



Faculty Portal

Three Rivers Systems, Inc
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Abstract

CAMS Faculty Portal empowers faculty, creating independence and enhancing efficiency, while improving communications among students and faculty. Faculty Portal functions include the following:

- Evaluate advisees' degree audit programs
- Register advisees
- Manage class rosters
- Access student schedules
- View student and faculty directories
- Email students
- Course Management

This document is designed to teach faculty members, advisors, etc., how to use the functionality within the Faculty Portal as provided to institutions by Three Rivers Systems, Inc. All available functionality in the portal is documented; however, schools may modify, remove, or add features to the portal.

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Global.asa File

The Global.asa file contains information that is necessary for the correct operation of the Faculty Portal. It uses special event handlers that are executed when Active Server Page events occur. The Faculty PortalGlobal.asa file can also be copied to the Student Portal Global.asa file.



Note: Although the Faculty PortalGlobal.asa file can be copied to the Student Portal Global.asa file the reverse is not possible. The Student Portal Global.asa file **CANNOT** be copied to the Faculty PortalGlobal.asa file as it may be modified with options that will not work correctly with the Faculty Portal.

The following is a list of necessary application items and their use.

- Application.Value("strSvrName") = "CESQLServerName"
CAMS Enterprise SQL server name
- Application.Value("strDBName") = "CEDatabase"
CAMS Enterprise database (Usually CAMS_Enterprise.)
- Application.Value("strUserName") = "FacultyPortal"
User Name displayed in Audit Trails Fields
- Application.Value("strSSIPath") =
\\CEServerName\CAMSEnterprise\SSI\
Location of SSI files (SSI folder is for the CAMS_Enterprise database and SSI2 is for the CAMS_Enterprise_Test database.)
- Application.Value("strAddressType") = "Home"
Address type used to display in faculty directory and faculty email
- Application("BasePicURL") = http://localhost/eCAMS/
Location of parent directory for the student picture folder
- Application("PicPath") = "pics/"
Location of student pictures
- Application.Value("SignInRequired") = true
Faculty are required to sign into the portal
- Application.Value("AllowRegister") = true
Allow the faculty to register students
- Application.Value("strFacPortalEmailUploadDir") =
"C:\CAMSPortals\Faculty\attachments"
Directory where email attachments are stored before emailing students
- Application.Value("CourseManagementEmailAddress")=Admin@school.edu

If there is an error in the Faculty Portal (only on certain pages) an email is sent to this address.

Faculty Portal

Log In

Access the portal via the web address provided by your institution. You will be able to log in from any browser you wish to use. If your institution is using Active Directory to authenticate, you may not be required to log in at this page.

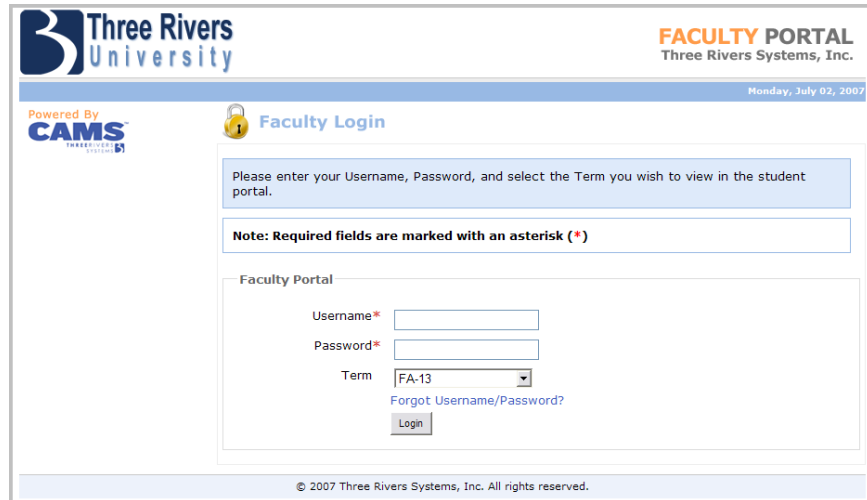


Figure : Log In



Step-By-Step: Log In to the Faculty Portal

1. Enter your **User name** and **Password** (case sensitive) and select the term.
2. Click the **Log In** button to enter the Faculty Portal.

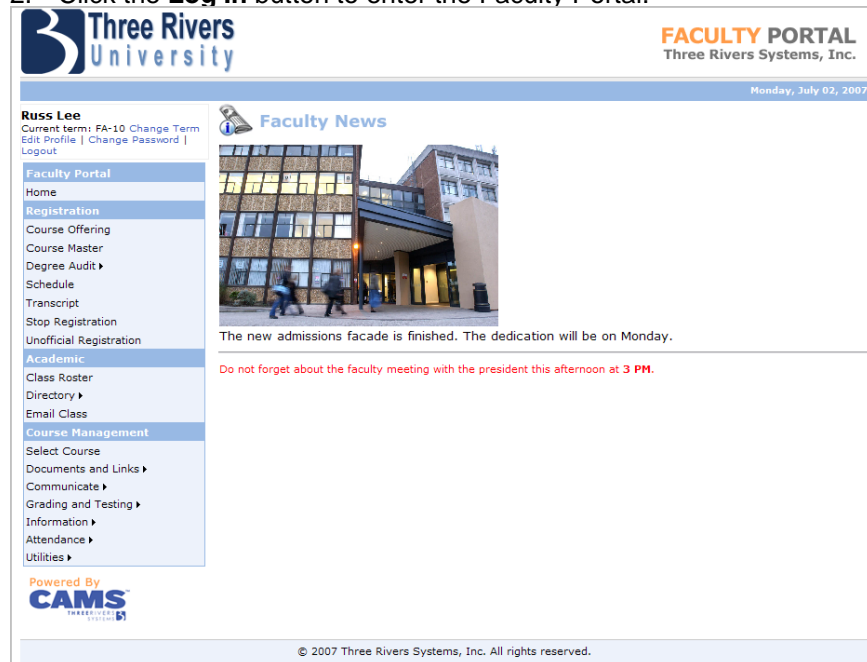


Figure : Faculty Portal home page

Change Term

Use the **Change Term** link to select a different term. Every option on the navigation bar is based on the current term displayed at the upper left corner.

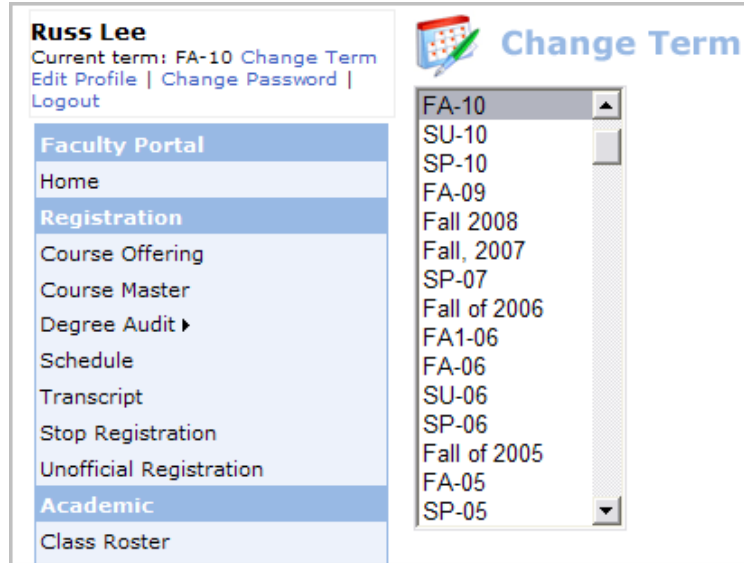


Figure : Change Term

Edit Profile

Use the **Edit Profile** link to change address, email and phone number information. Click the **Show Directory** check box if you choose to allow other faculty members to view this information on the faculty directory. This information is not visible from the student portal.



Figure : Edit Profile

Change Password

Frequent password changes are recommended to protect sensitive information.



Note: If the institution uses Active Directory for automatic portal login then you will not use this feature. Passwords for active directly will be changed at the network level.

Russ Lee
 Current term: FA-10 Change Term
[Edit Profile](#) | [Change Password](#) | [Logout](#)

Change Password

Old Password

New Password

Re-Type New Password

Password validation requires at least one upper case letter [A-Z], one lower case letter [a-z], and one number [0-9].
 No spaces, password must be a minimum of six (6) characters long.

Figure : Change Password

Passwords are case sensitive and require at least one upper case letter [A-Z], one lower case letter [a-z], and at least one number [0-9].

Logout

Use the **Logout** link to end the portal session.

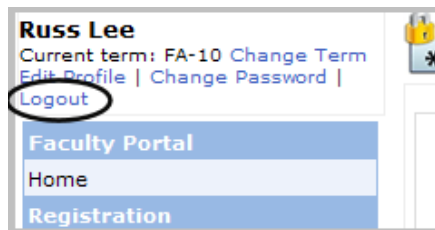


Figure : Logout

Course Offering

The Course Offering displays course schedule and instructor information for the current term.

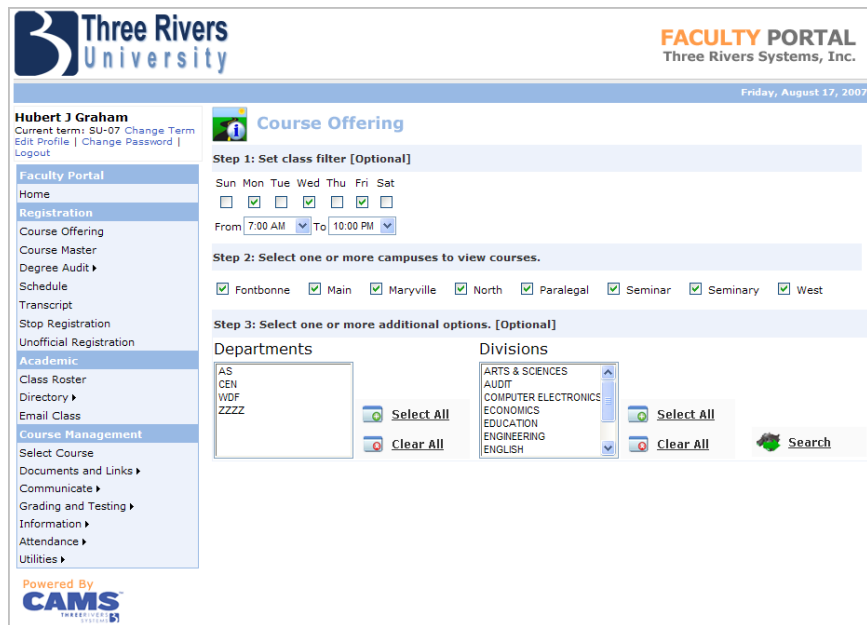


Figure : Course Offering filter

The **Set class filter** option can be used to view a specific range or type of classes. This option can help find classes that are needed and will fit into existing class schedules.

You can select any combination of days and times, such as, classes on Monday and Wednesday that are between 12 – 8 PM or Tuesdays 7 AM – 3 PM, or both options. You can also include filter criteria by Campus, Departments and/or Divisions.



Step-By-Step: Filter for Classes in Course Offering

1. From the **Faculty Portal** home page, click **Course Offering**. The **Course Offering** page displays.
2. Step 1: Select the checkboxes for the desired meeting days.
3. Step 2: If you only attend a certain campus select the appropriate checkbox. Only classes on that campus will display.

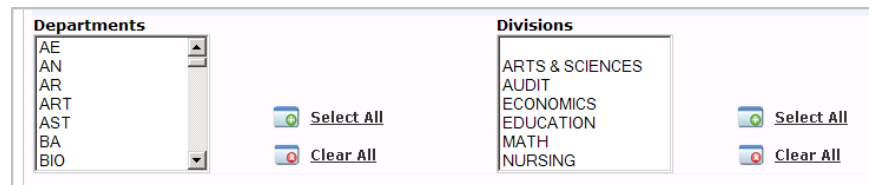


Figure : Step 3: Department and Division Filters

4. Step 3: Select one, several, or all Departments or Divisions to further refine the classes displayed. Leaving these fields unselected will provide a list of all classes in all departments and divisions as filtered from Steps 1 and 2.
5. Click **Search**. Only classes that meet the selected criteria display.

Course	Course Name	Credits	Start	End
AR155LEC01	ART APPRECIATION	3	8/23/2004	12/23/2004
Instructor	Room	Days	Start Time	End Time
Staff	BEA-101	tu	5:00:00 PM	6:00:00 PM
ART25501	COMMERCIAL ART	3	8/23/2004	12/22/2004
Instructor	Room	Days	Start Time	End Time
Staff	RA1-202	MW	9:00:00 AM	11:00:00 AM
BIO23301	MICROBIOLOGY	4	1/1/1900	1/1/1900
Instructor	Room	Days	Start Time	End Time
Staff	MCD-100	MW	2:00:00 PM	4:00:00 PM

Figure : Sample Course Offering list

The course offering displays the credits, class start and end dates, class instructor, class location (room), and scheduled class days and times.

Course Master

This option displays a list of all courses that the institution offers. Click the **Detail** link to display any prerequisite courses required. Use the Next button to scroll to the next page of courses to display, or use the numeric links provided to scroll to another page of courses listed.

Course Master

1 [2] 3 4 5 6 7 8 9 10 Next

Course	Course Name	Credits	Detail
AR161LEC	Art History II	3	Detail
AR202LEC	PAINTING	3	Detail
AR240PRT	CERAMICS	3	Detail
AR260LEC	ART HISTORY II	3	Detail
ART161	CERAMICS	3	Detail
ART255			
AST170			
BA231LEC			
bds113			
BIO221LEC			
BIO227LEC			
BIO228LEC			
BIO253			
BIO282			
BIO283	HUMAN ANAT & PHYSIOL II	3	Detail

Course Master [close window](#)

Dept	Crs ID	Type	Name	Division	Credits
AR	202	LEC	Painting by Numbers		3

This course allows any person to become a master artist and mathematician. It is the pre-requisite of the clay manipulation class.

PreRequisites:
AR240PRT

Figure : Course Master

Degree Audit

The **Audit** link of Degree Audit allows advisors to evaluate a student’s transcript against the audit program(s) assigned to the student in CAMS Enterprise.



Step-By-Step: View a Student’s Degree Audit

1. Navigate to **Degree Audit > Audit** on the navigation bar and select the faculty member’s advisee list, or select a class to see a list of students in that class.

Select	Student ID	Name	Photo
Select	A0000001295	Baxter, John Charles	
Select	A0000001433	Delpy, Daisy	
Select	A0011111407	Gessel, Tamirae L.	
Select	S4321A	Quillian, Meyer	
Select	A0000001323	Quinland, Anna	
Select	A0011111569	Quinn, Donovan K	
Select	A0000001314	Wells, Cody	

Figure : Select Student

2. Click **Select** to select the student. The degree audit program(s), for which the student is evaluated against display. CR Required displays how many credits are required for the degree, and CR Completed displays how many credits the student has completed towards that program.



Note: Click the student’s name to view the student’s personal contact information and the photo icon to view the student’s picture.

Report	Degree	Program	Term	Credits Required	Credits Completed	Status
detail *	Bachelor of Art	Elementary Education	SU-02	120.00	0.00	Remaining
detail *	Bachelor of Art	Biology	SP-04	12.00	0.00	Remaining


* - Denotes Student Degree Audit needs updating. The process will take longer.

Figure : Student Program for Degree Audit



Note: An asterisk in the Report column, next to the word detail, denotes that the student’s degree audit must be updated before it displays. This can take several minutes. The update flag is set any time there is a change to the student’s transcript maintenance screen. For example, when the student registers for a class or receives a grade.

3. Click **detail** to display details about the requirements, including the status of the requirement, a list of each class, the grade earned for the class, the status of the class in relation to the evaluated program, and the status of each group in the requirement. If there is a formula present a link will be available to view the formula.



Degree Audit

Bachelor of Art
 Min Credit Required: 50.00 Completed: 6.00 Remaining: 44.00
 Min GPA Required: 1.70 GPA Attained: 4.00

Russ 1 Test Exclusive Remaining
 Credits Required: 50.00 Credits Completed: 6.00 Minimum GPA: 1.70 GPA Attained: 4.00

Teaching Group Remaining

Term	Course ID	Course Name	Credits	Grade	Status
	AE160LEC	AMERICAN ENGLISH FOR INTERNATIONAL STUDENTS	10.00		R
	AE166LEC	ADVANCED COMPOSITION/INTERNATIONAL STUDENTS	3.00		R
	ART161	CERAMICS	3.00		R
FA-10	BIO11103111	GENERAL BIOLOGY	3.00	A	BIO11103111 C
	NR211CL	FUNDAMENTALS OF NURSING PRACTICE	3.00	A	BIO11103111 C

Credits Required 15.00 Credits Completed 6.00 Minimum GPA 2.00 GPA Attained 4.00
 C-Completed MR-Manual Map Remaining TR-Transfer Remaining Inp-In Progress NN-Not Necessary
 MC-Manual Map Completed TC-Transfer Completed R-Remaining E-Extra Course

Russ Elect Test Exclusive Remaining
 Credits Required: 150.00 Credits Completed: 6.00 Minimum GPA: 0.70 GPA Attained: 4.00

Not Necessary Remaining

Term	Course ID	Course Name	Credits	Grade	Status
	NR101LEC	FOUNDATIONS OF NURSING PRACTICE	2.00		R
	NR102CL	FUNDAMENTALS OF NURSING PRACTICE	0.00		R
	NR102LEC	FUNDAMENTALS OF NURSING PRACTICE	2.00		R
	NR111LEC	FOUNDATIONS OF NURSING PRACTICE	2.00		R

Credits Completed 0.00 Minimum GPA 2.00 GPA Attained 0.00 [Formula](#)
 C-Completed MR-Manual Map Remaining TR-Transfer Remaining Inp-In Progress NN-Not Necessary
 MC-Manual Map Completed TC-Transfer Completed R-Remaining E-Extra Course

Marsh, Geoffery

Group Formula [close window](#)

NR101LEC OR NR102CL OR NR102LEC OR NR111LEC


Figure : Detail of Degree Audit Program

The **Degree Information** link of Degree Audit displays the degree programs available for the selected revision term. You can quickly compare the degree requirements among programs to use as a tool during advisement.



Step-By-Step: View a Degree Program

1. Navigate to **Degree Audit > Degree Information** on the navigation bar and select the appropriate **revision term**.



Degree Audit

Select a degree program revision term: Fall of 2006

Detail	Degree	Program	Description	Credits Required	Min GPA
Detail	Associate of Science	Computer Science	Two year Computer Science Degree	62	2.00
Detail	Bachelor of Art	Elementary Education	Four year Elementary Education Degree	120	2.00
Detail	Bachelor of Science	Accounting	Four year Accounting Degree	120	2.00
Detail	Bachelor of Science	Business Administration	Four year Business Administration degree.	120	2.00
Detail	Bachelor of Science	Computer Science	Four year degree in Computer Science.	120	2.00
Detail	Bachelor of Science	Mathematics	Four Year degree in Mathematics	120	2.40

Figure : Degree Program Information

2. Click **Detail** to view the requirements necessary to complete the program. If the program has group or requirement formulas, use the **Show Formula** link to view the formula.

Bachelor of Science Accounting 120 Credits Min GPA 2.00.

Requirement: Accounting Concentration
 Min Credit Req: 15.00 Min Requirement GPA: 2.00

[Finance Group I](#)

Group required= Yes Group Credits Required 6 Minimum GPA 2

Required	Credits Apply	Transfer Apply	Equivalent Apply	Prereq Required	Course	Credits	Course Title
No	Yes	Yes	Yes	Yes	BUS215	3	BUSINESS LAW
No	Yes	Yes	Yes	Yes	ECON200LEC	3	Macro Economics - Beginning
No	Yes	Yes	Yes	Yes	ECON201LEC	3	Micro Economics - Beginning

[Finance Group II](#)

Group required= Yes Group Credits Required 6 Minimum GPA 2

Required	Credits Apply	Transfer Apply	Equivalent Apply	Prereq Required	Course	Credits	Course Title
Yes	Yes	Yes	Yes	Yes	ECON320LEC	3	Consumer Economics
Yes	Yes	Yes	Yes	Yes	ECON330LEC	3	Labor Economics

[Finance Group III](#)

Group has formula [Show Formula](#)

Figure : Degree Program Information Detail

Student Schedule

Easy access to a student’s matrix schedule can be helpful during the advising process.



Step-By-Step: View a Student’s Matrix Schedule

1. Click the Schedule link on the Navigation Bar. A drop-down menu displays which allows you to select from your advisee list or any of the courses you are teaching this term. Select the class to display a list of students in that class.

Select Student

Select

Select	Student ID	Name	Photo
Select	A0000001295	Baxter, John Charles	
Select	A0000001433	Delpy, Daisy	
Select	A0011111407	Gessel, Tammie L	
Select	54321A	Quillian, Meyer	
Select	A0000001223	Quinland, Anna	
Select	A0011111569	Quinn, Donovan K	
Select	A0000001314	Wells, Cody	

Figure : Select Student

2. Click **Select** to view the student’s Matrix Schedule.

Start Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00-00 AM		PERSONEL ADMINISTRATION		PERSONEL ADMINISTRATION		PERSONEL ADMINISTRATION	
10:00-00 AM			AMERICAN ENGLISH FOR INT'L STUDENT				
10:30-00 AM					AMERICAN ENGLISH FOR INT'L STUDENT		
11:00-00 AM							ORAL & WRITTEN COMPT'L STUDENTS
5:00-00 PM		AMERICAN ENGLISH FOR INTERNATIONAL STUDENTS	AMERICAN ENGLISH FOR INTERNATIONAL STUDENTS				

Dept	Crs ID	Type	Section	Course Name	Instructor	Days	Room	Time	Credits
AE	160	LEC	01	AMERICAN ENGLISH FOR INTERNATIONAL STUDENTS	Allen, Thomas T	MT	MCD-100	05:00 PM - 07:50 PM	3
					Anderson, John Q	MT	MCD-100	05:00 PM - 07:50 PM	
AE	161	LEC	01	AMERICAN ENGLISH FOR INT'L STUDENT	Brown, Robert William	T	HWL-110	10:00 AM - 11:00 AM	3
					Brown, Robert William	R	HWL-110	10:30 AM - 11:30 AM	
AE	165	LEC	01	ORAL & WRITTEN COMPT'L STUDENTS	Brown, Robert William	F	ADMIN-122	11:00 AM - 12:00 PM	3
AN	111			Animal Sciences	Andrew, William H.	T	HWL-110	11:00 AM - 12:00 PM	3
BA	231	LEC	01	PERSONEL ADMINISTRATION	Staff	MWF	N/A-0	08:00 AM - 08:50 AM	3

Total Credits: 15

Figure : Student Matrix Schedule



Note: Once a student has been selected for any student specific window, all student specific windows opened are for that student. Click Change Student to select a different student.

Student Transcript



Unofficial student transcripts can be viewed and printed to assist with the advising process.

Step-By-Step: View a Student's Transcript

1. Click the **Transcript** link on the Navigation Bar. A drop-down menu displays which allows you to select from your advisee list or any of the courses you are teaching this term. Select the class to display a list of students in that class.

Select	Student ID	Name	Photo
Select	A000001295	Baxter, John Charles	
Select	A000001433	Delpy, Daisy	
Select	A001111407	Geisel, Tammie L	
Select	S4321A	Quillian, Meyer	
Select	A000001323	Quinland, Anna	
Select	A001111569	Quinn, Donovan K	
Select	A000001314	Wells, Cody	

Figure : Select Student

2. Click **Select** to view the student's Unofficial Transcript.

Faculty Portal Advisor Transcript						
Gebhardt, Krista A						Birth Date: 4/8/1970
Major(s):		Biology Accounting Computer Science				
GPAGrouping:						
Term:						
Course	Course Name	Credits	Grade	Category	Repeat	
Math0102LEC	Stoney Math 0102	0	CE	Exam	No	
Math0106LEC	Stoney Math 0106	0	CE	Exam	No	
		Attempted	Earned	GPA	Hours	Grade Points
		0.00	0.00	0.00	0.00	0.00 0.000
		Cumulative	0.00	0.00	0.00	0.00 0.000
Term: SU-87						
Course	Course Name	Credits	Grade	Category	Repeat	
SP123	SPAN CIV/CULT	3	C	Transfer	No	
		Attempted	Earned	GPA	Hours	Grade Points
		3.00	3.00	3.00	3.00	6.00 2.000
		Cumulative	3.00	3.00	3.00	6.00 2.000
Term: SP-89						
Course	Course Name	Credits	Grade	Category	Repeat	
BL120LAB	ANATOMY & PHYSIOLOGY I	4	C	Curriculum	No	
CH103LAB	ESSENTIALS OF CHEMISTRY	4	C	Curriculum	No	
EN101LEC	RHETORIC I	3	B	Curriculum	No	
PS100LEC	INTRO TO PSYCHOLOGY	3	D	Curriculum	No	
		Attempted	Earned	GPA	Hours	Grade Points
		14.00	14.00	14.00	14.00	28.00 2.000
		Cumulative	17.00	17.00	17.00	34.00 2.000
Term: IN-89						
Course	Course Name	Credits	Grade	Category	Repeat	
BL121LAB	ANATOMY & PHYSIOLOGY II LAB	0	A	Curriculum	No	
BL121LEC	ANATOMY & PHYSIOLOGY II	4	F	Curriculum	No	
BL250LAB	MICROBIOLOGY LAB	0	A	Curriculum	No	
BL250LEC	MICROBIOLOGY	4	D	Curriculum	No	
EN102LEC	RHETORIC II	3	F	Curriculum	No	
NR111LEC	FOUNDATIONS OF NURSING PRACTICE	2	D	Curriculum	No	

Figure : Faculty Portal Advisor Transcript

Stop Registration

Advisors have the ability to prevent their advisees from online registering until the advisee has met with the advisor.



Step-By-Step: Prevent an Advisee from Registering Online

1. Click **Stop Student Registration** on the navigation bar. A list of advisees is displayed. By default the **Stop Online Registration** checkbox is not checked, which allows those students to register online.

Registration				
Save	Select all: <input type="checkbox"/>			
Stop OnLine Registration	Student Name	Student ID	Student Type	
<input checked="" type="checkbox"/>	Bussey, Gary	A0000001553	ADMITTED	
<input checked="" type="checkbox"/>	Davison, Mark	A0000001293	APPLICANT	
<input checked="" type="checkbox"/>	Gee, Master	A0000001554	ADMITTED	
<input type="checkbox"/>	Mars, Russ	A0000001239	ADMITTED	
<input checked="" type="checkbox"/>	Marsh, Cain	A0000001568	ADMITTED	
<input checked="" type="checkbox"/>	Marsh, Carrie Ann	00000001340	ADMITTED	
<input type="checkbox"/>	Marsh, Geoffery	A0000001124	ADMITTED	

Figure : Stop Online Registration

2. To stop online registration click the checkbox next to each advisee that will be prevented from registering online. If all advisees are to be prevented then use the **Select all** option at the bottom of the advisee list.
3. To allow advisees to register online uncheck the **Stop Online Registration** option.

Registration

In CAMS Enterprise students may be registered officially (Register) or unofficially (Unofficial). Saving unofficial registration creates a course listing and associated costs for a student stored in a billing batch called Pre-registration. Students must be authorized in CAMS Enterprise >Billing >Authorize before unofficial registration can become official. This provides the Registrar the ability to edit records prior to authorizing students to Official registration.

Students who are unofficially registered **can** receive tentative class schedules and pre-billing statements for tuition and fees. They receive the same treatment for enrollment figures and course conflicts as do officially registered students.

Students who are registered unofficially for classes **cannot** receive grades for those courses nor will unofficial courses show on transcripts.

Students registered through the Faculty Portal will be unofficially registered, allowing the Registrar to edit and verify prior to authorizing a student. Faculty members or advisors can assist a student with registration.

By default all students with access to the student portal may register unless they have a hold that blocks their registration or the registrar has not allowed registration for that term.



Step-By-Step: Register a student

1. Click **Unofficial Registration** on the navigation bar. If the term is open for registration, a list of advisees displays. If not, a message displays stating “The registrar has not allowed faculty registration for this term.”

Student Name	Student ID	Type	Register
Bussey, Gary	A0000001553	ADMITTED	Register
Gee, Master	A0000001554	ADMITTED	Register
Mars, Russ	A0000001239	ADMITTED	Register
Marsh, Cain	A0000001568	ADMITTED	Register
Marsh, Carrie Ann	00000001340	ADMITTED	Register
Marsh, Geoffery	A000000124	ADMITTED	Register
Marsh, jackie	00000001382	ADMITTED	Register
Marsh, Jeff Jay	00000001338	ADMITTED	Register
Marsh, Jerry	00000001341	ADMITTED	Register
Marsh, Josh	00000001386	ADMITTED	Register

Figure : Advisee List

2. Click **Register** for the student who is registering. If the student has any type of academic alert or business hold, those will display in the window. Read the display then click **OK**.

Registering Student: 00000001341 Marsh, Jerry for FA-10.

Registration for this student and term cannot continue because:
Student has an active business hold that prevents registration

Return

Figure : Student Alert

Some alerts and holds may be set to prevent registering the student.

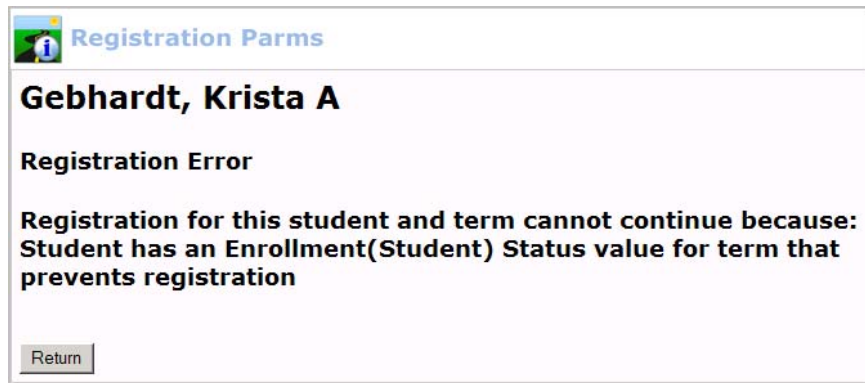


Figure : Student prevented from registering



Note: If the Registration parameters do not display after you click the **OK** button, you may not have the appropriate access rights. You may want to contact your CAMS Manager.

3. If the student does not have an alert or hold that prevents registration, the registration parameters display after clicking the Register link in the student list.

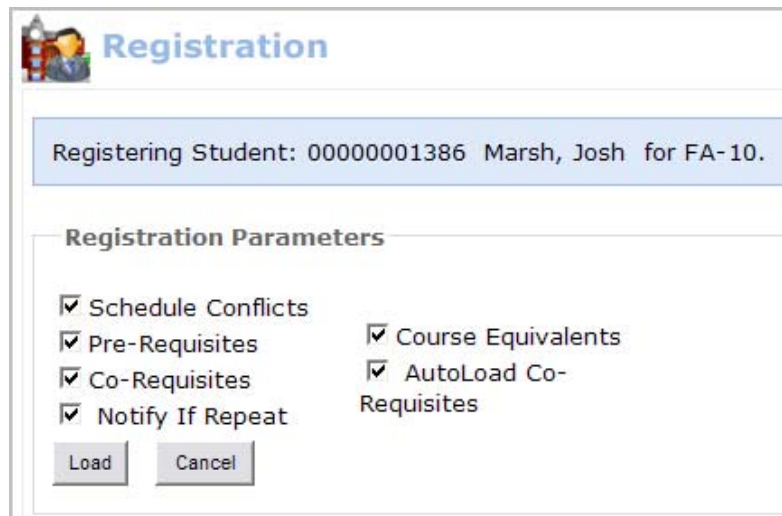


Figure : Registration Parameters

4. Select each listed option to apply to the registration process:

Schedule Conflicts: CAMS will check to see if the course being registered conflicts in day and time of other registered courses. If conflict exists, the user has option to override the warning and register the student for the class.

Pre Requisites: If Pre Requisites are not met, a warning prompt will appear and the user has the option to override the warning and register the student for the course.



Note: Pre Requisite courses that are in progress at the time of registration are considered as having met the Pre Requisite requirement.

Course Equivalents: Allow Pre Requisite to be met using a course equivalent as defined in Course Master.

Co Requisites: If student is not registered for a Co Requisite course, a warning prompt will appear, but user will be able to continue with registration of original class.

Auto Load Co Requisites: If desired, CAMS will automatically register any Co Requisites courses.

Notify if Repeat: If the course for which the student is registering has been taken before, a prompt will appear displaying the term the class was previously taken and the grade received by the student. Users have the option to override the warning and register the student for the class based on your institution's policies.

- Click the **Load** button. The **Offering Filter** displays. Use the filter to sort classes by **Days** of the week and **Time From** and **Time To**. Click **Apply** to sort the Offering according to the criteria selected. To clear the sort, click **Clear**, and then click **Apply**. The entire offering displays below the student's current schedule. You must select at least one day.

Registration

Registering Student: 0000001386 Marsh, Josh for FA-10.

[Register Courses](#)

Offering Filter

Days: Sun Mon Tue Wed Thu Fri Sat

Time From: 7am

Time To: 11pm

Figure : Offering Filter

- It also shows any classes for which the student is currently registered. Click the **Drop** checkbox to remove any unwanted classes (officially registered classes may not be dropped). The portal immediately removes it from the current schedule.

Select the checkbox next to the course you wish to drop.

Drop	Course	Course Name	Start	End	Credits		
<input checked="" type="checkbox"/>	AE165LEC01	ORAL & WRITTEN COMP/INT'L STUDENTS	1/1/1900	1/1/1900	3		
	Instructor: Brown, Robert William	Room: ADMIN-122	Days: F	Start Time: 11:00 AM	End Time: 12:00 PM	Max Enr: 99	Total Enr: 17
<input checked="" type="checkbox"/>	AC221L02	MANAGERIAL ACCOUNTING	8/23/2004	12/22/2004	3		
	Instructor: Aragon, Micheal Jesus	Room: BEA-102	Days: T	Start Time: 01:00 AM	End Time: 02:00 AM	Max Enr: 30	Total Enr: 7
	Instructor: Miller, Scott J	Room: MCD-120	Days: R	Start Time: 04:00 AM	End Time: 06:00 AM	Max Enr: 30	Total Enr: 7
<input checked="" type="checkbox"/>	AR202LEC01	PAINTING	8/23/2004	12/22/2004	3		
	Instructor: Guzzo, Anthony	Room: TWR-305	Days: U	Start Time: 10:00 AM	End Time: 11:00 AM	Max Enr: 99	Total Enr: 3
<input checked="" type="checkbox"/>	AE160LEC01	AMERICAN ENGLISH FOR INTERNATIONAL STUDENTS	8/23/2004	12/25/2004	3		
	Instructor: Allen, Thomas T	Room: MCD-100	Days: MT	Start Time: 05:00 PM	End Time: 07:50 PM	Max Enr: 99	Total Enr: 10
	Instructor: Anderson, John Q	Room: MCD-100	Days: MT	Start Time: 05:00 PM	End Time: 07:50 PM	Max Enr: 99	Total Enr: 10
<input checked="" type="checkbox"/>	BA231LEC01	PERSONNEL ADMINISTRATION	8/23/2004	12/25/2004	3		
	Instructor: Staff	Room: N/A-0	Days: MWF	Start Time: 08:00 AM	End Time: 08:50 AM	Max Enr: 99	Total Enr: 2
<input type="checkbox"/>	AE161LEC01	AMERICAN ENGLISH FOR INT'L STUDENT	8/23/2004	12/25/2004	3		
	Instructor: Brown, Robert William	Room: HWL-110	Days: R	Start Time: 10:30 AM	End Time: 11:30 AM	Max Enr: 25	Total Enr: 17
	Instructor: Brown, Robert William	Room: HWL-110	Days: T	Start Time: 10:00 AM	End Time: 11:00 AM	Max Enr: 25	Total Enr: 17
					Total Credits:	18	

Figure : Current Schedule

- The **Offering** displays below the student's Current Schedule. Click the check box next to the course you want to add. It immediately displays under the student's current schedule unless there are pre-requisites, waiting list, or repeated. It will then ask related questions before proceeding to register the

student for that class. Repeat until all courses have been selected for the student.

Offering
Select the checkbox next to the course you wish to add.

Course Division: No Course Division

Add	Course	Course Name	Start	End	Credits	
	AE161LEC01	AMERICAN ENGLISH FOR INT'L STUDENT	8/23/2004	12/25/2004	3	
	Instructor Brown, Robert William Brown, Robert William	Room HWL-110 HWL-110	Days R T	Start Time 10:30 AM 10:00 AM	End Time 11:30 AM 11:00 AM	Max Enr 25 25
<input type="checkbox"/>	AN111	Animal Sciences	8/23/2004	12/25/2004	3	
	Instructor Andrews, William H.	Room HWL-110	Days T	Start Time 11:00 AM	End Time 12:00 PM	Max Enr 99
<input type="checkbox"/>	AR155LEC01	ART APPRECIATION	8/23/2004	12/25/2004	3	
	Instructor Staff	Room BEA-101	Days M	Start Time 05:00 PM	End Time 06:00 PM	Max Enr 99
<input type="checkbox"/>	AR160LEC01	ART HISTORY I	8/23/2004	12/22/2004	3	
	Instructor Staff	Room HWL-110	Days MWF	Start Time 09:00 AM	End Time 11:00 AM	Max Enr 99
<input type="checkbox"/>	AR160LEC02	ART HISTORY I	8/23/2004	12/22/2004	3	
	Instructor Guzzo, Anthony	Room N/A-0	Days N/A	Start Time 00:00 AM	End Time 00:00 AM	Max Enr 25
<input type="checkbox"/>	AR160LEC04	ART HISTORY I	8/23/2004	12/22/2004	3	
	Instructor Aragon, Micheal Jesus Arnold, William	Room HWL-110 BEA-101	Days MWF S	Start Time 09:00 AM 10:00 AM	End Time 11:00 AM 11:00 AM	Max Enr 99 99
	AR202LEC01	PAINTING	8/23/2004	12/22/2004	3	
	Instructor Guzzo, Anthony	Room TWR-305	Days U	Start Time 10:00 AM	End Time 11:00 AM	Max Enr 99
<input type="checkbox"/>	AR240PRT01	CERAMICS	1/1/1900	1/1/1900	3	
	Instructor Staff	Room N/A	Days N/A	Start Time N/A	End Time N/A	Max Enr 99
					Total Enr 1	

Figure : Offering

- Click the **Register Courses** links at the top and bottom of the page to save the registration. CAMS compares the classes for which the student is registering with the Registration Parameters selected. Pop-up messages will display if parameters are not met, or if the class is already full. Appropriate actions should be taken based on your institution's business rules.



Note: If the ability to override waiting lists and enroll a student into a full class is not allowed contact your CAMS Manager to refer to the Override Wait List section of the CAMS Manager document.

Class Roster

Use the class roster to view a list of students in any class you are teaching. Once the roster displays, you can use the **Note** icon to make a note for a student.



Step-By-Step: Access the Class Roster

- Click **Class Roster** on the Navigation Bar. By default all of the instructor's students display. A drop-down menu displays which allows the instructor to select a course they are teaching this term, which will display only those students in that class.

Note	Student ID	Name	Grade	Photo
	A001111260	1. Aaron, Julie B		
	A001111197	2. Abbott, Jennifer		
	A001111255	3. Aberdinet, Sharon		
	A001111131	4. Beckman, Kim		
	A001111510	5. Bonner, Donna M		
	A000001325	6. Doyle, Sean		
	A001111166	7. Frank, Mary L		
	A001111595	8. Johnson, Craig L		
	A001111565	9. Johnson, Janelle		
	0000001369	10. McCoy, Kim T		

Figure : Class Roster Selection

Through the class roster, you can add notes to a student’s notepad in CAMS Enterprise. Only the subject line of the notes you create will be visible to anyone other than the instructor. This note is marked **Private** for the instructor.

2. Click the **Note** icon to view or add notes to the record. A blank note form displays.

Figure : Student Note

3. Enter the subject for the note. Anyone who can access student notes in CAMS Enterprise can view the subject line of the note, so you may wish to refrain from placing confidential information in the Subject field.
4. Enter the body of the note. You will be the only person who can view the text within the body of the note.
5. Click the **Submit** button to save the note, or **Cancel** to discard.
6. Click the student name to view address information for the student.
7. Click the photo icon to view the student’s picture, if available.



Step-By-Step: Printer-Friendly Class Roster

Class Rosters may be printed with or without student photos.

1. Select **All Courses for Term** or an individual course from the Class Roster drop-down.

2. Check the box next to Show Photo if you wish to include student photos in the printed roster.

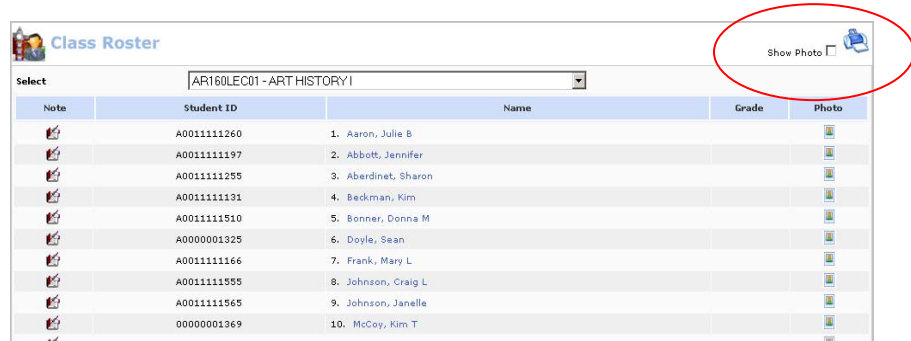


Figure : Class Roster Show Photo

3. Click the Printer icon to display the printer-friendly class roster.

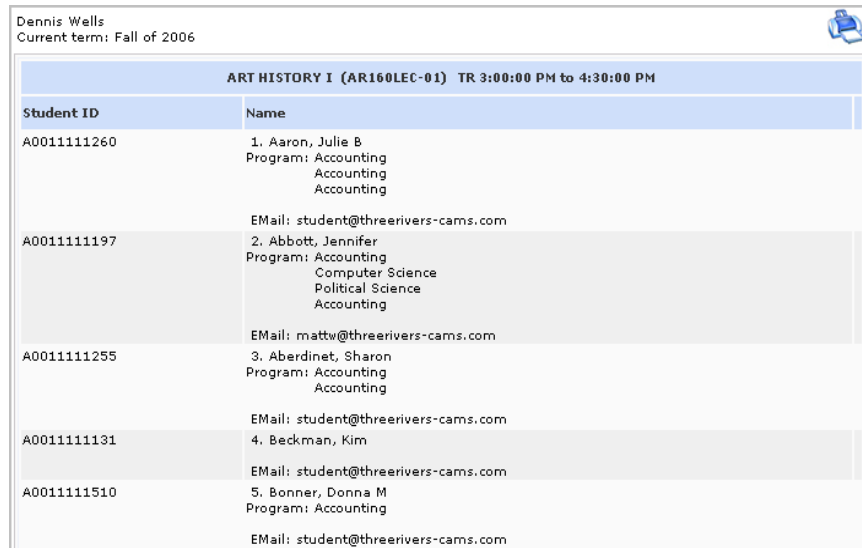


Figure : Printer-Friendly Roster

4. Click the printer icon to print the roster.

Directories

The Faculty Directory and Student Directory display a list of faculty or students, respectively, their addresses, and email addresses. If a photo is available, you may view it by clicking the photo icon. Faculty and students with a setting of **No** for **Display on Directory** in CAMS Enterprise (Student Admissions and Faculty Information) will not display in the list. Faculty must also a setting of **Yes** for **Active** in the Faculty Information window. Directories display alphabetically by last name. Click a letter hyperlink to view individuals whose last name begins with that letter. Click the email address link to open a blank email with the To field populated with that email address.



Note: Faculty and Students must have an Address Type such as that set in the Portal's global.asa file in the **Application.Value("strAddressType")** line.

E-mail Class

You can email select students or the entire class.



Step-By-Step: Email Students

1. Click **E-mail Class** on the navigation bar. An email template page displays.

Student Name	E-Mail Address	Student ID	Select All
Aaron, Julie B	student@threeivers-cams.com	A0011111260	<input type="checkbox"/>
Abbott, Jennifer	mattw@threeivers-cams.com	A0011111197	<input type="checkbox"/>
Bishop, John	student@threeivers-cams.com	A0000001316	<input type="checkbox"/>

Figure : Email Class

2. Select individual students or check **Select All** for every student. Students without an email address do not have a checkbox.
3. Enter a Subject, Reply To and a Message. Click **Send**.



Note: An email goes out separately to each student so that they will not see any other student's email address.

Course Management

Instructors can develop online web-based classes using **Course Management**, a dynamic tool available to all instructors. Please refer to the Course Management document for detailed instructions.



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

Course ID	Course Name	Enrolled	Begins	Ends
AE160LEC01	AMERICAN ENGLISH FOR "INTERNATIONAL" STUDENT'S	10	8/23/2004	12/25/2004
AC221L01	MANAGERIAL ACCOUNTING	8	8/23/2004	12/22/2004

Figure : Course Management

Address Type	4	Notify If Repeat	17
Advisee Registration Blocked.....	14	Offering Filter	17
Auto Load Co Requisites	17	Pre Requisites.....	16
Change Term	6	Pre-registration.....	14
Class Roster	18	Print Class Roster	19
Class Roster, Print	19	Printer-Friendly Class Roster	19
Class Roster, Printer-Friendly	19	Register Studentes Allowed	4
Co Requisites.....	17	Registration.....	14
Course Equivalents	16	Requirement Formula	10
Course Management.....	21	Schedule Conflicts	16
Course Master.....	9	Server Name	3
Course Offering.....	7	Set Class Filter.....	8
Courses, Search For.....	7	Sign-in Required	4
Current Student Schedule.....	18	SSI Files.....	3
Database Name	3	Step-By-Step	
Degree Audit	10	Class Roster, Access.....	18
Degree Audit Formulas	10	Class Roster, Print	19
Degree Information	11	Email Students.....	21
Directories	20	Filter for Classes in Course Offering	8
Drop Class	17	Log into the Faculty Portal	5
Email	21	Prevent an Advisee from Registering Online	14
Email Attachments	4	Register a Student	15
Email Error Address.....	4	View a Degree Program.....	11
Faculty Portal	5	View a Student's Matrix Schedule.....	12
Global.asa	3	View a Student's Transcript	13
Address Type	4	View a Student's Degree Audit.....	10
Allow Register	4	Stop Advisee Registration.....	14
Database Name	3	Stop Online Registration	14
Email Attachments	4	Stop Registration.....	14
Error Email Address	4	Stop Student Registration	14
Pictures	4	Student Note	19
Sign-in Required	4	Student Photo	20
SQL Server Name.....	3	Student Pictures.....	4
SSI Files.....	3	Student Schedule.....	12
User Name	3	Student Transcript.....	13
Group Formula.....	10	Term, Change	6
Log In	5	Unofficial Registration	15
Matrix Schedule	12	User Name FacultyPortal	3