

Academic Self Service Quick Guide

Campus Solutions is the name given to the new Student System. It is accessed via any web browser. The academic interface has been designed to be relatively simple and this document describes some of the functionality available to you. *If you require more advanced access or problems accessing the system then contact your School administrator.*

Logging On

Navigate to Campus Solutions: <http://www.studentnet.manchester.ac.uk/selfservice/returning/> and click on the **Student System** link.

Login Id: Your staff number (either obtained from your pay slip, staff card or by contacting your programme administrator).

Password: Your DoB in the format of ddmmyyyy.

PeopleSoft 8 Sign-in - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://studentadmin.manchester.ac.uk/psp/CS89PROD/?cmd=login> Go Links

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In the interests of performance and efficiency, this website supports the Western European Character Set (ISO 8859/1)

User ID:

Password:

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Navigate: Self Service->Faculty Center

Self Service

Main Menu >

Self Service

Navigate to your self service information and activities.

- Faculty Center**
Use the Faculty center to manage all your class, student and advisee related activities.
[Home page.](#)
- Gradebook**
Create assignments and due dates, enter grades for assignments and submit mid-term and final grades.
[Viewing/Recording assessment information.](#)
[View/Edit your personal contact details.](#)
- Class Search/Browse Catalog**
Use search criteria to find a class or browse the course catalog.
[Details of all course units offered across the University.](#)
- Campus Personal Information**
Maintain your personal information and review holds and to dos pending to your record.
 - [Addresses](#)
 - [Names](#)
 - [Phone Numbers](#)
 - [5 More...](#)

The Faculty Center

Faculty Center

Select Term:

Show all classes Only classes with enrollment View My Weekly Schedule [To view teaching schedule as a timetable](#)

[Any WebCT enabled course](#)

My Teaching Schedule > 2006/7 Academic Year > The University of Manchester

Class	Class Name	Days and Time	Location	Class Dates	Enrolled	Find			
ECON 10002-LEC1 LEC 2186	An Introduction to Development (Lecture)	F 15:00 - 17:00	TBA	Jan 29, 2007 - May 16, 2007	157				
ECON 10011-LEC1 LEC 2169	Studying Economics (Lecture)	M 11:00 - 13:00	OLD lecture th, Dover Street	Sep 25, 2006 - Dec 13, 2006	62				

If the course unit has been configured to record assessment marks this information can be accessed here.

To obtain a class list and e-mail your students.

To obtain an attendance sheet. If you have problems accessing this functionality, either attendance sheets have not been created by the School or attendance recording is not being utilised in the system.

View a class list with photos

To see who is in a class, along with a photo:

Navigate: Faculty Center -> Class Roster

The screenshot shows the Faculty Center page for the 2006/7 Academic Year. The 'Class Roster' link is selected. The table below lists classes with columns for Class, Class Name, Days and Time, Location, Class Dates, and Enrolled. A red arrow points to the 'Find' icon in the table header.

Class	Class Name	Days and Time	Location	Class Dates	Enrolled	Find		
AMER 10211-LEC1 LEC 8654	Introduction to American Histo (Lecture)	M 12:00 - 13:00 Tu 12:00 - 13:00	TBA TBA	Sep 18, 2006- Jan 26, 2007	34			
AMER 10211-SEM1 SEM 8656	Introduction to American Histo (Seminar)	F 10:00 - 11:00	TBA	Sep 18, 2006- Jan 26, 2007	11			
AMER 10211-SEM2 SEM 8657	Introduction to American Histo (Seminar)	F 11:00 - 12:00	TBA	Sep 18, 2006- Jan 26, 2007	13			
AMER 10211-SEM3 SEM 8658	Introduction to American Histo (Seminar)	F 12:00 - 13:00	TBA	Sep 18, 2006- Jan 26, 2007	10			
AMER 30772-LEC1 LEC 8669	Cities of Dreadful Delight: Ge (Lecture)	Tu 13:00 - 14:00	TBA	Jan 27, 2007- Jun 8, 2007	5			

To email all students or selected students in a class

Navigate: Faculty Center -> Class Roster

The screenshot shows the Faculty Center page for the 2006/7 Academic Year. The 'Class Roster' link is selected. The table below lists classes with columns for Class, Class Name, Days and Time, Location, Class Dates, and Enrolled. A red arrow points to the 'Find' icon in the table header.

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AMER 10211-SEM2 SEM 8657	Introduction to American Histo (Seminar)	F 11:00 - 12:00	TBA	Sep 18, 2006- Jan 26, 2007	13			
AMER 10211-SEM3 SEM 8658	Introduction to American Histo (Seminar)	F 12:00 - 13:00	TBA	Sep 18, 2006- Jan 26, 2007	10			
AMER 30772-LEC1 LEC 8669	Cities of Dreadful Delight: Ge (Lecture)	Tu 13:00 - 14:00	TBA	Jan 27, 2007- Jun 8, 2007	5			

To email selected students, tick next to the individual students you wish to email, and click 'notify selected students'

The screenshot shows a table of student records. A red arrow points from the top-left corner of the table to the 'NOTIFY SELECTED STUDENTS' button at the bottom. The table contains the following data:

<input type="checkbox"/>	23	7022073	Pye, Joanne	UGRD	20.00	BA(Hons) American Studies - /BA(Hons) American Studies	First Year
<input type="checkbox"/>	24	7034955	Razaq, Neelam	UGRD	20.00	BA(H) Lit St & Drama & His Stu - /BA(H) Lit St & Drama & His Stu	First Year
<input type="checkbox"/>	25	7045665	Sheppard, Ashley	UGRD	20.00	BA(Hons) American Studies - /BA(Hons) American Studies	First Year
<input type="checkbox"/>	26	7030372	Sneddon, Natalie Claire	UGRD	20.00	BA(Hons) American Studies - /BA(Hons) American Studies	First Year
<input type="checkbox"/>	27	7053726	Speirs, Patricia	UGRD	20.00	BA(Hons) American Studies - /BA(Hons) American Studies	First Year
<input type="checkbox"/>	28	7035531	Stichbury, Cassiopeia Astrid	UGRD	20.00	BA(Hons) American Studies - /BA(Hons) American Studies	First Year
<input type="checkbox"/>	29	7055956	Turek, Nicola	UGRD	20.00	BA(Hons) American Studies - /BA(Hons) American Studies	First Year
<input type="checkbox"/>	30	7025232	White, Emily	UGRD	20.00	BA(Hons) American Studies - /BA(Hons) American Studies	First Year
<input checked="" type="checkbox"/>	31	7042193	Winters, Eimer	UGRD	20.00	BA(Hons) American Studies - /BA(Hons) American Studies	First Year
<input type="checkbox"/>	32	5815330	Woodman, Katherine	UGRD	20.00	BA(Hons) American Studies - /BA(Hons) American Studies	First Year
<input checked="" type="checkbox"/>	33	7041347	Wrathall, Christian	UGRD	20.00	BA(Hons) American Studies - /BA(Hons) American Studies	First Year
<input type="checkbox"/>	34	5815193	Wright, Laurian	UGRD	20.00	BA(H) Lit St & Drama & His Stu - /BA(H) Lit St & Drama & His Stu	First Year

Buttons below the table: **NOTIFY SELECTED STUDENTS**, **NOTIFY ENROLLED STUDENTS**, **PRINTER FRIENDLY VERSION**, **CANCEL**.

To email all students in a class, simply click on 'notify enrolled students'

A message box will open – the settings will send a message to your own inbox, with students' addresses in the BCC box (so as not to publicise students' email addresses). Simply type in your message and click on 'send notification'

The screenshot shows the 'Send Notification' form. The 'To' field is filled with 'natalie.a.zacek@manchester.ac.uk'. The 'BCC' field contains a list of student email addresses. The 'Subject' field is filled with '<From the desk of Natalie Zacek>'. The 'Message' field is empty. A green 'SEND NOTIFICATION' button is highlighted at the bottom. The 'CANCEL' button is also visible.

To check attendance for a class

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Home Sign out

Faculty Center

Select Term: 2006/7 Academic Year [change](#)

Show all classes Only classes with enrollment View My Weekly Schedule

[Class Roster](#) [Gradebook](#) [Grade Roster](#) [Learning Management System](#)

My Teaching Schedule > 2006/7 Academic Year > The University of Manchester [Find](#)

Class	Class Name	Days and Time	Location	Class Dates	Enrolled			
AMER 10211-LEC1 LEC 8654	Introduction to American Histo (Lecture)	M 12:00 - 13:00 Tu 12:00 - 13:00	TBA TBA	Sep 18, 2006- Jan 26, 2007	34		60	
AMER 10211-SEM1 SEM 8656	Introduction to American Histo (Seminar)	F 10:00 - 11:00	TBA	Sep 18, 2006- Jan 26, 2007	11		60	
AMER 10211-SEM2	Introduction to American Histo (Seminar)	F 11:00 - 12:00	TBA	Sep 18, 2006- Jan 26, 2007	13			

Click on 'attendance roster' and choose the date of meeting