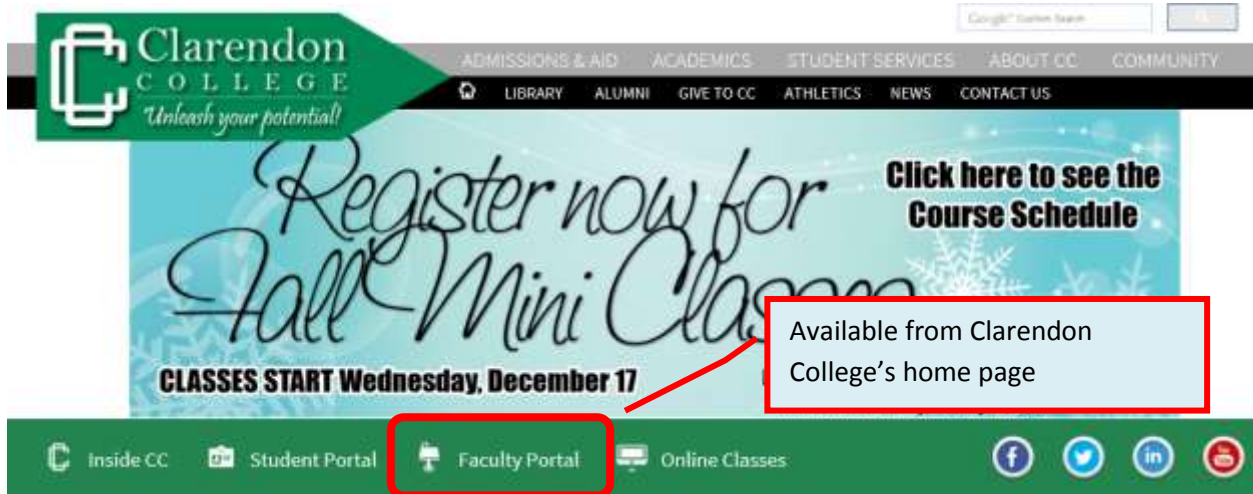


Faculty Portal (CAMS)

Beginning of Semester Tasks for Online Courses



The Faculty Portal is best used with **Internet Explorer**.
(Some features will not work properly with Mozilla Firefox.)

Features Most Used by Faculty at the Beginning of a Semester

Click a specific feature to go to the detailed instructions.

- [Log into the CAMS Faculty Portal](#)Page 1
- [Verify and update personal information](#)Page 2
- [Check class roster and student information](#) (address, phone number, email)Page 3
- [Verify a student name that is different in Faculty Portal and Moodle](#)Page 4

Log into the CAMS Faculty Portal

If you do not have your CAMS Faculty Portal login information, request it from the Director of Information Services at will.thompson@clarendoncollege.edu.

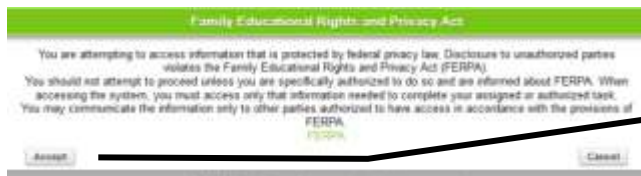


Step 1: Click **Faculty Portal** on Clarendon College's home page.

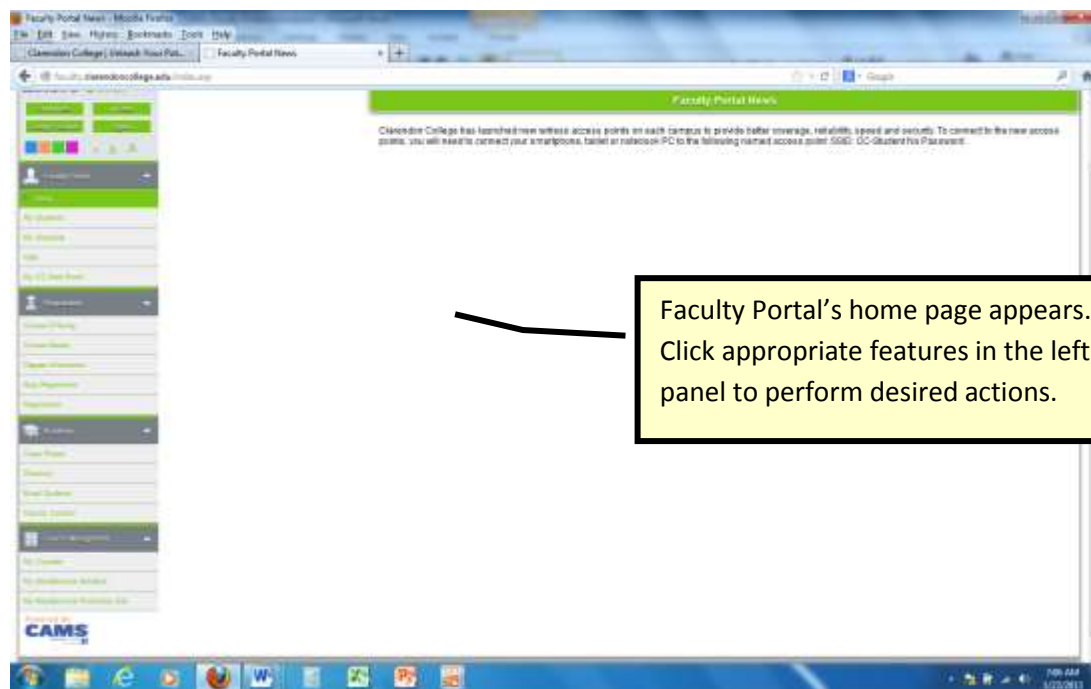


Step 2:

- Fill in your login information.
- If needed, change the semester term to the current term.
- Click **Login** button.



Step 3: Click **Accept** after reading the FERPA information.



Faculty Portal's home page appears. Click appropriate features in the left panel to perform desired actions.

Personal Information

Features mentioned in blue text boxes should be verified and/or updated at the beginning of each new term.

The image shows a mobile application interface for a Faculty Portal. The interface includes a top navigation bar with buttons for 'Edit Address', 'My State', 'Change Password', and 'Logout'. Below this is a 'Faculty Portal' header with a minus sign. The main menu consists of several items: Home, My Students, My Schedule, Help, My CC Web Email, Registration (with a minus sign), Course Offering, Course Master, Degree Information, Stop Registration, Registration, Academic (with a minus sign), Class Roster, Directory, Email Students, and Faculty Contact. Several callout boxes with arrows point to specific features, providing instructions on how to use them.

Change Password if desired.

Edit Address: If you change Address 1 here, also contact the Payroll department with the change.

Edit all 3 areas (Local, Home, and Billing). Include at least Address 1, Phone 1 (main phone), Work phone, Mobile phone, and Email 1.

Students can only see the Work phone you insert in the Local area. Students do not see other information.

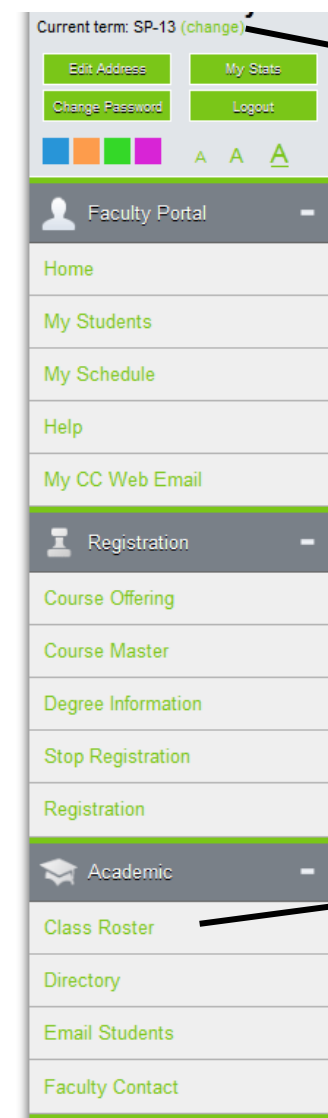
My Schedule: Double check for accuracy. Contact Will Thompson if there are mistakes.

Help: Contains Frequently Asked Questions

Course Offering: Lists current term's official schedule.

Faculty Contact: Update office location, office hours, and possible personal links or other notes. These are available to students in the Student Portal.

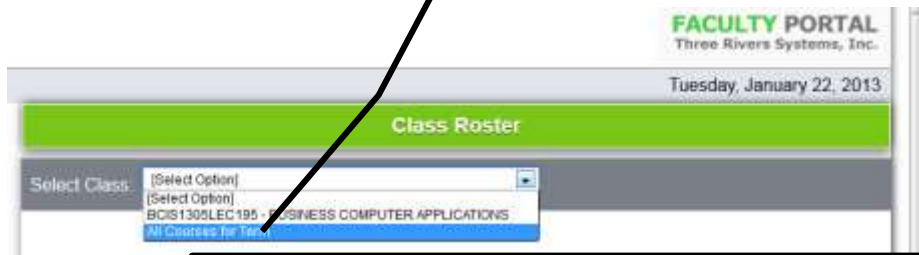
Class Roster and Student Information



Current term: Make sure you have the correct semester chosen.

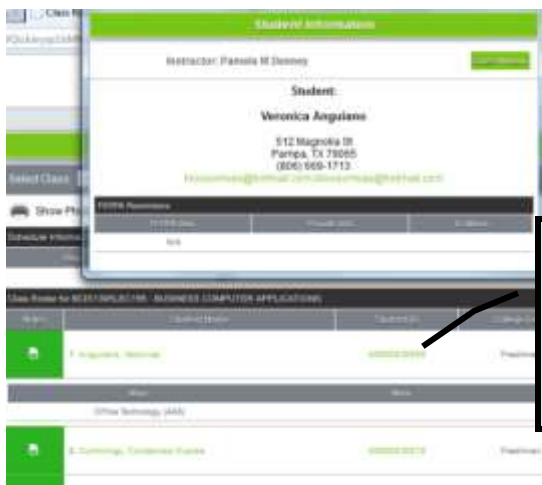
Class Roster: This is the official roster for your courses. Students who withdraw can be viewed if desired.

Once you click **Class Roster**, clicking **All Courses for Term** is the quickest way to view all students within each course you teach. You may also click on a specific course to view the class roster for only that course.



Class Roster list: Until the census day you should occasionally compare your official class roster in the Faculty Portal with the enrolled students in your Moodle course

[Click here](#) to learn how to check Moodle and what to do if the class rosters are different.



Student ID: Click the Student ID in your Class Roster list to see a student's address, phone number, and email address. This information can also be seen in Moodle (**Enrolled Users** from gear icon or **Participants** feature on Course Dashboard.)

Verify a student name that is different in Faculty Portal and Moodlerooms

When you are comparing your Moodlerooms enrollment with your CAMS Faculty Portal class roster, you may come across the issue where some names do not match between the two lists. The best way to determine if the student name in Moodlerooms is the same student listed in your Faculty Portal class roster is to compare the student email address in both places.

This method is not “foolproof” since there may be a few exceptions, but it will help in most circumstances.

To check student email address in Faculty Portal:

1. Click **Class Roster** from the portal menu.
2. Select the course from the **Select Class** drop down menu.
3. Click on the **Student ID** link next to the name of the student that appears in your Faculty Portal but does not seem to appear in Moodlerooms, as shown below.
4. A popup window will appear showing the student information.

Index	Student Name	Student ID	College	Grade	Photo
1	Benson, Shaunique	0050054578	Sophomore	3	
2	Boyers, Mike B	0050055112	Freshman	3	

Click **Student ID** link.

Student Information

Instructor: Carl G Denney Close Window

Student:
Shaunique Benson
 2627 Oak Dr Apt 412
 Lubbock, TX 79404-1291
 806-473-5881
benson.s@bulldogsmail.com; Shaunique_benson@yahoo.com

Look here for email address in Faculty Portal.

To check student email address in Moodlerooms:

My Courses
29
⚙️

- Course administration
 - ⚙️ Edit settings
 - ⚙️ Course completion
- Users
 - 👤 Enrolled users
 - Enrollment methods

Shaunique Benson

benson.s@bulldogsmail.com

21 hours

Student

In Moodlerooms click **gear icon** then **Users** then **Enrolled users** from the drop down list.

The email address is listed below the student's name.