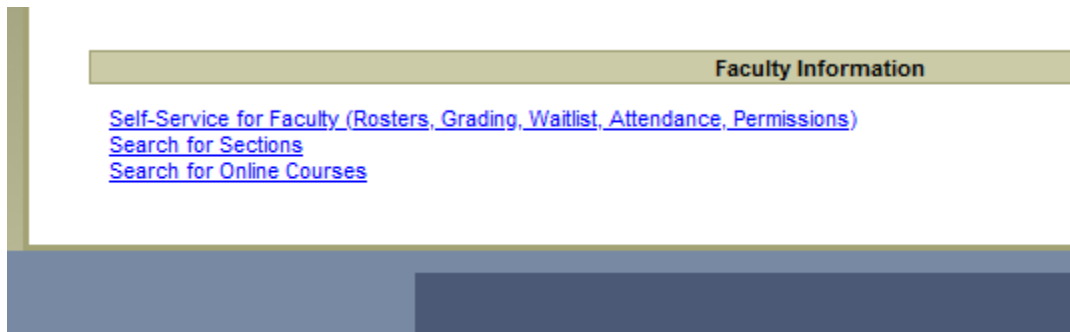


Self-Service can be accessed directly from this link:

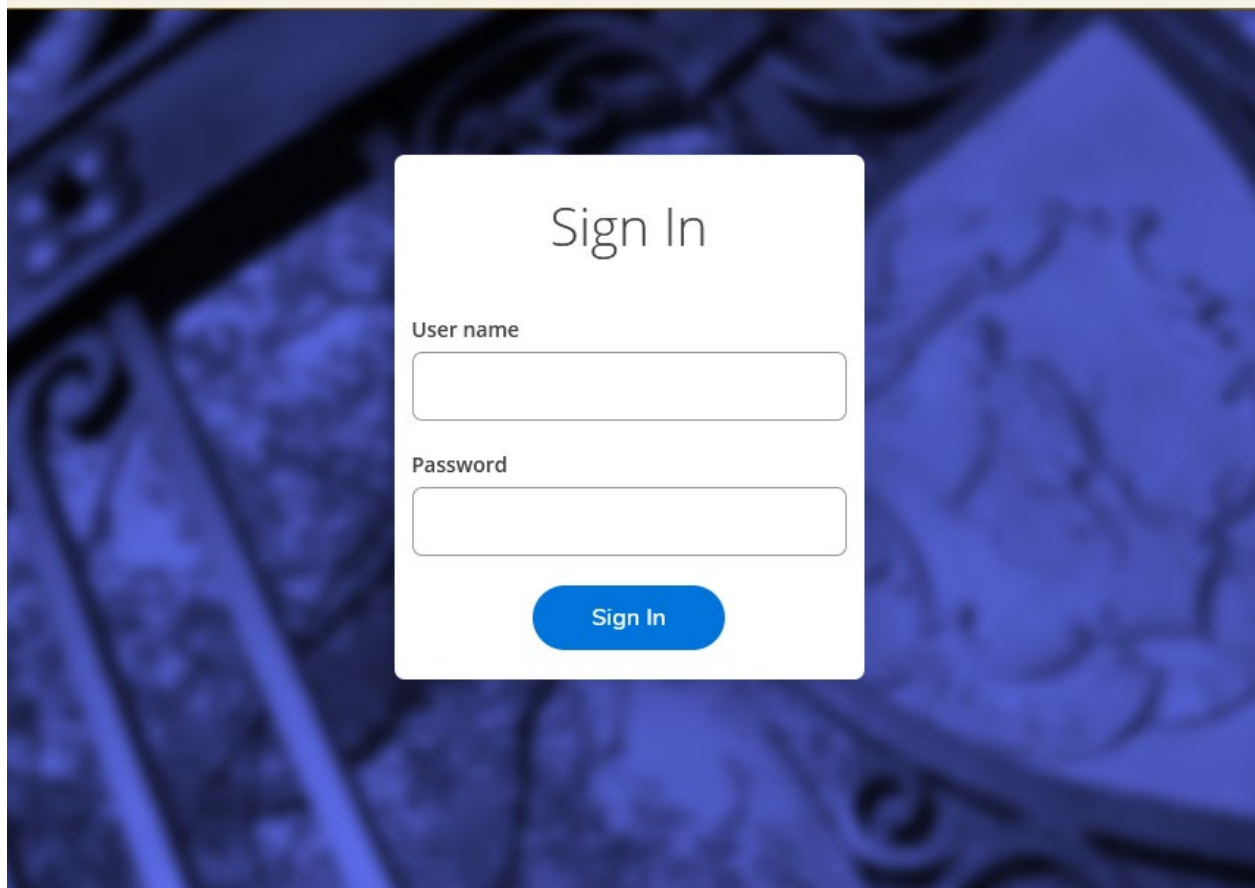
<https://selfservice.worcester.edu:8170/Student/Account/Login>

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










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!




Choose the Faculty link from the landing page.

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

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

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

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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
<a href="#">UR-193-OL: FYS:Change vs. Transition</a>	TBD 2/1/2021 - 5/15/2021	TBD Lecture only
<a href="#">WL-101-01: Beginning World Language</a>	T/Th 1:00 PM - 2:15 PM 2/1/2021 - 5/15/2021	TBD Lecture only

## Grading

The first tab shows the roster and the previously entered grades. Choose the Final Grade tab to enter grades. Early Warnings and Failure Warnings are maintained in Starfish; the tabs are shown for reference only.

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Failure Warnings	Early Warning	Class Level	Credits
Bear, Yogi	0769995							Freshman	3
Bell, Tinker	0769996							Freshman	3
Duck, Donald	0769997							Freshman	3
Krab, Krusty	0769998							Freshman	3

Use the Grade Dropdown box to select grades for each student. If you enter an Incomplete ("I" grade), please use 12/30/25 as the Expiration Date. Selecting a Grade saves it to the database; there is no Submit button. You can print the web page for a copy for your records or view the submitted grades on the Overview page.

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
Bear, Yogi	0769995	<input type="checkbox"/>	M/d/yyyy	Select Grade	M/d/yyyy	Freshman	3
Bell, Tinker	0769996	<input type="checkbox"/>	M/d/yyyy	Select Grade	M/d/yyyy	Freshman	3
Duck, Donald	0769997	<input type="checkbox"/>	M/d/yyyy	Select Grade	M/d/yyyy	Freshman	3
Krab, Krusty	0769998	<input type="checkbox"/>	M/d/yyyy	Select Grade	M/d/yyyy	Freshman	3

Final Grade options:

^ v	Final Grade	^ v	Expi
)	Select Grade	v	MA
)	Select Grade		MA
)	A		MA
)	A-		MA
)	B+		MA
)	B		MA
)	B-		MA
)	C+		MA
)	C		MA
)	C-		MA
)	D+		MA
)	D		MA
)	D-		MA
)	E		MA
)	F		MA
)	I		MA

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