



## Course Management

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### **Abstract**

Course Management, accessed via the Faculty Portal, provides faculty members (instructors, advisors, staff, etc.) the ability to manage individual courses and their content.

It is fully integrated with CAMS Enterprise, which saves time and prevents data error from manually transferring grades.

Faculty will be able to define course content, communicate with students, maintain grades and tests, and even determine which course options a student may view.

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## Course Management

When a faculty member clicks the **Course Management >Select Course** link, on the navigation bar, the instructor's course schedule displays.

Course ID	Course Name	Enrolled	Begin	End
MAT12301	INTERMEDIATE ALGEBRA	0	9/15/2006	12/20/2006
MAT12101	COLLEGE ALGEBRA	0	9/15/2006	12/20/2006
MAT15001	BASIC STATISTICS	0	9/15/2006	12/20/2006

Figure 4: Courses Available for Course Management

Field Code Changed

From here, the instructor can see which courses they are scheduled to teach, how many students are enrolled, and the class beginning and end dates.

To access content management for a course click the **Course ID**.



**Note:** Before an instructor can access Course Management, the security for faculty and teachers assistants must be set up. Refer to the CAMS Manager or Faculty manual for these instructions.

## Content Management

The content management features within CAMS Enterprise Course Management give instructors tools to enter and manage course information, assignment listings, and required materials. Within this section, students will be able to access external links to pertinent information that instructors provide and will be able to retrieve archived documents. Each term these functions will save faculty members time by eliminating duplication of work processes and improving document organization and accessibility.



Figure 2: Content Management window

Field Code Changed

To return to the main Faculty portal home page click the **Return to Faculty Portal** link.

## Announcements

An instructor can create announcements, online, for students to view using the Announcement setup. The instructor has the ability to assign the subject, the message, and the dates to display the message. When the Display Until date has passed, the message is automatically no longer visible to the students. Students will see these announcements on the course's main page when they access the course through the student portals.

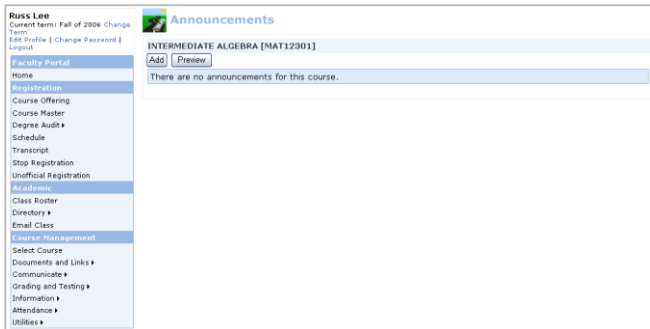


Figure 3: Faculty Add Announcement window

Field Code Changed



**Note:** Click **Edit** to edit an announcement or **Delete** to delete it.

### Step-By-Step: Add an Announcement

1. Click the **Add Announcements** link button.

**Announcements**  
INTERMEDIATE ALGEBRA [MAT12301]

Edit Course Announcement

Subject:

Message:

Visible?:

Display After Date:   
Time:

Display Until Date:   
Time:

Date must be in format MM/DD/YYYY  
Time must be in military time (HH:MM).

Figure 4: Add an Announcement

Field Code Changed

2. Enter the announcement subject and the message.
3. Enter a **Display After Date** and time and a **Display Until Date** and time. This will automatically display the announcement and then automatically turn it off when no longer needed.



**Note:** The times must be entered in military (24 hour) time with a colon between hours and minutes. Example, 22:00 is 10 PM, or 09:00 is 9 AM.

4. Click the **Update Announcement** button to finish adding the announcement or **Cancel** to exit without saving.

## Course Documents

Instructors can upload documents normally passed out in class. Student can now download these documents from any location they have internet access. Instructors can also post file types other than documents for students to download. CAMS Enterprise allows uploading of all types of files. If Windows recognizes a file type, the student may view the file without additional software. The instructors can upload all files necessary for the course. Instructors can organize files into categories and sort the files to display in a particular order.



### Step-By-Step: Add a Course Document

Click **Course Documents**. The Add Documents Setup window opens.  
Click the **Add Document** button.

Figure 5. Document Setup window

Field Code Changed

Select a **Document Type**.

Browse for the document or file and click **Add Document**. Depending on the size of the file, such as video files, it may take a few minutes to upload.

The document will display under **Files Uploaded for Course:**. Click **Edit Properties** if Comments or Sort Order must be added or changed.



**Note:** A file name cannot use any of the following characters when adding a course document: \ : \* ? " < > |

If a student cannot view uploaded course documents, have the student follow these instructions:

1. Go to the Internet Explorer Tools menu
2. Select Internet Options
3. Select Advanced tab
4. Scroll down to Security
5. Check the Do not save encrypted pages to disk option

## Links

To make additional information available to students, instructors may add links to Internet and Intranet content. This can include documents, media, and external course content. To create a link, instructors need to provide a: name, URL (Uniform Resource Locator), description, visibility. If the New Window column is set to Yes, the link will open in a new browser window, keeping the student portal page open.

Action Link Name	URL	Description	Sort Order	Visible	New Window
Algebra in every day life	http://www.algebraiscool.com	algebraiscool.com	0	YES	YES

Figure 6: Faculty Links Setup window

Field Code Changed



### Step-By-Step: Add an External Link

1. Click **Add Link**.

Figure 7: Add External Link

Field Code Changed


2. Enter the **Link Name** and **URL**.
3. Add a **Description**, if necessary, change **New Window** to **Yes** if the external link should be opened in a new window, and set the **Sort Order**.



**Note:** To edit an External Link click **Edit** or to delete click **Delete**.

## Faculty Contact Information

Faculty information such as name, title, email, etc. is stored and updated in CAMS Enterprise. However, the instructor can change office location, office hours, personal link, preferred name, and a short note within the CAMS Enterprise Course Management module.

 **Faculty Contact Info**

**INTERMEDIATE ALGEBRA [MAT12301]**

To change any of the following information, please contact the CAMS Enterprise Manager.

Title:  
Name: Russ Lee  
Email: dennisw@threerivers-cams.com  
Work Phone: 4445555555

---

Office Location:   
Office Hours:   
Notes:   
Personal Link:   
Preferred Name:

Figure 8: Faculty Personal Information

Field Code Changed

## Course Information

An instructor can provide course information that a student might need or want to know. Instructors can group information by subject and set dates they want the information available for viewing. After the **Display Until** date has passed, the message is removed from student view. Course information messages are in a separate section from Announcements to keep the main screen free of clutter.



**Note:** Before Course Information can be added the **CourseInformationSubject** SQL table must be populated with subject items

ActionSubject	Name	Description	Display After	Display Until
Edit Attendance Delete Policies	Attendance	If you miss more than one class, you will be academically dropped from class.	8/14/2007	12/18/2007 11:59:00 PM

Figure 39: Course Information Setup window

Field Code Changed



### Step-By-Step: Add Course Information

1. Click the **Information > Course** link. Click the **Add Information** button.

Subject: 
  
 Name: 
  
 Text: 
  
 Display After: 
  
 Time: 
  
 Display Until: 
  
 Time:

Date must be in MM/DD/YYYY format  
The Time must be in military time (HH:MM)

Figure 40: Add Course Information

Field Code Changed

2. Select a **Subject**, used to categorize information. Enter a **Name** (title), the **Text**, **Display After** date and time, and **Display Until** date and **Time**.

3. Click the **Add Course Information** button to finish.



**Note:** The times must be entered in military (24 hour) time with a colon between hours and minutes. Example 22:00 is 10 PM, or 09:00 is 9 AM.

## Communication

Students and faculty maintain optimum communications through the email and discussion group functions within CAMS Enterprise Course Management. Numerous email utilities enable instructors to tailor highly defined messages that allow for very personalized or collective communications. Instructors also have the ability to create email groups.

### Email

An instructor can email students and assistants directly from Course Management. The instructor can email all the students of a particular course or all students in all courses. The instructor can also subdivide and email students as a particular group or individually. Additionally, the email may contain attachments. You can find information on creating email groups in the Utilities section of this document.



**Note:** This feature uses the student's local address email1 field.



#### Step-By-Step: Send An Email

1. Click the **Communicate >Email** link.
2. Choose one of the following options:
  - 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

Figure 44: Email Options window

Field Code Changed

3. If an instructor selects **All students in this course**, CAMS will display the names of the students in the class and their email addresses as listed in their home address record. It will also display whether their email is in a valid format, or if no email address is present.

**Email Students**

MANAGERIAL ACCOUNTING [AC221L01]

This email will go to the following students:

Send	Student ID	Student Name	Email
OK	315	JANKOWSKI, GENE I	3.351@example.com
OK	47852	MARSH, ALEXI	pamn@threeivers-cams.com
OK	47852	MARSH, ALEXI	rusl@threeivers-cams.com
OK	47839	MARSH, AREIL	2.5574@example.com
OK	47659	PHELPS, JOHN	3.5193@example.com
OK	47645	PHELPS, MARY	1.5173@example.com
OK	381	RABB, LINDA M	2.696@example.com
OK	709	RADFORD, LAURA A	2.2256@example.com

Back Continue

Figure 12: Email List screen

Field Code Changed



**Note:** If the instructor selects the groups option, a list of all groups from the instructor's term schedule will display. This allows the instructor to choose group(s) to email.

4. If the displayed information is correct click **Continue**
5. Select whether to send the email to the Teacher's Assistant(s) (TA)

**Email Students**

MANAGERIAL ACCOUNTING [AC221L01]

Send Email: Step 2 - Select TA or Staff

Choose one of the following options to carbon copy (cc) TA or Staff to on this email:

- None
- All TA's & Staff associated with this course
- All TA's & Staff associated with all of my courses in this term
- Choose individual TA's & Staff from any of my courses in this term

Back

Figure 13: Email Teacher's Assistant screen

Field Code Changed

6. Attach file(s) if applicable. First browse to the document and click **Add Attachment**. Add additional documents as necessary.

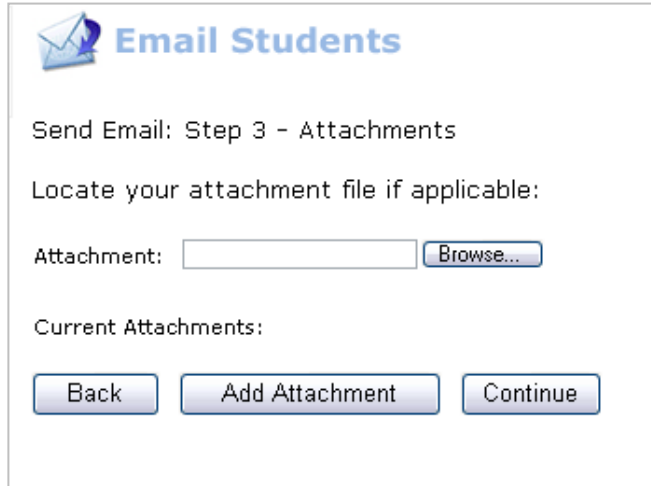


Figure 44: Add Attachment screen

Field Code Changed

7. Click **Continue**.
8. An email template will display showing the email addresses of the individuals who will receive the email. Enter the subject and message, and click **Send**.

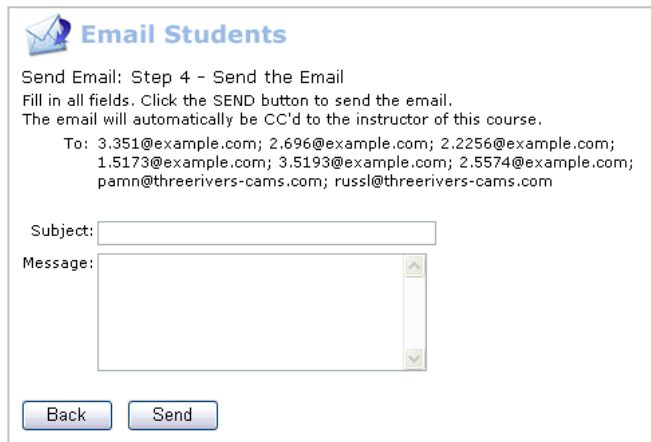


Figure 45: Email Template screen

Field Code Changed



**Note:** The email will go out separately to each individual email address so no student will see any other student's email address.



**There will be no notification if the email address listed in the student's record is no longer valid, or if the email was not received. An IT administrator must look at the SMTP folders to verify the email addresses.**

## Discussion Groups

Discussion groups are an excellent venue for students and/or instructors to exchange ideas or discuss class related topics. The instructor creates and moderates the discussion group.

The screenshot shows a window titled "Forums" with a sub-header "Course Discussion Group Setup". Below the sub-header are two buttons: "Add Forum" and "Preview". A search bar is present with the text "Search the forums for a keyword:" followed by an input field and a "Search" button. At the bottom, it states "There are no folders currently open."

Figure 46: Discussion Group Setup window

Field Code Changed



### Step-By-Step: Add A Forum

1. Click **Communicate >Discussion Forum**. The **Add Course Discussion Group** window opens.

The screenshot shows a window titled "Forums" with a sub-header "Add Course Discussion Group". Below the sub-header is the instruction "Please fill out both of the fields to add a discussion group." There are two input fields: "Name:" and "Description:". At the bottom are two buttons: "Add" and "Cancel".

Figure 47: Add Course Discussion Group window

Field Code Changed

2. Enter the forum name and a description. Click **Add**.

The new forum displays. Use the **Update** to change the Name or Description of the forum.

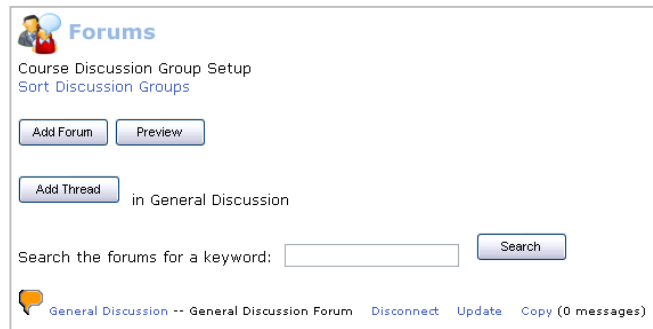


Figure 48: Course Forums window

Field Code Changed

Clicking **Disconnect** will remove the forum from view on the Student Portal. When a forum is disconnected all data is deleted and there is no way to reconnect. Click **Copy** to have all the messages emailed to you.



### Step-By-Step: Create Discussion Group

Each forum can have a number of Discussion Groups (Discussion Threads).

1. Click the hyperlink for the forum name.

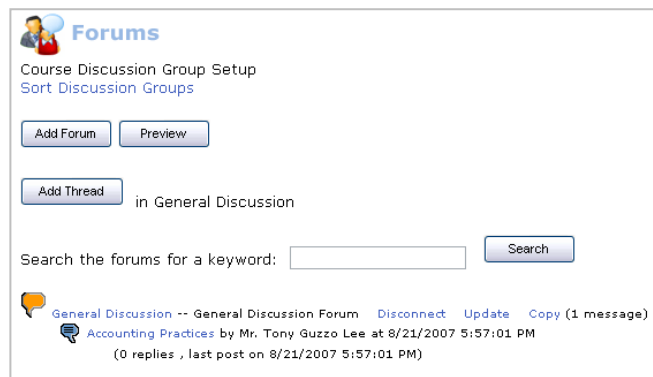


Figure 49: Add Discussion Group window

Field Code Changed

2. Click **New Discussion Thread**. Enter the **Subject** and **Message**.

Figure 20: Post A Message window Select **E-mail me when someone posts a new message in this thread** if you want to notification when someone posts a reply.

Field Code Changed

3. Click **Post Message** to post the message to the discussion group or **Reset Form** to clear the form without posting.

Figure 21: Discussion Group window

Field Code Changed

4. Click the Discussion Group hyperlink to read the message.

**Forums**

Course Discussion Group Message

General Discussion

Date: 8/21/2007 5:57:01 PM  
Author: Mr. Tony Guzzo Lee  
E-mail: [dennisw@threeivers-cams.com](mailto:dennisw@threeivers-cams.com)  
Subject: Accounting Practices  
Message: How do accounting practiced differ under current SEC oversight than in years past?

[Post a Reply](#)

[Return to Discussion Group](#)  
[Delete Message](#)  
[Modify Message](#)

General Discussion -- General Discussion Forum (2 messages)

- [Accounting Practices](#) by Mr. Tony Guzzo Lee at 8/21/2007 5:57:01 PM
- [Hiding Funds](#) by Mr. Tony Guzzo Lee at 8/21/2007 5:57:39 PM

Figure 22: Discussion Group Text

Field Code Changed

- To reply to the post click **Post a Reply**.

**Forums**

Course Discussion Group Post a Message  
Discussion Group: General Discussion

Replying to: How do accounting practiced differ under current SEC oversight than in years past?  
Subject:   
Message:

E-mail me when someone posts a new message in this thread.

[Reset Form](#) [Post Message](#)

[Return to Message](#)  
[Return to Discussion Group](#)

Figure 23: Reply to a Post

Field Code Changed

- Enter your message. If you would like to be emailed whenever someone replies to the discussion group check the **Email me when someone posts a new message in the three** checkbox.
- Click **Post Message** to save and post your reply or click **Reset Form** to clear the form and start over or cancel the reply.



**Note:** the text size for various elements of the Discussion Group can be changed by editing the *Portal.css* files for both faculty and student portals.

## Grade Book Setup

Instructors can manage all assignments, set up grade standards and categories, enter individual grades, calculate mid-term and final grades, and submit grades from CE Course Management. Scores can be entered by assignment name or by student name.

### Establishing Grade Standards

A grade standard is used in determining what letter grade is received when a test or assignment score is entered. A grade standard must be set up before assignments can be created. The standard can be created manually or the institution's default standard can be copied.



#### Step-By-Step: Manually Add/Modify a Grade Standard

Grade Standards			
MANAGERIAL ACCOUNTING [AC221L01]			
<input type="button" value="Add Standard"/>		<input type="button" value="Copy Default Grade Scale"/>	
<p><b>Blue</b> letter grades indicates a duplicate grade.  <b>Purple</b> percent cutOffs indicates a duplicate cutoff.  <b>Red</b> letter percents indicates a duplicate percent.</p>			
	Letter Grade	Percent Cutoff	Letter Percent
Edit   Delete	A+	97	97
Edit   Delete	A	94	94
Edit   Delete	A-	90	90
Edit   Delete	B+	87	87
Edit   Delete	B	84	84
Edit   Delete	B-	80	80
Edit   Delete	C+	77	77
Edit   Delete	C	74	74
Edit   Delete	C-	70	70
Edit   Delete	D	60	60
Edit   Delete	F	59	59
<input type="button" value="Mass Update Grades"/>			

Figure 24: Grade Standard window

Field Code Changed

1. Click **Grading and Testing >Setup Gradebook >Grade Standards**. The Grade Standards Setup window opens. If there is not already an existing grade standard click **Add Standard**.
2. In the above figure there is not a grade standard for the letter grade of D-. Click **Add Standard**. The Grade Standards Add screen opens.

**abc** **Grade Standards**

**MANAGERIAL ACCOUNTING [AC221L01]**

**Grade Standards Edit**

Letter Grade:

Percent Cutoff:

Letter Percentage:

Figure 25: Add Grade Standard

Field Code Changed

3. Add the letter grade D- to the Letter Grade field. Enter the % Cutoff, which must be less than the previous grade's % Cutoff.



**Note:** The %Cutoff is the lower limit of that particular grade -- it is used to determine what a letter grade would be. For example, if an A- has a %Cutoff of 90 and an A has a %Cutoff of 94 then a 90, 91, 92 & 93 are all "A-" and 94 would start the "A"s.

4. Enter the Letter % Cutoff, which normally matches the % Cutoff number.



**Note:** The Letter% is the grade % that should be used for that letter. For example, if a faculty member puts a letter grade on a document but has the TA enter grades into the grade book by percentages this lets the TA know what percentage to put for each letter grade. This allows for consistent grading.

5. Click **Update Grade Standard** to add the new grade standard.



**Note:** To edit a Grade Standard click the ID hyperlink next to the grade.



### Step-By-Step: Copy Default Grade Scale

1. Click **Grading and Testing >Setup Gradebook >Utilities**. The Gradebook Utilities page displays and the default grade scale is shown on the left.

**Utilities**

---

MANAGERIAL ACCOUNTING [AC221L01]  
Gradebook Utilities

Letter Grade	% CutOff
A+	97
A	94
A-	90
B+	87
B	84
B-	80
C+	77
C	74
C-	70
D	60
F	0

Copy Default Grade Scale
Copy Grade Scale From Other Course

Re-Calc Grades & Grade Reports
Submit Grades

View Submitted Grades

Figure 26: Copy Default Grade Scale

**Field Code Changed**

2. Click **Copy Default Grade Scale**. The page will display the default grade scale and the current grade scale, which could be blank.
3. Click **Process Copy**. A copy of the default grade scale is now set up in the course.



**Note:** To edit the default grade scale for the institution contact your CAMS Manger. The institution's default grade scale can be modified by changing the **SRGradeScaleDefault** SQL table.

## Setting up Assignment Categories

An instructor can set up different categories of assignments. Each category can be given a weight percentage towards final class grade. Total of all categories must equal 100%. A category list that equals 100% must be set up before assignments can be created. The list of available categories is defined in the **SRTTestAssignCat** glossary table.

Category	Weight	# Drops
Edit   Delete Final Exam - 0 Assignments	25	0
Edit   Delete Homework - 0 Assignments	50	2
Edit   Delete Mid Term - 0 Assignments	25	0
Total:	100	

Figure 27: Category Setup window



**Note:** Click **Edit** to edit the category or **Delete** to delete it. A category cannot be deleted if assignments are associated with it.

Field Code Changed



## Step-By-Step: Add/Modify a Category

1. Click **Grading and Testing > Setup Gradebook > Add Category**. The Category Add window opens.

Category	Weight	# Drops
Final Exam	20	0
Remaining: 20		

Figure 28: Add a Category

Field Code Changed

2. Select a **Category** from the dropdown list.
3. Enter the weight percentage for this category in the **% Weight** field. All categories for a course must total 100 percent. The **Percent Remaining** field indicates what % is left to reach 100%. An instructor cannot specify a number more than the percent remaining.
4. Use the **# Drops** field to indicate how many of the lowest graded assignments will be dropped from a student record. For instance, 5 papers have been assigned in the Reaction Papers category and “1” entered in # Drops allowed, then the 4 highest scoring papers per student will be counted in that students grade calculation.
5. Click **Add Category**.

## Creating Assignments

Before grades can be entered, the assignments must be created. Assignments, homework, exams, etc. can be entered into the grade book.



### Step-By-Step: Create an Assignment

1. Click **Grading and Testing >Setup Gradebook >Assignments** link. The Assignments Setup window opens.

Assignments						
MANAGERIAL ACCOUNTING [AC221L01]						
Add Assignment Preview						
Category	Assignment Description	Date	Total Points	View Grade	Allow Uploads	
Homework	Week 1 Chapters 1 - 3	5/5/2006	100	YES	False	

Figure 29: Assignment Setup window

Field Code Changed

2. Click **Add Assignment**.

Assignments						
MANAGERIAL ACCOUNTING [AC221L01]						
Assignment Edit						
Category	Assignment Description	Date	Total Points	View Grade	Allow Uploads	
Homework	Week 1 Chapters 1 - 3	5/5/2006	100	YES	<input type="checkbox"/>	

Figure 29: Add Assignment window

Field Code Changed

3. Select a **Category** (Glossary Table: SRTestAssignCat) enter a **Description**, enter the **Date**, fill in the **Total Points** that the assignment is worth and the option to allow the student to view the grade.
4. If the student can turn in the document electronically (upload) click **Allow Uploads**.
5. Click **Update Assignment**.



**Note:** To Edit or Delete an assignment use the Edit or Delete links to the left of each assignment.

## Grades

### Entering Grades



Entering grades for assignments can be done several ways. From Assignment Setup, Assignment Grade Entry, Grade Entry By Student, and Online Testing.

**Note:** Before grades can be entered, the **SRTestGrdAssignStat** glossary table must be populated. This field is used to set the status of an assignment grade, for example, excused, incomplete, late, etc.



#### Step-By-Step: Grade an Assignment from Assignments Grade Entry

**Grades by Assign**  
 MANAGERIAL ACCOUNTING [AC221L01]  
 Assignment Grade Entry  
 View Grades Reports Calc Midterm Grades Calc Final Grades  
 To input grades click on the Assignment Description hyperlink of the corresponding Assignment.

Category	Assignment Description	Date	Total Points	View Grade?	Allow Uploads
Homework	<a href="#">Week 1 Chapters 1 - 3</a>	5/5/2006	100	YES	False

[Return to GradeBook Setup](#)

Figure 31: Assignment Grade Entry screen

Field Code Changed

1. Click the **Assignment Description** link for the assignment to be graded.

**Grades by Assign**  
 MANAGERIAL ACCOUNTING [AC221L01]  
 Homework : Week 1 Chapters 1 - 3 (100 points, 5/5/2006)  
 Allow Uploads:   
[Graded Assignments](#)

Student Name	Original Score	Adjusted Score %	Status	Letter Grade
Phelps, Betty ()	90	90		A-
Phelps, Jack ()	98	98		A+
Phelps, Manny ()	87	87		B+
Phelps, Mary ()	66	66		D

[Ungraded Assignments](#)

Student Name	Original Score	Adjusted Score %	Status	Letter Grade
Marsh, Alexi ()		0		
Marsh, Armaund ()		0		
Marsh, Jonah ()		0		
Phelps, John ()		0		

Save Back

Figure 32: Assignment List of Students screen

Field Code Changed

2. A list of students will display. If the assignment was allowed to be turned in electronically and the student has uploaded the assignment, the instructor can click **View** to view or download the document. The document will open up in a new window. Any type of document may be uploaded but the instructor must have a way to view the document. For example, if the student uploads a WordPerfect file the instructor would need WordPerfect installed to view the document.

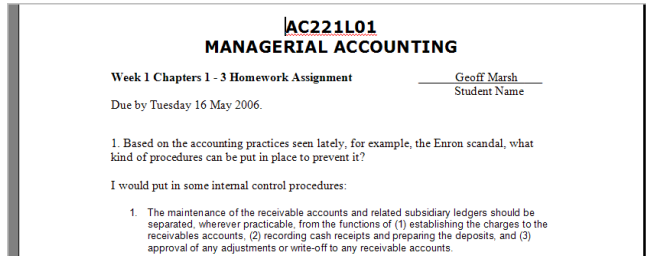


Figure 33: View Uploaded Student Assignment

Field Code Changed

Instructors can select **Stop uploads for this assignment** if they no longer allow students to upload that assignment. The instructor can also view the **Insert Date** field for the date and time that the student uploaded the document to verify that an assignment was turned in on time.

If the instructor annotates the assignment, adds comments, highlights items or manually writes on the document, the instructor can save or scan the modified document and upload it as the graded assignment for the student to view electronically. This allows the student to see their turned in original and the modified instructor's version at the same time.

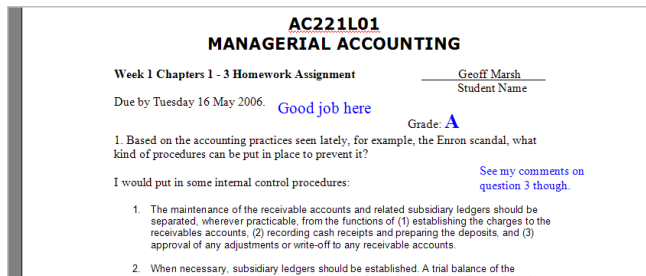


Figure 34: Annotated Student Assignment

Field Code Changed

3. To upload a graded assignment click **View/Upload Graded Doc.**

geoffrey marsh

Original student document Week1Homework.doc

Browse... Upload Document

Comment

Graded documents for Week1Homework.doc

FileName	Size (KB)	Comment	View	Delete
To download graded document to your hard drive right click on the "view" link and select "save target as"				

Figure 35: Upload Graded Assignment

Field Code Changed

4. Browse to the saved graded assignment and click **Upload Document**, enter a **Comment** if necessary, and click **Close**. The student will be able to view graded documents immediately.
5. Enter the **Original Score** and the press <Tab>. The **Adjusted Score** and **Letter Grade** will be automatically filled in. You can override the entries by manually changing them. The cursor will move down to the next student.
6. Click **Update Grades** to save the changes.

Once an assignment has been graded, the student can no longer edit, delete or upload another document for that assignment. Removing the grade from the Letter Grade field will reverse this restriction. Instructors may only grade uploaded assignments from the Grade by Assignment option.



### Step-By-Step: Grade an Assignment from Grade Entry by Student

Grades by Student

MANAGERIAL ACCOUNTING [AC221L01]

Grade Entry by Student

Student:

Student ID	Student Name
A000001333	Marsh, Alexi ()
A000001351	Marsh, Armaund ()
A000001316	Marsh, Jonah ()
A000001259	Phelps, Betty ()
A000001258	Phelps, Jack ()
A000001263	Phelps, John ()
A000001261	Phelps, Manny ()
A000001260	Phelps, Mary ()

Figure 36: Grade Entry By Student list

Field Code Changed

1. Click the **Student Name** of the student to be graded.

2. Enter the **Original Score** and then press <Tab> to move to the next assignment. The **Adjusted Score %** and **Letter Grade** are automatically calculated.

Figure 37: Grade Entry by Student window

Field Code Changed

3. Enter another assignment score or click **Update Grade** to save the changes.

### Online Testing

For entering grades from online testing, refer to the Online Testing manual.

## Utilities (Grade Book)

The utilities option under the **Grading and Testing >Setup Gradebook >Utilities** allows the instructor to set up a grade scale. Grades and grade reports can be recalculated if the grade scale is changed. Grade scales can be copied from other courses and grades can be submitted to registrars and viewed. The default grade scale comes from the SRGradeScaleDefault SQL table.

MANAGERIAL ACCOUNTING [AC221L01]  
Gradebook Utilities

Letter Grade	% CutOff
A+	97
A	94
A-	90
B+	87
B	84
B-	80
C+	77
C	74
C-	70
D	60
F	0

Buttons: Copy Default Grade Scale, Copy Grade Scale From Other Course, Re-Calc Grades & Grade Reports, Submit Grades, View Submitted Grades

Figure 38: Grade Book Utilities screen

Field Code Changed



### Step-By-Step: Copy Default Grade Scale

1. Click the **Copy Default Grade Scale** button. The copy window opens.

MANAGERIAL ACCOUNTING [AC221L01]  
Gradebook Utilities: Copy Default Grade Scale

Default Grade Scale		Current Grade Scale	
Letter Grade	% CutOff	Letter Grade	% CutOff
A+	97	A+	97
A	94	A	94
A-	90	A-	90
B+	87	B+	87
B	84	B	84
B-	80	B-	80
C+	77	C+	77
C	74	C	74
C-	70	C-	70
D	60	D	60
F	0	F	59

Buttons: Process Copy, Cancel

Remember to recalculate the grades using the Mass Update Grades process if you change the grade scale after grade entry.

Figure 39: Copy Default Grade Scale window

Field Code Changed

The **Default Grade Scale** and the **Current Grade Scale** are displayed.

2. Click **Process Copy**. The Default Grade Scale is copied to the Current Grade Scale.



### Step-By-Step: Copy Grade Scale from Another Course

An instructor may already have a preferred grade scale in use in another course that they are teaching. CAMS Enterprise allows the instructor to copy this grade scale instead of the Default Grade Scale.

1. Select the course that has the desired grade scaled and click the **Copy Grade Scale From Another Course** button.

The grade scale from the selected course is displayed along with the current grade scale.

2. Click **Process Copy**.

## Viewing Grade Book

The instructor can view grades several different ways. The first is by assignment, which will show all students and corresponding grades for a particular assignment. The second is by student, which will show all assignments and grades for a particular student. The third is by detailed information, through reports, which will show more detail for each grade.

**Grades by Assign**

Computer Software Basics [CEN2011ECD01]  
 Homework : Homework (100 points, 9/13/2005)  
 Allow Uploads:

**Graded Assignments**

Student Name	Original Score	Adjusted Score %	Status	Letter Grade
Pfleger, Ann ()	0	0	Excused	I
Smithers, Jefferson ()	100	100		A+
Weldon, Susan ()	100	100		A+
Wells, Alice ()	100	100		A+
Wells, Andrew ()	100	100		A+
Wells, Carl ()	100	100		A+
Wells, Cody ()	100	100		A+
Wells, Mark ()	100	100		A+
Wells, Ray ()	100	100		A+

**Ungraded Assignments**

Student Name	Original Score	Adjusted Score %	Status	Letter Grade
--------------	----------------	------------------	--------	--------------

Save Back

Figure 40: This window displays student assignment grades

Field Code Changed

## Calculating Grades

When clicking the **by Assignment** link there are two buttons at the top of the screen, **Calc MidTerm Grades** and **Calc Final Grades**, which will automate grade book grade calculation.



### Step-By-Step: Calculate Mid Term Grade

1. Click the **Calc MidTerm Grades** button.

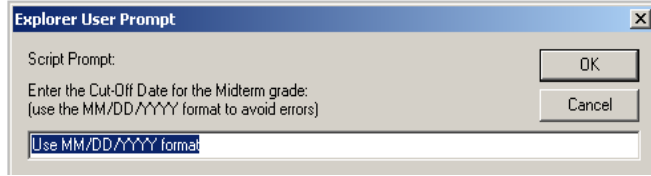


Figure 44: Cut-Off Date screen

Field Code Changed

2. A prompt will appear. Enter the cut-off date for grade calculation using a MM/DD/YYYY format. Click **OK**.



**Note:** These calculations can be run anytime and using the cut-off date can provide the instructor with the option of providing students with a current grade as of that date. This could help students gauge how they are doing in class.

CAMS Enterprise will display the students and their course assignments that do not have grades entered. Click the student name or the assignment name to enter these missing grades then repeat steps 1 and 2.

3. Click the **View The Grades** link to view the current GPA and grade.

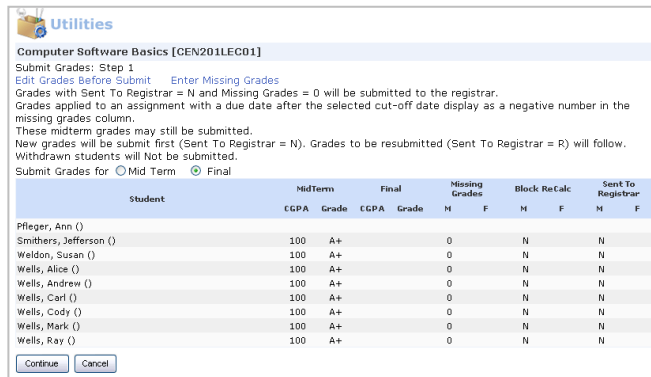


Figure 42: View Grades window

Field Code Changed

## Mid-Term Grade Calculation

When grades are calculated mid-term the following items:

- All assignments/tests with a due date before the cut-off date.
- Zero grades must also have a letter grade (zero grades without a letter grade are treated as missing assignments)
- Missing grades are omitted from the calculation and a notice is displayed that the grade is missing during processing.

The formula for mid-term grade calculation is as follows.

- Assignments/Tests
  - (Raw Score / Total Points) \* Weight
- Category Score (Tests, Assignments, Participation, etc...)

- $(\text{Assignment 1} + \text{Assignment 2...}) / \text{Total \# of Assignments}$
- Mid-Term Percent Calculation
  - $((\text{Category Score} + \text{Category Score...}) / (\text{Category Weight 1} + \text{Category Weight 2...})) * 100$

Category	Raw Score	Total Points	Category Weight	Category Count	Total Scaled Score	Total Weight	Mid-Term Final Points
Test	100	100	60		$((100/100) * 60)$ <b>60</b>		
	90	100	60		$((90/100) * 60)$ <b>54</b>		
	96	100	60		$((96/100) * 60)$ <b>57.6</b>		
Sub Total				3	$((60+54+57.6) / 3)$ <b>57.2</b>	60	
Mid Term	75	100	15		$((75/100) * 15)$ <b>11.25</b>		
Sub Total				1	<b>11.25</b>	15	
<b>TOTAL</b>					$(57.2 + 11.25)$ <b>68.45</b>	<b>75</b>	$(68.45/75)$ <b>91.27</b>

Table 1: Midterm grade calculation



**Note:** At mid-term, not all categories may add to 100%, therefore CAMS adjusts the grades as the above formula illustrates. Also, note the lowest grade(s) will be dropped if allowed in the Gradebook Category. If two drops are allowed with only two assignments from a category, both will be dropped.

### Step-By-Step: Calculate Final Term Grade

1. Click the **Calc Final Grades** button.

**Grades**

Computer Software Basics [CEN2011LEC01]

Midterm Grade Calculation & Missing Grades

[Return to GradeBook](#) [View The Grades](#)

The Grades are Calculated and Stored, any Missing Grades will be listed below.

StudentUID	Name	Assignment	Assignment Date
** There are no missing grades. **			

Figure 43: Missing Assignment Grades

**Field Code Changed**

A list of assignments that are missing grades is displayed. Before final grades can be submitted for a student, all of that student's assignments must have a grade.

2. Click **View The Grades**.

Grade To Edit	Student	MidTerm		Missing Grades		Final		Block Re Calc	Sent To Registrar
		EGPA	Grade	M	F	EGPA	Grade		
Mid Term	Pfleger , Ann	0	I	0					
Final									
Mid Term	Smithers , Jefferson	100	A+	0					
Final									
Mid Term	Weldon , Susan	100	A+	0					
Final									
Mid Term	Wells , Alice	100	A+	0					
Final									
Mid Term	Wells , Andrew	100	A+	0					
Final									
Mid Term	Wells , Carl	100	A+	0					
Final									
Mid Term	Wells , Cody	100	A+	0					
Final									
Mid Term	Wells , Mark	100	A+	0					
Final									
Mid Term	Wells , Ray	100	A+	0					
Final									

Figure 44: View Final Grades window

Field Code Changed

The last column in the display shows whether the final grade has been submitted to the registrar.

Category	Raw Score	Total Points	Category Weight	Category Count	Total Scaled Score	Total Weight	Mid-Term Final Points
Test	100	100	60		$((100/100) * 60)$ <b>60</b>		
	90	100	60		$((90/100) * 60)$ <b>54</b>		
	96	100	60		$((96/100) * 60)$ <b>57.6</b>		
<i>Sub Total</i>				3	$((60+54+57.6) / 3)$ <b>57.2</b>	60	
Midterm	90	100	15		$((90/100) * 15)$ <b>13.5</b>		
<i>Sub Total</i>				1	<b>13.5</b>	15	
Final	75	100	25		$((75/100) * 25)$ <b>11.25</b>		
<i>Sub Total</i>				1	<b>11.25</b>	25	
<b>TOTAL</b>					<b>(57.2+13.5+11.25) 81.95</b>	<b>100</b>	<b>(81.95/100) 81.95</b>

Table 2: Final grade calculation



### Step-By-Step: Recalculate Grades and Grade Reports

1. Click **Re-Calc Grades & Grade Reports**. The Assignment Grade Entry window opens.
2. Use the **Calc MidTerm Grades** or **Calc Final Grades** button to recalculate grades. (See Calculate Grades section for more in-depth instructions.)



### Step-By-Step: Edit Final Grades

1. Click **Edit Final Grades** to manually change a calculated grade. The list of students and their grades displays.

abc Grades										
Computer Software Basics [CEN2011LEC01]										
View Grades										
Return to GradeBook										
Click on Mid Term to edit the Mid-term Grade. Click on Final to edit the Final Grade or ReCalc Flag.										
Grade To Edit	Student	MidTerm			Missing Grades		Final		Block ReCalc	Sent To Registrar
		CGPA	Grade	M	F	CGPA	Grade			
Mid Term Final	Pfleger, Ann			0	I					
Mid Term Final	Smithers, Jefferson			100	A+					
Mid Term Final	Weldon, Susan			100	A+					
Mid Term Final	Wells, Alice			100	A+					
Mid Term Final	Wells, Andrew			100	A+					
Mid Term Final	Wells, Carl			100	A+					
Mid Term Final	Wells, Cody			100	A+					
Mid Term Final	Wells, Mark			100	A+					
Mid Term Final	Wells, Ray			100	A+					

Figure 45: Edit Final Grades

Field Code Changed

2. Click **Final**. The **Edit Final Grades** window displays.

abc Grades									
Computer Software Basics [CEN2011LEC01]									
Edit MidTerm Grade									
Return to View Grades									
119525 - Pfleger, Ann ()									
Prev. MidTerm CGPA	Prev. MidTerm Grade	MidTerm CGPA	MidTerm Grade	Update MidTerm CGPA	Update MidTerm Grade	Block ReCalc	Sent to Registrar		
0	I	0	I	<input type="text" value="0"/>	<input type="text" value="I"/>	<input type="button" value="N"/>	<input type="button" value="N"/>		
Created by WeldsD47814 on 8/22/2007 9:08:13 AM .									
Updated by WeldsD47814 on 8/22/2007 9:10:09 AM .									
<input type="button" value="Update MidTerm"/>									

Figure 46: Edit Final Grades window

Field Code Changed

3. Change the **Final GPA** and/or **Final Grade**. These fields are independent of each other. Changing one will not automatically change the other.
4. Click **Update Final Grade**. The grade has now been changed.



### Step-By-Step: Submit Grades

1. Under the **Grading and Testing >Set Up Gradebook >Utilities**.
2. Click **Submit Grades**.

**Utilities**

**Computer Software Basics [CEN201LEC01]**

Submit Grades: Step 1

[Edit Grades Before Submit](#) [Enter Missing Grades](#)

Grades with Sent To Registrar = N and Missing Grades = 0 will be submitted to the registrar.  
 Grades applied to an assignment with a due date after the selected cut-off date display as a negative number in the missing grades column.  
 These midterm grades may still be submitted.  
 New grades will be submit first (Sent To Registrar = N). Grades to be resubmitted (Sent To Registrar = R) will follow.  
 Withdrawn students will Not be submitted.

Submit Grades for  Mid Term  Final

Student	MidTerm		Final		Missing Grades		Block ReCalc		Sent To Registrar	
	CGPA	Grade	CGPA	Grade	M	F	M	F	M	F
Pfleger, Ann ()	0	I			0		N		N	
Smithers, Jefferson ()	100	A+			0		N		N	
Weldon, Susan ()	100	A+			0		N		N	
Wells, Alice ()	100	A+			0		N		N	
Wells, Andrew ()	100	A+			0		N		N	
Wells, Carl ()	100	A+			0		N		N	
Wells, Cody ()	100	A+			0		N		N	
Wells, Mark ()	100	A+			0		N		N	
Wells, Ray ()	100	A+			0		N		N	

Figure 47: Submit Grades window

Field Code Changed

Students who are missing assignment grades will be displayed here. Click **Enter Missing Grades** to enter grades for students who are missing grades. Any student who is missing an assignment grade will not be submitted to the registrar.

- Once all assignment grades have been entered you will need to recalculate the grade.
- Select **Submit Grades for Mid Term** (or **Final**) then click **Continue**.
- Those students who are not missing any assignment grades will display after clicking **Continue**.

**abc Grades**

**Computer Software Basics [CEN201LEC01]**

Submit Grades: Step 2

Check the grades you want to submit to the registrar and click the Continue button.

Submit	Student ID	Student Name	Grade	Allowed Grade
<input checked="" type="checkbox"/>	A0000001415	Pfleger, Ann ()	I	I
<input checked="" type="checkbox"/>	A0000001397	Smithers, Jefferson ()	A+	A+
<input checked="" type="checkbox"/>	A0000001371	Weldon, Susan ()	A+	A+
<input checked="" type="checkbox"/>	A0000001347	Wells, Alice ()	A+	A+
<input checked="" type="checkbox"/>	A0000001324	Wells, Andrew ()	A+	A+
<input checked="" type="checkbox"/>	A0000001317	Wells, Carl ()	A+	A+
<input checked="" type="checkbox"/>	A0000001314	Wells, Cody ()	A+	A+
<input checked="" type="checkbox"/>	A0000001338	Wells, Mark ()	A+	A+
<input checked="" type="checkbox"/>	RLW000001319	Wells, Ray ()	A+	A+

Click the Continue button to process any changed grades that you want to re-submit to the registrar.

Figure 48: Grades to Submit to the Registrar

Field Code Changed

- Select the students whose grades you want to submit and click **Continue** to submit the grades to the Registrar.

You will receive notice that the grades have been successfully submitted to the registrar.

An email can also be sent to selected individuals notifying them of the grades submission. This option is set up in **CAMS Manager >CAMS Portal >Portal Configuration >Grades** tab.



## Step-By-Step: View Submitted Grades

1. Click **Return to Gradebook Utilities** then **View Submitted Grades**.

Student UID	Student Name	Grade	Grade Type	Date Received by Registrar	Received From
47795	Wells, Cody	A	Mid Term	8/22/2007 9:15:09 AM	WeldsD47814
47809	Wells, Carl	A	Mid Term	8/22/2007 9:15:09 AM	WeldsD47814
119525	Pfleger, Ann	I	Mid Term	8/22/2007 9:15:09 AM	WeldsD47814
47815	Wells, Ray	A+	Mid Term	8/22/2007 9:15:09 AM	WeldsD47814
47836	Wells, Andrew	A+	Mid Term	8/22/2007 9:15:09 AM	WeldsD47814
47860	Wells, Mark	A+	Mid Term	8/22/2007 9:15:09 AM	WeldsD47814
47896	Wells, Alice	A+	Mid Term	8/22/2007 9:15:09 AM	WeldsD47814
119437	Weldon, Susan	A+	Mid Term	8/22/2007 9:15:09 AM	WeldsD47814
119485	Smithers, Jefferson	A+	Mid Term	8/22/2007 9:15:09 AM	WeldsD47814

Figure 49: Submitted Grades

Field Code Changed

A list of submitted grades displays along with the grade type, date sent to the registrar, and by whom they were sent.

## Resubmitting Grades

Once grades have been submitted to the registrar, they cannot be resubmitted without authorization from the registrar.

Grades that have been submitted will display a “Y” in the **Sent To Registrar** column.

Student	MidTerm		Final		Missing Grades		Block ReCalc		Sent To Registrar	
	CGPA	Grade	CGPA	Grade	M	F	M	F	M	F
Pfleger, Ann ()	0	I			0		N		N	
Smithers, Jefferson ()	100	A+			0		N		N	
Weldon, Susan ()	100	A+			0		N		N	
Wells, Alice ()	100	A+			0		N		N	
Wells, Andrew ()	100	A+			0		N		N	
Wells, Carl ()	100	A+			0		N		N	
Wells, Cody ()	100	A+			0		N		N	
Wells, Mark ()	100	A+			0		N		N	
Wells, Ray ()	100	A+			0		N		N	

Figure 50: Submitted Grades

Field Code Changed

Grades with an “N” in the Sent To Registrar field can still be submitted. Those with the “Y” will not be resent. Those with an “A” have been authorized.

If grades need to be resubmitted to the registrar from the Faculty Portal the registrar will have to authorize permission to resubmit. If a grade has been authorized to be resubmitted it will display an “R” in the **Sent To Registrar** column.

**Grades**  
Computer Hardware Basics [CEN101LEC01]  
Submit Grades: Step 2

Check the grades you want to submit to the registrar and click the Continue button.

Submit	Student ID	Student Name	Grade	Allowed Grade
<input checked="" type="checkbox"/> MidTerm	A0000001435	Zipp, Jesse ()	A+	A+

Click the Continue button to process any changed grades that you want to re-submit to the registrar.

Figure 54: Authorized Grade to Resubmit

Field Code Changed



### Step-By-Step: Resubmit Grades

1. If the grade needs to be changed, click **Enter Missing Grades** and recalculate the grades or click **Edit Grades Before Submit** to manually change the grade as described above.

Once the grade is changed, the grade can be resubmitted.

Click **Continue**.

**Utilities**  
Computer Software Basics [CEN201LEC01]  
Submit Grades: Step 1

[Edit Grades Before Submit](#) [Enter Missing Grades](#)

Grades with Sent To Registrar = N and Missing Grades = 0 will be submitted to the registrar.  
Grades applied to an assignment with a due date after the selected cut-off date display as a negative number in the missing grades column.  
These midterm grades may still be submitted.  
New grades will be submit first (Sent To Registrar = N). Grades to be resubmitted (Sent To Registrar = R) will follow.  
Withdrawn students will not be submitted.

Submit Grades for  Mid Term  Final

Student	MidTerm		Final		Missing Grades		Block ReCalc		Sent To Registrar	
	CGPA	Grade	CGPA	Grade	M	F	M	F	M	F
Pflegler, Ann ()	0	I	0		0		N		N	
Smithers, Jefferson ()	100	A+	0		0		N		N	
Weldon, Susan ()	100	A+	0		0		N		N	
Wells, Alice ()	100	A+	0		0		N		N	
Wells, Andrew ()	100	A+	0		0		N		N	
Wells, Carl ()	100	A+	0		0		N		N	
Wells, Cody ()	100	A+	0		0		N		N	
Wells, Mark ()	100	A+	0		0		N		N	
Wells, Ray ()	100	A+	0		0		N		N	

Figure 52: Resubmit Changed Grade

Field Code Changed

Verify that the grade is correct and click **Continue**. New grades being submitted at the same time will be displayed on the next page to allow the instructor to verify them before being sent.

**Grades**  
Computer Software Basics [CEN201LEC01]  
Submit Grades: Step 2

Check the grades you want to submit to the registrar and click the Continue button.

Submit	Student ID	Student Name	Grade	Allowed Grade
<input checked="" type="checkbox"/> MidTerm	A0000001415	Pflegler, Ann ()	I	I
<input checked="" type="checkbox"/> MidTerm	A0000001397	Smithers, Jefferson ()	A+	A+
<input checked="" type="checkbox"/> MidTerm	A0000001371	Weldon, Susan ()	A+	A+
<input checked="" type="checkbox"/> MidTerm	A0000001347	Wells, Alice ()	A+	A+

Figure 53: New Grade to Submit

Field Code Changed

Click **Continue** again. The grades to be resubmitted will display.

**Utilities**  
**Computer Hardware Basics [CEN101LECD1]**  
 Submit Final Grades: Step 3  
 Grades Approved for Re-submittal by Registrar  
 1 new grade(s) have been successfully submitted to the registrar's office.  
 Click the **Process** hyperlink next to the grade you wish to re-submit. You must supply a reason for the grade change on the subsequent page. You will be returned to this page after each changed grade is processed.  
 When you have processed any re-submittals (or if you wish to submit these changed grades at a later time) Click **Return to GradeBook Utilities**

Re-Submit	Student UID	Student Name	CGPA	New Grade	Original Grade
<a href="#">Process</a>	47795	Wells, Cody ()	72.44	C-	A
<a href="#">Process</a>	47809	Wells, Carl ()	93	A-	WF
<a href="#">Process</a>	47815	Wells, Ray ()	79.33	C+	B-
<a href="#">Process</a>	119535	Zipp, Alan ()	93.33	A-	D
<a href="#">Process</a>	119536	Zipp, Betty ()	73.33	C-	D

[Return to GradeBook Utilities](#)

Figure 54: Resubmitted Grade Process window

Field Code Changed

Click the **Process** hyperlink next to the grade(s) you wish to re-submit.

## Utilities

Through the different utilities offered in CAMS Enterprise Course Management, instructors have several pathways in which to redefine teaching practices. Opportunities for active collaboration are easily created through various student groups. Managing the contributions and control of teaching assistants is handled through the TA access portal. Sharing course content and eliminating redundancy is achieved through the course copy utility. Together these tools allow instructors to enhance a student's overall learning experience.

### Defining Student Groups

If a course utilizes groups of students for projects, assignments, or other needs, instructors can create individual groups and assign students to one or more groups. This provides the ability to keep track of students working together or send email to only a group of students.

**Student Groups**

**Computer Hardware Basics [CEN1011EC01]**

Student Groups Setup

To Add a Group, click the "Add A Group" button.  
 Click Edit on the line of the group you wish to update and/or add students to.  
 Click Delete on the line of the group you wish to remove.  
 To view all group's membership click the "Group Membership List" button.

Action	Group Name
<a href="#">Edit</a> <a href="#">Delete</a>	Test Group

Figure 55: Group Setup window

Field Code Changed

### Set TA (Teaching Assistant) Access

There are several steps in assigning a Teaching Assistant (T/A) or a person who is to have partial access to a course in Course Management in the Faculty Portal.

- Create a faculty record.
- Set the faculty Type.
- Set the Security for the specific faculty Type.
- Assign the TA to the course.
- Set permissions for the course in Course Management.



### Step-By-Step: Create A Faculty Record and Set Type

1. Refer to the **Faculty** manual for the steps to create a faculty record for the T/A.
2. Set the **Type** field to the type assigned for T/As.

Faculty General Info

General

First: William Middle: Last: Anderson

Salutation: SSN: Campus: Main

Department: Hire Status: Work Status:

Tenure:  Yes  No Init App. Date: To: [calendar icon]

Current Load: 0 Max Load: 99 Type: TA

Suffix: Title:

Show On Directory:  Yes  No Active:  Yes  No

Addresses:

AddressType	Address1	Address2	Address3	City	County	State

Figure 56: Set Faculty Type

Field Code Changed



### Step-By-Step: Set the Security for Specific Type

1. From the CAMS Enterprise Home page, select **Faculty >Course Mgmt.** The Course Management Security window displays.

Course Management Security

	FacultyType	FacultyTypeC	Full Access	FacultyTypeI	CourseManag
1	Full	Full	<input checked="" type="checkbox"/>	1,652	1
2	Graduate Asst.	GA	<input type="checkbox"/>	1,653	2
3	TA	TA	<input type="checkbox"/>	1,654	3
4	Emeritus	Emeritus	<input checked="" type="checkbox"/>	1,651	4

Figure 57: Course Management Security

Field Code Changed

2. Right click to add a new option or double click an existing option to modify.
3. Select the **Faculty Type** and enter a description.
4. Select **Grant full access** if the faculty type should have full access to Course Management. If this field is not selected, the faculty type will only have partial access. The options available to a partial access faculty type is set by the full access faculty in the Course Management course content section for each specific course the faculty member has access to.
5. Click **Add** or **Update**.



### Step-By-Step: Assign the T/A to Course

1. Refer to the **Registration Setup** manual, **Faculty Assignment** section for the steps in assigning this T/A to the course.

- Once the T/A is assigned to the course the instructor can set the permissions in Course Management.



### Step-By-Step: Set Permissions for Course

- The instructor assigned to the course should log into the **Faculty Portal** and open the course in Course Management.
- Click **Set TA Access** under **Utilities**.

Name	Set All YES	Set All NO	Portal Menu Access	Online Tests	Gradebook	Course Options	External Links	Course Announcements	Course Documents	Course Information	Course Discussion	Faculty Personal Info	Student Group	Email
Garcia, Theo	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Figure 58: Portal Menu Access for T/A

Field Code Changed

- Select the items to which the T/A should have permissions.

## Copying Course Content

Once the course content is set up, an instructor can copy all related information, settings, online tests, and documents to another term and course, which saves the faculty significant time preparing for each term. The information in the copied term can be edited as necessary.



### Step-By-Step: Copy Course Content

1. From **Course Management**, select the course from which you wish to copy.
2. From the **Utilities** section, click **Copy Content To Another Course**.

Select	Course identifier	Course Name
<input type="checkbox"/>	1616FT	16 Week Full Time
<input type="checkbox"/>	AAA123Lec	AAA Test Course
<input type="checkbox"/>	AC221U01	MANAGERIAL ACCOUNTING
<input type="checkbox"/>	AE160LEC01	AMERICAN ENGLISH FOR INTERNATIONAL STUDENTS
<input type="checkbox"/>	AE161LEC01	AMERICAN ENGLISH FOR INT'L STUDENT
<input type="checkbox"/>	AE165LEC01	ORAL & WRITTEN COMP/INT'L STUDENTS
<input type="checkbox"/>	AE166LEC01	ADVANCED COMPOSITION/INTERNATIONAL STUDENTS
<input type="checkbox"/>	ALLM021ACOR	HARMONY & THEORY I
<input type="checkbox"/>	ALLM022ACOR	EAR TRAINING I
<input type="checkbox"/>	ALLM022BCOR	EAR TRAINING I
<input type="checkbox"/>	AR155LEC01	ART APPRECIATION
<input type="checkbox"/>	AR155LEC02	ART APPRECIATION
<input type="checkbox"/>	AR160LEC01	ART HISTORY I

Figure 59: Course Copy window

Field Code Changed

3. The **Course Copy** window displays. Select the term to which the course content will be copied.
4. Place a check in the **Select** column next to the course(s) to which you wish to copy content.
5. Click **Confirm Selection**.

**Copy Course Mgmt**

Computer Hardware Basics [CEN101LEC01]

Confirm Copy Course Management

[Return to Course copy course selection](#)

Copy to Course(s)

Term	Course Identifier	Course Name
SP-06	CEN101LEC04	Computer Hardware Basics

Click the process button to copy.

Copy calendar items

Figure 60: Confirm Copy Course Management

Field Code Changed

6. Confirm your selection. Select **Copy Calendar Items** if desired.
7. Click **Process**.
8. The contents of the course are copied to the new course.

**Copy Course Mgmt**

Computer Hardware Basics [CEN101LEC01]

Copy Complete

[Return to course management copy](#)

Figure 64: Copied Course Contents

Field Code Changed



**Note:** If the course you are copying content to already has content this could result in duplicate items being displayed. [Gradebook Categories will not be duplicated.](#) If faculty needs to recopy of Course Content, they need to delete it from the destination course before it is recopied. The process does not delete and recopy, it will append.

## Course Books

Books required for a class are entered in the Offering Maintenance section of CAMS Enterprise. Faculty can select the Books option in the Course Student Access Options list and then students will be able to see the books required for each class.

## Student Access Control

Once the content and communication standards are established, instructors can clearly define the parameters for access and delivery through the Student Access Control options. Course Management provides for flexibility and consistency concerning course content, but the instructor always maintains complete control over what students are able to see and retrieve.

### Course Student Access Options

There are several student access options available through CE Course Management. However, for each class all options may not be necessary or desired. The instructor will have the ability to choose which options are available for a student to access. Additionally, after setting up items, such as Announcements, Assignments, or other features, the instructor can preview the web page the student will see when they log in.

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

Figure 62: Course Student Access Options window

Field Code Changed

Select those options that will be available to the student and click **Save Changes**.

## Import Blackboard Archives



Blackboard Course Management items may be imported into the Faculty Portal by utilizing the Archives utility. Course Documents, Announcements, Online Tests, and Faculty Contact information will be imported.

### Step-By-Step: Import Blackboard Archives

1. Before you can import a Blackboard archive you must create the archive from Blackboard and then place the archive in the CAMSEnterprise >CourseArchives folder.
- 4-2. Select the Term and Course for which you wish to import Blackboard archives.
3. Click **Utilities >Archive Files** and then select the archive file to import into the selected class

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