



**ATHENS STATE**  
**UNIVERSITY**

MyAthens Self Service  
Informational Guide  
Faculty

*Effective October 2023*



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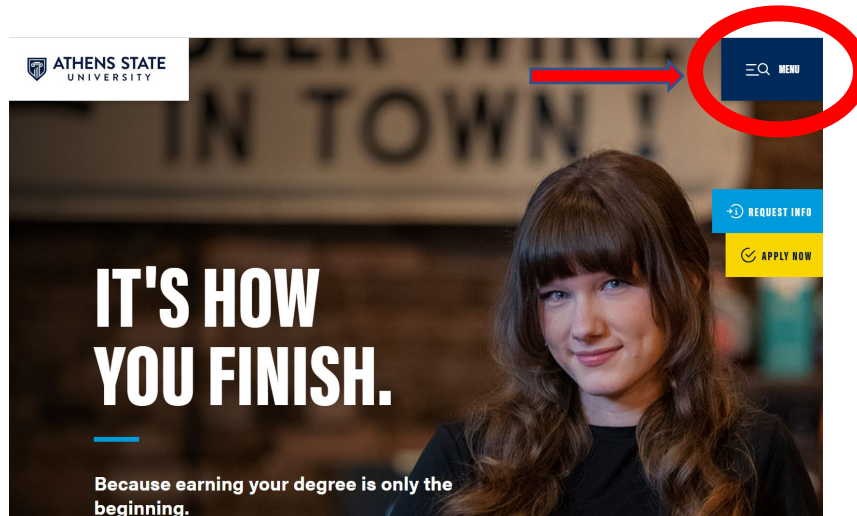


# MyAthens Self Service Information Guide

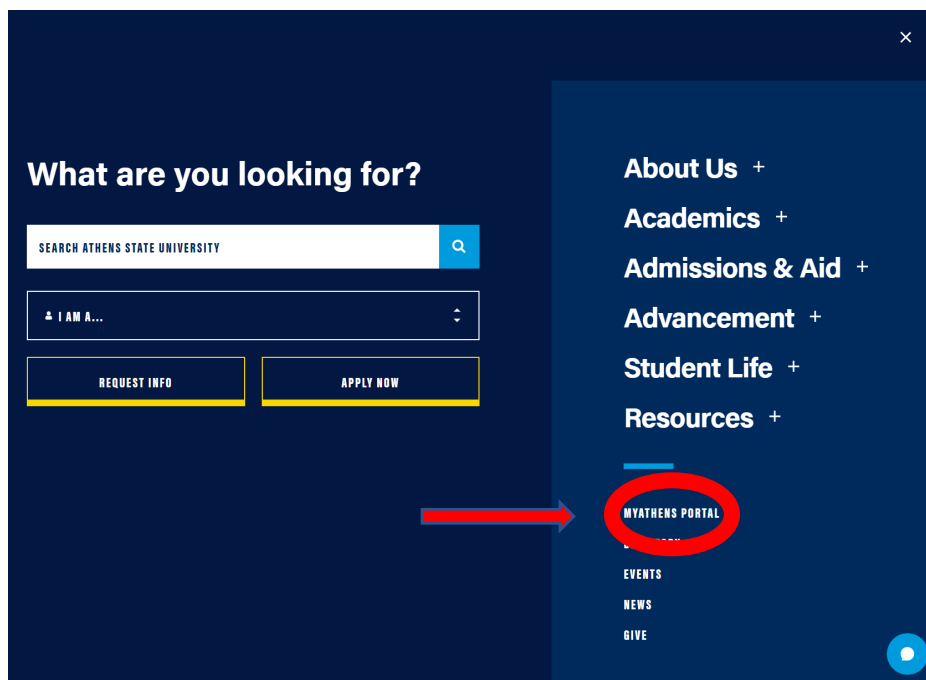
## Getting Started

This guide will demonstrate a few of the more commonly used tools available to you through MyAthens Self Service. Following are examples of how to use these tools. Please explore the system to discover the techniques that best fit your individual needs.

To access **MyAthens Self Service**, you must first go to the **Athens State University Portal**. You may do this from our website, [www.athens.edu](http://www.athens.edu) or by downloading the MyAthens app from a mobile device. Click on the MENU search (magnifying glass).



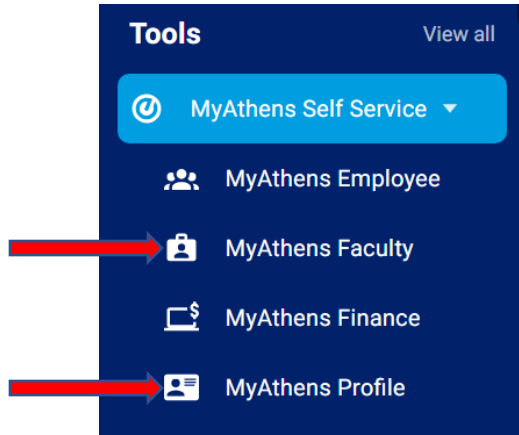
Then select **MYATHENS PORTAL**, as demonstrated below.



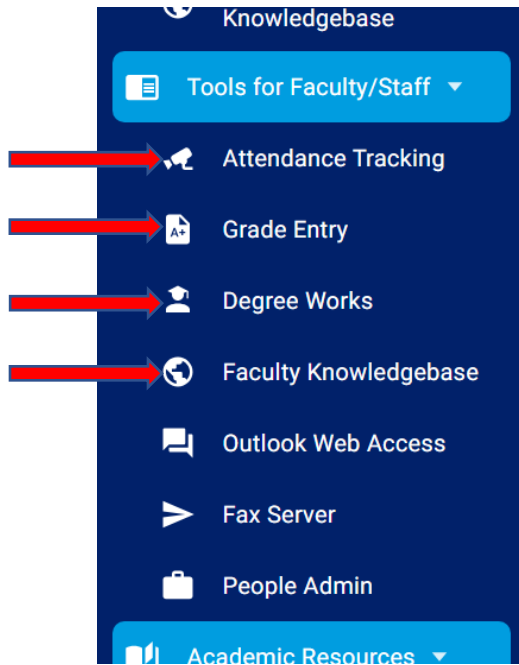


# MyAthens Self Service Information Guide

Once in the **Athens State University Portal**, you will have a tool for **MyAthens Self Service** with links for MyAthens Faculty and MyAthens Profile.



If you scroll down to the “Tools for Faculty/Staff” section, you should also be able to see links for “Attendance Tracking”, “Grade Entry”, “Degree Works”, “Faculty Knowledgebase”, etc.



You may access approved faculty information through either option above.



# MyAthens Self Service Information Guide

If selecting MyAthens Faculty, you should see a Faculty Services Dashboard that will allow access to each faculty format. See example below **(Please keep in mind that depending on your role, whether faculty and/or advisor, your dashboard may appear somewhat different):**

Each item will open it its own tab. If you have pop-up blockers on, it may impact your experience, so please ensure that pop-up blocking is disabled.

## Assignments

By selecting “**Assignments**”, faculty are able to view a listing of faculty teaching assignments. The two tabs – Active Assignments and Assignment History – display active teaching assignments and the history of teaching assignments for an instructor’s classes, respectively.



# MyAthens Self Service Information Guide

Faculty and Advisors • Assignments

Assignments

Active Assignments | Assignment History

*The following classes have active (not rolled to Academic History) students. The class syllabus and office hours may also be maintained.*

**Course: Law for Accountants - 10083 - AC 312 - 0**

Associated Term	CRN	Status	Schedule Type
Fall 2023(202410)	10083	Active	Internet
Instructional Method	Campus	Available for Registration	Credits
100% Online	Dist. Learn.	03/08/2023 to 10/27/2023	3.000
Syllabus	Roster	Detail Schedule	Grade Mode
<a href="#">Maintain</a>	<a href="#">Class list</a>	<a href="#">Display</a>	
Course Level			
Undergraduate			

When clicking on the “Assignment History” tab, you will see a display of the instructor’s teaching class assignments, both past and present, regardless of status or term.

Faculty and Advisors • Assignments

Assignments

Active Assignments | Assignment History

*The following represents your class assignments, both past and present.*

**Assignment History**

Associated Term	CRN	Course	Course Title	Credits	Course Level	Campus	Instructional Method	Open for Registration	Status
Fall 2023	10083	AC 312	Law for Accountants	3.000	Undergraduate	Dist. Learn.	100% Online	Yes	Active

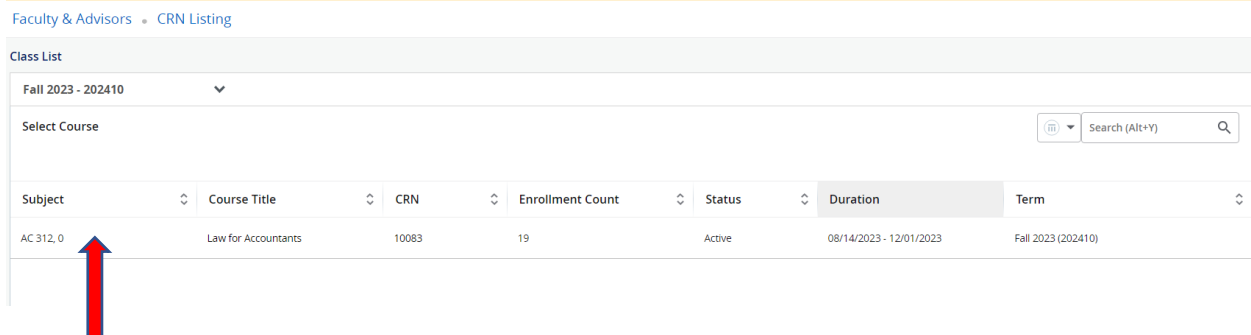
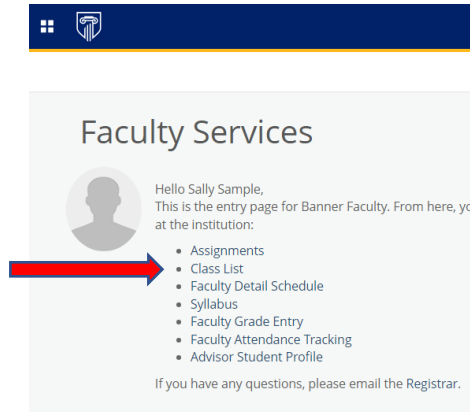
Clicking on the Subject/Course Number in the Course column will display Catalog level information about the class. Clicking on the CRN number will display information about the Schedule, term specific, instructor specific information.



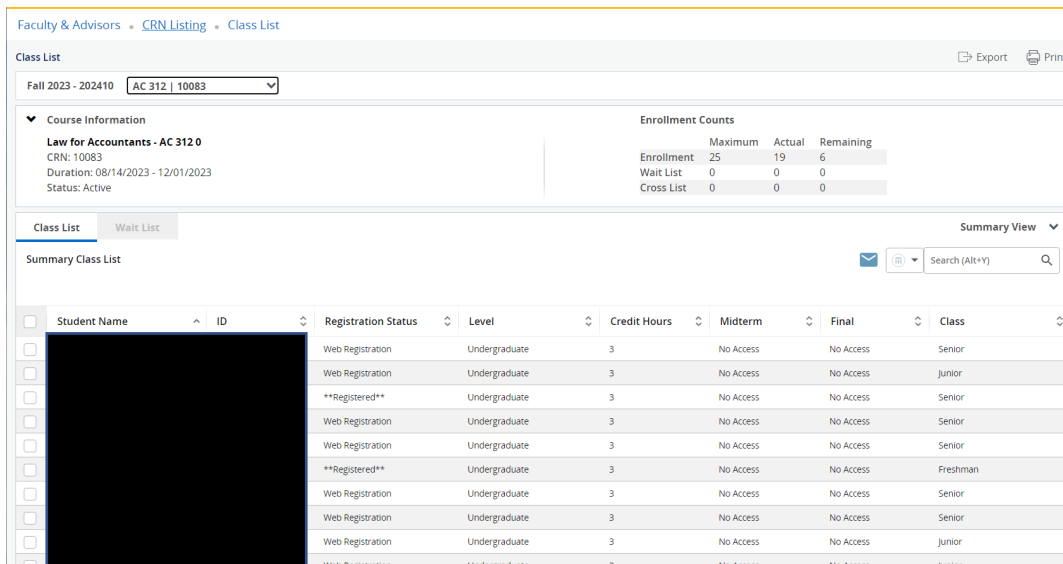
# MyAthens Self Service Information Guide

## Class List

When selecting “Class List”, faculty/advisors are able to view course information, enrollment and a roster of students in the class with pertinent information about each student.



Clicking within the box with the Subject (in this example, AC 312) will display the full class roster, etc., as shown in the next clip.





# MyAthens Self Service Information Guide

From the Class List, you can directly email students, as a class, that have an active email address. You can search for students in the section and you can control which columns are displayed and/or exported. See examples below:

Faculty & Advisors > [CRN Listing](#) > Class List

Class List Export Print

Fall 2023 - 202410 AC 312 | 10083

**Course Information**

**Law for Accountants - AC 312 0**  
 CRN: 10083  
 Duration: 08/14/2023 - 12/01/2023  
 Status: Active

**Enrollment Counts**

	Maximum	Actual	Remaining
Enrollment	25	19	6
Wait List	0	0	0
Cross List	0	0	0

Class List Summary View

Summary Class List


Enter last name of student and click the magnifying glass to see individual students.

<input type="checkbox"/>	Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
<input type="checkbox"/>	<a href="#">Sally Sample</a>	[REDACTED]	Web Registration	Undergraduate	3	No Access	No Access	Senior

By clicking on the hyperlink of the student's name, you are able to access their student profile, as pictured below:

Student Profile - [REDACTED]

Term: Fall 2023



**Bio Information**  
 Email: [REDACTED]  
 Phone: Not Provided

**General Information**  
 Level: Undergraduate  
 Class: Senior  
 Residency: In-State Resident

**Advisors**  
 Primary / Major Advisor: [REDACTED]  
 Student Success Center Advisor: [REDACTED]

**Curriculum and Courses**

Prior Education and Testing

Additional Links

Academic Transcript

Degree Works Audit and Evaluation

**CURRICULUM**

Primary Secondary

Degree: Bachelor of Science  
 Level: Undergraduate  
 Program: Bachelor of Science  
 College: College of Arts and Sciences  
 Major: Individualized Degree Program  
 Department: Not Provided  
 Concentration: Not Provided  
 Minor: Not Provided  
 Concentration: Not Provided  
 Admit Term: Summer 2023  
 Catalog Term: Summer 2023

**REGISTERED COURSES**

Course Title	Details	CRN	Hours	Registration Status	Instructor
Pathways to Success - AS	UNV 300AS 0	<a href="#">10023</a>	3	Web Registration	[REDACTED]
Deviant Social Behavior	SO 352 0	<a href="#">10576</a>	3	Web Registration	[REDACTED]
Career Seminar - AS	UNV 400AS 0	<a href="#">10813</a>	1	**Registered**	[REDACTED]
Problem Solving with Computers	ITE 301 0	<a href="#">10881</a>	3	Web Registration	[REDACTED]
Individualized Deg Prg Capstone	HU 450 0	<a href="#">10713</a>	3	**Registered**	[REDACTED]

Total Hours | Registered Hours: 13 | Billing Hours: 13 | CEU Hours: 0

See directions on [pages 13-15](#) of this document for navigational directions.





# MyAthens Self Service Information Guide

You can remove columns from display if they are not important to you. Select the box next to the heading you wish to remove

The screenshot shows the 'Class List' interface for 'Fall 2023 - 202410 AC 312 | 10083'. It includes 'Course Information' for 'Law for Accountants - AC 312.0' and 'Enrollment Counts' table. A 'Summary Class List' table is shown with one row for 'Sally Sample'. A dropdown menu is open over the table, showing a list of columns with checkboxes: Level (checked), Credit Hours (checked), Midterm (unchecked), Final (checked), and Class (unchecked). Two red arrows point to the 'Midterm' and 'Class' checkboxes, indicating they are being selected for removal. The interface also has 'Export' and 'Print' icons in the top right corner.

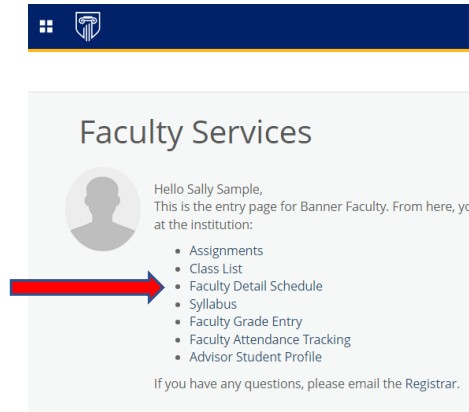
If you would like to export the roster to Excel or print the roster, use the tools in the upper right-hand corner of the page.

The screenshot shows the 'Class List' interface for 'Fall 2023 - 202410 AC 312 | 10083'. It includes 'Course Information' for 'Law for Accountants - AC 312.0' and 'Enrollment Counts' table. A 'Summary Class List' table is shown with one row for 'Sally Sample'. The 'Export' and 'Print' icons in the upper right-hand corner are circled in red. The interface also has 'Export' and 'Print' icons in the top right corner.

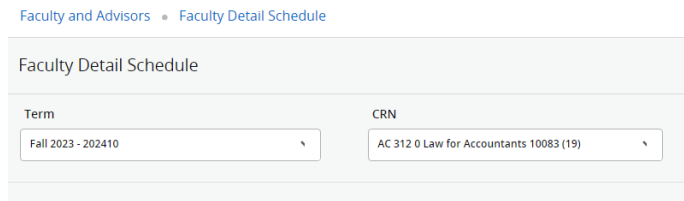


## Faculty Detail Schedule

“Faculty Detail Schedule” provides information specific to each course you are teaching such as number of credits, enrollment, meeting times, etc.



Select the Term and CRN



Faculty Detail Schedule

Term:  CRN:

Use this page to view your detailed schedule.

**Course:** AC 312 0 Law for Accountants 10083

Associated Term Fall 2023	CRN 10083	Status Active	Available for registration 03/08/2023 - 10/27/2023
College College of Business	Department Accounting Dept	Part of Term 1	Credits 3
Campus Dist. Learn.	Override No	Instructional Method 100% Online	Roster Classlist
Course Level Undergraduate			

**Scheduled Meeting Times**

Class	From Time	To Time	Days	Where	Start Date	End Date	Schedule Type	Instructors
Class	00:00	00:01		To Be Announced	08/14/2023	12/01/2023	Internet	

Results found: 1

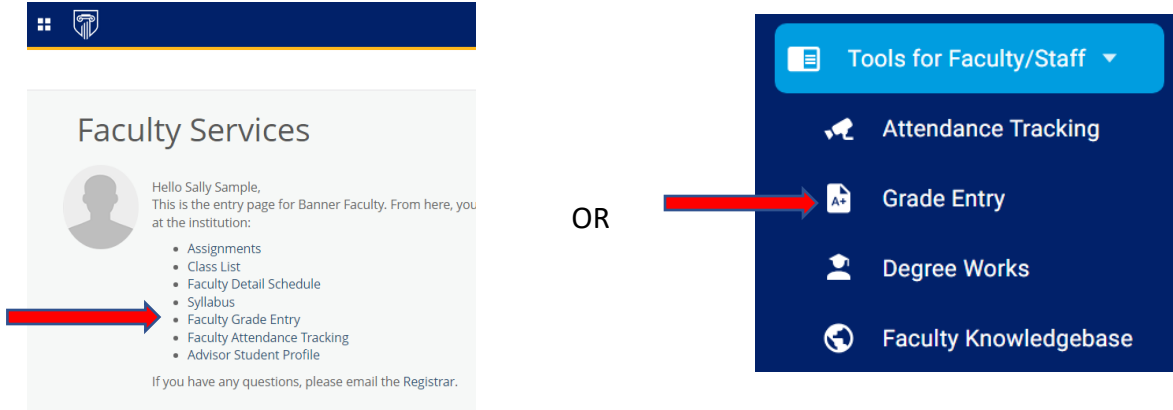
**Enrollment Counts**

	Maximum	Actual	Remaining
Enrollment	25	19	6
Cross List	0	0	0



## Faculty Grade Entry

From the Faculty Services landing page or from the Tools for Faculty/Staff menu, select “Faculty Grade Entry” or “Grade Entry”.



Once grade entry has been authorized by the Registrar’s Office (usually the day exams begin), you should see the below display for end of term processing.

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	AC - Accounting	312	0	Law for Accountants	202410 - Fall 2023	10083

Records Found: 1

Enter Grades

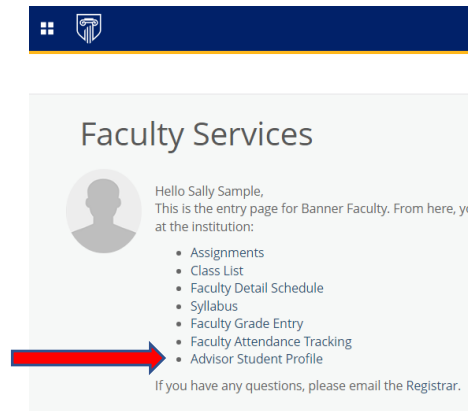
Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended	Narrative Grade Comment
[REDACTED]	[REDACTED]	[REDACTED]	[Grade Dropdown]	[REDACTED]	08/18/2023	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[Grade Dropdown]	[REDACTED]	08/18/2023	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[Grade Dropdown]	[REDACTED]	08/18/2023	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[Grade Dropdown]	[REDACTED]	08/18/2023	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[Grade Dropdown]	[REDACTED]	08/18/2023	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[Grade Dropdown]	[REDACTED]	08/18/2023	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[Grade Dropdown]	[REDACTED]	08/18/2023	[REDACTED]	[REDACTED]

Select the correct grade for each student from the Final Grade drop down menu. Click SAVE after you have carefully reviewed the grades for accuracy. Remember to update the Last Attend Date according to policy.

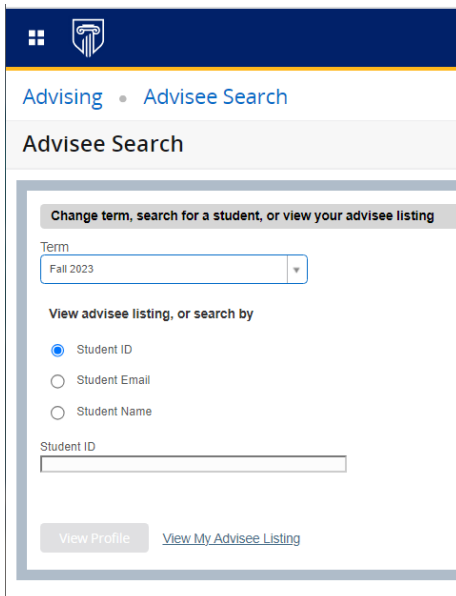


## Advisor Student Profile

By selecting “**Advisor Student Profile**” as designated below, you are able to view important information about your advisees. The information is consolidated into a profile page and can be used to assist students with academic decisions.



The first screen displayed after selecting “**Advisor Student Profile**” is the Advisee Search option.



- Use the Advisee Search page to select the term for a specific advisee to view their student profile information.
  - The selected term will determine which advisees you have access to as well as which information will be displayed for the students.
- You can search for one of your advisees individually by Student ID, Student Email or Student Name and click “View Profile” to view this specific student’s information.
- To see ALL advisees that are assigned to you for the selected term click the “View My Advisee Listing” button, which will open the “Advisee Listing” screen.



# MyAthens Self Service Information Guide

Navigating a Student's Profile allows a dashboard view of the following:

Term: Fall 2023 | Standing: Good Standing, as of Summer 2014 | Overall Hours: 3 | Overall GPA: 3.00 | Registration Notices: 4 | Holds: 0

Student Profile - Smiley Face

**Bio Information**  
 Email: [Redacted]  
 Phone: [Redacted]  
 Gender: [Redacted]  
 Date of Birth: [Redacted]  
 Ethnicity: [Redacted]  
 Race: [Redacted]  
 Citizens: Yes  
 Citizenship: U.S. Citizen  
 Emergency Contact: [Redacted]  
 Emergency Phone: [Redacted]

**General Information**  
 Level: Undergraduate  
 Class: Freshman  
 Status: Readmission  
 Student Type: Readmit  
 Residency: In-State Resident  
 First Term Attended: Summer 2014  
 Last Term Attended: Summer 2014

**Curriculum and Courses**

**Prior Education and Testing**

**Additional Links**

**Academic Transcript**

**Degree Works Audit and Evaluation**

**GRADUATION INFORMATION**  
 Graduation Applications: None

**Advisors**  
 Primary / Major Advisor: [Sally Sample](#)

**CURRICULUM, HOURS & GPA**

Primary	Secondary	Hours & GPA
Degree:	Bachelor of Science	
Level:	Undergraduate	
Program:	Bachelor of Science	
College:	College of Arts and Sciences	
Major:	Psychology	
Department:	Behavioral Science Dept	
Concentration:	Not Provided	
Minor:	Not Provided	
Concentration:	Not Provided	
Admit Term:	Fall 2023	
Catalog Term:	Fall 2023	

**REGISTERED COURSES**

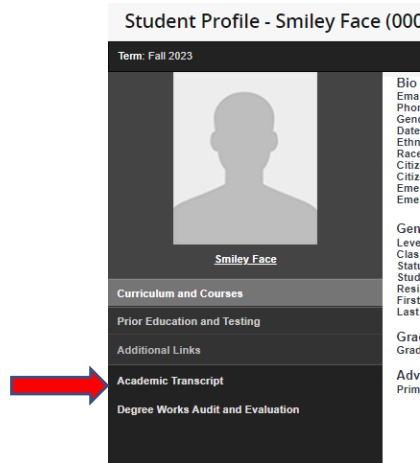
Course Title	Details	CRN	Hours	Registration Status	Instructor
Pathways to Success - AS	UNV 306AS 0	10021	3	Web Registration	<a href="#">Kimberly Michelle Dunnavant</a>
Adolescent Psychology	PS 334 0	10529	0	Withdrawal	<a href="#">Janet Woody Domingo</a>
Child Psychology	PS 332 0	10600	0	Withdrawal	<a href="#">Janet Woody Domingo</a>
Drugs And Behavior	PS 304 0	10603	0	Withdrawal	<a href="#">Vanessa Maria Miller-Curtis</a>
Social Psychology	PS 331 0	10787	3	Web Registration	<a href="#">Susan Elaine Owen</a>

Total Hours | Registered Hours: 6 | Billing Hours: 15 | CEU Hours: 0 | Min Hours: 0 | Max Hours: 19

- **Curriculum and Courses** – Displays curriculum information for the student's primary degree, secondary degree, and any hours earned towards the degrees. Registered courses for the selected term are shown below the curriculum, hours and GPA.
- **Prior Education and Testing** – Displays Post-Secondary information as well as any testing and scores that may be required.
- **Bio, General and Graduation Information** – Displays general information about the student and their academic criteria. Includes their Athens State email address, graduation information, as well as, advisors assigned.
- **Registration Notices / Holds** – Displays term selected Academic Standing, Student Status, Enrollment Status and any holds associated with the student.
- **Additional Links** – Links allow advisor to view the student's academic transcript and access to the Degree Works audit.



## How to View my Student's Unofficial Academic Transcript from Student Profile



Enter "All Levels" for Transcript Level and "Unofficial Web Transcript" for Transcript Type. Scroll to view transcript or click on headings to jump to individual sections. If you would like to print or save as a PDF, click the Print button OR right click with your mouse and select print.

Student > Academic Transcript

Academic Transcript

Information for Smiley Face

Transcript Level: All Levels

Transcript Type: Unofficial Web Transcript

Student Information | Institution Credit | Transcript Totals | Courses(s) in Progress

Print

This is not an official transcript. Courses which are in progress may also be included on this transcript.

**Student Information**

Birth Date  
Oct 01, 1992

Curriculum Information

Current Program : Bachelor of Science  
Major and Department  
Psychology, Behavioral Science Dept

**Institution Credit**

Term : Summer 2014

Academic Standing  
Good Standing

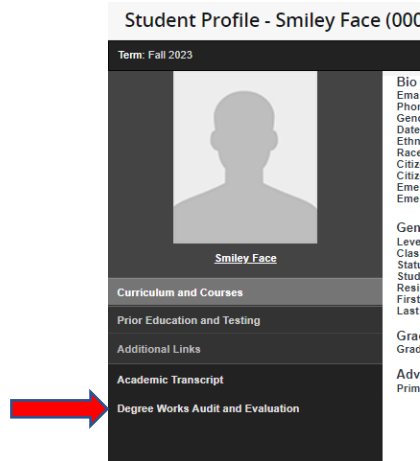
Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	Start and End Dates	R
MG	350	UG	Financial Management	B	3.000	9.00		

Term Totals (Undergraduate)		Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term		3.000	3.000	3.000	3.000	9.00	3.00
Cumulative		3.000	3.000	3.000	3.000	9.00	3.00



# MyAthens Self Service Information Guide

## How to View my Student's Degree Works Audit and Evaluation from Student Profile



By clicking on “Degree Works Audit and Evaluation” you can directly enter Degree Works for that particular student, as shown below:

**Audit** Print

Data refreshed 08/12/2023 4:09 AM Refresh

Student ID: [Redacted] Name: [Redacted] Degree: Bachelor of Science

Advanced search

Level: Undergraduate Classification: Junior Major: Management of Cybersecurity Operations Minor: Information Systems Management

Program: Bachelor of Science - Business College: College of Business Academic Standing: Good Standing Student Status: Active Institutional GPA: 3.750

Overall GPA: 3.260 Advisor: [Redacted]

Academic What-If View historic audit 06/29/2023 at 2:38 PM UG/BS

Format: Student View ▼

In-progress classes  Preregistered classes PROCESS

Audit date: 06/29/2023 2:38 PM Diagnostics Student data Save audit Delete audit Collapse all

**Degree - Bachelor of Science** INCOMPLETE

Credits required: 124 Credits applied: 77 Catalog year: Fall 2022

You currently have 12 hours earned at Athens State.