CNU Faculty Portal Guide

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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.”
Logging In When You Are On Campus

Access the portal via [http://cams.cnsu.edu/faculty/login.asp](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.
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.

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**Family Educational Rights and Privacy Act**

You are attempting to access information that is protected by federal privacy law. Disclosure to unauthorized parties violates the Family Educational Rights and Privacy Act (FERPA). You should not attempt to proceed unless you are specifically authorized to do so and are informed about FERPA. When accessing the system, you must access only that information needed to complete your assigned or authorized task.

You may communicate the information only to other parties authorized to have access in accordance with the provisions of FERPA.

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**.

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.
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.

![Change Theme or Font size throughout the portal by a simple click](image)

**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.

![Change Active Term](image)
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.

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.

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.

**Meeting Notice**
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.
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.

![Matrix Schedule Example]

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

<table>
<thead>
<tr>
<th>Action</th>
<th>Entry Date</th>
<th>Category</th>
<th>Type</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit</td>
<td>3/26/2014</td>
<td>Academic</td>
<td>Attendance</td>
<td>Medium</td>
</tr>
</tbody>
</table>

DENNISW 3/26/2014 3:09:11 PM
Contact student regarding possible attendance issues.

Add Note

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Start Date</th>
<th>End Date</th>
<th>Credits</th>
<th>Max / Current Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEN101LEC01</td>
<td>Computer Hardware Basics</td>
<td>02/23/2012</td>
<td>02/17/2012</td>
<td>3.00</td>
<td>25 / 4</td>
</tr>
<tr>
<td>CEN102LEC01</td>
<td>Computer Hardware Troubleshooting</td>
<td>02/23/2012</td>
<td>02/17/2012</td>
<td>3.00</td>
<td>20 / 0</td>
</tr>
</tbody>
</table>

**Meeting Days Legend:** U = Sunday, M = Monday, T = Tuesday, W = Wednesday, R = Thursday, F = Friday, and S = Saturday
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](image)

   **Class Roster**

   **Select Class:** CEN101LEC01 - Computer Hardware Basics

   ![Show Photo In Printer Friendly Version](image)

   ![Show Withdrawn Students](image)

   **Schedule Information for CEN101LEC01 - Computer Hardware Basics**

<table>
<thead>
<tr>
<th>Days</th>
<th>Room</th>
<th>Time From</th>
<th>Time To</th>
</tr>
</thead>
<tbody>
<tr>
<td>MWF</td>
<td>ADMIN-301</td>
<td>8:00:00 AM</td>
<td>9:50:00 AM</td>
</tr>
</tbody>
</table>

   **Class Roster for CEN101LEC01 - Computer Hardware Basics**

<table>
<thead>
<tr>
<th>Notes</th>
<th>Student Name</th>
<th>Student ID</th>
<th>College Level</th>
<th>Credits</th>
<th>Grade</th>
<th>Photo</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Note" /></td>
<td>Gill, Cameron</td>
<td>T000001656</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Note" /></td>
<td>Hoover, Kent</td>
<td>T000001657</td>
<td>3</td>
<td>A</td>
<td></td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Note" /></td>
<td>McCoy, Betty</td>
<td>T000001658</td>
<td>3</td>
<td>A-</td>
<td></td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Note" /></td>
<td>Rogers, Kristin</td>
<td>T000001655</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

![Student Notes](image-url)

4. 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.

5. Enter the body of the note. You will be the only person who can view the text within the body of the note.

6. Click the **Submit** button to save the note, or **Cancel** to discard.

7. Click the student name to view address information for the student.

8. 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 In Printer Friendly Version** if you wish to include student photos in the printed roster.
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.
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](EmailStudents.png)

   1. Select List: [Advisee List]

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.)
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.
7. 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.*

8. Grade changes can be requested through the Faculty Portal **Direct Grade Submit** link.

9. Click the **Change Request** link, which will be displayed for grades that have already been submitted.
10. Enter a reason for the change and click **Send Request**.

![Request a midterm Grade Change for Green, Gary](image)

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.