Student Administration Tab
Faculty Services

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Student Administration tab

The Student Administration tab within the myNKU portal includes Faculty Services, Administration Services, and Event Planning subtabs. Each subtab contains functionality for employees with different roles and responsibilities related to the administration of students and events.
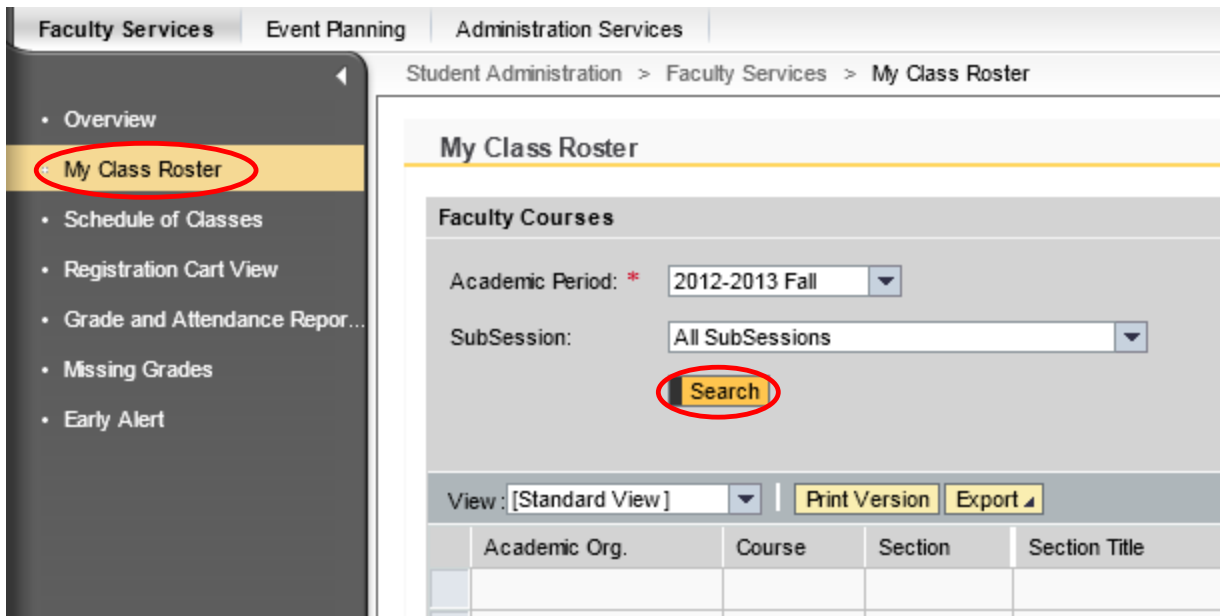
Faculty Services Subtab

Faculty services include view teaching schedule in form of class roster, class rosters for each course, send email to students, search for course offerings, view number enrolled, capacity, location, and instructor, view student's registration cart, enter grades/attendance for reporting attendance/non-attendance, mid-term grades, and final grading, run missing grades reports, or being the process of a grade change request. Early Referral can also be accessed via the Faculty Services sub tab.

My Class Roster

Perform this procedure when you need to view individual faculty teaching schedules and class rosters or send an email to students.

1. Click My Class Roster.
2. Select the Academic Period.
3. Select the SubSessions.
4. Click Search.

5. Select the course/section (student list is displayed at the bottom of the screen).
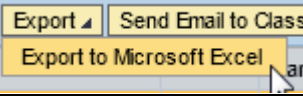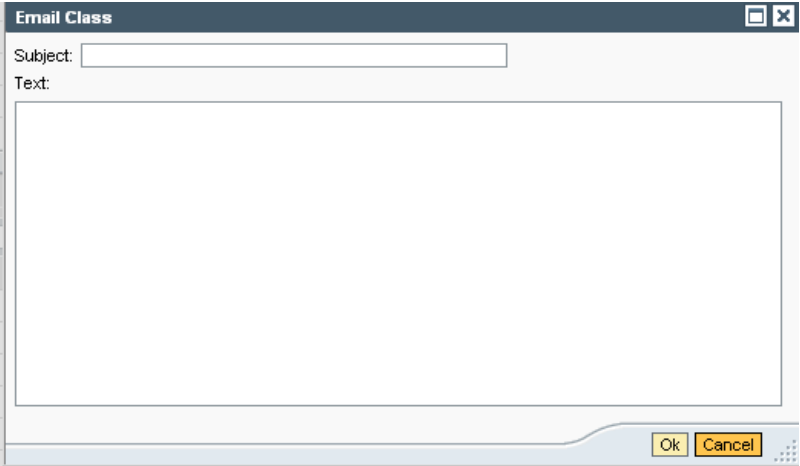
Columns listed are:

Academic Org.	Organization Unit of the course
Course	Course prefix + course number
Section	Section number of the course
Section Title	Course title
Booked	Number of students currently enrolled.
Opt.	Optimum capacity
Maximum Capacity	Maximum capacity that is determined by dept. (could be higher than optimum). Students over optimum and up to maximum have to be registered by individuals with appropriate security.
Room Capacity	Absolute maximum number of students that can be registered for the course. This capacity is determined by facilities.
Hours	Credit hours
Start Date	Course start date (this is how you identify 2nd 8 week classes)
End Date	Course end date (this is how you identify 1st 8 week classes)
Days	Course meeting days: M T W R F
Start Time	Class start time
End Time	Class end time
Location	Code for the physical location of the course
Room	Building and room

6. You may use the following options by clicking the buttons above the results grid.

Print Version	Displays the results in .pdf format.
Export	Exports the results to Microsoft Excel. Click the Export button and then select Export to Microsoft Excel. Export ▲ | Send Email to Class Export to Microsoft Excel
Send Email to Class	A dialog box opens which will send an e-mail to the class. No attachments can be added. **Email Class** Subject: Text: Ok | Cancel
Booked and Cancelled Students	Displays all booked and cancelled students for the class.
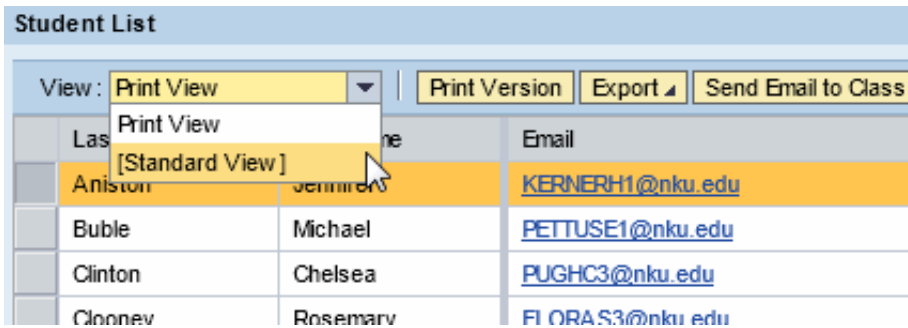
Student List

View: Print View ▼ | Print Version | Export ▲ | Send Email to Class | Booked and Cancelled Students | Settings

Last Name	First Name	Email	Att Credits	Level	Major
Aniston	Jennifer	KERNERH1@nku.edu	3.00000	Freshman	Undeclared in AS (BA)
Buble	Michael	PETTUSE1@nku.edu	3.00000	Freshman	Undeclared in University Studies (BA)
Clinton	Chelsea	PUGHC3@nku.edu	3.00000	Freshman	Nursing Pre-Major (Pre-BSN/No RN)
Clooney	Rosemary	FLORAS3@nku.edu	3.00000	Freshman	Undeclared in AS (BA)
Couric	Katie	HEMMERS1@nku.edu	3.00000	Freshman	Undeclared in University Studies (AAS)
Cruise	Tom	FAUSZA2@nku.edu	3.00000	Freshman	Media Informatics Major
Freeman	Morgan	MEENACHM1@nku.edu	3.00000	Freshman	Undeclared in University Studies (AAS)
Gosling	Ryan	LESSLEYG1@nku.edu	3.00000	Freshman	Undeclared in University Studies (AAS)
Howard	Ronald	YORKC2@nku.edu	3.00000	Freshman	Marketing Pre-Major
Knight	Gladys	KNIGHTA2@nku.edu	3.00000	Freshman	Undeclared in University Studies (AAS)

7. Click the View drop-down button to switch to the Standard View.

Note: The Standard View contains additional information such as phone and address information.

Schedule of Classes

Perform this procedure when you need to search for course offerings, view number enrolled, capacity, location, instructor, and more.

1. Click Schedule of Classes.
2. Select the Academic Period.
3. Select the SubSession.
4. Enter any additional Search criteria.

Academic Period	Defaults to the current session. Click to choose a different session.
Academic Org.	Click to choose your program.
SubSession	Defaults to All SubSessions. Click to choose a different subsession.
Course	Enter the course name/number (3 or 4 letter code + course number)
Section	Section number of the course
Location	The physical location of the course
Delivery Mode	How the course will be delivered, such as Web-based.

5. Click Search.

Click Print Version for a .pdf version or click Export to send the results to Excel.

6. Click the View drop-down button to switch to the Gen Ed Print View or the Standard View.
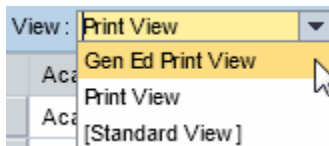
7. Click Filter to sift the results.
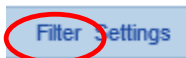
8. See example below of filtered results (TR classes only).
9. Click Delete Filter to return to the original results.

	Academic Org.	Course	Section	Reg. Cart	Opt	Max	Room Cap	Days	Start Time	End Time	Room	Last Name	Canceled
								TR					
	Academic Orientation	UNV 101	Section 115L	1	22	22	45	TR	10:50:00	12:05:00	SC 304	Danzo	
	Academic Orientation	UNV 101	Section 005	7	22	22	35	TR	12:15:00	13:30:00	FH 315	Hart	
	Academic Orientation	UNV 101	Section 040	2	22	22	42	TR	09:25:00	10:40:00	LA 207	Robinson	
	Academic Orientation	UNV 101	Section 041	1	22	22	42	TR	10:50:00	12:05:00	LA 207	Robinson	
	Academic Orientation	UNV 101	Section 042	4	23	23	45	TR	10:50:00	12:05:00	FH 525	Adams	
	Academic Orientation	UNV 101	Section 042	4	23	23	45	TR	10:50:00	12:05:00	FH 525	Grimes	
	Academic Orientation	UNV 101	Section 027	5	22	22	50	TR	13:40:00	14:55:00	NC 117	Hare	
	Academic Orientation	UNV 101	Section 029	2	22	22	35	TR	12:15:00	13:30:00	MP 350	Cain	
	Academic Orientation	UNV 101	Section 029	2	22	22	35	TR	12:15:00	13:30:00	MP 350	Prather	
	Academic Orientation	UNV 101	Section 025	1	22	22	43	TR	09:25:00	10:40:00	FH 219	Pettit	
	Academic Orientation	UNV 101	Section 107L	2	22	22	26	TR	09:25:00	10:40:00	GH 149	Mortensen	

10. Click Settings to add/remove columns.
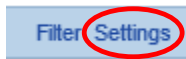
Filter Settings

11. Select Hidden or Displayed columns to Add or Remove.
12. Click Apply.
13. Click OK.

Settings

View: * Print View | Save | Save as... | Delete | Properties...

Column Selection | Sort | Filter | Display | Print Version

Hidden Columns	Displayed Columns
PERYR	Academic Org.
PERID	Course
ORG_OBJID	Section
SE_OTJID	Section Title
SM_OTJID	Booked
Hours	Reg. Cart
E_OTJID	Opt
Category	Max

Add ▶
◀ Remove

⊼ ▲ Change Sequence ▼ ⊻

OK | Cancel | Apply | Reset

Registration Cart View

Perform this procedure when you need to view courses in a student's registration cart. Registration Cart content can be viewed by student or by course. This application can be accessed from three tabs within the myNKU portal via the Registration Cart link (beneath the Schedule of Classes link):

- Academic Advising tab
- Student Administration, Faculty Services sub-tab
- Student Administration, Administration Services sub-tab

This document guides you through accessing Registration Cart View from the Academic Advising tab.

1. Click Registration Cart View.
2. Input the following information:

Academic Session	Select academic semester from the drop-down; defaults to current
SubSession	Defaults to All SubSessions. Click to choose a different subsession.
Course	Enter the course name/number (3 or 4 letter code + course number)
Section	Section number of the course
Student Number	Type student number and press **Enter** EX. 9999999999 *OR* Search by a student's name, click the selection button ▣, select a student, and click OK OK Ex. LAST NAME, FIRST NAME *OR* Search for all students by leaving this field blank

3. Click Display Registration Cart.
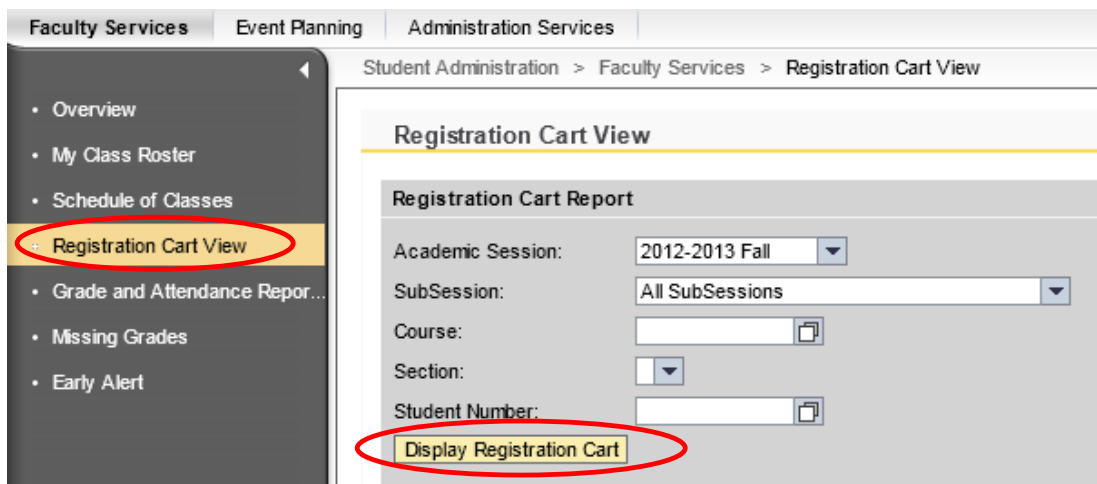
Results Table
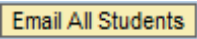
The default view (Standard) displays all students who have any section of the specified course in their cart. Use the drop-down menu to toggle between views.
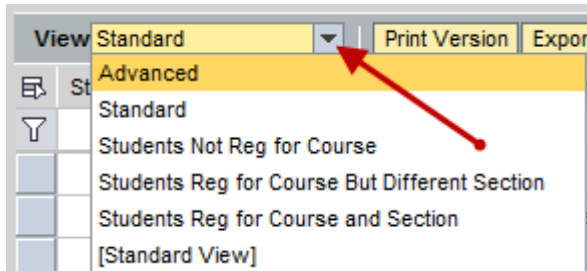
Selection	Description
Advanced	Lists Standard view data plus section schedule and some student academic information
Standard	Default
Students Not Reg for Course	Lists students who are not registered for any section of the course they have in their cart
Students Reg for Course But Different Section	Lists students who are registered for a different section of the course they have in their cart
Students Reg for Course and Section	Lists students who are registered for both the course and the section they have in their cart
[Standard View]	Lists section schedule information and some student academic information

Contacting the Students

The Registration Cart application allows users to contact students via email. Users can email a single student, or every student with the course in their cart. Users are not required to have an email client open to use this functionality.

1. Click **Email All Students** `Email All Students` to contact every student displayed in the table. *Skip to Step 4.*

2. *OR* Highlight the row containing the appropriate student
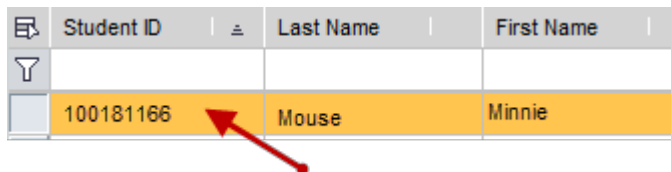
3. Click **Email Student.**

Type a message, and click **Ok**.
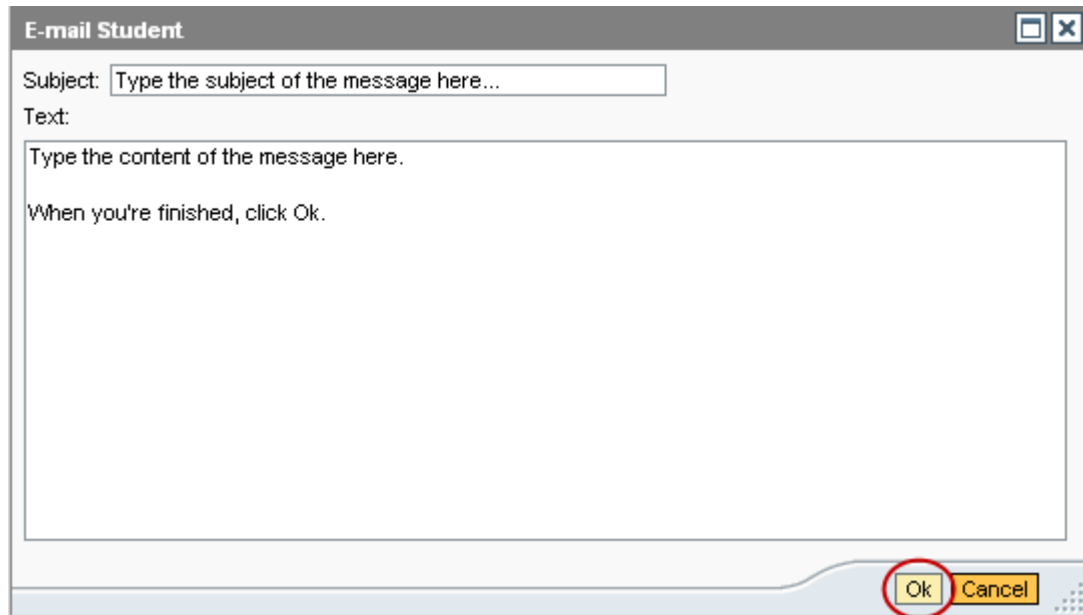
Note: An email containing the text of the message and a list of recipients is sent to the user. Please note that the contents of the confirmation email will display based on both the operating system and email application settings.

Grade and Attendance Reporting

Reporting Non-Attendance

Perform this procedure when you need to report attendance/non-attendance.

1. Click Grade and Attendance Reporting.

Note: You will see your classes listed on the Online Grading screen.

2. Verify the correct Academic year and Session are selected.
3. Select the class you want to report (click the grey square in front of the class).
4. Click Start.

5. Select Attendance/Non-Attendance.

Click the All Attending button	System enters "AT" for each student.
Click in the grade column and type "DA"	Student has not yet attended.
Click the Grade selection button and choose "AT" or "DA" from the list.	System will populate the Grade field with your choice of "AT" or "DA."

Note: Please be sure to scroll down the page to capture **ALL** students.

6. Once you have entered all attendance reporting, click Next.

7. A confirmation message for number of appraisals will appear at the top of the screen.
8. Click Save to continue or click Previous to return to the reporting screen.

9. A confirmation message will appear at the top of the screen.
10. Click Confirm to return to the Online Grading screen.

Note: If you teach additional classes, you can continue with your next class.

Submitting Mid-Term Grades

Perform this procedure when you need to report mid-term grades for freshman with less than 30 credit hours; post-bac and grad students do not get mid-term grades.

1. Click Grade and Attendance Reporting.

Note: You will see your classes listed on the Online Grading screen.

2. Verify the correct Academic year and Session are selected.
3. Select the class you want to report (click the grey square in front of the class).
4. Click Start.

5. Select Mid-Term Grading.

11. Click the selection button for the Student's Grade.

Edit Appraisals

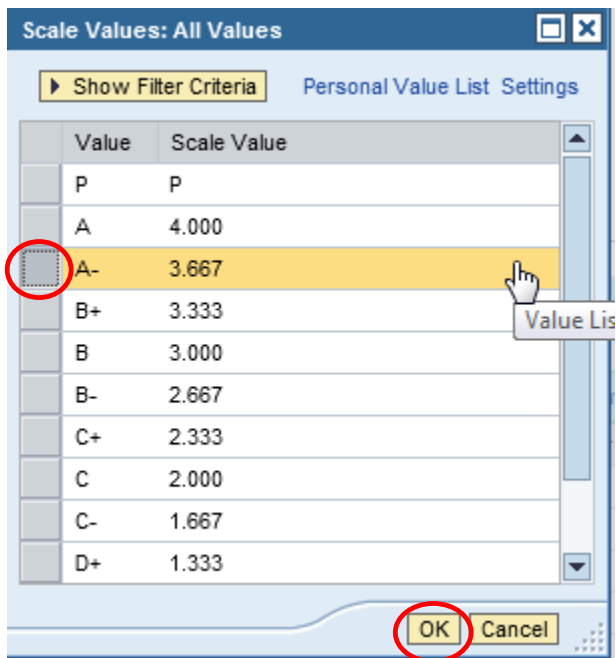**Appraisal Overview**

View : [Standard View] ▼ All Attending   Filter Settings

	Student Number ≙	Student Name ≙	Grade	Appraisal Date	Registration Status	Appraiser	
	100223801	Aniston, Jennifer		1/08/2012	Booked		▲
	100218811	Buble, Michael		11/08/2012	Booked		
	100198204	Clinton, Chelsea		11/08/2012	Booked		
	100218006	Clooney, Rosemary		11/08/2012	Booked		
	100218568	Couric, Katie		11/08/2012	Booked		
	100212187	Cruise, Tom		11/08/2012	Booked		
	100223779	Freeman, Morgan		11/08/2012	Booked		
	100219800	Gosling, Ryan		11/08/2012	Booked		
	100220921	Howard, Ronald		11/08/2012	Booked		
	100223687	Knight, Gladys		11/08/2012	Booked		▼

◀ Start Over

6. Select the grade value (click the gray square next to the Value).
7. Click OK.

Scale Values: All Values   ☐ ✕

▶ Show Filter Criteria   Personal Value List Settings

	Value	Scale Value	
	P	P	▲
	A	4.000	
	A-	3.667	
	B+	3.333	
	B	3.000	
	B-	2.667	
	C+	2.333	
	C	2.000	
	C-	1.667	
	D+	1.333	▼

OK Cancel

8. Continue entering grades for all students.

Note: Be sure to scroll to capture grades for ALL students.

Scroll bar for additional students

9. Once you have entered all attendance reporting, click Next.

12. A confirmation message for number of appraisals will appear at the top of the screen.
13. Click Save to continue or click Previous to return to the reporting screen.

14. A confirmation message will appear at the top of the screen.
15. Click Confirm to return to the Online Grading screen.

Note: If you teach additional classes, you can continue with your next class.

Submitting Final Grades

Perform this procedure when you need to submit final grades.

1. Click Grade and Attendance Reporting.

Note: You will see your classes listed on the Online Grading screen.

2. Verify the correct Academic year and Session are selected.
3. Select the class you want to report (click the grey square in front of the class).
4. Click Start.

Note: Your classes display in the main screen

10. Select Final Grading.

16. Click the selection button for the Student's Grade.

11. Select the grade value (click the gray square next to the Value).
12. Click OK.

13. Continue entering grades for all students.

Note: Be sure to scroll to capture grades for ALL students.

14. Once you have entered all attendance reporting, click Next.

17. A confirmation message for number of appraisals will appear at the top of the screen.
18. Click Save to continue or click Previous to return to the reporting screen.

19. A confirmation message will appear at the top of the screen.
20. Click Confirm to return to the Online Grading screen.

Note: If you teach additional classes, you can continue with your next class.

Missing Grades

Perform this procedure when you need to view students without a recorded grade.

1. Click Missing Grades.
2. Click Show Quick Criteria Maintenance.

3. Select the Academic Year.
4. Select the Academic Session.
5. Click Apply.
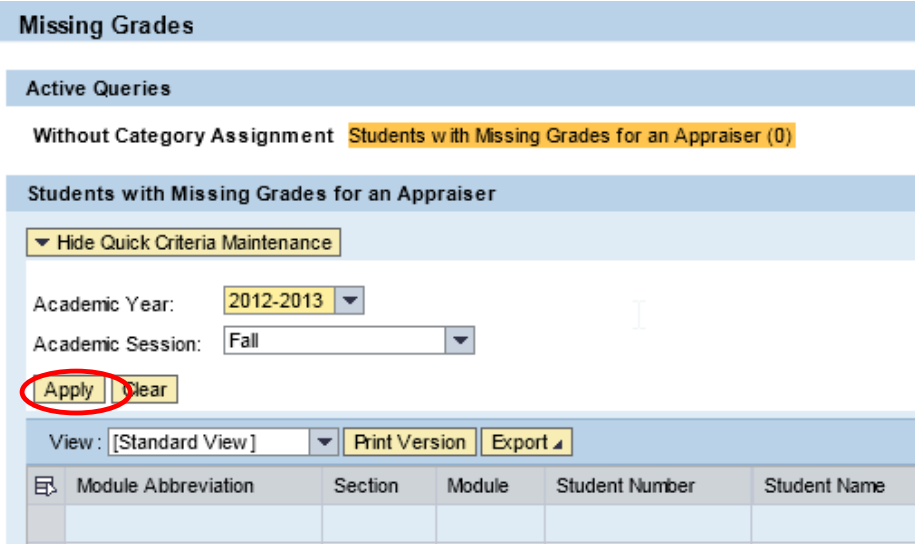
6. The students missing grades will appear.

Click Refresh to update the list.

Grade Change Request

An Instructor may perform this procedure if a Grade Change Request for a specific student or specific course needs to be submitted after the Grading Window has closed. This electronic process is available for both undergraduate and graduate students. Chase College of Law faculty are still required to notify their Dean for any grade change requests as they will not be using this electronic process. Please note that this access is only available for Faculty and access will not be approved for Staff.

1. Login to myNKU.
2. Select Student Administration tab.
3. Select Faculty Services sub-tab.
4. Select Grade Change Request.
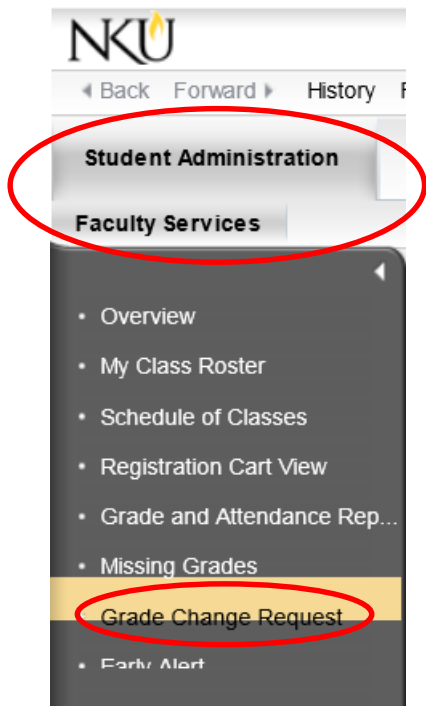
5. Select the Academic Period.

    Note: The Academic Period includes the current semester and is available as far back as Fall 2009. If a grade change needs to be submitted for a semester prior to Fall 2009, please complete the paper form.
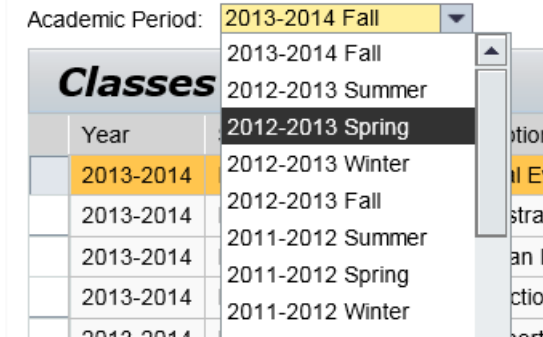

6. Select the appropriate course.
7. Click Next.

    Note: The Academic Period includes the current semester and is available as far back as Fall 2009. If a grade change needs to be submitted for a semester prior to Fall 2009, please complete the paper form.
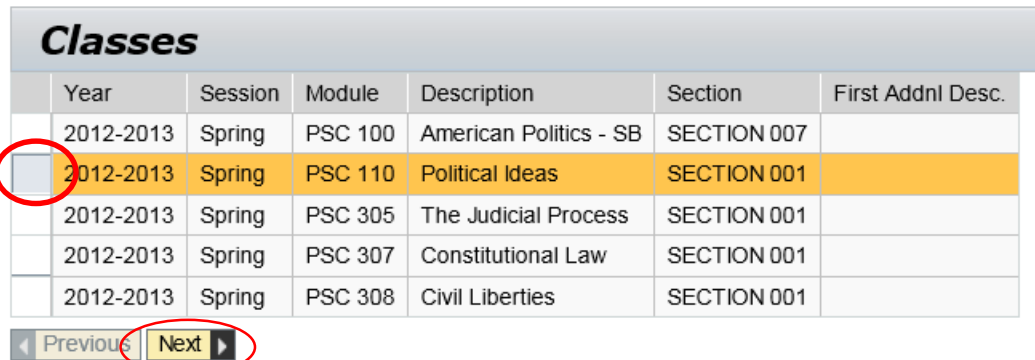
- Students enrolled in the course will display in the Grades grid

    Note: The number of students enrolled in the course is reflected just above the Grades grid. To view all students you may need to use the scrollbar.
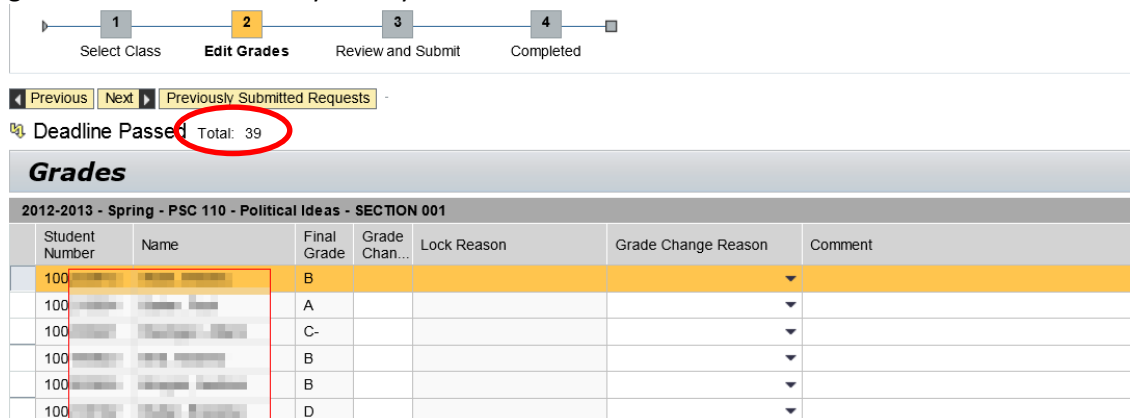
8. Enter the correct grade in the Grade Change column.
9. Select the Grade Change Reason from the available options.
10. Enter a Comment if required. The Comment field will allow up to 120 characters.

   Note: A Comment is required if the Grade Change Reason selected is 'Other – Comment Required' or if the grade change request is submitted after the midterm of the next full semester. (Ex. For a spring or summer grade change, the deadline is midterm for fall)

- If a Lock Reason is displayed, that grade is not eligible to be changed

11. Click Next.

- If required fields are omitted, an error message will be reflected indicating the missing information

- If a grade change request has already been submitted for the same student in this section and not yet processed by the Office of the University Registrar, an error message will display
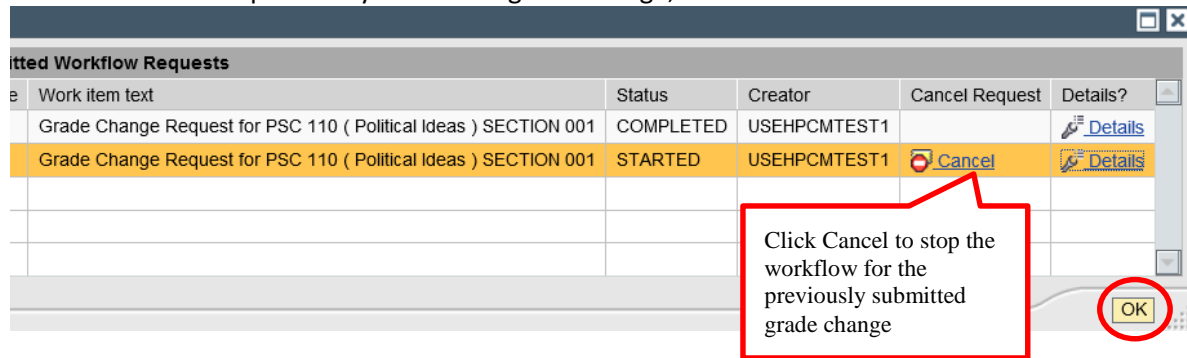
- o   Click Previously Submitted Requests

  Previously Submitted Requests

- o   Click the Details hyperlink

  Details

- o   The previously submitted grade change will display in a new window
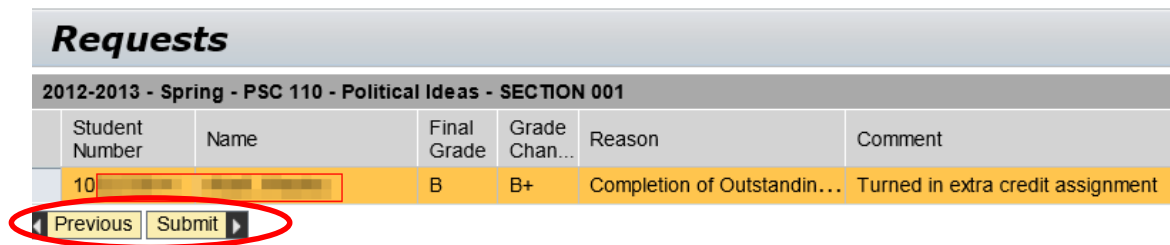- o   Click OK to close the Request Details window
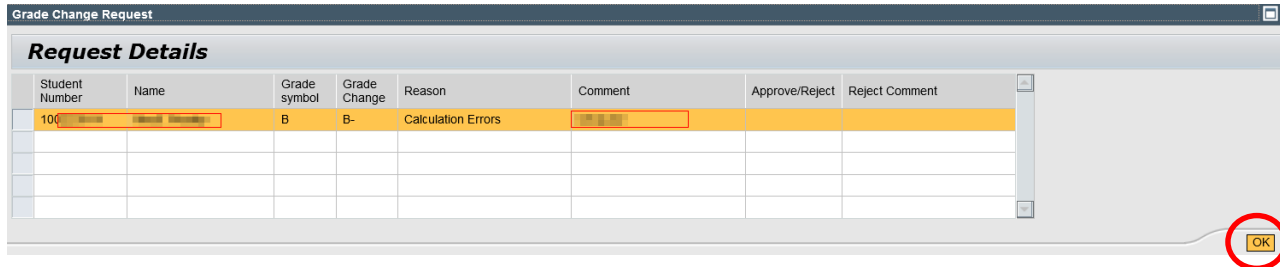
- o   If the previously submitted grade change request should be processed for the student, click OK to close the Grade Change Request window
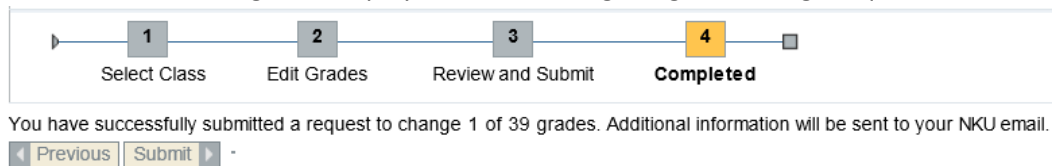
   Note: To cancel the previously submitted grade change, click Cancel and then click OK

12. Click Submit to begin the Workflow.
   - Click Previous if edits are needed

13. A confirmation message will display after submitting the grade change request.
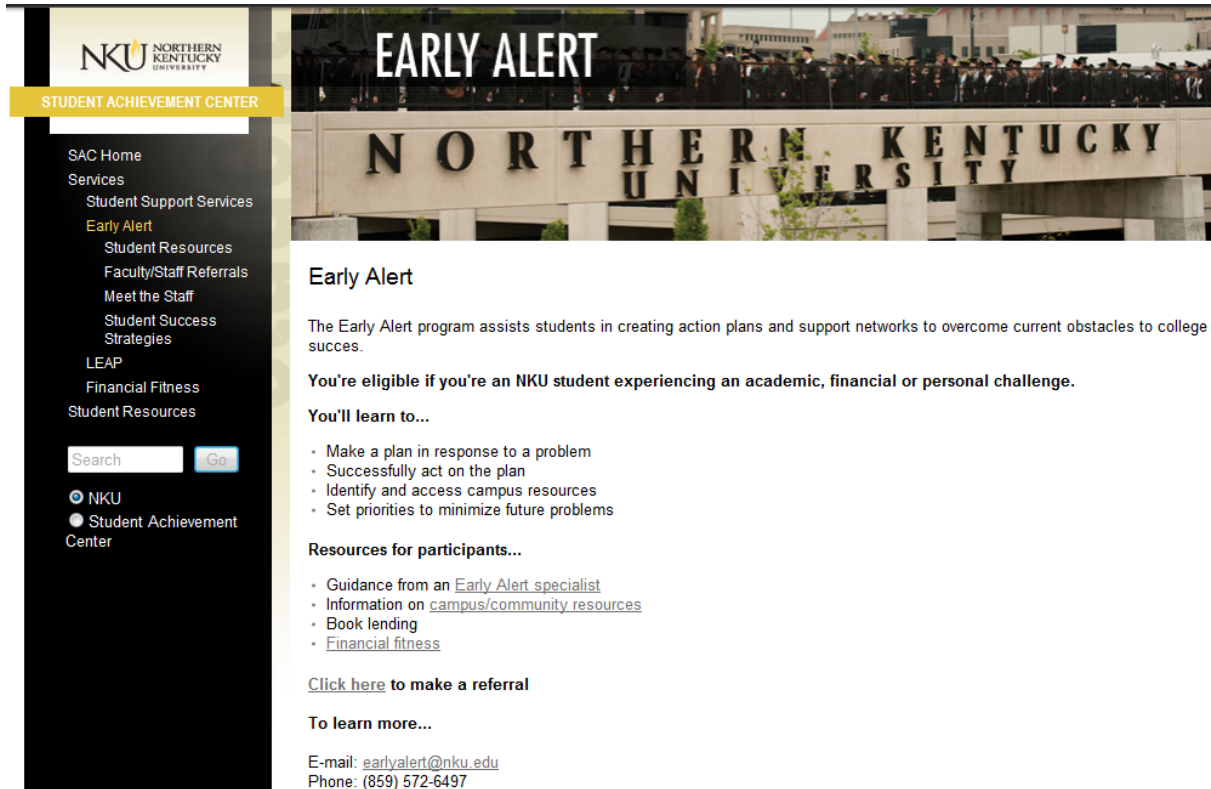
Early Referral

Perform this procedure to report a student who may need assistance to achieve scholastic success. Early Referral assists students in creating action plans and support networks to overcome current obstacles to college success.

1. Click Early Referral.
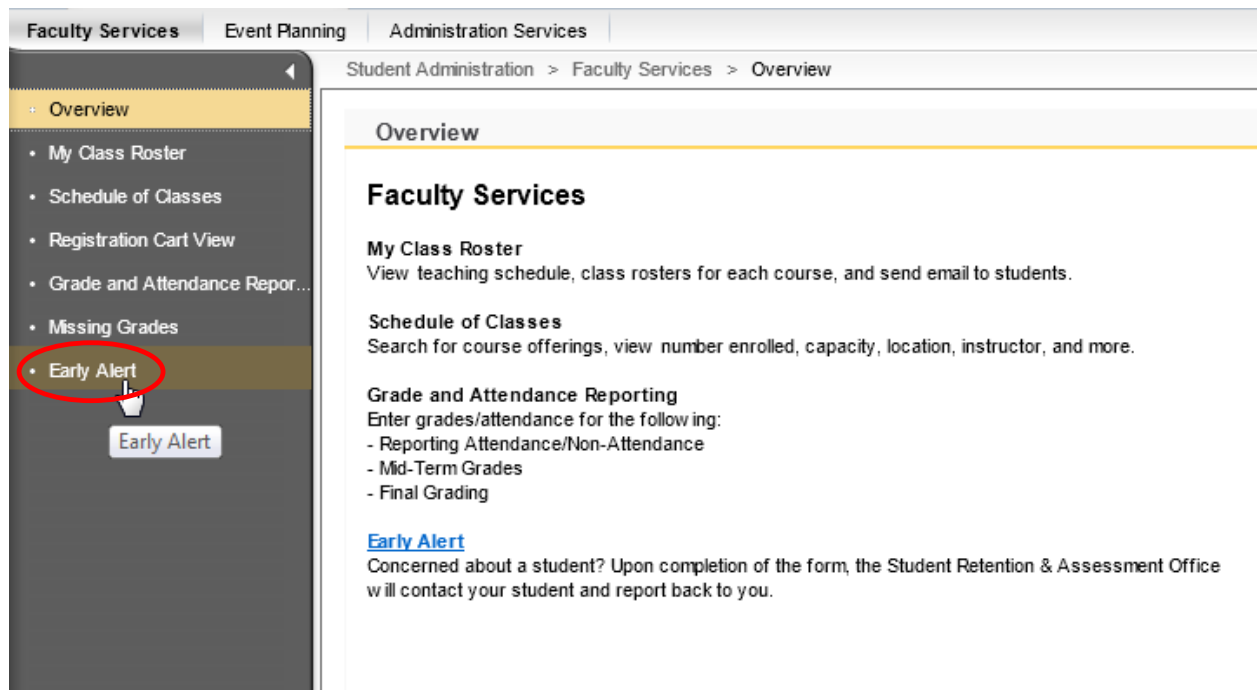
Note: You will be directed to the Student Achievement Center's Web page regarding the Early Alert program.