Faculty Portal (CAMS)
Beginning of Semester Tasks for Online Courses

Available from Clarendon College's home page

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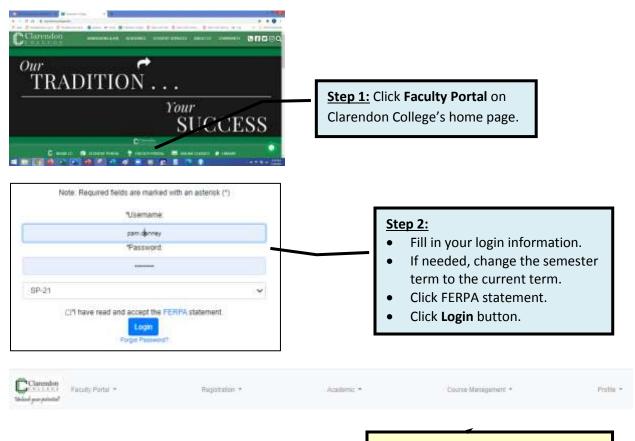(Some features will not work properly with Mozilla Firefox.)

**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

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 FERPA statement.
- Click **Login** button.

Faculty Portal's home page appears. Click appropriate features from the appropriate drop-down lists.

Personal Information

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

Switch to a different semester

Profile ▾

Pamela M Denney

SP-21

Edit Address

My Stats

Logout

Change Password

Old Portal

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.

Change Password if desired.

Class Roster and Student Information

Academic ▼
- Class Roster
- Directory
- Email Students
- Faculty Contact
- Brainfuse

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

Class Roster

Select Class:

[Select Option]

[Select Option]
BCIS1305LEC195 - BUSINESS COMPUTER APPLICATIONS
BCIS1305LEC765 - BUSINESS COMPUTER APPLICATIONS
BCIS1305LEC791 - BUSINESS COMPUTER APPLICATIONS
All Courses for Term

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 Name	Student ID	College Level
1. Bhoja, Yash	00000058928	Freshman

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.)