

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 <drive 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 forward 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 & 6.x
- Mac – Safari 4 (or greater) and Firefox 5.x & 6.x



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. Enter your **User name**, **Password** (case sensitive) and select the term.
2. 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.

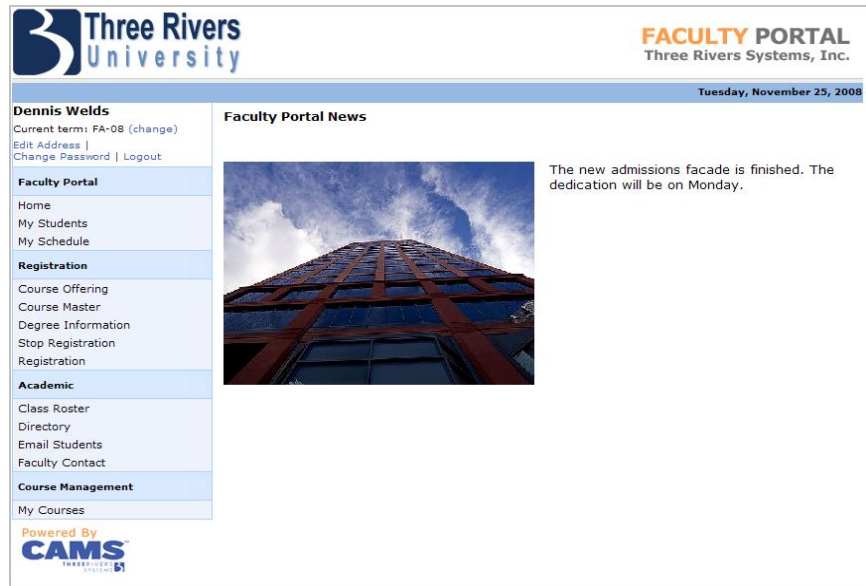


Figure 3: Faculty Portal Home page



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 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:

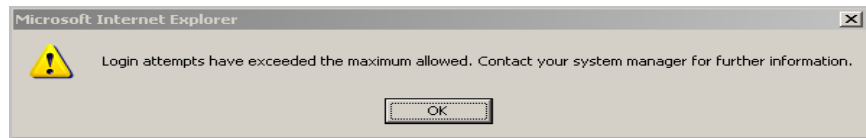


Figure 4: Login attempt exceeded

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

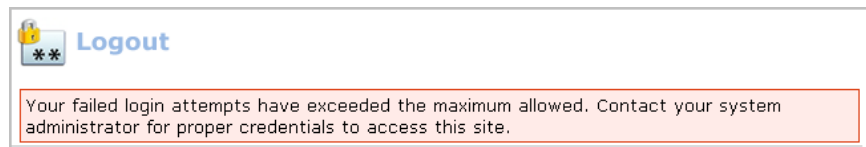


Figure 5: Logout display after unsuccessful attempts

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

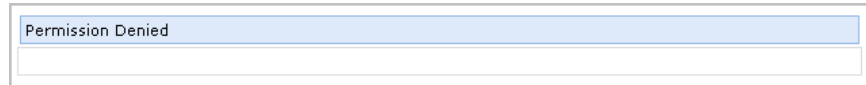


Figure 6: Return to Portal log in before IP unlocked

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**.

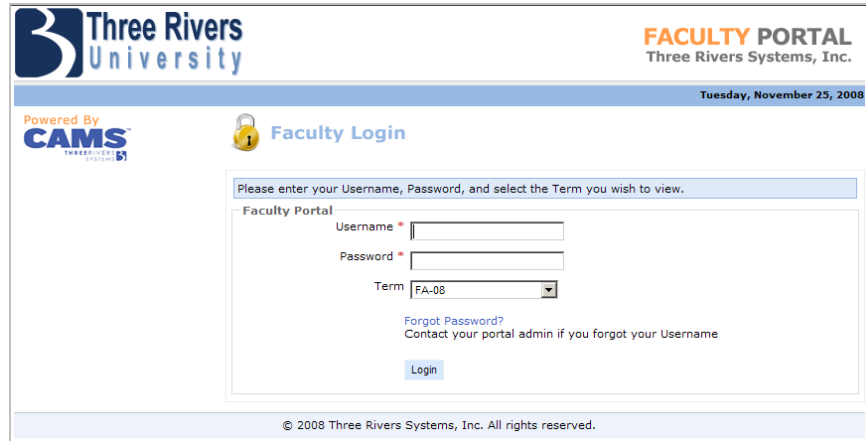


Figure 7: Faculty Login Page

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.

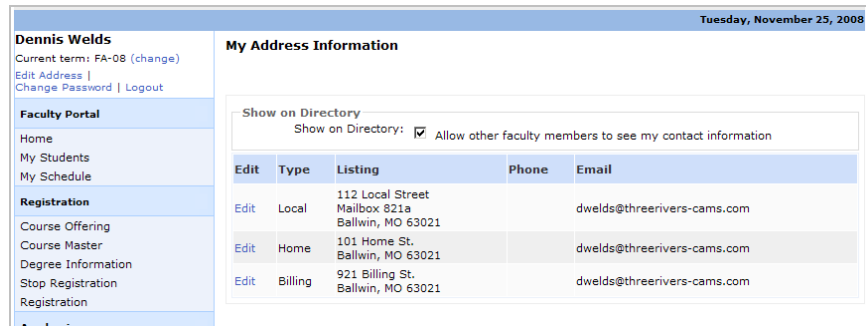


Figure 9: Edit Address

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.*

Change Password

Change Password

*Old Password:

*New Password

*Retype New Password

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

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.

Dennis Welds

Current term: FA-08 ([change](#))

[Edit Address](#) | [Change Password](#) | [Logout](#)

Faculty Portal

[Home](#)

[My Students](#)

[My Schedule](#)

Registration

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

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.

Aadams, Alan W []									
My Students > Student Options > Advisor Transcript									
Faculty Portal Advisor Transcript									
Aadams, Alan W									
Major(s) Chemistry					GPA Group:		Birth Date: 3/25/1985		
							Term: SP-07		
Course	Course Name					Credits	Grade	Category	Repeat
CEN101LEC	Computer Electronics Basics					3.00	B+	Curriculum	No
	Attempted	Earned	GPA Hours	Grade Points	GPA				
	Term	3.00	3.00	3.00	9.90	3.30			
	Cumulative	3.00	3.00	3.00	9.90	3.30			
							Term: SU-07		
Course	Course Name					Credits	Grade	Category	Repeat
CEN101LEC	Computer Electronics Basics					3.00	-	Curriculum	No
	Attempted	Earned	GPA Hours	Grade Points	GPA				
	Term	0.00	0.00	0.00	0.00	0.00			
	Cumulative	3.00	3.00	3.00	9.90	3.30			
							Term: SP-08		
Course	Course Name					Credits	Grade	Category	Repeat
AAA123LEC	AAA Test Course					3.00	AU	Curriculum	No
	Attempted	Earned	GPA Hours	Grade Points	GPA				
	Term	0.00	0.00	0.00	0.00	0.00			
	Cumulative	3.00	3.00	3.00	9.90	3.30			
							Term: SP-09		
Course	Course Name					Credits	Grade	Category	Repeat
AAA123LEC	AAA Test Course					3.00	W	Curriculum	No
	Attempted	Earned	GPA Hours	Grade Points	GPA				
	Term	3.00	0.00	0.00	0.00	0.00			
	Cumulative	6.00	3.00	3.00	9.90	3.30			

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

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.

Bemke, Steve

[My Students](#) > [Student Options](#) > [Student Schedule](#)

[Printer Friendly](#)
 Show waitlist classes?

Matrix Schedule for Bemke, Steve for the FA-09 term

Start Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00:00 AM			ART HISTORY II		ART HISTORY II		ART HISTORY II
9:00:00 AM	Scuba Diving Beginners						
9:30:00 AM			CERAMICS		CERAMICS		

Enrolled Classes That do Not Have an Assigned Schedule:

Campus	Course Name
Distance Ed	Anita QA Test 1
Distance Ed	Anita QA Test 2
Main	OPERATIONS MANAGEMENT

Student Schedule

Dept ID	Course ID	Type	Section	Course Name	Instructor	Days	Room	Time	Credits	Attendance
ACL	101			Anita QA Test 1	Anderson, John Q	N/A	N/A-0	00:00 AM - 00:00 AM	3	Show
ACL	102			Anita QA Test 2	Staff	N/A	N/A	TB/A - TB/A	3	Show
AR	161	LEC	01	ART HISTORY II	Cine, Marsha K.	TRS	TWR-101A	08:00 AM - 12:00 PM	3	Show
ART	161		01	CERAMICS	Staff	TR	N/A-0	09:30 AM - 11:00 AM	3	Show
BUS	364		01	OPERATIONS MANAGEMENT	Staff	N/A	N/A	TB/A - TB/A	3	Show
PE	101			Scuba Diving Beginners	Lee, Russ	M	TWR-222	09:00 AM - 09:00 PM	3	Show
					Rowold, Stacy	M	TWR-222	09:00 AM - 09:00 PM		

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

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.

Select	Student ID	Name	Photo
Select	A000001646	Aadams, Alan W	
Select	A000001678	Aadams, Avery	
Select	A000001741	Aadams, Mark	
Select	A000001679	Aanderson, Andy	
Select	A000001714	Markham, Randy	
Select	A000001681	Milner, Susan	
Select	0000001441	Weldon, Alan	
Select	0000001394	Weldon, Bill	
Select	A000001529	Weldon, Susan A	
Select	A000001682	Zephyr, Zeke	

Figure 14: Select Student

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

Aadams, Alan W []	
My Students > Student Options	
Student Actions	Student Information
Transcript Schedule Degree Audit Grade Report	123 Home Street Ballwin, MO 63011 alan@example.com

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.

Report	Degree	Program	Term	Credits Required	Credits Completed	Status
detail *	Bachelor of Art	Elementary Education	SU-02	120.00	0.00	Remaining
detail *	Bachelor of Art	Biology	SP-04	12.00	0.00	Remaining

* - Denotes Student Degree Audit needs updating. The process will take longer.

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.

- 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.

Aadams, Alan W []

My Students > Student Options > Student Audit > Student Audit Detail

Degree Detail

Associate of Science
Computer Science
Min Credit Required: 72.00 Completed: 3.00 Remaining: 69.00
Min GPA Required: 1.00 GPA Attained: 3.30

Computer (Remaining)
Credits Required: 24.00 Credits Completed: 3.00 Minimum GPA: 1.00 GPA Attained: 3.30

Computer Hardware (Remaining)

Term	Course ID	Course Name	Credits	Grade	Met By	Status
	CA102LEC	PUBLIC SPEAKING	3.00			R
	CA103LEC	INTERPERSONAL COMMUNICATIONS	3.00			R
	CBE100CBE	CBE Ungrad Initial	0.00			R
	CEN101LAB	Computer Electronics Lab	3.00			R
SP-07	CEN101LEC	Computer Electronics Basics	3.00	B+	CEN101LEC01	C
	CEN201LEC	Computer Electronics Advanced	3.00			R

Credits Required 12.00 Credits Completed 3.00 Minimum GPA 1.00 GPA Attained 3.30
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 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.

Computer Hardware (Remaining)

Term	Course ID	Course Name	Credits	Grade	Met By	Status
SP-06	CEN101LEC	Computer Hardware Basics	3.00	A	CEN101LEC04	C
	CEN102LEC	Computer Hardware Troubleshooting	3.00			R
	CMSC100ALEC	computer science	1.50			R

Credits Completed 3.00 Minimum GPA 1.00 GPA Attained 4.00
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

[Formula](#)

Figure 18: Degree Audit Formula

- Click the **Formula** link to see the options.

Group Formula: (CEN101LEC AND CEN102LEC)
OR CMSC100ALEC

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.

Rowold, Jerry B Printer Friendly Version

My Students > Student Options > Student Grades

Grade Type:

Student Information						
Student ID: A0000001759	Student Name: Jerry B Rowold		Address: 626262 Southside Park Solon, OH 44139			
Phone: (440) 248-4799	Degree Prog: Accounting		Advisor: None Selected			
MIDTERM Grades Information						
Course ID	Course Name	Credits	Grade	GPA Hrs	Grade Points	
AAA123LEC01	AAA Test Course	3.00		0.00	0.00	
ACC101Lec01	Basic Accounting Principles	3.00	A+	3.00	12.00	
AE160LEC	AMERICAN ENGLISH FOR INTERNATIONAL STUDENTS	3.00		0.00	0.00	
BTE-1101LEC01	Basic English Tutorial	3.00		0.00	0.00	
BTM-1101LEC01	Basic Math Tutorial	3.00	W	0.00	0.00	
BTS-1101LEC01	Basic Science Tutorial	3.00		0.00	0.00	
Term/Cumulative Summary						
	Attempted	Earned	GPA Hours	Grade Points	GPA	Comp Ratio
Term	3.00	3.00	3.00	12.00	4.00	100.00 %
Cumulative	21.00	21.00	21.00	69.00	3.29	100.00 %

* Note: Midterm Grades Do Not Affect Cumulative Totals

Figure 20: Faculty Portal Student Mid Term Grades

Rowold, Jerry B Printer Friendly Version

My Students > Student Options > Student Grades

Grade Type:

Student Information						
Student ID: A0000001759	Student Name: Jerry B Rowold		Address: 626262 Southside Park Solon, OH 44139			
Phone: (440) 248-4799	Degree Prog: Accounting		Advisor: None Selected			
FINAL Grades Information						
Course ID	Course Name	Credits	Grade	GPA Hrs	Grade Points	
AAA123LEC01	AAA Test Course	3.00	A	3.00	12.00	
ACC101Lec01	Basic Accounting Principles	3.00	B	3.00	9.00	
AE160LEC	AMERICAN ENGLISH FOR INTERNATIONAL STUDENTS	3.00	A	3.00	12.00	
BTE-1101LEC01	Basic English Tutorial	3.00	C	3.00	6.00	
BTM-1101LEC01	Basic Math Tutorial	3.00	W	0.00	0.00	
BTS-1101LEC01	Basic Science Tutorial	3.00	B	3.00	9.00	
Term/Cumulative Summary						
	Attempted	Earned	GPA Hours	Grade Points	GPA	Comp Ratio
Term	15.00	15.00	15.00	48.00	3.20	100.00 %
Cumulative	21.00	21.00	21.00	69.00	3.29	100.00 %

Figure 21: Faculty Portal Student Final Grades

Rowold, Jerry B Printer Friendly Version

My Students > Student Options > Student Grades

Grade Type: Narrative Grades

Student Information	
Student ID: A000001759 Phone: (440) 248-4799	Student Name: Jerry B Rowold Address: 626262 Southside Park Solon, OH 44139
Degree Prog: Accounting	Advisor: None Selected
NARRATIVE Grades Information	
Course ID	Course Name
AE160LEC	AMERICAN ENGLISH FOR INTERNATIONAL STUDENTS
Narrative Grade	
All assignments were completed on time. Jerry was a pleasure to work with, and finished all assigned work in mere seconds.	

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.

Dennis Welds Tuesday, November 25, 2008

Current term: FA-08 (change)
[Edit Address](#) | [Change Password](#) | [Logout](#)

Faculty Portal

- Home
- My Students
- My Schedule

Registration

- Course Offering
- Course Master
- Degree Information
- Stop Registration
- Registration

Academic

- Class Roster
- Directory
- Email Students
- Faculty Contact

Course Management

- My Courses

[Printer Friendly](#)

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	CEN101LAB01	Computer Electronics Lab	9/12/2008	12/20/2008	3.00	3 / 1
Schedule						
	Building	Room	Meeting Days	Start Time	End Time	
		N/A-0	N/A	N/A	N/A	
No	CEN101LEC01	Computer Electronics Basics	9/12/2008	12/25/2008	3.00	4 / 3
Schedule						
	Building	Room	Meeting Days	Start Time	End Time	
	Administration Building	ADMIN-306	M	08:00 AM	08:50 AM	
	Administration Building	ADMIN-306	T	09:00 AM	05:00 PM	
Waitlisted Students						
	Date/Time Listed	Student Name				
	11/25/2008 1:50:20 PM	Jones, Marcus J. (Joe)				
	11/25/2008 2:26:16 PM	Geisel, Tammie L				

Powered By CAMS

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.

Course	Course Name	Credits
AC221L01	MANAGERIAL ACCOUNTING	3

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.

Course Offering					
Viewing Page #1					
Course Offering List					
Course	Course Name	Credits	Start Date	End Date	
AC221101	MANAGERIAL ACCOUNTING	3	9/12/2008	12/20/2008	
	Instructor	Room	Days	Start Time	End Time
	Maliszewski, Stephen	ORTGA101	M	12:00:00 PM	2:00:00 PM
	Guzzo, Anthony	ORTGA101	M	12:00:00 PM	2:00:00 PM
AC221102	MANAGERIAL ACCOUNTING	3	9/12/2008	12/20/2008	
	Instructor	Room	Days	Start Time	End Time
	Lee, Russ	Richard P. McDowell Basketball Arena	M	2:00:00 PM	3:00:00 PM

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.

The screenshot shows the 'Course Master' interface. At the top, there is a navigation bar with page numbers 1 through 10 and a 'Next' button. Below this is a table listing courses with columns for 'Detail', 'Course', 'Course Name', and 'Credits'. A 'View Details' link is present for each row. An arrow points from the 'View Details' link for 'AE160LEC' to a pop-up window titled 'Course Master Detail Information'. This window contains a table for 'Master Course' and a table for 'Corequisite(s)'. The 'Master Course' table has columns for Dept, Crs ID, Type, Name, Division, and Credits. The 'Corequisite(s)' table has columns for Dept, Crs ID, Type, and Name. Below these tables, there is a section for 'Equivalent of:' with a table having columns for Dept, Crs ID, Type, and Name.

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

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

The screenshot shows the 'Degree Audit Information' interface. At the top, there is a dropdown menu for 'Select a degree program revision term:' with 'Fall of 2006' selected. Below this is a table titled 'Degree Program(s)' with columns for Degree, Program, Description, Credits Required, and Min GPA. The table lists several degree programs with their respective details.

Degree	Program	Description	Credits Required	Min GPA
detail Associate of Science	Computer Science	Two year Computer Science Degree	62	2.00
detail Bachelor of Art	Elementary Education	Four year Elementary Education Degree	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 30: Degree Audit

- 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

Associate of Science Business Administration 128 Credits Min GPA 2.00.

Requirement: Chemistry Requirement
 Min Credit Req: 12.00 Min Requirement GPA: 2.00

Chemistry Group
 Group has formula [Show Formula](#)

Course Attributes for Group Chemistry Group							
Required	Credits Apply	Transfer Apply	Equivalent Apply	Prereq Required	Course	Credits	Course Title
Yes	Yes	Yes	Yes	Yes	CH103LAB	0	ESSENTIALS OF CHEMISTRY
Yes	Yes	Yes	Yes	Yes	CH200LEC	2	PHARMACOLOGY

Requirement: Test Requirement
 Min Credit Req: 3.00 Min Requirement GPA: 2.00

Arts Group
 Group required: Yes
 Group Credits Required: 12 Minimum GPA: 2

Course Attributes for Group Arts Group							
Required	Credits Apply	Transfer Apply	Equivalent Apply	Prereq Required	Course	Credits	Course Title
Yes	Yes	Yes	Yes	No	AR260LEC	3	ART HISTORY II
Yes	Yes	Yes	Yes	No	ART161	3	CERAMICS
Yes	Yes	Yes	Yes	No	ART255	3	COMMERCIAL ART

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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

- 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:

Stop OnLine Registration	Student Name	Student ID	Student Type
<input type="checkbox"/>	Aadams, Alan	145-90-1893	ADMITTED
<input type="checkbox"/>	Aadams, Avery	A0000001321	ADMITTED
<input type="checkbox"/>	Delpy, Daisy	A0000001433	ADMITTED
<input type="checkbox"/>	Johnstone, Julie	A0000001464	OTHER
<input type="checkbox"/>	Milton, Michael	A0000001461	ADMITTED
<input type="checkbox"/>	Quinlan, Madison	A0000001358	APPLICANT

Figure 32: Stop Online Registration

- 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.

- 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

- 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
Aadams, Alan	145-90-1893	ADMITTED	Register
Aadams, Avery	A0000001321	ADMITTED	Register
Delpy, Daisy	A0000001433	ADMITTED	Register
Johnstone, Julie	A0000001464	OTHER	Register
Milton, Michael	A0000001461	ADMITTED	Register
Quinlan, Madison	A0000001358	APPLICANT	Register
Weldon, Alan Lee	A0000001328	ADMITTED	Register

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**.

Registration Parameters

Registering Student: A0000001367 Weldon, Brad for Fall 2008.

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

Return

Figure 34: Student Alert

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

Registration Parameters

Registering Student: A0000001367 Weldon, Brad for Fall 2008.

Registration for this student and term cannot continue because:
Student has an Enrollment(Student) Status value for term that prevents registration

Return

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.

- 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: A0000001367 Weldon, Brad for Fall 2008.

Registration Parameters

<input checked="" type="checkbox"/> Schedule Conflicts	<input checked="" type="checkbox"/> Course Equivalents
<input checked="" type="checkbox"/> Prerequisites	<input checked="" type="checkbox"/> AutoLoad Corequisites
<input checked="" type="checkbox"/> Corequisites	
<input checked="" type="checkbox"/> 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.

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.*

- 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: 00000003037 Garvey, Gerald for SP-11.

[Save Registration](#) [Cancel 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
<input type="checkbox"/>	AE161LEC01	AMERICAN ENGLISH FOR INT'L STUDENT	1/16/1994	7/29/1994	3
	Instructor	Room	Days	Start Time	End Time
	Staff	N/A	N/A	N/A	Weekly
	Max Enr	Total Enr			
	99	3			
<input type="checkbox"/>	ALG101LEC	College Algebra	1/16/2011	5/27/2011	3
	Instructor	Room	Days	Start Time	End Time
	Lee, Russ	N/A-0	N/A	N/A	Weekly
	Max Enr	Total Enr			
	10	1			
Total Credits:					6

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
<input type="checkbox"/>	AC221L00002	MANAGERIAL ACCOUNTING Course is full or has a wait list.	1/16/1994	2/25/1994	3
	Instructor	Room	Days	Start Time	End Time
	Allen, Thomas T	N/A-0	N/A	N/A	Weekly
	Arnold, William	N/A-0	N/A	N/A	Weekly
	Dracula, Count	N/A-0	N/A	N/A	Weekly
	Max Enr	Total Enr			
	1	1			
	1	1			
	1	1			
<input type="checkbox"/>	AC221L01	MANAGERIAL ACCOUNTING	1/16/2011	5/27/2011	3
	Instructor	Room	Days	Start Time	End Time
	Staff	N/A	N/A	N/A	Weekly
	Max Enr	Total Enr			
	99	0			

Figure 37: Current Schedule

- 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.

Register Student for Courses

Registering Student: A0000001646 Adams, Alan W for FA-08.

[Save Registration](#) [Cancel Registration](#)

[Hide Filter](#)

Course Filter Options

Department: Course #: Course Type: Section:

Schedule Filter Options

Days:

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Time From: Time To:

[Apply Filter](#) [Clear Filter](#)

Figure 38: Course Filter Options

- 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.

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

Offering List										
Add	Course	Course Name	Start	End	Credits					
Last Add	AC221L01	MANAGERIAL ACCT				8/16/2010	12/17/2010	3		
	Instructor	Room	Days	Start Time	End Time	Date	Max Enr	Total Enr		
	Lee, Russ	HWL-311	MTWRF	10:00 AM	10:50 AM	Weekly	55	35		
<input type="checkbox"/>	AC221L02	MANAGERIAL ACCOUNTING				8/2/2010	12/15/2010	3		
	Instructor	Room	Days	Start Time	End Time	Date	Max Enr	Total Enr		
	Gwynne, Jack	Mars-225	MW	09:00 AM	11:00 AM	Weekly	37	7		
<input type="checkbox"/>	AC221L100	MANAGERIAL ACCOUNTING				8/16/2010	12/17/2010	3		
	Instructor	Room	Days	Start Time	End Time	Date	Max Enr	Total Enr		
	Barnes, Tom	TWR-101A	W	09:00 AM	11:00 AM	Weekly	1	0		

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.

Register Class Options					
Registering: AE165LEC02 - ORAL & WRITTEN COMP/INT'L. STUDENTS					
Continue Reset					
* Course has a Relative Start Date. Select the requested start date below.					
Click Yes to Register, No to Cancel					
<input type="radio"/> -Yes <input type="radio"/> -No					
Relative Start Date Courses					
Course ID	Course Title	Start Date*	End Date		
AE165LEC02	ORAL & WRITTEN COMP/INT'L. STUDENTS	03/17/2011	4/16/2011		
Restriction Information		Term Start Date	Term End Date	Earliest Start Date	Max Start Date
		1/16/2011	5/27/2011	1/16/2011	4/27/2011

Figure 40: Register Class Options

- 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.

Select Class: A101LEC01 - Art Basics Printer Friendly Version

Show Photo
Show Withdrawn Students

Schedule Information for A101LEC01 - Art Basics

Days	Room	Time From	Time To
MWF	BART-102	10:00:00 AM	12:00:00 PM
R	ADMIN-202	2:01:00 PM	3:30:00 PM

Class Roster for A101LEC01 - Art Basics

Notes	Student Name	Student ID	College Level	Credits	Grade	Photo
	1. Abledt, Cannie B.	A0000089547	Freshman	4		
	2. Connor, Lori	A000001689	Freshman	4		
	3. Geisel, Tammie L	A001111407	Freshman	4		
	4. Marsh, Alice	A000001557	Freshman	4		
	5. McCormick, Wilton Samuel	A0000089595	Freshman	4		
	6. Smith, Betty	A001111558	Freshman	4		

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.

Chalmers, Alex

Current term: FA-08
Faculty Name: Dennis Welds

Saved Notes: New Note

Subject:

Notes:

Save
Cancel

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 if you wish to include student photos in the printed roster.

Select Class: A101LEC01 - Art Basics [Printer Friendly Version](#)

Show Photo Show Withdrawn Students

Schedule Information for A101LEC01 - Art Basics

Days	Room	Time From	Time To
MWF	BART-102	10:00:00 AM	12:00:00 PM
R	ADMIN-202	2:01:00 PM	3:30:00 PM

Class Roster for A101LEC01 - Art Basics

Notes	Student Name	Student ID	College Level	Credits	Grade	Photo
	1. Ablett, Cannie B.	A0000089547	Freshman	4		
	2. Connor, Lori	A0000001689	Freshman	4		
	3. Geisel, Tammie L	A0011111407	Freshman	4		
	4. Marsh, Alice	A0000001557	Freshman	4		
	5. McCormick, Wilton Samuel	A0000089595	Freshman	4		
	6. Smith, Betty	A0011111558	Freshman	4		

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

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

Email Students

*Subject:

*Reply To:

Bcc:

*Message:

Select List:

Selected Student List			
<input type="checkbox"/>	Student ID	Student Name	E-Mail Address
<input type="checkbox"/>	145-90-1893	Aadams, Alan	student@threerivers-cams.com
<input type="checkbox"/>	A0000001321	Aadams, Avery	aadams@example.com
	A0000001433	Delpy, Daisy	N/A
	A0000001464	Johnstone, Julie	N/A
	A0000001461	Milton, Michael	N/A
	A0000001358	Quinlan, Madison	N/A

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.

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.

Faculty Portal	Course ID	Course Name	Enrolled	Begins	Ends
Home	AAA123Lec01	AAA Test Course	2	9/12/2008	12/20/2008
My Students	CEN101LEC01	Computer Hardware Basics	2	9/12/2008	12/20/2008
Registration					
Course Offering					
Course Master					
Degree Information					
Stop Registration					
Registration					
Academic					
Class Roster					
Directory					
Email Students					
Faculty Contact					
Course Management					
My Courses					

Figure 45: Course Management

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