

Campus Connection User Tutorial

Faculty Center Navigations

This document highlights the features commonly used by faculty in Campus Connection, including how to access class rosters, advisee information, grade rosters, etc.

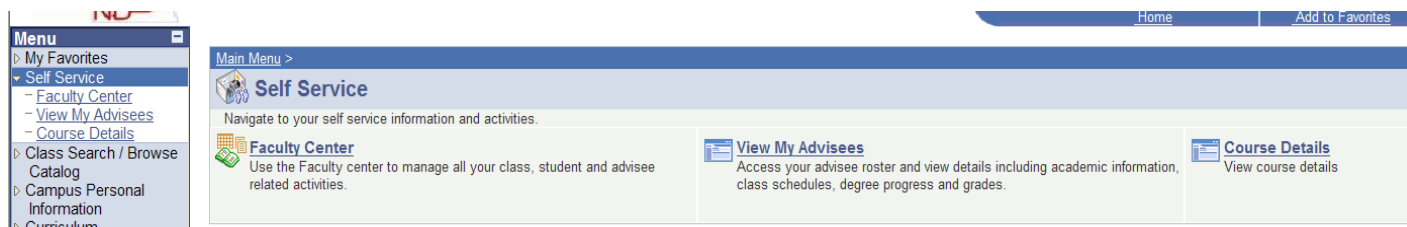
I. Campus Connection Portal and Security Access:

Log on to the Campus Connection portal. If security access has not yet been assigned, submit the Faculty Security Request form to obtain UserID and Password. Forms are available at www.ndsu.edu/registrar/forms/security/faculty.pdf.

II. Default Settings: Defaults for navigating and grading in the Campus Connection system may be set by going to Setup **SACR > User Defaults**. User defaults may be set for fields such as institution, term, etc., and may be updated as needed.

III. Faculty Center:

Click on **Self Service** and then **Faculty Center**. You can navigate from either the Menu Bar on the left side of screen or through the menu folders in center screen. From the Faculty Center, you can view advisees, update your contact information, view your class schedule, and access grade rosters when available for a given term.



Note – The following features are not yet operational on Faculty Center:

- My Examination Schedule
- Student Photos

IV. Grade Loading:

Detailed instructions, timelines and a Campus Connection tutorial to loading grades is available on the Registration and Records home page or at <http://www.ndsu.edu/registrar/gradeloading/grdloadinstr.pdf>.

V. Student Notification Feature:

The new Notify feature allows faculty to send individual notifications or mass email notifications to their advisees or to students enrolled in their classes.

	Notify	Photo	ID	Name	Grade Basis	Units	Program
1	<input type="checkbox"/>		0791865	Bison, Herda	Graded	4.00	Mathemat BS-Mathe
2	<input type="checkbox"/>		0791749	Bison, Ima	Graded	4.00	Mathemat BS-Mathe
3	<input type="checkbox"/>		0791852	Bison, Jo D	Graded	4.00	Mathemat BS-Mathe

NOTIFY SELECTED STUDENTS

NOTIFY LISTED STUDENTS

- Click on student name link for individual notifications
- Check boxes for select students, and click on Notify Selected Students button
- Click on Notify Listed Students button for mass notices to all students in a list.

VI. Class Schedule, Class Rosters and Grade Rosters:

- **Class Rosters:** Class rosters may be viewed in relation to enrolled, dropped or waitlisted students.

faculty center class search browse catalog

Faculty Center

[My Exam Schedule](#)
[View My Advisees](#)
[View Personal Data Summary](#)

2008 Fall | North Dakota State University [change term](#)

Select display option: Show All Classes Show Enrolled Classes Only

Class Roster Grade Roster Learning Management

My Teaching Schedule > 2008 Fall > North Dakota State University

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
MATH 146-13 (8747)	Applied Calculus I (Lecture)	2	MoWeFr 3:00PM - 3:50PM	TBA	Aug 25, 2008- Dec 19, 2008
MATH 165-01 (8706)	Calculus I (Lecture)	12	MoWeFr 8:00AM - 8:50AM	NDSU Minard Hall, Auditorium	Aug 25, 2008- Dec 19, 2008
MATH 165-02 (8707)	Calculus I (Lecture)	0	MoWeFr 8:00AM - 8:50AM	NDSU Minard Hall, Auditorium	Aug 25, 2008- Dec 19, 2008
MATH 165-03 (8709)	Calculus I (Lecture)	2	MoWeFr 8:00AM - 8:50AM	NDSU Minard Hall, Auditorium	Aug 25, 2008- Dec 19, 2008
MATH 165-04 (8710)	Calculus I (Lecture)	4	MoWeFr 8:00AM - 8:50AM	NDSU Minard Hall, Auditorium	Aug 25, 2008- Dec 19, 2008
MATH 790-03 (8818)	Graduate Seminar (Seminar)	0	TBA	TBA	Aug 25, 2008- Dec 19, 2008

[View Weekly Teaching Schedule](#) [Go to top](#)

My Exam Schedule > 2008 Fall > North Dakota State University
 You have no final exams scheduled at this time.

Class Roster: Click on symbol to left of course to view students enrolled in a class.

Grade Roster: Click on symbol to left of course to access grade roster, when available.

Class Details: Click on Class Link for additional course details, description, enrollment requirements, class notes, etc.

- **Waitlist Rosters:** To view students on a wait list for a class section, click on the class link and then change the Enrollment Status field from 'Enrolled' to 'Waiting.' Click the green 'change' button. Waitlisted students, along with their waitlist position will be displayed.

*Enrollment Status [change](#)

Enrollment Capacity 15 Waitlisted 2

[View FERPA Statement](#)

Select display option: Link to Photos Include photos in list

Waitlisted Students							
Notify	Photo	ID	Name	Program and Plan	Level	Status Note	
1		0791866	Thundar,Jo	Mathematics - BS-Mathematics	Freshman	Pos # 1	
2		0791762	Bison,Erma	Mathematics - BS-Mathematics	Freshman	Pos # 2	

[NOTIFY SELECTED STUDENTS](#) [NOTIFY LISTED STUDENTS](#) [PRINTER FRIENDLY VERSION](#)

VII. Advisee Information:

- To view advisee information, click on **View My Advisees**. A list of your advisees will appear.

my advisees | student center | general info | transfer credit | academics

View My Advisees

Advisee Roster

[View FERPA Statement](#)

Select display option: Link to Photos Include photos in list


Notify	Photo	ID	Name	View Student Details
<input type="checkbox"/>		0791762	Bison, Erma	View Student Details
<input type="checkbox"/>		0791865	Bison, Herda	View Student Details
<input type="checkbox"/>		0791749	Bison, Irma	View Student Details
<input type="checkbox"/>		0791852	Bison, Jo D	View Student Details

- Click on **View Student Details** for selected student. From the tabs across the top of the screen, you may view the following:
 - **Student Center** – Student class schedule and contact information (address, phone, etc.)
 - **General Info** – Service indicators (holds and FERPA releases), Student Groups (i.e., Math and English placement), and additional contact information
 - **Transfer Credit** – Transfer credit and statistics, if applicable
 - **Academics** – Student's academic program/plan, admit term, expected graduation term, enrollment status

VIII. Place/Release Holds and View Service Indicators (FERPA Release):

Any holds or service indicators assigned to a student may be viewed by clicking on the **View Student Details** link for a particular student.

1. Holds - Release:

- If a student has a hold, the hold symbol  will appear.
- Click on the symbol and then click on the link for the appropriate Advisor hold (**ADV** or **ADP**).

Display: Effect **Negative** Institution North Dakota State University [Refresh](#)

[+ Add Service Indicator](#)

Code	Code Description	Reason Description	Institution	Start Term Description	End Term Description	Start Date	End Date
ADP	Advisor Hold - Probation	No enrollment, drops allowed	NDSU1	2008 Summe		05/22/2008	
FSS	Financial Aid Suspension	See Self Service To Do List	NDSU1	2008 Sprng		05/28/2008	

c) Click the **Release** symbol. Then click 'OK.'

[Release](#)

*Institution: North Dakota State University

*Service Indicator Code: Advisor Hold - Probation

*Service Ind Reason No enrollment, drops allowed

Code:

Description:

Effect: Negative

Effective Period

Start Term: 2008 Summe End Term:

Start Date: End Date:

2. **Hold – Place:**

- a) Select advisee and click on **Student Details** link.
- b) Click on the **General Info** tab and then on **Service Indicators**. Then click on the green **Edit Service Indicators** button.

my advisees student center **general info** transfer credit academics

[Service Indicators](#) [Initiated Checklists](#)

[Student Groups](#) [Personal Data](#) [COLLAPSE ALL](#)

[National ID](#) [Names](#) [EXPAND ALL](#)

[Addresses](#) [Phones](#)

[Email Addresses](#)

▼ **Service Indicators** [edit service indicators](#)

Display: Effect Institution [Refresh](#)

[+ Add Service Indicator](#)

Service Indicator Summary							
Code	Code Description	Reason Description	Institution	Start Term Description	End Term Description	Start Date	End Date
FSS	Financial Aid Suspension	See Self Service To Do List	NDSU1	2008 Sprng		05/28/2008	
SF8	Students on a Payment Plan	Students in a Payment Plan	NDSU1	Begin Term		01/07/2008	

[+ Add Service Indicator](#)

c) Click on **Add Service Indicator** link.

d) Enter Hold Code (ADV) and Service Indicator Reason (NENR). Also, enter the Start Term and Start Date. Click Save.

*Institution: North Dakota State University

*Service Indicator Code: Advisor Hold - General

*Service Ind Reason Code: No enrollment, drops allowed

Description:

Effect: Negative

Effective Period

Start Term: 2008 Fall End Term:

Start Date: End Date:

Assignment Details

IX. Personal Contact Information:

To view and update your contact information that is accessed by students, click on the **Campus Personal Information** link.

Select the appropriate data field tab across the top of the screen. To add or update certain contact information, click on either the green 'delete' button or the 'Add' button (see Email Address example below). Click save.

Note – Select information under Campus Personal Information is not pre-populated or maintained in the Campus Connection student information system, such as Internet Addresses, Emergency Contacts, Licenses and Certificates, etc.

Class Search / Browse Catalog

Campus Personal Information

- Personal Data
- Summary
- Addresses
- Names
- Phone Numbers
- **Email Addresses**
- Internet Addresses
- Emergency Contacts
- Demographic Information
- FERPA Restrictions
- User Preferences
- Languages
- Licenses and Certificates
- Memberships
- Work Experience
- Extracurricular Activities
- Honors and Awards
- Publications
- Holds
- To Do List

Personal Information | Security | Credentials | Participation

addresses | names | phone numbers | email addresses | internet addresses | emergency contacts | demographic information

Email Addresses

Enter your email addresses below.

If multiple email addresses are entered, specify your primary contact email address by selecting the preferred checkbox.

Email Type	Email Address	Preferred	
Campus	Brain.Power@ndsu.edu	<input checked="" type="checkbox"/>	<input type="button" value="delete"/>

* Required Field

Personal Information | Security | Credentials | Participation

Addresses | Names | Phone Numbers | Email Addresses | Internet Addresses | Emergency Contacts | Demographic Information

go to ...