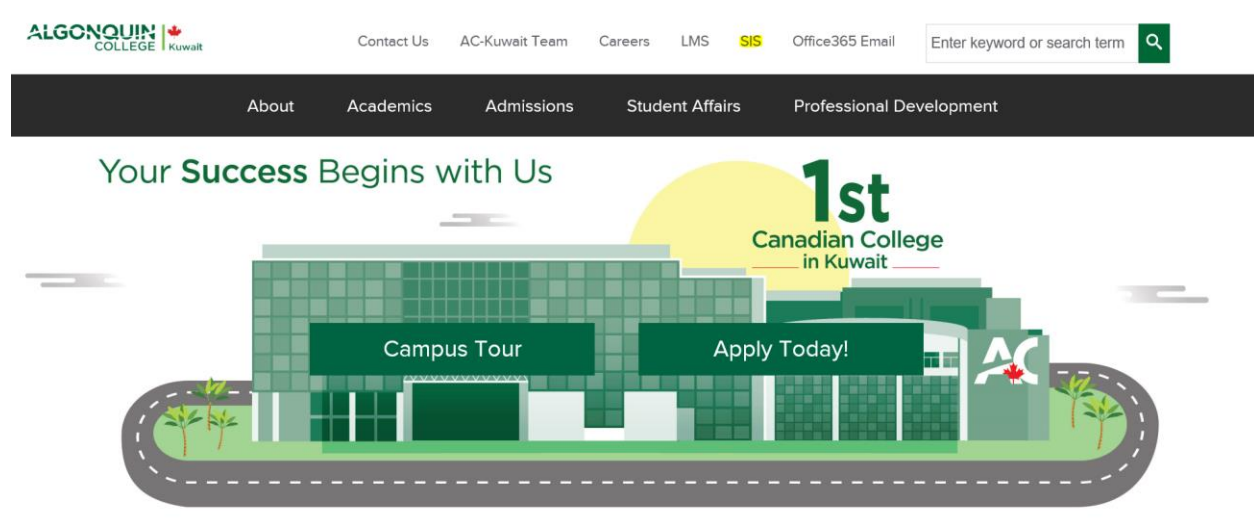


Introduction to PowerCAMPUS Self-Service

Home Page

To access the SIS or self-service, visit the AC- Kuwait website and click on SIS link as indicated in below snap:



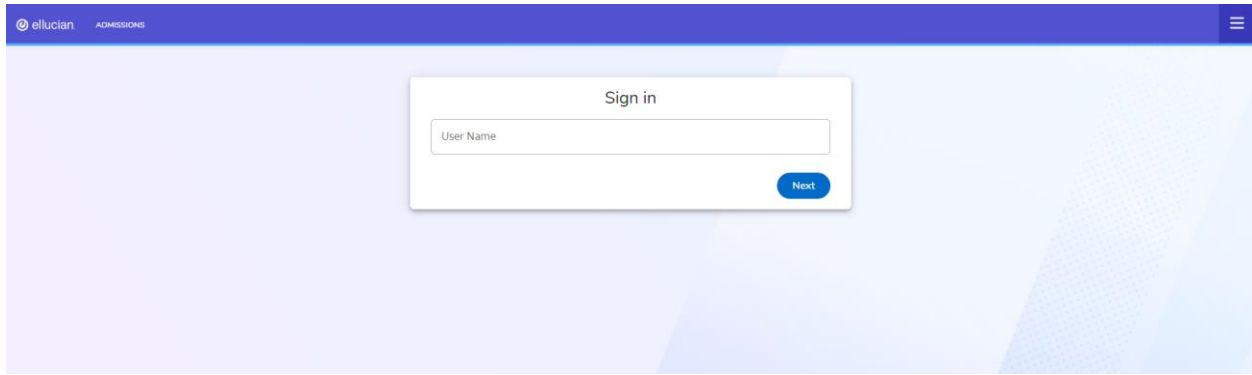
This user guide focuses on how students can use PowerCAMPUS Self-Service to access and update their information. Using a Web browser, students can create their academic plans, register for courses, access course materials, view their grades, and more.

All students will first view the PowerCAMPUS Self-Service *Home* page, which can be used to access general information for all users.

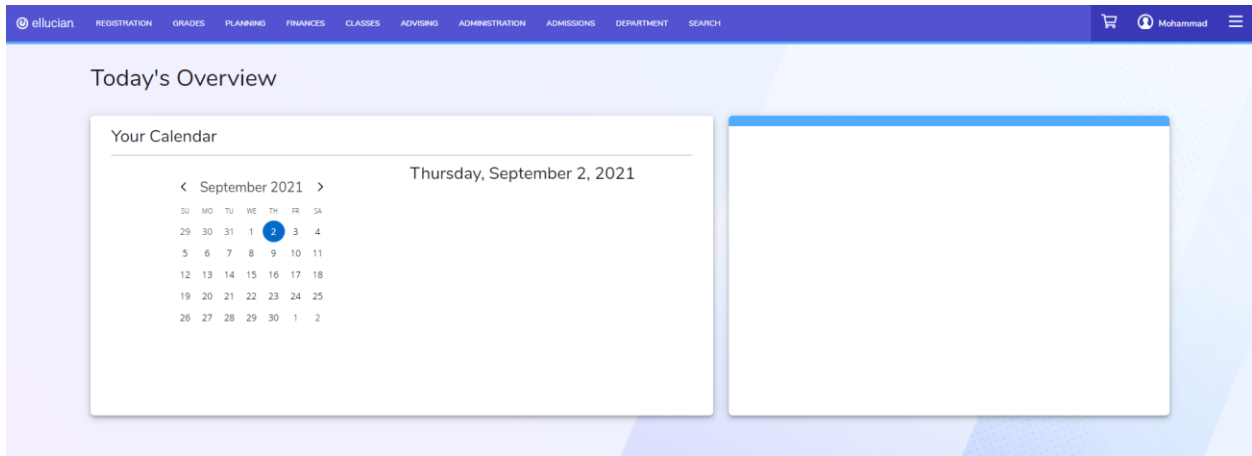
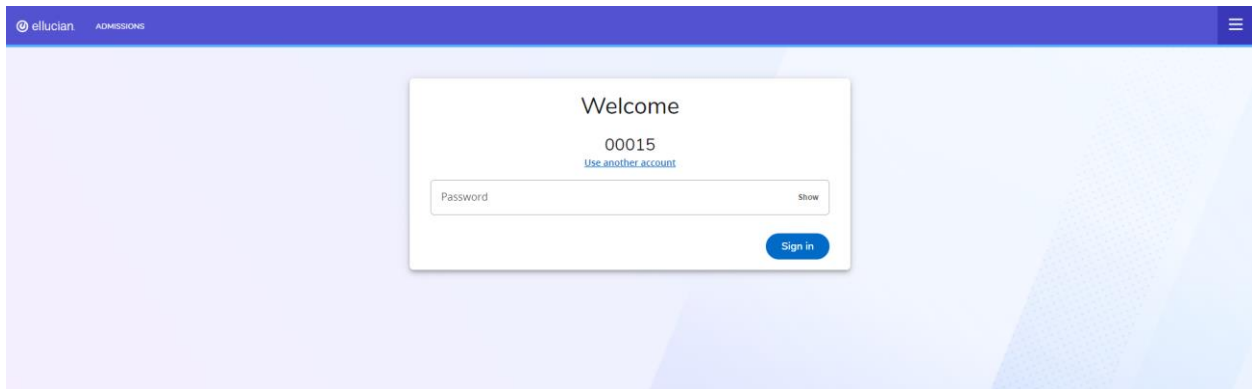
Logging In

In order to access most of the Self-Service features, you must log in.

1. On the *Login* window, enter your **Username** then press **Next**.

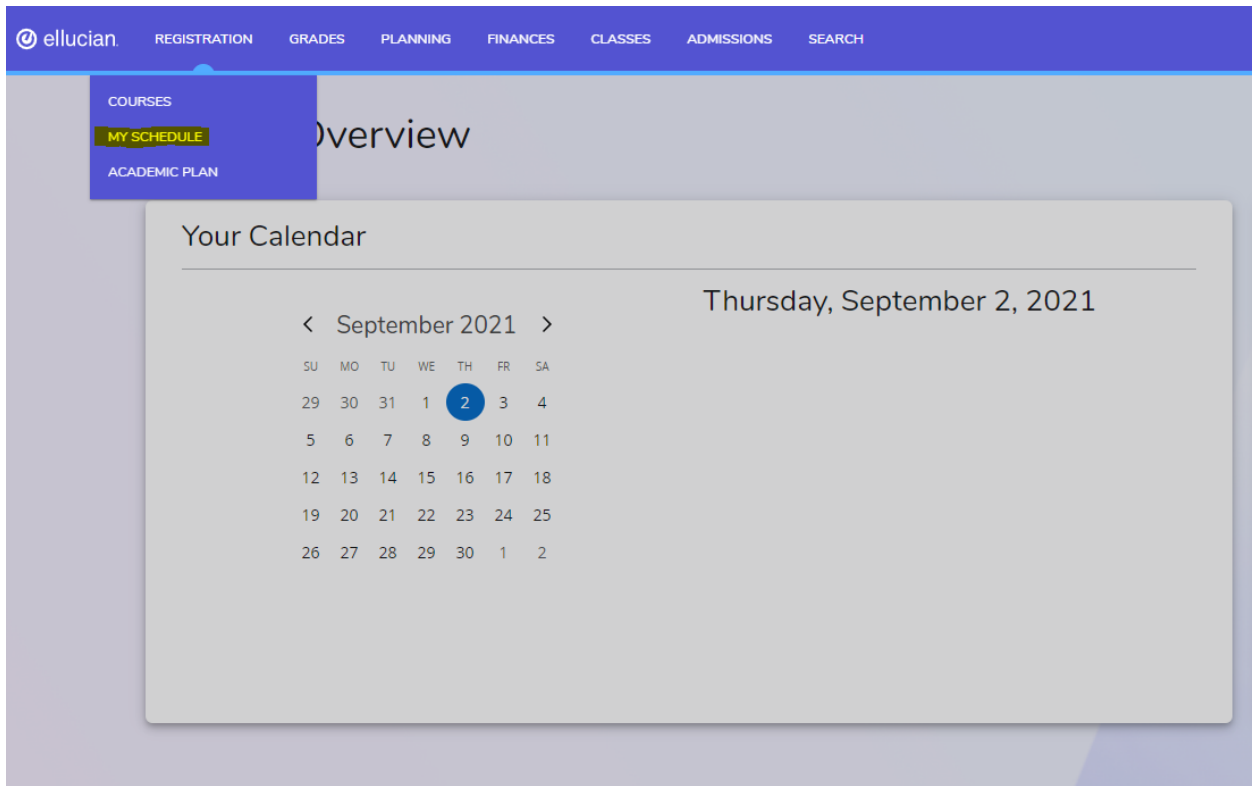


2. Enter your **Password**. *If You Forget Your Password*, refer to IT department to reset or provide a new password.
3. Select **Sign In**.

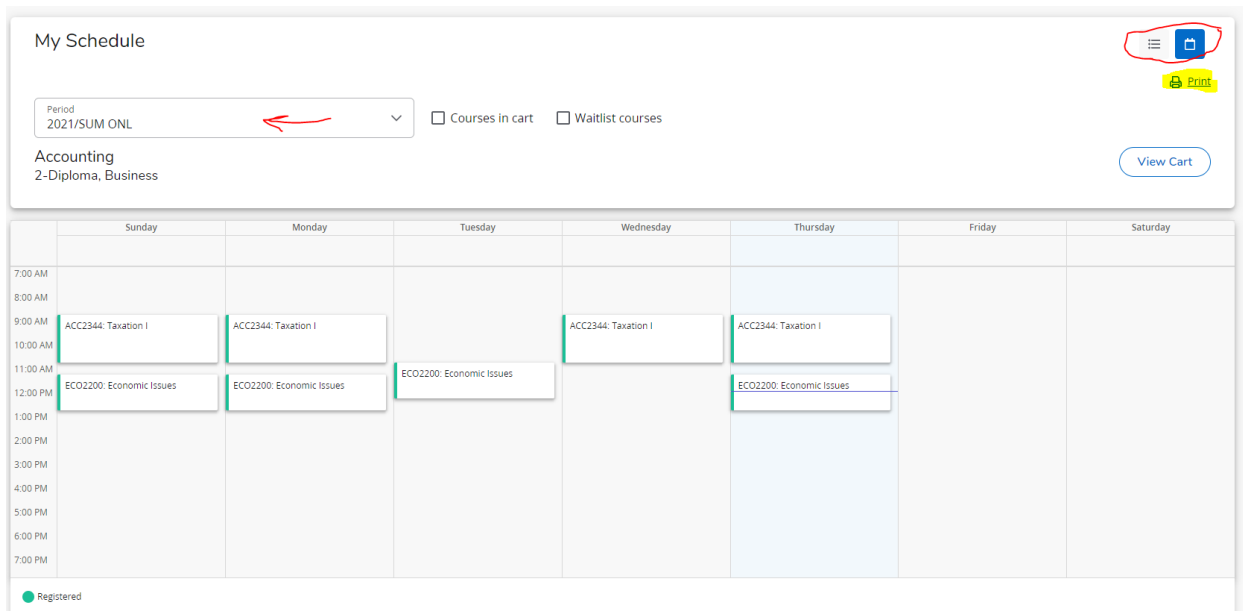


Viewing Your Course Schedule

1. On the SIS home page, go to **REGISTRATION** menu then select **My SCHEDULE**.

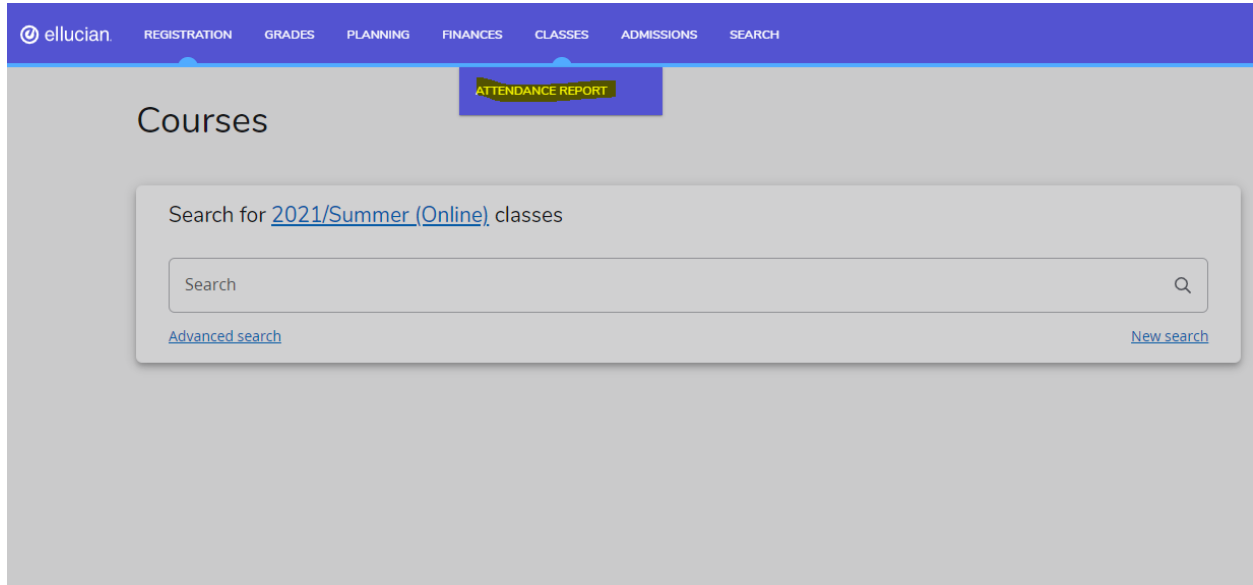


2. Select the current semester to view your schedule with the course faculty instructor, sections, and timings of those for which you are already registered. The courses are listed either by list or calendar view. You may want to print this final schedule, so you have a printout to refer to as you walk around campus.



Viewing Your Attendance Report

1. On the SIS home page, go to **CLASSES** then select **View Attendance Report**.



2. View your attendance of the courses which you are already registered.



	Course	Excused Absence	Unexcused Absence	Excused Tardiness	Unexcused Tardiness	Presence	Absence %
1	Taxation I	3	1	0	0	14	4
2	Economic Issues	0	1	0	0	11	4

You may want to print this attendance report, so you have a printout to refer to. Also, you can export it to excel, word or pdf before printing.

The screenshot shows the Algonquin College Kuwait website. At the top, there is a navigation bar with the college's name in English and Arabic. Below the navigation bar, there is a table titled "Attendance Report". To the right of the table, there is a download menu with options for Excel, PDF, and Word. The table has the following data:

	Course	Excused Absence	Unexcused Absence	Excused Tardiness	Unexcused Tardiness	Presence	Absence %
1	Taxation I	3	1	0	0	14	4
2	Economic Issues	0	1	0	0	11	4

Viewing Your Grade Report

You can display your grades for a specified year and term.

1. Select the **Grades** tab.
2. Select the **Grade Report** menu item.
3. Select the **Period** for which you want to view your grades.
4. View your grades for the specified period.

Field	Description
Name	The name of the person who overrode the instructor's decision.
Date	The date on which the person overrode the instructor's decision.
Comments	The reason the person entered for overriding the instructor's decision.
Column Description	
Session	The session in which you took the course.
Course	The course code and type.
Name	The course title.
Credits	The number of credits you earned for completing the course.
Quality Points	The number of quality points you earned for completing the course. Quality points are used for calculating your Grade Point Average.
Midterm Grade	If your school uses midterm grading, this column will appear with your midterm grade.
Projected Grade	If you have received a grade for at least one course activity, the system can calculate the final grade you are projected to earn for the course. <ul style="list-style-type: none"> • ALL GRADED activities will be used to calculate your projected grade for a course. No activities are dropped. • The system will display your projected Score for the course and the corresponding letter Grade. • Your grades for any completed Extra Credit activities will be added to your calculated grade for the required course activities. If your grades for extra credit activities are entered before your grades for required activities, your projected grade may be higher than expected until all your activity grades are entered. • Your projected grade will be listed UNTIL your final grade is submitted for the course.
Final Grade	Your final grade for the course.
Comments	Select View to display any comments that your instructor may have entered about your grade.

5. View your credits, GPA, and awards:

Field	Description
Credits Attempted	The number of credits for all the courses you have taken at this school.
Earned	The number of credits you have earned by completing courses with passing grades.
GPA Term	Your Grade Point Average for the specified term.
Overall	Your Grade Point Average for all the courses you have completed at this school.

Awards Term Overall

The number of awards you have received during the specified term.
The number of awards you have received while attending this school.

6. If you want to print out your grade report, follow these steps:

- Select **Print**.
- Specify your printer options.

Grade Report

The screenshot shows a 'Grade Report' interface. At the top, there are two dropdown menus: 'Period' set to '2021/Summer (Online)' and 'Sequence' set to '002'. To the right of these is a yellow 'Print' button. Below the filters are two summary boxes. The first box, 'Credits', shows '7.00 Attempted' and '7.00 Earned'. The second box, 'GPA', shows '4.00 Term' and '3.02 Overall'. Below these is a 'Diploma' table with columns: Course, Subtype, Section, Credits, Quality Points, Final Grade, and Action. The table contains two rows: 'ACC2344: Taxation I' (Lecture, CS3, 4.00, 16.00, A+, View details) and 'ECO2200: Economic Issues' (Lecture, CS2, 3.00, 12.00, A+, View details). At the bottom is an 'Awards' section with 'Term:' and 'Overall:' labels.

7. Click on **View details** at the right side to display the grade details of the course.


Grade Report

This screenshot is identical to the one above, but with a red circle around the 'View details' link in the 'Action' column of the first row in the 'Diploma' table.

8. Click on **Final Progress** row or the arrow at the right side to display the grade details of the course activities.

Grade Report

Grades / [Grade Report](#) / Coursework

ACC2344: Taxation I	N/A Midterm Grade	A+ Final Grade
Final Progress		99.00% Cumulative Grade 

Grades / [Grade Report](#) / Coursework

ACC2344: Taxation I	N/A Midterm Grade	A+ Final Grade
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Final Progress

99.00%
Cumulative Grade 

Perception Assessmnt

Name	Due Date	Points Earned	/	Maximum Points	Earned Percentage	/	Potential Percentage	Entry Date
Quiz 01		5.00	/	5	5.00 %	/	5.00 %	7/11/2021
Quiz 02		5.00	/	5	5.00 %	/	5.00 %	7/25/2021
Midterm		25.00	/	25	25.00 %	/	25.00 %	7/27/2021
Quiz 3		5.00	/	5	5.00 %	/	5.00 %	8/11/2021
Assignment 01		10.00	/	10	10.00 %	/	10.00 %	8/17/2021
Assignment 2		9.00	/	10	9.00 %	/	10.00 %	8/17/2021
Attendance		5.00	/	5	5.00 %	/	5.00 %	8/17/2021
Final Exam		35.00	/	35	35.00 %	/	35.00 %	8/17/2021

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