All options:

Roster **Attendance** Grading Permission

Update All ▼

- Update All
- Update Empty Records to Present
- Update Empty Records to Absent

Bear, Yogi
0769995 ✉ Select Attendance ▼

Bell, Tinker

Attendance Date range:

The image shows a date selection interface. A dropdown menu is open, displaying a list of dates from 3/9/2021 to 5/13/2021. The date 5/13/2021 (Thursday) is highlighted in blue. Below the dropdown, a text box labeled "Select Date" contains the selected date, 5/13/2021 (Thursday), with a small downward arrow on the right side. A mouse cursor is visible at the bottom of the page.

Date	Day
5/13/2021	Thursday
5/11/2021	Tuesday
5/6/2021	Thursday
5/4/2021	Tuesday
4/29/2021	Thursday
4/27/2021	Tuesday
4/22/2021	Thursday
4/20/2021	Tuesday
4/15/2021	Thursday
4/13/2021	Tuesday
4/8/2021	Thursday
4/6/2021	Tuesday
4/1/2021	Thursday
3/30/2021	Tuesday
3/25/2021	Thursday
3/23/2021	Tuesday
3/18/2021	Thursday
3/16/2021	Tuesday
3/11/2021	Thursday
3/9/2021	Tuesday

Select Date 5/13/2021 (Thursday) ▼