ASUN

ARKANSAS STATE UNIVERSITY - NEWPORT

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Faculty MyCampus Tutorial

How To Log into MyCampus.asun.edu as a Instructor

1. Make sure you are connected to the Internet

2. Open an Internet Explorer browser window

3. Enter the URL address:

   https://Mycampus.asun.edu

4. Click on **Faculty MyCampus Homepage**

5. Enter your **Username** with the credentials provided to log in to the MyCampus. Firstname_lastname@asunewport.local

6. Enter your **Password** with the credentials provided to log in to the MyCampus.

7. Click **Login**

If you are successful, you should see your MyCampus home page.

## How To Personalize Your Homepage

1. Log on to the Faculty MyCampus.

2. Click 'Personalize' button in the upper right hand corner to open 'My Personalized Home Page'.

3. Select by checking off the Web Parts you wish to display on your home page.

4. Click on 'Save Changes'

5. Now that the items you have selected are a part of your homepage, you can move them around.

6. Click and hold on the Web Part header row to move

7. Drag Web Part to new location until you see the blue line anchor.
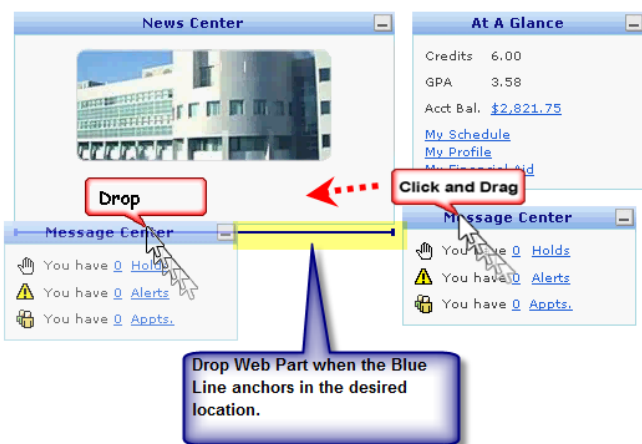
How To View Your Current Classes From Your Homepage

1. Click on **My Home Page**

2. Locate **Class Center** pane.

Note: From the Class Center pane, you can view a summary of your current classes, you can print the class rosters 🖨, view if attendance needs to be posted 🔒, or is assignments and exams 📋 need to be posted.

Note: Your current classes are only displayed and it is determined by the start date of the course.

## How To Print Your Current Rosters From Your Homepage

Note: The reason you may not see students is due to the day you are trying to print rosters.

1. Click on **My Home** Page
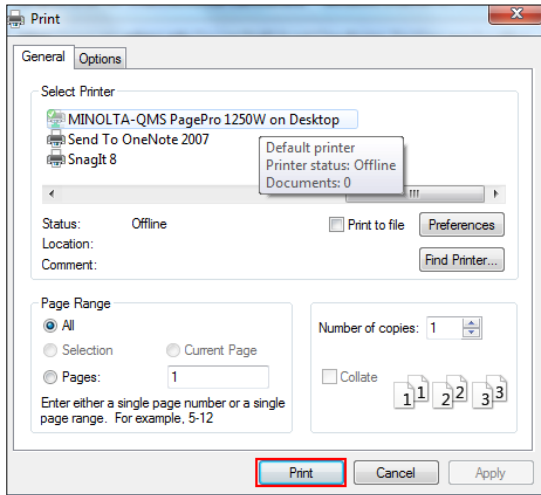
2. Locate **Class Center** pane.

Locate the class to print the rosters for and click on the print icon 🖨 (far right).
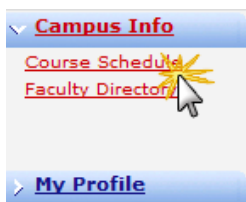

1. Wait for the on-screen class roster to pop-up.

2. Select is to view a **Day** or a **Week.**

3. Click on **Print Roster.**
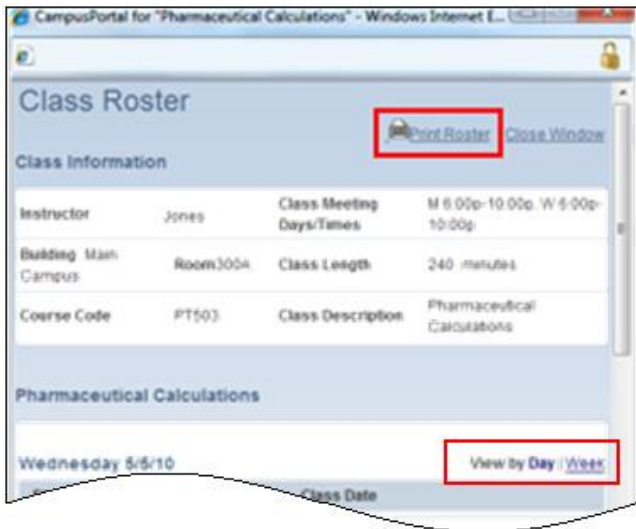
4. Select the Printer options.

5. Click **Print**.

How To View The Course Schedule

1. Click on the **Campus Info** menu bar.

2. Click on the **Course Schedule** link to open the **Course Schedule** Search form.

3. **Select** a **Campus** (if needed).

4. Select a Term.

5. **Click Search** to view results.

123456789

6. **Note:** You can fill in additional filter information fields to refine your search result.

7. Use the Windows Slide bar to view results on the bottom of the page.

8. Click for Details to view course detail Information.

9. Click Back to Search Results to return to the Course Schedule Search.

How To Search For Students

Note: You may be limited to only view students that you teach or advise.

1. From the top portion of the faculty MyCampus, click on the Find Student button.

2. Fill in the search criteria (example: student's First Name and Last Name).

Note: To search for a pattern use the wildcard character '%' or '_'.   **For example**: **%zales** will search for names that end with 'zales' or **Ma_e** will search for all names that start with 'Ma' and are followed by any character and then contain a 'e'.

Note: You may want to select other filters to narrow your search for example chooses Enrollment Status or Limit your search to current students.

3. Click Search to view the results.

4. Scroll down and you will see the student's contact and program information.

5. Click on the student's name to enable.

Note: When you click, on a **student**, it populates the **Recent Student** name field and from this point forward, all individual student information will be related to this 'Recent Student'.

Note: Displayed on this screen is the Student current school status, Program version, Phone number and e-mail are displayed.

Note: Observe the relationship between '**Recent Students**' and '**Student Search**'. Clicking on a student in the student search will populate 'Recent Students'.

Once the '**Recent Students**' references the needed student you may view their information by going to the '**My Students**' menu

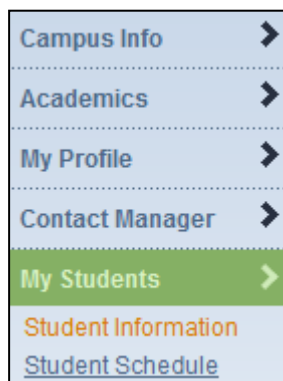Recent Students [Benjamin Aguilar ▼]   Find Student

NOTE: The **Contact Manager** and **My Student Information** need to have a student referenced in **Recent Students** to work properly.

Note: Only current classes are displayed. The **course start** date determines when displayed.

How To View Student Information

Note: Not all options may be enabled for all staff.

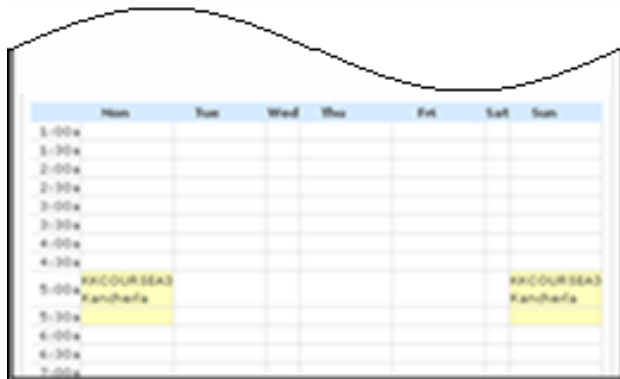1. Click on the **My Students** Menu bar

Campus Info	❯
Academics	❯
My Profile	❯
Contact Manager	❯
My Students	❯
Student Information	
Student Schedule	

2. Click on the **Student Information** link to view the student details.

How To View Student Class Schedule

1. Verify the desired student is referenced in **Recent Student**.

2. Click on **My Student** to open the student menu.

3. Click on **Student Schedule**

Student Class Schedule

Student's current class schedule is displayed below.

Classes without Scheduled Time/Day
No Records Found.

Mona Lisa

4. Hover with the mouse to view the class details.
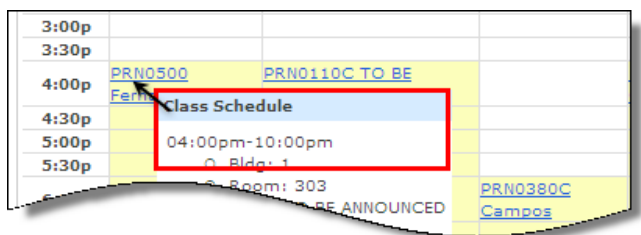
How To View The Student's Degree Audit

1. Verify desired student is referenced in Recent Student.

2. Click on My Student to open the Student Menu

3. Click on the Degree Audit link

4. If student has multiple enrollments select the correct Enrollment.
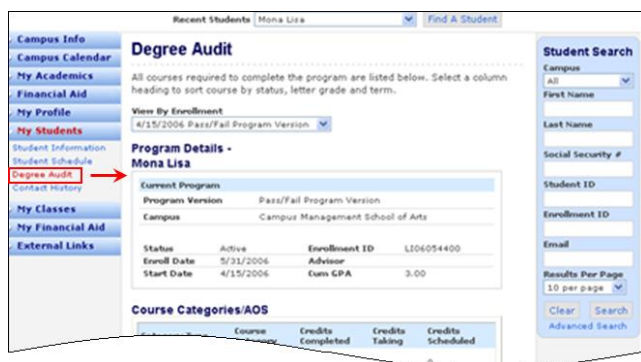
5. Use the Slide Bar to navigate the page to view details.

How To View A Student's Unofficial Transcript

1. Verify desired student is referenced in Recent Student.

2. Click on **My Student** to open the Student Menu.

3. Click on **Degree Audit** link to open the document

4. Locate and Click on the **Adobe PDF** report icon to open the **Unofficial Transcript** report.

How To Help A Student With Degree Audit

1. Verify desired student is referenced in Recent Student.

2. Click on My Student to open the Student Menu.

3. Click on the Degree Audit link.

4. Use the Slide Bar on the Window to move to the bottom part of the screen.

5. Click on Hypothetical Degree link.

6. Follow the wizard instructions until you reached the end.

7. Use this tool if you need to advise a student who seeks to do a program change. The student has to do the final request to the Registrar.

How To View Students Contact History

Note: Not all staff may be able to view this information.

1. Verify desired student is referenced in Recent Student.

2. Click on **My Student** to open the **Student Menu**.

3. Click on **Contact History** to view the list of Activities assigned to the student.

4. Use the   ✛   expand and view details.

**Note:** <mark>Student Contact</mark> information is displayed strictly for internal school purposes and should not be discussed with no one unless it has been authorized by the Dean.

Note: The information displayed in the activity has not been necessarily been shared with the student, please <u>do not</u> share with student unless you are the OWNER of the activity content.

How To View Students Groups

Note: Not all staff may be able to view this information.

1. Verify desired student is referenced in **Recent Student**.
2. Click on **My Student** to open the **Student Menu**.
3. Click on **Student Groups** to view the groups that the student has been assigned to.

Note: From within this screen you are able to remove a student from a group. **DO NOT remove** students if you have not been instructed to do so.

How To View Classes You Teach

1. Click the **My Classes** Menu bar

Campus Info	>
Academics	>
My Profile	>
Contact Manager	>
My Students	>
My Classes	>
Class Schedule	
Course Materials	

2. Click on the **Class Schedule** link to display your class schedule.

Note: If you hover your mouse over the course you will see the **Course Name**.

How To Open My Gradebook

Note: Within the Gradebook options may vary depending on the Staff Group assignment.

1. Click on My Courses.
2. Click on **Gradebook**

3. **Select** and **click** on the **Course Title** of the course to work on.

Once the **Course Gradebook** is open, you will see several tabs. Attendance is the default tab.
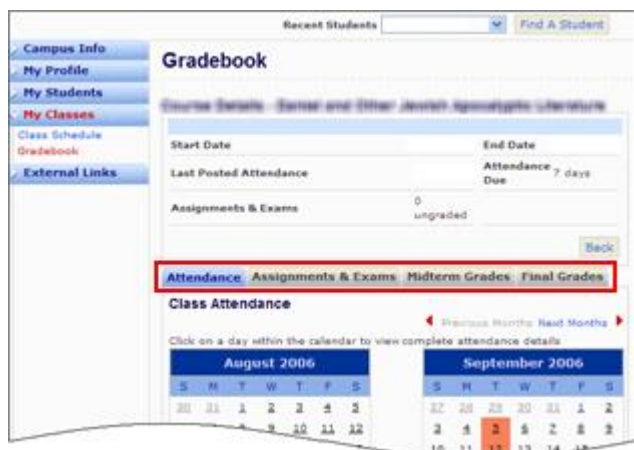
How To Enter Attendance

Note: There are different ways of entering attendance.

1. Click on **My Classes** Menu bar

2. Click on **Gradebook**

3. Select the **Term** to use to from the **View Courses List** (if Available). This will display a list of courses for the term selected.

4. Click on the **Course Title** to select the course to work on

5. Within the **Attendance** tab click on the Day to enter attendance

Note: Notice the attendance calendar is color-coded. Green = Attendance has been posted and Orange = Attendance is needed.

6. Click the '**Edit'** button

7. Enter the attendance for each student.

8. Once finished scroll to the bottom of the page and Click Update. This step is very important else attendance will not be saved.

Note: The information is saved in CampusVue® Student and will be available to students via the Student MyCampus. Notice how the background color on the attendance calendar has changed to green for the day posted.

How To Enter Attendance For Classes That Require A Day

Note: There are different ways of entering attendance. Verify that instructions match with Campus Methodology used.

1. Click on My Classes Menu bar.

2. Click on Gradebook.

3. Select the Term to use to from the View Courses List (if Available). This will display a list of courses for the term selected.

4. Click on the **Course Title** to select the course to work on.

5. Within the **Attendance** tab click on the Day to enter attendance

6. Click on Student Specific Time.

7. Attendance tab click on the Day to enter attendance.

8. Click on Student Specific Time.

9. Enter the Date Ranges to enter Attendance for.

10. Click on **Build Grid** button.

11. Enter Present '**P**', Absent '**A**' or Excused '**E**' for each student.

12. Click on **Save** once done.

How To Add Attendance for Online Courses

1. Login to mycampus.asun.edu
2. Click on faculty mycampus homepage
3. Click on the online class

4. Then click on the select specific time
5. Then click on the from and to for a week of attendance and click build
6. Then enter the attendance for the days that the students were present so for the web classes they could pick a single day each week and post attendance

How To Change Attendance

Based on permissions and settings you may be permitted to **EDIT** the attendance entered.

1. Locate the Attendance to change.
2. Click on **Edit.**
3. Make the changes.
4. **Save** the Changes.

How To Add Course Materials

Note: Not all Staff will have access to this option.

1. Click on **My Classes** Menu bar.
2. Click on **Gradebook.**
3. Click on the **Assignment and Exams** tab (if enabled).

4. Select the Term to use.
5. Click the '+Add Assignment/Exam' tab.
6. Click on '+ Add Assignment/Exam' link.
7. Enter the Description.
8. Enter Comments.
9. Click the 'Save' button.

To Attach A Document:

1. Under Attach Document enter a File Description.
2. Click the Browse Button.

3. Search for the document to attach.

4. Click the Upload button to load the document.

Note: The course now has the document associated to it. The student's who have this course can now download the document from the Student MyCampus.

Note: Repeat this process until you have added all the assignments and exams for your course.

5. Return to the main Assignments & Exam page.

6. Enter the grade weights for each assignment.

7. Save Grade Weight.

Note: DO NOT WEIGHT syllabi assignments or it will adversely affect your ability to input your final grades.

How To Enter Grades

Note: This process also applies to Mid Term Grades.

1. Click the My Classes Menu bar.

2. Click on the Gradebook Link.

3. Click on the course details to edit.

4. Enter a numeric grade and 'Tab' out from the cell.

Note: Numeric grades will be converted into the letter grade based on configuration done within CampusVue Student.

Note: An alternative is not to enter a numeric grade and just select a **Letter Grade**

5. Go to the bottom of the page using the slide bar.

6. Click Save Final Grades.

NOTE: Once a final grade has been entered, it can only be changed by the Registrar.

NOTE: Based on permission you may be able to partially post grades or the system will **NOT** allow you to **submit/save** grades unless a grade has been recorded for every student.

How To Change A Grade

All changes to grades must be done using ASU-Newport procedures, no changes to grade can be done via the MyCampus. Please contact your Dean or the Registrar if you have any questions.

How To Enter An Incomplete When Using A Numeric Grade Scale

1. Chose the course to edit.

2. Enter an 'I' for the incomplete.

3. Click on Cancel when the system warns you of not matching the information with the Grade Scale.

How To Send Notifications To Students

The Faculty MyCampus allows you to send Notification Activities to students. (Please note that official policy is communication via email.) The Activities could be of type:

- Email
- Alerts (seen on the Student MyCampus)
- Meetings (seen on the Student MyCampus)
- SMS Text Messages

Note: Not all staff may have permissions to send Activities to Students.

1. Search and Select the student to send an Activity; their name should be listed in **Recent student**

2. Click the Contact Manager

3. Click the 'Contact Manager' link.
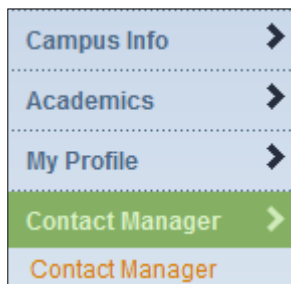
4. Scroll down to the Activity section and click Add Activity

5. Choose the Activity to use.

6. Enter the outgoing subject and a comment that the student will view.

7. Click Save to send message

How To Close Student Activities

Note: Not all activities need to be closed but in the event one needs to be closed follow the instructions below.

Note: With Activities of type **Alert** the student closes the activity when they '**Acknowledge**' the activity. **SMS Text** Activities close automatically when sent.

1. Within the **Contact Manager** area

2. Select the Activity to close (for example WP – Meeting)

3. Select the Activity Status = Closed

4. Select the Activity Results = Meeting Given

5. Click the Save button

6. Close the Activity

How To Logoff

Locate and Click on the Logoff button in the upper right corner

Note: If you are using a public computer, close all the browser sessions and if you want to take an additional security step delete the browsing history and passwords.

How Do Students See Their Information

Student MyCampus
Similar to Faculty, Students have a MyCampus that allows them to view their grades and attendance. They can view Alerts and Meetings set up by staff. They have access to the GPA calculator which allows them to create different hypothetical grade scenarios.

The source of all the information that they see is stored in the CampusVue Student database. The information that you enter into your Faculty MyCampus is in real time and the students can see it seconds after it has been saved with exception to Final Grades.

101 Troubleshooting MyCampus Problems

Issue: I click on an icon and nothing happens
Solution: Check that you do not have Pop-Ups enabled in your browser

Issue: When I click on Email Link, I get a New Connection Wizard Window or Outlook tries to Install
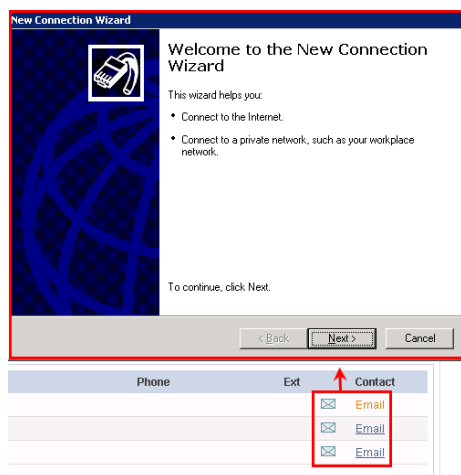
Solution: Cancel the process. This is happening because you are trying to send email from a workstation that does not have Outlook desktop application Installed or setup.

Issue: MyCampus takes a long time to display images

**Solution:** Check the speed of your Internet connection. CampusVue MyCampus will not work with slow internet connections like AOL, dial in connections and sometimes cellular.

## How To Work With Adobe PDF Documents

IMPORTANT: Through the **Faculty MyCampus,** you may print Adobe PDF reports. Below are general instructions needed to open and work with Adobe PDF reports. You may have to contact your Campus Support team if you get messages that you do not understand.

IMPORTANT: If you do not have Adobe Acrobat Reader installed you may have to install it. Contact your IT department if you have questions.

1. Select and press on the MyCampus report link to view the **Adobe Report** pop-up screen

2. Within the **Adobe Report** Pop-up select and press the link to **View PDF**
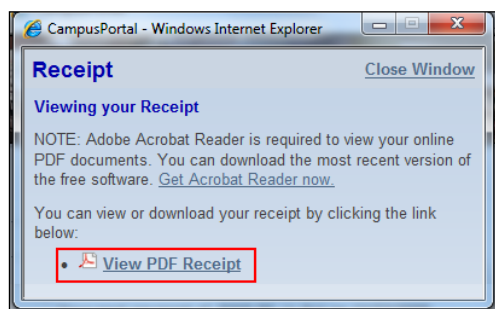
3. Once the **File Download** window displays choose to **Open** or **Save** the Report.
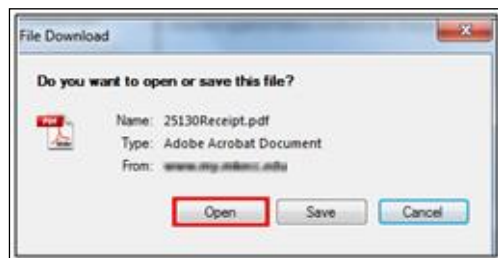
IMPORTANT: You may opt to first save the report to your hard drive or run the report and then save it.

IMPORTANT: Please contact your Campus IT team if you need instructions on how to save documents to your network or Personal Computer.