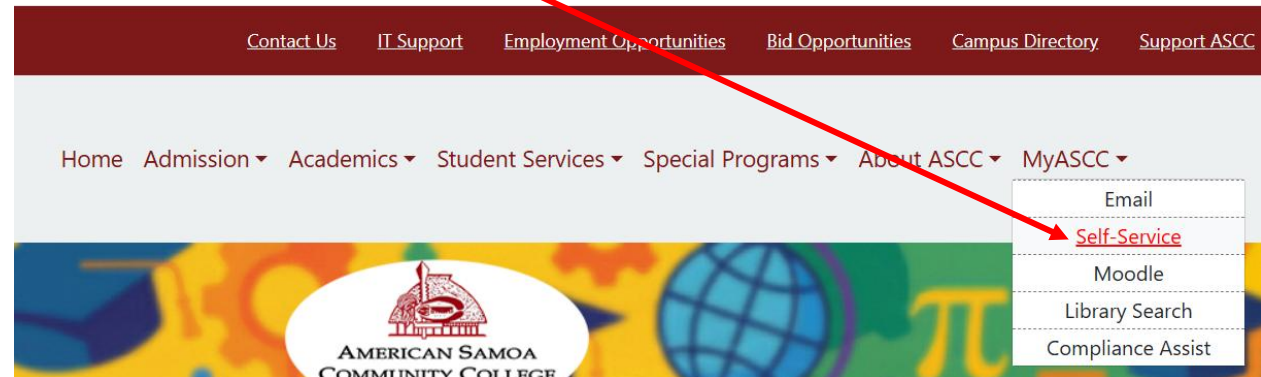


Self-Service for Faculty / Advisors

UPDATED: 1/5/2025

How do I get to Self-Service?

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 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			
2022 Fall Term			
Section	Times	Locations	Availability ⓘ
ENG-090-153: Adv. Reading	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

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

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

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

Overview

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

Overview

Final Grade

Midterm 1

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
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

Overview **Final Grade** Midterm 1

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credit
 	0024185	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Select Grade ▾	<input type="text" value="M/d/yyyy"/>	Freshmen	3
 	0024217	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Select Grade ▾	<input type="text" value="M/d/yyyy"/>	Freshmen	3

How do I access student information for Advising?

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	<u>N/A</u>	Pato, Nyrese K. (Major)		View Details
				0021633	Associate of Arts in Liberal Arts	<u>N/A</u>	Pato, Nyrese K. (Major)		View Details
				0021512	AA Degree With an Emphasis in Elementary Education	<u>N/A</u>	Pato, Nyrese K.		View Details

Advising Features

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

Advisee Details

[Back to Advisees](#)



Program(s):
Associate of Arts in Liberal Arts

Advisor(s):

Student ID: 0021904



[View Full Profile](#)



Pay Registration Fee - See Business Office



No online registration for Academic Probation or CAPP ONLY - See Admissions



Advisement Complete

Review Complete

Notifications 0



Course Plan

Timeline

Progress

Course Catalog

Notes

Plan Archive

Test Scores

Unofficial Transcript

Grades

Petitions & Waivers

Graduation Application



Non-term Courses



Print

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

List

Calendar

Advising Features: Timeline

Snapshot of Student's Courses by semester

Course Plan		Timeline	Progress	Course Catalog	Notes	Plan Archive
	<u>Non-term Courses</u>			<u>2020 Spring Semester</u>		
	<p>ENG-070: Beg. Reading ✓ Credits: No Credits or CEUs, Non-term</p> <p>ENG-081: Interm. Writing ✓ Credits: 3 Credits, Non-term</p> <p>MAT-080WA: Ready for MAT-080 ✓ Credits: No Credits or CEUs, Non-term</p>			<p>ENG-080-153: Interm. Reading P Credits: 3 Credits</p> <p>ENG-090-253: Adv. Reading NP Credits: 3 Credits</p> <p>ENG-091-154: Advanced Writing P Credits: 3 Credits</p> <p>MAT-080-154: Preparatory Math P Credits: 4 Credits</p> <p>MAT-090-253: Elementary Algebra NP Credits: 4 Credits</p>		
				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

<

>

Associate of Arts in Liberal Arts
(1 of 1 programs)

View a New Program

Print

Cumulative GPA:
Institution GPA:
Degree:
Majors:
Departments:
Catalog:
Anticipated Completion Date:

(2.000 required)
(2.000 required)
Associate of Art
Liberal Arts
Academic Affairs Office
2018
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

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



These documents are unofficial and should not replace the official signed and sealed transcript provided by the registrar.

 Advising Academic Record Transcript

08/14/22
1

Advising Academic Record

Page 1 of

PO Box 982418
Pago Pago AS 96799
AMERICAN SAMOA

ID Number: 0021904
SSN:
Birth Date:
Birth Name:

Course	Title	Grd R	Hrs Att	Hrs Cmp	Grade Points	Course Dates
ENG 070	Beg. Reading		0.00	0.00	0.00000	01/07/20-01/07/20
ENG 081	Interm. Writing		0.00	0.00	0.00000	01/07/20-01/07/20
MAT 080WA	Ready for MAT-080		0.00	0.00	0.00000	01/07/20-01/07/20

Non Totals: 0.00 0.00 0.0000 GPA = 0.0000
Cumulative Totals: 0.00 0.00 0.0000 GPA = 0.0000

ENG 080	Interm. Reading	P	3.00	0.00	0.00000	01/13/20-02/21/20
ENG 090	Adv. Reading	NP	3.00	0.00	0.00000	03/16/20-04/24/20
ENG 091	Advanced Writing	P	3.00	0.00	0.00000	01/13/20-02/21/20
MAT 080	Preparatory Math	P	4.00	0.00	0.00000	01/13/20-02/21/20
MAT 090	Elementary Algebra	NP	4.00	0.00	0.00000	03/16/20-04/24/20

2020SP Totals: 17.00 0.00 0.0000 GPA = 0.0000
Cumulative Totals: 17.00 0.00 0.0000 GPA = 0.0000

TOTALS: CRED.ATT = 17.00 CRED.CPT = 0.00 GRADE.PTS = 0.0000 GPA = 0.0000