

## How to Access Self-Service

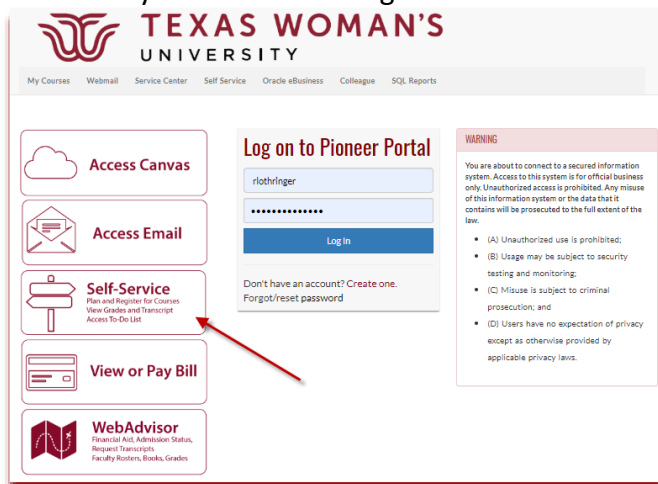
You can access Self-Service directly either one of two ways:

1. Go directly to the self-Service log-in screen at [selfservice.twu.edu](https://selfservice.twu.edu):

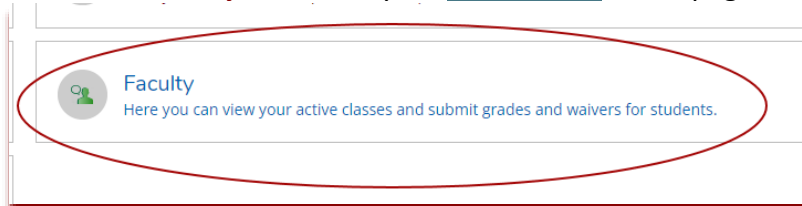


**OR...**

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



3. Select the **Faculty** button on your **Self-Service** home page.



# Grading

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

**Faculty**  
Here you can view your active class roster and submit grades.

TEXAS WOMAN'S UNIVERSITY

rothringer Sign out

Daily Work • Faculty • Faculty Overview

Manage your courses by selecting a section below

Section	Times	Locations
<a href="#">SPEC-1900-01: CROSS REG</a>	TBD 8/26/2019 - 12/13/2019	TBD Lecture
<a href="#">SPEC-1900-02: CROSS REG</a>	TBD 8/26/2019 - 12/13/2019	TBD Lecture
<a href="#">SPEC-1901-01: CROSS REG</a>	TBD 8/26/2019 - 12/13/2019	TBD Independent Study

Click on the course to pull up the **Section Details**. Here you will have a summary of the course, section, term, location, and days/times. To open the grading roster, click on **“Grading”**, 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]	1240960	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Select grade ▼
[Name]	1209990	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Select grade ▼
[Name]	1201588	<input type="checkbox"/>	<input type="text" value="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.
- 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"/>	<input type="text" value="M/d/yyyy"/>	FN Failure - Never Attended ▼
<input type="checkbox"/>	<input type="text" value="10/01/2019"/>	FS Failure - Stopped Attend ▼
<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	A Excellent ▼