



Student Administration Tab Administration Services



NORTHERN KENTUCKY UNIVERSITY

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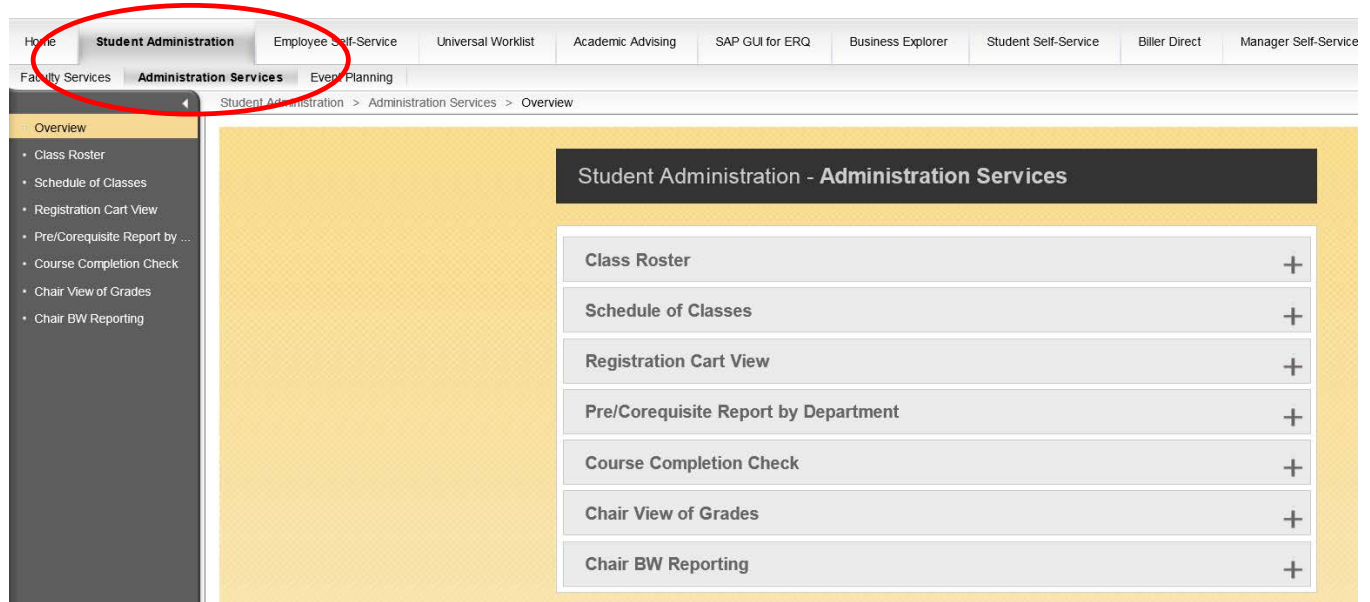
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Student Administration tab

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.

Administration Services Subtab

Administration Services include class rosters for each course, schedule of classes, registration cart view, pre/corequisite report by department, course completion check, Chair View of Grades report, and Chair BW Reporting. Early Referral can also be accessed via the Faculty Services subtab.



Class Roster

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

1. Log into <http://myнку.nku.edu> using your NKU username and password.
2. Select the Student Administration tab.
3. Select the Administration Services sub-tab.
4. Click Class Roster.

Home Compensation Management SAP GUI for ERQ **Student Administration** Emp

Faculty Services Event Planning **Administration Services**

Student Administration > Administration Services > Class Roster

Class Roster

Faculty Courses

Academic Period *: 2012-2013 Fall

SubSession: All SubSessions

Faculty Personal ID:

OR

Faculty NKU Username:

OR

Course:

View: [Standard View]

Academic Org.	Course	Section

5. Select the Academic Period.
6. Select the SubSession.
7. Enter Faculty Personal ID –or- Faculty NKU User name –or- Course.
8. Click Go.

Class Roster

Faculty Courses

Academic Period *: 2012-2013 Fall

SubSession: Full Session : 08/20/2012 - 12/16/2012

Faculty Personal ID:

OR

Faculty NKU Username:

OR

Course: UNV 101

1. Select the course/section (student list is displayed at the bottom of the screen).

Class Roster

Faculty Courses

Academic Period *: 2012-2013 Fall
 SubSession: Full Session : 08/20/2012 - 12/16/2012
 Faculty Personal ID: GO
 OR
 Faculty NKU Username: GO
 OR
 Course: UNV 101 GO

50 records found

View: [Standard View] [Filter Settings](#)

Academic Org.	Course	Section	Section Title	Booked	Opt	Max	Room Cap	Hours	Start Date	End Date	Days	Start Time
Academic Orientation	UNV 101	Section 038	Orientation to College and Beyond	3	15	15	35	3.00000	08/21/2012	12/06/2012	TR	01:40:00 PM
Academic Orientation	UNV 101	Section 002	Orientation to College and Beyond	14	15	15	26	3.00000	08/20/2012	12/07/2012	MWF	09:00:00 AM
Academic Orientation	UNV 101	Section 003	Orientation to College and Beyond	15	15	15	40	3.00000	08/20/2012	12/07/2012	MWF	09:00:00 AM
Academic Orientation	UNV 101	Section 007	Orientation to College and Beyond	15	15	15	35	3.00000	08/20/2012	12/07/2012	MWF	10:00:00 AM
Academic Orientation	UNV 101	Section 105L	Orientation to College and Beyond	11	24	24	35	3.00000	08/20/2012	12/07/2012	MWF	10:00:00 AM
Academic Orientation	UNV 101	Section 015	Orientation to College and Beyond	14	15	15	35	3.00000	08/20/2012	12/07/2012	MWF	01:00:00 PM
Academic Orientation	UNV 101	Section 115L	Orientation to College and Beyond	12	22	22	45	3.00000	08/21/2012	12/06/2012	TR	10:50:00 AM

2. Select the Academic Period.
3. Select the SubSession.
4. Click Search.

My Class Roster

Faculty Courses

Academic Period: * 2012-2013 Fall
 SubSession: Full Session : 08/20/2012 - 12/16/2012

View: [Standard View]

Academic Org.	Course	Section	Section Title	Booked	Opt	Max	Room Cap

9. Select the course/section (student list is displayed at the bottom of the screen).

Class Roster

Faculty Courses

Academic Period #: 2012-2013 Fall
 SubSession: Full Session : 08/20/2012 - 12/16/2012
 Faculty Personal ID: GO
 OR
 Faculty NKU Username: GO
 OR
 Course: UNV 101 GO

50 records found

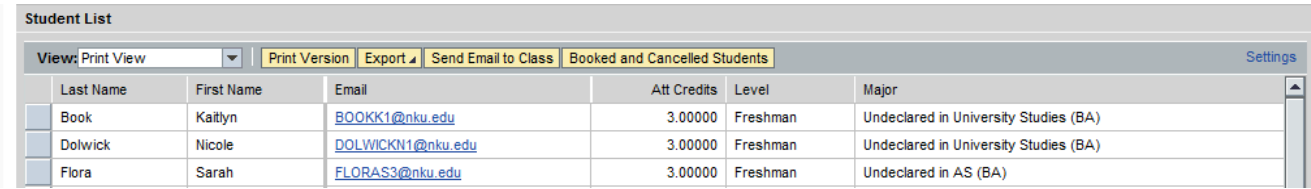
View: [Standard View] Print Version Export

Academic Org.	Course	Section	Section Title	Booked	Opt	Max	Room Cap	Hours	Start Date	End Date	Days	Start Time
Academic Orientation	UNV 101	Section 038	Orientation to College and Beyond	3	15	15	35	3.00000	08/21/2012	12/06/2012	TR	01:40:00 PM
Academic Orientation	UNV 101	Section 002	Orientation to College and Beyond	14	15	15	26	3.00000	08/20/2012	12/07/2012	MWF	09:00:00 AM
Academic Orientation	UNV 101	Section 003	Orientation to College and Beyond	15	15	15	40	3.00000	08/20/2012	12/07/2012	MWF	09:00:00 AM
Academic Orientation	UNV 101	Section 007	Orientation to College and Beyond	15	15	15	35	3.00000	08/20/2012	12/07/2012	MWF	10:00:00 AM
Academic Orientation	UNV 101	Section 105L	Orientation to College and Beyond	11	24	24	35	3.00000	08/20/2012	12/07/2012	MWF	10:00:00 AM
Academic Orientation	UNV 101	Section 015	Orientation to College and Beyond	14	15	15	35	3.00000	08/20/2012	12/07/2012	MWF	01:00:00 PM
Academic Orientation	UNV 101	Section 115L	Orientation to College and Beyond	12	22	22	45	3.00000	08/21/2012	12/06/2012	TR	10:50:00 AM
Academic Orientation	UNV 101	Section 113L	Orientation to College and Beyond	22	22	22	26	3.00000	08/20/2012	12/07/2012	MWF	11:00:00 AM
Academic Orientation	UNV 101	Section 011	Orientation to College and Beyond	15	15	15	32	3.00000	08/20/2012	12/07/2012	MWF	11:00:00 AM

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 2 nd 8 week classes)
End Date	Course end date (this is how you identify 1 st 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

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



The screenshot shows a web interface titled "Student List". At the top, there is a "View: Print View" dropdown menu and several buttons: "Print Version", "Export", "Send Email to Class", and "Booked and Cancelled Students". A "Settings" link is located on the far right. Below the buttons is a table with the following columns: Last Name, First Name, Email, Att Credits, Level, and Major. The table contains three rows of student data.

Last Name	First Name	Email	Att Credits	Level	Major
Book	Kaitlyn	BOOKK1@nku.edu	3.00000	Freshman	Undeclared in University Studies (BA)
Dolwick	Nicole	DOLWICKN1@nku.edu	3.00000	Freshman	Undeclared in University Studies (BA)
Flora	Sarah	FLORAS3@nku.edu	3.00000	Freshman	Undeclared in AS (BA)

Print Version

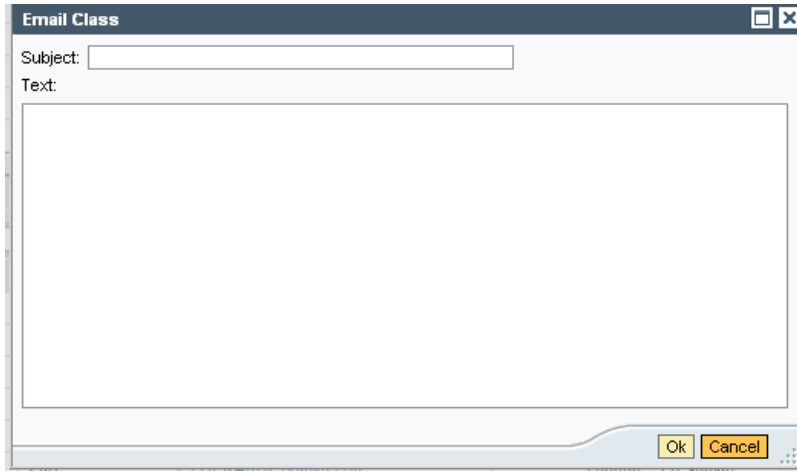
Displays the results in .pdf format

Export

Exports the results 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



The screenshot shows a dialog box titled "Email Class". It has a "Subject:" label followed by a text input field. Below that is a "Text:" label followed by a large text area for composing the message. At the bottom right of the dialog box, there are "Ok" and "Cancel" buttons.

Booked and Cancelled Students

Displays all booked and cancelled students for the class.

Schedule of Classes

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

1. Log into <http://myнку.nku.edu> using your NKU username and password.
2. Select the Student Administration tab.
3. Select the Administration Services sub-tab.
4. Click Schedule of Classes.

5. Select the Academic Period.
6. Select the SubSession.
7. 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	
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.

8. Click Search.

Schedule of Classes

Search

Academic Period: * 2012-2013 Fall Academic Org.:

SubSession: Full Session : 08/20/2012 - 12/16/2012

Course: UNV 101 Section:

Location: Highland Heights Campus Delivery Mode: 49 records found

View: Print View Filter Settings

Academic Org.	Course	Section	Section Title	Booked	Reg. Cart	Opt	Max	Room Cap	Days	Start Time	End Time	Room
Academic Orientation	UNV 101	Section 038	Orientation to College and Beyond	3	1	15	15	35	TR	01:40:00 PM	02:55:00 PM	FH 315
Academic Orientation	UNV 101	Section 002	Orientation to College and Beyond	14	1	15	15	26	MWF	09:00:00 AM	09:50:00 AM	GH 260
Academic Orientation	UNV 101	Section 003	Orientation to College and Beyond			15	15	40	MWF	09:00:00 AM	09:50:00 AM	FH 501
Academic Orientation	UNV 101	Section 007	Orientation to College and Beyond			15	15	35	MWF	10:00:00 AM	10:50:00 AM	FH 302
Academic Orientation	UNV 101	Section 105L	Orientation to College and Beyond			24	24	35	MWF	10:00:00 AM	10:50:00 AM	GH 230
Academic Orientation	UNV 101	Section 015	Orientation to College and Beyond			15	15	35	MWF	01:00:00 PM	01:50:00 PM	FH 302

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

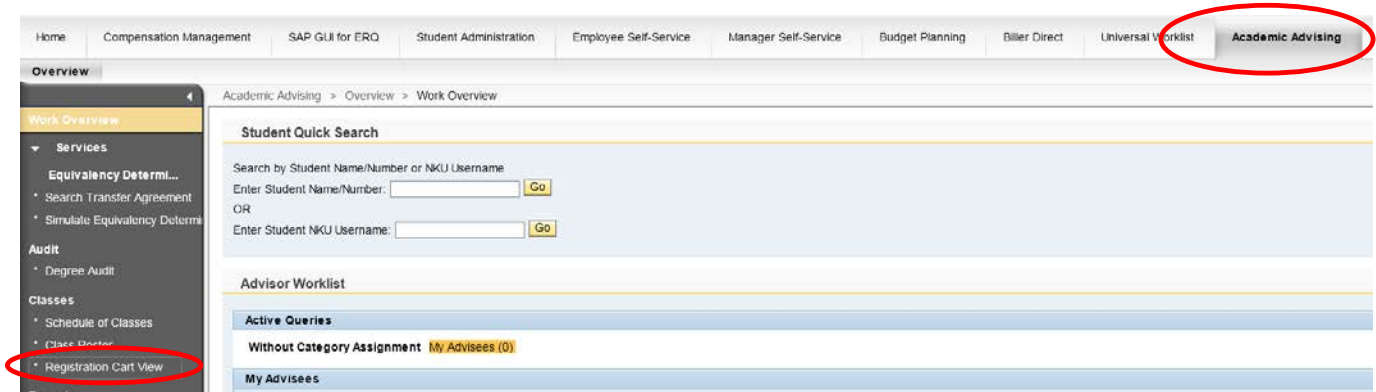
Registration Cart View

Perform this procedure when you want 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. Log into <http://myнку.nku.edu> using your NKU username and password.
2. Select the Academic Advising tab.
3. Click Registration Cart View.



4. Input the following information:

Registration Cart View

Registration Cart Report

Academic Session:

SubSession:

Course:

Section:

Student Number:

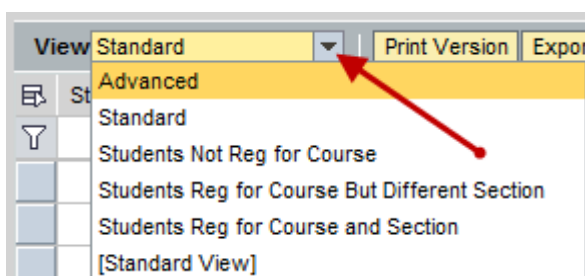
Field	Description
<p>Academic Session: <input type="text" value="2011-2012 Fall"/></p>	Select academic semester from the drop-down; defaults to current
<p>SubSession: <input type="text" value="All SubSessions"/></p> <p style="margin-left: 20px;">Full Session : 08/22/2011 - 12/18/2011</p> <p style="margin-left: 20px;">Fall First: 08/22/2011 - 10/15/2011</p> <p style="margin-left: 20px;">Fall Second: 10/19/2011 - 12/16/2011</p>	Select sub-session from the drop-down; if no selection is made, cart entries will display for all sub-sessions
<p>Course: <input type="text" value="UNV 101"/></p>	Type course and press Enter Ex. UNV 101 <i>OR</i> Type a course prefix (UNV), click the selection button <input type="button" value="OK"/> , and press Enter
<p>Section: <input type="text" value="All Sections"/></p> <p style="margin-left: 20px;">Section 001</p> <p style="margin-left: 20px;">Section 002</p>	Section selection is optional. Once course selection is entered, if the course is offered in selected term, section drop-down will populate
<p>Student Number: <input type="text" value="NORSE, NE"/></p>	Type student number and press Enter EX. 9999999999 <i>OR</i> Search by a student's name, click the selection button <input type="button" value="OK"/> , select a student, and click OK <input type="button" value="OK"/> Ex. LAST NAME, FIRST NAME <i>OR</i> Search for all students by leaving this field blank

- Click Display Registration Cart.

The screenshot shows the 'Registration Cart View' interface. It includes a 'Registration Cart Report' section with the following fields: Academic Session (2012-2013 Fall), SubSession (All SubSessions), Course (UNV 101), and Section. A 'Student Number' field is also present. The 'Display Registration Cart' button is highlighted with a red circle.

Results Table

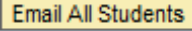
The default view (Standard) displays all students who have any section of the specified course in their cart. Use the drop-down menu to toggle between views.



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

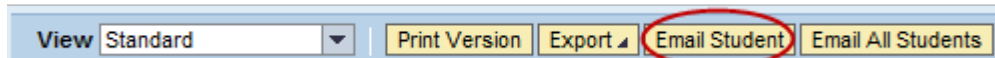
The Registration Cart application allows users to contact students via email. Users can email a single student, or every student with the course in their cart. Users are not required to have an email client open to use this functionality.

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

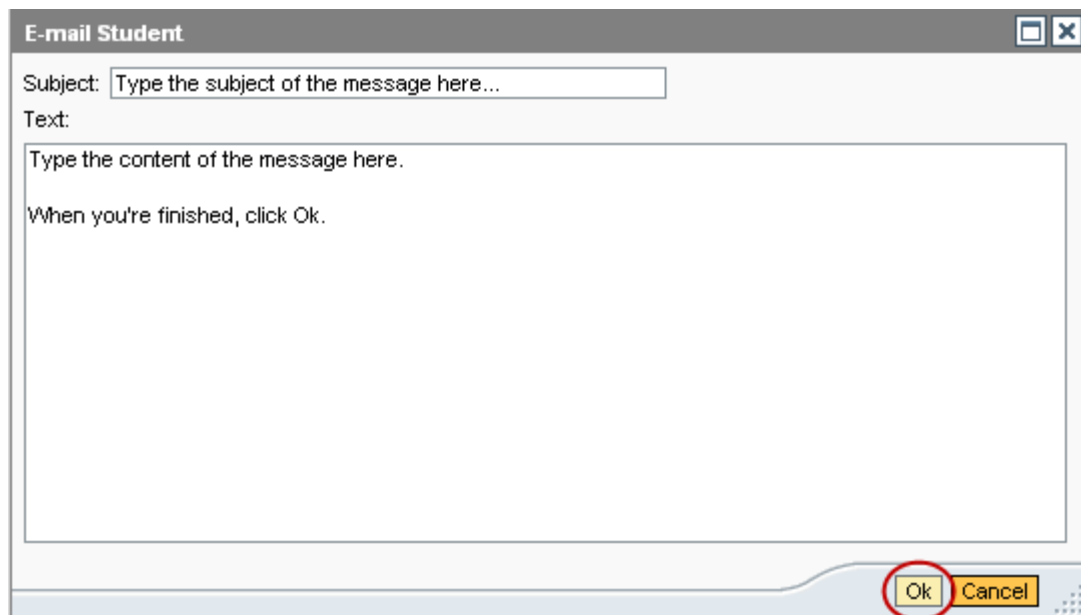
2. *OR* Highlight the row containing the appropriate student

Student ID	Last Name	First Name
100181166	Mouse	Minnie

3. Click **Email Student**



Type a message, and click **Ok**.



E-mail Student

Subject:

Text:

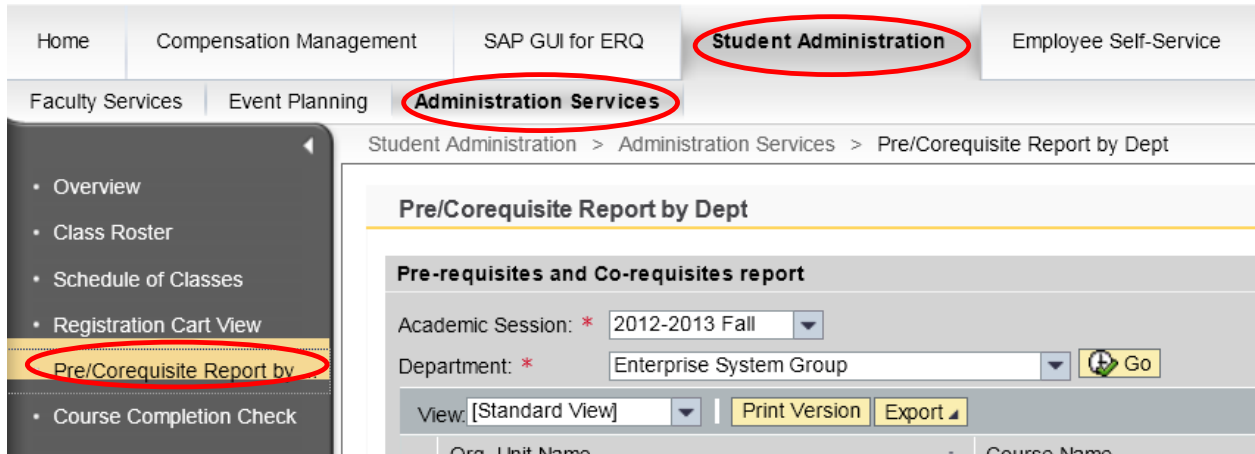
When you're finished, click Ok.

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.

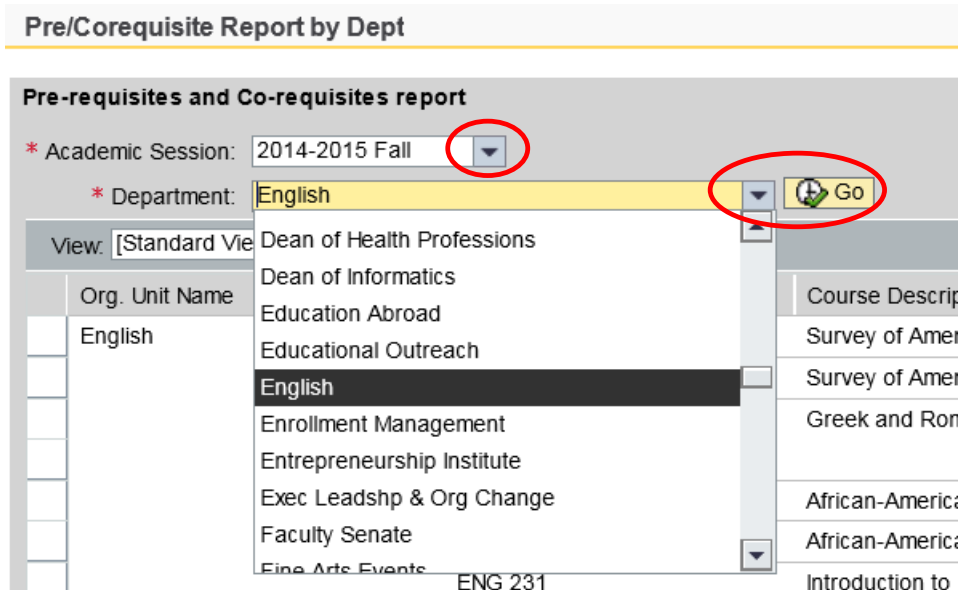
Pre/Corequisite Report by Dept

Perform this procedure when you need to search for pre/co-requisites for a specific department and course.

1. Log into myNKU.
2. Select the Student Administration tab.
3. Select the Administration Services sub-tab.
4. Click Pre/Corequisite Report by Dept.



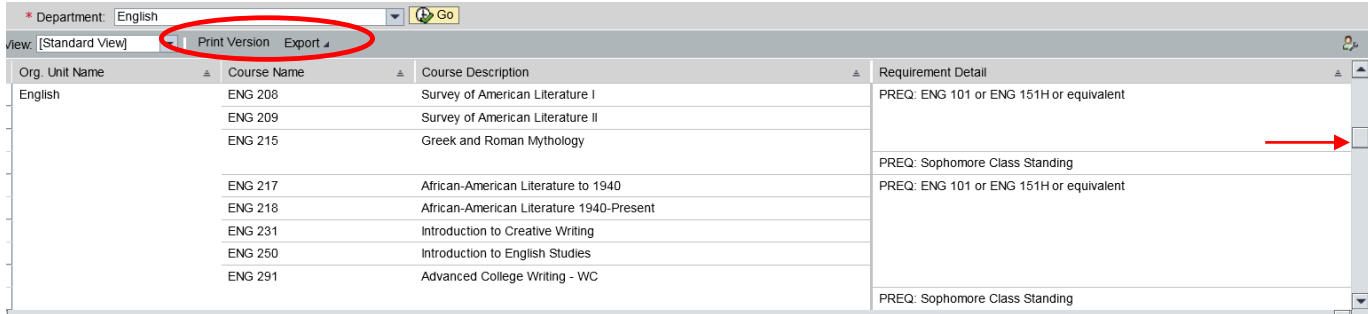
5. Select the Academic Session.
6. Select Department.
7. Click Go.



8. The results are reflected in the grid below

- Use the scrollbar to see more courses offered by the specific department

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



Org. Unit Name	Course Name	Course Description	Requirement Detail
English	ENG 208	Survey of American Literature I	PREQ: ENG 101 or ENG 151H or equivalent
	ENG 209	Survey of American Literature II	
	ENG 215	Greek and Roman Mythology	
	ENG 217	African-American Literature to 1940	PREQ: Sophomore Class Standing
	ENG 218	African-American Literature 1940-Present	PREQ: ENG 101 or ENG 151H or equivalent
	ENG 231	Introduction to Creative Writing	
	ENG 250	Introduction to English Studies	
	ENG 291	Advanced College Writing - WC	PREQ: Sophomore Class Standing

Course Completion Check

Perform this procedure to see if students registered for a course have completed the corresponding pre and/or co-requisites.

1. Log into myNKU.
2. Select the Student Administration tab.
3. Select the Administration Services sub-tab.
4. Select Course Completion Check.

The screenshot shows the NKU Student Administration interface. The 'Student Administration' tab is selected, and the 'Administration Services' sub-tab is active. The 'Course Completion Check' option is highlighted in the left sidebar. The main content area shows the 'Course Completion Check' page. The 'Enrolled in Course' section has a dropdown for 'Academic Period' set to '2012-2013 Fall' and an empty 'Course Name' field. Below that is the 'Course completion to check' section with an empty 'Course Name' field, 'Add Course', 'Delete Course', and 'Refresh' buttons, and a table with columns for 'Object ID', 'Object abbr.', and 'Name'. A 'Get Result' button is at the bottom.

5. Select the Academic Period.
6. Enter the Course Name (course prefix and number) for the currently enrolled course.
7. Enter the Course Name (course prefix and number) for the course completion to check the pre/co-requisite.
8. Click Add Course for the course to be added to the grid.
9. Click Get Result.

Course Completion Check

Enrolled in Course
 Academic Period: * 2012-2013 Fall Course Name: *

Course completion to check
 Course Name: * **Add Course** **Delete Course** **Refresh**

Object ID	Object abbr.	Name
Must add at least one module		
Get Result		

Enter pre and/or co-requisite course here

Enter currently enrolled course here

Note: If there is more than one requisite, type additional course(s) in the Course Name field, click Add Course, then click Get Result

Enrolled in Course
 Academic Period: * 2012-2013 Fall Course Name: * pad 603

Course completion to check
 Course Name: * pad 616 **Add Course** **Delete Course** **Refresh**

Object ID	Object abbr.	Name
70004474	PAD 615	Research Methods Public Administration
70004475	PAD 616	Quantitative Skill/Analysis Public Admin
Get Result		

10. The results will be reflected in the grid below.

Note: Click Print Version for a .pdf to be generated, click Export to export results into an excel spreadsheet.

Course Name: * ALL **Send E-mail**

View: [Standard View] **Print Version** **Export**

Have not Taken	Email Address	Last name	First name	Middle name	Student Number
PAD 615					1000

Chair View of Grades

Perform this procedure when any grading window is open in order to view grades entered or view missing grades by your assigned department, by faculty member, or by course.

1. Log into myNKU.
2. Select the Student Administration tab.
3. Select the Administration Services sub-tab.
4. Click Chair View of Grades.

The screenshot displays the myNKU web application interface. At the top, there is a navigation bar with tabs: Home, Student Administration, Employee Self-Service, Universal Worklist, Academic Advising, SAP GUI for ERQ, and Business Explorer. Below this, a secondary navigation bar includes Faculty Services, Administration Services, and Event Planning. The 'Administration Services' tab is selected, and a dropdown menu is open, showing various options. The 'Chair View of Grades' option is highlighted and circled in red. The main content area is titled 'Chair View of Grades' and contains a 'Grade Report' form. The form has the following fields and options:

- Department/College: IT-Academic Technology Group (dropdown)
- Academic Session: 2014-2015 Fall (dropdown)
- Grading Type: Final Grading (dropdown)
- Appraisal Status: All (dropdown)
- Selection Options:
 - Faculty Personnel ID:
 - Faculty NKU Username:
 - Course:
- Buttons: 'Get Result By Org. Unit' and 'Get Result'.

5. Enter the Academic Year and Session.
6. Select Grading Type.
7. Select Appraisal Status.
8. Select how the information is displayed – by Faculty Personnel ID, Faculty Username, Course, or click Get Results by Org. Unit to display grades for your entire unit.

The screenshot shows the 'Grade Report' form with the following fields:

- Department/College: Communication
- Academic Session: 2012-2013 Spring
- Grading Type: Final Grading
- Appraisal Status: All

There is a 'Get Result By Org. Unit' button. Below these fields is a 'Selection Options' box with three radio buttons:

- Faculty Personnel ID:
- Faculty NKU Username:
- Course:

Under the 'Course' option, there is a text input field and a 'Get Result' button.

- If searching for a specific Course that has multiple entries, an error message will reflect there are multiple entries.
 - Click the match code.

[Multiple entries found for this search.](#)

This screenshot is similar to the previous one, but the 'Course' radio button in the 'Selection Options' box is selected and circled in red. The text 'cmst101' is entered in the course search field, and the 'Get Result' button is also circled in red.

- Select the appropriate course and click OK.

The screenshot shows a dialog box titled 'ZCM_DEP_GRADE2 [Web Dynpro for ABAP]' with a table of courses. The second row is highlighted in yellow and circled in red.

Course ID	Course	Course Desc.
70006115	CMST101	Public Speaking - OC
70006116	CMST101H	Honors Prin of Speech Communic...

At the bottom right of the dialog box, there are 'OK' and 'Cancel' buttons, with the 'OK' button circled in red.

9. Select the appropriate Course if searching by Org. Unit **or** select the appropriate Section if searching by Faculty Personnel ID, Faculty Username or Course.

View: [Standard View] Print Version Export Email Instructor Display All Students Not Graded Graded						
Not Completed	Instructor Name	Course	Section	Section Title	Semester	
X	[Redacted]	POP 205	Section 002	Introduction to Popular Culture - AH	2012-2013 Spring	
	[Redacted]	POP 205	Section 003	Introduction to Popular Culture - AH	2012-2013 Spring	
X	[Redacted]	POP 205	Section 004	Introduction to Popular Culture - AH	2012-2013 Spring	
X	[Redacted]	POP 205	Section 005	Introduction to Popular Culture - AH	2012-2013 Spring	
X	[Redacted]	POP 250	Section 001	International Popular Culture - AH	2012-2013 Spring	
X	[Redacted]	POP 250	Section 002	International Popular Culture - AH	2012-2013 Spring	
X	[Redacted]	POP 394	Section 001	Marx Brothers	2012-2013 Spring	
X	[Redacted]	PRE 375	Section 001	Principles of Public Relations	2012-2013 Spring First	

Screenshot reflects results grid when searching by Org. Unit

View: [Standard View] Print Version Export Email Instructor Display All Students Not Graded Graded						
Grading Type	Not Completed	Instructor Name	Course	Section	Section Title	Semester
Final Grading	X	[Redacted]	CMST101H	Section 001	Honors Prin of Speech Communication	2012-2013 Spring
Final Grading	X	[Redacted]	CMST101H	Section 002	Honors Prin of Speech Communication	2012-2013 Spring

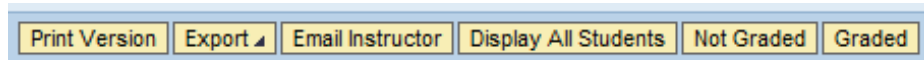
Screenshot reflects results grid with searching by Course

- If more than one instructor is assigned to the course section, both instructors will appear.

Final Grading	X	[Redacted]	EMB 140	Section 001	Introduction to Media Aesthetics	2012-2013 Spring
Final Grading	X	[Redacted]	EMB 140	Section 001	Introduction to Media Aesthetics	2012-2013 Spring

Notes: There is only one view available, the Standard View. Additionally, the semester in the results grid reflects both the year and semester/sub-session.

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



Print Version

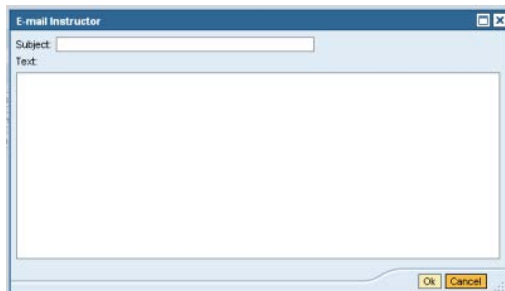
Displays the results in .pdf format

Export

Exports the results to Microsoft Excel

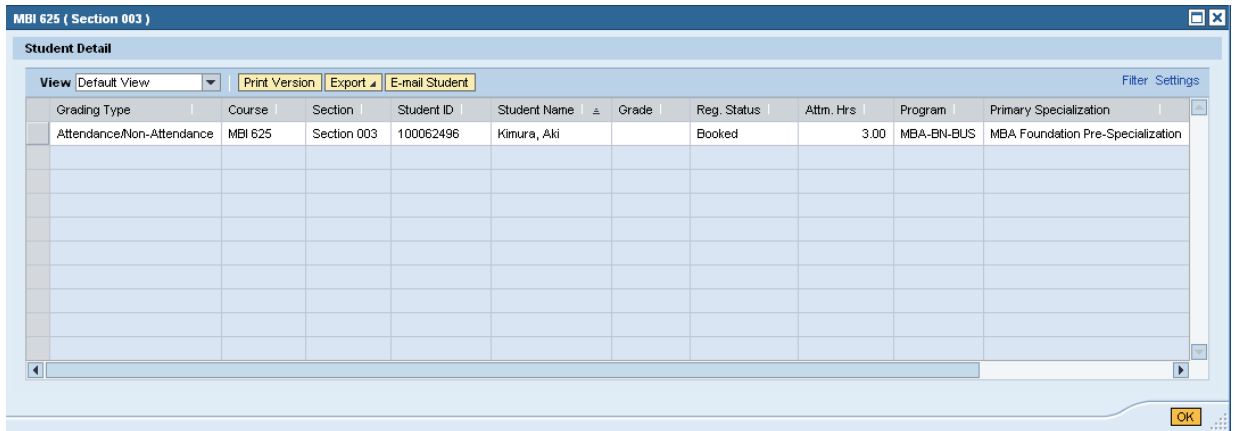
Email Instructor

A dialog box opens which will send an e-mail to the instructor of that course. No attachments can be added.



Display All Students

Displays a grid of all students in selected class (opens a new Student Detail window).

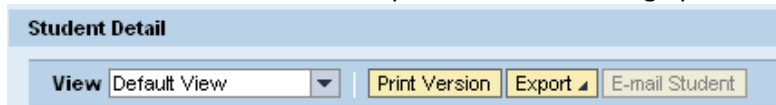


The screenshot shows a window titled "MBI 625 (Section 003)" with a "Student Detail" header. Below the header is a toolbar with a "View" dropdown set to "Default View", and buttons for "Print Version", "Export", and "E-mail Student". To the right of the toolbar is a "Filter Settings" link. The main area contains a table with the following columns and one data row:

Grading Type	Course	Section	Student ID	Student Name	Grade	Reg. Status	Attrm. Hrs	Program	Primary Specialization
Attendance/Non-Attendance	MBI 625	Section 003	100062496	Kimura, Aki		Booked	3.00	MBA-BN-BUS	MBA Foundation Pre-Specialization

At the bottom right of the window is an "OK" button.

The Student Detail window also provides the following options:



Print Version: displays results in .pdf format

Export: Exports the results to Microsoft Excel

E-mail Students: Email selected student. This feature is not available for final grades.

Not Graded

Displays only students that were not graded in selected class

Graded

Displays only students that were graded in selected class