

# 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

Required Field*		
<u>U</u> sername*	ennett@campusnet.local	
Password*	Password is case sensitive	

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.

My Personalized HomePa	ge	
🗹 Calendar	📕 Google Search	🧮 Му Weather
Mews Center	CNN TopStories	🗖 Cafeteria Menu
🖬 Document Center	Fox TopStories	🗖 My Favorites
Save Changes	Ca	ncel Changes

- 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.

Class Center					9
Tem	Course	Section	Attendance Dae	Post/ AssignExam	Print Roster
1109-D	PT\$14	2 1	a (	1 🔒	
0210-N	PT503	0 5	2 8	1 6	1
0210-N	PT012	19	a 🛛 🔹 🗟	1 B	1 U
0210-N	PT501	20	a 🛛 👔	1 B	

# 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).

Class Center						-
Term	Course	Section	Attendance Due	Post/ Assign/Exam	Print Roster	Â
1109-D	PT514	2	•	2 🗹		
0210-N	PT503	0		2 E		
0210-N	PT513	15	2 🗉	9 E		
0210-N	PT501	25	2 🗐	2 E		

- 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.

e)				ì
Class Ro		A	Print Roster Close Window	
Class Informat	ion			
Instructor	Jones	Class Meeting Days/Times	M 6 00p-10 00p. W 6 00p- 10:00p	
Building Main Campus	Room3004	Class Length	240 metutes	
Coarse Code	PT503	Class Description	Pharmaceutical Calculations	
Pharmaceutica	al Calculations		View by Day (Week	

- 4. Select the Printer options.
- 5. Click Print.

General Options	
Select Printer	
MINOLTA-QMS PagePro 1250W on I	Desktop
m Snaglt 8 Print	ult printer er status: Offline uments: 0
•	III F
Status: Offline Location: Comment:	Print to file Preferences Find Printer
Page Range	
Al	Number of copies: 1
Selection	
Pages: 1	Collate 11 22 33
Enter either a single page number or a single page range. For example, 5-12	
	Print Cancel Apply

# 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.

Campus Info	Course Sc	hedule Search				
ir Eventa	Select the approp course.	priate Campus and Term. Use the following	search cri	teria to narrow your foc	us when	searching for a
Academics	Course Sched					
Transfer Credits		ule search				
Ny Profile	<b>Course Details</b>		_			
Hy Finances	Campus	CAMPUS MANAGEMENT CORPORATION	1			
My Financial Aid	Term	2010 Fall				
Hy Career	-					
Ty Documents	Keyword		<b>№</b> мо I	TU RHE TH R	in 🗖 sa	🔽 su
External Links	<u>Course</u>		Earliest	Start Time 12:00 am	*	
	Section	<ul> <li>Open</li> <li>Open &amp; Closed</li> </ul>	Latest S	tart Time 11:00 pm	•	
	<u>Course</u> Type	*Al* .				
						Search
	Results for T	erm: 2010 Fall				K
	Course	Course Title	Section	Course Start/End Date	Credits	Course Schedule
	BO134-LIT	Accounting I		8/23/10 to 12/17/10	4.00	Click for Details
		Applied Math 1		0/23/10 to 12/17/10		Click for Details

- 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.

esuits for	Term: 2010 Fall	
Course	Course Title	Section Course Stat/Ind.Date Credits Course Schedule
80134-LIT	Accounting I	8/23/10 to 12/17/10 4.00 Click for Details
0E1282-LIT	1 Applied Math I	0/23/10 to 12/17/10 2.25 Click for Details

8. Click for Details to view course detail Information.

Details			
Course	PHAT171- AC	Building	LRCMC 1 Main Building
Section	A	Room	101
Credits	1.00	Day	M, T, W, R, F
Туре	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	MANAGEMEN	T CORPORATION

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.

Student Se	earch				Close Window
Select the Search	Reference Addres ild-card character	e the search criteria to narro s option if you wish to inclu * to search for any string o	de Reference addresses		
Campus	All		¥		
Program	All				
First Name	Ana	Student ID		Show Aliases	
Last Name		Enrollment ID		Search Reference Address	
Social Security	ŧ	Email		Restrict Search to My Students	
		Enrollment Status	5 All	Results/Page 10 pe	er page 💌
				Clear	Search

- 3. Click Search to view the results.
- 4. Scroll down and you will see the student's contact and program information.

Program	All	<b>•</b>			
First Name		Student ID		Show Aliases	
.ast Name		Enrollment ID		Search Reference Address	
Social Security #		Email		Restrict Search to My Students	M
		Enrollment Statu	all	Results/Page 10 per p	age 💌
				Clear	Search
sults					
Student Name/Student	ID Status	Program		Phone/Email	
Steve 0 1149 Pane	displays sear	ch results. Click on the	Student name to po	pulate the 21-027	0

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'.

esults			
Student Name/Student ID	Status	Program	Phone/Email
Benjamin Aquilat 0701291369	New Lead	PT - Pharmacy Technician	(000)000-0000 Benjamin.Aguilar@campusnet.net
Benjamin Aldous 0611308812	New Lead	BA - Business Administration	(000)000-0000 pingbonk@campusnet.net
			(000)000-0000
Recent Stu	Idents B	enjamin Aguilar	Find Studen

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

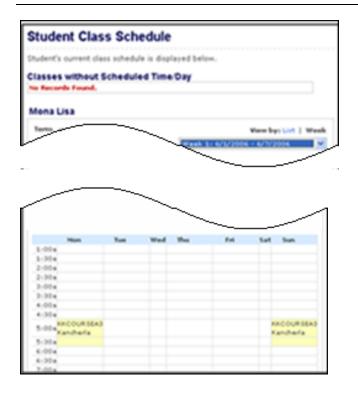
Campus Info	>
Academics	>
My Profile	>
Contact Manager	>
My Students	>
Student Information	
Student Schedule	

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

Student Information			
Student Detail			
First Name	Chris	Student ID	250924992
Last Name	Bishop	Status	Adive
Nick Name		My Picture	Hot Available
Street	797 Lindenheven Rd.	Phone Numbers	
		Home	(614)476-1287
City	Gahanna	Work	
	Ohie	Nobile	
Zip Code	43230		
Country	United States		
Enal	ktishop1@columbus.rr.com		
Enrolment Details			
Enrolment ID	809082125		
Program	Practical Nuning		
Areas Of Study			
Campus	Bohecker College - Columbus		
Program Status	Adive		
Start Date	9/21/2019		
Last Date All.	12/18/2009		
Withdrawal Date			
Graduation Date	8/29/2010		

# 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.

3:00p				
3:30p				
4:00p	PRNO		PRN0110C TO BE	
4:30p	Ferm	Class Sch	iedule	
5:00p		04:00pm	n-10:00pm	
5:30p		0 B	ldg: 1	
and and a second se			com: 303	 PRN0380C Campos

## 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	
	lete your program are listed below. Select a column heading to sort your courses by stat have questions regarding your degree audit, please contact the Registrar.	tus,
<u>V</u> iew By Enrollment	×	
Reports		8
Durofficial Transcript		
NOTE: Adobe Acrobat Reade version of the free software	r is required to view your online PDF documents. You can download the most recent 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.

dated to the order	and an element with the second scale of the second second discrimination of		
	ne moment, coox on the publicit of an admitistration	to view details concerning the activity/or	max.
Subject		Antigrand Te./ Enformed By	Status
2	Contact New Prospective Durbert	Brad Lassen System Administrator	Panding
D	attention advances have that Darlant has availed	Brad Larsen System Administrator	Panding
this selection			
R			Perdoa
	D D this parketion	Subject           Image: Contract these Proceedings Designed           Image: Contract these Procedings Designed           Image	Interest         Extend to a Provide Strain Str

Note: Student Contact 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



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

Fac	utly Class Schedule				
Your o	ument class schedule is displayed be	low.			
Gew by	Term September 21, 2009 Nursing 🕳				
lass S	chedule Details				
					Week: Week 1: 9(21/20)
	Man	Tue	Wed	The	Fri
6.00					
6:30					
7.00					
7:30					
8.00	BI0207B23 33EP:208	NUT115B33 33EP:222	BI0111833. 33EP:222	BI0248LB33 33EP 229	
8:30					
9:00					
8:30					
10.00				BIO248833 33EP:207	
10:30					
11:00					
11:30					
12:00	BI0207LB33 33EP 229	BI0207LB33 33EP 229			BIO111B33. 33EP.222
12:30					
1:00					
1:30					
2:00					
2:30					

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

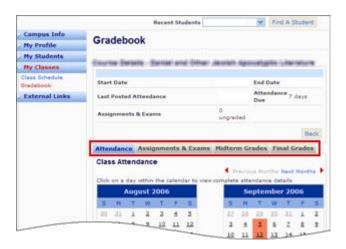
### How To Open My Gradebook

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.

	e List for Term 0110 Day Term					
	ourse List					
	il courses to which you are assigned as the Primary In:	theather				
Course	Course Title	Section	Term Period	DavTime	Place	Rosters Due
PT503	Pharmaceutical Calculations		1/4/10 to 7/30/10	MTWHF 10:00a-12:00p	MAIN:300B	0 📼
PT508	Pharmacology I		1/4/10 to 7/30/10	MTWHF 8:00a-10:00a	MAIN:300B	0 📼
PT509	Pharmacology II		1/4/10 to 7/30/10	MTWHF 10:00a-12:00p	MAIN:2058	0 📼
PT512	Infection Control Procedures		1/4/10 to 7/30/10	MTWHF 10:00a-12:00p	MAIN:300D	0
PT513	OTCs And Home Health Care		1/4/10 to 7/30/10	MTWHF 8:00a-10:00a	MAIN 2058	0
PT501	Introduction to Pharmacy Technician		1/4/10 to 7/30/10	MTWHF 10:00a-12:00p	MAIN:300D	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

art Doles         41302010         E         A           at Posted Attendance         542010         A         A           atguments & Exams         0 ungrated         A         A           atgaments & Exams         Parameter         A         A           atgaments & D         Parameter         A         A         A           atgaments & D         Parameter         A         A         A         A           atgaments & D         Parameter         A         A         A         A         A         A         A         A         A         A         A         A         A         A	End Date Attendance Date	5/7/2010 0 days
El Poster Altendance         54/2010         Altendance         Altendance         Altendance         Altendance         Altendance         Altendance         Electronic Altendance <t< th=""><th>Attendance Dus</th><th></th></t<>	Attendance Dus	
art Dates         41502010         E         E           at Postad Attendance         542010         Attendance         Att	Attendance Dus	
att loade Attendance         540719	Attendance Dus	
Signments & Exams         0 unpacted           Asseptimies & Exams         // file           Class Attendance		0 days
Managements & Dates         First Dates           Class Attendance         4         Class Attendance           Class Attendance         4         Class Attendance           Class Attendance         1	4 mm	
State Attendance         And Loss         Red Mathem           Cloke as a day within the calendar to view complete attendance details         No. 1         6         5         9         5         9         9         1         1         2         2         1         1         2         2         1         1         2         2         1         1         2         2         1         1         2         2         1         1         2         2         1         1         2         2         1         1         2         2         2         2         2         1         2	4 gans	
Lists Attendance           Clock on a day within the calendar to view complete attendance details           Mark 2005           S         M         S         M         S         M         S         M         S         M         S         M         M         S         M         M         S         M         M         S         M         M         S         M         M         S         M         M         S         M         M         S         M         M         S         M         M         S         M         M         S         M         M         S         M         M         S         M         M         S         M         M         S         M         M         S         M         M         S         M         M         S         S         M         M         S         S         M         M         S         S         M         M         S         S         M         S         S         M         S         S         S         M         S         S         S         S         S         S         S         S         S         S         S	4 mm	
State Attendance         Arrit 2005         East Match           Close on a day within the calendar to sleve complete attendance data         No. 1         6         5         9         9         2	4 mm	
State Attendance         Arrit 2005         East Match           Close on a day within the calendar to sleve complete attendance data         No. 1         6         5         9         9         2	aonin P	
State Attendance         Arrit 2005         East Match           Close on a day within the calendar to sleve complete attendance data         No. 1         6         5         9         9         2	tooth b	
State Attendance         Arrit 2005         East Match           Close on a day within the calendar to sleve complete attendance data         No. 1         6         5         9         9         2	tanîn 🕨	
State Attendance         And Loss         Text Mathem         Text Mathem           Close as a day within the calendar to view complete attendance deals         No. 1         6         5         6         5         8         9           2         20         20         21         1         2	locity 🖡	
Approximation         Construction	acente 🕨	
April 2015         5         M           5         M         W         V         V         S         S           2         22         22         2 <t< td=""><td>aonth 🕨</td><td></td></t<>	aonth 🕨	
Article         S         M         S         S         M           0         M         2         M         1         6         5         5         M           1         M         2         M         1         0         2         2         1         1         2         1 </td <td></td> <td></td>		
Article         S         M         S         S         M           0         M         2         M         1         6         5         5         M           1         M         2         M         1         0         2         2         1         1         2         1 </td <td></td> <td></td>		
5         M         T         W         T         F         5         S         M           20         20         21         1         2		
20         20         21         1         2         2         22         21           4         5         6         7         8         8         10         2         1           11         12         13         14         15         15         17         2         10           11         12         13         14         15         17         2         10	May 2010	
4     5     6     7     8     2     10     2     2       11     12     13     14     15     16     17     9     10       18     19     20     21     22     22     24     10     17		
11 12 13 14 15 16 17 9 10 18 19 20 21 22 23 24 16 17	26 27 28 29 30 1	
18 19 20 21 22 23 24 16 17	10 11 12 13 14 15	
	24 25 26 27 28 29	
2 3 4 5 5 7 0 20 21		
A A A A A A A A A A A A A A A A A A A	31 1 2 3 4 5	

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

Here you post attendance for	The data you cale ded	and time providently posts	ad allon data data ita			
			eu alteriuarice uetails			
Class Information - Infec	tion Control Proc	edures				
Class Length		120 minutes	Class	s Meeting Date		5/5/2010
Attendance Type						
						Bac
Student Attendance						
						Quick H
						Quick H
Name	Status	Time Present	Course Absent	Excused?	Reason	
Name	<u>Status</u> Current	Time Present Not Posted	Course Absent 6.67%	Excused?	Reason	
Name Avarez, Jose				Excused?	Reason	
Name Avarez, Jose Carter, Klynn	Current	Not Posted	6.67%	Excused?	Reason	
Name Aharez, Jose Carter, Klynn Cooper, Savonte	Current	Not Posted Not Posted	6.67% 0.00%	Excused?	Reason	
Name Aharez, Jose Carter, Klynn Cooper, Savonte Coria, Melissa	Current Current Current	Not Posted Not Posted Not Posted	6.67% 0.00% 33.33%	Excused?	Reason	
Name Aharez, Jose Carler, Klynn Cooper, Savonte Coria, Melissa Ealy, Laquanta	Current Current Current Current	Not Posted Not Posted Not Posted Not Posted	6.67% 0.00% 33.33% 0.00%	Excused?	Reason	
Name Aharez, Jose Carler, Klym Cooper, Savonte Coria, Melissa Ealy, Laquanta Kirogman, Caressa	Current Current Current Current Current	Not Posted Not Posted Not Posted Not Posted Not Posted	6.67% 0.00% 33.33% 0.00% 20.28%	Excused?	Reason	
	Current Current Current Current Current Current	Not Posted Not Posted Not Posted Not Posted Not Posted Not Posted	6.67% 0.00% 33.33% 0.00% 20.28% 0.00%	Excused?	Reason	

- 6. Click the 'Edit' button
- 7. Enter the attendance for each student.

Here you post attendance to	r the date you selected	and view previously po	sted attendance details			
Class Information - Infe						
Class Length		120 minutes	Clar	ss Meeting Date		5/5/2010
Attendance Type						
						Back
Student Attendance						Quick He
Namo	Status	Time Present	Course Absent	Excused?	Reason	Only show active student
Alvarez, Jose	Current	120 mins	6.67%	Excused?	Reason	
Carter, Klynn	Current	120 mins	0.00%			
Cooper, Savonte	Current	120 mins	33.33%			
Coria, Melissa	Current	120 mins	0.00%			
Ealy, Laquanta	Current	120 mins	20.28%			
Krogman, Caressa	Current	120 mins	0.00%			
Scott, Darlisha	Current	90 mins	23.33%	13	Doctors appointment	
Vernet, Dona	Current	90 mins	20.00%			
Wild, Maria	Current	120 mins	0.00%	12		

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<sup>®</sup> 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.

Start Date	8/10/2010	End Date	12/21/2010
Last Posted Attendance	12/23/1991	Attendance Due	0 days
Assignments & Exams	0 ungraded		
			Back
Atlendance Midlern Grades (F	inal Grades		Barr

- 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 minute	s
Attendance Type	Time Entry	
		Back
Student Attendance	Tuesday, August 10, 2010	Quick Hel
0		P Only show active students
From: 8/10/2010	To: 8/10/2010	Build Grid
Blank Attendance will at be posted.	1	5

- 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	Back
Student Attendance			Quick He
2	To:	P Only	show active studen
From: 8/10/2010	8/10/2010	Build Grie	
Blank Attendance will not be posted.			
Nar	ne		08/10
Anthrada_dantina			
inervent, Eulerina			
Ballancara, Mila Law			
Brown, Junan			

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

pus Info lemics			Class Center		
Profile Term	Course	Section	Attendance Due	Post/ Assign/Exam	Print Roster
act Manager 1701SPC0 tudents	MATH 1023	01-25	1	0	æ
asses 1701SPC0	MATH1083	J1-31	5 👘	Q .	e
1701SPC0	MATH2143	01-25	1	0	æ
1701SPC0	MATH2143	D2-25	o 👘	<u>o</u>	
	us (D2-25)				
urse Details - Business Calcul		17/2017	End D	ate	5/9/2017
Gradebook urse Details - Business Calcul tart Date ast Posted Attendance	1/:	17/2017 t Available		ate dance Due	5/9/2017 0 days
urse Details - Business Calcul art Date st Posted Attendance	1/: No				
urse Details - Business Calcul art Date st Posted Attendance	1/: No	t Available			
urse Details - Business Calcul art Date	1// No 0 t	Available ingraded			

- 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

tudent Attendance							
							✓ Only show activ
From: 1/17/2017		To: 1/23/2017				Build Grid	
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	1/23/20
Bates, Zachary	T	T	T	<b>T</b>	T	T	T
Bennett, James	<b>T</b>	T	T	•	T	T	
Cardilla Nichalar	T	T	T	T	T	T	T

# 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 Pr	ocedures		
Start Date	4/19/2010	End Date	5/7/2010
Last Posted Attendance	5/4/2010	Attendance Due	0 days
Assignments & Exams	0 ungraded		
			Back
	-		
Attendance Assignments & Exams Final G	3065		
Assignments & Exams			
			+ Add Assignment/Exam
No Assignments or Exams have been adde	1		

- 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 thier Stud	fent Portal
General Information	
Required Field*	
Add an Assignment	
Lesson Code*	Dynes 🔶
Type	Sylabi 🖉
Description*	Course Sylabi
Comments	This is the Course Syllahi for this Terret
Comments	
	Canoel Ser

## To Attach A Document:

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

Course Syllabus		
Here you can upload your Syllabus for student	to download on thisr Student Portal	
General Information		
Required Field*		
Lesson Code*	Syllabi	
Type	Syllabi	
Description*	Course Byllabi	
Comments	This is the Course Syllabi for this Term	
		Edt
Attach Documents		Quich He
File Description	Course Bylabi	
Upload Document	Browse	
		Uplead

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

Course Syllabus		
Here you can upload your Syllabus for students to do	vnload on thier Student Portal	
ieneral Information		
Required Field*		
Lesson Code*	Syllabi	
Type	Syllabi	
Description*	Course Byllabi	
Comments	This is the Course Syllabi for this Term	
		Edt
Attach Documents		Garick Hel
File Description	Course Syllapi	
Uplead Document	C.YCMO.CLENTSEDA Browse	
		Upload

**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.

	ing Resources					
ourse Details - Infe	ction Control Procedure	s				
itart Date		4/19/2010		End Date		5/7/2010
ast Posted Attendance		5/4/2010		Attendance Due		0 days
ssignments & Exams		1 ungraded				
	ts & Exams Final Grades					
tendance Assignment Assignments & Exa						+ Add Assignment E
Assignments & Exa	ms					<u>+ Add Assignment</u> E
lssignments & Exa Code	ms <u>Tire</u>		Weight			+ Add AssignmentE
	ms		Weight 0%		<u>View Datais</u>	+ Add AssignmentE

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.

Attendan	ce Ass			Midterm Grades	
Assignm	ents &			44	f Assignment/Exam
Code	Түр		Weight	1	
1	Les	100	50 eg	View Deb	alla .
2	Exa	m	50 m	View Det	alla
			-	Cancel S	ave 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.

itart Date	4/19/2010	End Date	5/7/2010
Last Posted Attendance	5/4/2010	Attendance Dee	0 days
Assignments & Exams	1 ungraded		
			Ra.
Attendance Assignments & Exams Fina	Grades		
Final Orades			
Conly show active students			
[Budent	Total % Absent	Numeric Grate	Letter Grade
Alvarez, Jose	6.67%		
Carler, Klynn	0.00%		
Cooper, Savorde	33.33%		
	0.00%		
Corka, Mellissa			
Coria, Meliasa Ealy, Laquanta	20.28%		
	0.00%		
Ealy, Laquarda			
Ealy, Laquanta Krogman, Caressa	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 <u>every</u>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.

	Upon input of Grades you an	e required to print out this grade sheet ion for submission to your Program Director.		
	and attach supporting documentat	ion for submission to your Program Director.		
	To add your Syllabi click on the	Add Assignments and Exams link below.		
ourse Details - Anatomy & Physiology I-Lab				
Start Date	9/21/2009	End Date	1/17/2010	
Last Posted Attendance	12/15/2009	Attendance Due	0 days	
Assignments & Exams	0 ungraded			
				1
Assignments & Exame Fistal Grades				
Final Grades Conly show active students				
Final Grades Only show active students <u>Student</u>	Total % Absent	Numeric Grade	Letter Grade	
Final Grades Chily show active students Student Appleby, Keona	14.20%	Numeric Grade	Letter Grade	
Final Grades Only show active students <u>Student</u>		Numeric Grade	Letter Grade	_
Final Grades Chily show active students Student Appleby, Keona	14.20%	Numeric Grade		
Final Grades (2) Only show addive students Students Applicity, Keona Barnes, Celena	14.29% 0.00%	Numeric Crate	4	
Final Grades @Only show active students Budnet Appliety, Keona Barnes, Celena Bierlein, Gracetta	14.29% 0.00% 7.34%	Numeric Grade		
Final Creates @Only show active abudents <u>Budents</u> Applety, Keona Barnea, Catena Birlerien, Geootta Birlazo, Anbar	14.29% 0.00% 7.14% 16.07%	Numeric Enda		
Final Grates (2) Only how active students Exubers Applety, Keona Barrea, Catena Barrea, Catena Biele, Gracetta Bislas, Antoer Cos, Heather	14.29% 0.00% 7.14% 16.02% 7.14%	Numeric Date		
Find Crases  (2) Only show active actives  (2) Only show active actives  (2) Sectors  (2) Sector	14.25% 0.50% 7.14% 16.07% 0.07% 0.50%	Nurseic Date		
Find Crases Encloy Sove advestight Encloy Sove advestight Encloy Sove advestight Encloy Finance Encloy Finance Cost Neather Disbuilteninem, Shearn Disbuiltenine	14.29% 0.00% 7.1% 18.07% 7.4% 0.00% 0.00%			
Faul Grades Bohysene aufbandes Bandeet Arpitety: Nationa Bandee, Okasata Bahaa, Andow Con, Haaham Dawe, Linkiman, Sharem Dagee, Kryshal Fang, Sharee	14.29% 0.50% 7.14% 18.07% 7.14% 0.50% 0.50% 0.50% 7.14%	Morel Date		
Faul disates Biotection autointo Biotection Augustay, Kanan Barnas, Caleno Biosala, Antear Cas, Harahar Datas, Linkon Datas, Linkon, Sharan Datas, Hinnas Huddinasa, Tanear	4.20% 0.00% 7.5% 16.0% 7.5% 0.00% 7.5% 0.00% 7.5%			

# 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.

Campus Info	>
Academics	>
My Profile	>
Contact Manager	>
Contact Manager	

#### 4. Scroll down to the Activity section and click Add Activity

Contact Manager A list of activities related to the select	ed staff. Click on the Subject of an activity to view details concer	ing the activity	
You have <u>0 Activities Due Today</u> You have <u>0 Past Due Activities</u> You have <u>0 New Reassigned Activit</u> Activity Search			
Staff Member(s)	GLM Xamblen Z Markel, Kevin Administrator, System Ashnorth, K Ean, John Ean, Matrinie Eanowa, Peg		
Activity	"All" -		
From	12/18/2009		
То	12/18/2009		Search
Activities Messages			
Only show reassigned activities There are no activities that meet way	wr search criteria. Please try your search again.		+ Add Activity

5. Choose the Activity to use.

ctivity Detail				
Required Fields*				
Assign To*	Bennett, Jim -			
Activity*	WP - Student E-mail *			
Student*	Michael Adams			
Enrollment	Please select ·			
Inquiry	Please select *			
Outgoing Subject	Email notification regarding poor attendance			
Internal Subject*	WP - Student E-mail			
Due Date	5/5/2010 Prom Please Select • To Please Select •			
Priority*	Normal •			
Activity Status*				
Activity Result	Please Select v			
Comments	This small is to notify you of poor attendance over the 5% level.			
	*Comments for this activity will be viewable by students online			
	Davies Davies			

- 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)

Contact Manager						
A list of activities related to the selected s	taff. Click on the Subject	t of an activity to view det	ails concerning the activ	ity		
☑         You have <u>0 Activities Due Today</u> ▲         You have <u>0 Past Due Activities</u> ▲         You have <u>0 New Reassigned Activities</u>						
Activity Search						
Staff Member(s)	⊯ Mor ⊟ Adr ⊟ Ash ⊟ Bair ⊟ Bair	rkel, Kevin ninistrator, System worth, K n, John n, Melanie rows, Peg				
Activity	*All*	•				
From	12/18/2					
То	12/21/2	009 💷				
Activities Messages						Search
Conty show reassigned activities						+ Add Activity
Due Date Subject	t <u>Category</u>	Contact	Priority	Reassigned Date	Assigned To	Previous
12/21/2000 10:00 00 444	h Kevin	Bishop, Chris	Normal		Morkel, Kevin	

- 3. Select the Activity Status = Closed
- 4. Select the Activity Results = Meeting Given
- 5. Click the Save button
- 6. Close the Activity

Edit Activity	1			
Edit an existing act	ivity for a student. Select an a	ctivity status of closed below and click save to close an activity.		
Activity Detail		The exclusive lock on the activity will expire in 1 minute. Click Click continue editing this activity.		
Required Fields*				
Assign To*	Morkel, Kevin		•	
Activity*	WP - Student Meeting		-	
Student*	Chris Bishop			
Enrollment	Please select		-	
Inquiry	Please select .			
Subject*	Attendance meeting with Kevin Norkel			
Due Date	12/21/2009	From 10:00 AM •		
Priority*	Normal -			
Activity Status*	Closed	• 🛻		
Activity Result	Meeting Given			
Comments	Flease meet in my offi	ce between 10:00 AM - 10:30 AM on Monday, December Flat regarding your attendance.	ĵ	
	'Comments for this activity	will be viewable by students online	Cancel	

## 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

Welconnection Wizard Welcome to the New Connection Wizard This wizard helps you: Connect to the Internet. Connect to a private network, such as your workplace To continue, click Next.				
		< <u>B</u> ack	Next >	Cancel
Pho	ne	Ext	1 Contact	
			🖂 Email	
			⊠ <u>Email</u>	
			🖂 Email	

**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.