Faculty Self-Service User Guide

Logging In:

1) Login to Marynet and select Marynet for Faculty. Then select the **Self-Service Home** link from the My MU Plan menu.

2) From the Self-Service Home menu, select the **Faculty** menu option. The other available menu options may vary for each faculty member depending on their roles (for example, advisor role or adjunct role).
3) Under the faculty overview you will see a list of your assigned courses broken down by term. The assigned room location and assigned books will also appear in this menu.

To view the roster, complete the Never Attended Survey, and submit grades for a specific course, click on the corresponding course link.

Viewing Your Roster:

1) The course roster will appear along with the number of remaining seats available, course section details, and the roster of currently registered students. Within Self-Service you have the ability to print or export your roster to Excel (Download CSV), or copy the email addresses (email all option) of each student in order to paste them in an email.
Submitting Attendance Information for the Never Attended Survey:

1) Under the attendance tab you will find a drop down option for each course meeting date on the right. COURSE MEETINGS WILL NOT APPEAR FOR FUTURE MEETING DATES UNTIL ACTUAL DATE ON THE CALENDAR. **NOTE:** Online courses, internships, independent studies, and any other course that does not have a set meeting time will display as having a meeting day of Sunday. This will not appear until the first Sunday after classes have begun.

The attendance feature in Self-Service will replace the Never Attended Survey in Starfish, however it is important that faculty continue to record daily attendance and raise flags in Starfish for advising and intervention purposes.

Each semester, the attendance feature will be activated shortly after the add/drop period ends. Once you receive notification that the attendance feature has been activated, please choose one course meeting (it does not matter which one) and record each student that has attended or participated in the course at least once as “Present”. Please record any student who has never attended or participated in the course at least once as “Absent, no excuse”. **THIS ONLY NEEDS TO BE DONE ONE TIME ON ONE DAY FOR ALL STUDENTS ON YOUR ROSTER. YOU DO NOT NEED TO SUBMIT INFORMATION FOR MULTIPLE DAYS.** Please be sure that this process is completed for all of your courses, including online courses, internships, independent studies, and other experiential learning courses.

- If you have marked a student as absent but they have subsequently started attending, simply switch their status on your chosen date from “Absent” to “Present”.
- If you have recorded your data and a student has registered late, please make sure to go back to your chosen day and mark the new student’s attendance.
- It is suggested that you use the same date to record attendance for all students.
- Starfish will continue to be your primary daily attendance-taking system. Refer to your Starfish record for complete attendance information for your courses. This tool DOES NOT replace tracking attendance in Starfish.
Submitting Grades:

1) The first tab under the grading menu gives an overview of a student’s final and midterm grades. Please select the correct grade type (Final or Midterm) when entering grades.

2) Under the Final or Midterm grade tab, select the grade from the drop down menu. **PLEASE NOTE:** Once a grade has been selected, it cannot be removed. However, the grade may be changed until the Office of the Registrar runs the final grade verification after the grade submission deadline (midterm grades may be updated at any point). Once the grade verification process has been run, the grade will no longer show as a dropdown menu. Grade changes will then need to be submitted using the “Change of Grade” form and signed by the Associate Dean to be changed by the Office of the Registrar.
3) Below is an example of a verified and unverified grade. Grades are verified by the Office of the Registrar regularly during final exam week and close to the grade deadline. If grades are verified while you are posting grades, rosters may partially post during this process. The remaining grades will then post after the next verification process.

Note: Students will not see their final grades in My MU Plan or on their transcripts until the grade verification process is run.

4) To select another course, click the “Back to Courses” link under section details to return to your course overview.

5) Faculty can also switch to the advising menu by clicking on the “Daily Work” menu option and selecting “Advising” or “Advising Overview”
6) Likewise, faculty can switch back to the faculty self-service menus by clicking “Daily Work” and selecting the “Faculty”/”Faculty Overview” option.