

## *Faculty Portal Questions & Answers*

### **Question**

### **Answer**

#### **GENERAL QUESTIONS**

To access the Faculty Portal

1. Select **Faculty and Staff** from the CCC home web page - [www.clinton.edu](http://www.clinton.edu)
2. Located under **Technology Resources**, click **Faculty Portal** or simply type “efaculty.clinton.edu” in the address bar of your web browser.

How do I change my password in the Faculty Portal?

1. Log into the **Faculty Portal**.
2. Located on the left navigation pane under your name, click **Change Password**.
3. The system will display fields to enter your **Old Password** (the current one you are using), to enter a **New Password** and **Retype New Password** to confirm it. Please note the instructions in the Password validation blue menu box.
4. Click **Change My Password**.

Note: The Faculty Portal password is **not** connected to the network/email account password. You would need to change them to coincide if that was your desire.

I forgot my password to access the Faculty Portal

Faculty & Adjuncts: If you forget your password for the Faculty Portal, contact the Administrative Assistant at 562-4110.

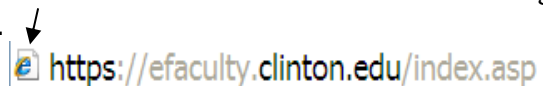
CAP Instructors: Contact Michelle Snyder in the Office of Educational Partnerships & Academic Services at 562-4334.

To change to a different semester:

1. On initial login page located under **Password**, click the down arrow beside **Term:** and scroll up or down to find the appropriate semester.  
Or
2. After login, located under your name on the left, click **(change)** beside **Current term:**

How do I create a shortcut to the Faculty Portal on my Desktop?

1. Login to the **Faculty Portal**.
2. Once logged in, shrink the window so you can see part of your desktop.
3. Click the **blue e** located in the address bar and drag it to your desktop.

  
<https://efaculty.clinton.edu/index.asp>

I am missing a course I am teaching in the Faculty Portal

If you log into the Faculty Portal and a course is missing, please contact the Administrative Assistant in the Vice President of Academic Affairs office to double check that you are assigned to the course.

Why is a course that is cancelled still displaying

A cancelled course displays as this is the procedure the VPAA's office follows. They don't permanently remove courses so that impacts what is viewed.

What are the mandatory requirements from Administration for the Faculty Portal?

The Vice President of Academic Affairs has requested all full time Faculty enter their office hours and office location in the Faculty Portal. Instructions are found below this question.

All Faculty (full and part time) must enter attendance and grades (for Midterm and Final) through the Faculty Portal. Attendance may be kept throughout the entire semester via the faculty portal since paper attendance books will not be available. Detailed instructions can be found further down this documentation.

Where do I enter my office hours and office location?

1. Located on the left Navigation Pane, under **Academics**, click **Faculty Contact**.
2. In the field labeled **Office Hours**, enter the office hours you will maintain for the semester.
3. In the field labeled **Office Location**, enter your room number.
4. Click the button labeled **Update My Contact Info**.

You can enter additional information in the Faculty Contact area such as:

Office Location

Notes:

Personal Link:

Preferred Name:

Information controlled by CAMS Enterprise (Human Resources):

Title:

Name:

Email:

Work phone:

To run a listing of all Faculty Office Hours:

1. Open a new tab in **Internet Explorer**.
2. On the address bar, type **Reports** and press **Enter**.
3. Click the **Faculty folder** to open the folder. Click **Faculty Office Hours** and ta-da the report runs. You can view it, print it, or export it to another program.

Where is the detailed documentation for the Faculty Portal?

The documentation is located in the **Public Folders** within Outlook. Follow the steps below:

1. **Expand All Public Folders** by clicking the plus sign once to expand the directory.
2. Scroll down until you see **Departments**. Click the plus sign once to expand the directory.
3. Click the **Academics** Folder and a posting labeled **CAMS: Faculty and Student Portal Information** is listed as one of the posts. You will see the files you are looking for and can save them or open them.

### ADVISEE INFORMATION

How can I find an advisee's phone number?

To find out the phone numbers for an advisee:

1. Click **Select** opposite the name in the **Advisee List**.
2. Select **Grade Report** and use **Midterm Grades** to display the student's grades and the phone number is located on this screen toward the top.

How do I view my advisees' grades?

1. Enter the **Faculty Portal** and select **My Students** under the left navigation pane.
2. Your advisees will be displayed by default.
3. Click **Select** to view information on a particular student.
4. Click **Grade Report** under **Student Actions**.
5. Click the **down arrow** and select **Mid Term, Final** or **Narrative Grades**. The grades appear and you can easily print using the printer icon.

Can I email advisees an attachment?

Currently the only way to send an attachment via the Faculty Portal is through My Courses to students that are taking classes.

### GENERAL STUDENT INFORMATION

How can I email an attachment to my students?

Within the Faculty Portal there are two ways to email students.

**Option 1:**

The **Email Students** option located on the Navigation Pane on the left does not provide the option to attach a file. Additionally this option doesn't send you a copy of the email. You would have to carbon copy yourself.

**Option 2:**

The better option is to use the **My Courses** option. Select the class you wish to email with the attachment. This will open the **Course Options** screen. Use the **Email** option located under **Course Communication**. This option will walk you through

Where do I find students' Majors and Advisor

emailing a class or select student with the attachment option and send you a copy of the email to your college email account. To view students' Majors and Advisor just print a class roster and there are two locations within the **Faculty Portal** to accomplish this task.

1. Click **Class Roster** located on the left navigation pane under the **Academic** subgroup.
2. Select the class or **All Courses for the Term**.
3. Click the **Printer Friendly Version** icon to display the report and click **Print**.

The second way:

1. Click **My Courses** located on the left navigation pane under the **Course Management** subgroup.
2. Select a class to open the **Course Options** menu.
3. Click **Class Roster** under **Class Reports**.
4. Click the **Printer Friendly Version** icon to display the report and click **Print**.

Allow students to email you without accessing their webmail

To Allow Students to Email You Without Accessing their Webmail:

1. Within **Course Options** -> **Set Student Access**, click to check email faculty. This will enable students to email you quickly without accessing their webmail.

What is a QR Code and how does it benefit my students

**QR Code** is short for **Quick Response Code**. **QR Codes** can be read by cell phones storing information concerning the business, URL, etc. Cell phones need a **QR Code Reader** such as Kaywa which takes seconds to install. We have a **QR Code** which will take the students immediately to the login page. Why not consider adding one to your Syllabus to aid the students in locating your class within the **Student Portal**.

To save the **QR Code**, right mouse click on the image below and select **Save Picture As**. You can use the tools in Microsoft Word in insert the image into your document.



Degree Audit & Degree Information

**Degree Information:**

Located on the left Navigation Pane under Registration is Degree Information. Degree Information displays the degree programs and their course requirements available for a selected term. A very handy advisement tool.

**Degree Audit:**

Allows advisors to evaluate a student's transcript against the audit

program(s) assigned to a student. Please note: you can also view Degree Audit for any student in your class.

To view the **Degree Audit**:

1. Click **My Students**
2. By default the **Advisee List** is displayed but you could select a class using the drop down arrow
3. Click **Select** to open the **Student Options** page for a student
4. Click **Degree Audit** to open the degree audit program for which the student is evaluated against. **Credits Required** display how many credits are required for the degree. **Credits Completed** displays how many credits the student has completed toward that program, the requirement, a list of each class, the grade earned for the class, the status of the class in relation to the evaluated program, and the status of each group in the requirement. The **Grade Met By** column displays the actual courses that satisfy the requirement. These could be the same course, a transfer course, an equivalent course, or a mapped course.

## ATTENDANCE INFORMATION

Enter Daily Attendance (All DL or Online Courses will need to use this option)

1. Located on the left Navigation Pane, under **Course Management**, click **My Courses**.
2. Click on one of your courses to open the **Course Management** module.
3. Located toward the right on your screen under **Attendance**, click **Attendance Entry**. There are two options to enter attendance - **Weekly** or **Daily**. Both options will mark the students as "Present" by default allowing you to change the status of students who are not in attendance.
4. The current date will be entered by default but you can change the date.
5. Click **Load Daily Attendance**.
6. Modify the status of the students to represent whether they are absent, late, excused, etc. A **Comment** field is available.
7. Click **Save Daily Attendance** button to save your attendance.

More detailed instructions can be found on page 44 in the Faculty Portal manual.

Enter Weekly Attendance

1. Located on the left Navigation Pane, under **Course Management**, click **My Courses**.
2. Click on one of your courses to open the **Course Management** module.
3. Located toward the right on your screen under **Attendance**, click **Attendance Entry**. There are two options to enter attendance - **Weekly** or **Daily**. Both options will mark the students as "Present" by default allowing you to change the

- status of students who are not in attendance.
4. The current date will be entered by default but you can change the date.
  5. Click **Load Weekly Attendance**. This option will load 7 days of completed class sections.
  6. Modify the status of the students to represent whether they are absent, late, excused, etc. You can enter a comment in the **Comment** field.
  7. Click **Save Weekly Attendance** button to save your attendance.

The college cancelled a day of session due to extenuating circumstances (weather or other emergency). What do I need to do for attendance purposes?

View student photo when taking attendance

Use the **Weekly Attendance Entry** option. Underneath the date school was cancelled; click the down arrow selecting **Class Cancelled** beside each student. Click **Save** and you are done.

After selecting an attendance option (Daily or Weekly), click **Show Student Photo** and the page reloads displaying the students' picture. This will stay on until you turn it off.

How to print attendance report

1. Click on **My Courses** located on the left navigation pane
2. Select the course
3. Click **Attendance Report**
4. Click the parameters you want to include in the report. To select multiple parameters (Absent, Late, etc), hold the **Ctrl** (Control) button down and click the options you want to select.
5. Enter the start date in the **Date from:** field
6. Enter the end date in the **Date to:** field
7. Click **View Attendance Report** to display the report on the screen
8. To print the report, click the printer icon located in the right corner above **Show Withdrawn Students**.

Print Attendance Reports with Comments

Faculty can enter "Comments" when entering the attendance. To print the report displaying the comments, use CAMS Enterprise.

1. Log into CAMS Enterprise.
2. Click **Academic** to expand the folder (and view the options available).
3. Click **Attendance**, then **Reports** and then **BYOR** (Build Your Own Report).
4. Select **Attendance Detail by Course** and enter the **Term**. Select the appropriate **Status** options. You can select more than one **Status** option by holding the Ctrl (Control) key and click the options you want to include.
5. Select the date range using the calendar image or enter the dates directly.
6. Click the image located beside the **Course** box. This will open

the **Offering Course Lookup Criteria** window. There are multiple ways to complete this window but one of the easiest ways is to enter the department name. For example, type ENG for English in the **Course Department** field and click **OK**. A list will appear displaying English courses. Locate your course and double click to insert the information into the previous window.

7. Click **Print** to run your report. You can view the report, print the report, or extract the report using numerous formats.

Copy class list to Excel

1. Enter **My Courses**.
2. Select **Attendance Daily Entry** and enter a date your class meets.
3. Click and drag to select the list.
4. Right mouse click and select **Copy**.
5. Open Excel and select **Paste**.

Once in Excel remove any columns not wanted.

## COURSE MANAGEMENT

How do I allow access to the different modules for my students?

1. Click on **My Courses** and select the course.
2. Under **Course Utilities** located toward the left of your screen, click **Set Student Access**.
3. Click the options you wish to allow and click **Save**. In order to "Preview" your pages, you will need to allow access even if temporarily so you can see how they look.

Post a document for your students

1. Click **My Courses**.
2. Under **Course Information**, click **Course Documents** (this opens the Course Documents menu).
3. Click **Add Documents**.
4. On this next screen, navigate to the location of the file you want to post and select the file.
5. Ignore for now **Document Type**.
6. **Sort Order** allows you to select the order the documents will be displayed.
7. If you would like to use a date range to display your document, enter the information otherwise you can ignore this and the document will be displayed.
8. Click **Add Course Documents**.

How will students complete the course evaluation?

\*\* This is not currently used \*\*

1. Students will select **My Grades** located on the left navigation pane in the **Student Portal**.
2. The word **Evaluation** will be in red indicating the student should click on it. A student may be required to complete multiple evaluations; one for each course they are taking.
3. The student clicks **Evaluation** and up pops the questions to

answer. When completed, the student clicks **Submit** and is taken to their grade in the course.

## ASSIGNMENT INFORMATION

How to view an assignment and/or upload a graded assignment

1. Be in the **Course Options** of the course you want to view assignments.
2. Under **Gradebook, Record Grades**, select either **By Assignment** or **By Student**.
3. If a student has submitted an assignment, you will see the file name, file size, and the date posted. Click **View** and you will be prompted to **Open, Save, or Save as** the assignment. You can use tools within Office or other software to grade the assignment.
4. To upload the graded document, click **Upload/View** to open the **Upload Graded Documents** screen. Browse to locate the file and if you wish to add a note enter it in the **Comment** area.
5. Click **Upload Document**.

You will have their original document and the marked copy available to you and the student.

Ability to allow assignments past Due Date

**Course Management Assignments** have been enhanced. **Assignment Document Uploads** will now automatically be disallowed by the system once an assignment is past the **Due Date**. To allow for exceptions, faculty may allow an upload extension for any assignment for either an individual student or for all students for each assignment that is past the **Due Date** from within **Record Grades by Assignment**.

## GRADING INFORMATION

Why can't I tinker with the Grading Module in CAMS?

Once the students are officially registered (the day before classes officially start) the Grading module will allow you to enter grades and start tinkering with this area.

Enter grades for midterm and final

To enter grades (Midterm or Final):

1. Click on **My Courses** located on the left navigation pane.
2. Select the course you want to enter grades.
3. Click **Submit Grades** located under **Course Gradebook** and **Submit Grades** section.
4. Select the desired time period you want to enter grades. The system will populate with your students.
5. Click the **down arrow** beside each student selecting the grade.
6. When you are finished, click **Submit**. If there is a page 2, you will submit them in a second **Submit** process.



Can I calculate an average at any time?

If you are using the Gradebook in CAMS, remember you can use the calculate midterm grade at any time to calculate a current average.

1. Click **Calculate Midterm Grades**
2. Enter a cutoff date or simply click **Calculate Midterm Grades**
3. Any student(s) missing grades will display.  
Click **view or edit calculated grades** to display the results.  
The view or edit calculated grades is available as an option, **View/Calculated Grades**. When printing the **Record Grades by Student** or **Student Grades Detail**, the current GPA for the course is displayed.

What if I want to weight quizzes, tests, or assignments?

Assignments can be weighted in addition to weighting categories and can be turned on or off for each course.

1. Click **My Courses**, and select the course you want to weight assignments, quizzes, and tests.
2. Under **Course Options**, click **Additional Options**.
3. Click **Edit**. Click the box to place a checkmark in the **Assignment Weighting**. You will now be able to “weight” any of your categories.

Faculty can export a comma delimited (CSV) file for individual students in a course from **Record Grades by Student** or all students in a course from **Student Grades Detail**. Printer friendly links have been added to both. When printing the **Record Grades by Student**, the current GPA for the course is displayed. We are pursuing the ability to view this online.

Dropping the lowest grade(s) within a category

To set or change the number of drops you need to modify it within the specific category. For example:

1. Click on **My Courses** and select the Course.
2. Under **Course Gradebook** Section -> **Setup Gradebook**, click **Setup Categories**.
3. Click **Edit** beside one of the categories you have entered for your Gradebook. Notice the window opens displaying the **Weight** and the **Number of Drops**. You can enter the number of drops you want the system to use when calculating their grades.

Please note: if you only have one grade for a category, the system will calculate the one grade not allowing you to drop it.

**Edit Gradebook Category**

Category: Assignments

\*Weight:  0.00 Available

\*Number of Drops:

Viewing Student Grade and Course GPA within Record Grades by Student

You can view a student Grade and Course GPA without running a **View/Edit Calculated Grades**.

1. Click **My Courses** and select a course to enter **Course Options**. In the middle column is a section called **Record Grades**; select **By Student**.
2. Select a **student** and click the **Printer Friendly** icon. The **Print** menu will appear but you can cancel it (or click Print). If you scroll down the screen you will see the **Letter Grade and Course GPA**.

Grade calculation as of 5/10/2012 5:09:52 PM	Letter Grade: A
All graded assignments are considered.	Course GPA: 99.470

Notice there is a **Grade calculation as of 5/10/2012 5:09:52** in the above example. The calculate process was not run; the system processed it automatically.

What do the numbers mean in Setup Assignment

After using the Faculty Portal to grade assignments, you will notice various numbers after the defined categories. For example:

Essays - (9) Assignment(s) - (148) Graded - (0) Documents  
Weight 70.00

Quizzes - (7) Assignment(s) - (119) Graded - (0) Documents  
Weight 10.00

Tests - (4) Assignment(s) - (64) Graded - (0) Documents Weight  
20.00

Total: 100.00

These numbers represent the number of assignments that have been graded in that category. For example, in the Essays Category, there were 9 assignments total, 148 graded, 0 not graded and the weight was 70% of the total grade.

What does **FS** and **RN** mean as a Grade

**FS** is a code used by the Registrar only that stands for Fresh Start. **RN** means the student must repeat a remedial course. Any questions, please contact the Registrar Office at 562-4122.

Dropping a student from my class

After the Date of Record, if you wish to drop a student from your class, simply enter a 'W' in the Final Grade. This will notify the Registrar's Office of the withdrawal.

Change of grade

1. Access the course through the Faculty Portal.
2. Located under the **Course Gradebook** section, click **Direct Grade Submit**.
3. Click the down arrow by **Grade Type:** and select **Midterm** or **Final**. The system will display the students with the previously submitted grades.

4. Click **Change Request** to open the **Provide a Reason for this Change** window. Enter the reason for the change of grade and click **Send Request**.
5. You will receive a confirmation of the request in your Clinton Community College email.
6. An email of the **Change of Grade Request** is automatically generated to the Registrar's office.

## NEW YEAR SETUP

**Copying Course Content** enables copying all related information from one term/course to another term/course.

**Copying Course Content** enables copying all related information from one course to another from a past semester or from the same semester (from one section to another).

1. Log into the **Term/Course** you want to copy **from (My Courses->Course Options)**.
2. Located under **Course Utilities** is **Copy Content**, select this option.
3. The **Copy Content [Step1-2]** window opens allowing you to **Select the Term** to which the information will be copied to.
4. Place a check mark in the **Select** column beside the course you wish to copy content.
5. Click **Continue to copy content step 2**.
6. Select **Copy Calendar Items if you wish** or simply click **Process Copy Content**. The contents of the course you are logged into are copied to the new Term/Course.

If you have already run this process, duplicate items could be created as the process appends and doesn't delete and recreate.