

Using Self-Service Activity Management

Managing the Activity Management WorkCenter

This section provides an overview of the Activity Management WorkCenter and discusses how to access the pages of the WorkCenter for instructional staff.

Understanding the Activity Management WorkCenter

The Activity Management WorkCenter is the instructional staff access to maintain coursework and student results. The functionality is similar to the Activity Manager, and the Activity and Result Rosters, but instructional staffs only have access to their classes and/or exams. Instructional staff can update coursework items; view activity rosters, assign activities and access student attachments; and enter results. Settings in the administrative component control what actions instructional staff can perform and what data they can view. These settings are as follows:

- Institution Table – ability to update coursework and calculate results.
- Class Table – grade access.
- Section Manager – exam result access.
- Result Dates – controls when result entry can be performed.

See:

- "Setting Up Activity Management Throughout Campus Solutions" (PeopleSoft Campus Solutions 9.2: Student Records)
- "Defining Academic Institutions" (PeopleSoft Campus Solutions 9.2: Application Fundamentals)

Pages Used to Manage the Activity Management WorkCenter

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Activity Manager	SSR_ACR_MAIN_SS	Self Service, Activity Management WorkCenter	After selecting a class or exam from the left side navigation, the Manage Roster WorkCenter appears. When on the Manage Coursework tab, select the Manage Roster icon to access this page.
Instructors	SSR_ACSS_INSTR_SEC	Self Service, Activity Management WorkCenter, Manage Rosters	Select the Instructor Name link to access contact information for the instructor.

Page Name	Definition Name	Navigation	Usage
Result Access	SSR_AMWC_RWK_SEC	Self Service, Activity Management WorkCenter, Manage Rosters	Select to display the result access available to the instructor for the particular activity.
Activity Roster	SSR_ACR_ROSTER_SS	Self Service, Activity Management WorkCenter, Manage Rosters	Select the activity roster icon to access information on the students associated with the activity.
Activity Roster – Student Detail	SSR_ACR_IAMTREESS	Self Service, Activity Management WorkCenter, Manage Rosters, Activity Roster	Select the student detail link to access the entire course content tree for the student.
Activity Dates	SSR_ADC_ACTN_SEC	Self Service, Activity Management WorkCenter, Manage Rosters, Activity Roster	Select the Activity Dates link to view the activity dates associated with the student.
Attachments	SSR_ACTIVITY_ATT	Self Service, Activity Management WorkCenter, Manage Rosters, Activity Roster	Select to access any attachments submitted by the student.
Result Roster	SSR_ACR_RESULT_SS	Self Service, Activity Management WorkCenter, Manage Rosters	Select the result roster icon to grade the activity.
Result Scale Table	SSR_AC_SCALE_SS_SP	Self Service, Activity Management WorkCenter, Manage Rosters, Result Roster	Select the Result Scale icon to view details about the result scale associated with the student.
Activity Root Roster	SSR_ACR_MASTR	Self Service, Activity Management WorkCenter, Manage Rosters	Select the Activity Root Roster link to view the root roster for the course.
Maintain Coursework	SSR_ACM_MAIN_SS	Self Service, Activity Management WorkCenter, Manage Coursework	After selecting a class or exam from the left hand navigation the Manage Roster WorkCenter displays. Select the Manage Coursework tab or select the Manage Coursework icon to access this page.
Insert Activity	SSR_ACSS_INSSEC	Self Service, Activity Management WorkCenter, Manage Coursework	Select to insert a new activity or edit an existing one.

Managing Student Activities

This section provides an overview of self-service student activities and discusses how to access the student My Activities and My Exams pages.

Understanding Self-Service Student Activities

Program Enrollment and non-Program Enrollment students can access class activities in self-service. Program Enrollment students will access their activity detail via the Program Enrollment folder in Self-Service, while non-Program Enrollment students can access their activity detail through the Student Center. Course activities are available to students in self-service when courses are set up to use Activity Management. The activity detail displayed to students depends on the student's relationship to the course and the level of setup completed in the Activity Management structure. The following chart outlines the activity detail that appears:

Highest Activity Level Defined	Student Term Activated	Student Enrolled	Activity Level Displayed
None	Yes or No	Yes or No	None
Activity Registry	Yes or No	Yes or No	Activity Registry
Activity Manager	No	No	Activity Registry
Activity Manager	Yes	No	Activity Manager
Activity Manager	Yes	Yes	Activity Manager
Individual Activity Manager	Yes	Yes	Individual Activity Manager

Students accessing data from the Activity Registry or Activity Manager will be able to view coursework detail. For students able to access their Individual Activity Manager, they will be able to perform the following actions:

- View the coursework and coursework detail.
- View current or previous attempts, and current or previous attempt results.
- Select optional activities.
- Confirm their attendance for exams.
- Download attachments from their instructor.
- Upload assignments.
- **Bundle 43. Updated information.**
View extenuating circumstances associated with their results or activities.
- View exams and exam details.
- Select reassessment exams.

Access to select optional activities and confirm attendance are set up on the Activity Dates component.

See "Understanding Activity Management" (PeopleSoft Campus Solutions 9.2: Student Records)

Pages Used to Manage Student Activities

Page Name	Definition Name	Navigation	Usage
Activity Details	SSR_ACT_DET_SEC	<ul style="list-style-type: none"> • Self Service, Program Enrollment, My Activity • Self Service, Student Center <p>In This Week's Schedule, click any one of the following icons:</p> <ul style="list-style-type: none"> • Gradebook/Class Activities • View Class Activities - Action Required <ul style="list-style-type: none"> • Self Service, Student Center, My Academics, View my course history <p>In the Activities column, click any one of the following icons:</p> <ul style="list-style-type: none"> • Gradebook/Class Activities • View Class Activities - Action Required 	Select the Activity Description link to view details about the activity.

Page Name	Definition Name	Navigation	Usage
Attachments	SSR_IAM_CONT_ATT	<ul style="list-style-type: none"> • Self Service, Program Enrollment, My Activity Click the Attachments link that corresponds to the activity. • Self Service, Student Center In This Week's Schedule, click any one of the following icons: <ul style="list-style-type: none"> • Gradebook/Class Activities • View Class Activities - Action Required Click the Attachments link that corresponds to the activity. • Self Service, Student Center, My Academics, View my course history In the Activities column, click any one of the following icons: <ul style="list-style-type: none"> • Gradebook/Class Activities • View Class Activities - Action Required Click the Attachments link that corresponds to the activity. 	Select the Attachments link to download attachments from the instructor or to upload assignments to the instructor.

Page Name	Definition Name	Navigation	Usage
Extenuating Circumstances	SSR_IAM_EXTN_SEC	<ul style="list-style-type: none"> • Self Service, Program Enrollment, My Activity Click the corresponding Extenuating Circumstances link. • Self Service, Student Center In This Week's Schedule, click any one of the following icons: <ul style="list-style-type: none"> • Gradebook/Class Activities • View Class Activities - Action Required Click the corresponding Extenuating Circumstances link. • Self Service, Student Center, My Academics, View my course history In the Activities column, click any one of the following icons: <ul style="list-style-type: none"> • Gradebook/Class Activities • View Class Activities - Action Required Click the corresponding Extenuating Circumstances link. 	<div style="background-color: #d9ead3; border: 1px solid black; padding: 5px; margin-bottom: 5px;">Bundle 43. Updated description.</div> <p>Select the Extenuating Circumstances link to display assigned extenuating circumstances associated to the result or the activity. Only appears when an extenuating circumstance was assigned.</p>

Page Name	Definition Name	Navigation	Usage
My Activities	SSR_SS_MY_ACTIVITY SSR_CRSE_ACTIVITY	<ul style="list-style-type: none"> Self Service, Program Enrollment, My Activity Self Service, Student Center, This Week's Schedule In This Week's Schedule, click any one of the following icons: <ul style="list-style-type: none"> Gradebook/Class Activities View Class Activities - Action Required Self Service, Student Center, My Academics, View my course history In the Activities column, click any one of the following icons: <ul style="list-style-type: none"> Gradebook/Class Activities View Class Activities - Action Required Self Service, Student Center, Plan, Course History Click any one of the following icons: <ul style="list-style-type: none"> Gradebook/Class Activities View Class Activities - Action Required Self Service, Student Center, Enroll, term information, View my grades Click any one of the following icons: <ul style="list-style-type: none"> Gradebook/Class Activities 	View all courses and coursework for a term.

Page Name	Definition Name	Navigation	Usage
		<ul style="list-style-type: none"> • View Class Activities - Action Required • Self Service, Student Center, Enroll, my class schedule <p>Click any one of the following icons:</p> <ul style="list-style-type: none"> • Gradebook/Class Activities • View Class Activities - Action Required 	
My Exams	SSR_SS_MY_EXAMS	Self Service, Program Enrollment, My Exams	Lists Activity Management exams assigned to the student for a specific academic period.
Exam Details	SSR_ACT_DET_SEC	Self Service, Program Enrollment, My Exams Click the Activity Description link.	View exam details.
My Exam Schedule	SSR_SSENRL_EXAM_L	Self Service, Student Center, Enroll, term information, View my exam schedule	Lists all exams assigned to the student.

Page Name	Definition Name	Navigation	Usage
Previous Attempts	SSR_PR_ATTEMPT_SEC	<ul style="list-style-type: none"> Self Service, Program Enrollment, My Activities, Previous Attempts Self Service, Student Center, This Week's Schedule <p>In This Week's Schedule, click any one of the following icons:</p> <ul style="list-style-type: none"> Gradebook/Class Activities View Class Activities - Action Required <p>Click the Previous Attempts link.</p> <ul style="list-style-type: none"> Self Service, Student Center, My Academics, View my course history <p>In the Activities column, click any one of the following icons:</p> <ul style="list-style-type: none"> Gradebook/Class Activities View Class Activities - Action Required <p>Click the Previous Attempts link.</p>	Select the Previous Attempts link to view previous attempt information. Available when multiple attempts have been made. Displays data for all attempts.

Page Name	Definition Name	Navigation	Usage
Results Attempts History	SSR_PR_ATTEMPT_SEC	<ul style="list-style-type: none"> • Self Service, Program Enrollment, My Activities • Select Show Results, Result History • Self Service, Student Center, This Week's Schedule <p>In This Week's Schedule, click any one of the following icons:</p> <ul style="list-style-type: none"> • Gradebook/Class Activities • View Class Activities - Action Required <p>Click the Attempts History link.</p> <ul style="list-style-type: none"> • Self Service, Student Center, My Academics, My Course History <p>In the Activities column, click any one of the following icons:</p> <ul style="list-style-type: none"> • Gradebook/Class Activities • View Class Activities - Action Required <p>Click the Attempts History link.</p>	Select the Attempts History link to view previous result information. Available when multiple results have been entered. Displays data for all results.

Page Name	Definition Name	Navigation	Usage
Resit Exam Selection	SSR_CRSE_RESITS	<ul style="list-style-type: none"> Self Service, Program Resit Exam Selection, My Activities Self Service, Student Center, This Week's Schedule <p>In This Week's Schedule, click any of the following icons:</p> <ul style="list-style-type: none"> Gradebook/Class Activities View Class Activities – Action Required <p>Click the Resit Exam Selection link.</p> <ul style="list-style-type: none"> Self Service, Student Center, My Academics, View my course history <p>In the Activities column, click one of the following icons:</p> <ul style="list-style-type: none"> Gradebook/Class Activities View Class Activities – Action Required <p>Click the Resit Exam Selection link.</p>	Link will appear when student is eligible to select a resit exam period.
View Class Activities	SSR_VIEW_TREE_SEC	<ul style="list-style-type: none"> Self Service, Student Center, Search or Search for Classes <p>Click the Class or Section link to view details about the class.</p> <ul style="list-style-type: none"> Self Service, Student Center, Plan, shopping cart <p>Select a class via Class Search or My Requirements.</p>	View details about the class.

Page Name	Definition Name	Navigation	Usage
View Course Activities	SSR_VIEW_TREE_SEC	<ul style="list-style-type: none">• Self Service, Student Center, Search or Search for Classes, browse course catalog• Self Service, Student Center, Plan, My Planner Select a course.	View details about the course