Using Self-Service Activity Management

Managing the Activity Management WorkCenter

Bundle 34: This section is new

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 Student Records 9.0 PeopleBook)*", "Defining Academic Institutions *(PeopleSoft Campus Solutions 9.0 Application Fundamentals PeopleBook)*"

Pages Used to Manage the Activity Management WorkCenter

Page Name	***Definition Name***	***Navigation***	***Usage***
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.

Copyright © 1988, 2014, Oracle and/or its affiliates. All rights reserved.

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

Bundle 34: This section is new

Copyright © 1988, 2014, Oracle and/or its affiliates. All rights reserved.

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

Student activities are accessible for students in self service if students are associated with a Program Enrollment structure and for courses applicable to one of these programs. Students can perform the following actions in self service:

- View the coursework and coursework detail for their courses.
- View previous attempts and previous attempt results.
- Select optional activities.
- Confirm their attendance for exams.
- Download attachments from their instructor.
- Upload assignments.
- View extenuating circumstances associated with their results.
- View exams and exam details.

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

See "Understanding Activity Management *(PeopleSoft Student Records 9.0 PeopleBook)*"

Pages Used in My Activities and My Exams

Page Name	***Definition Name***	***Navigation***	***Usage***
My Activities	SSR_SS_MY_ACTIVITY	Self Service, Program Enrollment, My Activities – Show Activity Details or Show Results	View of all courses and coursework for a term.
Activity Details	SSR_ACT_DET_SEC	Self Service, Program Enrollment, My Activities – Show Activity Details or Show Results	Select the Activity Description link to view details about the activity.
Previous Attempts	SSR_PR_ATTEMPT_SEC	Self Service, Program Enrollment, My Activities – Show Activity Details or Show Results	Select the Previous Attempts link to view previous attempt information. Available when multiple attempts have been made. Displays data for all attempts.
Attachments	SSR_IAM_CONT_ATT	Self Service, Program Enrollment, My Activities – Show Activity Details	Select the Attachments link to download attachments from the instructor or to upload assignments to the instructor.

Copyright © 1988, 2014, Oracle and/or its affiliates. All rights reserved.

Page Name	***Definition Name***	***Navigation***	***Usage***
Extenuating Circumstances	SSR_IAM_EXTN_SEC	Self Service, Program Enrollment, My Activities – Show Results	Select the Extenuating Circumstances link to display assigned extenuating circumstances associated to the result. Only displays when an extenuating circumstance was assigned.
My Exams	SSR_SS_MY_EXAMS	Self Service, Program Enrollment, My Exams	Lists exams assigned to the student for a specific academic period.
Exam Details	SSR_ACT_DET_SEC	Self Service, Program Enrollment, My Exams	Select the Activity Description link to view details about the exam.

Copyright © 1988, 2014, Oracle and/or its affiliates. All rights reserved.