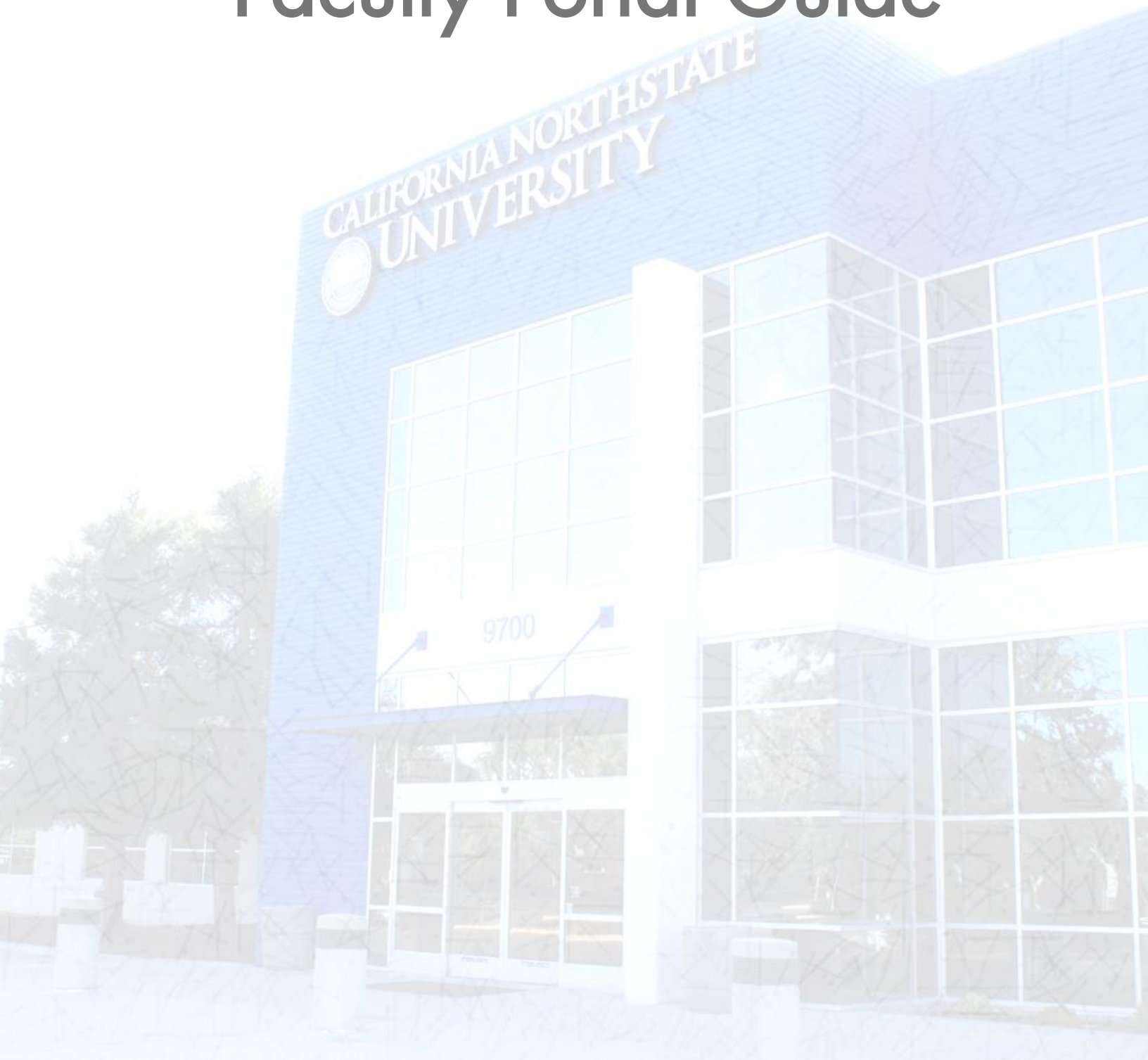


CNU

Faculty Portal Guide



CNU Faculty Portal Guide

Table of Contents

Faculty Portal.....	3
Logging In When You Are Off Campus.....	3
Logging In When You Are On Campus.....	4
Step-By-Step: Log In to the Faculty Portal	5
Step-By-Step: Recovering Forgotten Passwords	7
Changing Theme and Font Size	8
Change Term.....	8
Edit Address.....	9
Change Password.....	9
Logout	10
My Students.....	11
Step-By-Step: View a Student’s Transcript.....	11
Step-By-Step: View a Student’s Schedule	12
Step-By-Step: View a Student’s Grades	13
Student Risk (Academic Alert/Early Warning Tracking)	14
Step-By-Step: Add a Student Risk Indicator	14
My Schedule	15
Registration	16
Academic.....	17
Class Roster	17
Step-By-Step: Access the Class Roster.....	17
Step-By-Step: Printer-Friendly Class Roster.....	18
Directory	19
Email Students	20
Faculty Contact	21
Course Management.....	22
Submitting Grades	22
Step-By-Step: Entering and Submitting Final Grades.....	22
Attendance Entry.....	25
Step-By-Step: Entering and Submitting Attendance.....	25

Faculty Portal

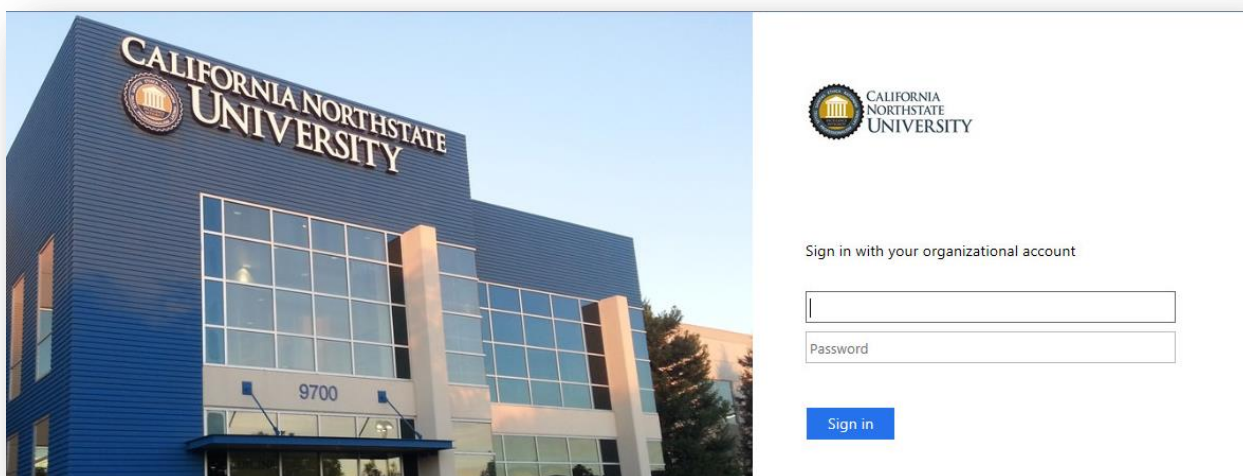
Logging In When You Are Off Campus

1. Go to <https://cams.cnsu.edu/Faculty>


For your log in, type the following:

cnsu\“YOUR CNU Network Account”

“YOUR CNU Network Account” is the same account you use to access your work computer and Email services. Use your username and password to sign in to your network account



2. You will be automatically redirected to the log in screen for your faculty portal. Log in here with your Username and Password that was provided to you by the Office of the Registrar. Select the term you would like to view and click “Login.”

 CALIFORNIA NORTHSTATE UNIVERSITY
 FACULTY PORTAL
California Northstate University

Friday, September 04, 2015

Faculty Portal Login

Note: Required fields are marked with an asterisk ()*

*Username:

*Password:

Term:

Forgot Password?

Contact your portal admin if you forgot your Username

2012-2015 California Northstate University © 2015 Three Rivers Systems, Inc. All rights reserved.

Logging In When You Are On Campus

Access the portal via <http://cams.cnsu.edu/faculty/login.asp>.

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:

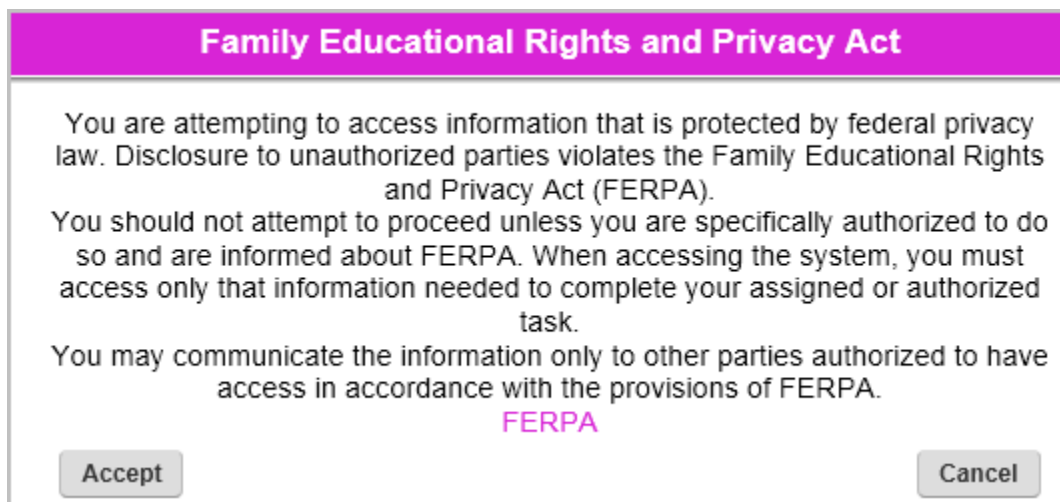
- Windows – Internet Explorer 8 & 9 and Firefox 5.x or greater
- Mac – Safari 4 (or greater) and Firefox 5.x or greater

Note: When viewing non-English languages, users browsing the portals must set their browser to UTF-8 encoding. Internet Explorer's Compatibility View should be turned off.

The screenshot shows the Faculty Portal Login page for California Northstate University. The page header includes the university logo and name on the left, and the text "FACULTY PORTAL" and "California Northstate University" on the right. The date "Friday, September 04, 2015" is displayed in the top right corner. A purple banner across the page reads "Faculty Portal Login". The main content area features a login form with the following fields: "*Username:" with a text input field, "*Password:" with a text input field, and "Term:" with a dropdown menu currently set to "FALL 2015". Below the fields is a "Login" button. A note above the fields states "Note: Required fields are marked with an asterisk (*)". Below the "Login" button, there is a link for "Forgot Password?" and a note: "Contact your portal admin if you forgot your Username". The footer of the page contains the text: "2012-2015 California Northstate University © 2015 Three Rivers Systems, Inc. All rights reserved."

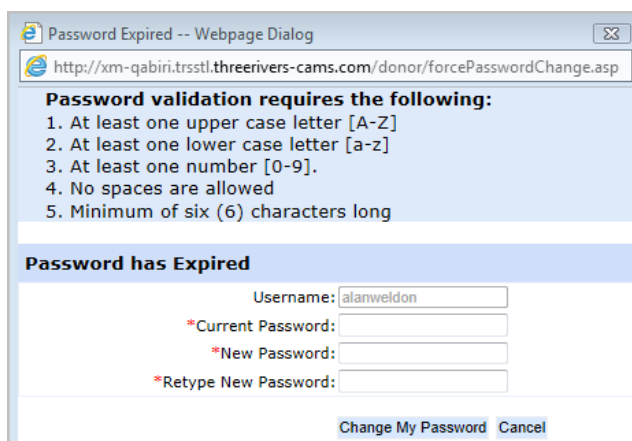
Step-By-Step: Log In to the Faculty Portal

1. Upon accessing the Faculty Portal, if your browser is not set to allow pop-ups for this site, you will be presented with a message indicating you need to allow pop-ups. This is necessary to allow you to change an expired password. You will need to disable all pop-up blockers or allow pop-ups for this site.
2. Enter your **User name**, **Password** (case sensitive) and select the term.
3. Click the **Log In** button to enter the Faculty Portal.



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.

If your password has expired a Password Expired dialog box will display in which you can change your password. Enter your current password, then your new password and confirm your new password. Click **Change My Password** to accept and log in.

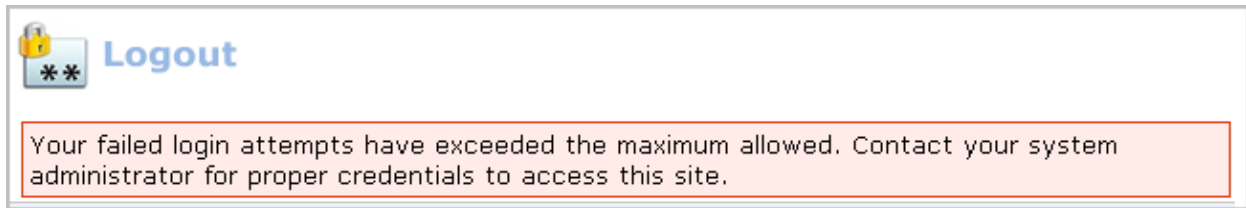


WARNING: To avoid denial of service attacks, if a user attempts to log in unsuccessfully, the next 4 successive login attempts will be delayed. After the 5th attempt, their IP address will be locked from further

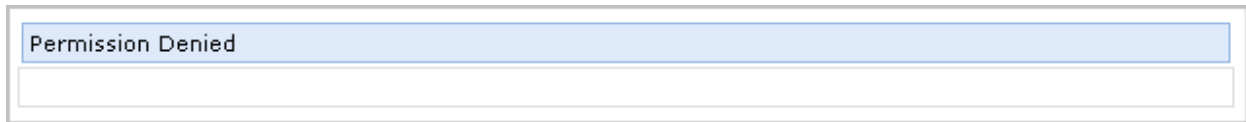
access. See the CAMS Manager document for instructions to enable/disable the IP lockout function. The following pop up will display after the 5th failed attempt:



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



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



Please contact IT to unlock your IP address.

Step-By-Step: Recovering Forgotten Passwords

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

2012-2015 California Northstate University © 2015 Three Rivers Systems, Inc. All rights reserved.

2. The user name and e-mail address and CAPTCHA validation will be requested.

2012-2015 California Northstate University © 2015 Three Rivers Systems, Inc. All rights reserved.

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.

Changing Theme and Font Size

Portal theme colors and font size can be easily changed by simply clicking one of the colored squares or one of the letters "A" in the left side menu.

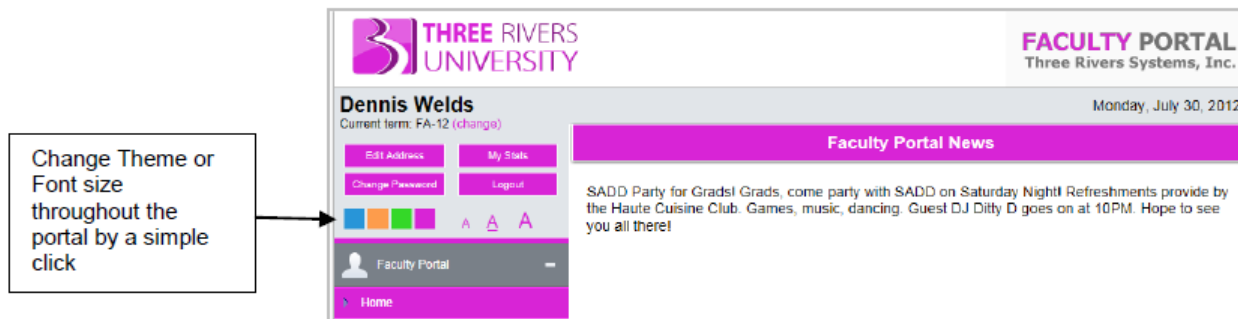
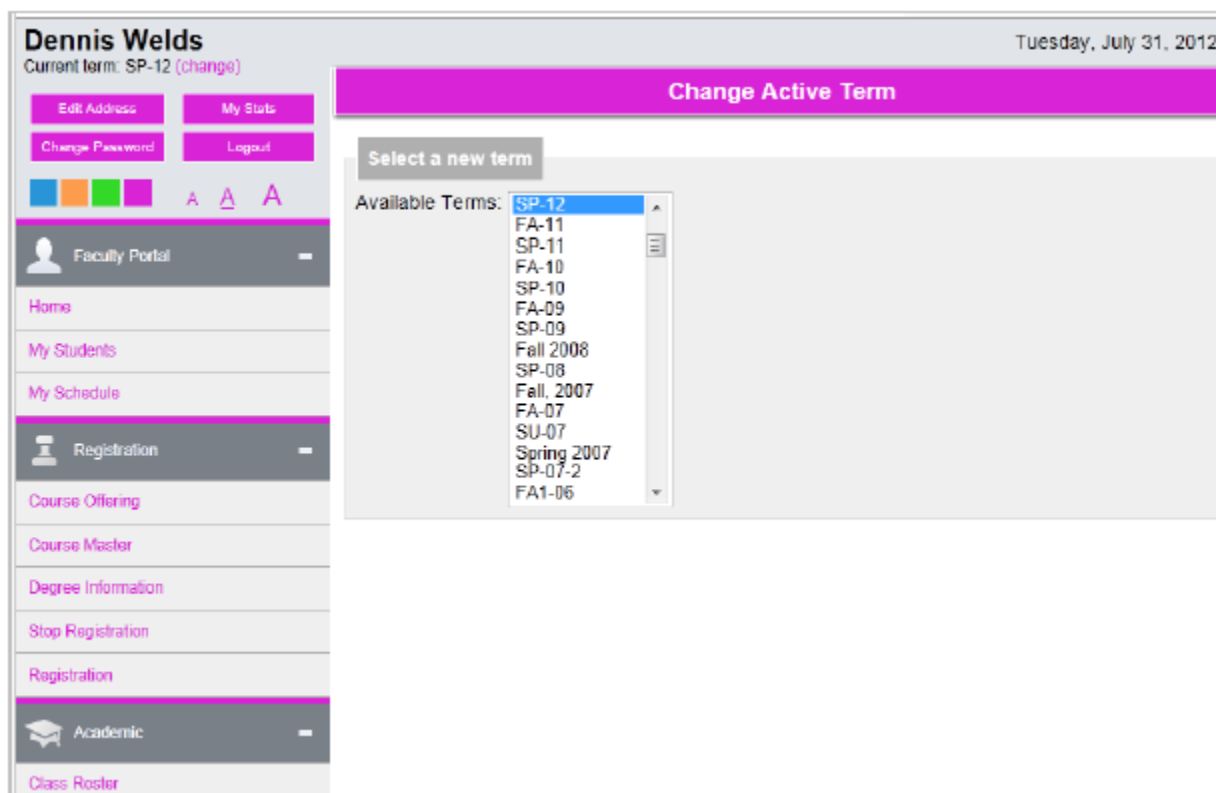


Figure 10: Change Theme or Font Size

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.



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.

Dennis Welds Tuesday, July 31, 2012
Current term: SP-12 (change)

My Address Information

Show on Directory:

Edit	Type	Listing	Phone	Email
Edit	Local	123 Main St. Louis, MO 63141		dwelds@trsuniv.edu
Edit	Home	123 Main St. Louis, MO 63141		dwelds@trsuniv.edu
Edit	Billing	123 Main St. Louis, MO 63141		dwelds@trsuniv.edu

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.

Change Password

*Old Password

*New Password

*Retype New Password

[Change My Password](#) [Cancel](#)

Password validation requires the following:

1. At least one upper case letter [A-Z]
2. At least one lower case letter [a-z]
3. At least one number [0-9]
4. No spaces are allowed
5. Minimum of six (6) characters long

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.

The screenshot displays a user interface for a Faculty Portal. On the left side, there is a user profile for **Dennis Welds** with the current term listed as **SP-12** and a **(change)** link. Below the profile are several buttons: **Edit Address**, **My Page**, **Change Password**, and **Logout**. The **Logout** button is circled in red. Below these buttons are four colored squares (blue, orange, green, purple) and three upward-pointing triangles. A **Faculty Portal** menu is visible, containing **Home** and **My Students** options. On the right side, a purple banner reads **Faculty Portal News**. Below this banner, a **Meeting Notice** is displayed, stating: **Faculty meeting today at 3 PM in the auditorium. All faculty must attend.**

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.

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

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

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. Click the **Transcript** link to view the student's Unofficial Transcript.

Faculty Portal Advisor Transcript for Wells, Cody						
Major(s):			Birth Date: 4/7/1985			
(1) Degree: Bachelor of Science						
Transfer: No						
Conferred:						
Major: Chemistry						
GPA Group: UnGrad						
Term: SP-06						
Course	Course Name		Credits	Grade	Category	Repeat
CEN201LEC	Computer Software Basics		3.00	A	Curriculum	No
CEN301LEC	Computer Networking Basics		3.00	B-	Curriculum	No
	Attempted	Earned	GPA Hours		Grade Points	GPA
Term	6.00	6.00	6.00		20.10	3.35
Cumulative	6.00	6.00	6.00		20.10	3.35
Term: Spring 2007						
Course	Course Name		Credits	Grade	Category	Repeat
AC221L	MANAGERIAL ACCOUNTING		3.00	B	Curriculum	No
	Attempted	Earned	GPA Hours		Grade Points	GPA
Term	3.00	3.00	3.00		9.00	3.00
Cumulative	9.00	9.00	9.00		29.10	3.23

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

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

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. 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.

Rogers, Kristin												
MY STUDENTS ▶ STUDENT OPTIONS ▶ STUDENT SCHEDULE												
												<input checked="" type="checkbox"/> Show waitlist courses?
Matrix Schedule for Rogers, Kristin for the FA-12 term												
Start Time	Monday	Tuesday	Wednesday	Thursday	Friday							
08:00 AM	Computer Hardware Basics		Computer Hardware Basics		Computer Hardware Basics							
09:00 AM	ENGLISH COMP I			ENGLISH COMP I								
Student Schedule												
Dept	Crs ID	Type	Section	Course Name	Instructor	Days	Room	Time	Date	Credits	Attendance	
ENG	101	LEC	01	ENGLISH COMP I	Anderson, John	TR	ADMIN-303	09:00 AM - 11:50 AM	Weekly	3	Show	
GEN	101	LEC	01	Computer Hardware Basics	Welds, Dennis	MWF	ADMIN-301	08:00 AM - 09:50 AM	Weekly	3	Show	
Total Credits: 6												
No waitlist courses were found.												

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

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

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 **Grade Report** link, and then choose Mid Term, Final, or Narrative Grades from the drop down.

Grade Type: Final Grades						
Student Information						
Student ID: A000001314 Student Name: Cody Wells Phone: 314-386-8616		Address: 174 Clarkson Road Ellisville, MO 63011		Degree Prog: Computer Science		Advisor: Dennis Welds
FINAL Grades Information						
Course ID	Course Name	Credits	Grade	GPA Hrs	Grade Points	
AAA123LEC01	AAA Test Course	3.00	A	3.00	12.00	
BIO221LEC01	NUTRITION	2.00	B-	2.00	5.40	
ENG101LEC02	ENGLISH COMP I	3.00	A	3.00	12.00	
HIS301LEC02	World History	3.00	A	3.00	12.00	
WET100AIR01	Underwater Breathing	3.00	B+	3.00	9.90	
ZTC101LEC01	Z Test Course	3.00	A	3.00	12.00	
Term/Cumulative Summary						
	Attempted	Earned	GPA Hours	Grade Points	GPA	Comp Ratio
Term	17.00	17.00	17.00	63.30	3.72	100.00 %
Cumulative	67.00	67.00	67.00	177.40	2.65	100.00 %

Student Risk (Academic Alert/Early Warning Tracking)

Student Risk is utilized to track risk factors for students in the Faculty Portal. Faculty may view and add Student Risk entries for students in their courses and for their advisees. At CNU, Student Risk is considered an Academic Alert, Early Warning or whichever term the specific college chooses.

Note: Student Risk Indicators or Notes cannot be deleted from the Faculty Portal. Notes cannot be edited or deleted from CAMS or the Faculty Portal. Student Risk Indicators with notes cannot be deleted from CAMS.

Step-By-Step: Add a Student Risk Indicator

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 selected term.
2. Click the **Student Risk** link. Any existing entries will display. Notes for Student Risk Indicators display immediately below each entry.

Action	Entry Date	Category	Type	Status
Edit	3/26/2014	Academic	Attendance	Medium
DENNISW 3/26/2014 3:09:11 PM Contact student regarding possible attendance issues.				
<input type="button" value="Add Note"/>				

3. Click Edit to modify or click Add New Student Risk to open a new detail entry form.

Add Student Risk

*Date:
 ex. mm/dd/yyyy

*Risk Category:


Risk Type:

*Risk Status:

4. The Date defaults to the current date.
5. Select the required Risk Category.
6. Once the Risk Category has been selected, the Risk Type drop-down will populate with the types associated with that category. Select a Risk Type if desired.
7. Select the required Risk Status.
8. Click Add or Update Student Risk to save or click Cancel to exit the detail screen without saving.

My Schedule

The My Schedule link displays courses for which you are scheduled in the selected current term. Building, room, meeting days, start time, end time, 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.

Faculty Teaching Schedules						
						
Meeting Days Legend: U = Sunday, M = Monday, T = Tuesday, W = Wednesday, R = Thursday, F = Friday, and S = Saturday						
Faculty Course Schedule						
Flexible Schedule	Course	Title	Start Date	End Date	Credits	Max / Current Enrollment
No	CEN101LEC01	Computer Hardware Basics	8/23/2012	12/17/2012	3.00	25 / 4
Schedule						
	Building	Room	Meeting Days	Start Time	End Time	
	Administration Building	ADMIN-301	MWF	08:00 AM	09:50 AM	
No	CEN102LEC01	Computer Hardware Troubleshooting	8/23/2012	12/17/2012	3.00	20 / 0
Schedule						
	Building	Room	Meeting Days	Start Time	End Time	
	Administration Building	ADMIN-302	TR	01:00 PM	03:50 PM	

Registration

This section is not currently being used. We will update you in the future if and when this changes.

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

1. 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.

Class Roster









Select Class: CEN101LEC01 - Computer Hardware Basics

 Show Photo In Printer Friendly Version Show Withdrawn Students

Schedule Information for CEN101LEC01 - Computer Hardware Basics

Days	Room	Time From	Time To
MWF	ADMIN-301	8:00:00 AM	9:50:00 AM

Class Roster for CEN101LEC01 - Computer Hardware Basics

Notes	Student Name	Student ID	College Level	Credits	Grade	Photo
	1. Gill, Cameron	T0000001656		3		
	2. Hoover, Kent	T0000001657		3	A	
	3. McCoy, Betty	T0000001658		3	A-	
	4. Rogers, Kristin	T0000001655		3		

2. 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.

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

The screenshot shows a web form titled "Student Notes" for a student named "Gill, Cameron". The form contains the following fields and controls:

- Current term:** FA-12
- Faculty Name:** Dennis Welds
- Saved Notes:** A dropdown menu currently showing "New Note".
- Subject:** An empty text input field.
- Notes:** A large empty text area for entering the note's content.
- Buttons:** "Save" and "Cancel" buttons are located at the bottom right of the form.

- 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.
- Enter the body of the note. You will be the only person who can view the text within the body of the note.
- Click the **Submit** button to save the note, or **Cancel** to discard.
- Click the student name to view address information for the student.
- 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.

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

Class Roster







Select Class: CEN101LEC01 - Computer Hardware Basics ▼

 **Show Photo In Printer Friendly Version** **Show Withdrawn Students**

Schedule Information for CEN101LEC01 - Computer Hardware Basics

Days	Room	Time From	Time To
MWF	ADMIN-301	8:00:00 AM	9:50:00 AM

Class Roster for CEN101LEC01 - Computer Hardware Basics

Notes	Student Name	Student ID	College Level	Credits	Grade	Photo
	1. Gill, Cameron	T0000001656		3		
	2. Hoover, Kent	T0000001657		3	A	
	3. McCoy, Betty	T0000001658		3	A	

- 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.

Email Students

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

1. Click **Email Students** on the navigation bar. An email template page displays.

Email Students

*Subject:

*Reply To:

Bcc:

*Message:

Select List: ▼

Selected Student List

	Student ID	Student Name	E-Mail Address
<input type="checkbox"/>	A0000001451	Adams, Mark	markadams@example.edu
	A0000001561	Garvey, Jerry	N/A
<input type="checkbox"/>	A0000001560	Garvey, Mike	mgarvey@example.com
<input type="checkbox"/>	T0000001651	Grant, Mary	mmarygrant@example.com

2. Select individual students or check **Select All** for every student. Students without an email address do not have a checkbox.
3. 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.

Click **Faculty Contact** in the menu bar to open the detail screen. Enter desired information then click **Update My Contact Info**. After updating, click **Preview My Contact Info** to view the information as seen from the Student Portal. (Please note that the Student Portal is not yet live.)

Faculty Contact

Faculty Contact

To change any of the following information, please contact the CAMS Enterprise Manager.

Title: Instructor
 Name: Dennis Welds
 Email: dwelds@trsuniv.edu
 Work Phone: (636) 555-1212

To update your personal information, edit the pertinent fields below and click the Update My Contact Info button.

Office Location:

Office Hours:

Notes:

Personal Link:

Preferred Name:


Update My Contact Info
Preview My Contact Info

Faculty Preview Mode
 Current term: FA-12

A A A

Faculty Preview Mode

Close window or tab to end preview mode.

Powered By


Instructor Dennis Welds: (Dennis)
 Office Location: Building A, Room 231
 Office Hours: 3 PM to 5 PM
 Work Phone: (636) 555-1212
 Email: dwelds@trsuniv.edu
 Personal Link: <http://threeriverssystems.com>
 Notes: Please make an appointment.

Course Management

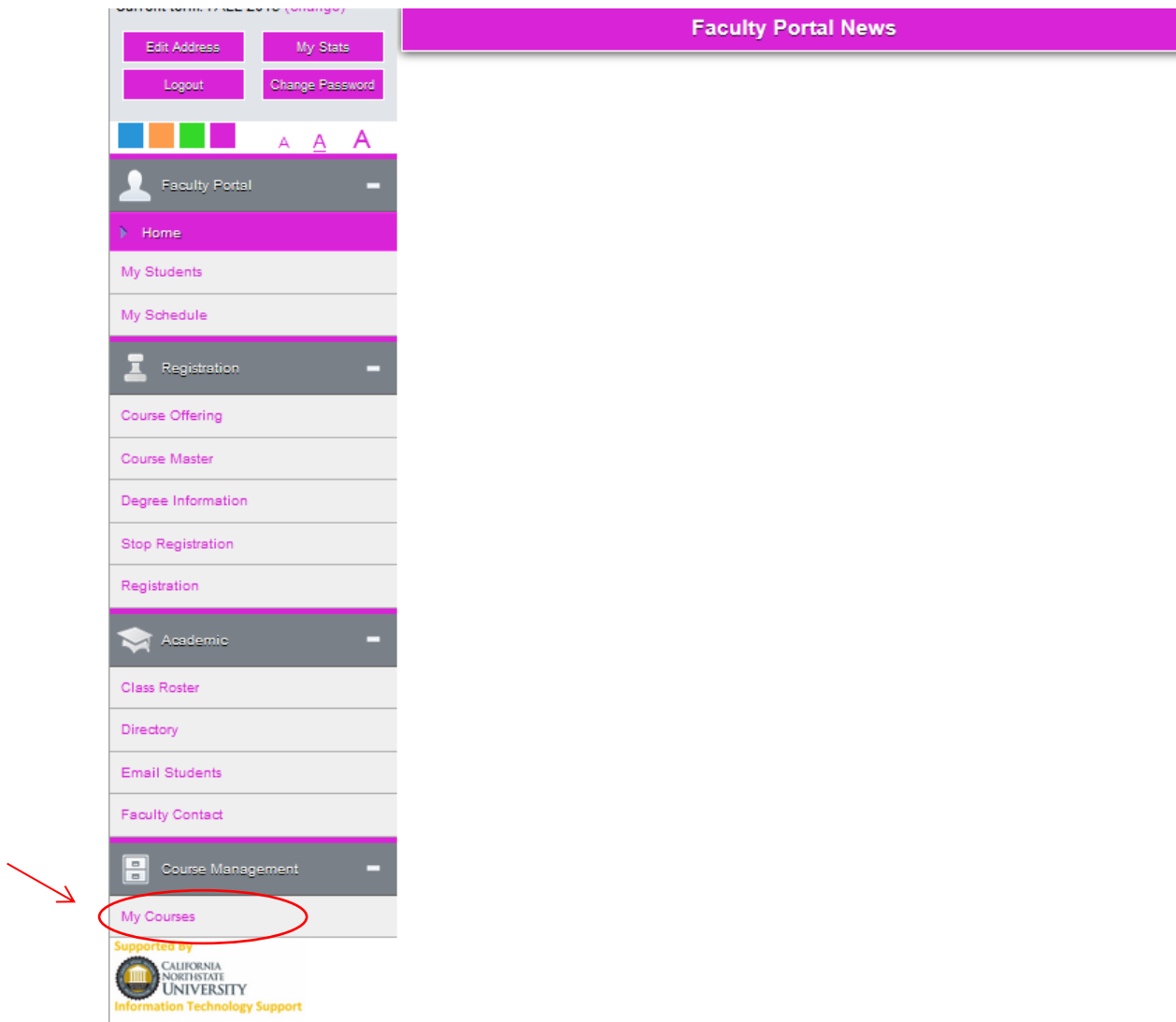
Submitting Grades

Grades are to be entered into CAMS through the faculty & staff portal.

Step-By-Step: Entering and Submitting Final Grades

Final Grade Entry

1. Click on **My Courses**



2. Click on the appropriate course
3. From the Course Options click the **Direct Grade Submit** link.
4. Choose the Final option from the Grade Type drop down.
5. Select the **Submit** checkbox for those students for which you wish to enter grades.
6. Enter grades. The Narrative option is available for Colleges who use narrative grades.

MY COURSES ▸ COURSE OPTIONS ▸ DIRECT GRADE SUBMIT

Grade Type: Final

Grade Submission

Click Submit Grades to Save.

* Must Enter Letter or Number Grade

Submit	Student ID	Student Name	Narrative	Previous Grade	Midterm Grade	Midterm Number Grade	Final Grade	Final Number Grade	Last Day of Attendance
<input type="checkbox"/>	A0000001519	Green, Gary	...		D	66.667	*	*	
<input type="checkbox"/>	A0000001338	Wells, Mark	...		A+	100	*	*	

Submit Grades Cancel

- Click **Submit Grades**. Once grades or last day of attendance are submitted, the only way to change them is clear the grade through Registration >Academic >Grades >Grade Entry.

Note: If the student list spans multiple pages, changing to a different page will submit grades already selected.

- Grade changes can be requested through the Faculty Portal **Direct Grade Submit** link.
- Click the **Change Request** link, which will be displayed for grades that have already been submitted.

MY COURSES ▸ COURSE OPTIONS ▸ DIRECT GRADE SUBMIT

Grade Type: Midterm

Grade Submission

* Must Enter Letter or Number Grade

Submit	Student ID	Student Name	Narrative	Previous Grade	Midterm Grade	Midterm Number Grade	Final Grade	Final Number Grade	Last Day of Attendance
Change Request	A0000001519	Green, Gary	N/A		D	66.667			
Change Request	A0000001338	Wells, Mark	N/A		A+	100			

Submit Grades Cancel

10. Enter a reason for the change and click **Send Request**.

[MY COURSES](#) ▶ [COURSE OPTIONS](#) ▶ DIRECT GRADE SUBMIT

Request a midterm Grade Change for **Green, Gary**

Provide a Reason for this Change: *

11. An email requesting a change to the grade and reason for the change will be sent to the Office of the Registrar.
12. After the Registrar clears the requested grade, the Faculty may re-enter that grade for direct submittal into the grade entry.

***Note:** Narrative grade information can be added through the Final grade entry screen, prior to the submission of the Final grade. Once the Final grade has been entered, narrative grades cannot be added or edited through the portal.*

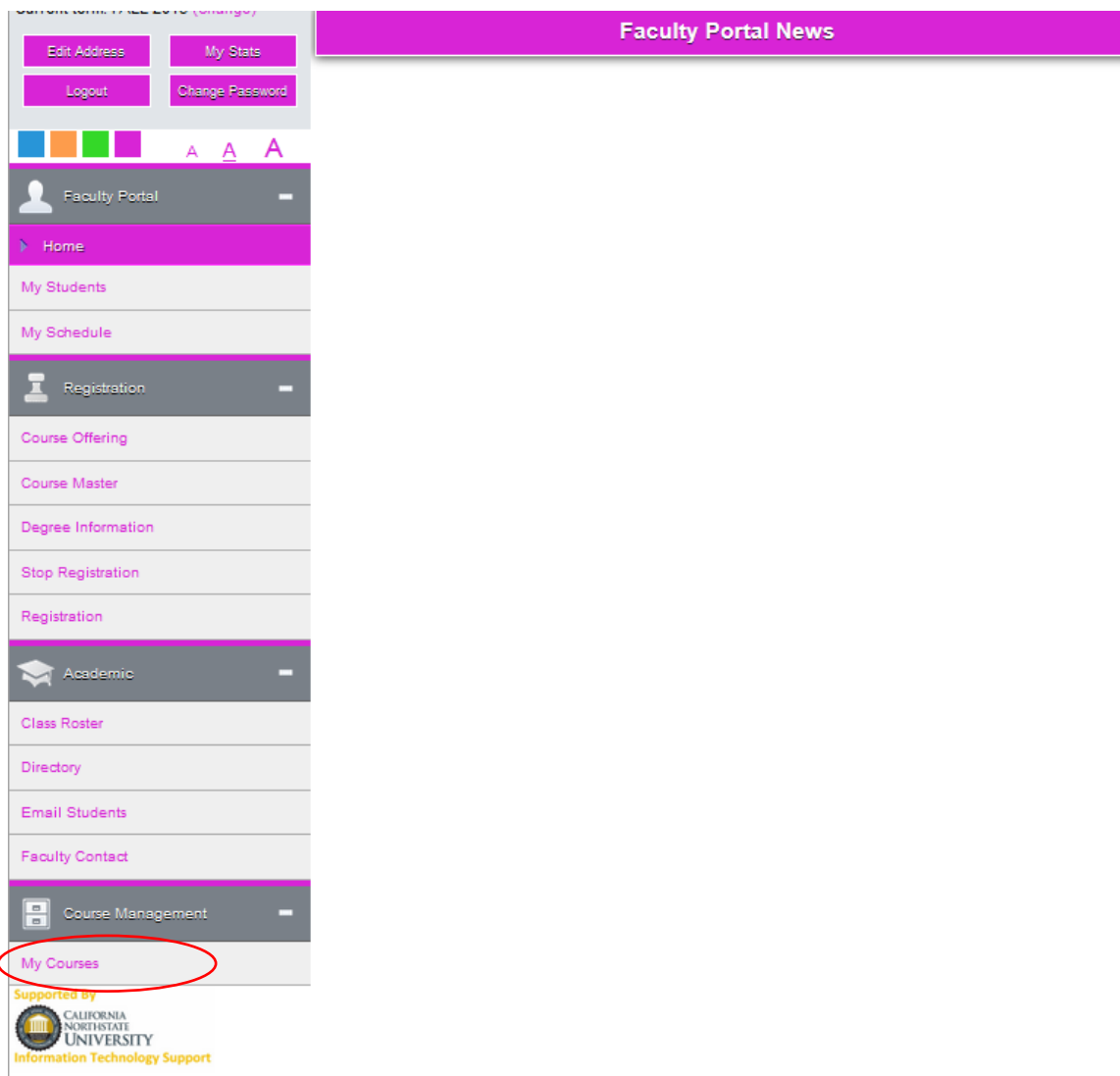
Attendance Entry

Step-By-Step: Entering and Submitting Attendance

Final grades are to be entered into CAMS through the faculty & staff portal.

Final Grade Entry

1. Click on **My Courses**



2. Click on the appropriate course
3. Under Course Attendance, click **Attendance Entry**
4. Enter the appropriate Attendance Date
5. Click on **Load Daily Attendance**
6. Once you have marked all students as Present or Absent, click **Save Daily Attendance**. Attendance will now be viewable by the Office of the Registrar staff.