

# Self-Service for Faculty / Advisors

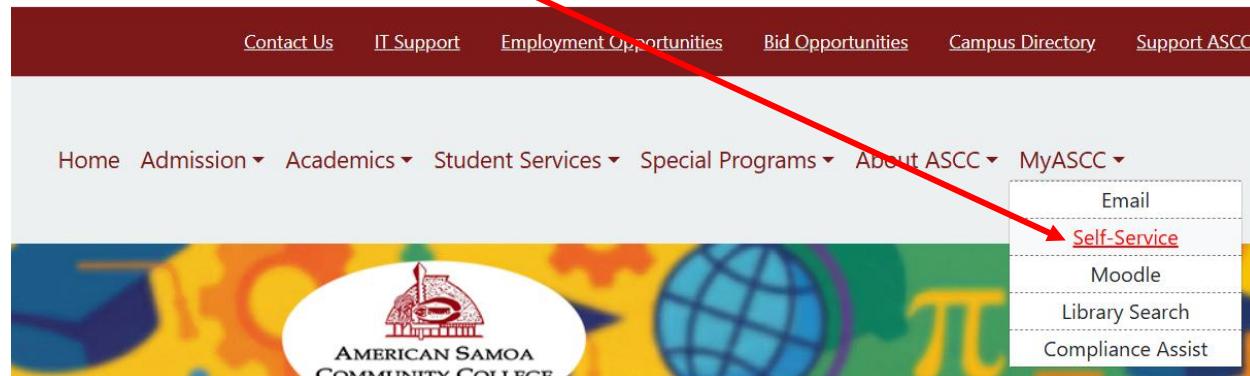
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UPDATED: 1/5/2025

# How do I get to Self-Service?

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Please go to “How to connect to Colleague Self-Service. Begin at amsamoa.edu click on Self-Service



Follow the rest of the instructions attached separately, and contact [support@amsamoa.edu](mailto:support@amsamoa.edu) if you need assistance.

# How do I access my Roster(s)?

Log in to Self-Service

Click on Faculty

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.

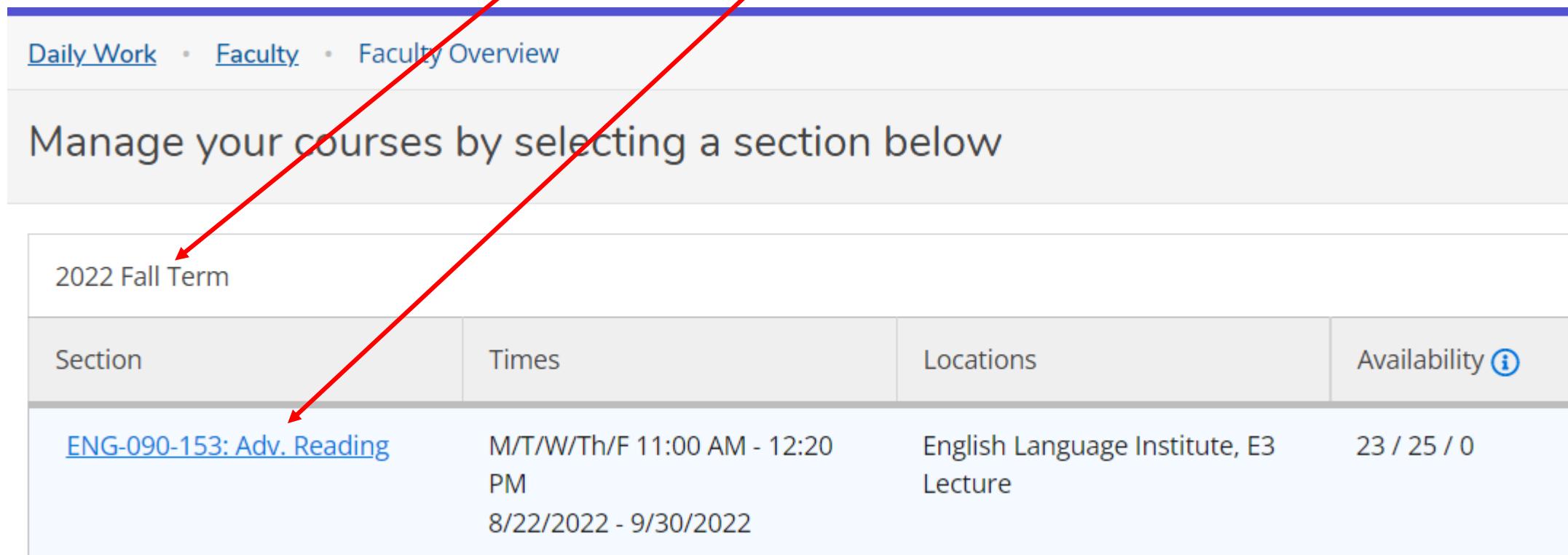


Faculty

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

# How do I access my Roster(s) cont.

After clicking on Faculty, under Term, click on course



Daily Work • Faculty • Faculty Overview

Manage your courses by selecting a section below

Section	Times	Locations	Availability <span> ⓘ</span>
<a href="#">ENG-090-153: Adv. Reading</a>	M/T/W/Th/F 11:00 AM - 12:20 PM 8/22/2022 - 9/30/2022	English Language Institute, E3 Lecture	23 / 25 / 0

# How do I access my Roster(s) cont.

Roster is automatically selected, allow to load.

ENG-090-153: Adv. Reading

2022 Fall Term  
Mapusaga Campus

M/T/W/Th/F 11:00 AM - 12:20 PM  
8/22/2022 - 9/30/2022  
English Language Institute, E3 Lecture

**Seats Available**  23 / 25 / 0

[Deadline Dates](#)

Roster   Attendance   Census   Grading   Books   Permissions   Waitlist

 Print  Email All

 Export 

Student Name	Student ID	Class Level	Pass/Audit	Repeated	Preferred Email
 	0024185	Freshmen			
 	0024217	Freshmen			

# How do I submit my Grades?

From the same screen with Roster info., click on Grading

ENG-090-153: Adv. Reading

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**Seats Available**  23 / 25 / 0

## Deadline Dates

Roster   Attendance   Census   **Grading**   Books   Permissions   Waitlist

### Overview

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
 	0024185					Freshmen	3
 	0024217					Freshmen	3

# How do I submit my Grades cont.

Grading NOT enabled

vs.

Grading enabled

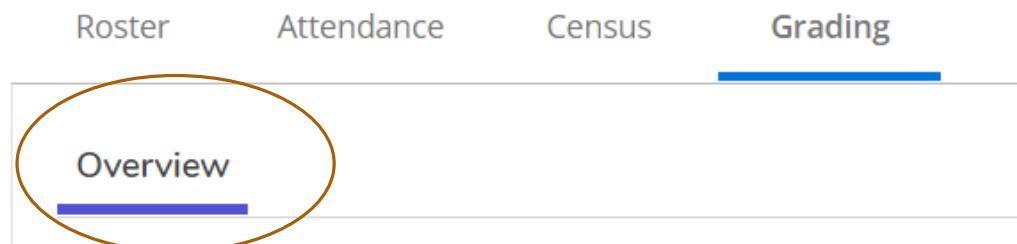
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Deadline Dates



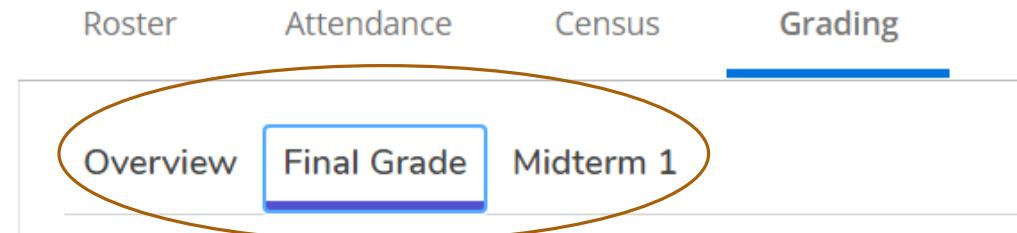
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**Seats Available**  23 / 25 / 0

Deadline Dates



# How do I submit my Grades cont.

When Grading is enabled, click on Final Grade

- Check “Never Attended” if applicable
- Enter last date of attendance
- Select Grade

ENG-090-153: Adv. Reading

2022 Fall Term  
Mapusaga Campus

M/T/W/Th/F 11:00 AM - 12:20 PM  
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English Language Institute, E3 Lecture

Seats Available i 23 / 25 / 0

Deadline Dates

Roster	Attendance	Census	Grading	Books	Permissions	Waitlist
Overview	Final Grade	Midterm 1				
Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level
 0024185	0024185	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	<input type="text" value="Select Grade"/>	<input type="text" value="M/d/yyyy"/>	Freshmen 3
 0024217	0024217	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	<input type="text" value="Select Grade"/>	<input type="text" value="M/d/yyyy"/>	Freshmen 3

# How do I access student information for Advising?

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Log in to Self-Service

Then Click on Advising

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.



Faculty

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

# How do I access student information for Advising cont.

A list of students will load

Choose student you are advising, and click “View Details”

Which student do you want to work with?

Find a student by searching or selecting below.

Student  
 Advisor

Type a name or ID...



Email All My Advisees

Export

	Name	Review Requested	Assigned Advisee	ID	Program(s)	Date of last advisement	Advisor(s)	Advisee Preferred Email	
			0021904	Associate of Arts in Liberal Arts	N/A	Pato, Nyrese K. (Major)			
			0021633	Associate of Arts in Liberal Arts	N/A	Pato, Nyrese K. (Major)			
			0021512	AA Degree With an Emphasis in Elementary Education	N/A	Pato, Nyrese K.			

# Advising Features

Daily Work · [Advising](#) · [Advising Overview](#)

**Advisee Details**

[Back to Advisees](#)

 Program(s): Associate of Arts in Liberal Arts

Student ID: 0021904

 [View Full Profile](#)

Program(s): Associate of Arts in Liberal Arts

Advisor(s):

 **Advisement Complete**

 **Review Complete**

**Notifications** 0

[Course Plan](#) [Timeline](#) [Progress](#) [Course Catalog](#) [Notes](#) [Plan Archive](#) [Test Scores](#) [Unofficial Transcript](#) [Grades](#) [Petitions & Waivers](#) [Graduation Application](#)

[!\[\]\(af70b060c7f5ad3fd9aeda2ef5aded1a\_img.jpg\)](#) [!\[\]\(b4cfdf3e141dfe7a9f943faaf35fed7e\_img.jpg\)](#) Non-term Courses

[!\[\]\(cbd03671b48369ca52254767a0035b38\_img.jpg\)](#) [Print](#)

**Planned:** 0 Credits **Enrolled:** 0 Credits **Waitlisted:** 0 Credits

[List](#) [Calendar](#)

# Advising Features: Timeline

Snapshot of Student's Courses by semester

The screenshot shows a user interface for managing student courses. At the top, there is a navigation bar with tabs: Course Plan, Timeline (which is highlighted with a blue underline), Progress, Course Catalog, Notes, and Plan Archive. The main content area is divided into two main sections: 'Non-term Courses' on the left and '2020 Spring Semester' on the right.

**Non-term Courses:**

- ENG-070: Beg. Reading  
Credits: No Credits or CEUs, Non-term ✓
- ENG-081: Interim. Writing  
Credits: 3 Credits, Non-term ✓
- MAT-080WA: Ready for MAT-080  
Credits: No Credits or CEUs, Non-term ✓

**2020 Spring Semester:**

- ENG-080-153: Interim. Reading P  
Credits: 3 Credits
- ENG-090-253: Adv. Reading NP  
Credits: 3 Credits
- ENG-091-154: Advanced Writing P  
Credits: 3 Credits
- MAT-080-154: Preparatory Math P  
Credits: 4 Credits
- MAT-090-253: Elementary Algebra NP  
Credits: 4 Credits

At the bottom of the right section, it says **17 Enrolled Credits**.

# Advising Features: Progress

Details program requirements and student's progress towards completion

Course Plan   Timeline   **Progress**   Course Catalog   Notes   Plan Archive   Test Scores   Unofficial Transcript   Grades   Petitions & Waivers   Graduation Application

[!\[\]\(c4301e21ded683ce22d97efab46be321\_img.jpg\)](#) [!\[\]\(709a9f847fb90730c9f39ec6858c704b\_img.jpg\)](#) Associate of Arts in Liberal Arts  
(1 of 1 programs)

[View a New Program](#)

[!\[\]\(ec40aa98464e6da0bd1dc353f155589b\_img.jpg\) Print](#)

**At a Glance**

Cumulative GPA:	(2.000 required)
Institution GPA:	(2.000 required)
Degree:	Associate of Art
Majors:	Liberal Arts
Departments:	Academic Affairs Office
Catalog:	2018
Anticipated Completion Date:	1/13/2022

**Description**

**Program Notes**  
[Show Program Notes](#)

**Progress**

**Total Credits** 0 of 61

**Total Credits from this School** 0 of 15

**Requirements** [Expand All ▾](#)

English

Complete the following item. ⚠ 0 of 1 Completed. [Hide Details](#)

**A. ENG-150/151/251**

Take ENG-150, ENG-151, ENG-251. Minimum grade of C is required for ENG-150, ENG-151.

Complete all of the following items. ⚠ 0 of 1 Completed. [Hide Details](#)

⚠ 0 of 3 Courses Completed. [Hide Details](#)

# Advising Features: Progress

Allows Advisor to download student's unofficial transcript for Advising

