



## 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](mailto: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

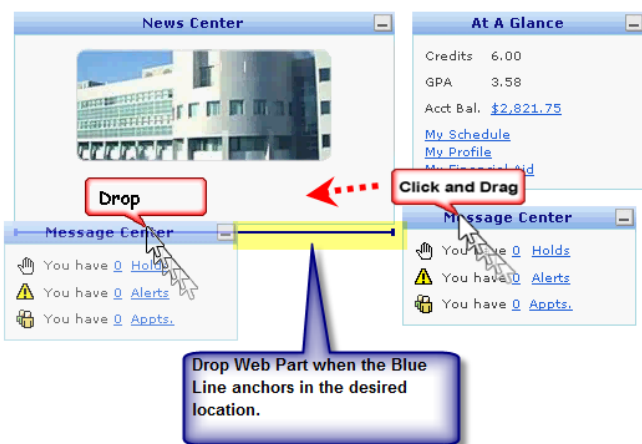
1. Log on to the Faculty MyCampus.
2. Click 'Personalize' button in the upper right hand corner to open 'My Personalized Home Page'.



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.

- Click and hold on the Web Part header row to move
- Drag Web Part to new location until you see the blue line anchor.



## How To View Your Current Classes From Your Homepage

- Click on **My Home Page**
- 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 if 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.

Term	Course	Section	Attendance Due	Post Assign/Exam	Print Roster
1109-D	ES214	0	0	0	
0210-W	ES203	0	0	0	
0210-W	ES203	33	0	0	
0210-W	ES201	20	0	0	

## How To Print Your Current Rosters From Your Homepage

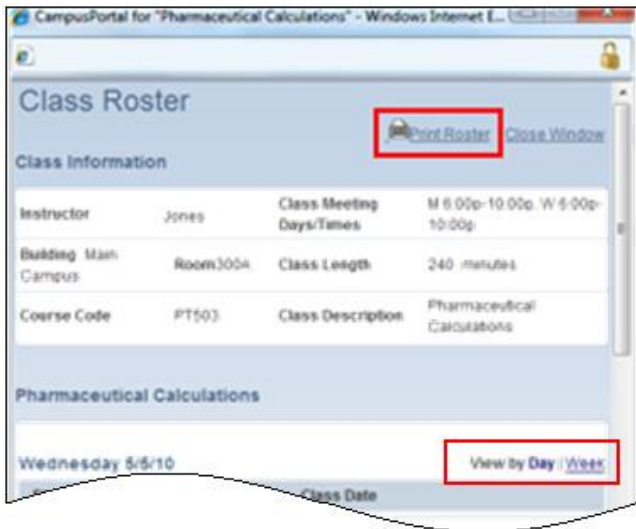
**Note:** The reason you may not see students is due to the day you are trying to print rosters.

- Click on **My Home Page**
- Locate **Class Center** pane.

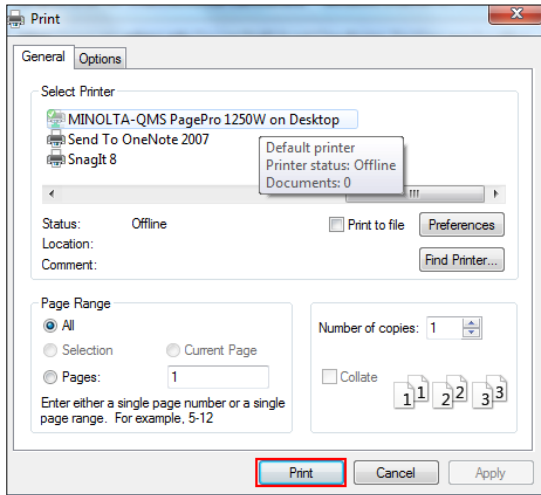
Locate the class to print the rosters for and click on the print icon  (far right).

Term	Course	Section	Attendance Due	Post Assign/Exam	Print Roster
1109-D	ES214	0	0	0	
0210-W	ES203	0	0	0	
0210-W	ES203	33	0	0	
0210-W	ES201	20	0	0	

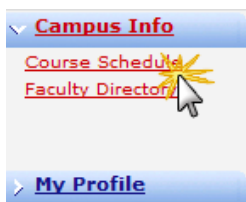
- Wait for the on-screen class roster to pop-up.
- Select is to view a **Day** or a **Week**.
- Click on **Print Roster**.



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.

**Course Schedule Search**

Select the appropriate Campus and Term. Use the following search criteria to narrow your focus when searching for a course.

**Course Details**

Campus:

Term:

Keyword:

Course:

Section:

Course Type:

**Results for Term: 2010 Fall**

Course	Course Title	Section	Course Start/End Date	Credits	Course Schedule
80134-LIT	Accounting I		8/23/10 to 12/17/10	4.00	<a href="#">Click for Details</a>
081282-LIT1	Applied Math I		8/23/10 to 12/17/10	2.25	<a href="#">Click for Details</a>

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.

**Results for Term: 2010 Fall**

Course	Course Title	Section	Course Start/End Date	Credits	Course Schedule
80134-LIT	Accounting I		8/23/10 to 12/17/10	4.00	<a href="#">Click for Details</a>
081282-LIT1	Applied Math I		8/23/10 to 12/17/10	2.25	<a href="#">Click for Details</a>

8. Click for Details to view course detail Information.

**Course Details**

**Career Development**

**Details**

Course	PHAT171-AC	Building	LRCMC 1 Main Building
Section	A	Room	101
Credits	1.00	Day	M, T, W, R, F
Type	Lecture	Time	9:00a-10:00a, 9:00a-10:00a, 9:00a-10:00a, 9:00a-10:00a, 9:00a-10:00a
Avail Seats	14	Start Date	8/16/2010
		End Date	12/17/2010
Campus	CAMPUS MANAGEMENT CORPORATION		

**Prerequisites / Corequisites**  
There are no prerequisites required for this course.

[Back to Search Results](#)

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.

**Recent Students**

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.

**Student Search** [Close Window](#)

Select the appropriate Campus. Use the search criteria to narrow your focus.  
Select the Search Reference Address option if you wish to include Reference addresses in your search.  
You can use the wild-card character \* to search for any string of characters, and ? for any single character.

**Advanced Search**

Campus:

Program:

First Name:  Student ID:

Last Name:  Enrollment ID:

Social Security #:  Email:

Enrollment Status:  Results/Page:

Show Aliases  
 Search Reference Address  
 Restrict Search to My Students

3. Click Search to view the results.

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

**Results**

Student Name/Student ID	Status	Program	Phone/Email
Steve Q 1144			21-0270
Wayne 5712		and Refrigeration Technology	83-3702

Pane displays search results. Click on the Student name to populate the Recent Student box.

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'.

**Results**

Student Name/Student ID	Status	Program	Phone/Email
<a href="#">Benjamin Aguilar</a> 0701291369	New Lead	PT - Pharmacy Technician	(000)000-0000 Benjamin.Aguilar@campusnet.net
<a href="#">Benjamin Alford</a> 0611308812	New Lead	BA - Business Administration	(000)000-0000 pingbonk@campusnet.net
			(000)000-0000

**Recent Students**

**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
-----------------	------------------	--------------

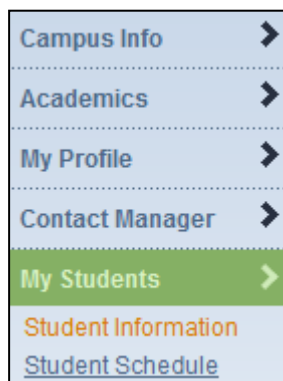
**NOTE:** The **Contact Manager** and **My Student Information** need to have a student referenced in **Recent Students** to work properly.

**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

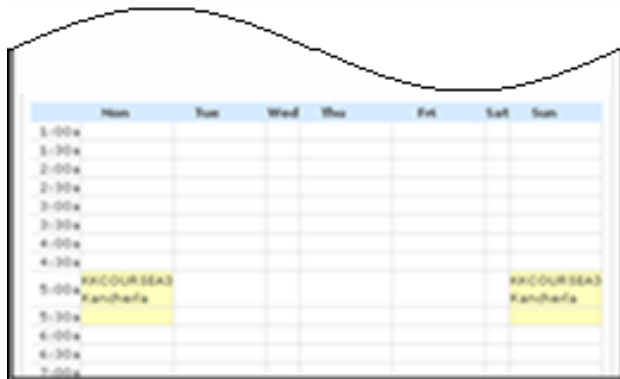


2. Click on the **Student Information** link to view the student details.

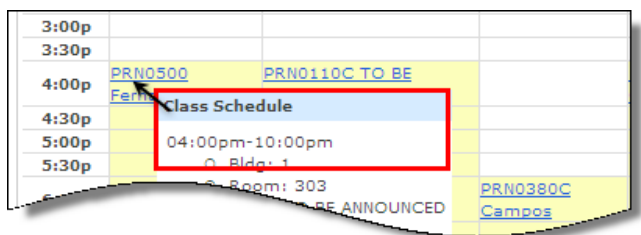
Student Information			
<b>Student Detail</b>			
First Name	Chris	Student ID	299204992
Last Name	Strump	Status	Active
Work Name		My Picture	Not Available
<b>Address</b>			
Street	787 Lindenbarkh Rd		
City	Columbus	Phone Numbers	
State	Ohio	Home	(614)475-1287
Zip Code	43220	Work	
Country	United States	Mobile	
Email	MStrump1@studinfo.it.com		
<b>Enrollment Details</b>			
Enrollment ID	88980120		
Program	Practical Nursing		
Area Of Study			
campus	Buckeye College - Columbus		
Program Status	Active		
Start Date	9/1/2009		
Last Date Att	12/18/2009		
Withdrawal Date			
Graduation Date	8/28/2013		

## 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**

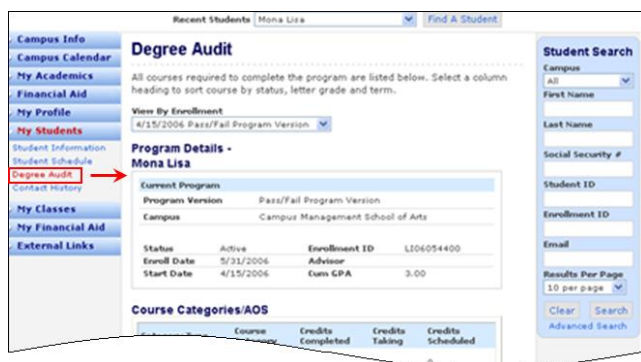


4. Hover with the mouse to view the class details.



## 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.

**Degree Progress Audit**

All courses required to complete your program are listed below. Select a column heading to sort your courses by status, letter grade and term. If you have questions regarding your degree audit, please contact the Registrar.

View By Enrollment

**Reports**

 Unofficial Transcript


NOTE: Adobe Acrobat Reader is required to view your online PDF documents. You can download the most recent version of the free software. [Get Acrobat Reader now.](#)

## 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.

**Student Contact History**

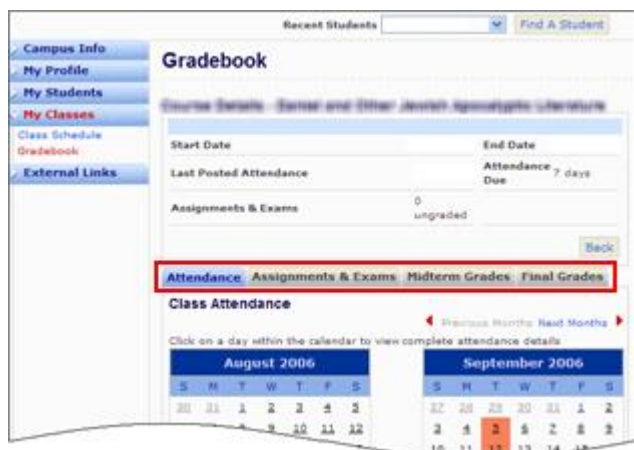
A list of activities/contacts related to the selected student. Click on the Subject of an activity/contact to view details concerning the activity/contact.

Due Date	Subject	Assigned To/ Entered By	Status
8/24/2018	 Contact New Prospective Student	Brod Larsen System Administrator	Pending
8/24/2018	 Multiple Admissions Fees that Student has applied	Brod Larsen System Administrator	Pending
No comments are available for this selection			
8/24/2018	 Request New Card	System Administrator	Pending



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.

Class Teaching Resources						
View Course List for Term: 0110 Day Term						
Primary Course List						
Below are all courses to which you are assigned as the Primary Instructor						
Course	Course Title	Section	Term Period	Day/Time	Place	Books Due
PT503	Pharmaceutical Calculations		1/4/10 to 7/30/10	MTWTF	10:00a-12:00p	MANH 200B 0
PT508	Pharmacology I		1/4/10 to 7/30/10	MTWTF	8:00a-10:00a	MANH 200B 0
PT509	Pharmacology II		1/4/10 to 7/30/10	MTWTF	10:00a-12:00p	MANH 200B 0
PT512	Infection Control Procedures		1/4/10 to 7/30/10	MTWTF	10:00a-12:00p	MANH 200D 0
PT513	OSCA Antidote/Health Care		1/4/10 to 7/30/10	MTWTF	8:00a-10:00a	MANH 200B 0
PT501	Introduction to Pharmacy Technician		1/4/10 to 7/30/10	MTWTF	10:00a-12:00p	MANH 200D 0

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

Class Teaching Resources																																																																																																																						
Course Details - Infection Control Procedures																																																																																																																						
Start Date	4/19/2010	End Date	5/7/2010																																																																																																																			
Last Posted Attendance	5/4/2010	Attendance Due	0 days																																																																																																																			
Assignments & Exams	0 ungraded																																																																																																																					
<div style="text-align: right;">Attendance</div> <div style="text-align: center;"> <span>← Previous Month</span> <span>Next Month →</span> </div> <div style="text-align: center;">           Click on a day within the calendar to view complete attendance details         </div> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th colspan="7">April 2010</th> <th colspan="7">May 2010</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr> <td>28</td><td>29</td><td>30</td><td>31</td><td>1</td><td>2</td><td>3</td> <td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>1</td> </tr> <tr> <td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td> <td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td> </tr> <tr> <td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td> <td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td> </tr> <tr> <td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td> <td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td> </tr> <tr> <td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>1</td> <td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td> </tr> <tr> <td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td> <td>30</td><td>31</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td> </tr> </tbody> </table> <div style="text-align: center; margin-top: 5px;"> <span style="color: green;">■</span> Fully Posted              <span style="color: red;">■</span> Requires Posting              <span style="background-color: #ccc; border: 1px solid #ccc; display: inline-block; width: 10px; height: 10px;"></span> Scheduled              <span style="background-color: #eee; border: 1px solid #eee; display: inline-block; width: 10px; height: 10px;"></span> Holiday              <span style="background-color: #fff; border: 1px solid #fff; display: inline-block; width: 10px; height: 10px;"></span> Cancelled         </div>							April 2010							May 2010							S	M	T	W	T	F	S	S	M	T	W	T	F	S	28	29	30	31	1	2	3	25	26	27	28	29	30	1	4	5	6	7	8	9	10	2	3	4	5	6	7	8	11	12	13	14	15	16	17	9	10	11	12	13	14	15	18	19	20	21	22	23	24	16	17	18	19	20	21	22	25	26	27	28	29	30	1	23	24	25	26	27	28	29	2	3	4	5	6	7	8	30	31	1	2	3	4	5
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2	3	4	5	6	7	8	30	31	1	2	3	4	5																																																																																																									

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

**View & Post Attendance**  
Here you post attendance for the date you selected, and view previously posted attendance details

**Class Information - Infection Control Procedures**

Class Length: 120 minutes      Class Meeting Date: 5/5/2010

Attendance Type: [Edit]

**Student Attendance**      Quick Class

Only show active students

Name	Status	Time Present	Course Absent	Excused?	Reason
Alvarez, Jose	Current	Not Posted	6.67%		
Clarke, KJenn	Current	Not Posted	0.00%		
Cooper, Savorte	Current	Not Posted	23.33%		
Coria, Melissa	Current	Not Posted	0.00%		
Ealy, Laquanta	Current	Not Posted	20.28%		
Krogman, Caressa	Current	Not Posted	0.00%		
Scott, Darlisha	Current	Not Posted	23.33%		
Vernet, Diona	Current	Not Posted	20.00%		
Wild, Maria	Current	Not Posted	0.00%		

[Print Roster] [Edit] [Cancel]

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

7. Enter the attendance for each student.

**View & Post Attendance**  
Here you post attendance for the date you selected, and view previously posted attendance details

**Class Information - Infection Control Procedures**

Class Length: 120 minutes      Class Meeting Date: 5/5/2010

Attendance Type: [Edit]

**Student Attendance**      Quick Class

Only show active students

Name	Status	Time Present	Course Absent	Excused?	Reason
Alvarez, Jose	Current	120 mins	6.67%	<input type="checkbox"/>	
Clarke, KJenn	Current	120 mins	0.00%	<input type="checkbox"/>	
Cooper, Savorte	Current	120 mins	23.33%	<input type="checkbox"/>	
Coria, Melissa	Current	120 mins	0.00%	<input type="checkbox"/>	
Ealy, Laquanta	Current	120 mins	20.28%	<input type="checkbox"/>	
Krogman, Caressa	Current	120 mins	0.00%	<input type="checkbox"/>	
Scott, Darlisha	Current	90 mins	23.33%	<input type="checkbox"/>	Doctors appointment
Vernet, Diona	Current	90 mins	20.00%	<input type="checkbox"/>	
Wild, Maria	Current	120 mins	0.00%	<input type="checkbox"/>	

[Print Roster] [Edit] [Cancel]

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.

Course Details - Voice 1

Start Date	8/10/2010	End Date	12/21/2010
Last Posted Attendance	12/23/1991	Attendance Due	0 days
Assignments & Exams	0 ungraded		

Attendance | Midterm Grades | Final Grades

Class Attendance

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.

Class Information - Voice 1

Default Attendance Length	120 minutes
Attendance Type	Time Entry

Student Attendance

Tuesday, August 10, 2010

From: 8/10/2010 To: 8/10/2010

Blank Attendance will not be posted.

Build Grid

Only show active students

10. Click on **Build Grid** button.
11. Enter Present 'P', Absent 'A' or Excused 'E' for each student.

Class Information - Voice 1

Default Attendance Length	120 minutes
Attendance Type	Time Entry

Student Attendance

From: 8/10/2010 To: 8/10/2010

Blank Attendance will not be posted.

Build Grid

Only show active students

Name	08/10
Andrade, Jermine	P
Arnold, Sabrina	
Bellman, Mia Lee	
Blair, Justin	

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

My Home Page Recent Students | Lucas Branscum | Find Stu

- > Campus Info
- > Academics
- > My Profile
- > Contact Manager
- > My Students
- > My Classes

Class Center

Term	Course	Section	Attendance Due	Post/Assign/Exam	Print Roster
1701SPC0	<a href="#">MATH1023</a>	01-25	1	0	
1701SPC0	<a href="#">MATH1083</a>	J1-31	5	0	
1701SPC0	<a href="#">MATH2143</a>	01-25	1	0	
1701SPC0	<a href="#">MATH2143</a>	D2-25	0	0	

### Gradebook

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**Course Details - Business Calculus (D2-25)**

Start Date	1/17/2017	End Date	5/9/2017
Last Posted Attendance	Not Available	Attendance Due	0 days
Assignments & Exams	0 ungraded		

Attendance
Assignments & Exams
Midterm Grades
Final Grades

**Class Attendance** Student Specific T

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

**Student Attendance**  Only show active

From:   To:

Blank Attendance will not be posted.

Name	1/17/2017	1/18/2017	1/19/2017	1/20/2017	1/21/2017	1/22/2017	1/23/2017
Bates, Zachary	▼	▼	▼	▼	▼	▼	▼
Bennett, James	▼	▼	▼	▼	▼	▼	▼
Castillo, Michael	▼	▼	▼	▼	▼	▼	▼

## 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).

Course Details - Infection Control Procedures

Start Date	4/19/2019	End Date	5/7/2019
Last Posted Attendance	5/4/2019	Attendance Due	0 days
Assignments & Exams	0 ungraded		

Attendance Assignments & Exams Final Grades

Assignments & Exams

+ Add Assignment/Exam

No Assignments or Exams have been added

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.

Course Syllabus

Here you can upload your Syllabus for students to download on their Student Portal

General Information

Required Field\*

Lesson Code\*

Syllabus

Description\*

Course Syllabus

Comments

Save Cancel

## To Attach A Document:

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

**Course Syllabus**  
How do you set/upload your Syllabus for students to download on their Student Portal

**General Information**

Required Field\*

Lesson Code# Syllabus  
Type Syllabus  
Description# Course Syllabus  
Comments This is the Course Syllabus for this Term

**Attach Documents** Search Here

File Description Course Syllabus  
Upload Document

3. Search for the document to attach.
4. Click the Upload button to load the document.

**Course Syllabus**  
How do you set/upload your Syllabus for students to download on their Student Portal

**General Information**

Required Field\*

Lesson Code# Syllabus  
Type Syllabus  
Description# Course Syllabus  
Comments This is the Course Syllabus for this Term

**Attach Documents** Search Here

File Description Course Syllabus  
Upload 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.

**Class Teaching Resources**

Course Details - Infection Control Procedures

Start Date 4/19/2010 End Date 5/7/2010  
Last Posted Attendance 5/4/2010 Attendance Due 0 days  
Assignments & Exams 1 ungraded

**Attendance Assignments & Exams Final Grades**

Assignments & Exams - Add Assignment/Exam

Code	Type	Weight	View Details
Syl101	Syllabus	0%	<a href="#">View Details</a>

**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.

**Attendance Assignments & Exams Midterm Grades Final Grades**

**Assignments & Exams** Add Assignment/Exam

Code	Type	Weight	View Details
1	Lesson	50 %	<a href="#">View Details</a>
2	Exam	50 %	<a href="#">View Details</a>

**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.

Student	Total % Awarded	Numeric Grade	Letter Grade
Alvarez, Jose	6.67%		
Carlier, Kylan	0.00%		
Conroy, Samantha	33.33%		
Costa, Melissa	0.00%		
Das, Lavanya	20.00%		
Hogarth, Corinne	0.00%		
Stark, Darlana	23.33%		
Venard, Diana	20.00%		
Wick, Maria	0.00%		

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.

**Syllabi & Final Grades**

Open Final Grades you are required to print out this grade sheet and attach supporting documentation for submission to your Program Director. To add your Syllabi click on the Add Assignments and Exams link below.

Course Details: Anatomy & Physiology I Lab

Start Date: 9/21/2009      End Date: 1/11/2010  
 Last Posted Attendance: 12/18/2009      Attendance Due: 0 days  
 Assignments & Exams: 0 ungraded

---

**Assignments & Exams**      **Final Grades**

Final Grades

Only show active students

Student	Total % Awarded	Number of Grades	Letter Grade
Appelby, Patricia	14.29%		
Barnes, Colene	0.00%		
Bishop, Shante	7.14%		
Blaha, Andrew	14.29%		
Coz, Heather	7.14%		
Deas-Linton, Sharen	0.00%		
Dean, Ronald	0.00%		
Ford, Shanae	7.14%		
Hudson, Tanya	7.14%		
Jean-Lock, Denise	0.00%		

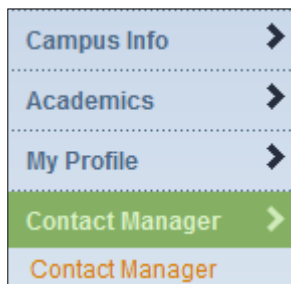
## How To Send Notifications To Students

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

**Contact Manager**

A list of activities related to the selected staff. Click on the Subject of an activity to view details concerning the activity.

You have 0 Activities Due Today  
 You have 0 Email Due Activities  
 You have 0 New Designated Activities

Activity Search

Staff Member(s):

Activity: \*AP

From: 12/18/2009

To: 12/18/2009

Activities: Messages

Only show reassigned activities

There are no activities that meet your search criteria. Please try your search again.

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

**Edit Activity**  
 Edit an existing activity for a student. Select an activity status of closed below and click save to close an activity.

The exclusive lock on the activity will expire in 1 minute.  
 Click **Save** to continue editing this activity.

**Activity Detail**

**Required Fields\***

Assign To\* Moral Keen  
 Activity\* WP-Student Meeting  
 Student\* Chris Bishop  
 Enrollment\* Please select  
 Inquiry\* Please select  
 Subject\* Attendance meeting with Keen Moral  
 Due Date 12/12/2016 From 10:00 AM To 10:30 AM  
 Priority\* Normal  
 Activity Status\* Closed  
 Activity Result\* Missing Class  
 Comments Please meet in my office between 10:00 AM - 10:30 AM on Monday, December 21st regarding your attendance.

\*Comments for this activity will be visible by students online

Cancel Save

## 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.

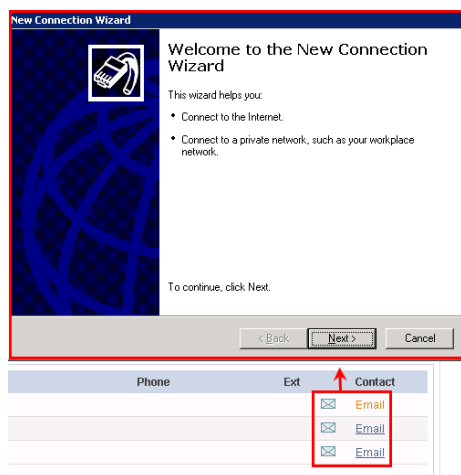
The source of all the information that they see is stored in the CampusVue Student database. The information that you enter into your Faculty MyCampus is in real time and the students can see it seconds after it has been saved with exception to Final Grades.

## 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

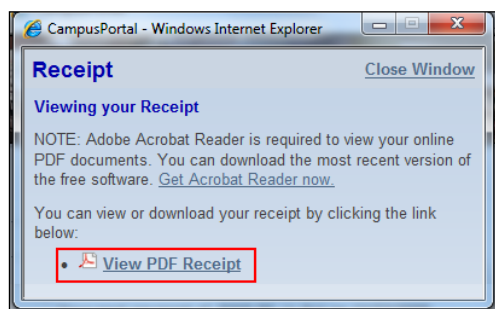
**Solution:** Check the speed of your Internet connection. CampusVue MyCampus will not work with slow internet connections like AOL, dial in connections and sometimes cellular.

## How To Work With Adobe PDF Documents

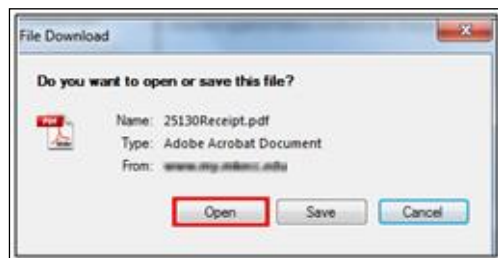
**IMPORTANT:** Through the **Faculty MyCampus**, you may print Adobe PDF reports. Below are general instructions needed to open and work with Adobe PDF reports. You may have to contact your Campus Support team if you get messages that you do not understand.

**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.