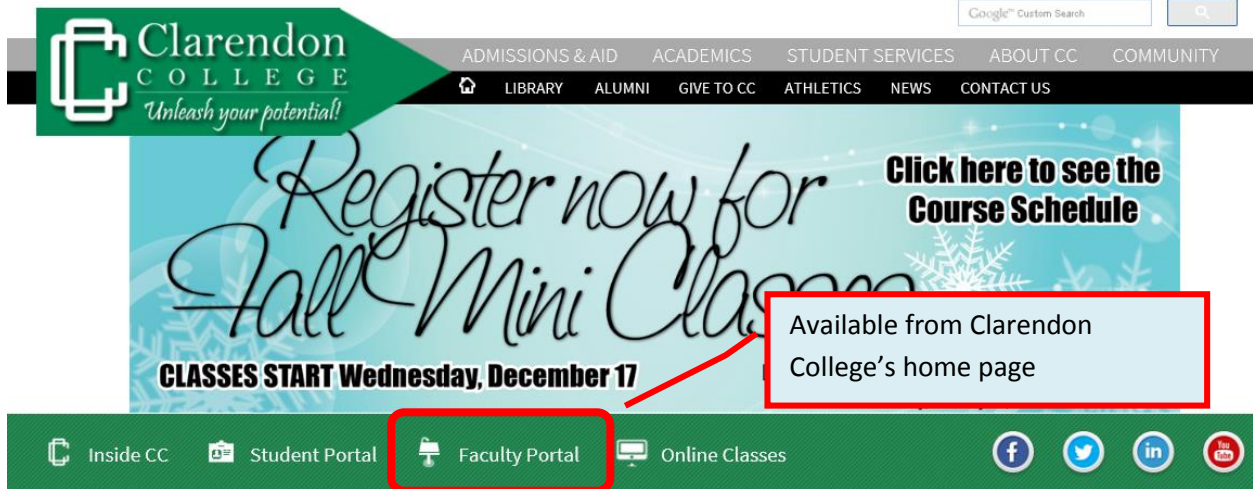


# CAMS Faculty Portal

## Set up official gradebook



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

Students will see their official final grade in their Student Portal. Therefore, you must create a gradebook in your Faculty Portal as well as in your actual Moodle course.

Thankfully, since all of your individual activity grades are available to students inside their Moodle course, all you have 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.

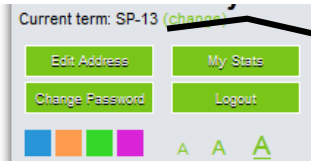
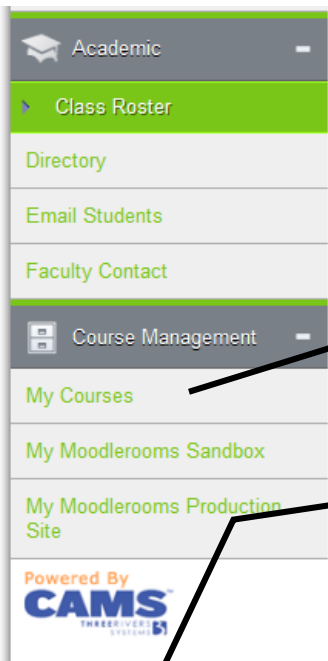
- [Course options window overview](#) ..... Page 1
- [Set up and maintain gradebook for first time](#) ..... Pages 2 – 6
- [Copy course gradebook from one semester to the next](#)..... Pages 7 - 8

### 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.

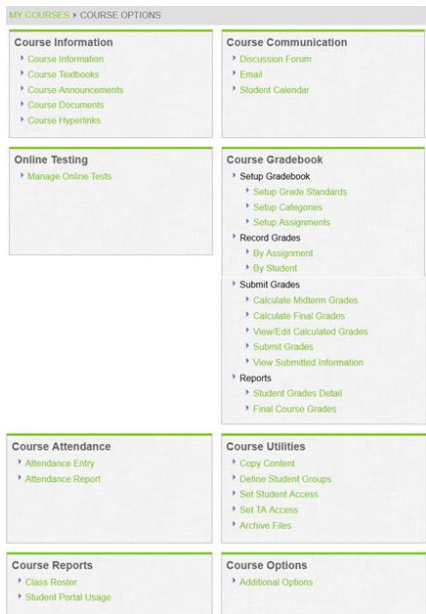


**Current term:** Make sure you have the current semester chosen.

**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
PSYC2301LEC101	GENERAL PSYCHOLOGY	16	1/15/2013	5/8/2013
PSYC2301LEC102	GENERAL PSYCHOLOGY	16	1/15/2013	5/8/2013



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

### 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 since all of the individual assignment/quiz grades are posted in the Moodle 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.

**MY COURSES > COURSE OPTIONS**

- Course Information**
  - 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 Grades
    - By Assignment
    - By Student
  - Submit Grades
    - Calculate Midterm Grades
    - Calculate Final Grades
    - View/Edit Calculated Grades
    - Submit Grades
    - View Submitted Information
  - Reports
    - Student Grades Detail
    - Final Course Grades
- Course Attendance**
  - Attendance Entry
  - Attendance Report
- Course Utilities**
  - Copy Content
  - Define Student Groups
  - Set Student Access
  - Set TA Access
  - Archive Files
- Course Reports**
  - Class Roster
  - Student Portal Usage
- Course Options**
  - Additional Options

**Step 1:** Setup Grade Standards (numeric grade cutoff for each letter grade)

Instructions on Page 3.

**Step 2:** Setup Categories (This is where you will create a category called "Assignments.")

Instructions on Page 4.

**Step 3:** Setup Assignments (This is where you will place an "assignment" called "Final Grade.")

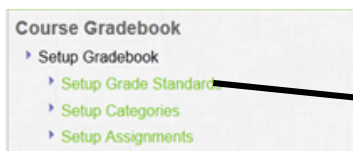
Instructions on Page 5.

**Step 4:** Set Student Access (identify features you want students to see in their Student Portal)

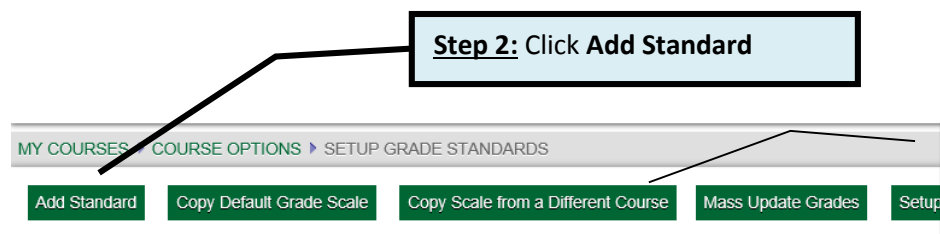
Instructions on Page 6

## 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**

**FYI:**

If you have previously set grade standards for a different class, you can use this feature to save time.

A screenshot of the 'Grade Standards Add' form. The breadcrumb trail is 'MY COURSES > COURSE OPTIONS > ADD GRADE STANDARD'. The form has three input fields: '\*Letter Grade:', '\*Percent Cutoff:', and '\*Letter Percentage:'. Below the fields is an 'Add Grade Standard' button.

**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.

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

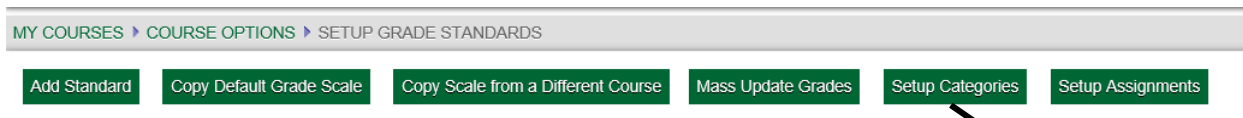
The college's common standard is:

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.)

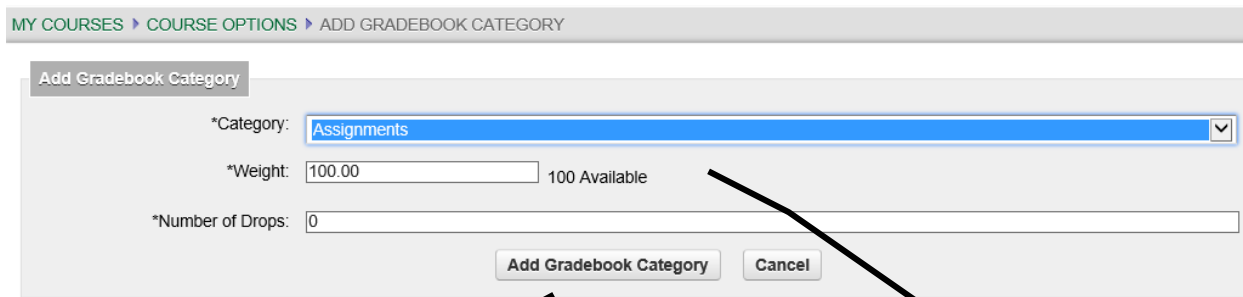
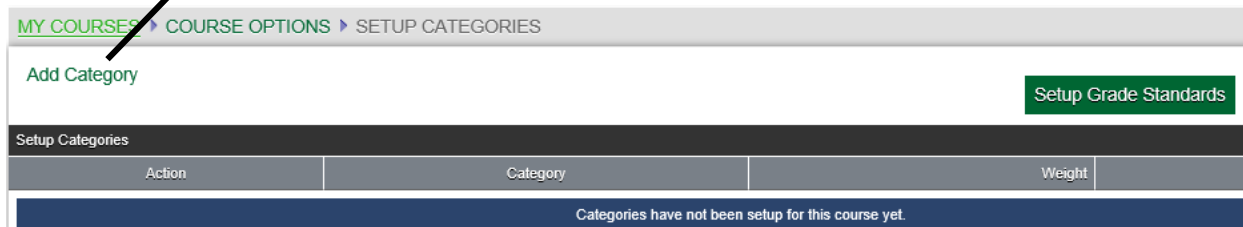
## Step 2: Set up Categories

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



**Step 1:** Click Setup Categories

**Step 2:** Click Add Category



**Step 4:** Click Add Gradebook Category

**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 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, 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 GRADE STANDARDS

[Add Standard](#)
[Copy Default Grade Scale](#)
[Copy Scale from a Different Course](#)
[Mass Update Grades](#)
[Setup Categories](#)
[Setup Assignments](#)

**Step 1: Click Setup Assignments**

MY COURSES ▸ COURSE OPTIONS ▸ S

[Add Assignment](#) | [Preview](#)

Course Assignment Setup

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

MY COURSES ▸ COURSE OPTIONS ▸ ADD COURSE ASSIGNMENT

**Add Course Assignment**

Category:

\*Description:

\*Due Date:   
ex. mm/dd/yyyy

\*Total Points:

Allow Grade View:

Allow Uploads:

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

In Description type **Final Grade**.

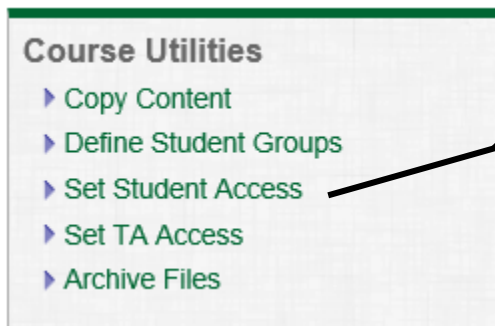
In Due Date type date final grades must be submitted to the registrar.

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

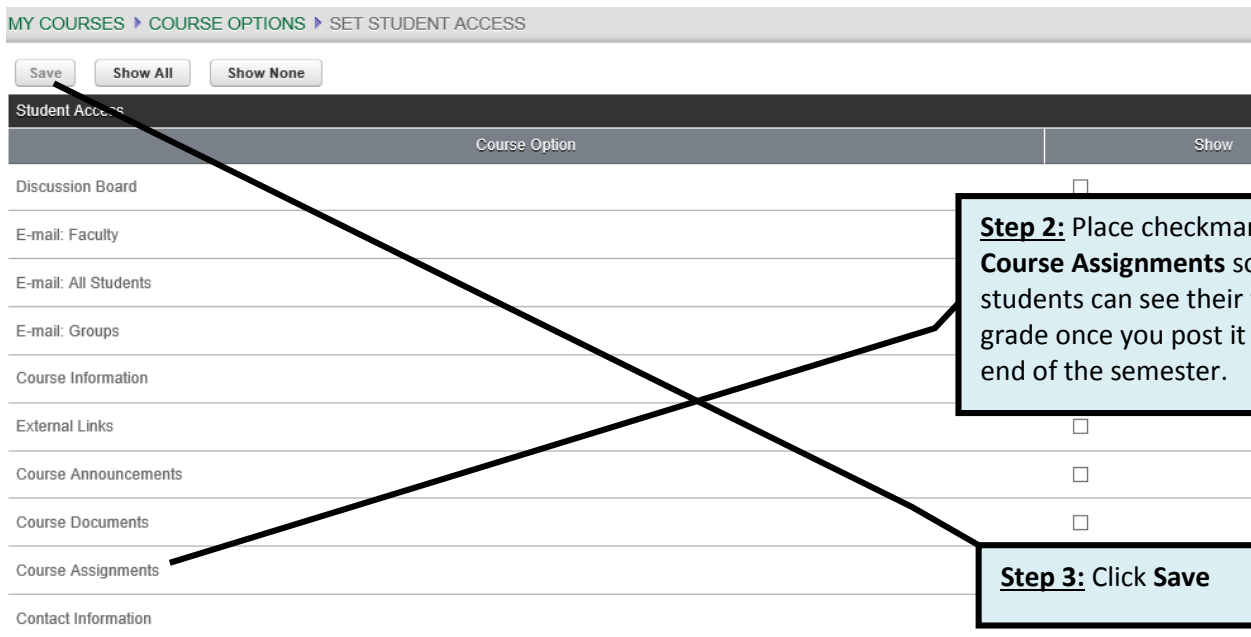
**Step 4:** Click **Add Course Assignment** when all information has been filled in.

### Step 4: Set Student Access

If you want students to see the final grade in their Student Portal, you must 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.



**Step 1:** Click **Set Student Access**.  
(Located on the Course Options page in your Faculty Portal.)



**Step 2:** Place checkmark beside **Course Assignments** so students can see their final grade once you post it at the end of the semester.

**Step 3:** Click **Save**

### Copy Course Content

If you have several online courses, you can set up one course and copy it to the other courses. Or you can use a course set up in a previous semester to copy to the current semester's course. This works especially well when you plan to only insert the final grade for students to see and to submit to the registrar.

Make sure you are in the correct semester that has the course containing the content you want to copy **from**.

**Step 1:** Click on the course that contains the content you want to copy **from**.

The screenshot shows the Faculty Portal interface for Carl G Denney. The 'My Courses' table is as follows:

Course ID	Course Name	Enrolled	Begins	Ends
PSYC2301LEC101	GENERAL PSYCHOLOGY	19	8/29/2012	12/13/2012
PSYC2301LEC102	GENERAL PSYCHOLOGY	13	8/29/2012	12/13/2012
PSYC2301LEC195	GENERAL PSYCHOLOGY	28	8/29/2012	12/13/2012
PSYC2301LEC196	GENERAL PSYCHOLOGY	28	8/29/2012	12/13/2012
PSYC2301LEC715	GENERAL PSYCHOLOGY	0	8/29/2012	12/13/2012
PSYC2301LEC747	GENERAL PSYCHOLOGY	1	8/29/2012	12/13/2012

**Step 2:** Click **Copy Content**.

The screenshot shows two menu sections:

- 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 Grades Detail
    - Final Course Grades
- Course Utilities**
  - Copy Content
  - Define Student Groups
  - Set Student Access
  - Set TA Access
  - Archive Files



Make sure you are still in the semester that contains the course with the course content you want to copy **from**.

**Step 3:** In this dropdown menu, select the current semester that contains the course(s) you want to copy the course content **to**.

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

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

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

Select	Course Identifier	Course Name	Credits
<input checked="" type="checkbox"/>	ACCT-2302 LEC-101	PRINCIPLES OF ACCT II MANAGERIAL	3
<input checked="" type="checkbox"/>	ACCT-2302 LEC-231	PRINCIPLES OF ACCT II MANAGERIAL	3
<input type="checkbox"/>	ACNT-1404 LAB-221	INTRODUCTION TO ACCOUNTING II LAB	1
<input type="checkbox"/>	ACNT-1404 LEC-221	INTRODUCTION TO ACCOUNTING II	3
<input type="checkbox"/>	AGAH-1341 LEC-101	SHEEP & GOAT PRODUCTION	3
<input type="checkbox"/>	AGAH-1447 LEC-101	ANIMAL REPRODUCTION	4
<input type="checkbox"/>	AGAH-2313 LEC-101	PRINCIPLES OF FEEDS AND FEEDING	3
<input type="checkbox"/>	AGEQ-2311 LEC-101	EQUINE SCIENCE	3
<input type="checkbox"/>	AGMG-2301 LEC-101	LIVESTOCK BUSINESS MAN	3

Shows the course you selected to copy the course content **to**.

**Step 6:** Click Process copy content

Term	Course Identifier
SP-13	PSYC 2301 LEC 101

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

**Step 8:** Switch to the current semester and go to the new course to see if it is set up correctly.

**Step 9:** Set up student access by following Step 4 on Page 6.