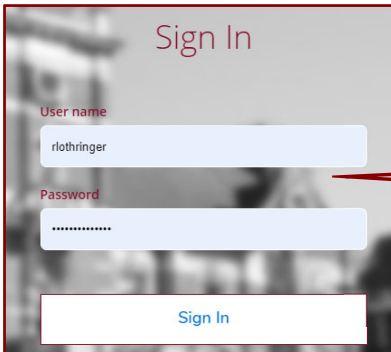


How to Access Self-Service

You can access Self-Service directly either one of two ways:

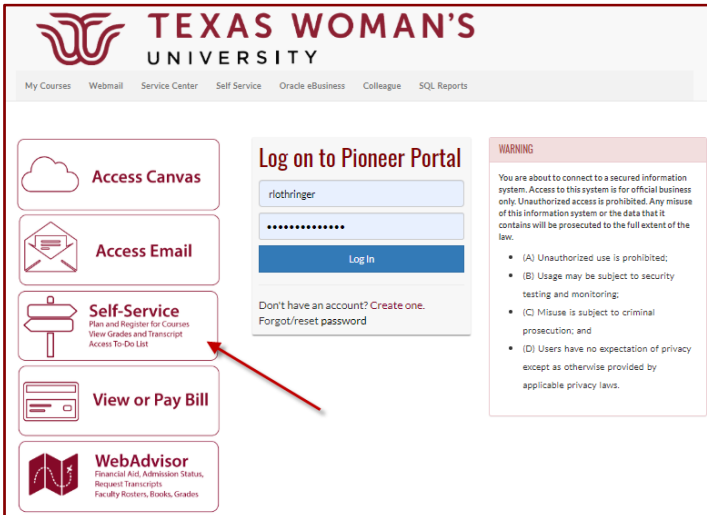
1. Go directly to the Self-Service log-in screen at selfservice.twu.edu:



Use your TWU
Username &
Password to log-in

OR...

2. From the TWU portal landing page (portal.twu.edu), simply click on the **Self-Service** icon, which will then take you to the same log-in screen.
- 3.



Grading

When final grading is open, you will have the ability to enter grades through the grading roster.

To open the grading roster, from the Section Details screen, click on “Grading”, and then click on “Final Grade”:

SPEC-3903-01: CROSS REG

Fall 2019
OFF-CAMPUS

TBD
8/26/2019 - 12/13/2019
TBD

Seats Available 2 of 5

Roster Grading

Overview Final Grade

SPEC-3903-01: CROSS REG

Fall 2019
OFF-CAMPUS

TBD
8/26/2019 - 12/13/2019
TBD

Seats Available 2 of 5

Roster Grading

Overview Final Grade

Chosen/Legal Name	Student ID	Never Attended	Stopped Attending - Last Date of Attendance	Final Grade
[Name]	1240980	<input type="checkbox"/>	M/d/yyyy	Select grade
[Name]	1209900	<input type="checkbox"/>	M/d/yyyy	Select grade
[Name]	1201588	<input type="checkbox"/>	M/d/yyyy	Select grade

- Enter a final grade from the drop-down menu for every student on the roster. When you enter a grade, it is submitted in real time as it is entered. There is no final submit button. You may change grades up until grading closes.
- For students who fail the course due to having **never attended** (or engaged), click the “**Never Attended**” box and enter a grade of “**FN**” (or “**DFN**” for undergraduate developmental courses)
- For students who fail the course due to having **stopped attending** (or stopped engaging), enter the known **last date of attendance** and enter a grade of “**FS**” (or “**DFS**” for undergraduate developmental courses).

Never Attended	Stopped Attending - Last Date of Attendance	Final Grade
<input checked="" type="checkbox"/>	M/d/yyyy	FN Failure - Never Attended
<input type="checkbox"/>	10/01/2019	FS Failure - Stopped Attend
<input type="checkbox"/>	M/d/yyyy	A Excellent