

# **CAMS**<sup>TM</sup> Enterprise THREERIVERS SYSTEMS

## Faculty Portal and Course Management Training for Clarendon College Faculty

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## Logging into CAMS Faculty Portal

You should have received an email from Will Thompson, the Director of Information Services, with your CAMS Faculty Portal login information. If you did not receive one, send him an email at [will.thompson@clarendoncollege.edu](mailto:will.thompson@clarendoncollege.edu) requesting the information.

Once you have logged into CAMS, you are ready to follow the instructions in this manual.

The screenshot shows the Clarendon College website header with the logo and tagline "Unleash Your Potential!". Below the header is a navigation menu with links: Home, About CC, Students, Faculty & Staff, Athletics, Community, News & Events, Contact Us, and Quick Links. A search bar is visible on the right. Below the navigation menu is a "LOCATIONS:" section with three columns: Clarendon Campus (1122 College Drive, PO Box 968, Clarendon, TX 79226), Pampa Center (1601 West Kentucky, Pampa, Texas 79065), and Childress Center (1902 Ave. G NW, Ste. 1, Childress, TX 79201). Below the locations are four icons: Distance Learning, Student Portal, Faculty & Staff Portal (highlighted with a red box), and Calendar of Events. On the right side, there are two buttons: "Apply Online" and "Bulldog Connection". The footer contains the text "Home | About CC | Students | Faculty & Staff | Athletics | Community | News & Events | Contact Us | Online Institutional Resume" and "Design by Spellmann & Associates © 2010".

## 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 (*not needed if you use WebCT*):

- 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 (or Documents on your W Drive) 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.

Edit	Type	Listing	Phone	Email
Edit	Local			
Edit	Home			
Edit	Billing			

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

### Check Class Roster

**Class Roster**

Select Class: [Select Option]  
 [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  
 testtesttest - test 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**

<b>Course Information</b>	<b>Course Gradebook</b>	<b>Course Attendance</b>
<a href="#">Course Information</a> <a href="#">Course Textbooks</a> <a href="#">Course Announcements</a> <a href="#">Course Documents</a> <a href="#">Course Hyperlinks</a>	<a href="#">Setup Gradebook</a> <a href="#">Setup Grade Standards</a> <a href="#">Setup Categories</a> <a href="#">Setup Assignments</a> <a href="#">Record Grades</a> <a href="#">By Assignment</a>	<a href="#">Attendance Entry</a> <a href="#">Attendance Report</a> <b>Course Utilities</b> <a href="#">Copy Content</a> <a href="#">Refresh Student Course</a>

**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

[Show Withdrawn Students](#)

**Attendance Entry for Thursday, August 26, 2010**

Student ID	Student Name	A	E	L	Y	O	P	T	Hours	Comments
524849085	BUCKHAULTS, TEXAS D ()	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	0	
458459975	CRUMP, CHARLA A ()	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	0	
442524514	Denney, Pam ()	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	0	Had Dr. appt. contacted m

[Save Daily Attendance](#) [Cancel](#)

### Student's View

**My Courses > Course Options**

Options Not Enabled Are Determined By the Instructor of the Course

<b>Course Information</b>	<b>Assignments</b>
<a href="#">Course Information</a> <a href="#">Course Announcements Not Enabled</a> <a href="#">Course Documents Not Enabled</a> <a href="#">Course Hyperlinks Not Enabled</a> <a href="#">Faculty Contact Information Not Enabled</a> <a href="#">Textbooks</a>	<a href="#">Upload Documents</a> <a href="#">View Graded Documents</a> <a href="#">View Assignments and Grades</a> <b>Online Testing</b> <a href="#">No Online Tests Currently Available</a>
<b>Course Communication</b>	<b>Student Attendance</b>
<a href="#">Discussion Forum Not Enabled</a> <a href="#">Email</a>	<a href="#">Student Attendance</a>

**My Courses > Course Options > Student Attendance**

**Student Attendance Summary**

Status	Number of Occurrences
Absent	0
Excused	0
Late	0
Left Early	0
Other	1
Present	0
Tardy	0
Unexcused	0
All	1

**Student Attendance Detail**

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)

**Faculty Portal**  
Three Rivers Systems, Inc.  
Monday, August 09, 2010

**Pamela M Denney**  
Current term: FA-10 (change)  
Edit Address | My Stats  
Change Password | Logout

**BUSINESS COMPUTER APPLICATIONS[BCIS1305Lec102]**

**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 Grade Detail
  - Final Course Grades
- Course Attendance
  - Attendance Entry
  - Attendance Report
- Course Utilities
  - Copy Content
  - Define Student Groups
  - Set Student Access
  - Set Up Access
  - Archive Files
- Course Reports
  - Class Roster
  - Student Portal Usage

**My Courses**

**CAMS**  
THREERIVERSYSTEMS.COM

After clicking **My Courses**, select a course from the list that appears.

Course ID	Course Name	Enrolled	Begin	Ends
testcourse	test course	3	8/25/2010	12/9/2010
BCIS1305Lec101	BUSINESS COMPUTER APPLICATIONS	1	8/25/2010	12/9/2010
BCIS1305Lec102	BUSINESS COMPUTER APPLICATIONS	0	8/25/2010	12/9/2010
BCIS1305Lec103	BUSINESS COMPUTER APPLICATIONS	5	8/25/2010	12/9/2010
BCIS1305Lec104	BUSINESS COMPUTER APPLICATIONS	4	8/25/2010	12/9/2010
CCSC1301LEC101	MICROCOMPUTER APPLICATIONS	8	8/25/2010	12/9/2010
CCSC1301LEC102	MICROCOMPUTER APPLICATIONS	28	8/25/2010	12/9/2010
CCSC1301LEC103	MICROCOMPUTER APPLICATIONS	11	8/25/2010	12/9/2010
CCSC1301LEC104	MICROCOMPUTER APPLICATIONS	3	8/25/2010	12/9/2010

### 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

**My Courses > Course Options**

<b>Course Information</b>	<b>Course Gradebook</b>	<b>Course Attendance</b>
<a href="#">Course Information</a> <a href="#">Course Textbooks</a> <a href="#">Course Announcements</a> <a href="#">Course Documents</a> <a href="#">Course Hyperlinks</a>	<a href="#">Setup Gradebook</a> <div style="border: 2px solid black; padding: 2px;"><a href="#">Setup Grade Standards</a></div> <a href="#">Setup Categories</a> <a href="#">Setup Assignments</a> <b>Record Grades</b> <a href="#">By Assignment</a> <a href="#">By Student</a> <b>Submit Grades</b> <a href="#">Calculate Midterm Grades</a> <a href="#">Calculate Final Grades</a> <a href="#">View/Edit Calculated Grades</a> <a href="#">Submit Grades</a> <a href="#">View Submitted Information</a> <b>Reports</b> <a href="#">Student Grade Detail</a> <a href="#">Final Course Grades</a>	<a href="#">Attendance Entry</a> <a href="#">Attendance Report</a>  <b>Course Utilities</b> <a href="#">Copy Content</a> <a href="#">Define Student Groups</a> <a href="#">Set Student Access</a> <a href="#">Set TA Access</a> <a href="#">Archive Files</a>
<b>Course Communication</b>		<b>Course Reports</b>
<a href="#">Discussion Forum</a> <a href="#">Email</a> <a href="#">Student Calendar</a>		<a href="#">Class Roster</a> <a href="#">Student Portal Usage</a>
<b>Online Testing</b>		
<a href="#">Manage Online Tests</a>		

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

**Add Standard** | [Copy Default Grade Scale](#) | [Copy Scale from a Different Course](#) | [Mass Update Grades](#)

Defined Grade Scale for Class				
Actions	Letter Grade	Cutoff Percent	Letter	Percent
<a href="#">Edit</a>   <a href="#">Delete</a>	A	90		90
<a href="#">Edit</a>   <a href="#">Delete</a>	B	80		80
<a href="#">Edit</a>   <a href="#">Delete</a>	C	70		70
<a href="#">Edit</a>   <a href="#">Delete</a>	D	60		60
<a href="#">Edit</a>   <a href="#">Delete</a>	F	0		0

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

Course Information	Course Gradebook	Course Attendance
<a href="#">Course Information</a> <a href="#">Course Textbooks</a> <a href="#">Course Announcements</a> <a href="#">Course Documents</a> <a href="#">Course Hyperlinks</a>	<b>Setup Gradebook</b> <a href="#">Setup Grade Standards</a> <a href="#">Setup Categories</a> <a href="#">Setup Assignments</a> <b>Record Grades</b> <a href="#">By Assignment</a> <a href="#">By Student</a> <b>Submit Grades</b> <a href="#">Calculate Midterm Grades</a> <a href="#">Calculate Final Grades</a> <a href="#">View/Edit Calculated Grades</a> <a href="#">Submit Grades</a> <a href="#">View Submitted Information</a> <b>Reports</b> <a href="#">Student Grade Detail</a> <a href="#">Final Course Grades</a>	<a href="#">Attendance Entry</a> <a href="#">Attendance Report</a>  <b>Course Utilities</b> <a href="#">Copy Content</a> <a href="#">Define Student Groups</a> <a href="#">Set Student Access</a> <a href="#">Set TA Access</a> <a href="#">Archive Files</a>  <b>Course Reports</b> <a href="#">Class Roster</a> <a href="#">Student Portal Usage</a>

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

Add Category			
Actions	Category	Weight	# Drops
<a href="#">Edit</a>   <a href="#">Delete</a>	Assignments - (2) Assignment(s) - (0) Graded - (0) Documents	20	0
<a href="#">Edit</a>   <a href="#">Delete</a>	Class Participation - (1) Assignment(s) - (0) Graded - (0) Documents	10	0
<a href="#">Edit</a>   <a href="#">Delete</a>	Exams - (4) Assignment(s) - (0) Graded - (0) Documents	60	1
<a href="#">Edit</a>   <a href="#">Delete</a>	Homework - (4) Assignment(s) - (0) Graded - (0) Documents	10	2
<b>Total:</b>		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

The screenshot shows a navigation menu with three main sections: Course Information, Course Communication, and Online Testing. The 'Course Gradebook' section is expanded, showing options like 'Setup Assignments', 'Record Grades', 'Submit Grades', and 'Reports'. The 'Setup Assignments' option is highlighted with a red box.



#### 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.*

My Courses > Course Options > Setup Assignments

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

Course Assignment Setup Listing						
Actions	Category	Assignment Description	Date	Total Points	View Grade	Allow Uploads
<a href="#">Edit</a>   <a href="#">Delete</a>	Assignments	Assignment 1	9/5/2010	100	YES	True
<a href="#">Edit</a>   <a href="#">Delete</a>	Assignments	Assignment 2	9/19/2010	100	YES	True
<a href="#">Edit</a>   <a href="#">Delete</a>	Class Participation	Attendance	8/25/2010	100	YES	False
<a href="#">Edit</a>   <a href="#">Delete</a>	Exams	Exam 1	9/25/2010	100	YES	False
<a href="#">Edit</a>   <a href="#">Delete</a>	Exams	Exam 2	10/25/2010	100	YES	False
<a href="#">Edit</a>   <a href="#">Delete</a>	Exams	Exam 3	11/15/2010	100	YES	False
<a href="#">Edit</a>   <a href="#">Delete</a>	Exams	Exam 4	12/5/2010	100	YES	False
<a href="#">Edit</a>   <a href="#">Delete</a>	Homework	Homework 1	9/5/2010	10	YES	False
<a href="#">Edit</a>   <a href="#">Delete</a>	Homework	Homework 2	9/25/2010	10	YES	False
<a href="#">Edit</a>   <a href="#">Delete</a>	Homework	Homework 3	10/5/2010	10	YES	False
<a href="#">Edit</a>   <a href="#">Delete</a>	Homework	Homework 4	10/25/2010	10	YES	False

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**

<p><b>Course Information</b></p> <ul style="list-style-type: none"> <li>Course Information</li> <li>Course Textbooks</li> <li>Course Announcements</li> <li>Course Documents</li> <li>Course Hyperlinks</li> </ul> <p><b>Course Communication</b></p> <ul style="list-style-type: none"> <li>Discussion Forum</li> <li>Email</li> <li>Student Calendar</li> </ul> <p><b>Online Testing</b></p> <ul style="list-style-type: none"> <li>Manage Online Tests</li> </ul>	<p><b>Course Gradebook</b></p> <p><i>Setup Gradebook</i></p> <ul style="list-style-type: none"> <li>Setup Grade Standards</li> <li>Setup Categories</li> <li>Setup Assignments</li> </ul> <p><i>Record Grades</i></p> <ul style="list-style-type: none"> <li>By Assignment</li> <li>By Student</li> </ul> <p><i>Submit Grades</i></p> <ul style="list-style-type: none"> <li>Calculate Midterm Grades</li> <li>Calculate Final Grades</li> <li>View/Edit Calculated Grades</li> <li>Submit Grades</li> <li>View Submitted Information</li> </ul> <p><i>Reports</i></p> <ul style="list-style-type: none"> <li>Student Grade Detail</li> <li>Final Course Grades</li> </ul>	<p><b>Course Attendance</b></p> <ul style="list-style-type: none"> <li>Attendance Entry</li> <li>Attendance Report</li> </ul> <p><b>Course Utilities</b></p> <ul style="list-style-type: none"> <li>Copy Content</li> <li>Define Student Groups</li> <li><b>Set Student Access</b></li> <li>Set TA Access</li> <li>Archive Files</li> </ul> <p><b>Course Reports</b></p> <ul style="list-style-type: none"> <li>Class Roster</li> <li>Student Portal Usage</li> </ul>
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**My Courses > Course Options > Set Student Access**

Save Show All Show None

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"/>

### 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**

**My Courses > Course Options**

The screenshot shows a navigation menu with three main sections: Course Information, Course Communication, and Online Testing. To the right, a 'Course Options' menu is open, listing various actions like 'Setup Gradebook', 'Record Grades', and 'Submit Grades'. The 'Copy Content' option under the 'Course Utilities' sub-section is highlighted with a black rectangular box.

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

Then click **Continue to copy content**

Available Course Offering		
Select a term <span>FA-10</span> <span>Continue to copy content step 2</span> <span>Cancel</span>		
		1 2 3 4 5 6 7 8 9 1
Select	Course identifier	Course Name
<input type="checkbox"/>	AGRI-2221 LEC-101	LIVESTOCK EVALUATION
<input type="checkbox"/>	AGRI-2221 LEC-102	LIVESTOCK EVALUATION
<input type="checkbox"/>	AGRI-2221 LEC-103	LIVESTOCK EVALUATION
<input type="checkbox"/>	AGRI-2303 LAB-101	AGRICULTURAL CONSTRUCTION I LAB
<input type="checkbox"/>	AGRI-2303 LEC-101	AGRICULTURAL CONSTRUCTION I
<input type="checkbox"/>	AGRI-2317 LEC-101	INTRO TO AGRICULTURE ECONOMICS
<input type="checkbox"/>	ARTS-1303 Lec-231	ART HISTORY I
<input type="checkbox"/>	ARTS-1303 Lec-565	ART HISTORY I
<input type="checkbox"/>	BCIS-1305 LEC-101	BUSINESS COMPUTER APPLICATIONS
<input checked="" type="checkbox"/>	BCIS-1305 Lec-102	BUSINESS COMPUTER APPLICATIONS
<input checked="" type="checkbox"/>	BCIS-1305 Lec-195	BUSINESS COMPUTER APPLICATIONS
<input checked="" type="checkbox"/>	BCIS-1305 Lec-231	BUSINESS COMPUTER APPLICATIONS
<input checked="" type="checkbox"/>	BCIS-1305 Lec-735	BUSINESS COMPUTER APPLICATIONS
<input type="checkbox"/>	BIOL-1322 Lec-295	NUTRITION AND DIET THERAPY I
<input type="checkbox"/>	BIOL-1406 LAB-101	BIOLOGY FOR SCIENCE MAJORS I LAB
<input type="checkbox"/>	BIOL-1406 Lab-231	BIOLOGY I LAB
<input type="checkbox"/>	BIOL-1406 LAB-815	BIOLOGY FOR SCIENCE MAJORS I LAB
<input type="checkbox"/>	BIOL-1406 Lab-835	BIOLOGY I LAB
<input type="checkbox"/>	BIOL-1406 LEC-815	BIOLOGY FOR SCIENCE MAJORS I
<input type="checkbox"/>	BIOL-1406 Lec-835	BIOLOGY I

**Step 3:** If the list of courses is correct, click **Process copy content**

Copy BCIS1305LEC101 Content to the listed courses		
Term	Course Identifier	Course Name
FA-10	BCIS 1305 Lec 102	BUSINESS COMPUTER APPLICATIONS
FA-10	BCIS 1305 Lec 195	BUSINESS COMPUTER APPLICATIONS
FA-10	BCIS 1305 Lec 231	BUSINESS COMPUTER APPLICATIONS
FA-10	BCIS 1305 Lec 735	BUSINESS COMPUTER APPLICATIONS
FA-10	COSC 1301 LEC 101	MICROCOMPUTER APPLICATIONS
FA-10	COSC 1301 LEC 102	MICROCOMPUTER APPLICATIONS
FA-10	COSC 1301 Lec 195	MICROCOMPUTER APPLICATIONS
FA-10	COSC 1301 Lec 231	MICROCOMPUTER APPLICATIONS

Copy Calendar Items:

**Process copy content** Back to copy content [step 1-2]

## 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/>)

### My Courses > Course Options

<b>Course Information</b> Course Information Course Textbooks Course Announcements Course Documents Course Hyperlinks	<b>Course Gradebook</b> Setup Gradebook Setup Grade Standards Setup Categories Setup Assignments <b>Record Grades                  By Assignment                  By Student</b> Submit Grades Calculate Midterm Grades Calculate Final Grades	<b>Course Attendance</b> Attendance Entry Attendance Report
<b>Course Communication</b> Discussion Forum Email Student Calendar		<b>Course Utilities</b> Copy Content Define Student Groups Set Student Access Set TA Access Archive Files

Example of entering grades by **Assignment**:

### My Courses > Course Options > Record Grades by Assignment

**Note:** Click on the Assignment Description to grade it.

Category	Assignment Description	Total Points	View Grade	Allow Uploads
Assignments	Assignment 1	100	YES	True
Assignments	Assignment 2	100	YES	True
Class Participation	Attendance	100	YES	False
Exams	Exam 1	100	YES	False

Homework : Homework 1(10 points, 9/5/2010)  
 Allow Uploads:

Graded Assignments

Student Name	Original Score	Adjusted Score %	Status	Letter Grade
There are no students with a				

Ungraded Assignments

Student Name	Original Score	Adjusted Score %	Status	Letter Grade
BUCKHAULTS, TEXAS D ()	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CRUMP, CHARLA A ()	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Denney, Pam ()	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Show Withdrawn Students

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.

My Courses > Course Options

<b>Course Information</b>	<b>Course Gradebook</b>
<a href="#">Course Information</a> <a href="#">Course Textbooks</a> <a href="#">Course Announcements</a> <a href="#">Course Documents</a> <a href="#">Course Hyperlinks</a>	<i>Setup Gradebook</i> <a href="#">Setup Grade Standards</a> <a href="#">Setup Categories</a> <a href="#">Setup Assignments</a>  <i>Record Grades</i> <a href="#">By Assignment</a> <a href="#">By Student</a>  <i>Submit Grades</i> <a href="#">Calculate Midterm Grades</a> <a href="#">Calculate Final Grades</a> <a href="#">View/Edit Calculated Grades</a>
<b>Course Communication</b>	
<a href="#">Discussion Forum</a> <a href="#">Email</a> <a href="#">Student Calendar</a>	

A list of missing grades will appear.

<b>Registration</b>	<b>Students with missing grades</b>		
<a href="#">Course Offering</a> <a href="#">Course Master</a> <a href="#">Degree Information</a> <a href="#">Stop Registration</a> <a href="#">Registration</a>	<b>Student Name</b>	<b>Assignment</b>	<b>Assignment Date</b>
<b>Academic</b>	BUCKHAULTS, TEXAS D ()	Attendance	8/25/2010
<a href="#">Class Roster</a> <a href="#">Directory</a> <a href="#">Email Students</a> <a href="#">Faculty Contact</a>	BUCKHAULTS, TEXAS D ()	Exam 1	9/25/2010
<b>Course Management</b>	BUCKHAULTS, TEXAS D ()	Exam 2	10/25/2010
<a href="#">My Courses</a>  	BUCKHAULTS, TEXAS D ()	Exam 3	11/15/2010
	BUCKHAULTS, TEXAS D ()	Exam 4	12/5/2010
	BUCKHAULTS, TEXAS D ()	Homework 1	9/5/2010
	BUCKHAULTS, TEXAS D ()	Homework 2	9/25/2010
	BUCKHAULTS, TEXAS D ()	Homework 3	10/5/2010
	BUCKHAULTS, TEXAS D ()	Homework 4	10/25/2010
	CRUMP, CHARLA A ()	Attendance	8/25/2010
	CRUMP, CHARLA A ()	Exam 1	9/25/2010
	CRUMP, CHARLA A ()	Exam 2	10/25/2010
	CRUMP, CHARLA A ()	Exam 3	11/15/2010
	CRUMP, CHARLA A ()	Exam 4	12/5/2010
	CRUMP, CHARLA A ()	Homework 1	9/5/2010
	CRUMP, CHARLA A ()	Homework 2	9/25/2010
	CRUMP, CHARLA A ()	Homework 3	10/5/2010
	CRUMP, CHARLA A ()	Homework 4	10/25/2010
	Denney, Pam ()	Attendance	8/25/2010
	Denney, Pam ()	Exam 1	9/25/2010

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.

My Courses > Course Options

<b>Course Information</b>	<b>Course Gradebook</b>
<a href="#">Course Information</a> <a href="#">Course Textbooks</a> <a href="#">Course Announcements</a> <a href="#">Course Documents</a> <a href="#">Course Hyperlinks</a>	<i>Setup Gradebook</i> <a href="#">Setup Grade Standards</a> <a href="#">Setup Categories</a> <a href="#">Setup Assignments</a>  <i>Record Grades</i> <a href="#">By Assignment</a> <a href="#">By Student</a>  <i>Submit Grades</i> <a href="#">Calculate Midterm Grades</a> <a href="#">Calculate Final Grades</a> <a href="#">View/Edit Calculated Grades</a>
<b>Course Communication</b>	
<a href="#">Discussion Forum</a> <a href="#">Email</a> <a href="#">Student Calendar</a>	

### 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.

My Courses > Course Options

The screenshot shows a navigation menu with three main sections: Course Information, Course Communication, and Online Testing. The Course Information section includes links for Course Information, Course Textbooks, Course Announcements, Course Documents, and Course Hyperlinks. The Course Communication section includes Discussion Forum, Email, and Student Calendar. The Online Testing section is partially visible. On the right side, there is a 'Course Gradebook' section with sub-sections: 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 - highlighted with a black box), and View Submitted Information.

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

New Student Grades to Submit						
Submit	Student ID	Student Name	Grade	Allowed Grade	Number Grade	Allowed Number Grade
<input checked="" type="checkbox"/> Final	524849085	BUCKHAULTS, TEXAS D ()	A	A ▼	90	90
<input checked="" type="checkbox"/> Final	458459975	CRUMP, CHARLA A ()	B	B ▼	82.5	82.5
<input checked="" type="checkbox"/> Final	442524514	Denney, Pam ()	D	C ▼	64	64

You can change any final grades before submitting them.

Click **Continue to Submit Grades Step 3.**

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

The screenshot shows the 'Submit Grades [Step 3-3]' window. At the top, a message box states 'new grade(s) have been submitted to the registrar's office.' Below this is a table titled 'Grades Ready for Resubmit' with the following columns: Resubmit, Student Name, Allowed CGPA, New CGPA, Original Submitted CGPA, Allowed Grade, New Grade, and Original Submitted Grade. The table is currently empty. At the bottom, a note reads: 'There are no changed grades approved for resubmit which have not already been processed.'

### 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.threerivers-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.)*

#### My Courses > Course Options

The screenshot shows the 'My Courses > Course Options' page with three main columns of menu items:

- 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 Grade Detail, Final Course Grades
- Course Attendance:** Attendance Entry, Attendance Report
- Course Utilities:** Copy Content, **Set Student Access** (highlighted), Set TA Access, Archive Files
- Course Reports:** Class Roster, Student Portal Usage

#### My Courses > Course Options > Set Student Access

Save Show All Show None

Course Option	Show
Discussion Board	<input type="checkbox"/>
E-mail: Faculty	<input checked="" type="checkbox"/>
E-mail: All Students	<input checked="" 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 type="checkbox"/>
Contact Information	<input type="checkbox"/>

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

<p><b>Course Information</b></p> <ul style="list-style-type: none"> <li>Course Information</li> <li>Course Textbooks</li> <li>Course Announcements</li> <li>Course Documents</li> <li>Course Hyperlinks</li> </ul> <p><b>Course Communication</b></p> <ul style="list-style-type: none"> <li>Discussion Forum</li> <li><b>Email</b></li> <li>Student Calendar</li> </ul>	<p><b>Course Gradebook</b></p> <p><i>Setup Gradebook</i></p> <ul style="list-style-type: none"> <li>Setup Grade Standards</li> <li>Setup Categories</li> <li>Setup Assignments</li> </ul> <p><i>Record Grades</i></p> <ul style="list-style-type: none"> <li>By Assignment</li> <li>By Student</li> </ul> <p><i>Submit Grades</i></p> <ul style="list-style-type: none"> <li>Calculate Midterm Grades</li> <li>Calculate Final Grades</li> <li>View/Edit Calculated Grades</li> </ul>	<p><b>Course Attendance</b></p> <ul style="list-style-type: none"> <li>Attendance Entry</li> <li>Attendance Report</li> </ul> <p><b>Course Utilities</b></p> <ul style="list-style-type: none"> <li>Copy Content</li> <li>Define Student Groups</li> <li>Set Student Access</li> <li>Set TA Access</li> <li>Archive Files</li> </ul> <p><b>Course Reports</b></p>
--	---	---

### 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

SHOW ALL

**This email will go to the following students:**

Send	Student ID	Student Name	Email
OK	21561	BUCKHAULTS, TEXAS D	buckhaults.t.d@bulldogsmail.com
OK	18572	DENNEY, PAM	pam.denney@amaonline.com

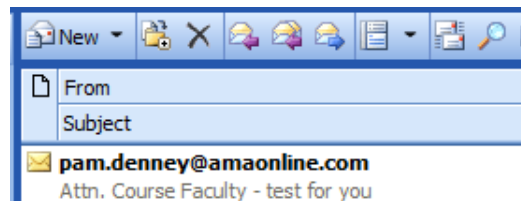
Back Continue

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

Clarendon COLLEGE  
Unleash your potential!

**STUDENT PORTAL**  
Three Rivers Systems, Inc.

Wednesday, August 11, 2010

**Pam Denney**  
Current term: FA-10 (change)  
Edit Profile | Change Password | Logout

**Student Portal News**

Welcome to the new Clarendon College CAMS portal.  
Created on 7/30/2010 8:51:15 AM

**My Courses**  
Course Name  
test course

**My Calendar**  
August's Events (View)

Easy links to a student's courses.

#### My Courses > Course Options

Options Not Enabled Are Determined By the Instructor of the Course

Course Information	Assignments
Course Information	Upload Documents
Course Announcements Not Enabled	View Graded Documents
Course Documents Not Enabled	View Assignments and Grades
Course Hyperlinks Not Enabled	
Faculty Contact Information Not Enabled	<b>Online Testing</b>
Textbooks	No Online Tests Currently Available
<b>Course Communication</b>	<b>Student Attendance</b>
Discussion Forum Not Enabled	Student Attendance
Email	

#### My Courses > Course Options > Send Email

Choices not displayed as hyperlinks have been disabled by the Instructor.

**Email Faculty**

Email All Students

Email Your Course Group(s) (Disabled by faculty)

#### My Courses > Course Options > Send Email Form

Email Course Faculty

Subject:

Message:



## 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**.

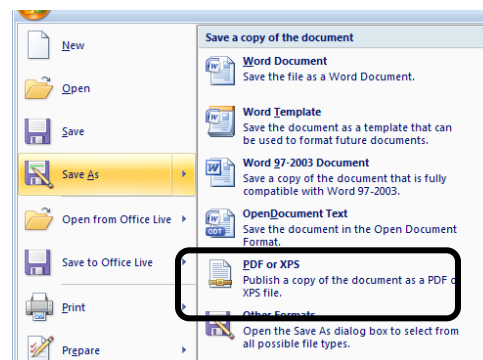
2. Click the **Browse** button to locate the document or file you have saved and click **Open**.
3. Select a **Document Type** from the drop down list. If none of the choices are appropriate, choose **\_Unassigned**.

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** to content already located on the Internet or on our Intranet (such as files many of you have on your “W Drive”). In order to make the hyperlink, you have to know the URL address. This is, of course, simple if it is a web page or document on the internet.

However, if you have a file you want to hyperlink to from your “W Drive,” the URL is a little more difficult to figure out. So here is some help . . . . .

The URL to your “W Drive” begins this way:

<http://www.clarendoncollege.edu/programs/.....>

*(The rest of the URL includes the folder/subfolder(s)/filename in your W Drive.)*

Example: I have a file named **Assignment 1.pdf** located in the **Cosc** folder in my “W Drive.” The complete URL to that file is:

<http://www.clarendoncollege.edu/programs/cosc/assignment1.pdf>

### 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**.

Sample of folders on W Drive

vti_cnf	8/13/2010 9:41 AM	File Folder
adjunct	8/13/2010 9:18 AM	File Folder
AG_Science	8/13/2010 9:18 AM	File Folder
busi	8/13/2010 9:20 AM	File Folder
CEwing	1/12/2009 12:39...	File Folder
chapt02_lecture_files	8/13/2010 9:21 AM	File Folder
ContinuingEd	8/13/2010 9:21 AM	File Folder
Cosc	8/13/2010 9:22 AM	File Folder
Cosmetology	8/13/2010 9:22 AM	File Folder
Devlop	8/13/2010 9:22 AM	File Folder
divimages	8/13/2010 9:22 AM	File Folder
Education	8/13/2010 9:22 AM	File Folder
gallery06	8/13/2010 9:22 AM	File Folder
grafix	8/13/2010 9:22 AM	File Folder
HVAC	9/14/2006 11:19...	File Folder
images	8/13/2010 9:22 AM	File Folder
IT	8/13/2010 9:23 AM	File Folder
LibArts	8/13/2010 9:24 AM	File Folder
LVN	8/13/2010 9:24 AM	File Folder
Machine_Tech	8/13/2010 9:24 AM	File Folder
Master Syllabii	8/13/2010 9:24 AM	File Folder
Math	8/13/2010 9:26 AM	File Folder
MattNursingfiles	8/13/2010 9:26 AM	File Folder
Music	8/13/2010 9:26 AM	File Folder
mvers	8/13/2010 9:26 AM	File Folder

**MICROCOMPUTER APPLICATIONS[COSC1301LEC101]**

**My Courses > Course Options > Add Course Hyperlink**

Add Course Hyperlink

\*Title:

\*URL:

\*Description:

Display Hyperlink: YES

New Window: YES

Sort Order:

## Getting More Help

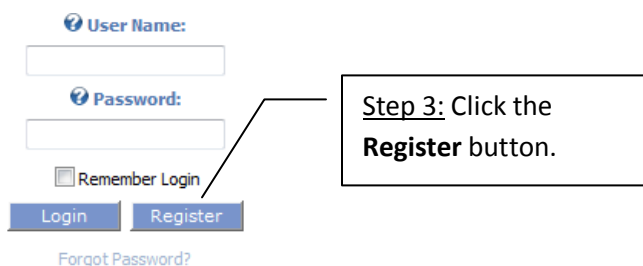
The **CAMS Community Forum** is a great place to help you learn how to use the CAMS Course Management system for faculty as well as any other issues regarding the CAMS system in which you are interested. Any faculty or staff member from any school using the CAMS system can join the forum.

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.

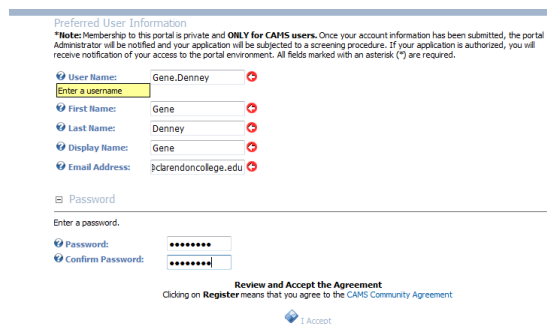
### How to register and get started using CAMS Community Forum

**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.threerivers-cams.com/camsconnect/>



**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.

