

Faculty Portal

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Abstract

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

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

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

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Global.asa File

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



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

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

- Application.Value("strSvrName") = "CESQLServerName"
 CAMS Enterprise SQL server name
- Application.Value("strDBName") = "CEDatabase"
 CAMS Enterprise database (Usually CAMS_Enterprise.)
- Application.Value("strUserName") = "FacultyPortal"
 User Name displayed in Audit Trails Fields
- Application.Value("strSSIPath") = \\CEServerName\CAMSEnterprise\SSI\

Location of SSI files (SSI folder is for the CAMS_Enterprise database and SSI2 is for the CAMS_Enterprise_Test database.)

- Application.Value("strAddressType") = "Home"
 Address type used to display in faculty directory and faculty email
- Application("BasePicURL") = \\<Server Name>\<Share Name>\<Folder>\\
 OR <dive letter>:\<folder>\\<folder>\\

Location of parent directory for the student picture folder. Both the UNC and Physical locations are absolute paths to the student picture folder located on the CAMS Enterprise IIS server.

- Application("PicPath") = "pics/"
 Location of student pictures
 - Application.Value("SignInRequired") = true

Faculty are required to sign into the portal

• Application.Value("AllowRegister") = true

Allow the faculty to register students

 Application.Value("strFacPortalEmailUploadDir") = "C:\CAMSPortals\Faculty\attachments"

Directory where email attachments are stored before emailing students

 Application.Value("CourseManagementEmailAddress")=Admin@school. edu

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

• Application.Value("ApplicationURL") = "<Portal URL>"

The <Portal URL> must be the full URL to the portal (e.g.http://www.threerivers-cams.com/faculty/). The last foward slash "/" is required. Used for CAPTCHA validation.

 Application.Value("DefaultFromEmail") = "<camsmgr>@<schoolsdomain>"

The <camsmgr>@<schoolsdomain> should be the email address a school wants to use to show as the "From" email address in the email to reset the password.

Used for CAPTCHA validation.

Faculty Portal

Logging In

Access the portal via the web address provided by your institution. If your institution is using Active Directory to authenticate, you may not be required to log in at this page.

Web Browsers supported for the Faculty Portal are:

- Windows Internet Explorer 7 & 8 and Firefox 2.x & 3.x
- Mac Safari 3.01 (or greater) and Firefox 2.x & 3.x



Note: When viewing non-English languages, users browsing the portals must set their browser to UTF-8 encoding.



Figure 1: Log In



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

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



Figure 2: FERPA Notice

The User must choose **Accept** to continue onto the portal from this point. If the **Cancel** button is chosen, the user will be redirected to the log out screen.

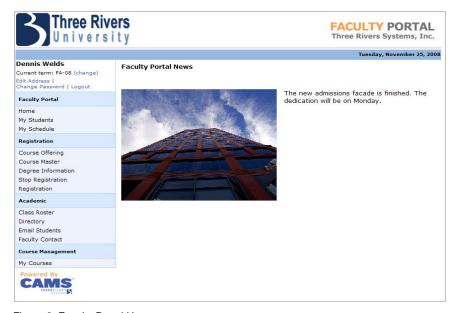


Figure 3: Faculty Portal Home page



Note: If the user does not have an active address of the type specified in the global.asa, a warning will display in place of the Edit Address link.



WARNING: To avoid denial of service attacks, if a user attempts to log inunsuccessfully, the next 4 successive login attempts will be delayed. After he 5th attempt, their IP address will be locked from further access. See the CAMS Manager document for instructions to enable/disable the IP lockout function. The following pop up will display after the 5th failed attempt:



Figure 4: Login attempt exceeded

Upon closing the pop up, the portal will display the following:



Figure 5: Logout display after unsuccessful attempts

If the user attempts to navigate away from the page and then returns, the following error will diplay untl the associated IP address is unlocked:



Figure 6: Return to Portal log in before IP unlocked

Please refer to CAMS Manager.pdf for instructions to unlock a user's IP address.



Step-By-Step: Recovering Forgotten Passwords

1. From the Faculty Portal login page, click Forgot Password.



Figure 7: Faculty Login Page

- 2. The user name and e-mail address and CAPTCHA validation will be requested.
- 3. Click the **Reset Password** button. This will then e-mail the user a link to reset their password. The emailed link expires after one hour or after it is first used.

Change Term

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



Figure 8: Change Term

Edit Address

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

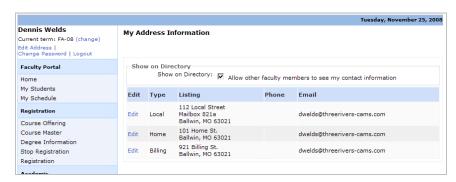


Figure 9: Edit Address

Change Password

Frequent password changes are recommended to protect sensitive information.



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



Figure 10: Change Password

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

Logout

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



Figure 11: Logout

My Students

The My Student link displays the different options available for viewing advisee and student information. This includes Transcript, Schedule, Degree Audit, and Grade Report. The student's contact information is listed, along with a photo, and any FERPA Restrictions.

Transcript

Unofficial student transcripts can be viewed and printed to assist with the advising process. Faculty can only view transcripts for students to which they are the advisor.



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

 Click the My Students link in the navigation bar, and then select a student from the Advisee List or one of your courses for the current term, which are displayed in the upper left corner of the Faculty Portal. Click the Transcript link to view the student's Unofficial Transcript.

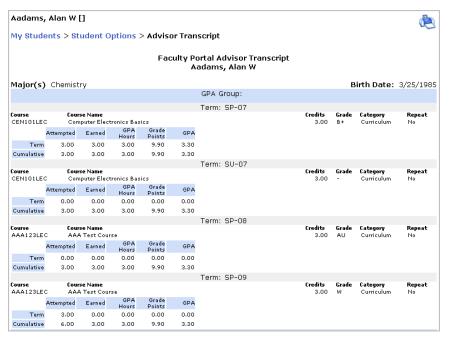


Figure 12: Faculty Portal Advisor Transcript

Schedule

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



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

- Click the My Students link in the navigation bar, and then select a student from the Advisee List or one of your courses for the current term, which are displayed in the upper left corner of the Faculty Portal. Click the Schedule link to view the student's Matrix Schedule.
- 2. Click **Select** to view the student's Matrix Schedule.
- 3. Click **Show** to see the student's attendance for that particular course.

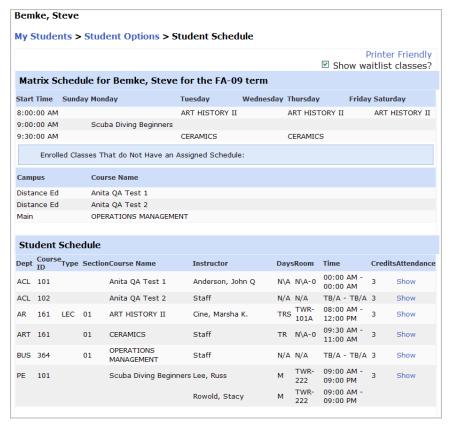


Figure 13: Student Matrix Schedule

Degree Audit

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



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

 Click the My Students link in the navigation bar then select a student from the Advisee List or one of your courses for the current term displayed in the upper left corner of the Faculty Portal.



Figure 14: Select Student

2. Click **Select** to open the Student Options page for a student.



Figure 15: Student Options

3. Click **Degree Audit >Detail** to open the degree audit program for which the student is evaluated against. Credits Required displays how many credits are required for the degree, and Credits Completed displays how many credits the student has completed towards that program.



Figure 16: Student Program for Degree Audit



Note: An asterisk in the Report column, next to the word detail, denotes that the student's degree audit must be updated before it displays. This can take several minutes. The update flag is set any time there is a change to the student's transcript maintenance, such as when the student registers for a class or receives a grade. Since Degree Audit considers all changes to a student's official courses (even courses not applied to the audit, which

would be in an elective group), any change in a student's official courses will cause the audit to require reevaluation.

4. Click **Detail** to display details about the requirements, including the status of the requirement, a list of each class, the grade earned for the class, the status of the class in relation to the evaluated program, and the status of each group in the requirement.

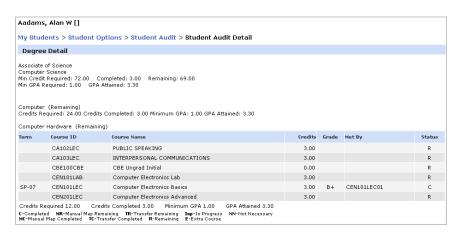


Figure 17: Detail of Degree Audit Program

The **Grade Met By** column displays the actual courses that satisfied the requirement. These could be the same course, a transfer course, an equivalent course, or a mapped course. If there are options in how the student can take the listed classes a **Formula** link displays.

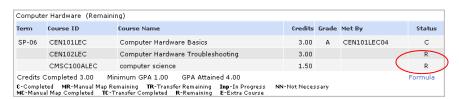


Figure 18: Degree Audit Formula

5. Click the Formula link to see the options.

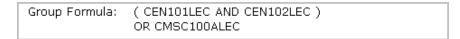


Figure 19: Degree Audit Formula Text

Student Grade Report

Mid Term, Final, and Narrative grades can be viewed and printed to assist with the advising process. Faculty can only view grades for students to which they are the advisor.



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

- 1. Click the **My Students** link in the navigation bar, and then select a student from the Advisee List or one of your courses for the current term, which are displayed in the upper left corner of the Faculty Portal.
- 2. Click the **Grades** link, and then choose Mid Term, Final, or Narrative Grades from the drop down.



Figure 20: Faculty Portal Student Mid Term Grades

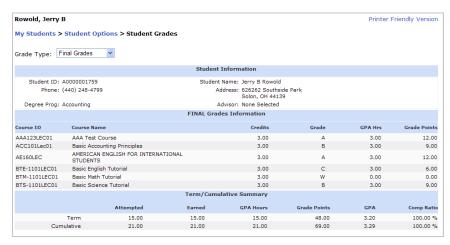


Figure 21: Faculty Portal Student Final Grades

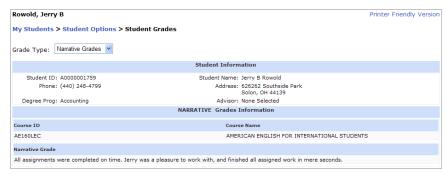


Figure 22: Faculty Portal Student Narrative Grades

My Schedule

The My Schedule link displays courses for which you are scheduled in the selected current term. Building, room, meeting days, start time, and end times, credits, and enrollment statistics are displayed. Waitlisted students, if any, are shown for each course. Click the **Printer Friendly** link to display the printer-friendly schedule. The page opens and is sent to your default printer. Close the printer-friendly page after printing or you can keep it open while working in other areas of the portal. Click the Refresh link on the printer-friendly page to update the page.



Figure 23: Faculty Schedule

Registration

Course Offering

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

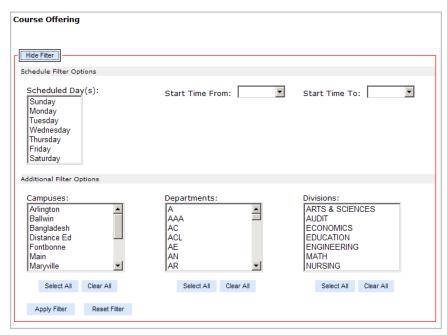


Figure 24: Course Offering filter

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

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



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

- 1. From the **Faculty Portal** home page, click **Course Offering**. The **Course Offering** page displays.
- 2. Click Show Filter to expand Schedule Filter Options.

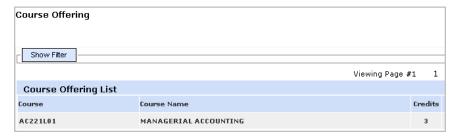


Figure 25: Show Filter button

3. Select the desired schedule days and start times.

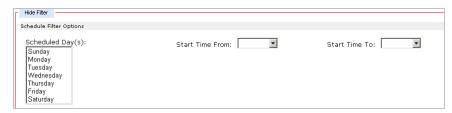


Figure 26: Scheduled Days, Start Times

4. Select one, several, or all Campuses, Departments, or Divisions to further refine the classes displayed. Leaving these fields unselected will provide a list of all classes in all campuses, departments, and divisions as filtered from Steps 1 and 2.

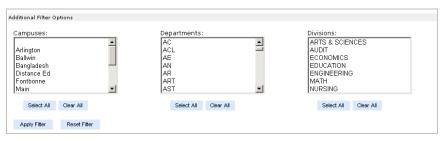


Figure 27: Department and Division Filters

5. Click **Apply Filter**. Only classes that meet the selected criteria display.

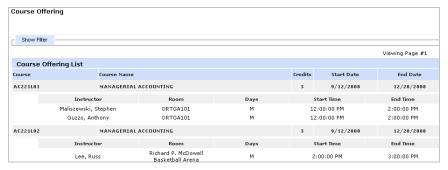


Figure 28: Sample Course Offering list

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

Course Master

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

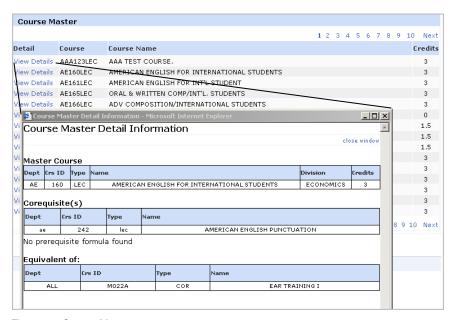


Figure 29: Course Master

Degree Information

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



Step-By-Step: View a Degree Program

 Click Degree Information on the navigation bar and select the appropriate revision term.

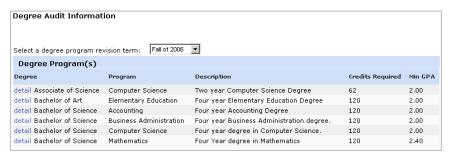


Figure 30: Degree Audit

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

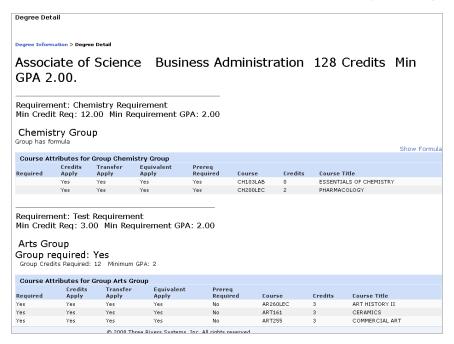


Figure 31: Degree Program Information Detail

Stop Registration

Advisors have the ability to prevent their advisees from online registering until the advisee has met with the advisor. It is also configurable through CAMS Manager to have all students in a term default to Stop Registration (see the section on Student Portal Configuration in the **CAMS Manager Module.pdf**).



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

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

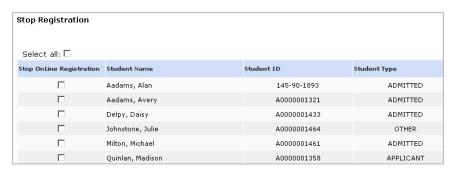


Figure 32: Stop Online Registration

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



Note: Your CAMS Manager can help set the default for your institution for Stop Online Registration checked until they have met with their advisor. This would be done through the FacultyPortalStopReg SQL table.

Registration

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

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

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

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

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



Step-By-Step: Register a Student

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

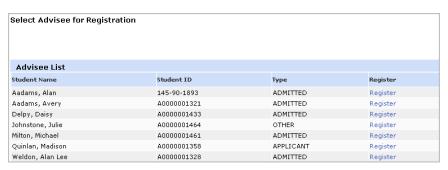


Figure 33: Advisee List

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

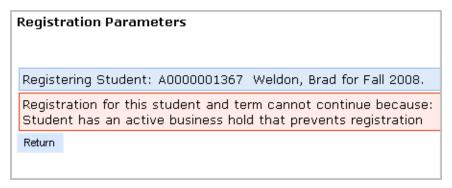


Figure 34: Student Alert

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

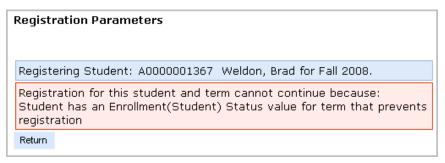


Figure 35: Student prevented from registering



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

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

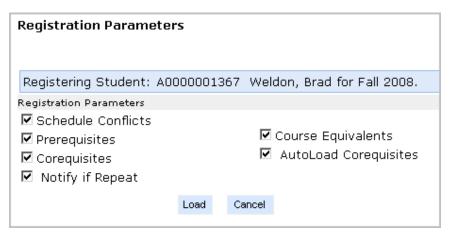


Figure 36: Registration Parameters

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

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

register the student for the class.

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



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

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

Co Requisites: If student is not registered for a Co Requisite course, a warning prompt will appear, but user will be able to continue with registration of original class. If the student has already met a co-requisite in a previous term, a notice will display indicating the co-requisite has already been met.

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

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

5. Click the **Load** button to register the student for courses. Courses already registered display at the top of the page. Click the **Drop** checkbox to remove any unwanted classes (officially registered classes may not be dropped). The portal immediately removes it from the current schedule. A course labeled **Not Allowed** cannot be dropped from the portal and must be dropped by the Registrar.

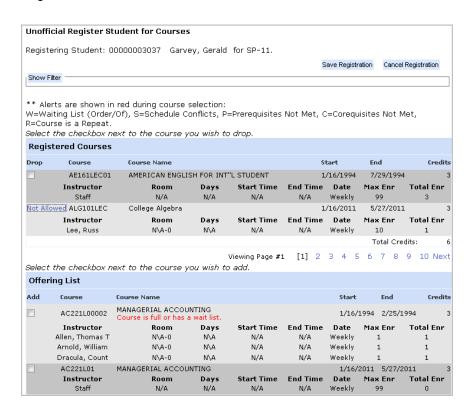


Figure 37: Current Schedule

6. Click Show Filter to expand the Course Filter Options. Use the filter to sort classes by Department, Course #, Course Type, Section, Days of the week, and Time From and Time To. Click Apply Filter to sort the Offering according to the criteria selected. To clear the sort, click Clear Filter then Apply Filter. The entire offering displays below the student's current schedule.

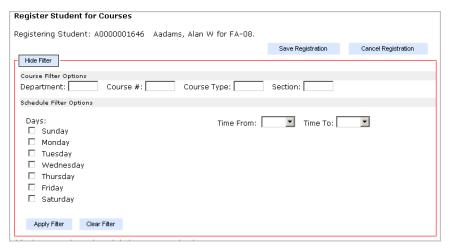


Figure 38: Course Filter Options

7. The Offering List displays below the student's Current Schedule. Click the check box next to the course you want to add. It immediately displays under the student's current schedule unless there are pre-requisites, waiting list, or repeated. It will then ask related questions before proceeding to register the student for that class. Repeat until all courses have been selected for the student. Courses labeled Last Add are past the date this course may be registered.



Figure 39: Offering List

8. When selecting courses that utilize relative start dates, such as a 30 day course within a 4 month term, the Register Class Options page displays where you can choose to Register or Cancel adding this course. To register this course, select Yes and enter the Start Date for the course then click Continue to return to the Registration page. The End Date will calculate automatically according to the length of the course. You must adhere to the Restriction Information displayed for each course when choosing the Start Date.

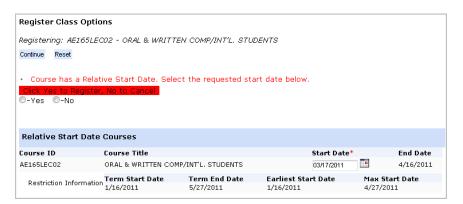


Figure 40: Register Class Options

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



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

Academic

Class Roster

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



Step-By-Step: Access the Class Roster

 Click Class Roster on the Navigation Bar. By default none of the instructor's students display. A drop-down menu displays which allows the instructor to select a course they are teaching this term, which will display only those students in that class. All courses the instructor is teaching this term may be selected to display all students in all courses.

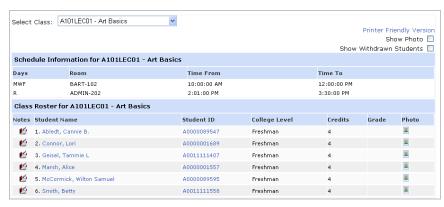


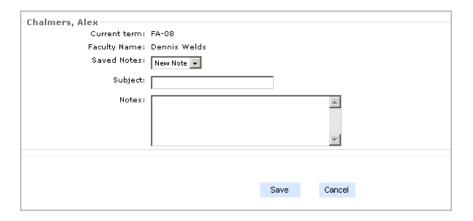
Figure 41: Class Roster Selection

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



Note: From the Faculty Portal, faculty can view notes they enter from the Faculty Portal and public notes entered from within CAMS Enterprise. If the faculty has a CAMS user ID linked to their faculty account in CAMS, private notes entered in CAMS by this user will be viewable from the Faculty Portal and private notes entered from the portal can be viewed from within CAMS.

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



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



Step-By-Step: Printer-Friendly Class Roster

Class Rosters may be printed with or without student photos.

- 1. Select **All Courses for Term** or an individual course from the Class Roster drop-down.
- 2. Check the box next to Show Photo if you wish to include student photos in the printed roster.



Figure 43: Class Roster Show Photo

3. Click the **Printer Friendly Version** link to display the printer-friendly class roster. The page opens and is sent to your default printer.

Directory

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



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

E-mail Students

You can email select students, an entire class, all students in all your classes, or just your advisees.



Step-By-Step: Email Students

 Click E-mail Students on the navigation bar. An email template page displays.

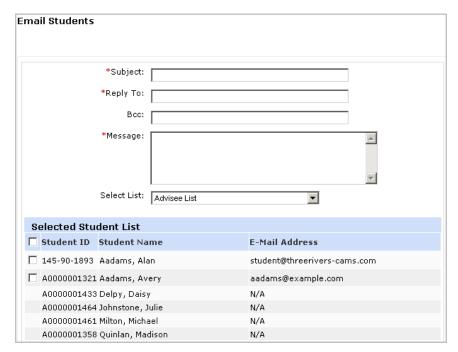


Figure 44: Email Class

- Select individual students or check Select All for every student. Students without an email address do not have a checkbox.
- Enter a Subject, Reply To and a Message (All required fields). Click Send.
 The BCC field will only send BCC emails to email addresses entered into the field separated by a semi-colon.



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

4. After the email has been sent if you click the **Back** button you will return to email screen and all Subject, Reply To and Message fields will have retained what was sent previously. You can then select a different set of students, modify the message, or change the reply to field and send the new email. To send an email to all students in all your courses please refer to the Course Management document for detailed instructions.

Faculty Contact

From this screen Faculty can update their personal contact information, as displayed in the Student portal.

Course Management

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



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

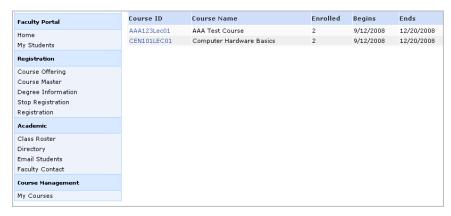


Figure 45: Course Management

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