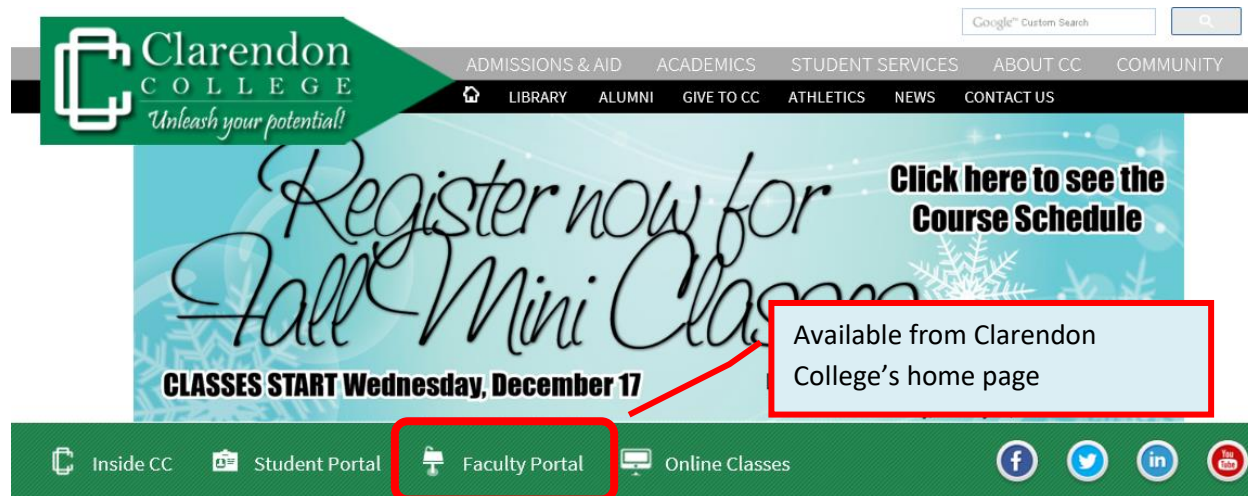


CAMS Faculty Portal

Set up official gradebook



The Faculty Portal is best used with **Internet Explorer**.

Students will see their official final grade in their Student Portal. Therefore, you must create a gradebook in your Faculty Portal even if the course is an online course with individual grades in Moodle or LoudCloud.

Note for online courses: As long as all individual activity grades are available to students inside their Moodle or LoudCloud course, all you are required to set up in the Faculty Portal is a place to insert student's final grade at the end of the semester.

These instructions show you how to set up your Faculty Portal gradebook whether you have a new course or need to copy a previous semester's gradebook to a new semester.

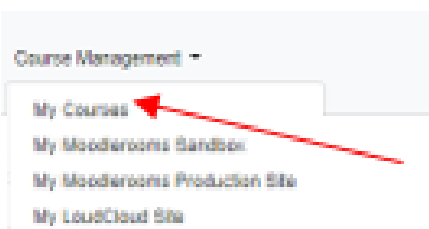
- [Course options window overview](#) Page 1
- [Set up and maintain gradebook for first time](#) Pages 2 – 6
- [Copy course gradebook from one semester to the next](#)..... Pages 7 - 8

Course Options

After clicking **My Courses**, choose a specific course you teach in order to find the course options so you can set up the gradebook, keep student attendance (face-to-face and hybrid courses only), and submit your final grades to the registrar.



Log into the Faculty Portal from CC's website. Make sure you have the current semester chosen.



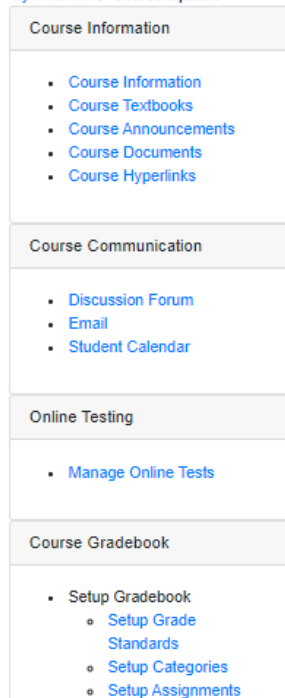
My Courses: Takes you to course options for each course you teach.

After clicking **My Courses**, click the course you wish to work with.

My Courses

Course ID	Course Name	Enrolled	Begins	Ends
BCIS1305LEC195	BUSINESS COMPUTER APPLICATIONS	8	8/25/2020	12/9/2020
BCIS1305LEC777	BUSINESS COMPUTER APPLICATIONS	0	8/25/2020	12/9/2020
BCIS1305LEC791	BUSINESS COMPUTER APPLICATIONS	0	8/25/2020	12/9/2020

My Courses > Course Options



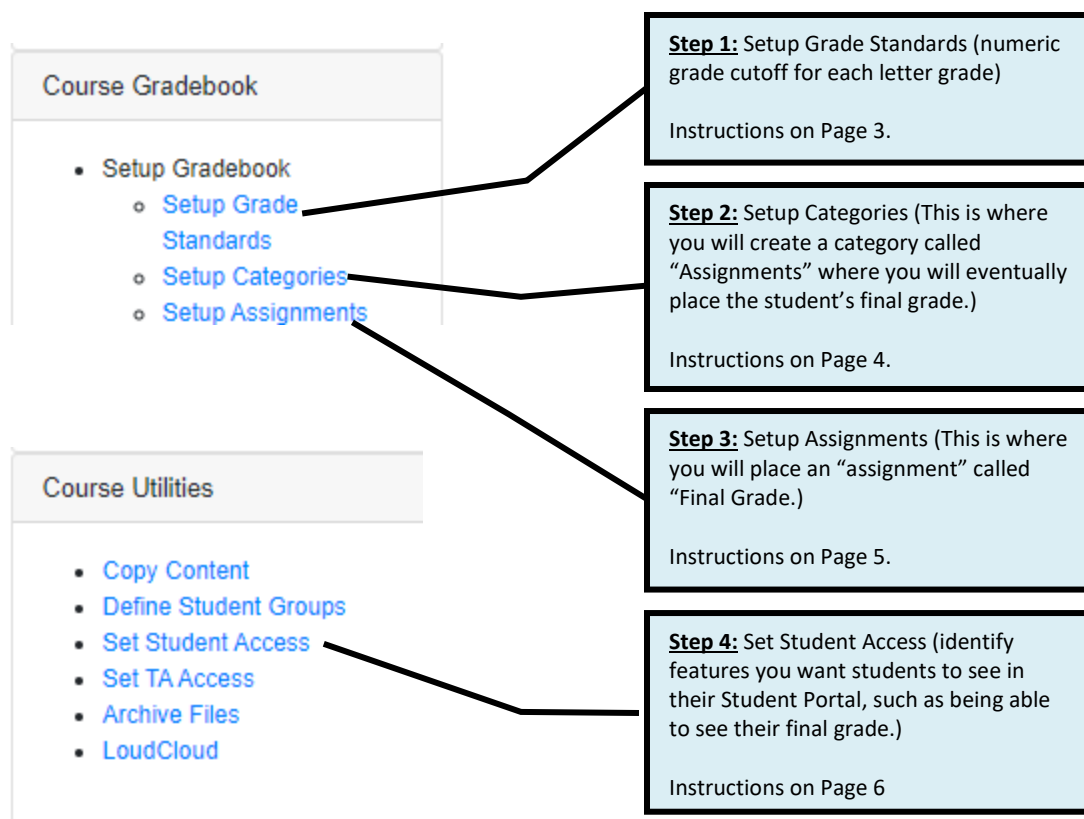
The **Course Options** window appears for the course chosen.

The next page in these instructions explains how to set up a gradebook for the first time.

Set up Course Gradebook for the first time

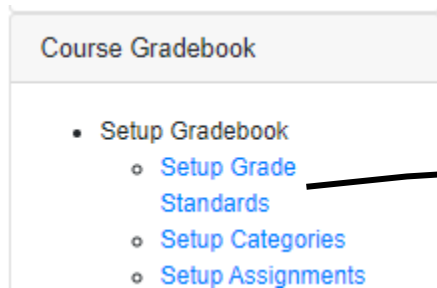
For an online course you may choose to post only the final grade in the CAMS (faculty portal) gradebook as long as all of the individual assignment/quiz grades are posted in the Moodle or LoudCloud gradebook for students to view. These instructions explain how to set up the CAMS gradebook to post only the final grade. (For help setting it up to show all individual assignment/quiz grades, refer to the Help link in the Faculty Portal.)

Follow the instructions on pages 2-6 if you are setting up the CAMS gradebook for the first time. Use the instructions on pages 7-8 if you want to copy the gradebook from a course already set up in a previous semester or current semester to the new course.



Step 1: Set up Grade Standards

In Course Options under the **Course Gradebook** heading, follow these 6 steps to set up the cutoff numeric grade for each letter grade.



Step 1: Click **Setup Grade Standards**

Step 2: Click **Add Standard**

My Courses > Course Options > Setup Grade Standards
[Add Standard](#) [Copy](#) [Default Grade Scale](#) [Copy Scale from a Different Course](#) [Update Grades Set](#)

FYI:

If you have previously set grade standards for a different class, you can use **Copy Scale from a Different Course** to save time.

Grade Standards Add

*Letter Grade:

*Percent Cutoff:

*Letter Percentage:

Step 3: Type first Letter Grade (i.e. A) in Letter Grade box.

Step 4: Type Percent Cutoff (Refer to common standard below for recommended cutoff numbers)

Step 5: Type same number in the Letter Percentage as placed in the Percent Cutoff box.

[Add Standard](#) [Copy](#) [Default Grade Scale](#) [Copy Scale from a Different Course](#) [Update Grades Set](#)
 Defined Grade Scale for Class:

Step 6: Click **Add Grade Standard** after creating first standard and repeat Steps 2-6 until you have set up each standard (A – F).

Action	Letter Grade	Cutoff P
Edit Delete	A	90

The college's common standard is:

90=A
 80=B
 70=C
 60=D
 0=F

Special Note: If you choose to round cutoff grades, then type it with single decimal place. (Example: type 89.5 for an A.)

Step 2: Set up Categories

Set up a broad grade category with its percentage weight being 100% by following these steps.

My Courses ▶ Course Options ▶ Setup Grade Standards
[Add Standard Copy](#) [Default Grade Scale](#) [Copy Scale from a Different CourseMass](#) [Update Grades](#) [Setup Categories](#) [Setup Assignments](#)

Defined Grade Scale for Class

Action	Letter Grade	Cutoff Percent	
Edit Delete	A	90	90
Edit Delete	B	80	80
Edit Delete	C	70	70
Edit Delete	D	60	60
Edit Delete	F	0	0

Step 1: Click Setup Categories

My Courses ▶ Course Options ▶ Setup Categories
[Add Category](#) [Setup Grade Standards](#) | [Setup Assignments](#)

Setup Categories

Action	Category	Weight	# Drops
Categories have not been setup for this course yet.			

Step 2: Click Add Category

Add Gradebook Category

*Category:

*Weight:

100 Available

*Number of Drops:

Step 3:

- Select a category from the drop down list. (Since there is no “category” called Final Grade to select from, choosing “Assignments” is a good choice. (Students will not see the name you choose.)
- Apply the percentage weight for the category. (100%)
- Leave “Number of Drops” at 0.

Step 4: Click Add Gradebook Category

Step 3: Set up Assignments

In order to insert grades in the Faculty Portal, you must first set up assignment names and indicate which grade category each assignment is part of. In these instructions for online courses, you will only set up one assignment called "Final Grade" and apply it to the single grade category you set up.

My Courses ▶ Course Options ▶ Setup Categories

Add Category Setup Grade Standards | Setup Assignments

Setup Categories

Action	Category	Weight	# Drops
Edit Delete	Assignments - (0) Assignment(s) - (0) Graded - (0) Documents	100.00	0
Total:		100.00	

Step 2: Click Add Assignment

My Courses ▶ Course Options ▶ Setup Assignments

Add Assignment | [Preview](#) Setup Grade Standards | Setup Categories

Course Assignment Setup

Action	Category	Assignment Description	Due Date	Total Points	View Grade	Allow Uploads
No Assignments were found for this course.						

Step 3: Fill in the appropriate information. (Refer to notes in boxes below.)

In Description type **Final Grade**.

In Due Date type date final grades must be submitted to the registrar.

In Total Points, type highest grade possible. (usually 100)

Add Course Assignment

Category:

Assignments

*Description: Final Grade

*Due Date:
ex. mm/dd/yyyy 12/07/2020

*Total Points: 100

Allow Grade View:

YES

☐ Allow Uploads:

[Add Course Assignment](#) [Cancel](#)

Step 4: Click **Add Course Assignment** when all information has been filled in.

Step 4: Set Student Access

If you want students to see the final grade in their Student Portal, you still need to activate their access to it. There are also other features available, such as email, course information, course announcements, textbooks, etc. You will probably not activate them since you use Moodle for communicating this information.

[My Courses](#) ▶ [Course Options](#) ▶ [Setup Assignment](#)
[Add Assignment](#) | [Preview](#)
 Course Assignment Setup

Step 1: Click Course Options

[Grade Standards](#) | [Setup Categories](#)

Action	Category	Assignment Description	Due Date	Total Points	View Grade	Allow Uploads
Edit Delete	Assignments	Final Grade	12/7/2020	100	YES	False

Although this says students can view their grade, they can't unless you set student access.

Course Attendance

- [Attendance Entry](#)
- [Attendance Report](#)

Course Utilities

- [Copy Content](#)
- [Define Student Groups](#)
- [Set Student Access](#)
- [Set TA Access](#)
- [Archive Files](#)
- [LoudCloud](#)

Step 2: Click Set Student Access. (Located on the Course Options page in your Faculty Portal.)

[My Courses](#) ▶ [Course Options](#) ▶ [Set Student Access](#)

[Save](#) [Show All](#) [Show None](#)

Student Access

Course Option	Show
Discussion Board	<input type="checkbox"/>
E-mail: Faculty	<input type="checkbox"/>
E-mail: All Students	<input type="checkbox"/>
E-mail: Groups	<input type="checkbox"/>
Course Information	<input type="checkbox"/>
External Links	<input type="checkbox"/>
Course Announcements	<input type="checkbox"/>
Course Documents	<input type="checkbox"/>
Course Assignments	<input checked="" type="checkbox"/>
Contact Information	<input type="checkbox"/>

Step 3: Place checkmark beside **Course Assignments** so students can see their final grade once you post it at the end of the semester.

Step 4: Click Save

Copy Course Content

If you have several sections of the same course, you can set up the gradebook in one course and copy it to the other courses. Or you can use a gradebook from a previous semester to copy to the current semester's course(s). This is a **big time saver!**

Before starting, make sure you are in the correct semester that has the course containing the content you want to copy **from**. *That means you may need to log in to the Faculty Portal for a previous semester.*

Course ID	Course Name	Enrolled	Begins	Ends
BCIS1305LEC195	BUSINESS COMPUTER APPLICATIONS	5	8/27/2019	12/11/2019
BCIS1305LEC777	BUSINESS COMPUTER APPLICATIONS	1	8/27/2019	12/11/2019
BCIS1305LEC791	BUSINESS COMPUTER APPLICATIONS			

Step 1: Click on the course that contains the content you want to copy **from**.
(Example here is from Fall 2019.)

Course Attendance

- [Attendance Entry](#)
- [Attendance Report](#)

Course Utilities

- [Copy Content](#)
- [Define Student Groups](#)
- [Set Student Access](#)
- [Set TA Access](#)
- [Archive Files](#)
- [LoudCloud](#)

Course Reports

- [Class Roster](#)
- [Student Portal Usage](#)

Step 2: From Course Options click **Copy Content**.

Doing this makes a copy of the gradebook setup from the previous (or other current) course (i.e. categories, weight distributions, recording assignment grades, etc.)

BUSINESS COMPUTER APPLICATIONS [BCIS1305LEC195]

[My Courses](#) ▶ [Course Options](#) ▶ [Copy Content \[Step 1-2\]](#)

Select a term:

FA-21

[Continue to copy content step 2](#)

[Cancel](#)

12 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42

Available Course Offering

Select	Course identifier	Course Name	Credits
<input type="checkbox"/>	AGRI-1415 LAB-195	PRINCIPLES OF HORTICULT	
<input type="checkbox"/>	AGRI-1415 LEC-101	PRINCIPLES OF HORTICULT	
<input type="checkbox"/>	AGRI-1415 LEC-195	PRINCIPLES OF HORTICULT	4

Step 3: In this dropdown menu, select the semester that contains the course(s) you want to copy the course content **to**.
(Example here is for Fall 2021.)

Click a button to move quickly to your course(s) you want to copy content **to**.

Step 4: Select the specific course(s) you want to copy the content **to**.

BUSINESS COMPUTER APPLICATIONS [BCIS1305LEC195]

[My Courses](#) ▶ [Course Options](#) ▶ [Copy Content \[Step 1-2\]](#)

Select a term:

FA-21

[Continue to copy content step 2](#)

[Cancel](#)

12 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42

Available Course Offering

Select	Course identifier	Course Name	Credits
<input type="checkbox"/>	AGRI-1415 LAB-195	PRINCIPLES OF HORTICULT	
<input type="checkbox"/>	AGRI-1415 LEC-101	PRINCIPLES OF HORTICULT	
<input type="checkbox"/>	AGRI-1415 LEC-195	PRINCIPLES OF HORTICULT	4

Step 5: Click **Continue to copy content step 2**

BUSINESS COMPUTER APPLICATIONS [BCIS1305LEC195]

[My Courses](#) ▶ [Course Options](#) ▶ [Copy Content \[Step 2-2\]](#)

Copy content from BUSINESS COMPUTER APPLICATIONS [BCIS1305LEC195] to the listed courses:

Term	Course Identifier	Course Name
FA-19	BCIS 1305 LEC 195	BUSINESS COMPUTER APPLICATIONS
FA-21	BCIS 1305 LEC 195	BUSINESS COMPUTER APPLICATIONS

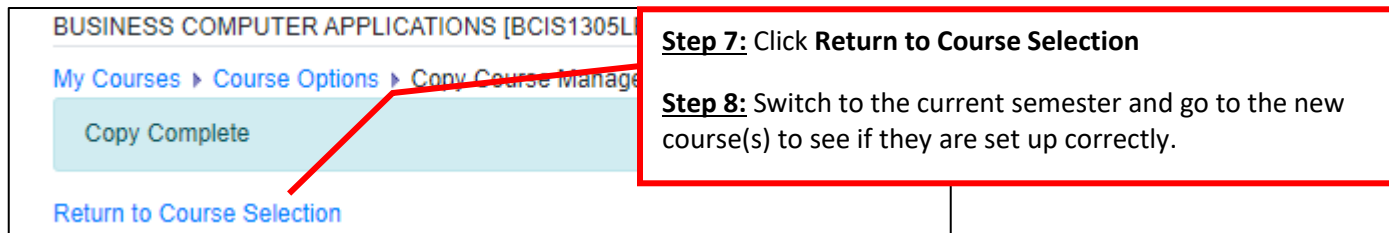
Copy Calendar Items: ☐

[Process copy content](#) [Back to copy content \[step 1-2\]](#)

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Shows the course(s) you selected to copy the course content **from** and **to**.

Step 6: Click **Process copy content**



BUSINESS COMPUTER APPLICATIONS [BCIS1305L]

[My Courses](#) ▶ [Course Options](#) ▶ [Copy Course Manage](#)

Copy Complete

[Return to Course Selection](#)

Step 7: Click **Return to Course Selection**

Step 8: Switch to the current semester and go to the new course(s) to see if they are set up correctly.

Set up Student Access

One piece of content that **does not copy** from another course is Student Access settings. Use instructions on [Page 6](#) in these instructions to set that up IN EACH NEW COURSE so students can see the grades you place in their student portal.