LINDENWOOD

LINDENWOOD UNIVERSITY ST. CHARLES, MISSOURI

Faculty & Staff Portal User Manual

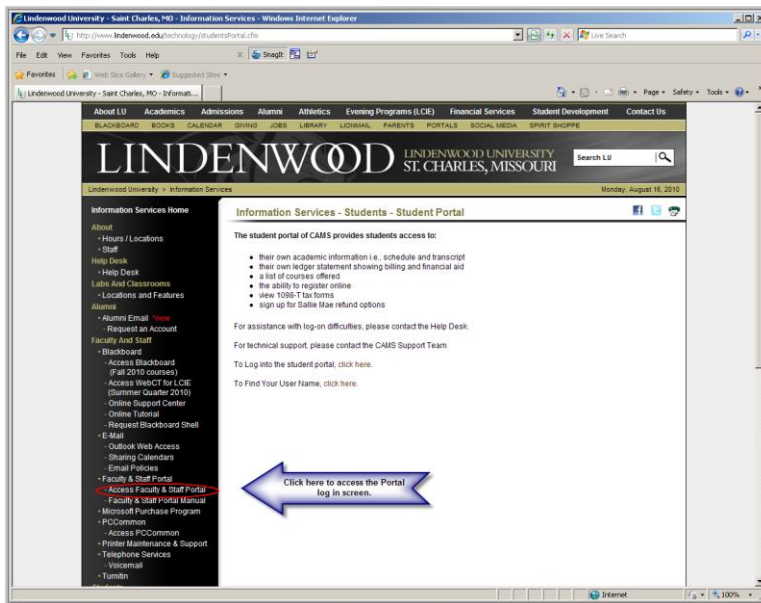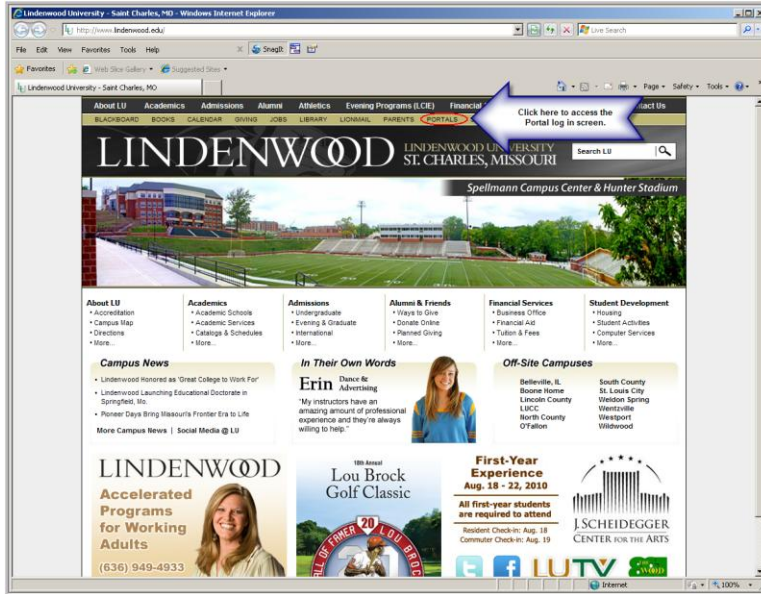# Lindenwood University
Faculty & Staff Portal User Manual

Table of Contents

Log In

Access the portal by going to http://www.lindenwood.edu and clicking the **Portals** link. The site is accessible from either on or off campus.

Step by Step: Log In
1. Enter your User Name, which is your network login: example kbrickler
2. The Password is your network password, which is the same password used to log in into your email account from off campus.
3. Click **Login** or press Enter
4. You will receive a notification about the Family Educational Rights and Privacy Act (FERPA). Click **Accept**.
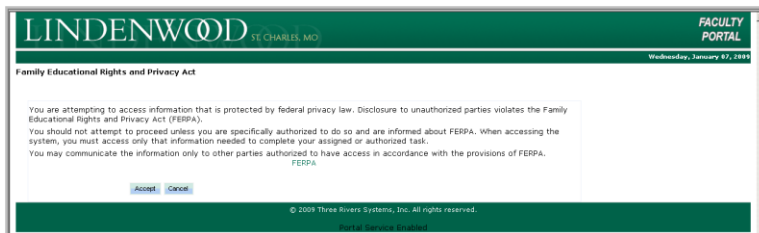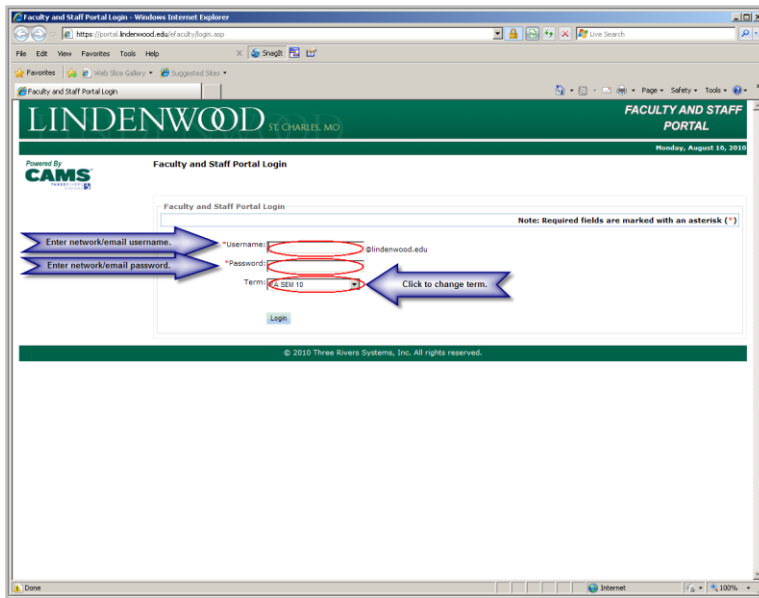
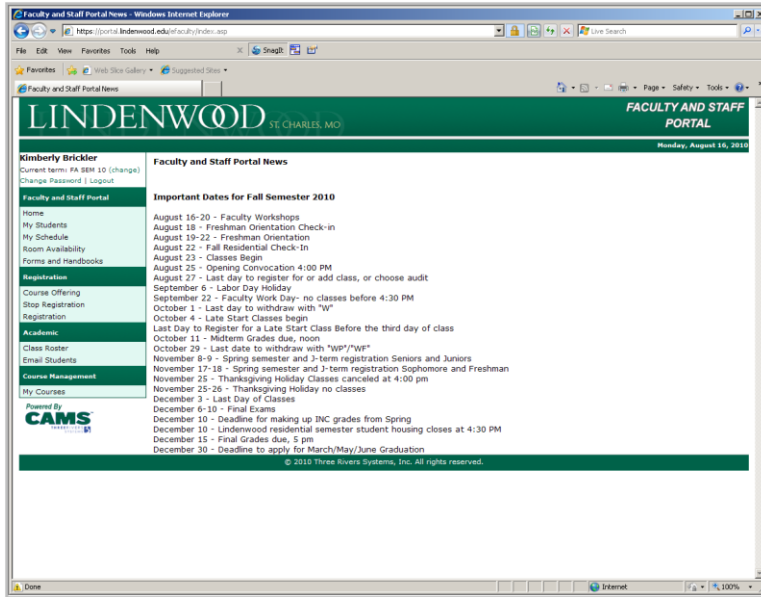This screen is referred to as the portal home page. Any posted announcements will be viewable from this screen.

LINDENWOOD ST. CHARLES, MO

FACULTY AND STAFF PORTAL

Monday, August 16, 2010

Kimberly Brickler
Current term: FA SEM 10 (change)
Change Password | Logout

Faculty and Staff Portal
Home
My Students
My Schedule
Room Availability
Forms and Handbooks

Registration
Course Offering
Stop Registration
Registration

Academic
Class Roster
Email Students

Course Management
My Courses

Powered By
CAMS

Faculty and Staff Portal News

Important Dates for Fall Semester 2010

August 16-20 - Faculty Workshops
August 18 - Freshman Orientation Check-in
August 19-22 - Freshman Orientation
August 22 - Fall Residential Check-In
August 23 - Classes Begin
August 25 - Opening Convocation 4:00 PM
August 27 - Last day to register for or add class, or choose audit
September 6 - Labor Day Holiday
September 22 - Faculty Work Day- no classes before 4:30 PM
October 1 - Last day to withdraw with "W"
October 4 - Late Start Classes begin
Last Day to Register for a Late Start Class Before the third day of class
October 11 - Midterm Grades due, noon
October 29 - Last date to withdraw with "WP"/"WF"
November 8-9 - Spring semester and J-term registration Seniors and Juniors
November 17-18 - Spring semester and J-term registration Sophomore and Freshman
November 25 - Thanksgiving Holiday Classes canceled at 4:00 pm
November 25-26 - Thanksgiving Holiday no classes
December 3 - Last Day of Classes
December 6-10 - Final Exams
December 10 - Deadline for making up INC grades from Spring
December 10 - Lindenwood residential semester student housing closes at 4:30 PM
December 15 - Final Grades due, 5 pm
December 30 - Deadline to apply for March/May/June Graduation

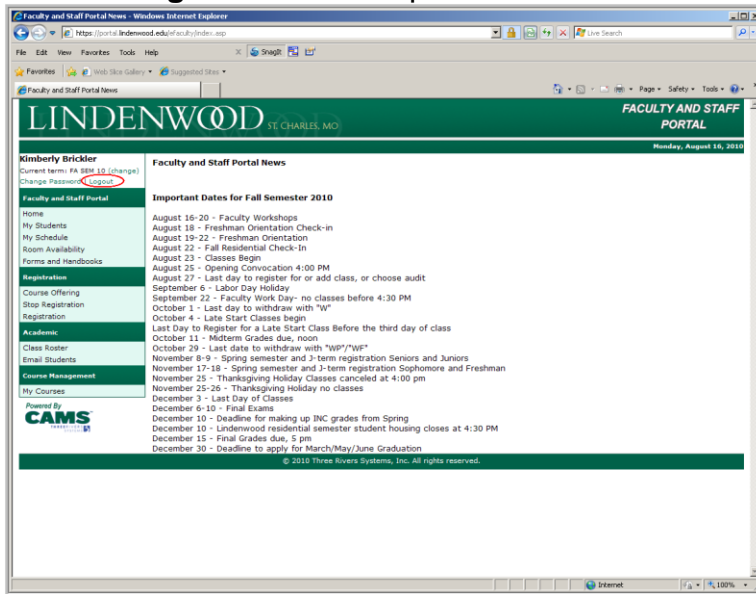© 2010 Three Rivers Systems, Inc. All rights reserved.

Change Term

Click on the word **Change** in the upper left corner of the screen. Click on the desired term. The term dates follow the calendar and not the academic year. For example, to view the fall semester for the 08-09 academic year select
FA SEM 08.
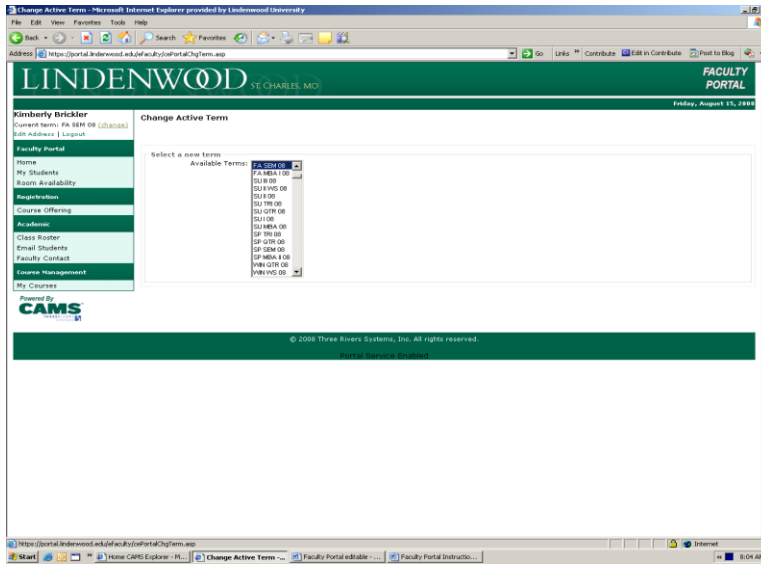
Log Out

Click on **Log Out** to end the portal session

It is imperative that after you log out of the session you close the browser used to access the faculty & staff portal. This will prevent anyone from having unauthorized access to your information.

My Students

This option allows you to view the transcript or schedule for any students assigned to you as an advisor and any student registered for one of your courses.
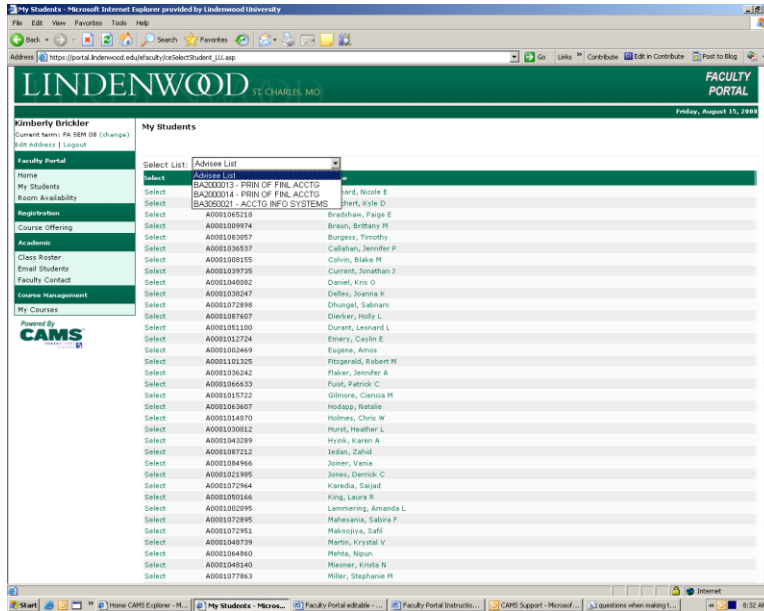
The screen will default to your advisee list. Use the drop down menu to select one of your courses. If you teach another course in a different term you will have to change the term in order to view the course although the advisee list will be viewable from both terms.

Step by Step: View Transcript
1. Chose the word **Select** next to the name of the student you would like to work with. If you choose the student name you will only see contact information.
2. Click **Transcript**
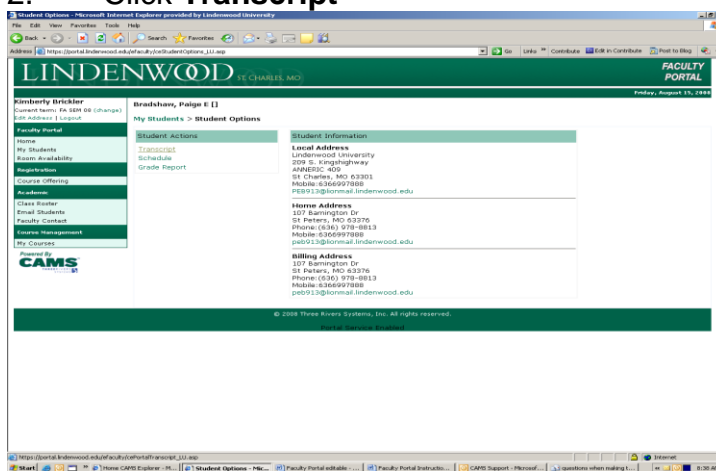
To view the schedule from this screen click on **Student Options** then **Schedule**

To view either mid term or final grades click on **Student Options** then **Student Grades.** Select the type of grade to view.
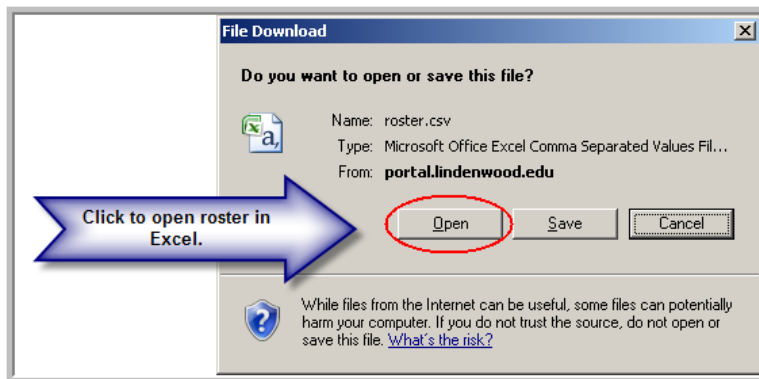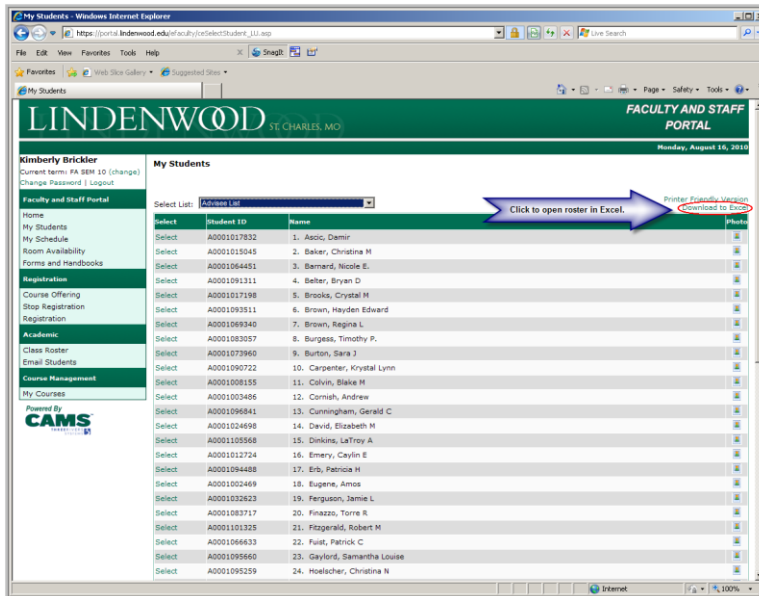

To select a different student click on **My Students**. The screen will default back to the Advisee Listing so if working with students from a class the course will need to be selected again.

Creating Excel Listing of Students in Course

There may be a need to have a listing of students from a course in an excel listing in order to add additional information (example grade record keeping)

Step by Step: Excel Roster
1. Click the **'Download to Excel'** link in the upper right corner of the screen.
2. Click **'Open'**.
3. The document will open in Excel.
4. There are several ways to manipulate the data to eliminate the unnecessary information.

Microsoft Excel — roster(1).csv

	A	B	C	D	E	F	G	H	I	J	K	L
1	Number	Student II	Student N	Lionmail	Major	Major2	Minor	Advisor1	Advisor2	Class	Midterm	Grade
2	1	A0001100	Armour, K	KSA506@	ATHLETIC			D.Brenna		Sophomo		
3	2	A0001088	Baseotto,	GB524@li	INTERNAT			C.Sharp		Sophomo		
4	3	A0001091	Belter, Bry	BDB862@	ACCOUNT			K.Brickler		Freshmar		
5	4	A0001100	Cal Fong, I	MC410@l	MARKETII			W.Vahle		Sophomo		
6	5	A0001097	Celik, Haz	HC160@li	INTERNAT			C.Sharp		Freshmar		
7	6	A0001098	Curry, Bre	BAC014@	BUSINESS			M.Towns		Junior		
8	7	A0001090	Dembo, Ju	JMD575@	MARKETII			D.Arns		Sophomo		
9	8	A0001090	Diggs, Elis	EJD300@l	RETAIL M			D.Cannon		Sophomo		
10	9	A0001092	Downey, S	SED980@	MARKETII			R.Wiedne		Freshmar		
11	10	A0001030	Escalante,	IE832@lic	ECONOM			A.Najjar		Sophomo		
12	11	A0001058	Fosmire, N	MOF382@	MUSIC BL			J.Alsobro		Junior		
13	12	A0001098	Garrett, K	KJG080@l	FINANCE			J.Kamm		Freshmar		
14	13	A0001100	Grimm, Gl	GDG646@	MARKETII			D.Arns		Sophomo		
15	14	A0001084	Jokerst, Ty	TPJ114@l	MARKETII			R.Wiedne		Senior		
16	15	A0001043	Kolisch, K	KK081@li	CRIMINAL		BUSINESS	G.Overall		Senior		
17	16	A0001097	Llosa, Ana	ALB14@li	BUSINESS	INTERNATIONAL BU		S.Coker		Freshmar		
18	17	A0001091	Niemeier,	JAN401@	PRE-ENGI			J.Hauck		Freshmar		
19	18	A0001097	Nubret, N	NN378@l	BUSINESS			S.Marler-		Freshmar		
20	19	A0001088	Panting, C	CEP965@	BUSINESS			M.Towns		Junior		
21	20	A0001091	Pereira, Ti	TP053@li	MARKETII			R.Wiedne		Sophomo		
22	21	A0001094	Phillips, G	GAP055@	BUSINESS			A.Clark		Freshmar		
23	22	A0001095	Priebe, Sh	SEP162@I	ENTREPRI			J.Elder		Sophomo		
24	23	A0001104	Puentes, I	RP694@li	BUSINESS			R.Talbott		Freshmar		
25	24	A0001098	Ramos Na	VR834@li	FINANCE			J.Kamm		Senior		
26	25	A0001092	Repp, Eliz	ELR357@l	BUSINESS			S.Coker		Sophomo		
27	26	A0001027	Reyna (Za	FZ256@li	SPORT M			M.Hudgin		Junior		
28	27	A0001091	Rivera, Ali	AR298@li	INTERNAT			M.Marzar		Sophomo		
29	28	A0001097	Samayoa,	JS506@lic	BUSINESS			E.Hendrix		Sophomo		
30	29	A0001097	Stone, Jes	JS533@lic	ACCOUNT			R.Singer		Freshmar		
31	30	A0001092	Sturdevan	mbs080@	BUSINESS			R.Porter		Sophomo		
32	31	A0001097	Thompson	JT871@lic	BUSINESS			M.Towns		Sophomo		
33	32	A0001112	Vogler, Ri	RCV736@	SPORT M			S.Busines				
34	33	A0001102	Wiggins, \	VEW256@	BUSINESS			J.Elder		Sophomo		

My Schedule

Clicking on this option will allow you to see your deployment for the term selected. Please note that if you do not see all of your courses listed you may need to select another term. Below is an example of what the schedule looks like.
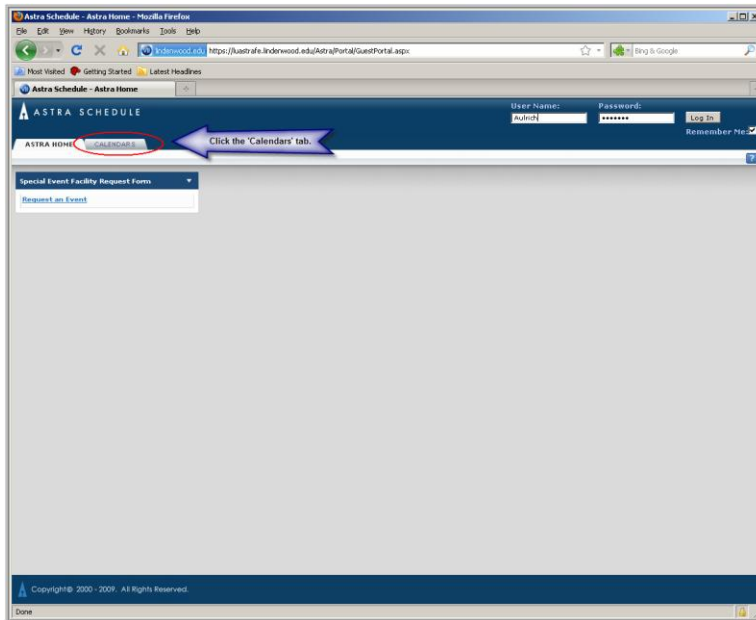
Room Availability

Lindenwood uses Astra schedule to provide room availability information.
Clicking the **'Room Availability'** link will launch a new window and the browser will be directed to the Lindenwood Astra Schedule portal.
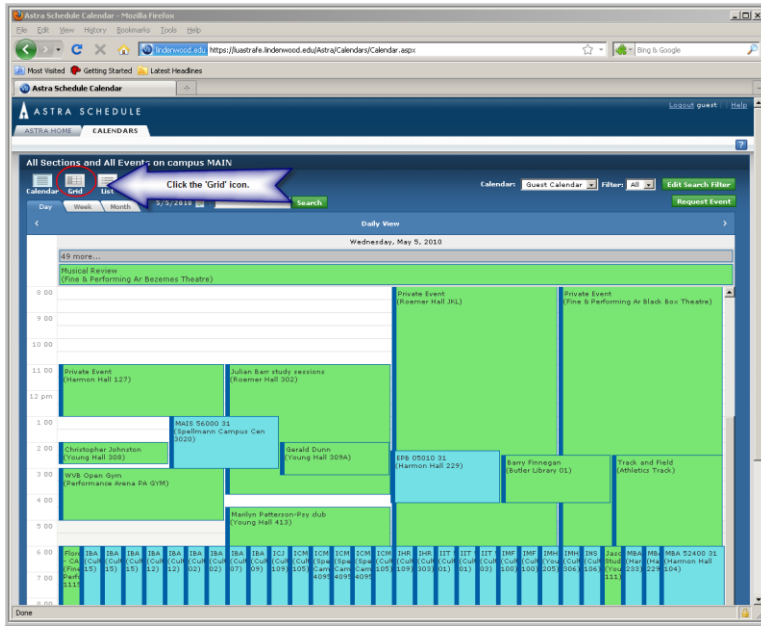
1. Click the 'Room Availability' link in faculty & staff portal.
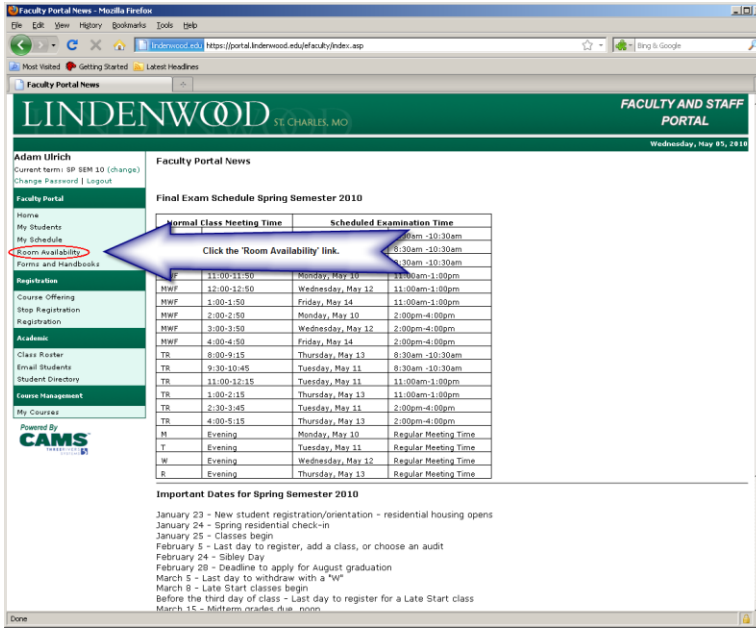
2. Click the 'Calendars' tab.

3. Click the 'Grid' icon.

4. Click the 'Calendar' icon.
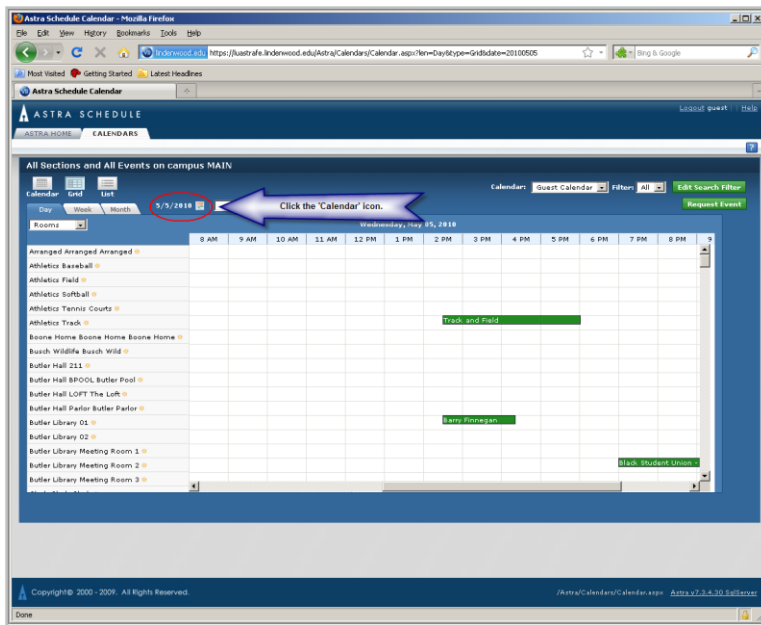
5.   Choose the appropriate day from the calendar.
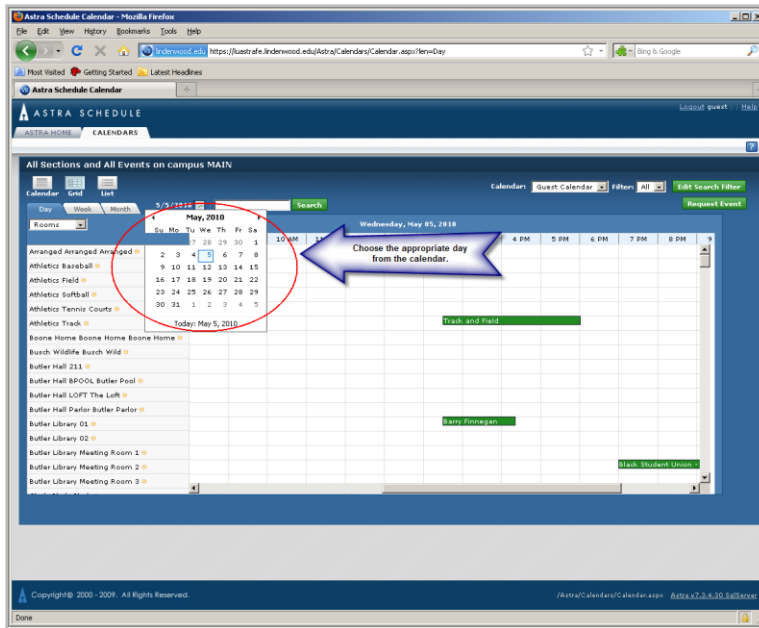
Tips: Clicking the forward arrow will advance the calendar one month at a time.
       Clicking the back arrow will rewind the calendar one month at a time.
       Clicking the month and year at the top of the calendar will change the
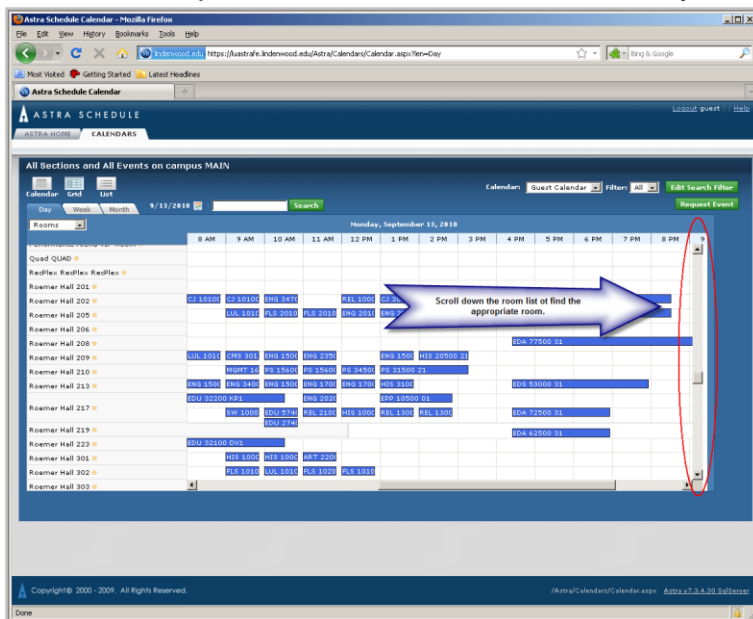   calendar view and allow the user to directly select a month.

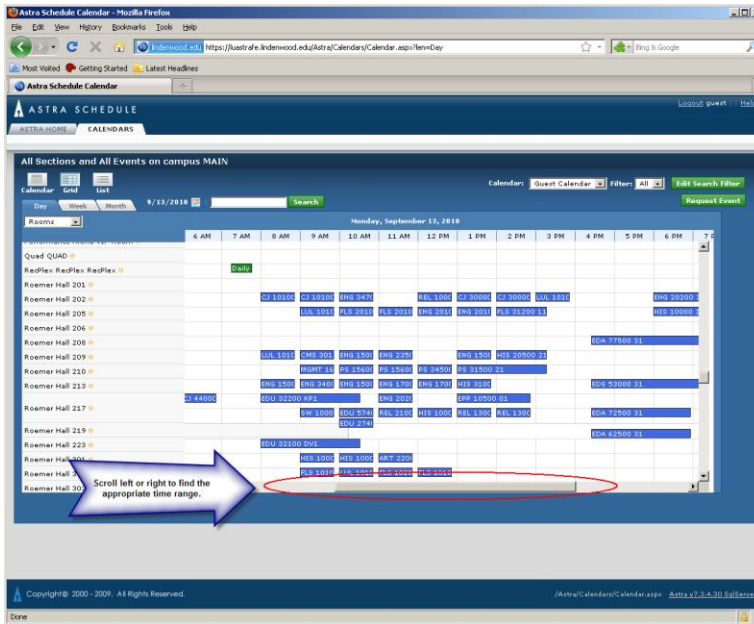6.   Click the **'Edit Search Filter'** button in the upper right corner.
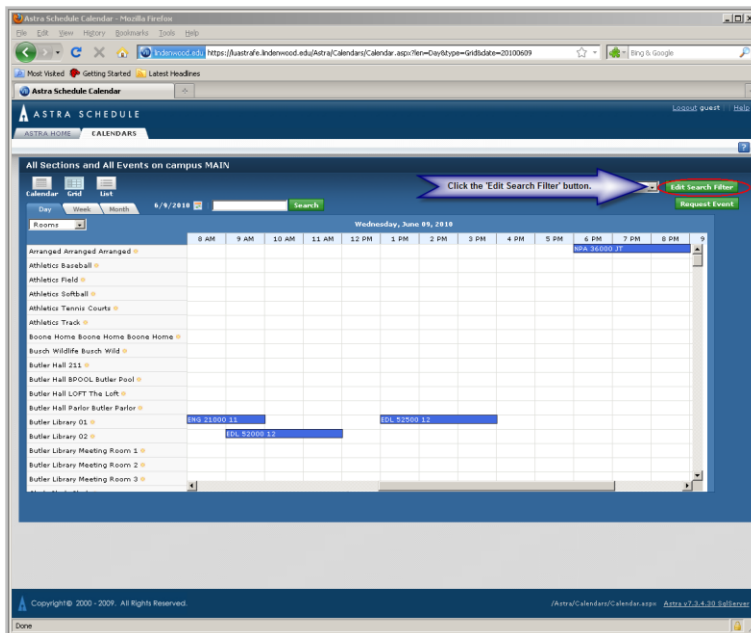
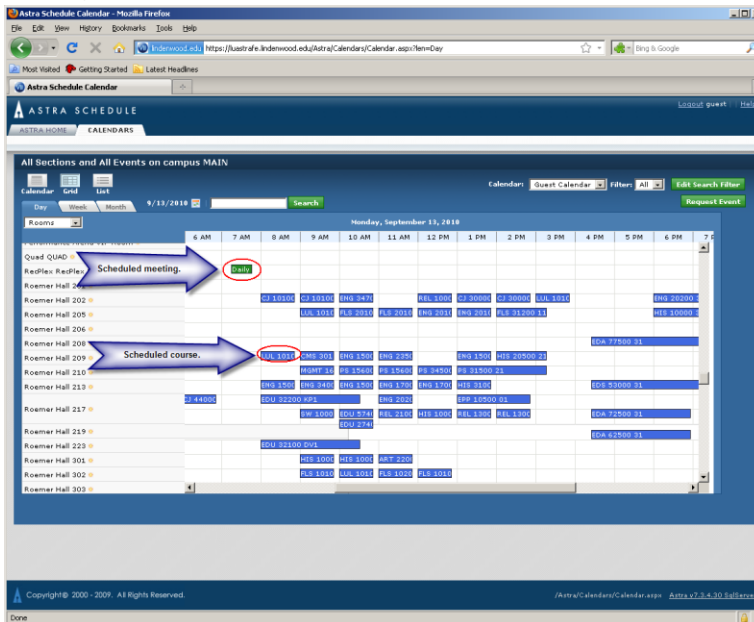7. Choose the appropriate building from the **'Building'** drop down list.
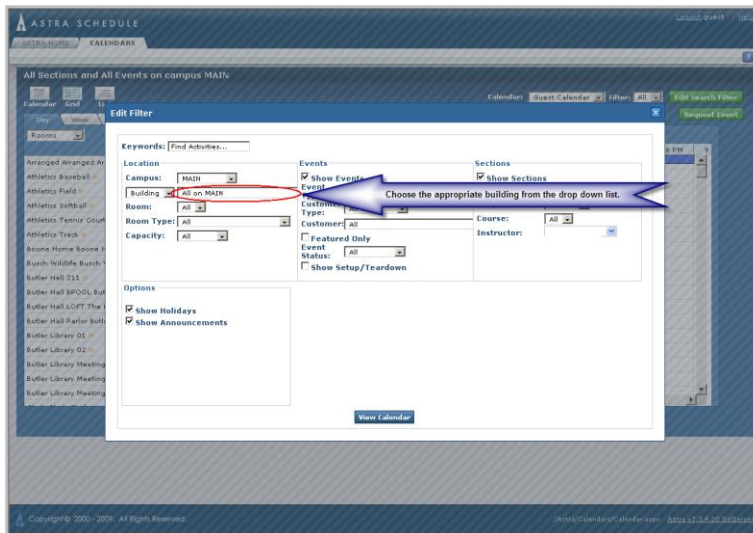
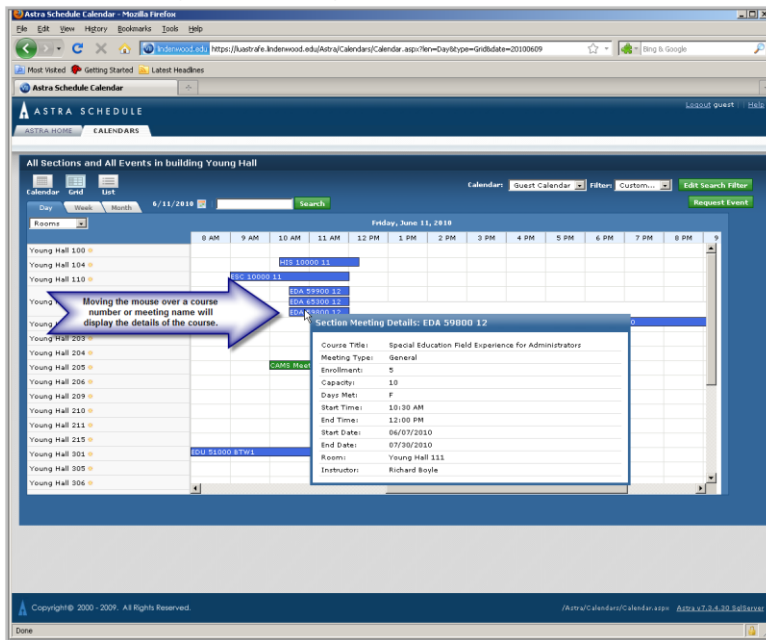8. Use the up/down scroll bar to find the room you are looking for.

9. Use the left/right scroll bar to find the appropriate time range you are looking for.
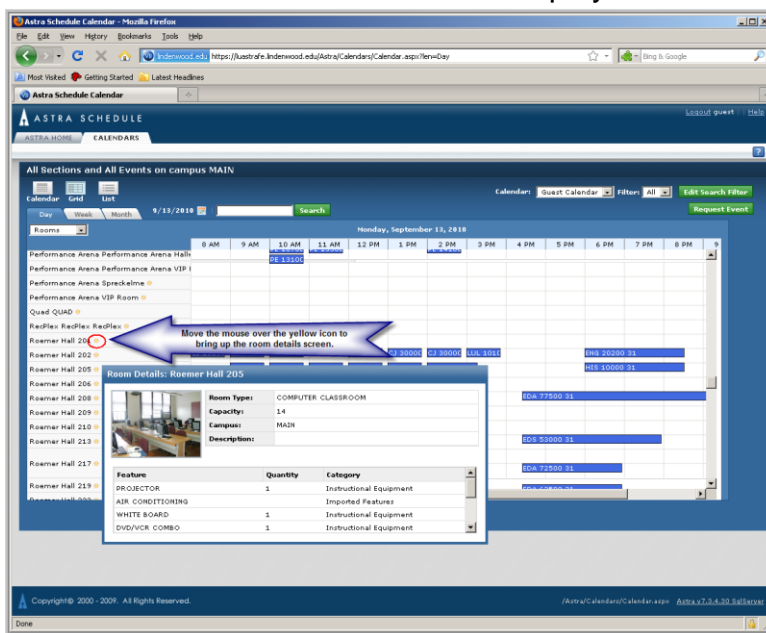

10. Scheduled classes are listed in blue. Scheduled meetings are listed in green.

11.   Moving the mouse over a scheduled course (listed in blue) or a scheduled meeting (listed in green) will display the details of a course.
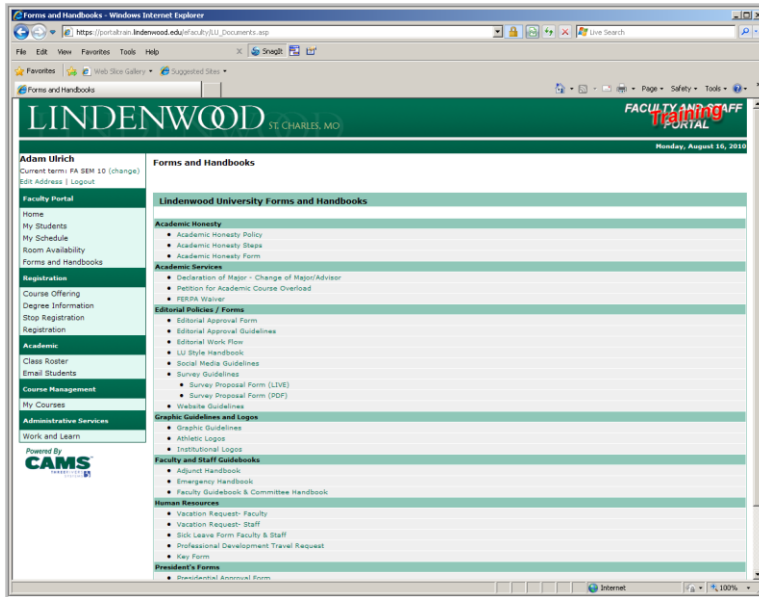

12.   Moving the mouse over the yellow icon next to the room name will bring up the room details screen which displays characteristics of the room.
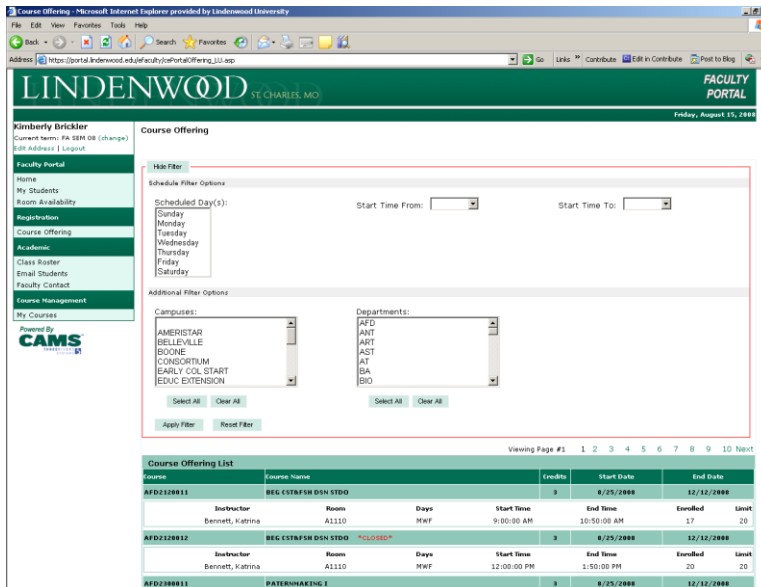
Forms and Handbooks

The Forms and Handbooks section displays training documents and forms which are made available to all faculty and staff.

Course Offering

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

Courses can be filtered in order to limit the display of the offering. Options for filtering include the days of the week, the campuses, or by department. Any or all filters can be applied at the same time.

Step by Step Example: Student can only take Tues/Thurs Classes.
1. Hold down the Ctrl key and select **Tuesday** and **Thursday** from the Scheduled Days filter box.
2. Click **Apply Filter**

To further limit by department, choose the department that the course is offered through.

To change the filter option click reset filter and select new criteria for display.

Note that closed classes will be included on the listing but will be designated as *CLOSED* in red.

Open Course Listing

An excel spreadsheet is available throughout the campus in order to easily view the listing of open courses for any term. This is accomplished without the use of the portal.

Step by Step: View Open Course Listing
1. Open Excel
2. Select the J: drive
3. Select the Enrollment Report folder
4. Select the appropriate term (note the undergraduate semester courses are not in a separate folder)
5. Select the most recently prepared report. The time of preparation is included in the document name.
6. Choose the appropriate tab for the information needed.
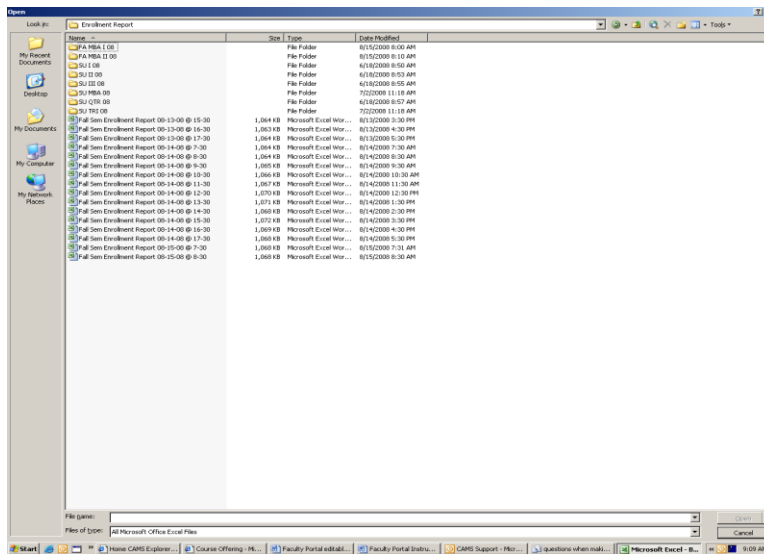
This report for the undergraduate semester is also available on the P: drive.

Class Roster

Use the class roster to view a list of students in any class you are teaching. You may select an individual course or view all courses at the same time. The student's major, class level, and advisor will appear on the screen as well. Click on the name of a student to display contact information.
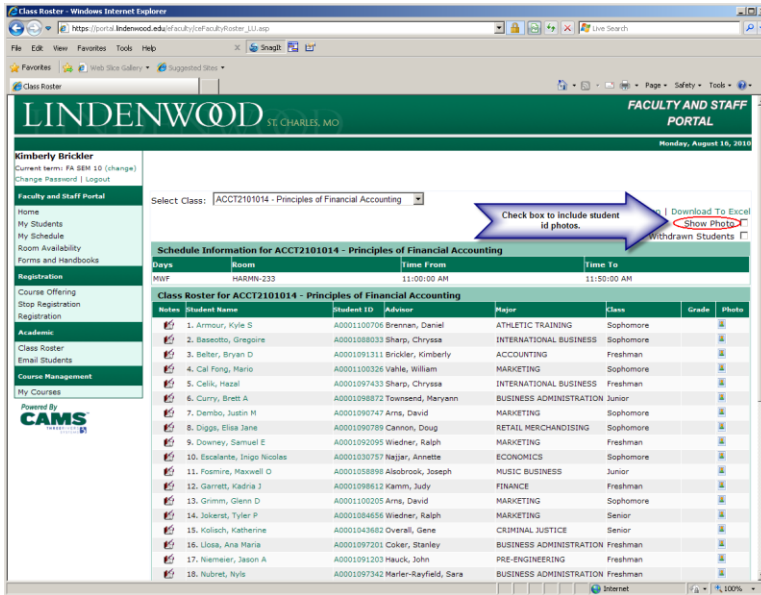
Step by Step
1. Click on the **Class Roster** option
2. Select the class you would like to display from the drop down menu
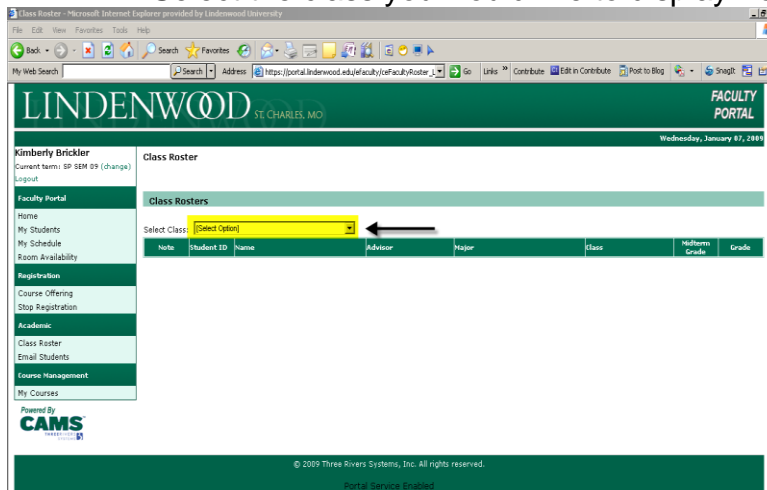
Below is an example of what the roster looks like. You can see withdrawn students at your discretion by checking the **'Show Withdrawn Students'** check box.
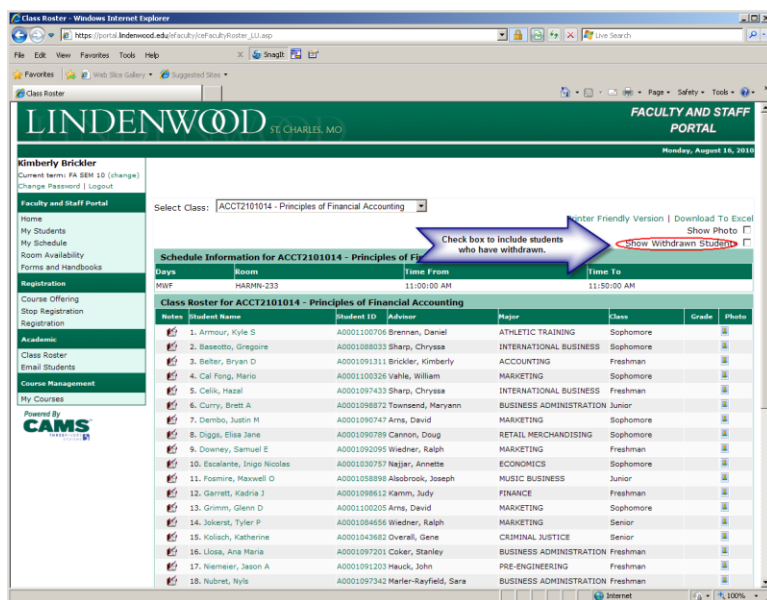
You can see student id photos by checking the **'Show Photo'** check box and selecting the **'Printer Friendly Version'** of the roster.
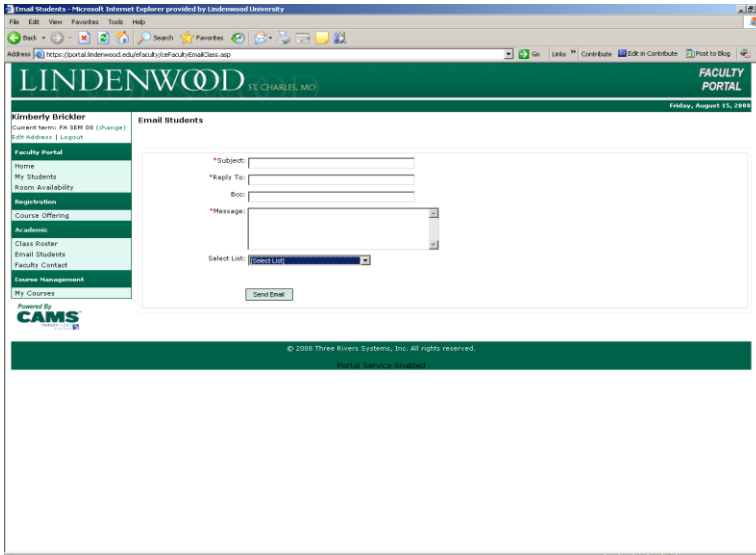

To print the roster, select **Printer Friendly Version** Click **Print**.
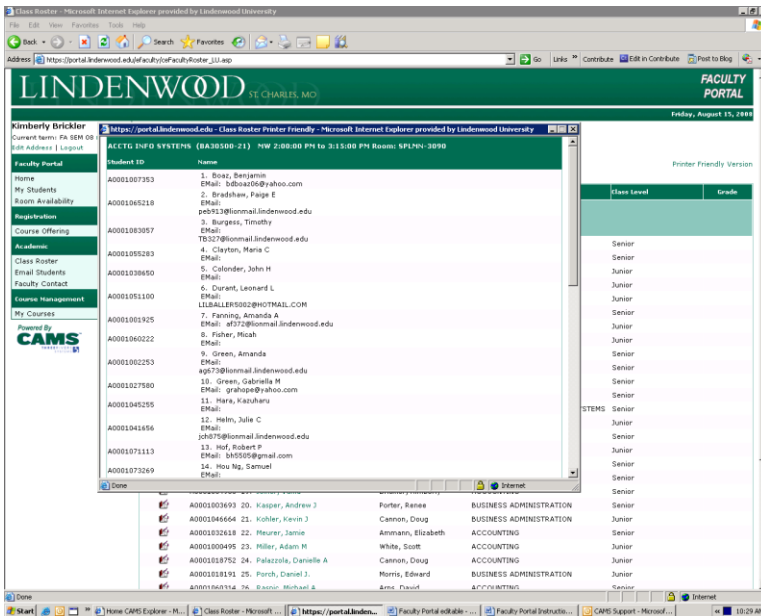
Email Students

You can email select students, an entire class, all students in all of your classes, or just your advisees.

Step by Step: To email students in one course
1. Click **Email Students**
2. Type the Subject, Reply to (this must be your FULL email address), and Message. All of these fields are required as noted by the red *. Note if you would also like to receive a copy of the message enter your email on the Bcc line.
3. Select the appropriate course-note only one may be selected at a time.
4. To select all students in the course, check the box next to **Student ID** or to select a few students check only those who should receive the message.
5. Click **Send Email**.
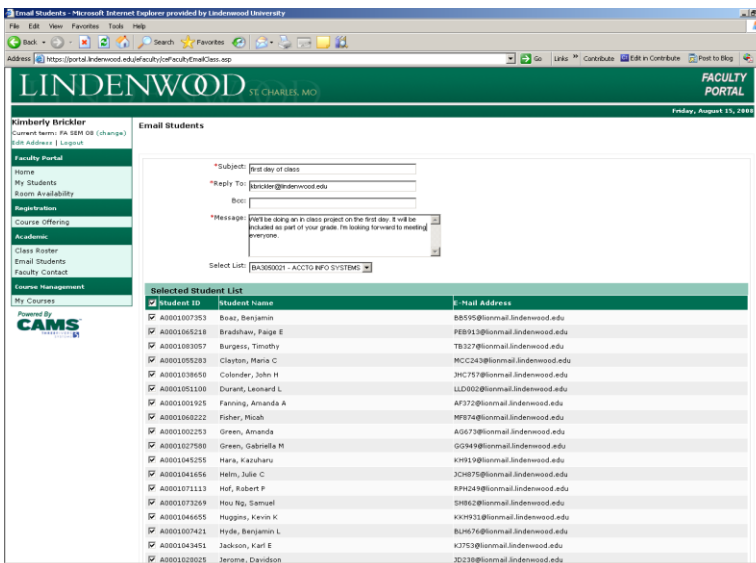
Course Management-My Courses

The course management section will be used for entering attendance and eventually grades.

When you first enter the course management section by clicking **My Courses** you will get a listing of your courses for the selected term.

Attendance Entry

Current university policy states that attendance must be taken on the first day, at the end of the first week, and at the end of the second week for Financial Aid reporting purposes. These will be on paper so a student signature is on record.

In addition, the university mentoring program runs attendance reports on a weekly basis in order to monitor the behavior of our at risk students. This information will be maintained in the system and MUST be entered by the professor in order for this university goal to be accomplished.

Step by Step:Attendance entry
1.   Click **My Courses**
2.   Click **Attendance Entry**
3.   The current date will default in. To choose another date click **Get New Date** and select from the calendar.
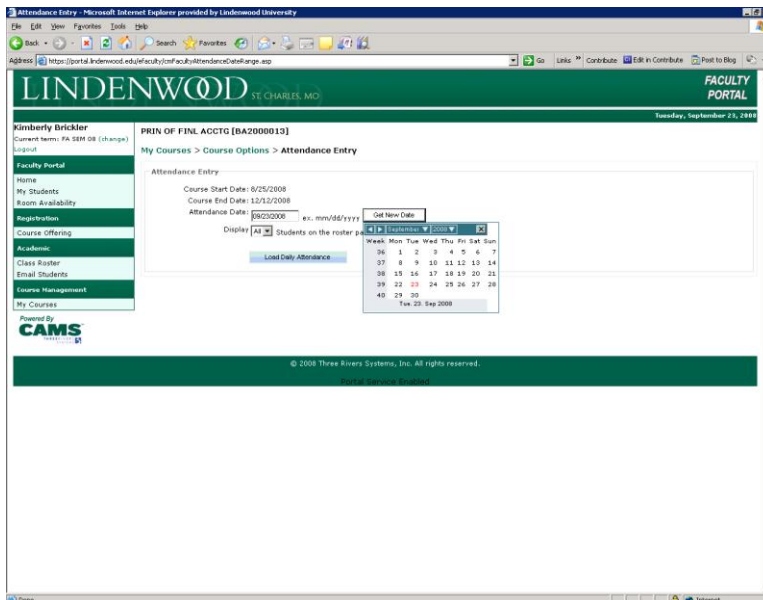
4.   Click **Load Daily Attendance**
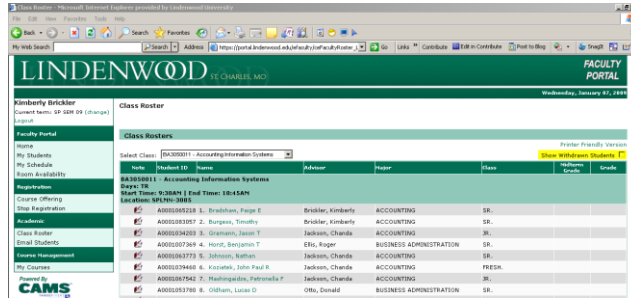
5.   The attendance defaults to present so only change those who are absent. If you have excused the absence then use the E. If class is cancelled for whatever reason, mark all students as excused. If you need to see withdrawn students check the highlighted box.
6.   Click **Save Daily Attendance**

Classes without regular meeting time-(Indep. Study, Tutorial, Internship, etc.)
Please report whether you have had contact with the student regarding the course on Monday of each week.
   o   Please mark 'Present' if you **have** had contact with the student regarding the course.
   o   Please mark 'Absent' if you **have not** had contact with the student regarding the course.


IMPORTANT NOTES:

The staff offices at the university will be running reports and using attendance information to determine when and if a student should be granted a refund.

If changes to attendance information are made at a later date there is an audit trail in the system indicating the original value and when the change was made.

Administration will be running exception reports of individuals who do not complete their attendance reporting on a weekly basis and will be following up with those individuals who do not comply with the request.

Attendance Report

You can use these reports to review class attendance. Attendance can be reviewed for the class up to the current date by leaving the date field blank, or you can be selective and search for specific statuses like Absent or Excused, etc. In addition, you may also limit the amount of data returned by setting beginning and ending date criteria. For example, viewing the attendance for the past week.
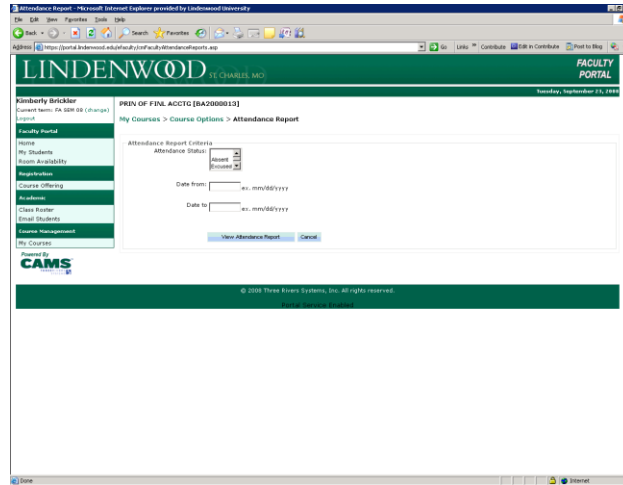

Step by Step: Absences for a course
1.   Click on **Attendance Report**
2.   Select Attendance Status of Absent-note more than one option can be selected. Use the shift key or the Ctrl key as needed.
3.   Click View Attendance Report. Below is an example of what it will look like:

Stop Registration

When registration is set up for the subsequent term all students will be "checked" indicating they cannot register.
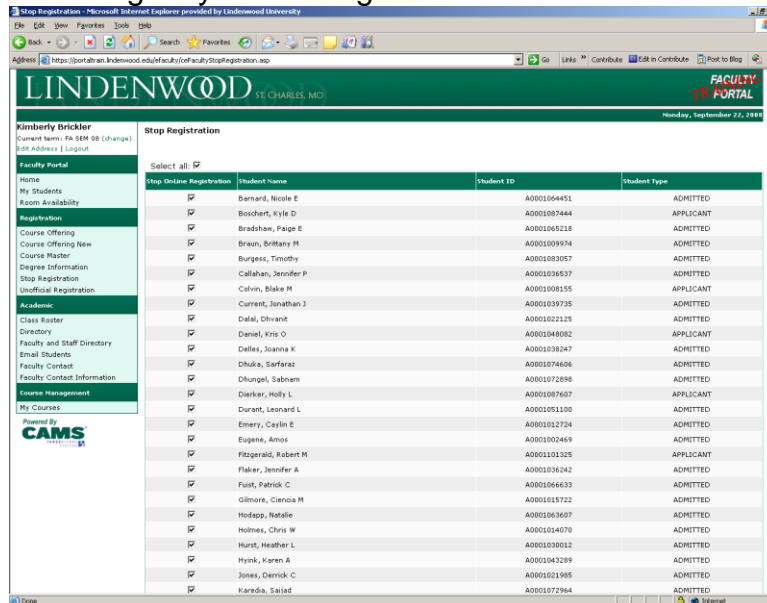
All students are expected to meet with their advisor and after this meeting it is the advisors responsibility to change this setting to allow registration. Prior to performing the steps below change the term to the term the student WILL BE registering for. If they may register for more than one term at the same time (ex. J term and spring semester), the check must be removed for each term.

Step by Step: Allow registration
1. Click **Stop Registration**
2. Uncheck the box next to the name of the student you met with.
3. If all advisees don't fit on one page you have to scroll to the bottom of the screen. Click **Save**.
4. Your student will still have to wait to the day for their class to register before signing in to their portal.

Grades Entry

Grades will be entered into CAMS through the faculty & staff portal. This will occur at midterm and for final grades. There will be a window of time to enter grades as established by Academic Services. You will be notified of the dates via email.

Step by Step: Mid-term Grade Entry
1. Click on **My Courses**
2. Click on the appropriate course
3. Click on **Mid Term grades**
4. Use the drop down menu for each student to enter their grade.
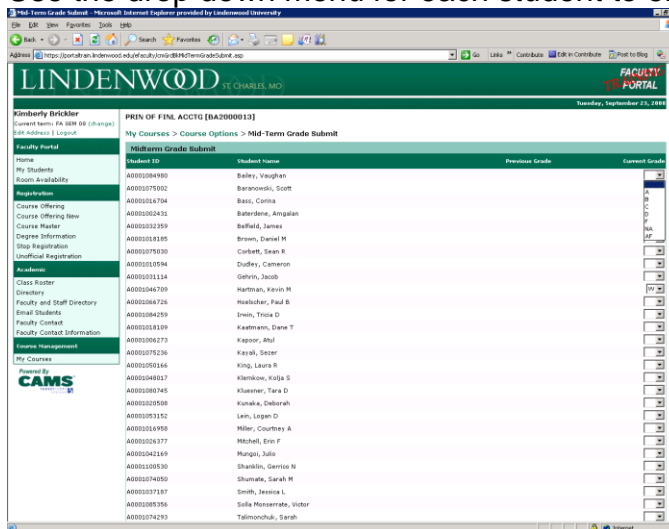
5. Use the print icon if you wish to keep a paper copy of what was submitted.
6. Click **Submit Midterm Grades.**
7. You'll get a confirmation that the grades were submitted. Click **OK.**

Repeat this process for each course and again for final grades at the end of each term.

Course Evaluations

At the end of each term students will complete course evaluations via the student portal. To view the responses for your courses click the

Step by Step: View Course Evaluation summary
1. Click on **My Courses**
2. Click on the appropriate course
3. Click on **Course Evaluation**

A summary of the responses for the course evaluation will be provided. Evaluation summaries will normally be available to faculty approximately 10 day after final grades for the term are due.

Step by Step: Mid-term Grade Entry
1. Click on **My Courses**
2. Click on the appropriate course
3. Click on **Mid Term grades**
Use the drop down menu for each student to enter their grade.

Miscellaneous notes:

If you would like to change your network password, hit Ctrl, Alt, Delete and click on the option to change password. Follow the instructions on the screen.

The faculty & staff portal does not time out after a period on non-use. If you log into your portal from a classroom PLEASE remember to log out. If not, another individual could use your access to make changes to attendance information and in the future affect registration.