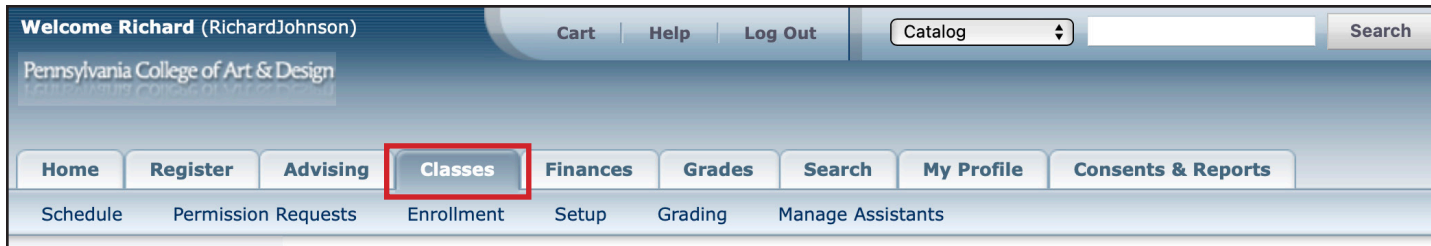


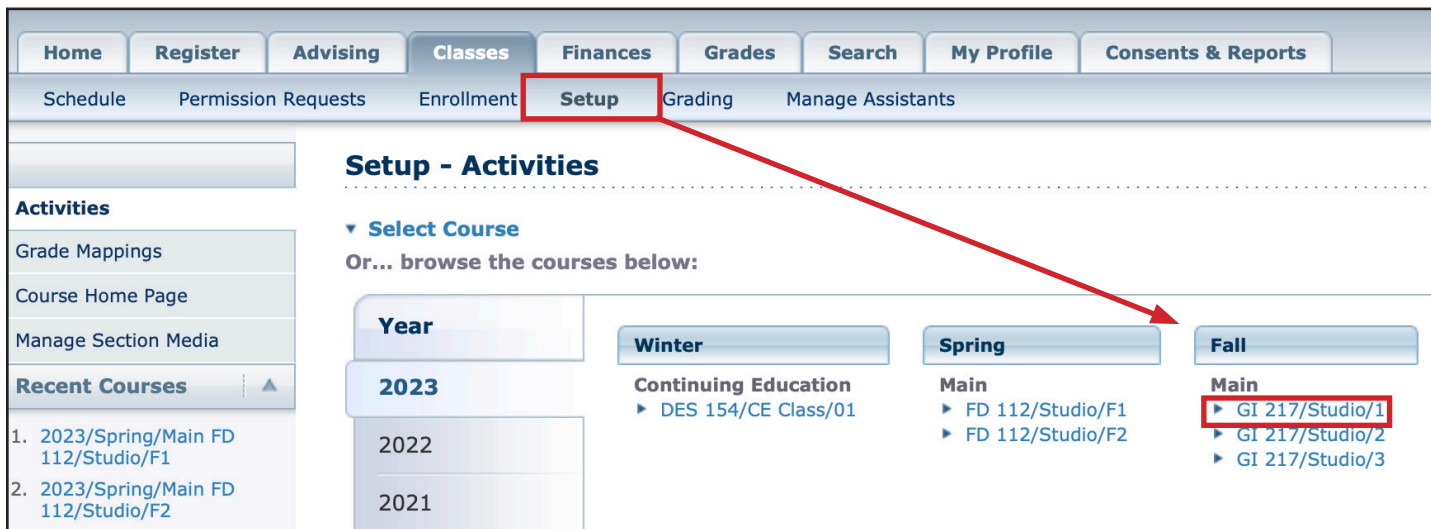
PCAD SELF-SERVICE

SETTING UP ACTIVITIES

1. Go to <https://ss.pcad.edu> in your browser and sign in.
IT can provide credentials if you do not have them.
2. Click on the **Classes** tab to see your primary tools as an instructor.



3. Select the course in your semester schedule that you want to build, and click on the **Setup** sub-tab of the **Classes** tab to build your class structure.
ACTIVITIES is where you create the projects and tests that you will grade
GRADE MAPPINGS is where your grading standards for letter grades will be created.



PCAD SELF-SERVICE

SETTING UP ACTIVITIES

Activities

- Grade Mappings
- Course Home Page
- Manage Section Media

Options

- Add an Activity**
- Copy Activities

Weight by Type of Activity

How to Weight Activities

- By Possible Points
- Equally
- Enter for Each Activity

Change

Setup - Activities

▼ **Select Course**

Course: 2023/Fall/Main - GI 217/Studio/1
 Digital I
 Richard Johnson
 Friday 9:00 AM - 11:30 AM, PCAD/204 N Prince St/Online
 Traditional

There are currently no activities for this course.

Add New...
 Add a new activity to this course:
Add Activity

Copy Existing...
 Copy activities from another section:
Copy Activities

Add Activity is for creating a new graded project.

Add Activity for 2023/Fall/Main - GI 217/Studio/1

General

Title: _____

Activity Type: _____

Description: _____

Extra Credit:

Possible Points: 0

Assigned: 12

Due: 12

Prevent Late Submissions:

Counts Toward Midterm:

Counts Toward Final:

Availability

Always Available

Only Available

From: 12 (hh:mm am/pm)

To: 12 (hh:mm am/pm)

Save **Cancel**

- Assignments
- Attendance
- Bibliography
- Comps
- Concept
- Critiques
- Discussion (Group)
- Exams
- Exercises
- Final
- Final Review
- Homework
- Journal
- Midterm Review

Activity Types are categories in your activity tab.

Setup - Activities

▼ **Select Course**

Course: 2023/Spring/Main - FD 112/Studio/F1
 Digital Media
 Richard Johnson
 Wed 9:00 AM - 3:00 PM, PCAD/204 N Prince St/316
 Traditional

Tests (1 items)

Title	Assigned	Due	Possible Points	Counts Toward Midterm	Counts Toward Final
Vocab and Concepts Test	100		100	0.00%	10.00%

Assignments (8 items)

Title	Assigned	Due	Possible Points	Counts Toward Midterm	Counts Toward Final
Animated Illustration	100		100	0.00%	10.00%
Cover Concept	100		100	0.00%	10.00%
Digital Composition	100		100	0.00%	10.00%
Digital Manipulation	100		100	0.00%	10.00%
Drawn Illustration	100		100	0.00%	10.00%
Online Book Portfolio	100		100	0.00%	10.00%
Photography Concept	100		100	33.33%	10.00%
Video Concept	100		100	33.33%	10.00%

Participation (1 items)

Title	Assigned	Due	Possible Points	Counts Toward Midterm	Counts Toward Final
Class Participation	100		100	33.33%	10.00%

Save **Reset**

4. ACTIVITIES reveals the ability to build a new activity set or to copy a set from a previous class.

Here you can choose a previous class setup and use it in a future class.

PowerCampus by Ellucian™ Close Window

Copy Activities

Choose a section to copy...

2023/Spring/Main <input type="radio"/> FD 112/Studio/F1 <input type="radio"/> FD 112/Studio/F2	2023/Winter/Continuing Education <input type="radio"/> DES 154/CE Class/01
	2022/Fall/Continuing Education <input type="radio"/> DES 151/CE Class/01
2022/Fall/Main <input type="radio"/> GI 217/Studio/1 <input type="radio"/> GI 217/Studio/2 <input type="radio"/> FD 112/Studio/F2	2022/Spring/Main <input type="radio"/> FD 109/Studio/F3
	2022/Winter/Continuing Education <input type="radio"/> DES 152/CE Class/01

Weighted Activities have three selections by possible points (weighted by point value), equal weighting and individual weighting. This standard may be set by individual departments. Make sure to include possible points, weighting and due dates. Any of these choices can be changed at any time throughout the semester.

PCAD SELF-SERVICE

GRADE MAPPING

5. **GRADE MAPPINGS** are the break points for letter grades.
You can create your own or use the school's standard model.

Setup - Grade Mappings

▼ **Select Course**

Course: 2023/Fall/Main - GI 217/Studio/1
Digital I
Richard Johnson
Friday 9:00 AM - 11:30 AM, PCAD/204 N Prince St/Online
Traditional

There are currently no grade mappings for this course. Please select from these options to continue:

Add New...

Create a new blank mapping to set up manually:

Set Up Manually

Apply Defaults...

Use default Grade Mappings for this institution:

Apply Defaults

Copy Existing...

Copy and re-use Grade Mappings from another section:

Copy Grade Mappings

You can create your own grade mapping of copy an old map that you created before, however the defaults are common throughout student's classes and would provide a consistent source of expectations.

Academic Forgiveness		
Grade	Midterm Min %	Final Min %
Credit		
Grade	Midterm Min %	Final Min %
A	93	93
A-	90	90
B+	87	87
B	83	83
B-	80	80
C+	77	77
C	73	73
C-	70	70
D+	67	67
D	63	63
D-	60	60

PCAD SELF-SERVICE

ENROLLMENT

6. **ENROLLMENT** will be set up by the college and will propagate prior to your class going live. This is a repository of student information (download/print options), an image gallery and an email portal.

The screenshot displays the 'Enrollment - Class List' page. The navigation bar includes 'Home', 'Register', 'Advising', 'Classes', 'Finances', 'Grades', 'Search', 'My Profile', and 'Consents & Reports'. The 'Enrollment' sub-tab is active. The main content area shows course details for '2022/Fall/Main - GI 217/Studio/1' (Digital Technology I) and a list of students. A red arrow points from the 'Image View' button in the left sidebar to a zoomed-in view of the student ID photos. Another red arrow points from the 'E-mail Selected' button to a 'Send E-mail' form. The form includes a 'From' field with 'rjohnson@pcad.edu' and a 'Recipients' field containing a list of student email addresses. A checkbox for 'Keep e-mail addresses private' is checked.

Enrollment - Class List

Select Course

Course: 2022/Fall/Main - GI 217/Studio/1
Digital Technology I
Richard Johnson
Friday 9:00 AM - 11:30 AM, PCAD/204 N Prince St/Online
Traditional

Select Status

Add

Name	ID	Curriculum	Class Level
<input type="checkbox"/> Aiyana Alvarado	000-026-240	Undergrad/BFA/GRAPH	2
<input type="checkbox"/> Bailey Stechman	000-027-284	Undergrad/BFA/GRAPH	2
<input type="checkbox"/> Elli Smith	000-026-748	Undergrad/BFA/ILLUST	Foundation
<input type="checkbox"/> Emily Soun	000-027-051	Undergrad/BFA/GRAPH	2
<input type="checkbox"/>		ILLUST	2
<input type="checkbox"/>		ILLUST	2

Image View

Enrollment - Class List

Select Course

Course: 2022/Fall/Main - GI 217/Studio/1
Digital Technology I
Richard Johnson
Friday 9:00 AM - 11:30 AM, PCAD/204 N Prince St/Online
Traditional

Select Status

Add

Aiyana Alvarado, Bailey Stechman, Elli Smith, Emily Soun, Erin Bazor, Faith Poehner, Gabriel Brown, Irene Soriano-Cabrera

Send E-mail

Verify the list of recipients, specify whether you want to keep the e-mail addresses private, enter the subject of your e-mail and your message, and select Send Message.

From:
rjohnson@pcad.edu

Recipients:
alvarado1274@pcad.edu, stechman9677@pcad.edu, smith1957@pcad.edu, soun8089@pcad.edu, bazor2039@pcad.edu, poehner6460@pcad.edu,

Keep e-mail addresses private

PCAD SELF-SERVICE

GRADING & ATTENDANCE

7. GRADING AND ATTENDANCE should be kept up to date on a weekly basis. This is a reference point for students and support staff to see progress and where needs are presenting themselves.

ACTIVITIES GRADES are where you record grades for individual projects

View All Student's Activity Grades will show a spreadsheet view where you can enter grades under columns defined by the activities that you entered into the system.

View Grades for the Specified Activity shows individual grades on a selected activity.

View Grades for the Specified Student allows you to view all grades for a selected student.

All of these options are where you can enter or alter grades. Make sure to **SAVE** after each change.

Student	Animated Illustration 100	Class Participation 100	Cover Concept 100	Digital Composition 100	Digital Manipulation 100	Drawn Illustration 100	Online Book Portfolio 100	Photography Concept 100	Video Concept 100	Vocab and Concepts Test 100
Ahmyah Little	90							95	90	
Ben Leonard	90							89	87	

Name	ID	Submitted	Points Earned	Possible Points	Grade	Grade Received
Ahmyah Little	000-026-856		95	100	95.00%	3/2/2023
Ben Leonard	000-027-304		89	100	89.00%	3/2/2023

Title	Submitted	Due	Grade Received	Points Earned	Possible Points	Grade
Animated Illustration				125	/ 100	0.00%
Class Participation		3/2/2023	125	90	/ 100	90.00%
Cover Concept				125	/ 100	0.00%
Digital Composition				125	/ 100	0.00%
Digital Manipulation				125	/ 100	0.00%
Drawn Illustration				125	/ 100	0.00%
Online Book Portfolio				125	/ 100	0.00%
Photography Concept		3/2/2023	125	95	/ 100	95.00%
Video Concept		3/6/2023	125	90	/ 100	90.00%
Vocab and Concepts Test				125	/ 100	0.00%

PCAD SELF-SERVICE GRADING & ATTENDANCE



Home Register

Schedule Permission R

Activity Grades

Overall Grades

Violations

Attendance

Options

Recent Courses

1. 2022/Fall/Main GI 217/Studio/1

Apply Final

	Name	Credit Type	MIDTERM			Projected Grade	FINAL		
			Calculated Score	My Grade	Actual Grade		Calculated Score	My Grade	Actual Grade
<input type="checkbox"/>	Ahmyah Little	Credit	91.67	(A-) A-	A-	91.67	(A-)	--	<input type="button" value="⊞"/>
<input type="checkbox"/>	Ben Leonard	Credit	88.67	(B+) B+	B+	88.67	(B+)	--	<input type="button" value="⊞"/>
<input type="checkbox"/>	Connie Lahouchuc-Saunders	Credit	94.33	(A) A	A	94.33	(A)	--	<input type="button" value="⊞"/>
<input type="checkbox"/>	Isaiah Ukih	Credit	80.00	(B-) B-	B-	80.00	(B-)	--	<input type="button" value="⊞"/>
<input type="checkbox"/>	Jasper Palmer	Credit	23.33	(F) F	F	23.33	(F)	--	<input type="button" value="⊞"/>
<input type="checkbox"/>	Joshua Given	Credit	95.33	(A) A	A	95.33	(A)	--	<input type="button" value="⊞"/>
<input type="checkbox"/>	Kayln Benson	Credit	82.67	(B-) B-	B-	82.67	(B-)	--	<input type="button" value="⊞"/>
<input type="checkbox"/>	Madi Edmiston	Credit	97.00	(A) A	A	97.00	(A)	--	<input type="button" value="⊞"/>
<input type="checkbox"/>	Mary Auble	Credit	88.33	(B+) B+	B+	88.33	(B+)	--	<input type="button" value="⊞"/>
<input type="checkbox"/>	Nathan Vasko	Credit	93.00	(A) A	A	93.00	(A)	--	<input type="button" value="⊞"/>
<input type="checkbox"/>	Paul Bonilla	Credit	83.33	(B) B-	B-	83.33	(B)	--	<input type="button" value="⊞"/>
<input type="checkbox"/>	Soni Martinez Ortiz	Credit	91.33	(A-) A-	A-	91.33	(A-)	--	<input type="button" value="⊞"/>
<input type="checkbox"/>	Ty McCaw	Credit	81.33	(B-) B-	B-	81.33	(B-)	--	<input type="button" value="⊞"/>
<input type="checkbox"/>	Zoe Lundgren	Credit	95.67	(A) A	A	95.67	(A)	--	<input type="button" value="⊞"/>

Save

OVERALL GRADES are calculated by your weighting and what grades are presently entered in self service. Midterm and Final grades can be based on pure calculation of can be shifted by the instructor at their discretion. Midterm and Finals must be submitted on schedule but can be saved up until when they are submitted. *Grading must be manually entered from Google Classroom results into Self Service.*

Home Register

Schedule Permission R

Activity Grades

Overall Grades

Violations

Attendance

Options

Recent Courses

1. 2022/Fall/Main GI 217/Studio/1

Overall Attendance

View Overall Section Attendance

Daily Attendance

* = Missing Attendance

January February

1/18/2023 2/1/2023

1/25/2023 2/8/2023

2/15/2023 2/22/2023

Attendance by Student

Ahmyah Little Ben Leonard

Connie Lahouchuc-Saunders Isaiah Ukih

Jasper Palmer Joshua Given

Kayln Benson Madi Edmiston

Mary Auble Nathan Vasko

Paul Bonilla Soni Martinez Ortiz

Ty McCaw Zoe Lundgren

Daily Attendance for 3/29/2023

Name	Attendance Status
Ahmyah Little	<input type="button" value="⊞"/>
Ben Leonard	<input type="button" value="⊞"/>
Connie Lahouchuc-Saunders	<input type="button" value="⊞"/>
Isaiah Ukih	<input type="button" value="⊞"/>
Jasper Palmer	<input type="button" value="⊞"/>

Absent Excused

Absent Unexcused

Late Unexcused

Left Early Unexcused

Present

Remote Absence

Remote Late

Remote Left Early

Remote Present

Withdrawal

ATTENDANCE needs to be recorded weekly and include attendance status and any notes. There is a batch status that can be added from the upper right of the attendance portal to be more efficient and then you can alter the few that are not present or late. Make sure to hit **SAVE** before you leave this window.