

BHCC Self Service



ACADEMIC FUNCTIONS

SCHEDULE, ROSTER AND SUBMITTING GRADES

New Web Page

Faculty and Staff Resources

This page with information and resources for Faculty and Staff can be reached on the public web site

<http://www.bhcc.edu/about/facultyandstaffresources/>

Home » About » Faculty and Staff Resources

Faculty and Staff Resources

Welcome to the faculty and staff resources website. On this page you will find resources and links to internal systems at BHCC. A new intranet is currently in the works to replace the Portal. This page will become the login location for the faculty/staff intranet site.

Links

- [SelfService](#)
- [Portal](#)
- [WebAdvisor](#)
- [BHCC email](#)

Resources

- [Institutional Review Board](#)

College-wide Events

Feb 12	Men's Basketball - Community College of Rhode Island
Feb 13	First Meeting: DACA (Dreamers and College Allies)
Feb 14	Women's Lunch Place
Feb 28	Black History Month - Profiles in History
Feb 15	First Meeting: Muslim Students Association

[View Full Academic Calendar](#)

**Link to
Self Service
Login**

Self Service Login

Use BHCC assigned Username and
Password

BHCCselfservice

Sign In

User name

Password


Sign In

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Self Service Home Page

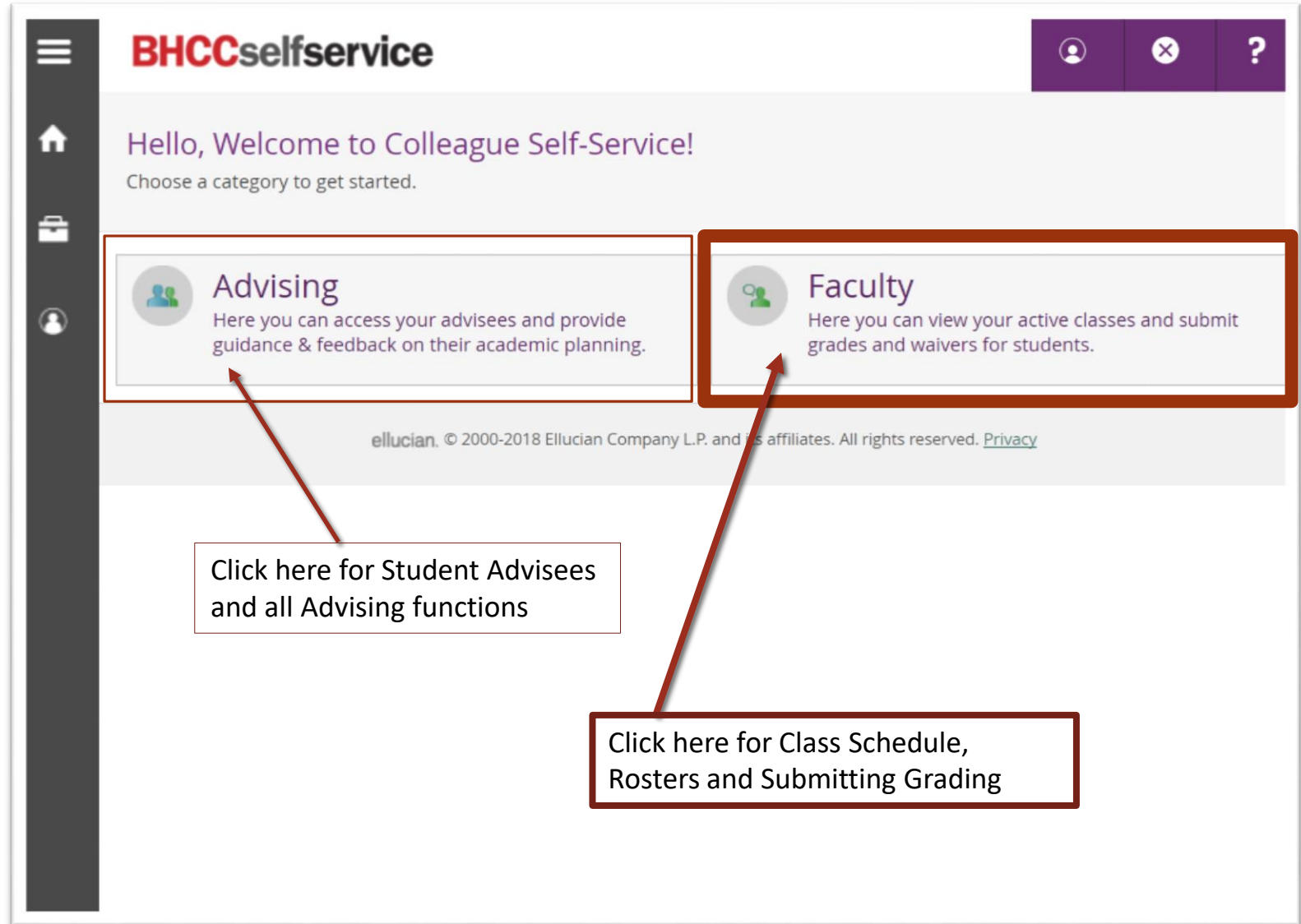
Landing page from Self Service Login for Faculty

Reached by

- Direct Login to Self Service
- Clicking the Home button on left hand navigation bar 

For Student Advisees and all Advising functions choose Advising

For Class Schedule, Rosters, Grading choose Faculty



The screenshot shows the BHCC selfservice home page. At the top left is a dark navigation bar with icons for a menu, home, briefcase, and user profile. The main header features the BHCC selfservice logo, a user profile icon, a close icon, and a help icon. Below the header, a purple banner says "Hello, Welcome to Colleague Self-Service! Choose a category to get started." Two main categories are highlighted with red boxes: "Advising" and "Faculty". The "Advising" box includes a description: "Here you can access your advisees and provide guidance & feedback on their academic planning." The "Faculty" box includes a description: "Here you can view your active classes and submit grades and waivers for students." Two callout boxes with arrows point to these categories. The first callout box points to the "Advising" category and says "Click here for Student Advisees and all Advising functions". The second callout box points to the "Faculty" category and says "Click here for Class Schedule, Rosters and Submitting Grading". At the bottom of the page, there is a footer with the text "ellucian. © 2000-2018 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)".

BHCCselfservice

Hello, Welcome to Colleague Self-Service!
Choose a category to get started.

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

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Click here for Student Advisees and all Advising functions

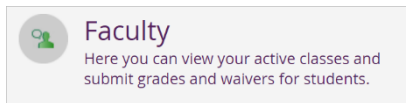
Click here for Class Schedule, Rosters and Submitting Grading

Class Schedule

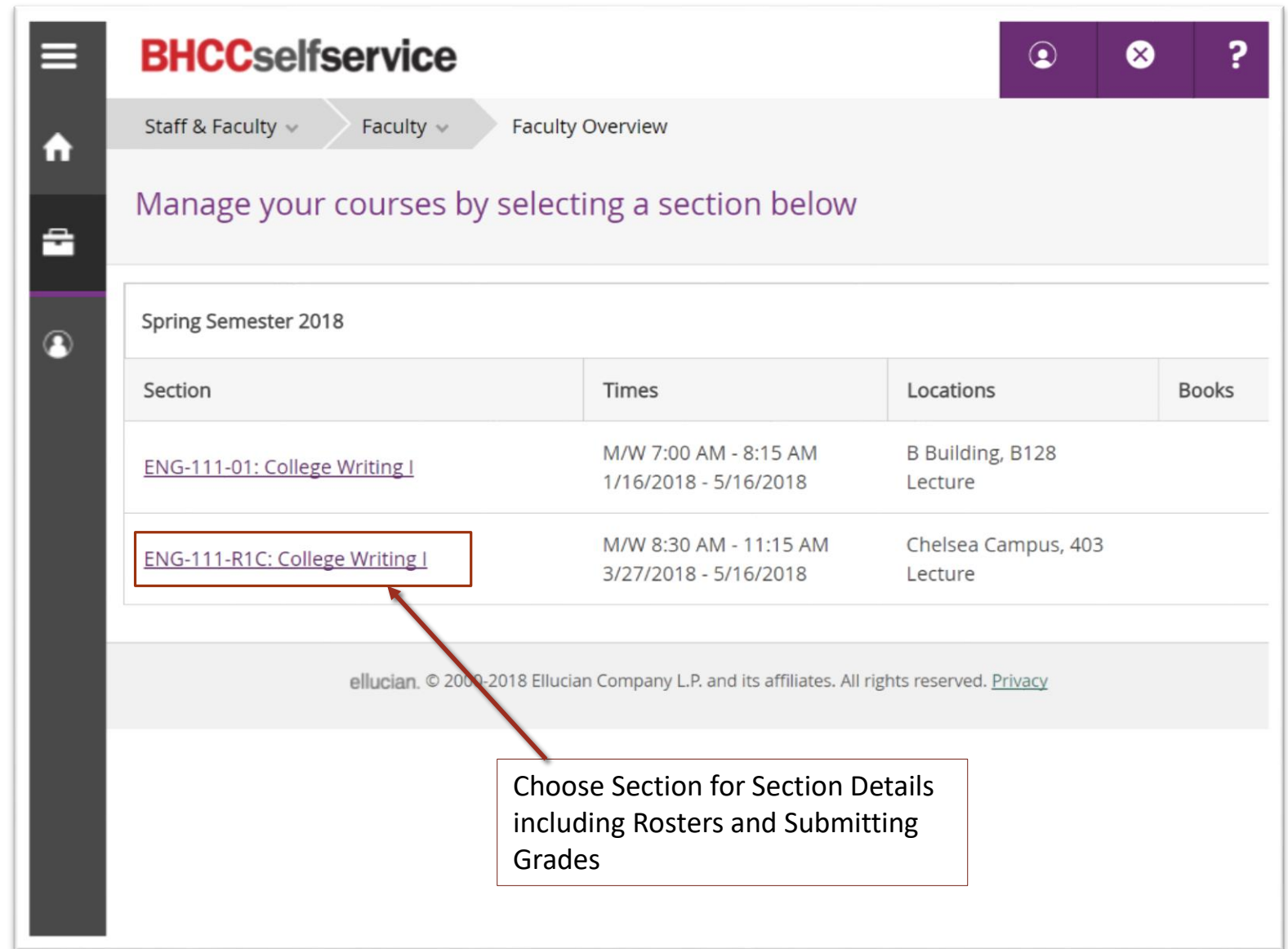
Listing of Class Section, Times and Location can be found in the Faculty Overview

Home -> Faculty

Reached by clicking the Faculty button on the Self Service Home Page



- All sections active in the course catalogue will be displayed
- Choose a specific class for Roster, and submitting Grades



BHCCselfservice

Staff & Faculty ▾ Faculty ▾ Faculty Overview

Manage your courses by selecting a section below

Spring Semester 2018

Section	Times	Locations	Books
ENG-111-01: College Writing I	M/W 7:00 AM - 8:15 AM 1/16/2018 - 5/16/2018	B Building, B128 Lecture	
ENG-111-R1C: College Writing I	M/W 8:30 AM - 11:15 AM 3/27/2018 - 5/16/2018	Chelsea Campus, 403 Lecture	

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Choose Section for Section Details including Rosters and Submitting Grades

Roster

Home -> Faculty Overview -
>Course/Section-> Roster Tab

- Emails can be sent to all students preferred Email using the Email All link
- Roster can be printed using the browser print feature

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Staff & Faculty > Faculty > Faculty Overview

Section Details

[Back to Courses](#)

ENG-111-01: College Writing I

Spring Semester 2018
Charlestown Campus
M/W 7:00 AM - 8:15 AM
1/16/2018 - 5/16/2018
B Building, B128
TBD

Roster | Attendance | Grading

Email All

Student Name	Student ID	Class Level	Preferred Email
Joe Advising	0123456	0-15 Credits	jadvising@bhcc.edu
Student Name	0182349	0-15 Credits	Studentname@email.com
Mawuto Alish	0374905	0-15 Credits	whatever@water.com
Junior M. April	0379344	0-15 Credits	helloworld@yes.mass.com

Roster Tab shows student information

Email All to open outlook to all Students

Optional

The screenshot shows the BHCC selfservice portal interface. At the top, there is a navigation bar with 'BHCCselfservice' and user icons. Below it, a breadcrumb trail reads 'Staff & Faculty > Faculty > Faculty Overview'. The main content area is titled 'Section Details' with a 'Back to Courses' link. The section information includes 'ENG-111-01: College Writing I', 'Spring Semester 2018', 'Charlestown Campus', and 'M/W 7:00 AM - 8:15 AM'. A tabbed interface at the bottom of the section information has 'Attendance' selected. A 'Select Date' dropdown menu is set to '2/12/2018 (Monday)'. Below this is a table with columns 'Student' and '7:00 AM'. The table lists three students, each with a 'Select Attendance' dropdown menu. Red boxes and arrows highlight the 'Attendance' tab, the 'Select Date' dropdown, and the 'Select Attendance' dropdowns for each student.

Optional Tab for Attendance

Select Date

2/12/2018 (Monday)

Mark attendance for each Student

Student	7:00 AM
Joe Advising T. Adekunle 0123456	Select Attendance
Student Name: Steve Palmer IDNumber	Select Attendance
Student Name: Steve Palmer IDNumber	Select Attendance

Optional Attendance

To take attendance for a class

Home -> Faculty Overview ->
Course/Section -> Attendance Tab

- Select Date for attendance
- Choose Attended Status

Attended

Late

Absent – No Excuse

Absent - Excused

Grading

Enter Grades

Home -> Faculty Overview ->
Course/Section -> Grading Tab ->
Grading Session

- Enter Grades for Midterms or Finals by choosing the required tab
- Enter Grades for each student with Grading Dropdown selections
- There is no submit button, grades are recorded with the drop down selection

BHCCselfservice

Staff & Faculty > Faculty > Faculty Overview

Section Details

[Back to Courses](#)

ENG-111-01: College Writing I

Spring Semester 2018
Charlestown Campus
M/W 7:00 AM - 8:15 AM
1/16/2018 - 5/16/2018
B Building, B128
TBD

Roster Attendance **Grading**

Overview Midterm 1 Final

Student Name	Student ID	Midterm Grade	Credits
Joe Advising	0123456	A	3
Student Name	IDNumber	B-	3
		C+	3

Annotations:

- Tab for Grades (points to the Grading tab)
- Tabs for Midterm and/or Final Grade Entry (points to the Midterm 1 and Final sub-tabs)
- Enter or change grade by selecting option from drop down list (points to the grade dropdown menu for Joe Advising)

Grading

Home -> Faculty Overview ->
Course/Section -> Grading Tab

- Grading Overview can be sorted by any column using the arrow keys in the column for ascending or descending sorts

BHCCselfservice

dfaculty Sign out Help

Staff & Faculty Faculty Faculty Overview

Section Details

[Back to Courses](#)

ENG-111-01: College Writing I

Spring Semester 2018
Charlestown Campus
M/W 7:00 AM - 8:15 AM
1/16/2018 - 5/16/2018
B Building, B128
TBD

Roster Attendance **Grading**

Overview Midterm 1

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Midterm 1	Class Level	Credits
Joe Advising	0123456					A	0-15 Credits	3
Student Name	IDNumber					B-	0-15 Credits	3
						C+	0-15 Credits	3

Annotations: "Tab for Grades" points to the Grading tab; "Sorting Arrows" points to the arrow in the Student ID column header.