PeopleSoft 9.0
Faculty User Guide
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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

- 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

FERPA Restrictions

Record and access to 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.

A federal law, the Family Educational Rights and Privacy Act of 1974 (also known as FERPA), and the Buckley Amendment as amended, affords students certain rights concerning their education records, directory data, and other information contained in student files. The University maintains confidentiality to prevent improper disclosure of personally identifiable information from the records.

For the sake of confidentiality and to prevent student educational information from being released without consent, students are advised to contact the Office of the Registrar for guidelines.

U.S. Department of Education Family Educational Rights and Privacy Act (FERPA)
Student Center Tab

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

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

- 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.

- Click the for the semester you wish to view, then click the button.
- For example, if you selected Spring 2004 for the above student, it would display only her Spring 2004 grades. (Shown below)
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 Academic Institution should be “Bowie State University.”
- The Report Type should be “Unofficial Transcript.”
- Click the button to process the request.
- The 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.
General Info Tab

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

- 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.

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

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

- 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

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

- 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 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.

- 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)

- Click the “Process Monitor” link at the top right of the screen. Click the 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

- Click the icon next to the course you wish to enter Mid-Term Grades for.
Mid-Term Grades (cont’d)

- 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)

- 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 button to save the Final Grades for graduating students. 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 Non-Graduating Students

To enter Final Grades for Non-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 Non-Graduating Students (cont’d)

- 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 above the roster, then click 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)

- Click on the section number to see the Class Detail.
- The 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)
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)
Method 2:

Home > Curriculum Management > Course Catalog > Course Catalog Search

- 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)