Faculty Portal & Course Management Training

Southwestern Christian University

Table of Contents
Logging into CAMS Faculty Portal ................................................................. 1
Overview of Features for Faculty ................................................................. 1
Check Personal Information ........................................................................ 2
Check Class Roster ..................................................................................... 2
Student Attendance ................................................................................... 3
Course Gradebook ..................................................................................... 4
Preview Student View ................................................................................ 8
Copy Course Content ................................................................................ 9
Record Grades ........................................................................................... 10
Calculate Final Grades .............................................................................. 11
Submit Final Grades to Registrar ............................................................... 12
Resubmit Final Grades to Registrar ........................................................... 12
Email ........................................................................................................ 13
Make Course Documents Available to Students ......................................... 16
Make Hyperlinks Available to Students ..................................................... 17
Getting More Help ................................................................................... 18
Logging into CAMS Faculty Portal

You should have received an email from David Wiggins with your CAMS Faculty Portal login information. If you did not receive one, send him an email at david.wiggins@swcu.edu requesting the information. Once you have logged into CAMS, you are ready to follow the instructions in this manual.

Overview of Features for Faculty

You will be using the CAMS Faculty Portal instead of Campus Connect. The main features you will use in CAMS are as follows:

Required:
- Check class roster
- Keep daily attendance (for face-to-face classes only)
- Keep gradebook
- Submit final grades

Optional
- Make course announcements available to students
- Place items on Student Portal calendar
- Provide electronic copies of course documents to students
- Allow students to submit electronic assignment files
- Send email to your students
- Allow students to email you
- Make Course Documents Available to Students
- Make Hyperlinks to Web Pages Available to Students
Check Personal Information

Edit Address: If you change your address here, also contact Kathy in Payroll with the change.
Change Password if desired.

My Schedule: Double check for accuracy.
Contact Will Thompson if there are mistakes.

Faculty Contact: Include office location, office hours, and possible personal links or other notes to be made available to students.

Edit Address Information:

Edit all 3 areas (Local, Home, and Billing).
Include address, Phone 1 (main phone), Work phone, Mobile phone, and email.

Phone 1 and Mobile Phone appear only in Faculty & Staff Portal.
Work phone appears in Student Portal.

Check Class Roster

Select Class:

[Select Option]

BCIS1305LEC101 - BUSINESS COMPUTER APPLICATIONS
COSC1301LEC101 - MICROCOMPUTER APPLICATIONS
COSC1301LEC102 - MICROCOMPUTER APPLICATIONS
BCIS1305LEC102 - BUSINESS COMPUTER APPLICATIONS
BCIS1305LEC195 - BUSINESS COMPUTER APPLICATIONS
BCIS1305LEC231 - BUSINESS COMPUTER APPLICATIONS
COSC1301LEC195 - MICROCOMPUTER APPLICATIONS
COSC1301LEC231 - MICROCOMPUTER APPLICATIONS
fasttest - fast course
All Courses for Term

Quickest way to view all students within each class.
Student Attendance

You will be keeping a record of student attendance in your CAMS Faculty Portal for only face to face classes (not prison, online, or dual credit courses). Details begin on page 44 of your Course Management User's Guide. (Available through the CAMS Community Forum at http://cehelpdesk.threerivers-cams.com/camsconnect/)

Students can see their attendance record in their Student Portal. They cannot see any comments you may type regarding their attendance.

Instructor's view (from My Courses link, select course, then Attendance Entry)

My Courses > Course Options

<table>
<thead>
<tr>
<th>Course Information</th>
<th>Course Gradebook</th>
</tr>
</thead>
<tbody>
<tr>
<td>Setup Gradebook</td>
<td>Attendance Entry</td>
</tr>
<tr>
<td>Setup Grade Standards</td>
<td>Attendance Report</td>
</tr>
<tr>
<td>Setup Categories</td>
<td>Course Utilities</td>
</tr>
<tr>
<td>Setup Assignments</td>
<td>Copy Content</td>
</tr>
<tr>
<td>Record Grades</td>
<td></td>
</tr>
<tr>
<td>By Assignment</td>
<td></td>
</tr>
</tbody>
</table>

My Courses > Course Options > Attendance Daily Entry

Warning: Class does not normally meet on this day

A = Absent, E = Excused, L = Late, Y = Left Early, O = Other, P = Present, T = Tardy

Attendance Entry for Thursday, August 26, 2010

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Student Name</th>
<th>A</th>
<th>E</th>
<th>L</th>
<th>Y</th>
<th>O</th>
<th>P</th>
<th>T</th>
<th>Hours</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>524690265</td>
<td>BUCKHOLTS, TEXAS D ()</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>45659975</td>
<td>CRUMP, CHARLA A ()</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>4422452414</td>
<td>Denney, Pam ()</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>6</td>
<td>Had Dr apt. cancelled</td>
</tr>
</tbody>
</table>

Save Daily Attendance Cancel

Student's View

My Courses > Course Options

Options Not Enabled Are Determined By the Instructor of the Course

<table>
<thead>
<tr>
<th>Course Information</th>
<th>Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Uploaded Documents</td>
<td>View Graded Documents</td>
</tr>
<tr>
<td>View Assignments and Grades</td>
<td>Online Testing</td>
</tr>
<tr>
<td>No Online Tests Currently Available</td>
<td></td>
</tr>
</tbody>
</table>

My Courses > Course Options > Student Attendance

Student Attendance Summary

<table>
<thead>
<tr>
<th>Status</th>
<th>Number of Occurrences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absent</td>
<td>6</td>
</tr>
<tr>
<td>Excused</td>
<td>6</td>
</tr>
<tr>
<td>Late</td>
<td>6</td>
</tr>
<tr>
<td>Left Early</td>
<td>6</td>
</tr>
<tr>
<td>Other</td>
<td>1</td>
</tr>
<tr>
<td>Present</td>
<td>6</td>
</tr>
<tr>
<td>Tardy</td>
<td>0</td>
</tr>
<tr>
<td>Unspecified</td>
<td>0</td>
</tr>
<tr>
<td>All</td>
<td>1</td>
</tr>
</tbody>
</table>

Student Attendance Details

Attendance Date: 8/26/2010

Each date will be listed with type of absence indicated.
Course Gradebook

Instead of submitting your gradebook records at the end of the semester to the Dean of Instruction, you will be putting all of your grades into the CAMS gradebook. It can then be accessed by the Dean from CAMS.

The instructions on the next four pages guide you through the basic steps of setting up your gradebook:

Step 1: Setup Grade Standards (numeric grade cutoff for each letter grade)
Step 2: Setup Categories (broad grading categories with weights for each category)
Step 3: Setup Assignments (individual assignments within each category)
Step 4: Set Student Access (identify features you want students to see in their Student Portal)
Step 1: Setup Grade Standards

Set up the cutoff numeric grade for each letter grade. (If you round up, include the decimal place.)

Example: A = 89.5 instead of A = 90

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### My Courses > Course Options

- Course Information
- Course Textbooks
- Course Announcements
- Course Documents
- Course Hyperlinks

### Course Communication
- Discussion Forum
- Email
- Student Calendar

### Online Testing
- Manage Online Tests

---

### My Courses > Course Options > Setup Grade Standards

#### Add Standard

<table>
<thead>
<tr>
<th>Actions</th>
<th>Letter Grade</th>
<th>Grade Cutoff</th>
<th>Percent Letter Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit</td>
<td>A</td>
<td>90</td>
<td>90</td>
</tr>
<tr>
<td>Edit</td>
<td>B</td>
<td>80</td>
<td>80</td>
</tr>
<tr>
<td>Edit</td>
<td>C</td>
<td>70</td>
<td>70</td>
</tr>
<tr>
<td>Edit</td>
<td>D</td>
<td>60</td>
<td>60</td>
</tr>
<tr>
<td>Edit</td>
<td>F</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

If you use the same grade scale for all your courses, use this feature once you have set up your first grade scale.

This Colored Letter Grade Indicates a Duplicate Grade
This Colored Percent Cutoff Indicates a Duplicate Cutoff
This Colored Letter Percent Indicates a Duplicate Percent.
Step 2: Setup Categories

Set up the broad grade categories, the percentage weight for each category, and whether one or more of the lowest grades in each category can be dropped.

### My Courses > Course Options

<table>
<thead>
<tr>
<th>Course Information</th>
<th>Course Gradebook</th>
<th>Course Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Textbooks</td>
<td>Setup Gradebook</td>
<td>Attendance Entry</td>
</tr>
<tr>
<td>Course Announcements</td>
<td>Setup Grade Standards</td>
<td>Attendance Report</td>
</tr>
<tr>
<td>Course Documents</td>
<td>Setup Categories</td>
<td>Course Notes</td>
</tr>
<tr>
<td>Course Hypotheses</td>
<td>Record Grades</td>
<td>Course Utilities</td>
</tr>
</tbody>
</table>

- **By Assignment**
- **By Student**
- **Calculate Midterm Grades**
- **Calculate Final Grades**
- **View/Edit Calculated Grades**
- **Submit Grades**
- **View Submitted Information**
- **Student Grade Detail**
- **Final Course Grades**
- **Copy Content**
- **Define Student Groups**
- **Set Student Access**
- **Set TA Access**
- **Archive Files**
- **Class Roster**
- **Student Portal Usage**

Example:

- Assignments = 20% (no assignments dropped)
- Class Participation = 10%
- Exams = 60% (lowest exam grade will be dropped)
- Homework = 10% (lowest 2 homework grades will be dropped)

### My Courses > Course Options > Setup Categories

<table>
<thead>
<tr>
<th>Actions</th>
<th>Category</th>
<th>Weight</th>
<th># Drops</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit</td>
<td>Assignments - (2) Assignment(s) - (0) Graded - (0) Documents</td>
<td>20</td>
<td>0</td>
</tr>
<tr>
<td>Edit</td>
<td>Class Participation - (1) Assignment(s) - (0) Graded - (0) Documents</td>
<td>10</td>
<td>0</td>
</tr>
<tr>
<td>Edit</td>
<td>Exams - (4) Assignment(s) - (0) Graded - (0) Documents</td>
<td>60</td>
<td>1</td>
</tr>
<tr>
<td>Edit</td>
<td>Homework - (4) Assignment(s) - (0) Graded - (0) Documents</td>
<td>10</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total:**

100
Step 3: Setup Assignments

Individual assignments in each category must be set up in order to assign grades and have the grades calculated.

Choices to make when setting up each assignment:

- Name each "assignment"
- List due date for each assignment (can be changed later if you don't know it at this time.)
- List total possible points for the assignment.
- Determine if you want students to view their grades (probably "yes")
- Determine if students need to upload files (won't use if you use WebCT/Blackboard for this)

My Courses > Course Options

Course Information
Course Textbooks
Course Announcements
Course Documents
Course Hyperlinks

Course Communication
Discussion Forum
Email
Student Calendar

Online Testing
Manage Online Tests

Course Gradebook
Setup Gradebook
Setup Grade Standards
Setup Categories
Setup Assignments
Record Grader
By Assignment
By Student
Submit Grades
Calculate Midterm Grades
Calculate Final Grades
View/Edit Calculated Grades
Submit Grades
View Submitted Information
Reports
Student Grade Detail
Final Course Grades

Course Attendance
Attendance Entry
Attendance Report

Course Files
Copy Content
Define Student Groups
Set Student Access
Set TA Access
Archive Files

Course Reports
Class Roster
Student Portal Usage

Note:

- New assignments can be added as the semester progresses.
- Assignments with no grades posted are not averaged when the grades are calculated.
- Assignments are averaged within each category and your assigned weights for each category are used to calculate the final grade.
- If indicated in the Grade Categories, the lowest grade(s) will be dropped before the average for each category is calculated.

Assignment due date. Can be changed later.
Step 4: Set Student Access

If you want students to see the list of assignments and due dates in their Student Portal, you must activate their access to it. There are also other features, such as email, course information, course announcements, textbooks, etc. you may want to set for student access, especially if this is your primary means of communicating electronically with your students instead of through WebCT/Blackboard.

My Courses > Course Options

Course Information
Course Textbooks
Course Announcements
Course Documents
Course Hyperlinks

Course Gradebook
Setup Gradebook
Setup Grade Standards
Setup Categories
Setup Assignments
Record Grades
By Assignment
By Student
Submit Grades
Calculate Midterm Grades
Calculate Final Grades
View/Edit Calculated Grades
Submit Grades
View Submitted Information
Reports
Student Grade Detail
Final Course Grades

Course Attendance
Attendance Entry
Attendance Report

Course Utilities
Copy Content
Print Student Access

Course Reports
Set TA Access
Archive Files

My Courses > Course Options > Set Student Access

Course Option
Discussion Board
E-mail: Faculty
E-mail: All Students
E-mail: Groups
Course Information
External Links
Course Announcements
Course Documents
Course Assignments
Contact Information

Preview Student View

To see the activated features the way students will see them, click a feature you want to see under the Course Information heading in your Faculty Portal and select Preview.

My Courses > Course Options

Course Information
Course Information
Course Textbooks
Course Announcements
Course Documents
Course Hyperlinks

My Courses > Course Options > Course Information

Add Information
Preview
Information Listing
Action
Subject
Name
Description
Copy Course Content

If you have several sections of the same course, you can set up the categories and assignments in one class and copy them to the other sections. Even if different classes are set up similarly but somewhat differently, it might be quicker to copy the content from one course to all others first. Then you can edit the categories or assignments that are different.

Step 1:
Make sure you are in the course that already contains the course content you want to copy from. Then click Copy Content.

Step 2: Select the correct term and course(s) to which you wish to copy the course content. Then click Continue to copy content.

Step 3: If the list of courses is correct, click Process copy content.
Record Grades

Grades can be set up by Assignment or by individual Student. Details begin on page 29 in the Course Management User's Guide. (Available through the CAMS Community Forum at http://cehelpdesk.threerivers-cams.com/camsconnect/)

Example of entering grades by Assignment:

Note: Click on the Assignment Description to grade it.

Click on desired assignment first.

Withdrawn students do not appear unless this is checked.

Record grades here.

Letter grade is automatically assigned based on your grade standard.

Adjusted Score % is automatically assigned the same score as the Original Score. You can change it. This is the score used when the grades are calculated.

Check out possible Status items if grade is not assigned at this time.
Calculate Final Grades

From Course Options, select Calculate Final Grades link.

A list of missing grades will appear.

You can enter missing grades by selecting the student name or assignment name from this window. Or you can go to the Record Grades > By Assignment or By Student link in Course Options to add missing grades or change existing grades. Make sure all assignment grades have been inserted, including zeros. You must have a grade for every assignment in order to submit your final grades.

View or Edit Calculated Grades

The View/Edit Calculated Grades window would allow you to make changes to the final grade (perhaps because of extra credit submitted). Experiment with the Narrative button as a place to document why you may have bumped the student's calculated final grade up or down.
Submit Final Grades to Registrar

Click Submit Grades to submit the final grades to the registrar.

If there are still missing assignment grades, they will be displayed. These grades must be entered before you can submit the final grade to the registrar.

Final grades are automatically calculated. Double check the grades. Change any that are incorrect. Then click Continue to Submit Grades Step 2.

Click Continue to Submit Grades Step 3.

A message appears that grades have been submitted to the registrar.

Resubmit Final Grades to Registrar

If you need to change any final grades after submitting them to the registrar, contact the registrar. Once the registrar authorizes permission to resubmit, an “R” appears in the Sent to Registrar column of the Submit Grades window. Use the Submit Grades link to make any needed change and enter the reason for the resubmission.
Email

For more step-by-step instructions in using this feature, see page 14 in the Course Management User's Guide. (Available through the CAMS Community Forum at http://cehelpdesk.threeivers-cams.com/camsconnect/)

Basic Instructions
To use the Email feature, you must activate it by setting it in "Student Access." You decide whether you want students to be able to email you and whether you want to be able to email your students. (If you use WebCT/Blackboard, you may not want to use this feature.)

Emails you send to your students go to the email addresses they list in their Student Portal. Emails students send you go to the email address you list in your Faculty Portal.

The subject line for any email you receive from a student will always start with: Attn. Course Faculty (You could set up a rule in your email program to move any emails with this subject line to a special folder.)
Email - Faculty Portal View
Send emails to students

My Courses > Course Options

- Course Information
- Course Textbooks
- Course Announcements
- Course Documents
- Course Hyperlink

Course Communication

- Email
- Student Calendar

Select Students

- All students in this course
- All students in all my courses this term
- Choose individual student(s) from students in this course
- Choose individual student(s) from all my students in all my courses
- Choose a group(s) from any course I am teaching this term

This email will go to the following students:

<table>
<thead>
<tr>
<th>Send</th>
<th>Student ID</th>
<th>Student Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>OK</td>
<td>21561</td>
<td>BUCKHULTS, TEXAS D</td>
<td><a href="mailto:buschaults.18dp@bjudgs.com">buschaults.18dp@bjudgs.com</a></td>
</tr>
<tr>
<td>OK</td>
<td>10572</td>
<td>DENNEY, PAN</td>
<td><a href="mailto:pam.denney@ameonline.com">pam.denney@ameonline.com</a></td>
</tr>
</tbody>
</table>

Follow remainder of prompts including ability to attach a file and send carbon copies to someone else.

Example of email you receive from a student

This is an email I received from Student Pam Denney with the subject line beginning **Attn. Course Faculty**

In the message area it will automatically list which course the student is in.

**Attn. Course Faculty was created automatically**

**test for you is what the student typed as a subject.**
Email - Student Portal View
Student view when emailing an instructor

Welcome to the new Clarendon College CMS portal.
Created on: 7/16/2016 9:54:16 AM

Easy links to a student's courses.

My Courses > Course Options
Choices not displayed as hyperlinks have been disabled by the Instructor.

Email Faculty
Email All Students
Email Your Course Group(s) (Disabled by faculty)
Make Course Documents Available to Students

With the Course Documents feature, you can upload documents normally passed out in class. Students can then download these documents from their Student Portal (from any location they have internet access). You can organize the files into categories and sort the files to display in a particular order.

1. From My Courses >> Course Options >> Course Documents click Add Document.

2. Click the Browse button to locate the document or file you have saved and click Open.

3. Select a Document Type from the drop down list. If none of the choices are appropriate, choose Unassigned.

4. Enter a Sort Order which identifies where you want this document placed in the list of all documents you upload that have the same document type.

5. Click Add Course Document.

6. The document(s) will display in a list. You can click Edit to change the sort order or add comments. Documents are displayed on the page by Document Type, then by Sort Order within the Document Type.

Special Notes:
- If you want to make a Word document available to students even if they don’t have MS Word on their computer, save the file as a .pdf file and upload that file. How? Place your mouse over the Save as menu choice and you will see PDF as a choice. (See example at the right.)

- Any file you upload to Course Documents cannot use any of the following characters in its filename: / : * ? " < > |

For more information, see pages 7-8 in the CAMS Course Management User’s Guide.
Make Hyperlinks Available to Students

Another way to make information available to students in their Student Portal is to add Course Hyperlinks.

**How to Add Course Hyperlinks**

From **My Courses >> Course Options >> Course Hyperlinks** click **Add Hyperlink**. The Add Course Hyperlink detail window opens. Make the choices as explained below.

1. Enter the **Title** you want students to see.
2. Enter the **URL** address.
3. Type a **Description** of what the information you are making available is about.
4. Change the **New Window** choice to Yes so the information opens in a new window when a student clicks on the hyperlink.
5. Set the **Sort Order** that determines where this particular link appears in your list of Course Hyperlinks you make available to students.
6. Click **Add Course Hyperlink**.
Getting More Help

The CAMS Community Forum is a great place to help you learn how to use the CAMS Course Management system for faculty as well as any other issues regarding the CAMS system in which you are interested. Any faculty or staff member from any school using the CAMS system can join the forum.

After you register, you can read about issues that directly affect faculty and even post your own questions and replies to other faculty members using the CAMS system. Also, the detailed Course Management user's guide is available to guide you through the step-by-step instructions you will need as you learn to use the CAMS system for your courses.

How to register and get started using CAMS Community Forum

**Step 1:** Make sure you have previously logged into your CAMS Faculty Portal and inserted your email address in the Edit address area before registering for the Community Forum.

**Step 2:** Go to http://cehelpdesk.three Rivers-cams.com/camsconnect/

**Step 3:** Click the Register button.

**Step 4:** Fill in the required information. It would be best to use your CAMS Faculty Portal login name as your User Name. Use the same email address you inserted in the Faculty Portal.

**Step 5:** Check your email. You will receive the login information in an email. However, you have to wait for a second email telling you that your account has been activated before you can log into the Community Forum.

**Step 6:** Log into the Community Forum. Choose Downloads to get to the User's Guides. Choose CAMS Forums to get to other faculty postings.