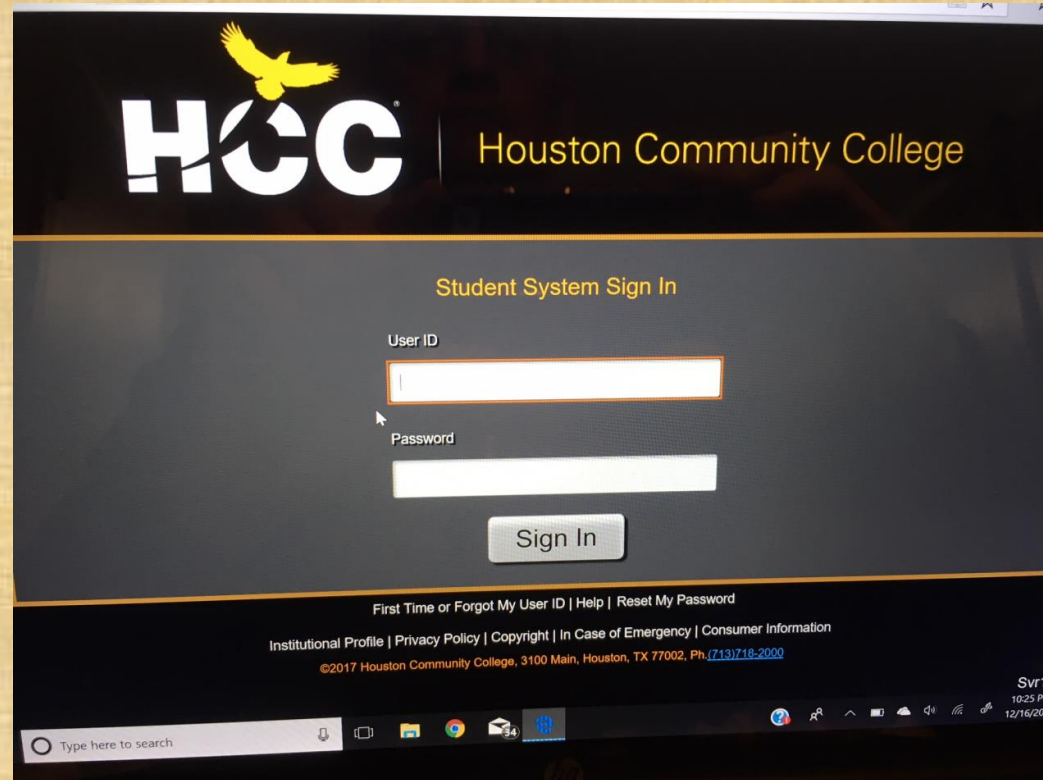


Using PeopleSoft as an HCC Instructor



The screenshot shows the HCC Student System Sign In page. At the top, the HCC logo (a yellow bird) and the text "Houston Community College" are displayed. Below this, the heading "Student System Sign In" is centered. The sign-in form consists of two input fields: "User ID" and "Password". Below the "Password" field is a "Sign In" button. At the bottom of the page, there are links for "First Time or Forgot My User ID", "Help", and "Reset My Password". Below these links is a footer containing "Institutional Profile | Privacy Policy | Copyright | In Case of Emergency | Consumer Information" and the copyright notice "©2017 Houston Community College, 3100 Main, Houston, TX 77002, Ph. (713) 718-2000". The Windows taskbar is visible at the bottom of the screen, showing the search bar and various application icons.

HCC Houston Community College

Student System Sign In

User ID

Password

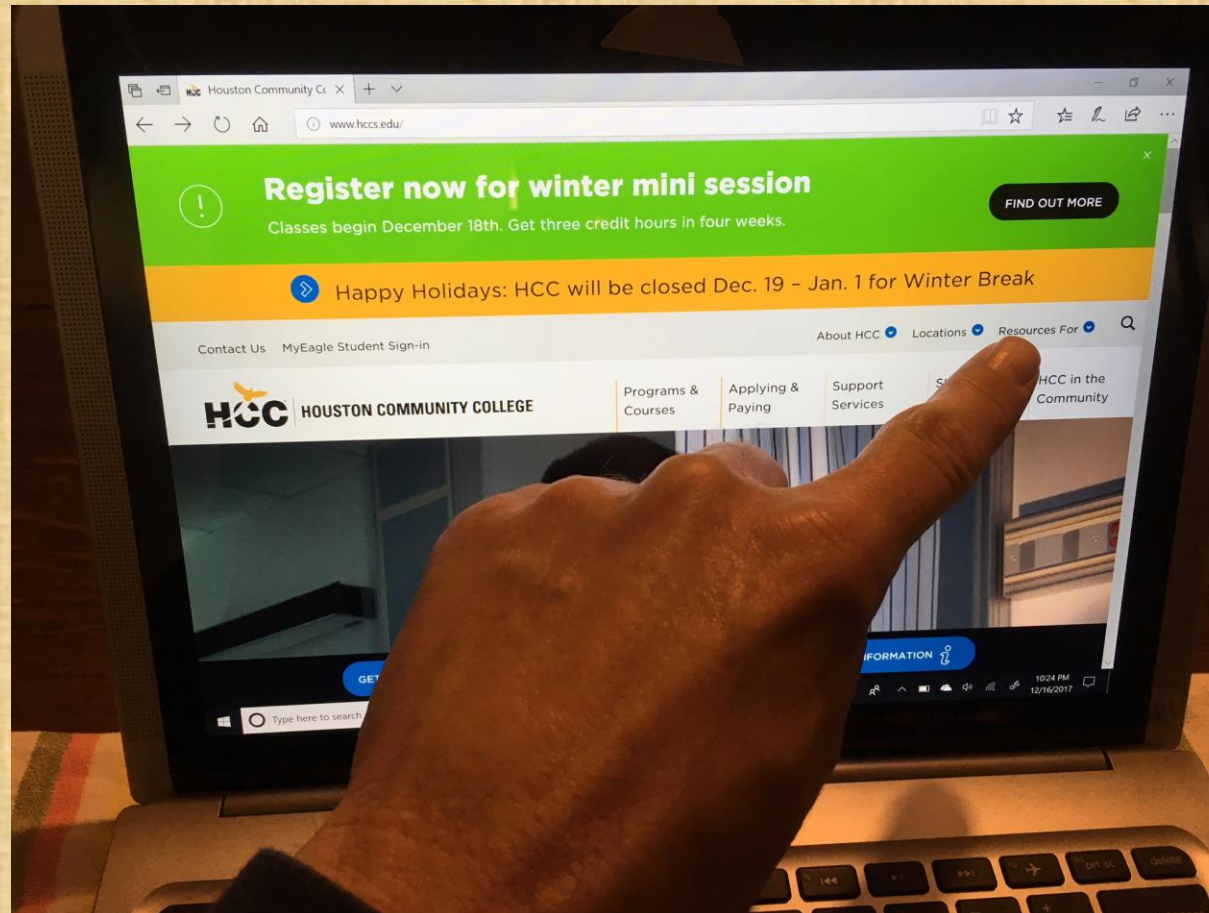
Sign In

First Time or Forgot My User ID | Help | Reset My Password

Institutional Profile | Privacy Policy | Copyright | In Case of Emergency | Consumer Information

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Svr1: 10:25 PM 12/16/2017



closed Dec. 19 – Jan. 1 for Winter Break

About HCC

Locations

Resources For



Programs &
Courses

Applying &
Paying

Support
Services

Student
Experience

I AM A...

Current Student

Alumni

Donor

Faculty Member

International Student

Job Seeker

Staff Member

Veteran

REQUEST FOR INFORMATION



10:25 PM
12/16/2017

Resources For



Home > Resources For > Faculty

Technology Resources

HCC MS365 Email
Login

PeopleSoft Faculty
Center

PeopleSoft @ Your
Service

myHCC (Intranet)

Password Reset

Activate your Account

Edutube

Instructional Resources

Adjunct Faculty
Pathways

Faculty Senate

Faculty Workload

HCC Calendar

Just-in-Time for Faculty

Learning Web: Faculty
Syllabi / CV

PeopleSoft Faculty
Center

Professional Opportunities

Adjunct A

Bloom's Stu
Series

Classroom M
Series

Eagle Online (C
Resources

Employee Onlin

Instructional Le
Professional Dev
Series

STEM Faculty



Houston Community College

Student System Sign In

User ID

Password

Sign In

[First Time or Forgot My User ID](#) | [Help](#) | [Reset My Password](#)

[Institutional Profile](#) | [Privacy Policy](#) | [Copyright](#) | [In Case of Emergency](#) | [Consumer Information](#)

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Type here to search



Svr1:
10:25 PM
12/16/2017

Menu

Search:



- ▶ Hcc Custom Menu
- ▶ HighPoint
- ▼ **Self Service**
 - ▶ 1098T
 - ▶ Faculty Center
 - ▶ Advisor Center
 - ▶ Search
 - ID Card
 - Parking Access
 - Student Center
 - Learning Management Systems
 - My System Profile

[Main Menu >](#)



Self Service

Navigate to your self service information



ID Card



Learning Management System

Learning Management Systems



Advisor Center

Use the Faculty center to manage all activities.

My Advisees

Advisee Student Center

Advisee General Info

2 More...

HCC

Menu

Search:

- Hcc Custom Menu
- HighPoint
- Self Service
- 1098T
- Faculty Center
 - Faculty Center
 - Faculty Early Alert Comments
- Advisor Center
- Search
 - ID Card
 - Parking Access
 - Student Center
 - Learning Management Systems
- My System Profile

Stanley Kaminski

Faculty Center | Advisor Center | Search | Learning Management

Faculty Center

My Schedule

Fall 2017 | Houston Community College change term

Attendance Addendum Form	Degree Progress Standard Report	Faculty Withdrawal Tutorial	My Exam Schedule
Attendance Roster Tutorial	Degree Progress What if Report	Grade Roster Addition Form	View Personal Data Summary
Change of Grade Form	Early Alert Instructor Manual	Grading Tutorial	EGLS3 Sp 2014 & prior
		Online Grade Change Tutorial	EGLS3 Fa 2014 & later

Select display option: ☒ Show All Classes ☐ Show Enrolled Classes Only

Icon Legend: Class Roster Attendance Roster Attendance Roster Summary Grade Roster Learning Management

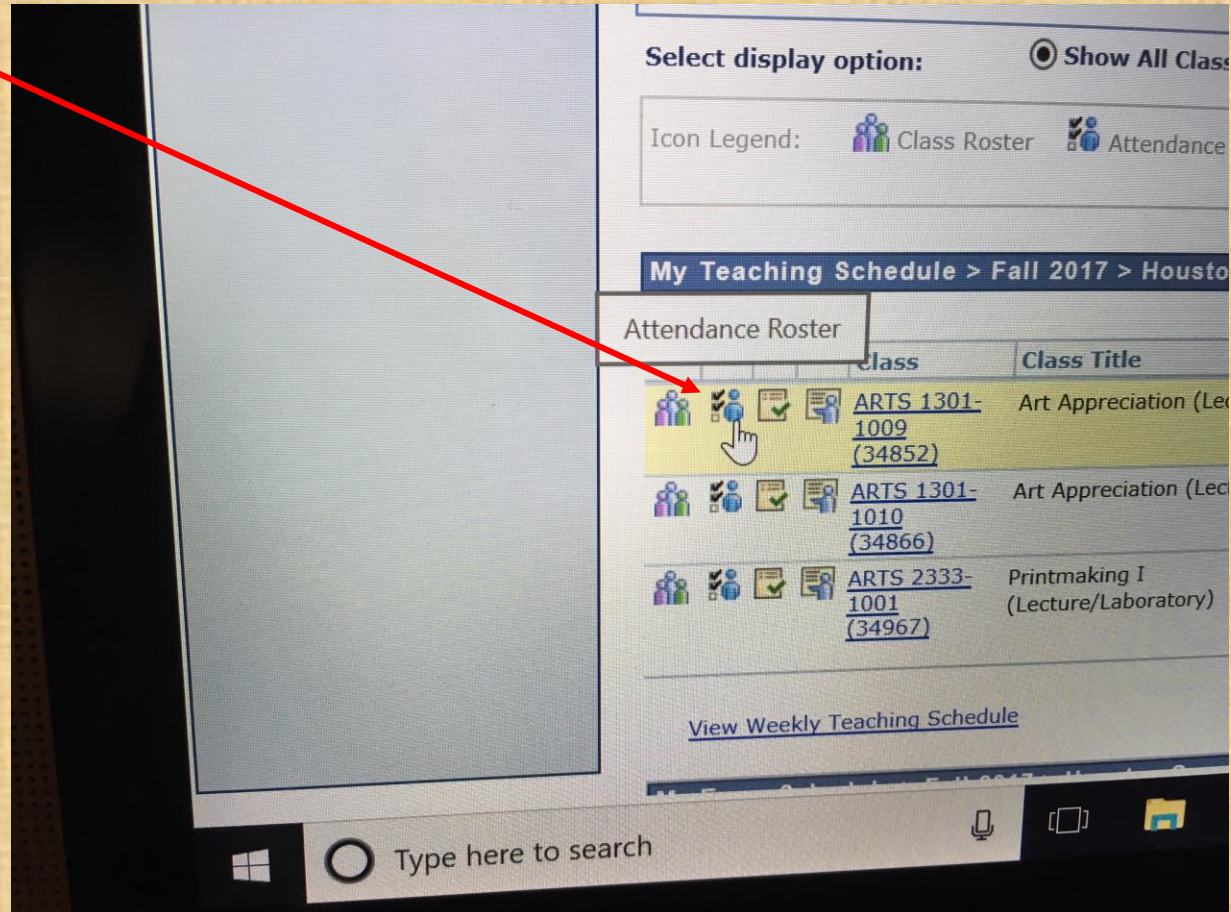
My Teaching Schedule > Fall 2017 > Houston Community College

View All First 1-3 of 3 Last

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	ARTS 1301-1002 (34852)	Art Appreciation (Lecture)	30	TuTh 12:30PM - 1:50PM	Spring Branch Campus	Aug 28, 2017-Dec 17, 2017
	ARTS 1301-1010 (34866)	Art Appreciation (Lecture)	30	TuTh 11:00AM - 12:20PM	Spring Branch Campus	Aug 28, 2017-Dec 17, 2017
	ARTS 2333-1001 (34967)	Printmaking I (Lecture/Laboratory)	15	MoWe 12:30PM - 3:20PM	Alief - Hayes	Aug 28, 2017-Dec 17, 2017

[View Weekly Teaching Schedule](#) [Go to top](#)

This is the icon for taking attendance.



Select display option:

Show All Clas

Icon Legend:



Class Roster



Attendance

My Teaching Schedule > Fall 2017 > Hous

Roster Summary/Grade Sheet

				Class	Class Title
				ARTS 1301-1009 (34852)	Art Appreciation (L
				ARTS 1301-1010 (34866)	Art Appreciation (L
				ARTS 2333-1001 (34967)	Printmaking I (Lecture/Laboratory

[View Weekly Teaching Schedule](#)

This icon will email you a printable attendance file.



































Faculty Center

My Schedule

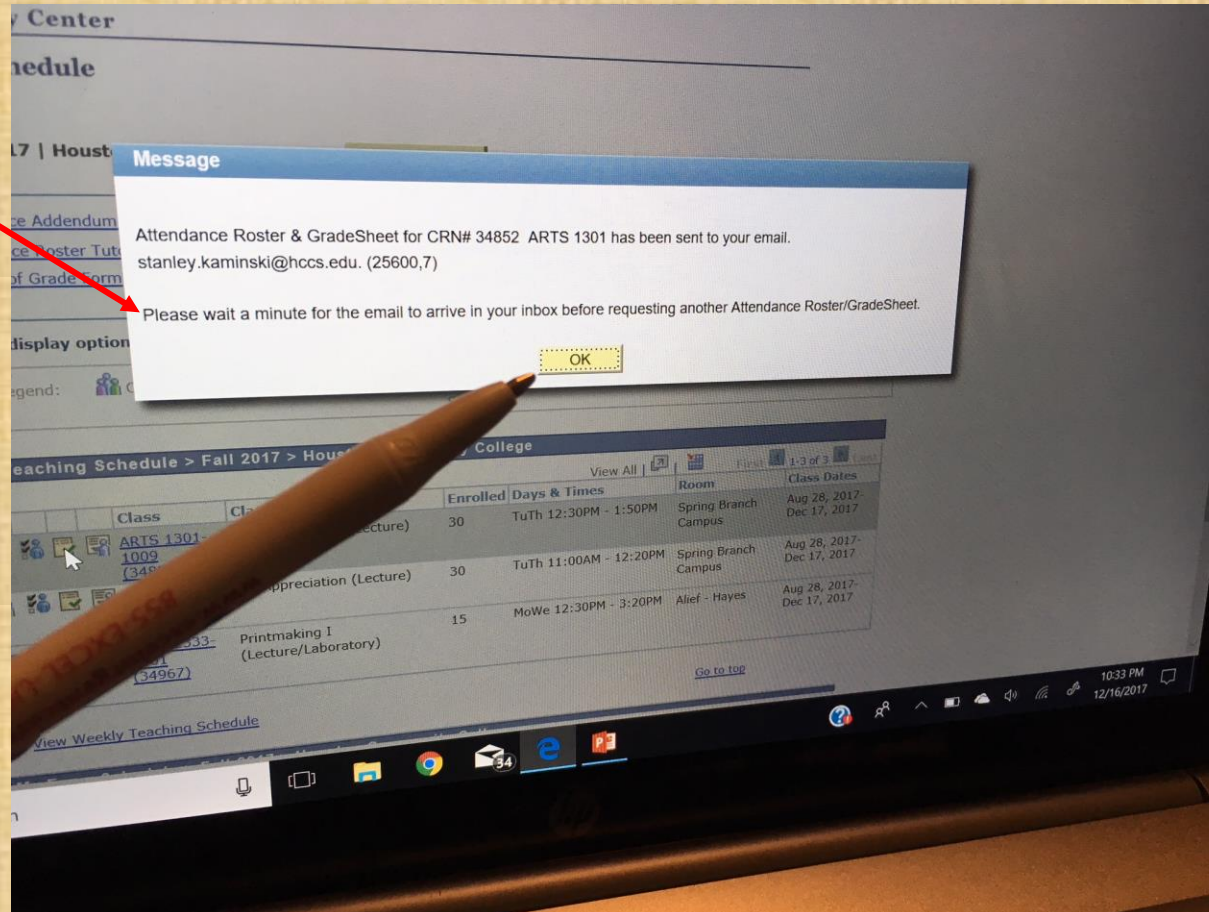
Fall 2017 | Houston Community College

Attendance Addendum
Attendance Roster Tutorial
Change of Grade Form

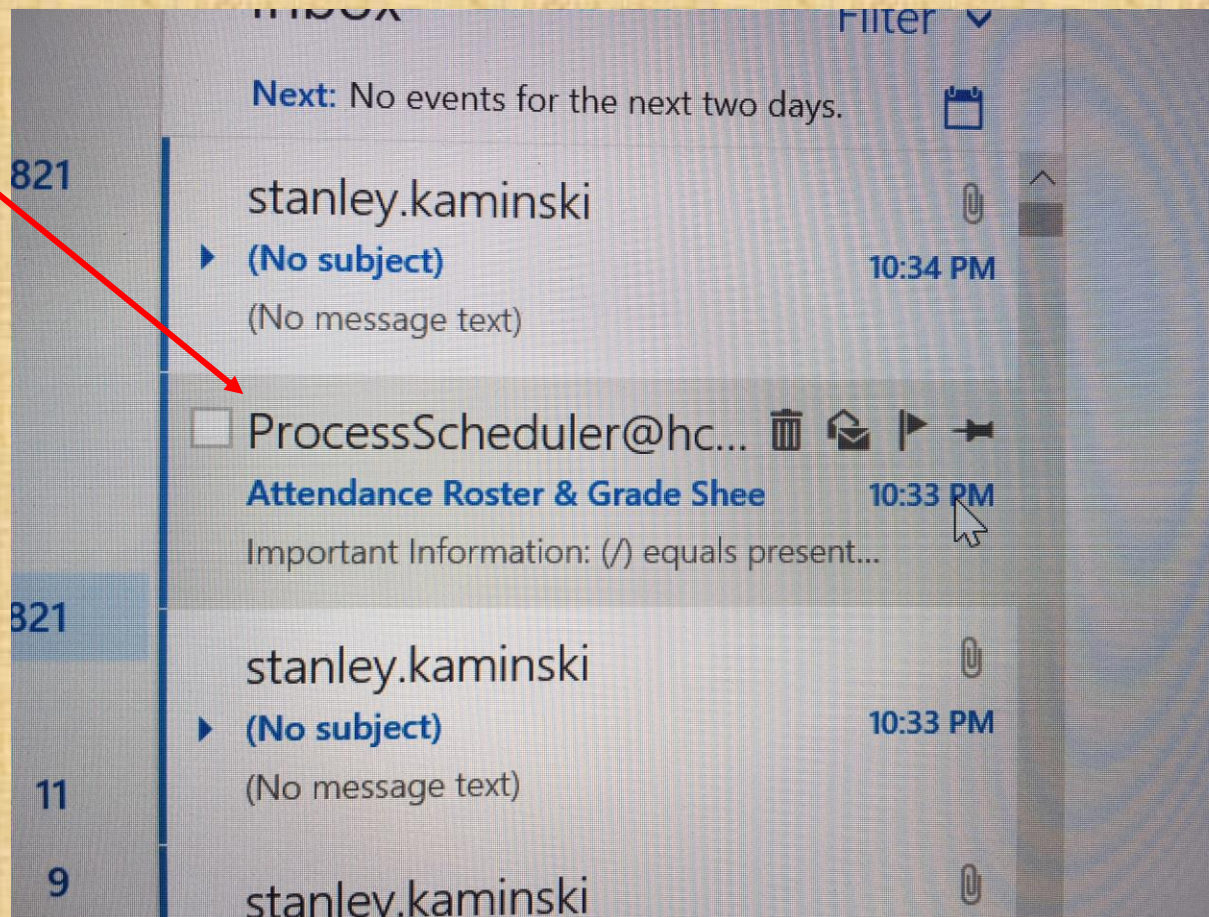
Select display options

Icon Legend:                                  

Wait one minute between sections when you print these or it will send the same section over and over.



Here's what the email will look like.



Reply all | Delete Junk | ...

Attendance Roster & Grade Sheet TERM 6181CRN# 34852



ProcessScheduler@hccs.edu

Today, 10:33 PM

stanley.kaminski



Reply all |

Inbox

Label: Enabled Hcc 4y (4 years and 1 day) Expires: 12/16/2021 10:33 PM



sratten3_10169812.PDF

24 KB

Download Save to OneDrive - Houston Community College

Important Information:

(/) equals present

(A) equals absent

() means that the student's name does not appear on the online roster for that particular class meeting (ie: The student was dropped from the class or withdrawn or registered after the roster was generated.)

Search Mail

← Folders

^ Favorite

Inbox

Clutter

Sent

PTO

^ stanley.

^ Inbo

^ A

Attendance Roster & Grade Sheet TERM 6181CRN# 34852



ProcessScheduler@hccs.edu

Today, 10:33 PM

stanley.kaminski

Inbox

Label: Enabled Hcc 4y (4 years and 1 day) Expires: 12/16/2021 10:33 PM



sratten3_10169812.PDF

24 KB



Download to OneDrive - Houston Community College

Information:

Present

Absent

It is noted that the student's name does not appear on the online roster for that particular class. This may be due to the student being dropped from the class or withdrawn or registered after the roster was generated.

Attendance Roster & Grade Sheet TERM 6181CRN# 34



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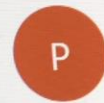
Sent

PTO

^ stanley.

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ProcessScheduler@hccs.edu

Today, 10:33 PM

stanley.kaminski ▾

Inbox

Label: Enabled Hcc 4y (4 years and 1 day) Expires: 12/16/2021 10:33 PM



sratten3_10169812.PDF ▾
24 KB

Preview

Download

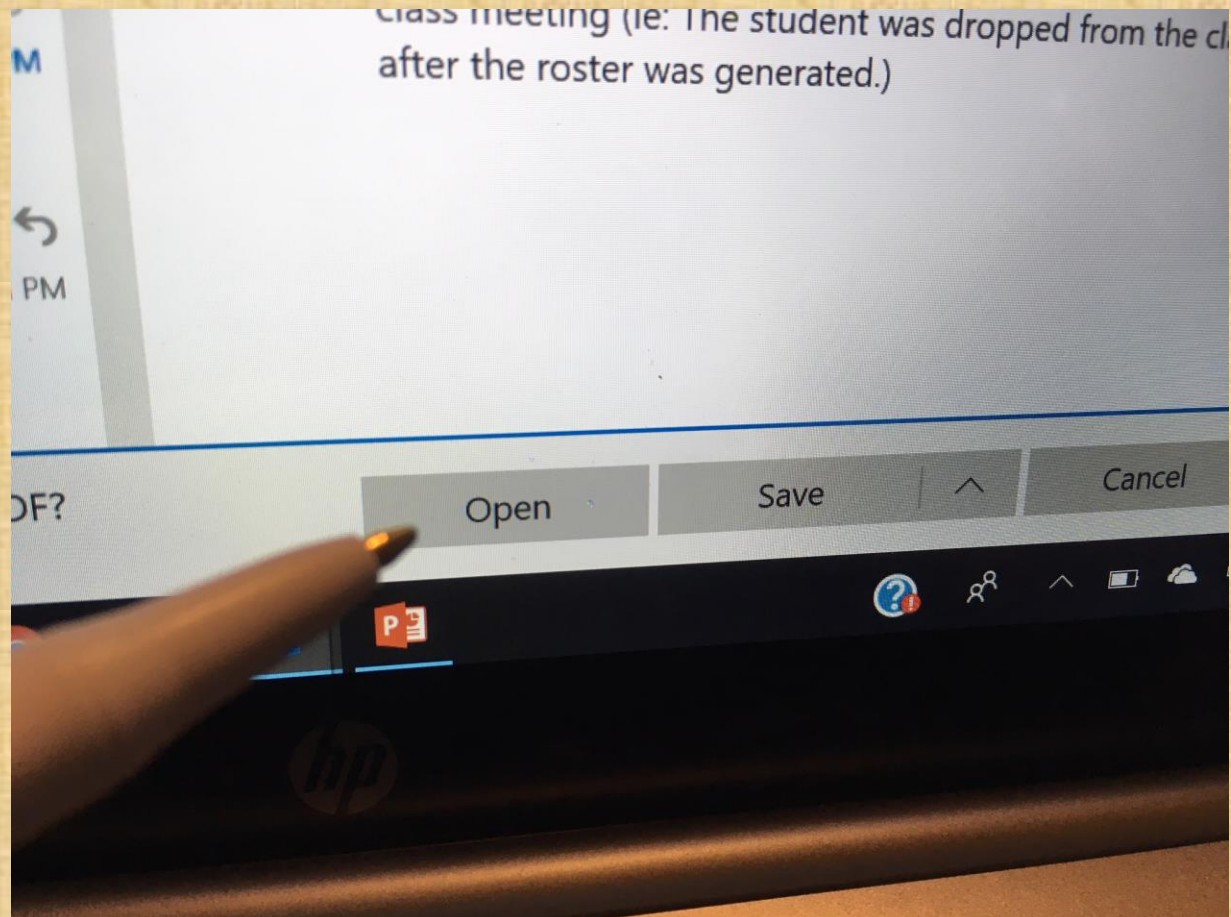
Save to OneDrive - Houston Community College

nity College

(A) equals absent

() means that the student's name does not appear on the online roster for that pa
student was dropped from the class or withdrawn or registered after the roster was

Thanks Stanley, I will call you tomorrow...



P28
6

OCT03
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OCT10
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OCT12
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OCT19
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OCT24
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OCT26
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NOV07
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Zoom — 95%

Favorites

Cast media to device

Find on page

Read aloud

Print

Pin this page to the taskbar

Pin this page to Start

F12 Developer Tools

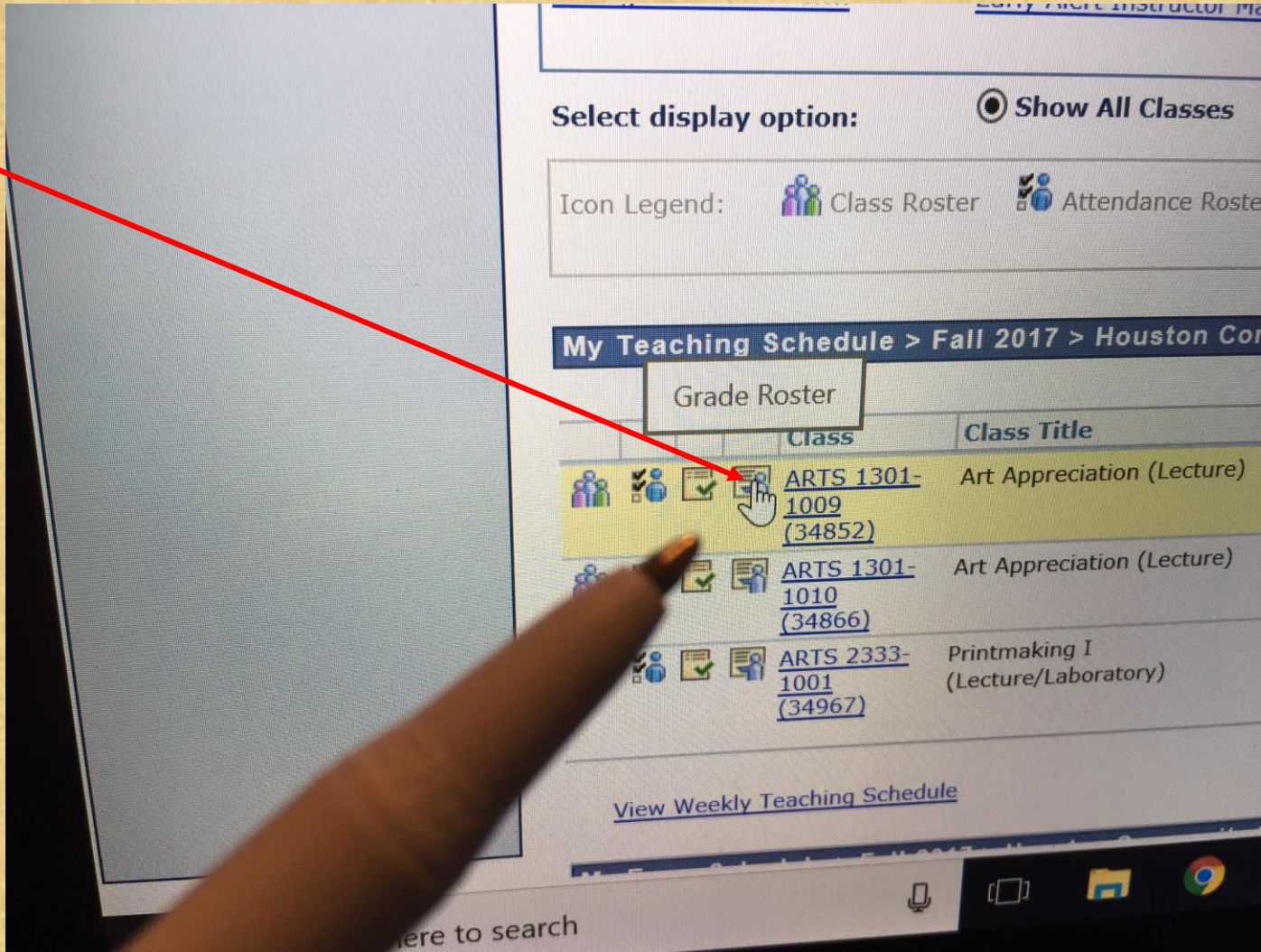
Open with Internet Explorer

Send feedback



Extensions

What's new and tips

This is the icon to enter final grades with. It only appears at the end of each semester.












Select display option: ☒ Show All Classes

Icon Legend:  Class Roster  Attendance Roster

My Teaching Schedule > Fall 2017 > Houston Com

Grade Roster

	Class	Class Title
  	ARTS 1301-1009 (34852)	Art Appreciation (Lecture)
  	ARTS 1301-1010 (34866)	Art Appreciation (Lecture)
  	ARTS 2333-1001 (34967)	Printmaking I (Lecture/Laboratory)

[View Weekly Teaching Schedule](#)

Where to search

Enter the grades and then:
Pull down and choose ready to review.
Then save.
Pull down to Approved.
Then save.
Then click POST.
All these actions appear in this box.

Stanley Kaminski

Faculty Center | Advisor Center | Search | Learning Management

Grade Roster

Fall 2017 | Regular Term | Houston Community College | Semester Credit Hour

ARTS 1301 - 1009 (34852) [change class](#)

Art Appreciation (Lecture)

Days and Times	Room	Instructor	Dates	Topic
TuTh 12:30PM-1:50PM	Spring Branch Campus Rm 602	Stanley Kaminski	08/28/2017 - 12/17/2017	+3hrs rescheduled holiday

Display Options:

*Grade Roster Type

☐ Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status

[REQUEST GRADE CHANGE](#)

Student Grade | Transcript Note

ID	Name	Roster Grade	Official Grade	Grading Basis	Program a Plan	International Activity	Level	Status
					M		Sophomore	Posted