

Barry University
Self-Service Faculty Reference Guide



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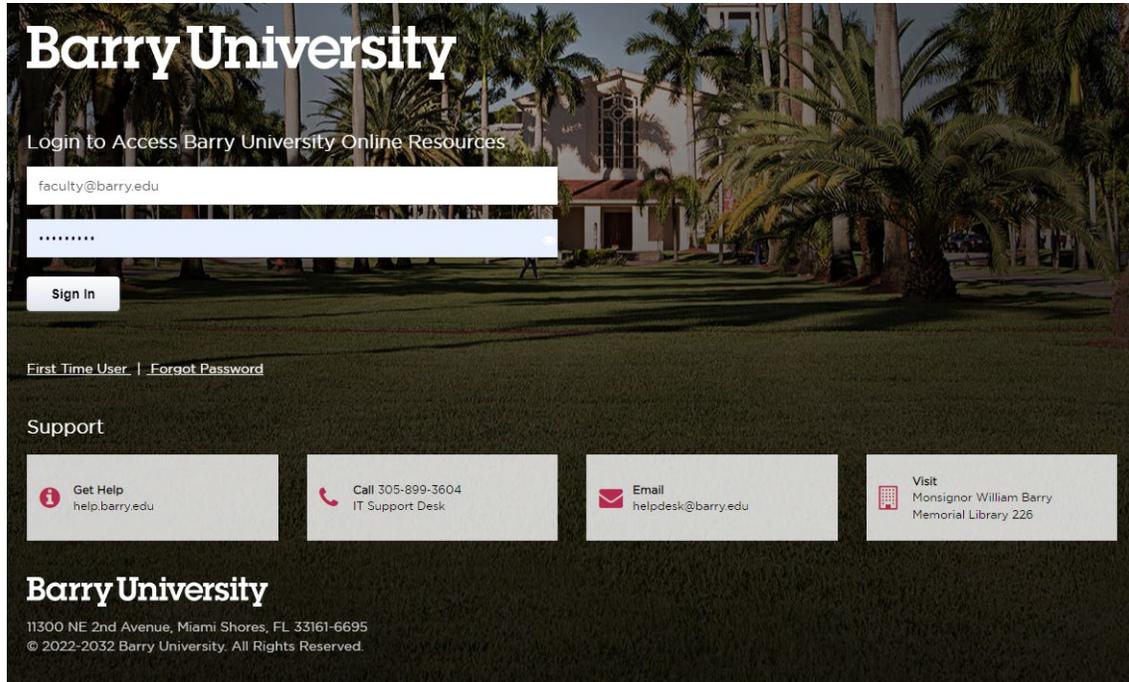
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Welcome to the new Student Self-Service Portal!

As Barry University transitions from WebAdvisor to Self-Service, faculty can utilize the faculty section to stay up to date on course sections, rosters and submit grades. This guide will give faculty an overview of all Self-Service features related to faculty.

Logging In



The screenshot shows the login interface for Barry University's online resources. At the top, the text reads "Login to Access Barry University Online Resources". Below this, there are two input fields: the first contains the email address "faculty@barry.edu" and the second contains a masked password "*****". A "Sign In" button is positioned below the password field. Underneath the button, there are links for "First Time User" and "Forgot Password". A "Support" section follows, featuring four cards with contact information: "Get Help" (help.barry.edu), "Call 305-899-3604 IT Support Desk", "Email helpdesk@barry.edu", and "Visit Monsignor William Barry Memorial Library 226". At the bottom, the Barry University logo is displayed along with the address "11300 NE 2nd Avenue, Miami Shores, FL 33161-6695" and the copyright notice "© 2022-2032 Barry University. All Rights Reserved."

The Self-Service login screen can be found at <https://studentportal.barry.edu/Student/Account/Login>. This will redirect to Barry's quick launch Single Sign On form. To log in, enter your Barry email and password and press "Sign In". It will then redirect back to Self-Service.

Home

Hello, Welcome to Colleague Self-...

Choose a category to get started.

**Advising**
Here you can access your advisees and provide guidance & feedback on their academic planning.

**Faculty**
Here you can view your active classes and submit grades and waivers for students.

**Retention Alert**
Here you can work retention cases or contribute retention information for a student.

After logging in, you will see the home screen. From the home screen, you can access the faculty page by selecting “Faculty” as outlined above. Click Faculty tab to get to “Faculty Overview” to view all active courses assigned to a faculty member.

Faculty Overview

Manage your courses by selecting a section below

Spring Term 2022

Section	Times	Locations	Availability ⓘ	Books	Census Dates
ACC-201-02: FINANCIAL ACCOUNTING	T/Th 9:30 AM - 10:50 AM 1/10/2022 - 5/6/2022	Andreas Hall, 101 Lecture In-Person	31 / 35 / 0		
ACC-201-06: FINANCIAL ACCOUNTING	M/W/F 12:00 PM - 12:50 PM 1/10/2022 - 5/6/2022	Andreas Hall, 101 Lecture In-Person	33 / 35 / 0		

Faculty Overview list all courses assigned to a faculty member that are then filtered by term. It lists all active sections of each course, provides info on each section including time, days of the week, location, and availability. Availability field shows the number of seats Available/Capacity/Waitlist

Section Details

Click the course section link in “Faculty Overview” to navigate to “Sections Details”. Section Details lists more detailed information about the course section.

Section Details

[< Back to Courses](#)

ACC-201-02: FINANCIAL ACCOUNTING

Spring Term 2022
BU - Main Campus

T/Th 9:30 AM - 10:50 AM
1/10/2022 - 5/6/2022
Andreas Hall, 101 Lecture In-Person

Seats Available 31 of 35

[Deadline Dates](#)

Deadline Dates

List deadlines for adding and dropping classes

The screenshot shows a user interface with a navigation bar at the top containing 'Deadline Dates', 'Roster', 'Grading - Main campus only', and 'Waitlist - Law Only'. A red arrow points to the 'Deadline Dates' link. Below the navigation bar is a table with a header 'Student Name' and three rows of student profile icons. A modal window titled 'Deadline Dates' is open, displaying the following information:

ACC-201-02: FINANCIAL ACCOUNTING	
Spring Term 2022	
Last Day to Add	3/10/2022
First Day to Drop	
Last Day to Drop without a Grade	
Last Day to Drop with a Grade	
Close	

Roster

Student Name	Student ID	Class Level	Pass/Audit	Preferred Email
 Demo Four	3372973	Junior		demo.four@mymail.barry.edu
 Demo One	3440699	Sophomore		demo.one@mymail.barry.edu

In the roster tab it lists all students currently register for the class and supplies the student ID, class level and the student’s preferred email. Rosters can be printed, exported to a CSV file or can provide emails of all students. **Email All** will supply you with a list of all students preferred email addresses in a section that you can then use as an email list for communications. If you need to email a student individually, you can click on that student’s preferred email and email them directly. **Print** will take you to a print friendly link to print roster. **Export** will download a csv file of the roster in excel.

ACC-201-02: FINANCIAL ACCOUNTING

Spring Term 2022
BU - Main Ca

T/Th 9:30 AM
1/10/2022 - 1/11/2022
Andreas Hall

Seats Available

Deadline Date

Student Name	Student ID	Class Level
 Demo Four	3372973	Junior
 Demo One	3440699	Sophomore

Demo Four
3372973



BSBA Management

demo.four@mymail.barry.edu
(Barry Email Account)

484-942-3536 **(Cellular Phone)**
484-942-3536 **(Home Phone)**

[View Full Profile](#)

Hover over student name to view student contact info and major. Click “View Full Profile” to view student profile and get detailed information on a student’s major and advisors.

Grading – Main Campus Only

Roster **Grading - Main campus only** Waitlist - Law Only

Overview **Final Grade** Midterm 1

 Please enter missing final grade(s).

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Midterm 1	Class Level	Credits
 Demo Four	3372973						Junior	3

The Grading tab is for Main Campus Only. “Grading Overview” list all submitted grades and attendance for section. Shows name, ID#, if they never attended, last date of attendance, final grade, midterm grade, class level and credits. Notifications prompt faculty when grades need to be submitted for students.

Final Grade

Roster **Grading - Main campus only** Waitlist - Law Only

Overview **Final Grade** Midterm 1

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
 Demo Four	3372973	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	<input type="text" value="Sele"/>	<input type="text" value="M/d/yyyy"/>	Junior	3

All fields in the overview tab can be updated and maintained in the Final Grade and Midterm 1 sub tabs. This is where faculty can enter final grades for all students in a section. This will immediately update the “Overview” tab. Any data entry is immediately written to Colleague.

* Faculty will be prompted for Last Date of Attendance for F grades and Expiration dates for all Incomplete or I grade.

Midterm Grade

The screenshot shows the 'Midterm 1' tab selected in a course management interface. At the top, there are tabs for 'Roster', 'Grading - Main campus only', and 'Waitlist - Law Only'. Below these are sub-tabs for 'Overview', 'Final Grade', and 'Midterm 1'. A blue button labeled 'Midterm Grading Complete' is visible. The main area contains a table with columns: Student Name, Student ID, Never Attended, Last Date of Attendance, Midterm Grade, Class Level, and Credits. A student entry is shown with a profile icon, ID 3372973, an unchecked 'Never Attended' box, a date input field with a placeholder 'M/d/yyyy', a 'Select' dropdown menu, 'Junior' for Class Level, and '3' for Credits.

Midterm 1 tab is where faculty can enter midterm grades for all students in a section. The Never Attended section is only available for the first 2 weeks of a class in the Midterm tab. Once all midterm grades are entered, click “Midterm Grading Complete” to signify midterm grading is complete. This will immediately update the “Overview” tab.

Updating Grades

The screenshot shows the 'Final Grade' tab selected. A dropdown menu titled 'Select Grade' is open, displaying a list of grades: A, A-, B+, B, B-, C+, C, D, 1, 2, 5, AU, B##, B+##, CR, CR*, F, F##, and F**. The background shows the same table structure as the previous screenshot, with a student entry for a 'Sophomore' with '3' credits. The 'Midterm Grade' column has a 'Sele' dropdown menu.

On the Final Grade and Midterm tabs, faculty can enter if a student has never attended, the date of their last attendance, the final or midterm grades, and the expiration date for incomplete grades. Both grading sections show a dropped down menu to select the appropriate grade when the ‘Select Grade’ box is clicked.

Waitlist – Law Campus Only

*The Waitlist tab is for the Law Campus Only. “Waitlisted” shows how many students are currently on waitlist and the max capacity of the waitlist.

Waitlisted 8 of 30

Roster Grading - Main campus only **Waitlist - Law Only**

[✉ Email All](#)

Active Waitlist						
Student Name	Student ID	Date Added	Waitlist Status	Status Date	Class Level	Preferred Email
 Mr. Demo Five	3399146	11/10/2021 5:15:55 PM	Active	11/10/2021		demo.five@law.barry.edu
 Mrs. Demo Six	3438226	11/10/2021 4:04:54 PM	Active	11/10/2021		demo.six@law.barry.edu

The waitlist tab lists all students that have been put in a section’s waiting list and provides information about when a student was added to waitlist, status, and status date. The “Email All” feature can be used to quickly compile a list of emails for all students on the waiting list.