THREE RIVERS ®
SYSTEMS

CAMS® Enterprise

Faculty Portal

Three Rivers Systems, Inc.
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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 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.*

Figure 1: Log In

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.

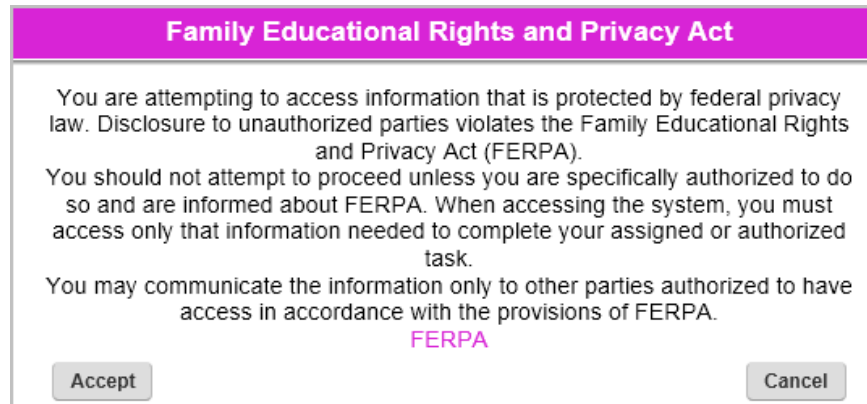3. Click the **Log In** button to enter the Faculty Portal.

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.

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.
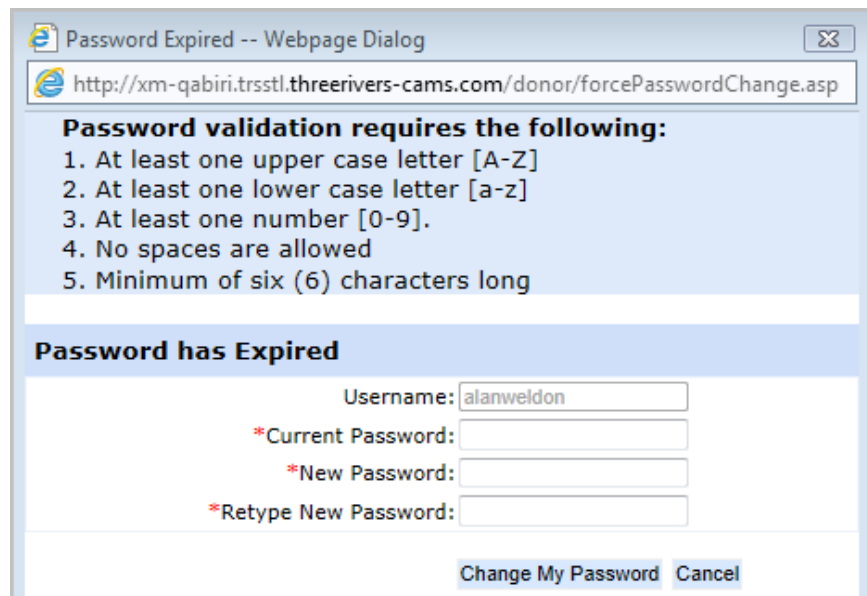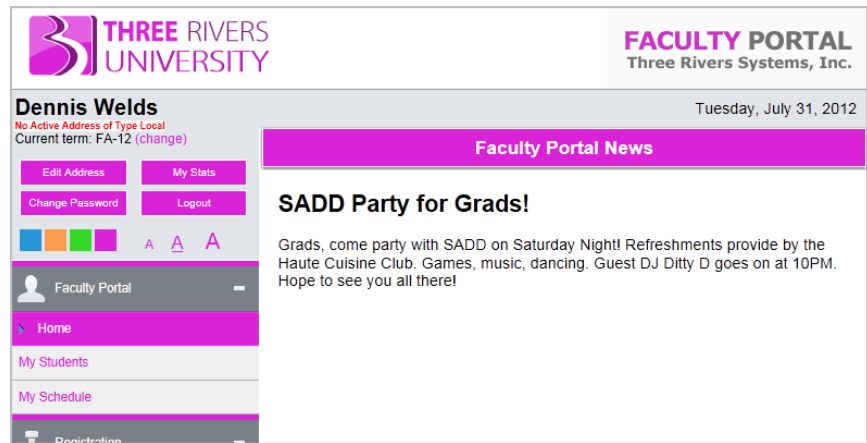

Figure 3: Password Expired

Figure 4: 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 under the users name.*

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 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:
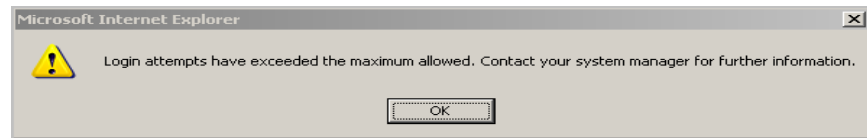

Figure 5: Login attempt exceeded

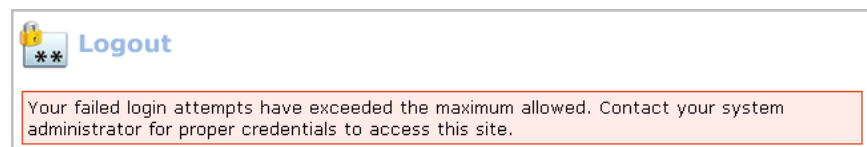**Upon closing the pop up, the portal will display the following:**

Figure 6: 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:
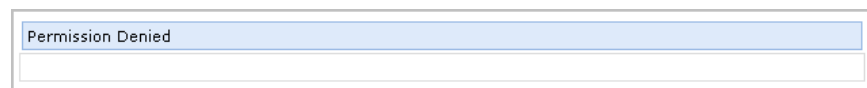

Figure 7: Return to Portal log in before IP unlocked

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 8: Faculty Login Page

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

Figure 9: Reset password CAPTCHA validation

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 Theme & 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.
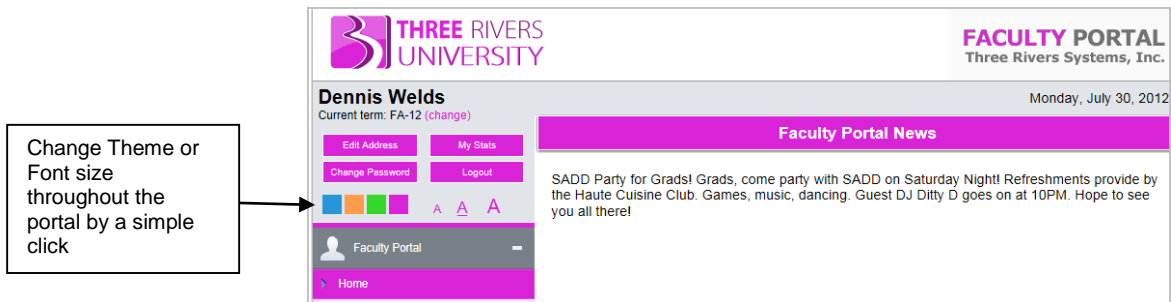
Change Theme or Font size throughout the portal by a simple click

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.
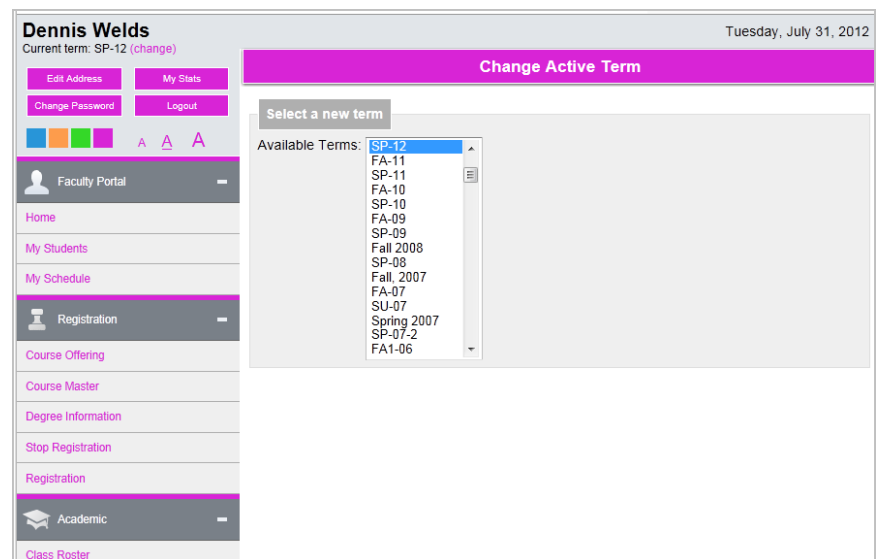
Figure 11: Change Term

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 12: 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 13: 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

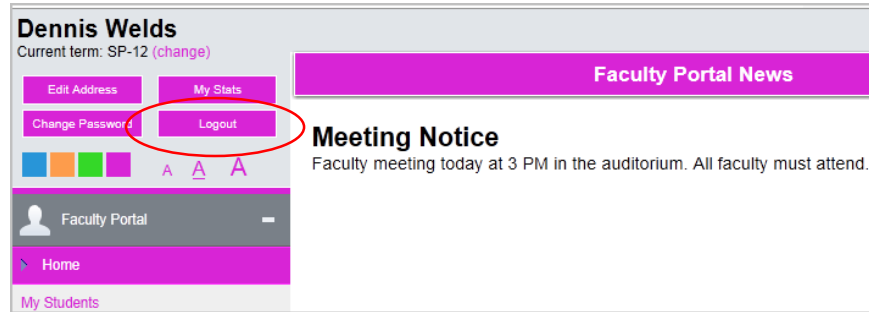Use the **Logout** link to end the portal session.

Figure 14: 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

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

Figure 15: 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

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									

☑ 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
CEN	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.

Figure 16: 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

1. 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 17: Select Student

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

Figure 18: 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.

Report	Degree	Program	Revision Term	Credits Required	Credits Completed	Status
Detail	Bachelor of Science	Computer Science	SP-06	160.00	0.00	Remaining

Figure 19: 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.

Rogers, Kristin

MY STUDENTS ▸ STUDENT OPTIONS ▸ STUDENT AUDIT ▸ STUDENT AUDIT DETAIL

Degree Detail

Degree: **Bachelor of Science** | Program: **Computer Science** |

Min Credit Required: **160.00** | Completed: **0.00** | Remaining: **160.00** | Min GPA Required: **1.00** | GPA Attained: **0.00** |

Computer (Remaining)
Credits Required: 12.00 Credits Completed: 0.00 Minimum GPA: 1.00 GPA Attained: 0.00

Computer Basics (Remaining)

Term	Course ID	Course Name	Credits	Grade	Met By	Status
	CEN101LEC	Computer Hardware Basics	3.00			R
	CEN102LEC	Computer Hardware Troubleshooting	3.00			R
	CEN201LEC	Computer Software Basics	3.00			R
	CEN202LEC	Computer Software Troubleshooting	3.00			R
	CEN301LEC	Computer Networking Basics	3.00			R
	CEN302LEC	Computer Networking Troubleshooting	3.00			R

Credits Required :6.00
Credits Completed: 0.00
Minimum GPA: 1.00
GPA Attained: 0.00

C-Completed   MR-Manual Map Remaining   TR-Transfer Remaining   **Inp**-In Progress   **NN**-Not Necessary
MC-Manual Map Completed   TC-Transfer Completed   R-Remaining   E-Extra Course

Figure 20: 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.

Computer (Remaining)
Credits Required: 12.00 Credits Completed: 0.00 Minimum GPA: 1.00 GPA Attained: 0.00

Computer Basics (Remaining)

Term	Course ID	Course Name	Credits	Grade	Met By	Status
	CEN101LEC	Computer Hardware Basics	3.00			R
	CEN102LEC	Computer Hardware Troubleshooting	3.00			R
	CEN201LEC	Computer Software Basics	3.00			R
	CEN202LEC	Computer Software Troubleshooting	3.00			R
	CEN301LEC	Computer Networking Basics	3.00			R
	CEN302LEC	Computer Networking Troubleshooting	3.00			R

Credits Completed: 0.00
Minimum GPA: 1.00
GPA Attained: 0.00

Formula

Figure 21: Degree Audit Formula

5. Click the Formula link to see the options.

Close Window

Rogers, Kristin
Group Formula: (CEN101LEC AND
                                              CEN102LEC) OR CEN201LEC

Close Window

Figure 22: 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 **Grade Report** link, and then choose Mid Term, Final, or Narrative Grades from the drop down.

Grade Type:	Final Grades ▼				

Student Information

Student ID: A0000001314 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 %

Figure 23: Faculty Portal Student Grades

Student Risk

Student Risk is utilized to track risk factors for students in both CAMS Enterprise and the Faculty Portal. Faculty may view and add Student Risk entries for students in their courses and for their advisees.

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.

Add Note

Figure 24: Student Risk Indicator

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

Add Student Risk
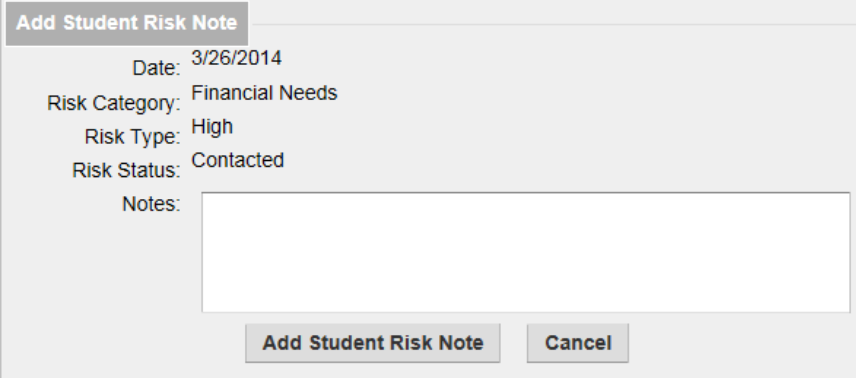
*Date:
ex. mm/dd/yyyy   3/26/2014

*Risk Category:

Risk Type:

*Risk Status:

Add Student Risk   Cancel

Figure 25: Student Risk detail

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.

9. One or more notes can be added to any Student Risk Indicator. To add a note to a Student Risk Indicator entry, click **Add Note** at the bottom of the Student Risk Indicator for which you wish to add a note. The **Add Student Risk Note** detail window opens. Enter any desired notes. Click **Add Student Risk Note** to save or **Cancel** to exit the detail screen without saving.

Add Student Risk Note

Date:	3/26/2014
Risk Category:	Financial Needs
Risk Type:	High
Risk Status:	Contacted
Notes:	

Add Student Risk Note   **Cancel**

Figure 26: Student Risk Indicator Note

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.

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.

		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

Figure 27: Faculty Schedule

Registration

Course Offering

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

Figure 28: 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.

3. Select the desired schedule days and 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.

5. Click **Apply Filter**. Only classes that meet the selected criteria display. The Course Offering displays the credits, class start and end dates, class instructor, class location (room), and scheduled class days and times.

Figure 29: Sample Course Offering list

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 30: 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

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

Degree Audit Information					
Select a degree program revision term: Fall of 2006 ▼					
Degree Program(s)					
	Degree	Program	Description	Credits Required	Min GPA
Detail	Associate of Science	Computer Science		62	2.00
Detail	Bachelor of Art	Elementary Education		120	2.00
Detail	Bachelor of Science	Accounting	Four year accounting degree	120	2.00
Detail	Bachelor of Science	Business Administration	Four year business administration degree.	120	2.00
Detail	Bachelor of Science	Computer Science	Four year degree in Computer Science.	120	2.00
Detail	Bachelor of Science	Mathematics	Four Year degree in Mathematics	120	2.40

Figure 31: 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.

Degree Detail						
DEGREE INFORMATION ▶ DEGREE DETAIL						
Degree: **Associate of Science** │ Program: **Computer Science** │ Credit(s) Required: **62** │ Min GPA **2.00** │						
Requirement: **Liberal Arts Requirement** │ Min Credit Req: **54.00** │ Min Requirement GPA: **2.00** │						
Basic Education Units						
Group has formula						
Show Formula						
Course Attributes for Group Basic Education Units						
Required	Credits Apply	Transfer Apply	Equivalent Apply	Prereq Required	Course	Credits	Course Title
	Yes	Yes	Yes	Yes	ECON201LEC	3	Micro Economics - Beginning
	Yes	Yes	Yes	Yes	ENG101LEC	3	ENGLISH COMP I
	Yes	Yes	Yes	Yes	MT100LEC	3	FUNDAMENTALS OF ALGEBRA
	Yes	Yes	Yes	Yes	MT106LEC	3	COLLEGE ALGEBRA

Figure 32: 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.

Stop Registration				
Select all: ▢				
Advisees				
Stop Registration	**Student Name**	**Student ID**	**Student Type**	
▢	Adams, Mark	A0000001451	ADMITTED	Stop Registration Disabled by Default
▢	Garvey, Jerry	A0000001561		Stop Registration Disabled by Default
▢	Garvey, Mike	A0000001560		Stop Registration Disabled by Default
▢	Grant, Mary	T0000001651		Stop Registration Disabled by Default

Figure 33: 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."

Select Advisee for Registration			
Advisee List			
Student Name	Student ID	Type	Register
Adams, Mark	A0000001451	ADMITTED	Register
Garvey, Jerry	A0000001561		Register
Garvey, Mike	A0000001560		Register
Grant, Mary	T0000001651		Register

Figure 34: Advisee List

2. 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**.

Registration Parameters

Registering Student: T0000001655 Rogers, Kristin for FA-12

Registration for this student and term cannot continue because:
Student has an active business hold that prevents registration

Return

Figure 35: Student prevented from registering

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

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.

Registration Parameters

Registering Student: T0000001655 Rogers, Kristin for FA-12

Registration Parameters

☑ Schedule Conflicts   ☑ Course Equivalents
☑ Prerequisites   ☑ AutoLoad Corequisites
☑ Corequisites
☑ Notify if Repeat

Load   Cancel

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.

*Note: Selecting **Course Equivalents** will check two levels deep in prerequisites. For example: **Painting 201** has a prerequisite of **Painting 101**. **Painting 101** has a course equivalent of **Art 101**. **Art 101** has a course equivalent of **Ceramics 101**. When checking PreRequisites in Course Equivalents, either Art 101 or Ceramics 101 will meet the prerequisite requirement for Painting 201 in addition to the actual prerequisite of Painting 101.*

Co Requisites: If student is not registered for a Corequisite 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 corequisite in a previous term, a notice will display indicating the corequisite has already been met. A warning prompt will also display when dropping a course that is needed as a corequisite.

Auto Load Co Requisites: If checked, CAMS will provide a selection list of any corequisite courses when a course with corequisites is selected.

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.

Note: For students with corequisites registered, each new add or drop will display a prompt indicating that you have either met or not met corequisites for courses both with and without corequisites. This is part of the validation process for corequisite notifications.

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.

Unofficial Register Student for Courses							

Registering Student: 00000001423   Wells, Cody Allen for FA-13.

Cancel Registration   **Save Registration**

Show Filter

** Alerts are shown in red during course selection:
W=Waiting List (Order/Of), S=Schedule Conflicts, P=Prerequisites Not Met, C=Corequisites Not Met, R=Course is a Repeat.
Select the checkbox next to the course you wish to drop.

Registered Courses

Drop	Course	Course Name	Start	End	Credits	Max Enr	Total Enr
Not Allowed	XWEB0010SEM01	Web Seminar	8/30/2013	12/23/2013	1	99	1

Instructor	Room	Days	Start Time	End Time	Date	Max Enr	Total Enr
Staff	N/A	N/A	N/A	N/A	Weekly	99	1

Total Credits: 1

Viewing Page #1   [1] 2 3 4 5 6 7 8 9 10 Next

Select the checkbox next to the course you wish to add.

Offering List

Add	Course	Course Name	Start	End	Credits	Max Enr	Total Enr
☐	AC221LEC01	Managerial Accounting	8/30/2013	12/23/2013	3	25	0

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

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.

Registering: ENG102LEC01 - ENGLISH COMP II			
Continue **Reset**			

° Course has a Relative Start Date. Select the requested start date below.

Click Yes to Register, No to Cancel			
○ -Yes			
○ -No			

Relative Start Date Courses

Course ID	Course Title	Start Date*	End Date
ENG102LEC01	ENGLISH COMP II	8/23/2012	9/22/2012

Restriction Information	Term Start Date	Term End Date	Earliest Start Date	Max Start Date
	8/23/2012	12/31/2012	8/23/2012	12/1/2012

Figure 40: Register Class Options

8. 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

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		👤
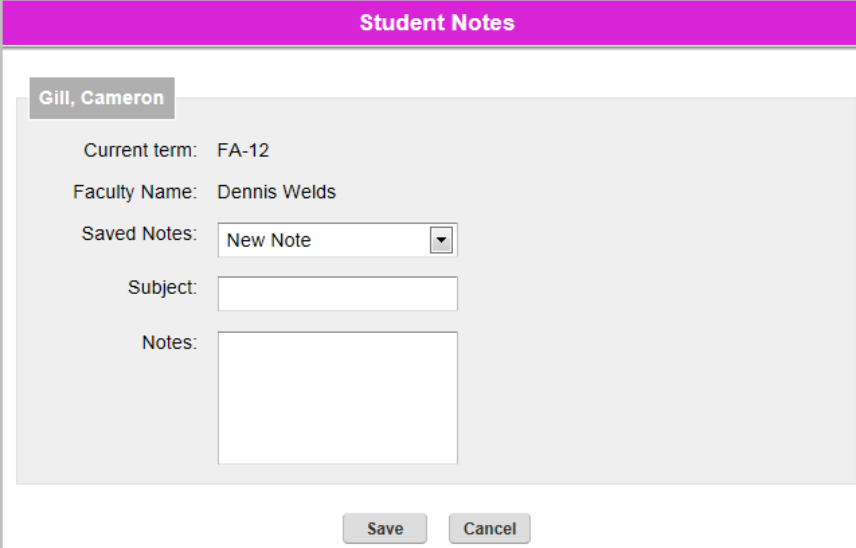
Figure 41: Class Roster Selection

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.

Figure 42: Student Note

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.

6. 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 In Printer Friendly Version** 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.

Note: Faculty must have an active address of the Address Type with the Email that is selected here populated in their Faculty Information record to be able to send email from the Faculty Portal.

Step-By-Step: Email Students

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

Email Students			
*Subject:			
*Reply To:	dwelds@trsuniv.edu		
Bcc:			
*Message:			
Select List:	Advisee List		
	Send Email		

Selected Student List			
☐	Student ID	Student Name	E-Mail Address
☐	A0000001451	Adams, Mark	markadams@example.edu
	A0000001561	Garvey, Jerry	N/A
☐	A0000001560	Garvey, Mike	mgarvey@example.com
☐	T0000001651	Grant, Mary	marygrant@example.com

Figure 44: Email Class

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.

Figure 45: Faculty Contact Information

Figure 46: Faculty Preview Mode

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 47: Course Management

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