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CAMS® Enterprise

Course Management

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Abstract

Course Management, accessed via the Faculty Portal, provides faculty members (instructors, advisors, staff, etc.) the ability to manage individual courses and their content.

It is fully integrated with CAMS Enterprise, which saves time and prevents data error from manually transferring grades.

Faculty will be able to define course content, communicate with students, maintain grades and tests, and even determine which course options a student may view.

Disclaimer

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Course Management

When a faculty member clicks the **Course Management >My Courses** link on the navigation bar, the instructor's course schedule displays.

Figure 1: Courses Available for Course Management

From here, the instructor can see which courses they are scheduled to teach, how many students are enrolled, and the class start and end dates.

To access content management for a course click the Course ID to access the **Course Options** page for that course.

Note: Your database administrator may customize any of the Course Options page labels as desired by modifying the Label field of the CourseManagementMenu SQL table.

Figure 2: Course Options

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

Content Management

The content management features within CAMS Enterprise Course Management give instructors tools to enter, manage, and preview how students will view course information, assignment listings, and required materials. Within this section, students will be able to access external links to pertinent information that instructors provide and will be able to retrieve archived documents. Each term these functions will save faculty members time by eliminating duplication of work processes and improving document organization and accessibility.

To return to the main Faculty portal home page click the Home link.

Announcements

An instructor can create announcements online for students to view using the Announcement setup. The instructor has the ability to assign the subject, the message, and the dates to display the message. When the Display Until date has passed, the message is automatically no longer visible to the students. Students will see these announcements on the course's main page when they access the course through the student portals.

Computer Hardware Basics [CEN101LEC01]

My Courses > Course Options > **Course Announcements**

Add Announcement | **Preview**

Course Announcements

Action	Subject	Message	Visible	Display After	Display Until
Edit | Delete	Course Evaluation	Dont forget to fill out the course evaluation. Thank you.	YES	4/1/2006 8:00:00 AM	5/25/2008 11:59:00 PM
Edit | Delete	Welcome	Welcome to Computer Hardware Basics	YES	5/1/2006 12:01:00 AM	5/30/2008 11:59:00 AM
Edit | Delete	Welcome	Welcome to Computer Electronics.	YES	2/24/2008 12:59:00 AM	3/30/2008 11:59:00 PM

Figure 3: Faculty Add Announcement window

Step-By-Step: Add an Announcement

1. From **My Courses >Course Options >Course Announcements** click **Add Announcement**. The Add Course Announcement detail window opens.

Computer Hardware Basics [CEN101LEC01]

My Courses > Course Options > Add Course Announcement

Add Course Announcement

*Subject: [   ]

*Message: [   ]

Display Announcement: Yes ▾

*Display After Date: [   ] ex. mm/dd/yyyy

*Display After Time: [   ] ex. hh:mm

*Display Until Date: [   ] ex. mm/dd/yyyy

*Display Until Time: [   ] ex. hh:mm

Add Course Announcement   Cancel

Figure 4: Add an Announcement

2. Enter the announcement subject and the message.

3. Enter a **Display After Date** and time and a **Display Until Date** and time. This will automatically display the announcement and then automatically turn if off when no longer needed.

Note: The times must be entered in military (24 hour) time with a colon between hours and minutes. Example, 22:00 is 10 PM, or 09:00 is 9 AM.

4. Click the **Add Course Announcement** button to finish adding the announcement or **Cancel** to exit without saving.

Course Documents

Instructors can upload documents normally passed out in class. Student can then download these documents from any location they have Internet access. Instructors can also post file types other than documents for students to download. CAMS Enterprise allows uploading of all types of files. If Windows recognizes a file type, the student may view the file without additional software. The instructors can upload all files necessary for the course. Instructors can organize files into categories and sort the files to display in a particular order.

Step-By-Step: Add a Course Document

1. From **My Courses >Course Options >Course Documents** click **Add Document**. The Add Course Document detail window opens.

```
AMERICAN ENGLISH PUNCTUATION [ae242lec01]

My Courses > Course Options > Add Course Document

┌─ Add Course Document ─────────────────────────────────────┐
│              *File: [                    ]  [ Browse... ]  │
│      Document Type: [_Unassigned ▼]                        │
│        *Sort Order: [0    ]                                │
│        Description: [                                   ▲] │
│                     [                                    ] │
│                     [                                    ] │
│                     [                                    ] │
│                     [                                   ▼] │
│                                                            │
│ Availability - Blank Dates and Times are always visible (default). │
│   Display Begin Date:                    Time: [         ] │
│                     [         ]  (ex: HH:MM 24 Hour Clock) │
│   Display Until Date:                    Time: [         ] │
│                     [         ]  (ex: HH:MM 24 Hour Clock) │
│                                                            │
│              [ Add Course Document ]  [ Cancel ]           │
└────────────────────────────────────────────────────────────┘
```

Figure 5: Document Setup window

2. Browse for the document or file and click **Open**. Depending on the size of the file, such as video files, it may take a few minutes to upload (required).

3. Select a **Document Type** (Reference: CM Documents Types).

4. Enter a **Sort Order** (required), **Description,** and begin/end dates and times.

5. Click **Add Course Document**.

6. The document(s) will display in a list**;** Click **Edit** if Comments or Sort Order must be added or changed. Documents are displayed on the page by Document Type, then by Sort Order within the Document Type.

*Note: A file name cannot use any of the following characters when adding a course document: \ / : * ? " < > |*

If a student cannot view uploaded course documents, have the student follow these instructions:

1. Go to the Internet Explorer Tools menu

2. Select Internet Options

3. Select Advanced tab

4. Scroll down to Security

5. Check the Do not save encrypted pages to disk option

Textbooks

There are two ways that textbooks can be displayed on the portals. The first of these is through CAMS Enterprise via **Registration >Offering Maintenance** (see *Registration Setup.pdf* for more details). Textbooks listed on the Book List in Offering Maintenance will automatically display in the portal.

Additionally, if the functionality is enabled, instructors may also add, edit, and delete text books directly though the portal. This functionality is enabled through the **CAMS Manager** module (see *CAMS Manager.pdf* for details).

Step-By-Step: Edit, Delete, or Add a Textbook

1. From **My Courses >Course Options >Course Textbooks:**

    a. Click **Edit** to make changes to existing Textbooks listed. The Course Text Book Detail window appears.

    b. Click **Delete** to remove existing Textbooks listed

    c. Click **Add Textbook** to add a new entry. The Add New Textbook detail opens.

Managerial Accounting [AC221LEC01]

My Courses > Course Options > Course Text Book Detail

Add New Text Book
*ISBN:
*Book Title:
Author:
Publisher:
Publisher Phone:
Cost:
Required:

Save   Cancel

Figure 6: Add Textbook window

2. Enter the **ISBN** and **Book Title**. Please note that although ISBN is a required field, there is no required format. This field will accept both alpha and numeric characters, as well as symbols.

3. Add the **Author**, **Publisher**, **Publisher Phone,** and **Cost** if desired.

4. If the textbook is required reading for the course, check the **Required** box.

5. Click **Save** to add the textbook and return to the Textbooks page.

Links

To make additional information available to students, instructors may add links to Internet and Intranet content. This can include documents, media, and external course content. To create a link, instructors need to provide a: name, URL (Uniform Resource Locator), description, and visibility. If the New Window column is set to Yes, the link will open in a new browser window, keeping the student portal page open.

Figure 7: Faculty Links Setup window

Step-By-Step: Add an External Link

1. From **My Courses >Course Options >Course Hyperlinks** click **Add Hyperlink**. The Add Course Hyperlink detail window opens.
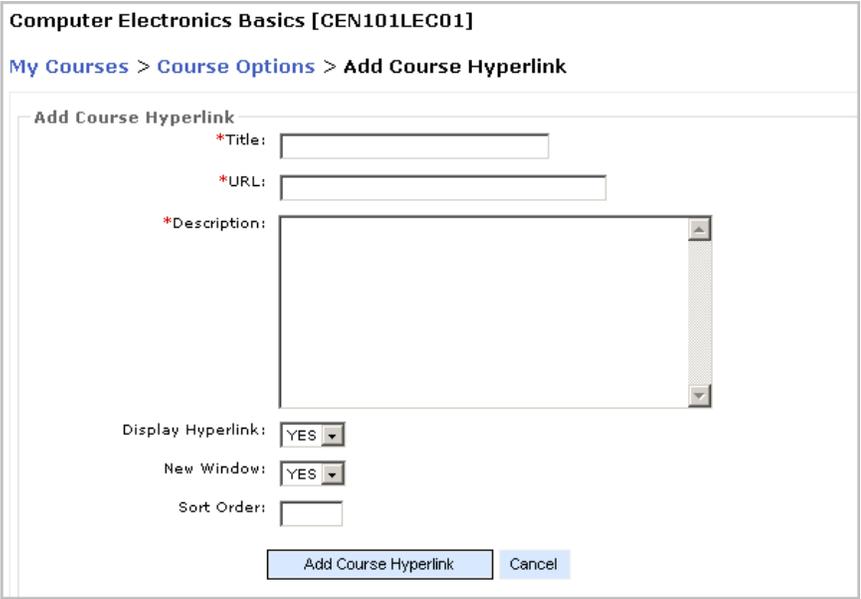
Figure 8: Add External Link

2. Enter the **Title** and **URL**. The **URL** field does not check for the validity of the **URL** entered.

3. Add a **Description**, if necessary, change **New Window** to **Yes** if the external link should be opened in a new window, and set the **Sort Order**.

4. Click **Add Course Hyperlink** to add the link and return to the Hyperlinks page.

Note: To edit an External Link click Edit or to delete click Delete.

Faculty Contact Information

Faculty information such as name, title, email, etc. is stored and updated in CAMS Enterprise. However, the instructor can change office location, office hours, personal link, preferred name, and a short note within the Academic section of the Faculty Portal.

Figure 9: Faculty Personal Information

Course Information

An instructor can provide course information that a student might need or want to know. Instructors can group information by subject and set dates they want the information available for viewing. After the **Display Until** date has passed, the message is automatically no longer visible to the students. Course information messages are in a separate section from Announcements to keep the main screen from clutter.

Note: *Before Course Information can be added the* **Course Information Subject** *Lookup reference table must be populated with subject items.*

Figure 10: Course Information Setup window

Step-By-Step: Add Course Information

1. From **My Courses >Course Options >Course Information** click **Add Information**. The Add Course Information detail window opens.

Figure 11: Add Course Information

2. Select a **Subject**, used to categorize information. Enter a **Name** (title), the **Description**, **Display After** date and time, and **Display Until** date and time.

3. Click the **Add Course Information** button to finish.

Note: The times must be entered in military (24 hour) time with a colon between hours and minutes. Example 22:00 is 10 PM, or 09:00 is 9 AM.

Communication

Students and faculty maintain optimum communications through the email and discussion group functions within CAMS Enterprise Course Management. Numerous email utilities enable instructors to tailor highly defined messages that allow for very personalized or collective communications. Instructors also have the ability to create email groups.

Email

An instructor can email students and assistants directly from Course Management. The instructor can email all the students of a particular course or all students in all courses. The instructor can also subdivide and email students as a particular group or individually. Additionally, the email may contain attachments. You can find information on creating email groups in the Utilities section of this document.

Note: This feature uses the student's local address email1 field.

Step-By-Step: Send An Email

1. Click **My Courses >Course Options >Email**.

2. Choose one of the following options:

   - All students in this course

   - All students in all my courses this term

   - Choose individual student(s) from students in this course

   - Choose individual student(s) from all my students in all my courses

   - Choose a group(s) from any course I am teaching this term

Figure 12: Email Options window

3. If an instructor selects **All students in this course**, CAMS will display the names of the students in the class and their email addresses as listed in their home address record. It will also display whether their email is in a valid format. Students without an email address will not display.

Note: If the instructor checks the Show Withdrawn Students box, students who have withdrawn will be displayed.

Figure 13: Email List screen

Note: If the instructor selects the groups option, a list of all groups from the instructor's term schedule will display. This allows the instructor to choose group(s) to email.

4. If the displayed information is correct click **Continue**

5. Select whether to send the email to the Teacher's Assistant(s) (TA)

Figure 14: Email Teacher's Assistant screen

6. Attach file(s) if applicable. First browse to the document and click **Add Attachment**. Add additional documents as necessary.

Note: Maximum file name size for attachments is 50 characters.

Figure 15: Add Attachment screen

7. Click **Continue**.

8. An email template will display showing the email addresses of the individuals who will receive the email. Enter the subject and message, and click **Send**.

Figure 16: Email Template screen

Note: The email will go out separately to each individual email address so no student will see any other student's email address.

There will be no notification if the email address listed in the student's record is no longer valid, or if the email was not received. An IT administrator must look at the SMTP folders to verify the email addresses.

Discussion Groups

Discussion groups are an excellent venue for students and/or instructors to exchange ideas or discuss class related topics. The instructor creates and moderates the discussion group.

Note: The following Discussion Group information refers to the default style Discussion Groups. If your institution has enabled the Forum Portals which will open in a new window upon clicking the Discussion Forum link, please refer to the Forum Portals.pdf document.

Step-By-Step: Add A Forum

1. Click **Add a Forum**. The **Add Course Discussion Group** window opens.

Figure 17: Add Forum window

2. Enter the forum name and a description. Click **Add**.

Figure 18: Create Forum

For the **Description** field the instructor has the ability to format the description text and also include tables and pictures.

Figure 19: Format Forum

If you are including pictures those pictures must be accessible from outside your internal network. This means that the picture cannot be located on your C: drive. The location of the picture must be something that starts with http://...yes

3. Click **Add** to add the forum or **Cancel** to cancel the new forum.

The new forum displays. Use the **Update** to change the Name or Description of the forum.
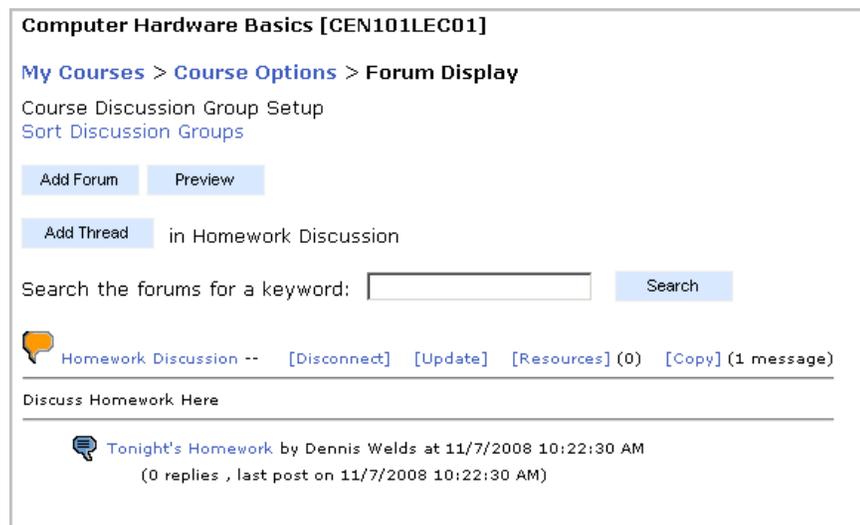
Figure 20: Course Forums window

4. Click **Disconnect** when a forum is no longer needed, and it will no longer be visible. Click **Copy** to have all the messages emailed to you. The **Resources** link is for future use when importing Blackboard curriculum.

5. Click **Preview** to see what the students will see on their portal.

Figure 21: Instructor Preview Mode

Step-By-Step: Create Discussion Group

Each forum can have a number of Discussion Groups (Discussion Threads).

1. Click the hyperlink for the forum name.

2. Click **Add Thread**. Enter the Subject and Message.

Figure 22: Start Discussion Thread

You can select **E-mail me when someone posts a new message in this thread** if you want to notification when someone posts a reply.

3. Click **Post Message** to post the message to the discussion group or **Reset Form** to clear the form without posting.

As the moderator for all class forums and discussion threads the faculty has the ability to modify or delete any post deemed inappropriate for the topic.
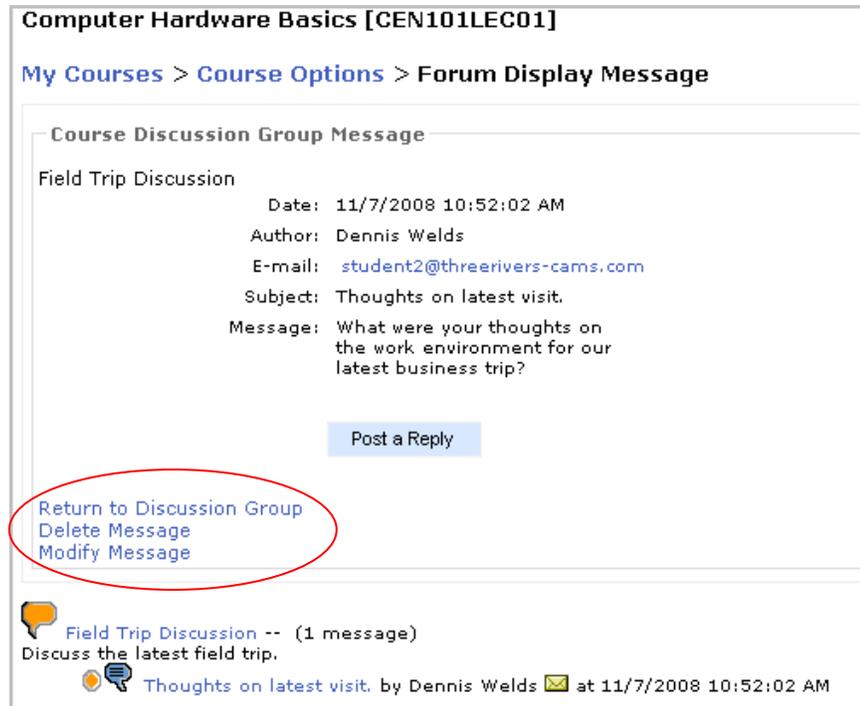
Figure 23: Faculty Moderator

4. To reply to the post click **Post a Reply**.

5. Enter your message. If you would like to be emailed whenever someone replies to the discussion group check the **Email me when someone posts a new message in the three** checkbox.

Figure 24: Post a Reply

6. Click **Post Message** to save and post your reply or click **Reset Form** to clear the form and start over or cancel the reply.

Note: the text size for various elements of the Discussion Group can be changed by editing the Portal.css files for both faculty and student portals.

Grade Book Setup

Instructors can manage all assignments, set up grade standards and categories, enter individual grades, calculate mid-term and final grades, and submit grades from CE Course Management. Scores can be entered by assignment name or by student name.

Establishing Grade Standards

A grade standard is used in determining what letter grade is received when a test or assignment score is entered. A grade standard must be set up before assignments can be created. The standard can be created manually or the institution's default standard can be copied.

Step-By-Step: Manually Add/Modify a Grade Standard

Computer Software Advanced [CEN202LEC01]			
My Courses > Course Options > Setup Grade Standards			
Add Standard	Copy Default Grade Scale	Copy Scale from a Different Course	**Mass Update Grades**			
			**Setup Categories	Setup Assignments**
Defined Grade Scale for Class			
Action	**Letter Grade**	**Cutoff Percent**	**Letter Percent**
Edit | Delete	A+	97	97
Edit | Delete	A	94	94
Edit | Delete	A-	90	90
Edit | Delete	B+	87	87
Edit | Delete	B	84	84
Edit | Delete	B-	80	80
Edit | Delete	C+	77	77
Edit | Delete	C	74	74
Edit | Delete	C-	70	70
Edit | Delete	D	60	60
Edit | Delete	F	0	0
This colored Letter Grade indicates a duplicate letter grade .			
This colored Cutoff Percent indicates a duplicate cutoff percent.			
This colored Letter Percent indicates a duplicate letter percent.			

Figure 25: Grade Standard window

1. Click **Set Up Gradebook >Setup Grade Standards**. The Grade Standards Setup window opens. If there is not already an existing grade standard click **Add Standard**.

2. In the above figure there is not a grade standard for the letter grade of D-.
    Click **Add Standard**. The Grade Standards Add screen opens.

Computer Hardware Basics [CEN101LEC01]

My Courses > Course Options > **Add Grade Standard**

Grade Standards Add
*Letter Grade: [D-]
*Percent Cutoff: [50]
*Letter Percentage: [50]

[Add Grade Standard] [Cancel]

Figure 26: Add Grade Standard

3. Add the letter grade D- to the **Letter Grade** field. Enter the **Percent Cutoff**,
    which must be less than the previous grade's Percent Cutoff.

*Note: The **Percent Cutoff** is the lower limit of that particular grade -- it is used to
determine what a letter grade would be. For example, if an A- has a %Cutoff of 90 and an
A has a %Cutoff of 94 then a 90, 91, 92 & 93 are all "A-" and 94 would start the "A"'s.*

4. Enter the **Letter Percentage**, which normally matches the Percent Cutoff
    number.

*Note: The **Letter Percentage** is the grade % that should be used for that letter. For
example, if a faculty member puts a letter grade on a document but has the TA enter
grades into the grade book by percentages this lets the TA know what percentage to put
for each letter grade. This allows for consistent grading.*

5. Click **Add Grade Standard** to add the new grade standard.

*Note: To edit a Grade Standard click the **Edit** hyperlink next to the grade.*

Step-By-Step: Copy Default Grade Scale

1. Click **Setup Gradebook >Setup Grade Standards >Copy Default Grade Scale**. The Copy Default Grade Scale page displays. Current grades for the course, if any, displays on the left; the default grade scale displays on the right.

Figure 27: Copy Default Grade Scale

2. Click **Process Grade Scale Copy**. A copy of the default grade scale is now set up in the course.

*Note: To edit the default grade scale for the institution contact your CAMS Manger. The institution's default grade scale can be modified by changing the **SRGradeScaleDefault** SQL table.*

Step-By-Step: Copy Grade Scale from Another Course

An instructor may already have a preferred grade scale in use in another course that they are teaching. CAMS Enterprise allows the instructor to copy this grade scale instead of the Default Grade Scale.

1. Click the **Copy Grade Scale From a Different Course** link.

2. Select the Term/Course from the Course Name drop-down then click **Continue to View Grade Scale**.

    The grade scale from the selected course is displayed along with the current grade scale.

3. Click **Process Grade Scale Copy**.

Note: Only Courses the instructor has previously instructed are able to be used as a source from which to copy.

Step-By-Step: Mass Update Grades

Anytime the Grade Scale is changed and grades have already been entered for assignments, the Mass Update Grades process should be done in order to recalculate the grades.

1. After making any changes to the Grade Scale click **Mass Update Grades**.

2. Any grades already entered for assignments will be recalculated and a dialog box will display indicating the grades have been recalculated.

Setting up Assignment Categories

An instructor can set up different categories of assignments. Each category can be given a weight percentage towards final class grade. Total of all categories must equal 100%. A category list that equals 100% must be set up before assignments can be created. The list of available categories is defined in the **SRTestAssignCat** glossary table.

	Computer Software Advanced [CEN202LEC01]		
	My Courses > Course Options > Setup Categories		
Add Category		Setup Grade Standards | Setup Assignments	
Setup Categories			
Action	**Category**	**Weight**	**# Drops**
Edit	Final Exam - (1) Assignment(s) - (2) Graded - (0) Documents	50.00	0
Edit	Homework - (5) Assignment(s) - (12) Graded - (0) Documents	20.00	0
Edit	Special Projects - (3) Assignment(s) - (7) Graded - (0) Documents	10.00	0
Edit	Tests - (3) Assignment(s) - (7) Graded - (0) Documents	20.00	0
		Total: 100.00	
Total Weight is 100 percent.			

Figure 28: Category Setup window

*Note: Click **Edit** to edit the category or **Delete** to delete it. A category cannot be deleted if assignments are associated with it.*

Step-By-Step: Add/Modify a Category

1. Click **Add Category**. The Add Gradebook Category window opens.

Computer Hardware Basics [CEN101LEC01]

My Courses > Course Options > **Add Gradebook Category**

Add Gradebook Category
*Category: Research Papers
*Weight: 25
*Number of Drops: 1

Add Gradebook Category   Cancel

Figure 29: Add a Category

2. Select a **Category** from the dropdown list.

3. Enter the weight percentage for this category in the **Weight** field. All categories for a course must total 100 percent. An instructor cannot specify a number more than the percent remaining.

4. Use the **Number of Drops** field to indicate how many of the lowest graded assignments will be dropped from a student record. For instance, 5 papers have been assigned in the Research Papers category and "1" entered in # Drops allowed, then the 4 highest scoring papers per student will be counted in that students grade calculation.

Note: If the Number of Drops entered is equal to or greater than the number of assignments in a Category, one assignment will still be calculated in the Midterm and/or Final grade.

5. Click **Add Gradebook Category**.

Creating Assignments

Before grades can be entered, the assignments must be created. Assignments, homework, exams, etc. can be entered into the grade book.

Step-By-Step: Create an Assignment

1. From Course Options click **Setup Assignments**. The Setup Assignment window opens.

Figure 30: Assignment Setup window

2. Click **Add Assignment**.

Figure 31: Add Course Assignment window

3. Select a **Category** (Glossary Table: SRTestAssignCat) enter a **Description**, enter the **Date**, fill in the **Total Points** that the assignment is worth and the option to allow the student to view the grade.

4. If Assignment Weights are enabled, enter the **Assignment Weight** multiplier. If Assignment Weights are not enabled, all assignments have an equal weight (or multiplier) of 1. See enabling Assignment Weighting on page 55.

5. If the student can turn in the document electronically (upload) click **Allow Uploads**. Students will be allowed to upload documents up to and including the Due Date for this assignment. An upload exception may be enabled from the Record Grades by Assignment screen after the Due Date has passed.

6. Click **Add Course Assignment**.

Note: To Edit or Delete an assignment use the Edit or Delete links to the left of each assignment.

Grades

Entering Grades

Assignment grades can be entered by assignment or by student. Online Tests can also be linked to an assignment; when the test is graded the assignment grade will automatically be entered. Grades may be entered for Officially Registered students only.

*Note: Before grades can be entered, the **SRTestGrdAssignStat** glossary table must be populated. This field is used to set the status of an assignment grade, for example, excused, incomplete, late, etc. The code used for calculating mid-term and final grades explicitly excludes the status "Excused" from the grade calculations. Essentially if the status is Excused, the student is forgiven that assignment and the grades will be determined on the remaining assignments.*

Step-By-Step: Record Grades by Assignment

Computer Hardware Basics [CEN101LEC01]

My Courses > Course Options > Record Grades by Assignment

Note: Click on the Assignment Description to grade it.

Assignment Listing

Category	Assignment Description	Date	Total Points	View Grade	Allow Uploads
Final Exam	Final Exam	8/31/2008	100	YES	False
Homework	Homework Week 1	8/21/2008	100	YES	False
Quizzes	Quiz Week One	8/21/2008	100	YES	False

Figure 32: Assignment Grade Entry screen

1. From **My Courses >Course Options >Record Grades** click **By Assignment**.

2. Click the **Assignment Description** link for the assignment to be graded.

Computer Hardware Troubleshooting [CEN102LEC01]

My Courses > Course Options > Record Grade by Assignment

Homework : Homework 2 (Total Points: 100, Due Date: 11/20/2011)
Allow Uploads: ☑
Show Student ID ☐
Show Withdrawn Students ☐

Graded Assignments

Student Name	Original Score	Adjusted Score %	Status		Letter Grade
Green, Gary ()	100	100	▼		A+

Documents for Green, Gary ()	Size (KB)	Insert Date	Update Date	View Original Student Doc	Upload/View Graded Doc
Homework 2.doc	19.5	11/18/2011 12:05:17 PM		view	Upload/View

Student Name	Original Score	Adjusted Score %	Status		Letter Grade
Hall, Frank ()	85	85	▼		B

Documents for Hall, Frank ()	Size (KB)	Insert Date	Update Date	View Original Student Doc	Upload/View Graded Doc
Homework 2.doc	19.5	11/18/2011 12:10:43 PM		view	Upload/View

Student Name	Original Score	Adjusted Score %	Status		Letter Grade
Larson, Laura M ()	99	99	▼		A+

Documents for Larson, Laura M ()	Size (KB)	Insert Date	Update Date	View Original Student Doc	Upload/View Graded Doc
Homework 2.doc	19.5	11/18/2011 12:11:09 PM		view	Upload/View

Ungraded Assignments

Student Name	Original Score	Adjusted Score %	Status	Letter Grade
There are no students without a grade for this Assignment.				

Save Back

Figure 33: Assignment List of Students screen

Note: If the instructor checks the Show Withdrawn Students box, students who have withdrawn will be displayed. Place a check next to Show Student ID to display the ID next to the Student Name.

3. A list of students will display. If the assignment was allowed to be turned in electronically and the student has uploaded the assignment, the instructor can click **View** to view or download the document. The document will open up in a new window. Any type of document may be uploaded but the instructor must have a way to view the document. For example, if the student uploads a WordPerfect file the instructor would need WordPerfect installed to view the document.
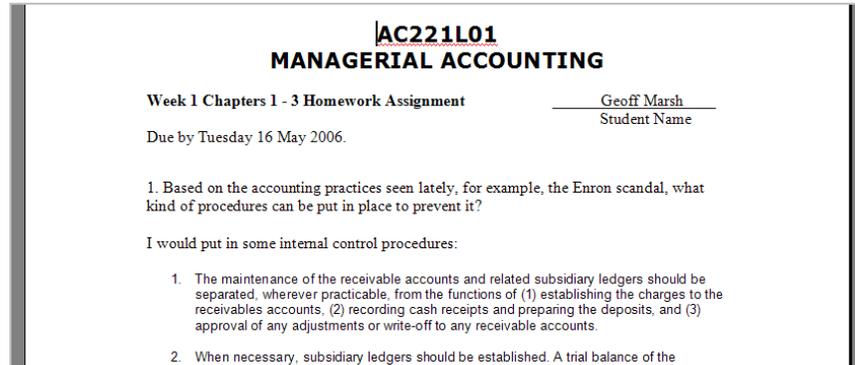

Figure 34: View Uploaded Student Assignment

Instructors can uncheck **Allow Uploads** if they no longer allow students to upload that assignment. The instructor can also view the **Insert Date** field for the date and time that the student uploaded the document to verify that an assignment was turned in on time.

Once a Due Date has passed, the system will no longer allow uploads for the assignment. The instructor may allow upload exceptions for individual students or for all students within an assignment. After the Due Date has passed, the **Allow Upload Exception** check box next to each student will display; in addition, next to the **Allow Uploads** check box at the top of the student list, two additional buttons, **All** and **None**, will display for **Allow Upload Exception**.

4. To allow an individual student to upload documents for an assignment that is past the Due Date, place a check in the **Allow Upload Exception** checkbox next to that student. The student will be allowed to upload documents for this assignment until the **Allow Upload Exception** checkbox is cleared.
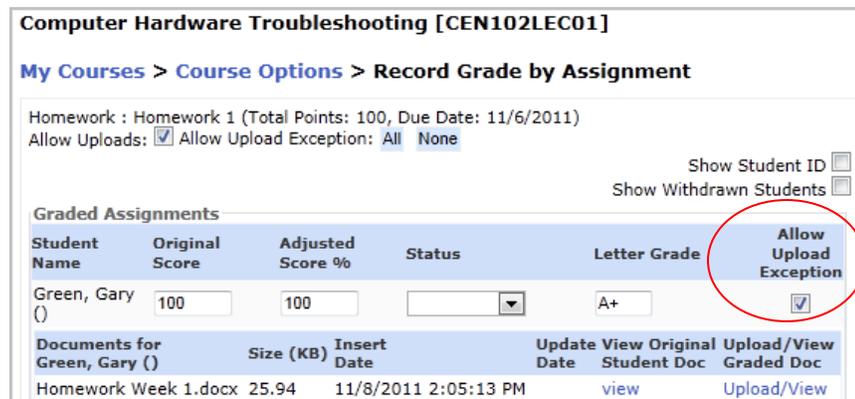
Figure 35: Allow Upload Exception for Individual Student in an Assignment

5. To allow all students to upload documents for an assignment click the **All** button next to **Allow Upload Exception** at the top of the student list to place a check in all Allow Upload Exception checkboxes for this assignment. All students will be allowed to upload documents for this assignment until the **Allow Upload Exception** checkbox is cleared next to each student. To remove all checks at one time, click the **None** button next to **Allow Upload Exception** at the top of the student list.

Figure 36: Allow Upload Exception for All Students in an Assignment

If the instructor annotates the assignment, adds comments, highlights items or manually writes on the document, the instructor can save or scan the modified document and upload it as the graded assignment for the student to view electronically. This allows the student to see their turned in original and the modified instructor's version at the same time.

Figure 37: Annotated Student Assignment

6. To upload a graded assignment click **Upload/View**.

Figure 38: Upload Graded Assignment

7. Browse to the saved graded assignment and click **Upload Document**, enter a **Comment** if necessary, and click **Close**. The student will be able to view graded documents immediately.

8. Enter the **Original Score** and the press <Tab>. The **Adjusted Score %** (percentage the student earned for the assignment based on the Original Score entered divided by the Total Points of the assignment) and **Letter Grade** will be automatically filled in. You can override the entries by manually changing them. The Adjusted Score and the Assignment Weight affect the points earned. The points earned are used in Midterm and Final grade calculations. The cursor will move down to the next student.

9. Click **Save** to save the changes or **Cancel** to return to the assignment list without saving.

    Once an assignment has been graded, the student can no longer edit or delete documents for that assignment. Instructors may only grade uploaded assignments from the Grade by Assignment option.

Step-By-Step: Grade Entry by Student

Figure 39: Grade Entry By Student list

1. From **My Courses >Course Options >Record Grades** click **By Student.**

2. Click the **Student Name** of the student to be graded.

3. Check the **Add Grade** checkbox for the assignment you want to grade.

4. Enter the **Original Score** and then press <Tab> to move to the next assignment. The **Adjusted Score %** (percentage the student earned for the assignment based on the Original Score entered divided by the Total Points of the assignment) and **Letter Grade** are automatically calculated. You can override the entries by manually changing them. The Adjusted Score and the Assignment Weight affect the points earned. The points earned are used in Midterm and Final grade calculations.

Figure 40: Grade Entry by Student window

5. Enter another assignment score or click **Save** to save the changes.

6. If enabled in CAMS an Export link will display at the top of the page. Click **Export** to open or save a comma delimited file of this students grades that have been entered.

7. Click the **Printer Friendly** link to open a page that you can send to your default printer. The printer friendly page displays the current letter and number grade for the selected student.

Online Testing

For Online Testing grades, refer to the Online Testing manual.

Viewing Grades

The instructor can view grades several different ways. The first is by assignment, which will show all students and corresponding grades for a particular assignment. The second is by student, which will show all assignments and grades for a particular student. The third is by detailed information, through reports, which will show more detail for each grade.

Grade Reports

You can view and edit midterm and final grades when you click **View/Edit Calculated Grades.**

Figure 41: Viewing Grades

Click **Midterm** to edit the midterm grade for a student or **Final** to edit their final grade. Editing their grade here overrides the automatic calculation that was done. If you recalculate grades your manual change will be overwritten.

To view grades via reports from Course Options select either the Student Grade Detail report or the Final Course Grades report.

Figure 42: Student Grade Detail report

Figure 43: Final Course Grades report

Calculating Grades

Two Course Options are **Calculate Midterm Grades** and **Calculate Final Grades**, which will automate grade book grade calculation.

Step-By-Step: Calculate Mid Term Grade

1. Click the **Calculate MidTerm Grades** link.

Computer Hardware Troubleshooting [CEN102LEC01]

My Courses > Course Options > Calculate Midterm Grades

Calculate Midterm Grade
    *Cutoff Date: 09/07/2008 ex. mm/dd/yyyy

Calculate Midterm Grade   Cancel

Figure 44: Cutoff Date screen

2. Enter the cutoff date for grade calculation using a MM/DD/YYYY format. Click **Calculate Midterm Grade**. Any assignment up to and including this date will be used in the midterm grade calculation.

Note: These calculations can be run anytime and using the cut-off date can provide the instructor with the option of providing students with a current grade as of that date. This could help students gauge how they are doing in class.

CAMS Enterprise will display the students and their course assignments that do not have grades entered. Click the student name or the assignment name to enter these missing grades then repeat steps 1 and 2.

MANAGERIAL ACCOUNTING [AC221L02]

My Courses > Course Options > Calculate Midterm Grades

Note: The students below are missing their grades. You can view or edit calculated grades or use the options below
Click on the **Student Name** to view or edit the grade for that student.
Click on the **Assignment** to view or edit grades for the entire assignment

Show Withdrawn Students ☑

Students with missing grades

Student Name	Assignment	Assignment Date
Aaron, Julie B () - Withdrawn	1000 Word Essay: Managing Returns	11/1/2008
Griggs, Stephanie I (Annie)	1000 Word Essay: Managing Returns	11/1/2008
Rowold, Stacy ()	1000 Word Essay: Managing Returns	11/1/2008

Grades have been calculated for this course.

Figure 45: Enter Missing Grades

3. Click the **View or Edit Calculated Grades** link to view the current GPA and grade.

MANAGERIAL ACCOUNTING [AC221L02]								

My Courses > Course Options > View/Edit Calculated Grades

Click on **Midterm** to edit the midterm Grade or **Final** to edit the final Grade.

Show Withdrawn Students ☑

Grade Listing

Grade to Edit	Student Name	Midterm		Missing Grades		Final		Block Recalculate	Sent To Registrar
		CGPA	Grade	M	F	CGPA	Grade		
Midterm | Final	Aaron, Julie B () - Withdrawn	100	A+	0	0	100	A+	N	N
Midterm | Final	Griggs, Stephanie I (Annie)	90	A-	0	0	90	A-	N	Y
Midterm | Final	Rowold, Stacy ()	100	A+	0	0	100	A+	N	Y

Figure 46: View Grades window

Click on the **Midterm** link for any student that you would like to override the automatic grade calculation and enter a different grade. For example, if a student was $1/10$ of a point from an A you may change their grade from a B+ to the A.

Mid-Term Grade Calculation

When grades are calculated mid-term the following items are applied:

- All assignments/tests with a due date on or before the cut-off date.

- Zero grades must also have a letter grade (zero grades without a letter grade are treated as missing assignments)

- Missing grades are omitted from the calculation and a notice is displayed that the grade is missing during processing.

- Drops and Assignments marked as **Excused** are not included in the grade calculation.

Note: If the Number of Drops and Excused combined is equal to or greater than the number of assignments in the category, one assignment will still be calculated in the Midterm and/or Final grade. If all assignments in a category are excused (with no drops), the entire category is removed from the calculations.

- Categories with no Assignment grades within the cutoff date are excluded in the calculations.

Using Assignment Weighting

The formula for mid-term grade calculation using assignment weighting is as follows.

- For each Category (with assignments that have a Due Date on or before the Midterm Cut Off)
Sum this: (Pts Earned / Pts Available * Assignment Weight / Sum of Assignment Weights * Category Weight / Sum of Category Weights)

- Add all of the Category Sums:
SUM(TotalScaledScore * 100) As FinalPts

Assignment Weighting Example

Category 1: 50%, 1 drop Assignment 1: 100 points, Weight 1 Assignment 2: 50 points, Weight 2 Assignment 3: 75 points, Weight 2	**Category 1** Assignment 1: 95/100 * 1/3 * 50/100 = .158333 Assignment 2: dropped Assignment 3: 75/75 * 2/3 * 50/100 = .333333
Category 2: 30% Assignment 4: 100 points, Weight 1 Assignment 5: 100 points, Weight 2 Assignment 6: 75 points, Weight 3	**Category 2** Assignment 4: 99/100 * 1/4 * 30/100 = .074250 Assignment 5: excused Assignment 6: 75/75 * 3/4 * 30/100 = .225000
Category 3: 20% Assignment 7: 50 points, Weight 1 Assignment 8: 50 points, Weight 1	**Category 3** Assignment 7: 50/50 * 1/2 * 20/100 = .100000 Assignment 8: 30/50 * 1/2 * 20/100 = .060000 =====================================
Student Scores: Assignment 1: 95 Assignment 2: 45 Assignment 3: 75 Assignment 4: 99 Assignment 5: Excused Assignment 6: 75 Assignment 7: 50 Assignment 8: 30	**Category Sum** . 950916 .950916 * 100 = 95.0916%

Non-Assignment Weighting

The formula for mid-term grade calculation NOT using assignment weighting is as follows.

- For each Category (with assignments that have a Due Date on or before the Midterm Cut Off)
  Sum this:
  (Pts Earned / Pts Available * Category Weight / Sum of Category Weights)

- Add all of the Category Sums.
  SUM(TotalScaledScore * 100) As FinalPts

Step-By-Step: Calculate Final Term Grade

1. From Course Options click the **Calculate Final Grades** link.

Figure 47: Missing Assignment Grades

A list of assignments that are missing grades is displayed. Click the student name or the assignment name to enter these missing grades then repeat step 1. Click the **View or Edit Calculated Grades** link to view the current GPA and grade.

Figure 48: View Final Grades window

The last column in the display shows whether the final grade has been submitted to the registrar.

Final Grade Calculation

When grades are calculated Final the following items are applied:

- All assignments/tests.

- Zero grades must also have a letter grade (zero grades without a letter grade are treated as missing assignments)

- Drops and Assignments marked as **Excused** are not included in the grade calculation.

Using Assignment Weighting

The formula for final grade calculation using assignment weighting is as follows.

- For each Category (with assignments that have a grade entered)
  Sum this:
  (Pts Earned / Pts Available * Assignment Weight / Sum of Assignment Weights * Category Weight / Sum of Category Weights)

- Add all of the Category Sums:
  SUM(TotalScaledScore * 100) As FinalPts

Assignment Weighting Example

Category 1: 50%, 1 drop Assignment 1: 100 points, Weight 1 Assignment 2: 50 points, Weight 2 Assignment 3: 75 points, Weight 2	**Category 1** Assignment 1: 95/100 * 1/3 * 50/100 = .158333 Assignment 2: dropped Assignment 3: 75/75 * 2/3 * 50/100 = .333333
Category 2: 30% Assignment 4: 100 points, Weight 1 Assignment 5: 100 points, Weight 2 Assignment 6: 75 points, Weight 3	**Category 2** Assignment 4: 99/100 * 1/4 * 30/100 = .074250 Assignment 5: excused Assignment 6: 75/75 * 3/4 * 30/100 = .225000
Category 3: 20% Assignment 7: 50 points, Weight 1 Assignment 8: 50 points, Weight 1	**Category 3** Assignment 7: 50/50 * 1/2 * 20/100 = .100000 Assignment 8: 30/50 * 1/2 * 20/100 = .060000 ====================================
Student Scores: Assignment 1: 95 Assignment 2: 45 Assignment 3: 75 Assignment 4: 99 Assignment 5: Excused Assignment 6: 75 Assignment 7: 50 Assignment 8: 30	**Category Sum** . 950916 .950916 * 100 = 95.0916%

Non-Assignment Weighting

The formula for mid-term grade calculation NOT using assignment weighting is as follows.

- For each Category (with assignments that have a grade entered)
  Sum this:
  (Pts Earned / Pts Available * Category Weight / Sum of Category Weights)

- Add all of the Category Sums.
  SUM(TotalScaledScore * 100) As FinalPts

Submit Grades

Step-By-Step: Submit Grades

1. From Course Options click **Submit Grades**.

MANAGERIAL ACCOUNTING [AC221L02]

My Courses > Course Options > Submit Grades [Step 1-3]

Select a Grade Type to Submit and then "Continue to Submit Grades Step 2"
○ Mid Term Grades
⊙ Final Grades
    Continue to Submit Grades Step 2

Show Withdrawn Students ☑

Submit Grade Listing

Student Name	MidTerm		Final		Missing Grades		Block ReCalc		Sent To Registrar	
	CGPA	Grade	CGPA	Grade	M	F	M	F	M	F
Aaron, Julie B () - Withdrawn	100	A+	100	A+	0	1	N	N	N	N
Griggs, Stephanie I (Annie)	90	A-	90	A-	0	1	N	N	N	Y
Rowold, Stacy ()	100	A+	100	A+	0	1	N	N	N	Y

Figure 49: Submit Grades window

Students who are missing assignment grades will be displayed here. These grades must be entered in order to submit the final grade to the registrar.

2. Once all assignment grades have been entered you will need to recalculate the grade.

3. Select **Mid Term Grades** (or **Final Grades**) then click **Continue to Submit Grades Step 2**.

4. Those students who are not missing any assignment grades will display after clicking **Continue**.

BEGINNING SPANISH I[SPA11101]

My Courses > Course Options > Submit Grades [Step 2-3]

Click the "Continue to Submit Grades Step 3" button to process any Final grades that you want to submit/resubmit to the registrar.
Cancel   Back to Step 1   Continue to Submit Grades Step 3

Show Withdrawn Students ☐

New Student Grades to Submit

Submit	Student ID	Student Name	Grade	Allowed Grade	Number Grade	Allowed Number Grade
☑ Final	A0000002005	Rowold, Rebecca ()	A-	A- ▾	94	94

Figure 50: Grades to Submit to the Registrar

Note: If there are no new grades to submit then Step 2 will be skipped and you will be taken to Step 3 if there are grades to resubmit.

5. Select the students whose grades you want to submit. If the course is set up with Allowed Grades you will have to ensure that you select the appropriate grade from the **Allowed Grade** drop down field. For example, if the calculated grade is an A- but the Allowed Grade field does not have an A- in the list you will have to select the appropriate grade, in this case an A. Students who are withdrawn will be displayed as withdrawn and no changes to their grades need to take place nor will any changes affect their withdrawn status.

*Note: Blank grades cannot be submitted. If a blank grade is selected the **Submit** checkbox will automatically be deselected and "Must Select" text displays in the **Allowed Grade** column. The Submit checkbox is disabled until an Allowed Grade has been selected. You may continue to submit grades that are not blank if desired.*

6. Click **Continue to Submit Grades Step 3** to submit the grades to the Registrar.

    You will receive notice that the new grades have been successfully submitted to the registrar. If there are grades available for resubmission you would see them next and would continue. See Resubmitting Grades.

    An email can also be sent to selected individuals notifying them of the grades submission. This option is set up in **CAMS Manager >CAMS Portal >Portal Configuration >Faculty** tab.

Step-By-Step: View Submitted Grades

1. From Course Options click **View Submitted Information**.

BEGINNING SPANISH I[SPA11101]					
My Courses > Course Options > View Submitted Grades					
					Show Withdrawn Students ☐
Grades Submitted to the Registrar					
Student Name	**Grade Submitted**	**GPA Submitted**	**Grade Type**	**Date Submitted**	**Submitted By**
Rowold, Rebecca ()					
Wann, Amy ()	A	98	Final	2/18/2010 4:38:52 PM	D'JeromeI48718
Wann, Emily ()	A-	94	Final	2/18/2010 4:38:53 PM	D'JeromeI48718

Figure 51: Submitted Grades

A list of submitted grades displays along with the grade type, date sent to the registrar, and by whom they were sent.

Resubmitting Grades

Once grades have been submitted to the registrar, they cannot be resubmitted without authorization from the registrar.

Grades that have been submitted will display a "Y" in the **Sent To Registrar** column.

Figure 52: Submitted Grades

Grades with an "N" in the Sent To Registrar field can still be submitted. Those with the "Y" will not be resent. Those with an "A" have been authorized.

If grades need to be resubmitted to the registrar from the Faculty Portal the registrar will have to authorize permission to resubmit. If a grade has been authorized to be resubmitted it will display an "R" in the **Sent To Registrar** column.

Figure 53: Authorized Grades to Resubmit

Step-By-Step: Resubmit Grades

1. Change grades as necessary from Course Options >Record Grades By Assignment or By Student.

2. Once the grade is changed, the grade can be Calculated for Midterm or Final and resubmitted.

*Note: If there are no **new** grades to submit then Step 2 will be skipped and you will be taken to Step 3 if there are grades to resubmit.*

3. Proceed through new grade submission until Step 3.

4. Verify that the new grade is correct and click **Process** next to the student's name.

5. Click the **Process** hyperlink next to the grade(s) you wish to re-submit.

Figure 54: Resubmission Reason

6. Enter the reason for the resubmission and then click **Process Resubmit**. The instructor receives notice that the grade has been successfully resubmitted.

Direct Grade Submit

Institutions have the option to enable instructors to bypass the creation of Grade Book, Categories and Assignments, and simply enter grades for the Mid Term and Final. Direct Grade Submit will enter the grades directly into CAMS Enterprise Grade Entry bypassing the Authorize Portal Grades process. Grades submitted through Direct Grade Submit display immediately on Student Transcripts. Directions for configuring this option can be found in the CAMS Manager Module PDF.

Step-By-Step: Direct Grade Submit

1. From Course Options click the **Direct Grade Submit** link.

2. Choose either Mid Term or Final from the Grade Type drop down.

3. Select the **Submit** checkbox for those students for which you wish to enter grades.

4. Enter grades. Narrative is only available on Final grade entry.

Figure 55: Mid Term Grade Entry

5. 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.

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

7. Click the **Change Request** link, which will be displayed for grades that have already been submitted.

Figure 56: Direct Grade Submit Change Request

8. Select the grade from the **Change Current Grade of [x] To** drop-down.

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

> **Computer Hardware Basics [CEN101LEC02]**
>
> **My Courses > Course Options > Direct Grade Submit**
>
> Request a finalGrade Change for **Winston, Barney**
>
> Change Current Grade of [A+] To * [A ▾]
>
> Provide a Reason for this Change: *
> Student re-took test.
>
> Send Request   Cancel

Figure 57: Send Change Grade Request

10. An email requesting a change to the grade and reason for the change will be sent to the user(s) that have been selected in **CAMS Manager >CAMS Portal >Portal Configuration >Faculty** tab.

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.

Reports

Student Grades Detail

The Student Grades Detail report lists all entered grades for all assignments. Display withdrawn students by placing a check in the box next to Show Withdrawn Students.

If enabled in CAMS an Export link will display at the top of the page. Click **Export** to open or save a comma delimited file of all entered Assignment grades for all students in this course.

Click the **Printer Friendly** link to open a page that you can send to your default printer.

Final Course Grades

Final Course Grades displays all Calculated Grades and, once approved by the Registrar, all Final Grades for all students in the course.

Click the **Printer Friendly** link to open a page that you can send to your default printer.

Attendance

Attendance taking from Course Management is simple and quick. There are two options to take attendance, Weekly Attendance and Daily Attendance. By default both options will mark every student as present so when the faculty member enters in the attendance they only have to change the status for those students who should not be marked present.

Once the attendance is entered clicking the save feature will immediately make the attendance available to any CAMS Enterprise user who needs that information, such as Registration or Financial Aid personnel.

Step-By-Step: Taking Attendance

1. From Course Options click the **Attendance Entry** menu link. The **Attendance Entry** page displays. The course name and dates are listed.

Figure 58: Attendance Selection

2. Enter the Attendance Date, which can either be the actual day of attendance or the starting date for entering in weekly attendance. The Attendance Date will default to the current date which the user may change as necessary.

   If the class has a large amount of students and the instructor notices an increased delay in the attendance page displaying they may select an option from the **Display Students on the roster page** drop-down field. Choices are All, 25, 50, and 100. This will present the pages more quickly and allows more efficient attendance entry.

To Load Daily Attendance

- If reporting only one day's attendance click **Load Daily Attendance**. The **Attendance Daily Entry** page displays with that days entry.

Figure 59: Single Day Attendance

If the class does not meet on the selected date there will be a warning stating that but the instructor can still take attendance for the selected date.

3. Select **Show Students Photo** to display student photos for those students who have had a picture loaded into CAMS for their record.

4. Select **Show Withdrawn Students** to display any withdrawn students on the attendance page.

5. By default all students will be marked as **P** (Present). Select an appropriate alternate option for students who are Absent, Excused, Late, etc.

6. Click **Save Daily Attendance** to save the attendance or **Cancel** to cancel the attendance entry.

7. Click the Printer icon to open a printer-friendly page and print to your computer's default printer.

Note: The printer-friendly page will display only what has been saved to the database. In order to print the current attendance entries, save the attendance then open the page again to print. If Show Student Photos is selected, the photos will also print.

The instructor can also enter comments to further explain the selected attendance option.

To Load Weekly Attendance

This is kind of a misnomer as it is not necessarily weekly attendance so much as it will allow the faculty member to record up to 7 completed class sessions up to and including the current date. For example, if today's date was March 10, 2006 and the instructor enters a date of January 20, 2006, and the class met once a week the attendance page would display 7 class dates starting from January 20, 2006 up to March 10, 2006. If the instructor entered February 20, 2006 then the attendance page would only display three class dates starting from February 20, 2006 up to March 10, 2006.

Figure 60: Weekly Attendance

8. Select **Show Students Photo** to display student photos for those students who have had a picture loaded into CAMS for their record.

9. Select **Show Withdrawn Students** to display any withdrawn students on the attendance page.

10. By default the students will be marked as Present for every displayed class day. Select an appropriate alternate option for students who are Absent, Excused, Late, etc.

11. Click **Save Attendance** to save the attendance or **Cancel** to cancel the attendance entry.

12. Click the Printer icon to open a printer-friendly page and print to your computer's default printer.

Note: The printer-friendly page will display only what has been saved to the database. In order to print the current attendance entries, save the attendance then open the page again to print. If Show Student Photos is selected, the photos will also print.

Attendance Reports

Faculty can review their class attendance. The faculty member can review the complete attendance record for the class up to the current date or they can be selective and search for specific statuses like Absent or Excused, etc. They may also limit the amount of data returned by setting beginning and ending date criteria. For example, if they just want to see the attendance for the past week.

Attendance reports are accessed from the Course Options >Attendance Report menu link.

Figure 61: Attendance Reports

Course Utilities

Through the different utilities offered in CAMS Enterprise Course Management, instructors have several pathways in which to redefine teaching practices. Opportunities for active collaboration are easily created through various student groups. Managing the contributions and control of teaching assistants is handled through the TA access portal. Sharing course content and eliminating redundancy is achieved through the course copy utility. Together these tools allow instructors to enhance a student's overall learning experience.

Copying Course Content

Once the course content is set up, an instructor can copy all related information, settings, online tests, and documents to another term and course, which saves the faculty significant time preparing for each term. The information in the copied term can be edited as necessary.

Step-By-Step: Copy Course Content

1. Ensure the Term/Course you are currently logged into is the Term/Course you want to copy content FROM.

2. From **Course Management**, select the course from which you wish to copy.

3. From the **Course Options** click **Copy Content**. You will copy content from the course and term you are currently in.

Figure 62: Copy Content window

4. The **Copy Content** window displays. Select the term to which the course content will be copied.

5. Place a check in the **Select** column next to the course(s) to which you wish to copy content. You will copy your current course to the selected course.

6. Click **Continue to copy content step 2**.

Figure 63: Copy Content Step 2

7. Confirm your selection. Select **Copy Calendar Items** if desired.

Note: Calendar items will only be copied to student calendars if the students are already registered for the term and course to which you are copying.

8. Click **Process Copy Content**.

9. The contents of the course are copied to the new course.

Note: If the course you are copying content to already has content this could result in duplicate items being displayed. If faculty need to recopy of Course Content, they need to delete it from the destination course before it is recopied. The process does not delete and recopy, it will append. Categories and Assignments will not be copied if they exist in the destination course as this could create Categories totaling over 100%.

Defining Student Groups

If a course utilizes groups of students for projects, assignments, or other needs, instructors can create individual groups and assign students to one or more groups. This provides the ability to keep track of students working together or send email to only a group of students.

Figure 64: Group Setup window

Set Student Access

Once the content and communication standards are established, instructors can clearly define the parameters for access and delivery through the Student Access Control options. Course Management provides for flexibility and consistency concerning course content, but the instructor always maintains complete control over what students are able to see and retrieve.

There are several student access options available through Course Management. However, for each class all options may not be necessary or desired. The instructor will have the ability to choose which options are available for a student to access. Additionally, after setting up items, such as Announcements, Assignments, or other features, the instructor can preview the web page the student will see when they log in.

Figure 65: Course Student Access Options window

Select those options that will be available to the student and click **Save**.

Student access to Textbooks, Student Attendance, and My Portal Usage links cannot be turned off.

Set TA (Teaching Assistant) Access

There are several steps in assigning a Teaching Assistant (T/A) or a person who is to have partial access to a course in Course Management in the Faculty Portal.

- Create a faculty record and set the faculty Course Management Role (see the Faculty document)

- Assign the TA to the course (see the Registration Setup document)

- Further define permissions for the course in the Faculty Portal, Course Management.

Step-By-Step: Set Permissions for Course

1. The instructor assigned to the course should log into the **Faculty Portal** and open the course in Course Management.

2. Click **Set TA Access** under **Course Utilities**.

Computer Hardware Basics [CEN101LEC]		
My Courses > Course Options > TA Menu Access		
Course Management Access for all Instructors		
Menu Item	**Green, Mark** Select All ▾	**Welds, Dennis** Select All ▾
Course Information		
Course Information	Read Only ▾	Full ▾
Course Textbooks	Read Only ▾	Full ▾
Course Announcements	Read Only ▾	Full ▾
Course Documents	Read Only ▾	Full ▾
Course Hyperlinks	Read Only ▾	Full ▾
Course Communication		
Discussion Forum	Full ▾	Full ▾
Email	None ▾	Full ▾
Student Calendar	Full ▾	Full ▾
Online Testing		
Manage Online Tests	None ▾	Full ▾
Course Gradebook		
Setup Gradebook		
Setup Grade Standards	Read Only ▾	Full ▾

Figure 66: Course Management Access for T/A

3. Select the items to which the T/A should have permissions.

Note: All faculty scheduled for the course are listed here; ensure you are setting permissions for the faculty member that is the T/A.

Import Blackboard™ Archive Files

Blackboard™ course management items may be imported into the Faculty Portal by utilizing the Archives utility. Course Documents, Announcements, Online Tests, and Faculty Contact information will be imported.

Step-By-Step: Import Blackboard™ Archives

1. Before you can import a Blackboard™ archive your CAMS Manager must place the archive in the **CAMS Enterprise >CourseArchives** directory. Ensure that you export an archive from Blackboard™.

2. Navigate to **Course Management >Utilities >Archive Files**.

3. Select the Term, if necessary, and the Course you wish to import the Blackboard™ archive.

4. A list of already imported archives displays, if there are any.

5. Click **Import Archive**.

6. A list of available archives displays. Click the **Import** link next to the archive you wish to import. You can only import one archive at a time but multiple archives can be imported for a single course.

   The import process imports the following information from the Blackboard™ Archive / Export files:

   - Course Announcements

   - Course Hyperlinks

   - Online Tests

   - Course Documents

   - Faculty Contact, Office Location, Hours, Notes, Personal Link and Preferred Name only.

   - Discussion Forum, Forum Names and Descriptions only. No messages.

Note: *The CAMS Manager must complete some actions before the Blackboard™ Import can work correctly. Please refer to the CAMS Manager manual.*

Upload/Import Respondus® QTI Archive Files

Respondus QTI formatted tests may be imported into the Faculty Portal by utilizing the Archives utility. Respondus QTI formatted tests may be imported after they have been uploaded to the database via CAMS Enterprise or the files may be uploaded and imported directly from the Faculty Portal.

Step-By-Step: Import Respondus QTI Tests

1. Navigate to **Course Management >Utilities >Archive Files**.

2. Select the Term, if necessary, and the Course you wish to import the test.

3. A list of already imported archives displays, if there are any.

4. Click the **Remove** link if you wish to remove the archive file; any associated tests will also be removed from the course's Online Tests. Archive files may not be removed if a test has been taken.

Figure 67: Archive Files Already Imported

5. Click **Import Archive**.

6. A list of available archives displays. Click the **Import** link next to the archive you wish to import. You can only import one archive at a time but multiple archives can be imported for a single course.

Figure 68: Archives Available for Import

7. To upload a Respondus QTI formatted test to the database and import it to this course, click Browse to open the **Choose File to Upload** dialog box. Select the file you wish to upload then click **Open**.

> **World History [HIS301LEC03]**
>
> **My Courses > Course Options > Import Course Archive**
>
> *Upload and Import a Respondus QTI Export File: C:\Respondus Files\WorldHistory.zip [Browse...]
> [Upload and Import]

Figure 69: File in ZIP Format Ready for Upload and Import

Note: The Respondus file MUST be QTI formatted and exported with a file extension of "ZIP".

8. Click **Upload and Import**.

9. The file is uploaded to the database and imported into this courses Online Tests. You do not need to click the **Import** link unless you wish to import a duplicate of the test into Online Tests.

10. Click the **Import** link next to any file in the **Archives Available for Import** list to import that test into the course.

11. After the import completes a pop-up displays indicating the web page needs to be refreshed. Click the **Retry** button to refresh the page or click **Cancel** to end your browsing session.

Course Reports

Class Roster

Faculty can access Student Notes, Status information, and photo for their courses from Class Roster. A printer-friendly version is also available with or without student photos.

Figure 70: Class Roster

Student Portal Usage

Student Portal usage for any date range can be viewed. If a student has accessed the course through the Student Portal, the student name becomes a clickable link. Click the link to display detailed information about areas of the course that have been accessed.

Figure 71: Student Portal Usage

Course Options

Additional Options

If Assignment Weighting has been enabled in CAMS Enterprise for Course Management, Faculty may enable or disable weighting for assignments for each course.

Figure 72: Assignment Weighting

Note: *If this has been previously enabled in CAMS and a Faculty is already using assignment weighting in their course, disabling this functionality in CAMS will not disable Assignment Weighting for that course and the Faculty will not be able to modify the setting from the Faculty Portal.*

Course Management Administration

Once roles are defined and assigned to users, they can begin editing information in the Administrative Portal. Remember, users will log into the Administrative Portal using CAMS Enterprise credentials, not those from the Faculty Module. To browse to the administrative portal, append FPADM_UserLogin.asp to your Faculty Portal URL (ie http://mycamsserver/faculty/FPADM_UserLogin.asp). Once logged in, users can utilize the bread crumb navigation at the top of every page to return to any previous page or the home screen. Course Management options allow a user to make changes to Assignments, Documents, Hyperlinks, etc. These changes are identical to those options from the Faculty Portal. Any changes made will be to on offering only.

The functionality available from the Course Management Administration pages follows the functionality available to faculty via the Faculty Portal. Please refer to the appropriate section of this document to outline processes and setup necessary for managing course setup.

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