CAMS Enterprise
THREERIVERS SYSTEMS

Faculty Portal

and

Course Management Training

for Clarendon College Faculty

Table of Contents

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** requesting the information.

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

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.

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

Check Class Roster

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.

<u>Instructor's view</u> (from **My Courses** link, select course, then **Attendance Entry**)

<u>Student's View</u>

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)

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

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

Course Information	Course Gradebook	Course Attendance
Course Information	Setup Gradebook	Attendance Entry
Course Textbooks	Setup Grade Standards	Attendance Report
Course Announcements	Setup Categories	
Course Documents	Setup Assignments	Course Utilities
Course Hyperlinks	Record Grades	Copy Content
	By Assignment	Define Student Groups
Course Communication	By Student	Set Student Access
Discussion Forum	Submit Grades	Set TA Access
Email	Calculate Midterm Grades	Archive Files
Student Calendar	Calculate Final Grades	
	View/Edit Calculated Grades	Course Reports
Online Testing	Submit Grades	Class Roster
Manage Online Tests	View Submitted Information	Student Portal Usage
	Reports	
	Student Grade Detail	
	Final Course Grades	

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
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

This Colored Letter Grade Indicates a Duplicate Grade
This Colored Percent Cutoff Indicates a Duplicate Cutoff
This Colored Letter Percent Indicates a Duplicate Percent.

If you use the same grade scale for all your courses, use this feature once you have set up your first grade scale.

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
Course Information	*Setup Gradebook*	Attendance Entry
Course Textbooks	Setup Grade Standards	Attendance Report
Course Announcements	Setup Categories	
Course Documents	Setup Assignments	**Course Utilities**
Course Hyperlinks	*Record Grades*	Copy Content
	By Assignment	Define Student Groups
Course Communication	By Student	Set Student Access
Discussion Forum	*Submit Grades*	Set TA Access
Email	Calculate Midterm Grades	Archive Files
Student Calendar	Calculate Final Grades	
	View/Edit Calculated Grades	**Course Reports**
Online Testing	Submit Grades	Class Roster
Manage Online Tests	View Submitted Information	Student Portal Usage
	Reports	
	Student Grade Detail	
	Final Course Grades	

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
Edit | Delete	Assignments - (2) Assignment(s) - (0) Graded - (0) Documents	20	0
Edit | Delete	Class Participation - (1) Assignment(s) - (0) Graded - (0) Documents	10	0
Edit | Delete	Exams - (4) Assignment(s) - (0) Graded - (0) Documents	60	1
Edit | Delete	Homework - (4) Assignment(s) - (0) Graded - (0) Documents	10	2
	Total:	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

Course Information	Course Gradebook	Course Attendance
Course Information	*Setup Gradebook*	Attendance Entry
Course Textbooks	Setup Grade Standards	Attendance Report
Course Announcements	Setup Categories	
Course Documents	**Setup Assignments**	Course Utilities
Course Hyperlinks	*Record Grades*	Copy Content
	By Assignment	Define Student Groups
Course Communication	By Student	Set Student Access
Discussion Forum	*Submit Grades*	Set TA Access
Email	Calculate Midterm Grades	Archive Files
Student Calendar	Calculate Final Grades	
	View/Edit Calculated Grades	Course Reports
Online Testing	Submit Grades	Class Roster
Manage Online Tests	View Submitted Information	Student Portal Usage
	Reports	
	Student Grade Detail	
	Final Course Grades	

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.*

Assignment due date. Can be changed later.

My Courses > Course Options > Setup Assignments

Add Assignment | Preview

Course Assignment Setup Listing

Actions	Category	Assignment Description	Date	Total Points	View Grade	Allow Uploads
Edit	Delete	Assignments	Assignment 1	9/5/2010	100	YES	True
Edit	Delete	Assignments	Assignment 2	9/19/2010	100	YES	True
Edit	Delete	Class Participation	Attendance	8/25/2010	100	YES	False
Edit	Delete	Exams	Exam 1	9/25/2010	100	YES	False
Edit	Delete	Exams	Exam 2	10/25/2010	100	YES	False
Edit	Delete	Exams	Exam 3	11/15/2010	100	YES	False
Edit	Delete	Exams	Exam 4	12/5/2010	100	YES	False
Edit	Delete	Homework	Homework 1	9/5/2010	10	YES	False
Edit	Delete	Homework	Homework 2	9/25/2010	10	YES	False
Edit	Delete	Homework	Homework 3	10/5/2010	10	YES	False
Edit	Delete	Homework	Homework 4	10/25/2010	10	YES	False

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.

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.**

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**

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

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

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

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

Example of entering grades by **Assignment:**

My Courses > Course Options > Record Grades by Assignment

Note: Click on the Assignment Description to grade it.

Assignment Listing

Category	Assignment Description		Total Points	View Grade	Allow Uploads
Assignments	Assignment 1	Click on desired assignment first.	100	YES	True
Assignments	Assignment 2		100	YES	True
Class Participation	Attendance		100	YES	False
Exams	Exam 1	9/25/2010	100	YES	False

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

Withdrawn students do not appear unless this is checked.

Show Withdrawn Students ☐

Graded Assignments

Student Name		Original Score			Letter Grade
There are no students with a	Record grades here.		Letter grade is automatically assigned based on your grade standard.		

Ungraded Assignments

Student Name	Original Score	Adjusted Score %	Status		Letter Grade
BUCKHAULTS, TEXAS D ()		0	▼		
CRUMP, CHARLA A ()		0	▼	Check out possible **Status** items if grade is not assigned at this time.	
Denney, Pam ()		0	▼		

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.

Calculate Final Grades

From Course Options, select **Calculate Final Grades** link.

A list of missing grades will appear.

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.

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.

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

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

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

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.)*

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

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

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

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.

From
Subject
✉ pam.denney@amaonline.com
   Attn. Course Faculty - test for you
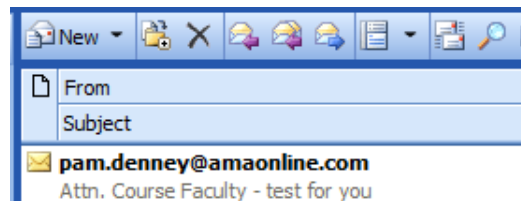
Attn. Course Faculty was created automatically

test for you is what the student typed as a subject.

Email - Student Portal View

Student view when emailing an instructor

Easy links to a student's courses.

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: **\ / : * ? " < > |**
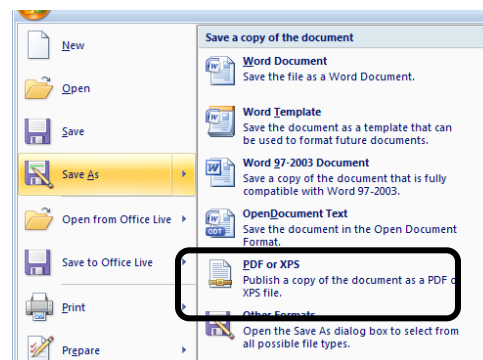
For more information, see pages 7-8 in the CAMS Course Management User's Guide.

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 <u>Internet</u> or on our <u>Intranet</u> (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.

Sample of folders on W Drive

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 Dirve" 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

_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
myers	8/13/2010 9:26 AM	File Folder

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.**

MICROCOMPUTER APPLICATIONS[COSC1301LEC101]

My Courses > Course Options > Add Course Hyperlink

Add Course Hyperlink
*Title:
*URL:
*Description:

Display Hyperlink: YES
New Window: YES
Sort Order:

Add Course Hyperlink   Cancel

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 3: Click the **Register** button.
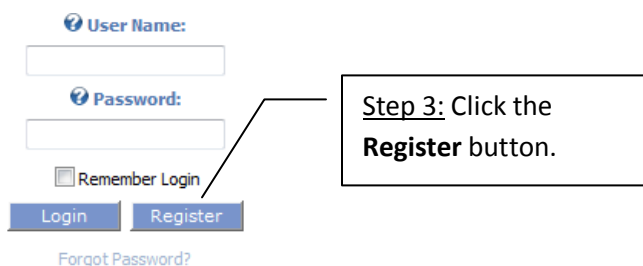
Step 4: Fill in the required information. It would be best to use your CAMS Faculty Portal login name as your User Name. Use the same email address you inserted in the Faculty Portal.
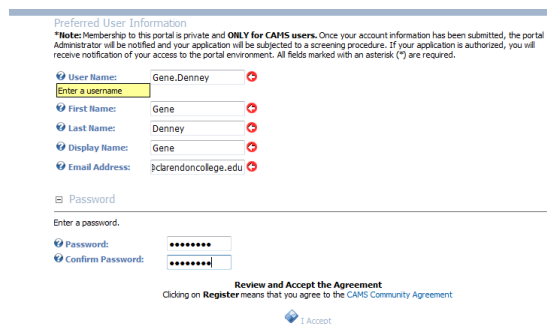
Step 5: Check your email. You will receive the login information in an email. However, you have to wait for a second email telling you that your account has been activated before you can log into the Community Forum.

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.