

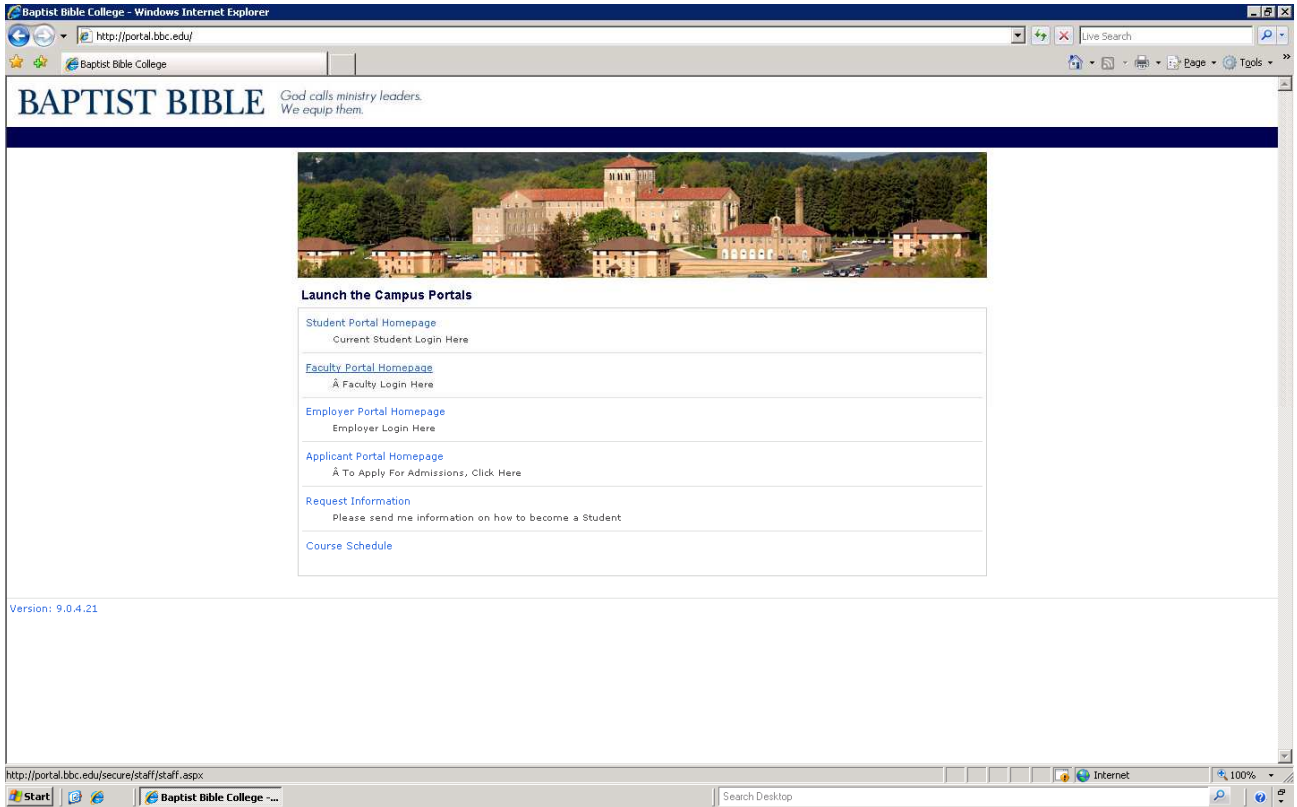
Portal Instructor Training

In order to help you transition to CampusPortal, this training has been especially created for your use of the system.

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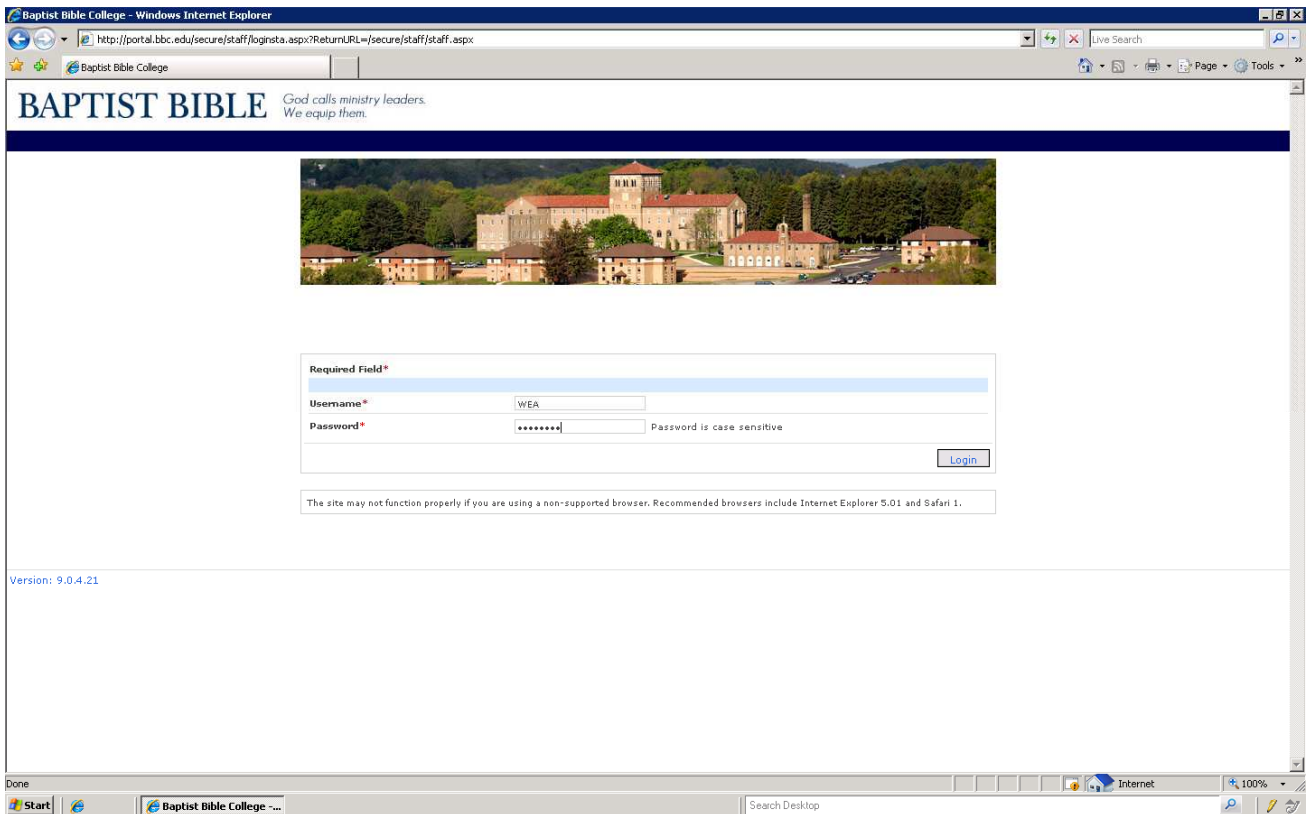
Section 1. Instructor Log-in

To begin, you must login. Go to <https://portal.bbc.edu> and click on **Faculty Portal Homepage**.



The screenshot shows the Baptist Bible College portal homepage. The browser title is "Baptist Bible College - Windows Internet Explorer" and the address bar shows "http://portal.bbc.edu/". The page features the college's logo and tagline: "BAPTIST BIBLE God calls ministry leaders. We equip them." Below this is a large image of the college campus. A section titled "Launch the Campus Portals" contains several links: "Student Portal Homepage" (Current Student Login Here), "Faculty Portal Homepage" (A Faculty Login Here), "Employer Portal Homepage" (Employer Login Here), "Applicant Portal Homepage" (To Apply For Admissions, Click Here), "Request Information" (Please send me information on how to become a Student), and "Course Schedule". The version number "9.0.4.21" is displayed at the bottom left. The Windows taskbar at the bottom shows the Start button, the Baptist Bible College taskbar icon, and the Search Desktop field.

Next, enter your CampusVue Username and Password then click **Login**.



The screenshot shows the Baptist Bible College portal login page. The browser title is "Baptist Bible College - Windows Internet Explorer" and the address bar shows "http://portal.bbc.edu/secure/staff/loginsta.aspx?ReturnURL=/secure/staff/staff.aspx". The page features the college's logo and tagline: "BAPTIST BIBLE God calls ministry leaders. We equip them." Below this is a large image of the college campus. A login form is displayed with the following fields: "Username*" (containing "WEA"), "Password*" (containing "*****"), and a "Login" button. A note below the form states: "The site may not function properly if you are using a non-supported browser. Recommended browsers include Internet Explorer 5.01 and Safari 1." The version number "9.0.4.21" is displayed at the bottom left. The Windows taskbar at the bottom shows the Start button, the Baptist Bible College taskbar icon, and the Search Desktop field.

Section 2. Attendance Posting

Sec 2a. Courses With Specific Meeting Date Or Time

Once logged in click on **My Classes** and **Gradebook**.

The screenshot shows the Baptist Bible College Gradebook interface. The 'View Course List for Term' dropdown is set to 'Fall 2007 - Seminary'. The primary course list is displayed below.

Course	Course Title	Section	Day/Time	Place	Rosters Due
B1604	Principles of Bible ...	01	M	JACKSON:TBD	6
Term Period: 8/27/07 to 12/21/07					
B1707	Applied Bible Analys...	01			0
Term Period: 8/27/07 to 12/21/07					
NT505	Exegesis of Pastoral..	01	M	JACKSON:TBD	5
Term Period: 8/27/07 to 12/21/07					
NT807	Exegesis of I Peter	01	H	JACKSON:TBD	6
Term Period: 8/27/07 to 12/21/07					
NT890K	Greek Exegesis	03			0
Term Period: 8/27/07 to 12/21/07					

Using the View Course List for Term pulldown, **select the term** you want to record attendance and grades for.

The screenshot shows the Baptist Bible College Gradebook interface. The 'View Course List for Term' dropdown is set to 'Fall 2007 - Seminary'. The primary course list is displayed below.

Course	Course Title	Section	Day/Time	Place	Rosters Due
B1604	Principles of Bible ...	01	M	JACKSON:TBD	6
Term Period: 8/27/07 to 12/21/07					
B1707	Applied Bible Analys...	01			0
Term Period: 8/27/07 to 12/21/07					
NT505	Exegesis of Pastoral..	01	M	JACKSON:TBD	5
Term Period: 8/27/07 to 12/21/07					
NT807	Exegesis of I Peter	01	H	JACKSON:TBD	6
Term Period: 8/27/07 to 12/21/07					
NT890K	Greek Exegesis	03			0
Term Period: 8/27/07 to 12/21/07					

Once the correct term's classes appear, **select the class** you want to record attendance and grades for.

The screenshot shows the 'Gradebook' page in a web browser. The page title is 'BAPTIST BIBLE' with the tagline 'God calls ministry leaders. We equip them.' The user is logged in as 'Hello William!'. The page shows a navigation menu on the left with 'My Classes' selected. The main content area is titled 'Gradebook' and shows a 'View Course List for Term' dropdown set to 'Spring 2008 - Seminary'. Below this is a 'Primary Course List' table with columns for Course, Course Title, Section, Day/Time, Place, and Rosters Due. The table lists several courses, including 'Exposition of Romans', 'Greek Exegetical Methods', 'Exegesis of Galatians', 'Introduction to New Testament', 'Applied Bible Analysis', and 'Dealing with Difficulties'. A 'Student Search' sidebar is visible on the right.

Course	Course Title	Section	Day/Time	Place	Rosters Due
B1817	Exposition of Romans		M		2
Term Period: 1/7/08 to 5/2/08 6:00p-8:15p					
NT506	Greek Exegetical Met..		W	SEMINARY:SEM..	2
Term Period: 1/7/08 to 5/2/08 6:35a-8:50a					
NT805	Exegesis of Galatian..		W	SEMINARY:SEM..	2
Term Period: 1/7/08 to 5/2/08 10:00a-12:15p					
NT501	Introduction to New ..		F	SEMINARY:SEM..	2
Term Period: 1/7/08 to 5/2/08 10:00a-12:15p					
NT506	Greek Exegetical Met..	03			0
Term Period: 1/7/08 to 5/2/08					
B1707	Applied Bible Analy..				0
Term Period: 1/7/08 to 5/2/08					
D804	Dealing with Difficu..	01			0
Term Period: 1/7/08 to 5/2/08					

To record attendance, click on the **Attendance** tab to view the scheduled meeting days for that class.

The screenshot shows the 'Gradebook' page with the 'Attendance' tab selected for the 'Greek Exegetical Methods' course. The page displays 'Course Details - Greek Exegetical Methods' with fields for Start Date (1/8/2008), End Date (5/2/2008), Last Posted Attendance (Not Available), Attendance Due (2 days), and Assignments & Exams (0 ungraded). Below this is a 'Class Attendance' section with a calendar view for January and February 2008. The calendar shows scheduled meeting days (W, F, S) and a legend for attendance status: Fully Posted (green), Requires Posting (orange), Scheduled (grey), Holiday (light blue), and Cancelled (red).

January 2008							February 2008						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
30	31	1	2	3	4	5	27	28	29	30	31	1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31	1	2	24	25	26	27	28	29	1
3	4	5	6	7	8	9	2	3	4	5	6	7	8

Notice the color coding for the days which Require Posting. Click on one of the **calendar day numbers**.

Gradebook

Course Details - Greek Exegetical Methods

Start Date: 1/8/2008 End Date: 5/2/2008
 Last Posted Attendance: Not Available Attendance Due: 2 days
 Assignments & Exams: 0 ungraded

Attendance | Assignments & Exams | Final Grades

Class Attendance

Click on a day within the calendar to view complete attendance details

January 2008 February 2008

S	M	T	W	T	F	S	S	M	T	W	T	F	S
30	31	1	2	3	4	5	27	28	29	30	31	1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31	1	2	24	25	26	27	28	29	1
3	4	5	6	7	8	9	2	3	4	5	6	7	8

Legend: Fully Posted (Green), Requires Posting (Red), Scheduled (Blue), Holiday (Light Blue), Cancelled (Orange)

When the Student Attendance class roster appears, click on **Edit**.

Class Information - Greek Exegetical Methods

Class Length: 135 minutes Class Meeting Date: 1/9/2008

Student Attendance

Only show active students

Name	Status	Time Absent	Course Absent
Blondeel, Matthew	Scheduled	Not Posted	0.00%
Boutillier, Herbert	Scheduled	Not Posted	0.00%
Bowler, William	Scheduled	Not Posted	0.00%
Feldman, Jonathan	Scheduled	Not Posted	0.00%
Fisher, Kex	Scheduled	Not Posted	0.00%
Gardner, Richard	Scheduled	Not Posted	0.00%
Ghenov, Ronaldo	Scheduled	Not Posted	0.00%
Henson, Mark	Scheduled	Not Posted	0.00%
Lopez, Robert	Scheduled	Not Posted	0.00%
Minor, Kevin	Scheduled	Not Posted	0.00%
Minor, Christopher	Scheduled	Not Posted	0.00%
Page, Adam	Scheduled	Not Posted	0.00%
Putney, Gary	Scheduled	Not Posted	0.00%
Schultz, Jonathan	Scheduled	Not Posted	0.00%
Selbert, Ted	Scheduled	Not Posted	0.00%
Sullivan, Timothy	Scheduled	Not Posted	0.00%
Surface, Joel	Scheduled	Not Posted	0.00%
Teffeteller, Charles	Scheduled	Not Posted	0.00%
Thompson, Matthew	Scheduled	Not Posted	0.00%

[Print Roster](#) [Edit](#)

Using the Time Absent pulldown, notice the default is Present so only select **Absent** for the missing students.

Class Length: 135 minutes | Class Meeting Date: 1/9/2008

Attendance Type: [Back]

Student Attendance Quick Help Only show active students

Name	Status	Time Absent	Course Absent
Blondeel, Matthew	Scheduled	Present	0.00%
Boutlier, Herbert	Scheduled	Present	0.00%
Bowler, William	Scheduled	Present	0.00%
Feldman, Jonathan	Scheduled	Present	0.00%
Fisher, Rex	Scheduled	Present	0.00%
Gardner, Richard	Scheduled	Present	0.00%
Ghanou, Ronald	Scheduled	Present	0.00%
Henson, Mark	Scheduled	Present	0.00%
Lopez, Robert	Scheduled	Present	0.00%
Miner, Kevin	Scheduled	Present	0.00%
Minor, Christopher	Scheduled	Present	0.00%
Page, Adam	Scheduled	Present	0.00%
Putney, Gary	Scheduled	Present	0.00%
Schultz, Jonathan	Scheduled	Present	0.00%
Seibert, Ted	Scheduled	Present	0.00%
Sullivan, Timothy	Scheduled	Present	0.00%
Surface, Joel	Scheduled	Present	0.00%
Teffeteller, Charles	Scheduled	Present	0.00%
Thompson, Matthew	Scheduled	Present	0.00%

Buttons: Print Roster, Cancel, Update

Version: 9.0.4.21 | Home | Logout | Help | Site Index | Campus Contacts | Privacy Policy | Feedback Form

Once all student's Absent or Present have been selected click **Update**.

Class Length: 135 minutes | Class Meeting Date: 1/9/2008

Attendance Type: [Back]

Student Attendance Quick Help Only show active students

Name	Status	Time Absent	Course Absent
Blondeel, Matthew	Scheduled	Present	0.00%
Boutlier, Herbert	Scheduled	Present	0.00%
Bowler, William	Scheduled	Present	0.00%
Feldman, Jonathan	Scheduled	Present	0.00%
Fisher, Rex	Scheduled	Present	0.00%
Gardner, Richard	Scheduled	Present	0.00%
Ghanou, Ronald	Scheduled	Present	0.00%
Henson, Mark	Scheduled	Present	0.00%
Lopez, Robert	Scheduled	Present	0.00%
Miner, Kevin	Scheduled	Present	0.00%
Minor, Christopher	Scheduled	Present	0.00%
Page, Adam	Scheduled	Present	0.00%
Putney, Gary	Scheduled	Present	0.00%
Schultz, Jonathan	Scheduled	Present	0.00%
Seibert, Ted	Scheduled	Present	0.00%
Sullivan, Timothy	Scheduled	Present	0.00%
Surface, Joel	Scheduled	Present	0.00%
Teffeteller, Charles	Scheduled	Present	0.00%
Thompson, Matthew	Scheduled	Present	0.00%

Buttons: Print Roster, Cancel, Update

Version: 9.0.4.21 | Home | Logout | Help | Site Index | Campus Contacts | Privacy Policy | Feedback Form

javascript: doPostBack("__doPostBack", "ctl01\$btnUpdate");

After updating, notice the Time Absent column has been posted. Congratulations, attendance has been input.

View & Post Attendance

Here you post attendance for the date you selected, and view previously posted attendance details:

Class Information - Greek Exegetical Methods

Class Length: 135 minutes Class Meeting Date: 1/9/2008

Attendance Type: _____

Student Attendance

Only show active students

Name	Status	Time Absent	Course Absent
Blondeel, Matthew	Current	0 mins	0.00%
Boutlier, Herbert	Current	0 mins	0.00%
Bowler, William	Current	0 mins	0.00%
Feldman, Jonathan	Current	0 mins	0.00%
Fisher, Rex	Current	0 mins	0.00%
Gardner, Richard	Current	0 mins	0.00%
Ghenov, Ronaldo	Current	0 mins	0.00%
Henson, Mark	Current	0 mins	0.00%
Lopez, Robert	Current	0 mins	0.00%
Miner, Kevin	Current	0 mins	0.00%
Minor, Christopher	Current	0 mins	0.00%
Page, Adam	Current	0 mins	0.00%
Putney, Gary	Current	0 mins	0.00%
Schultz, Jonathan	Current	0 mins	0.00%
Seibert, Ted	Current	0 mins	0.00%
Sullivan, Timothy	Current	0 mins	0.00%
Surface, Joel	Current	0 mins	0.00%
Teffeteller, Charles	Current	0 mins	0.00%

Sec 2b. Courses With No Specific Meeting Date Or Time

1. Login to the Faculty Portal (<https://portal.bbc.edu>)
2. Click My Classes > Gradebook

The screenshot shows the BBC&S Campus Portal interface. At the top, there is a navigation bar with links for Course Schedule, Student Information, Student Schedule, Class Schedule, Gradebook, eLearn, and Support. A user is logged in as Gregory Burks on December 01, 2011. On the left, a navigation menu includes links for Campus Info, Academics, My Profile, Contact Manager, My Students, My Classes (highlighted), Career Services, My Documents, Faculty Info, Help, Online Resources, and Student Life. A callout box labeled "Click Here" points to the "Gradebook" link under "My Classes". The main content area features several widgets: Campus News, My Weather (showing 44°F in Clarks Summit, PA), a calendar for December 2011, and a Student Search form.

3. Click your course

The screenshot displays the Gradebook page for the Fall 2011 term. It is divided into two sections: Primary Course List and Secondary Course List. The Primary Course List section states that there are no current courses to display for this term. The Secondary Course List section shows a table of courses where the user is assigned as a Secondary Instructor.

Course	Course Title	Section	Course Start/End Date	Day/Time	Place	Rosters Due
SP100	Speech Communication	01H	8/22/11 to 12/16/11	MWF 11:10a-12:00p	JACKSON:JH20..	32 📦
CA410	Ropes Course Skills and Certifications	01R	8/22/11 to 12/16/11			0 📦

4. Click the **Attendance** Tab then the **Student Specific Time** button

Gradebook

Course Details - Ropes Course Skills and Certifications

Start Date	8/22/2011	End Date	12/16/2011
Last Posted Attendance	Not Available	Attendance Due	0 days
Assignments & Exams	0 ungraded		

Attendance Midterm Grades Final Grades

Class Attendance

Student Specific Time

Click Here

Then Click Here

5. Select a **date range** no larger than 7 days

6. Click the **Build Grid** button

Student Attendance [Quick Help](#)

Only show active students

From: 12/1/2011 To: 12/7/2011

Blank Attendance will not be posted

Build Grid

Click Here

7. Once the Attendance Grid appears, enter the attendance from the **drop down boxes**

Name	12 /01
Aucoin, Brent	<input type="text"/>
Burks, Gregory	<input type="text"/>
Dudeck, Jeffrey	<input type="text"/>
Paris, Rachel	<input type="text"/>

Attendance Posting Value Index

P	Present
A	Absent
E	Excused Absence

Update

Click Here

8. Click the update button to save & receive the submitted notice

Section 3. Final Grades Posting

Once in **Gradebook**, click on the **Final Grades** tab.

Gradebook

Course Details - Greek Exegetical Methods

Start Date: 1/8/2008 End Date: 5/2/2008
Last Posted Attendance: 1/9/2008 Attendance Due: 1 days
Assignments & Exams: 0 ungraded

Attendance **Assignments & Exams** **Final Grades**

Class Attendance

Click on a day within the calendar to view complete attendance details

January 2008							February 2008						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
30	31	1	2	3	4	5	27	28	29	30	31	1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	

Legend: Fully Posted (Green), Requires Posting (Red), Scheduled (Grey), Holiday (Blue), Cancelled (Orange)

From the Final Grades page, use the **Final Grade pulldown** to select the grades for each student.

Final Grades

Only show active students

Student	Current GPA	Total % Absent	Final Grade
Blondeel, Matthew	0.00	0%	--
Boutlier, Herbert	3.31	0%	--
Bowler, William	3.26	0%	--
Feldman, Jonathan	3.75	0%	--
Fisher, Rex	3.48	0%	--
Gardner, Richard	0.00	0%	--
Ghenov, Ronaldo	3.78	0%	--
Henson, Mark	3.92	0%	--
Lopez, Robert	0.00	0%	--
Miner, Kevin	2.25	0%	--
Minor, Christopher	1.98	0%	--
Page, Adam	2.82	0%	--
Putney, Gary	3.52	0%	--
Schultz, Jonathan	3.00	0%	--
Seibert, Ted	4.00	0%	--
Sullivan, Timothy	2.42	0%	--
Surface, Joel	3.74	0%	--
Teffateller, Charles	2.72	0%	--
Thompson, Matthew	3.71	0%	--

Save Final Grades

Once student grades have been selected click **Save Final Grades**. Note: you can input grades for selected students during one session then return later to complete the input. Once grades are saved only the Registrar can modify them.

Section 4. Student Search

To search for students you can use either the side Student Search or click **Find Student** next to Recent Student.

The screenshot shows the Baptist Bible College staff portal. The main content area includes a 'My Calendar' for January 2008, a 'News' section with a photo of a rolled-up document, and a 'Classes' table. The 'Classes' table has the following data:

Term	Course	Section	Attendance Due	Post/Assign/Exam	Print Roster
SPOBS	NT506	03	0	0	
SPOBS	B1707		0	0	
SPOBS	D804	01	0	0	
SPOBS	NT506		1	2	

The 'Student Search' sidebar on the right includes fields for Campus, First Name, Last Name, Social Security #, Student ID, Enrollment ID, and Email. It also has a 'Results Per Page' dropdown set to 10 per page, and buttons for 'Clear', 'Search', and 'Advanced Search'.

When Student Search page appears, input **desired search criteria** and click **Search**.

The screenshot shows the Baptist Bible College staff portal with the 'Student Search' window open. The window contains an 'Advanced Search' form with the following fields and options:

- Campus: All
- Program: All
- First Name: T
- Last Name: Adams
- Social Security #:
- Student ID:
- Enrollment ID:
- Email:
- Enrollment Status: All
- Show Aliases:
- Search Reference Address:
- Restrict Search to My Students:
- Results/Page: 10 per page
- Buttons: Clear, Search

Scroll down, locate desired student and click on **student's name**.

The screenshot shows the Baptist Bible College staff portal. The main content area displays search results for students. The results are as follows:

Student Name / Student ID	Status	Program	Phone / Email
Tami Adams 122102	Prospect	-	
Tammy Adams 23324	Prospect	-	
Thalya Adams 35434	Prospect	-	(607)785-1051
Tiffany Adams 180921	Active	TEACH - Teacher Education	(888)493-3238 TADAMS@BBC.edu1
Timothy Adams 141172	Inquiry	-	(785)363-7547
Timothy Adams 24771	Application Accepted	-	
Timothy Adams 3796	Application Accepted	-	(320)629-0088 timadams@hotmail.com

The 'Tiffany Adams' row is highlighted in blue. Below the table, there is a 'Print Roster' button and a list of printer icons. The sidebar on the right contains a 'Student Search' form with fields for Campus, First Name, Last Name, Social Security #, Student ID, and Enrollment ID. The top right of the page shows the date 'January 23, 2008' and a 'Recent Students' dropdown menu with 'Laura Abbey' selected.

Notice selected student's name will appear in the Recent Student field. Congratulations you have your desired student.

Baptist Bible College - Windows Internet Explorer

http://portal.bbc.edu/Secure/Staff/staff.aspx

Baptist Bible College

BAPTIST BIBLE God calls ministry leaders. We equip them.

Hello William! Logout | Help

My Home Page

Recent Students: Tiffany Adams | Find Student

January 23, 2008

- Campus Info
- Academics
- My Profile
- Contact Manager
- My Students
- My Classes


My Calendar

Wednesday Choose Day

January 2008

S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

News



Dr. Kiewer is leading a trip to the holy land this spring....more
Housing is doing a new and improved process so read more....more

Classes

Term	Course	Section	Attendance Due	Post/Assign/Exam	Print Roster
SPO8S	NT506	83	0	0	
SPO8S	B1707		0	0	
SPO8S	D804	01	0	0	
SPO8S	NT506		1	2	

Student Search

Campus: All

First Name:

Last Name:

Social Security #:

Student ID:

Enrollment ID:

Email:

Results Per Page: 10 per page

Clear Search Advanced Search

Version: 9.0.4.21

Home | Logout | Help | Site Index | Campus Contacts | Privacy Policy | Feedback Form

Section 5. Contact Manager

Click on **Contact Manager** in the menu bar and then **Contact Manager**.

Baptist Bible College - Windows Internet Explorer

http://portal.bbc.edu/Secure/Staff/staff.aspx

Baptist Bible College

BAPTIST BIBLE God calls ministry leaders. We equip them.

Hello William! Logout | Help

My Home Page

Recent Students: Tiffany Adams | Find Student

January 23, 2008

- Campus Info
- Academics
- My Profile
- Contact Manager
- My Students
- My Classes


My Calendar

Wednesday Choose Day

January 2008

S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

News



Dr. Kiewer is leading a trip to the holy land this spring....more
Housing is doing a new and improved process so read more....more

Classes

Term	Course	Section	Attendance Due	Post/Assign/Exam	Print Roster
SPO8S	NT506	83	0	0	
SPO8S	B1707		0	0	
SPO8S	D804	01	0	0	
SPO8S	NT506		1	2	

Student Search

Campus: All

First Name:

Last Name:

Social Security #:

Student ID:

Enrollment ID:

Email:

Results Per Page: 10 per page

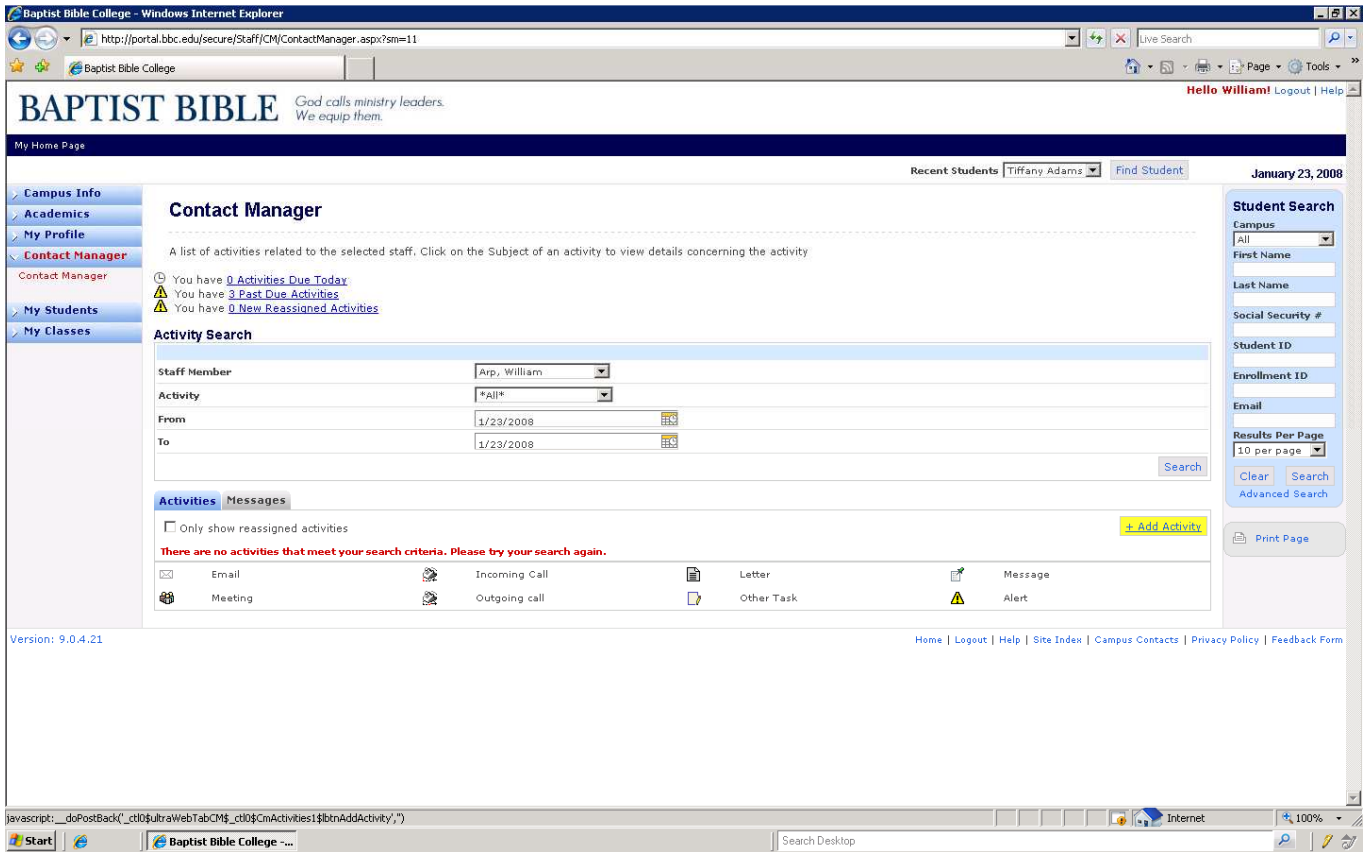
Clear Search Advanced Search

Version: 9.0.4.21

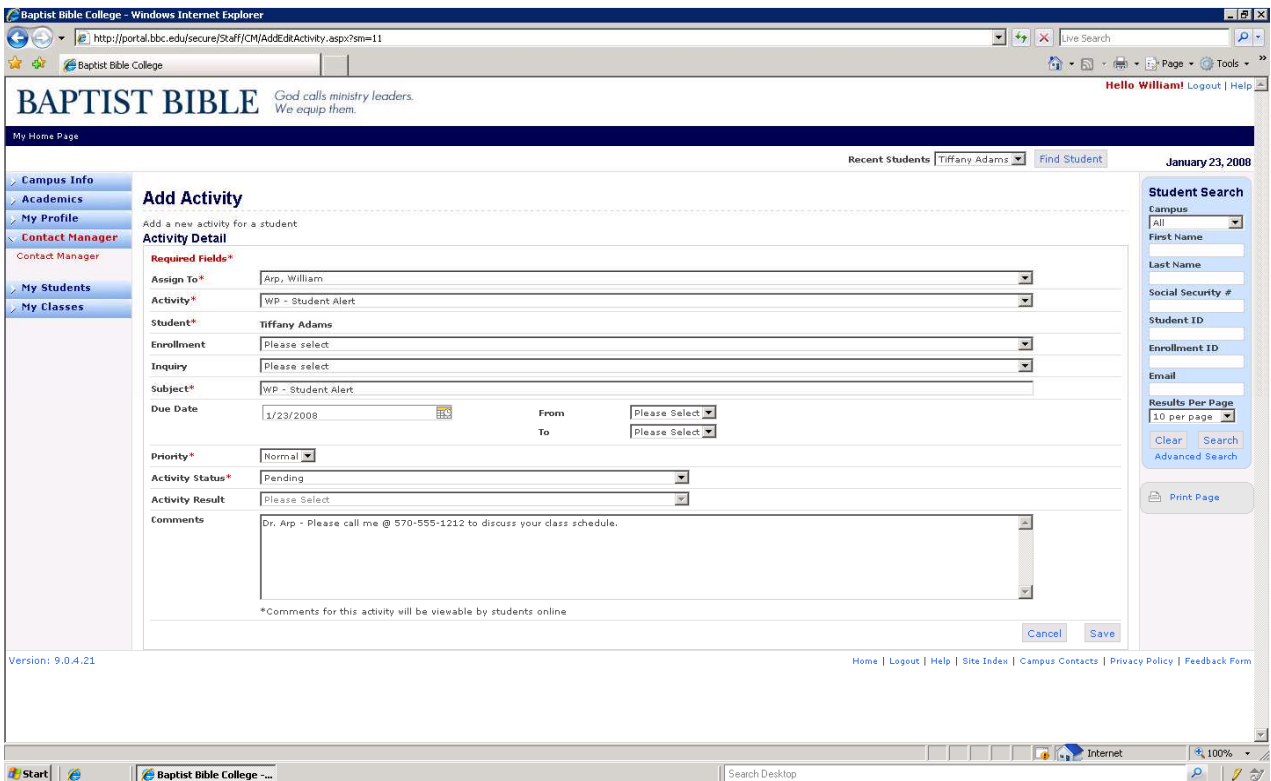
Home | Logout | Help | Site Index | Campus Contacts | Privacy Policy | Feedback Form

http://portal.bbc.edu/secure/Staff/CM/ContactManager.aspx?sm=11

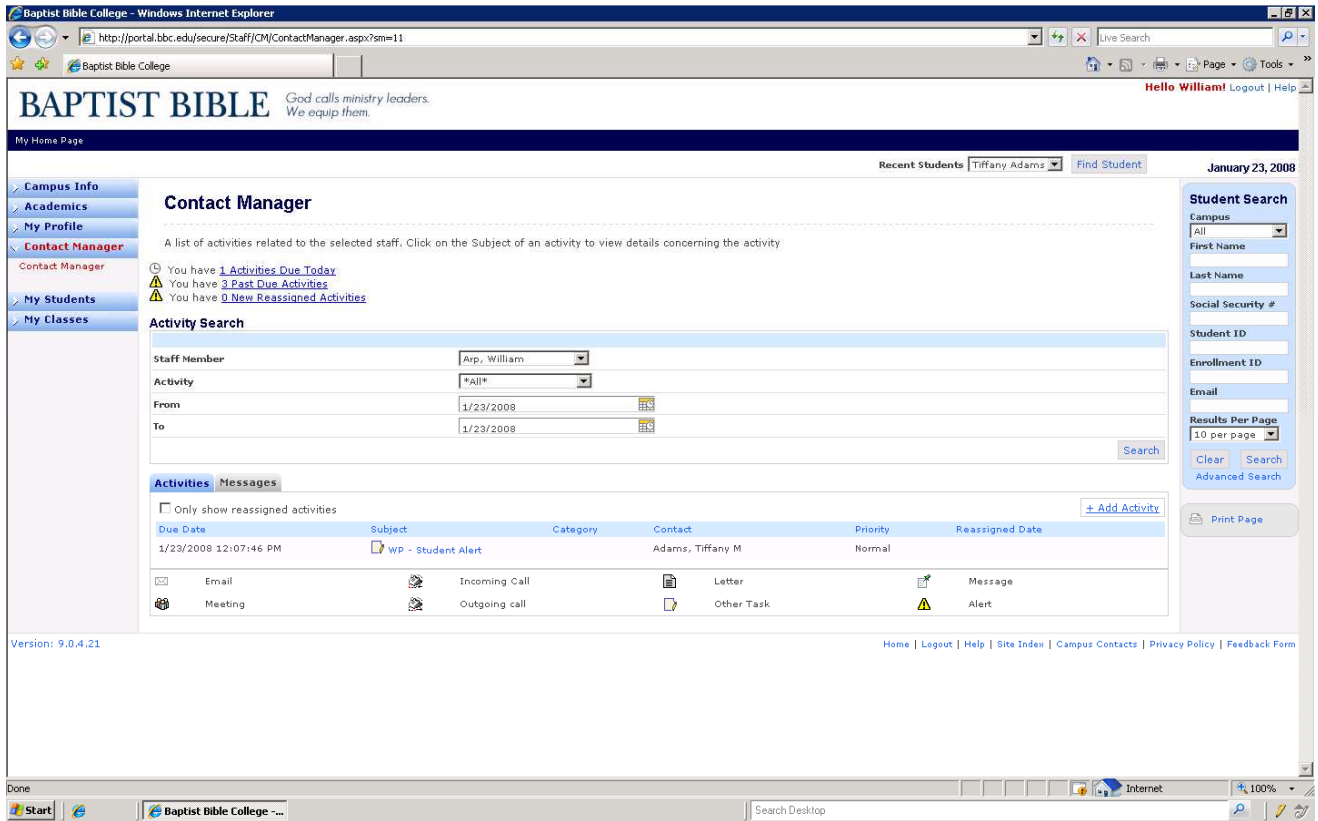
From the Contact Manager page, click **+ Add Activity**.



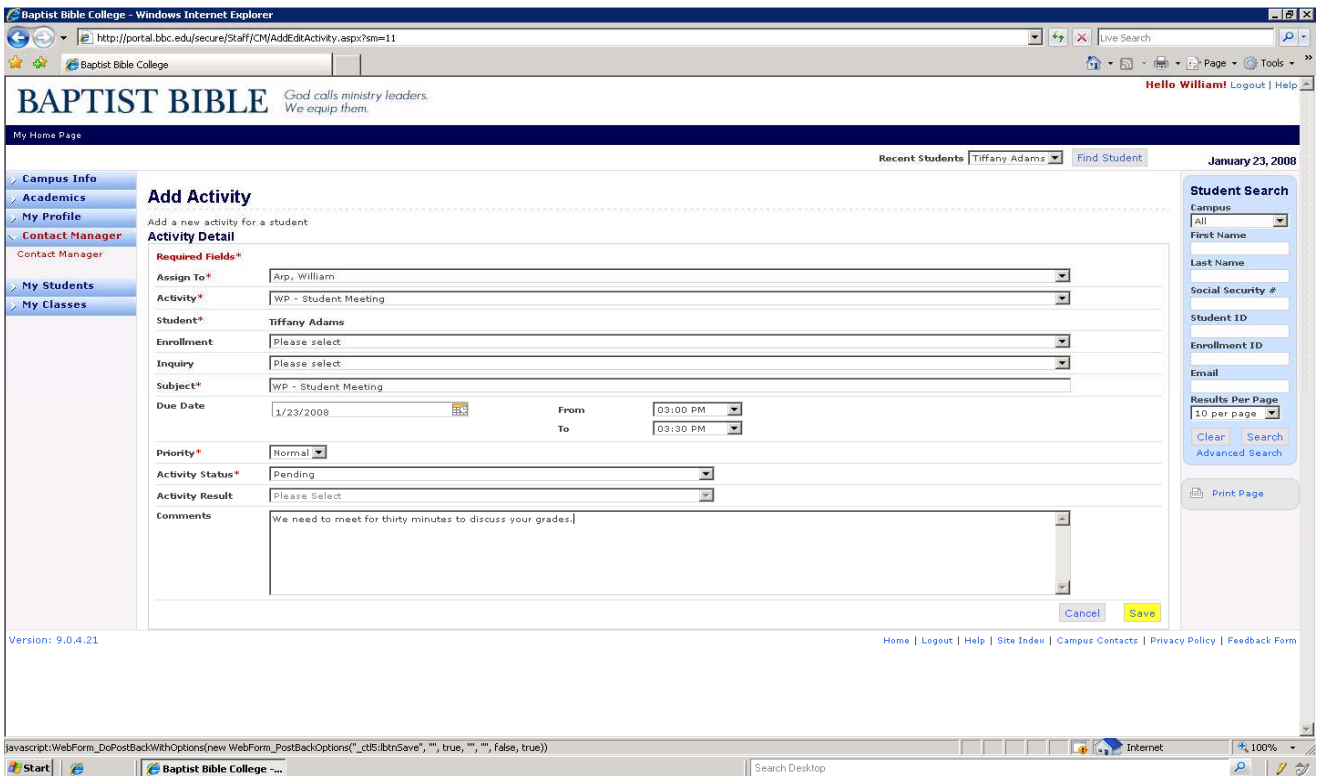
Notice your name in the **Assign To** field and your **Recent Student** is Student. Select the **Activity** from the Activity pulldown, **enter a message** then click **Save**. Note: Your name is required in the message for Student Alerts.



Once sent, the message will be stored under the Activity Tab. Congratulations you have just sent a Student Alert.



To set up a Student Meeting, click **+Add Activity**. Then select **Student Meeting** from the Activity pulldown, enter **Comments**, **Date**, **From**, **To** and click **Save**. Note: Meetings require **From** and **To** times to be placed on the calendar.



Congratulations you have successfully set a Student Meeting.

The screenshot shows the Baptist Bible College Contact Manager interface in a Windows Internet Explorer browser. The page title is "BAPTIST BIBLE" with the tagline "God calls ministry leaders. We equip them." The user is logged in as "Hello William!". The main content area is titled "Contact Manager" and displays a list of activities for the selected staff member, "Arp, William". The activities table shows two entries: "WP - Student Alert" and "WP - Student Meeting". The "WP - Student Meeting" entry is highlighted. The interface includes a navigation menu on the left, a search bar at the top right, and a footer with version information and links.

Version: 9.0.4.21

Home | Logout | Help | Site Index | Campus Contacts | Privacy Policy | Feedback Form

Once the meeting has been attended, click on **WP – Student Meeting**.

Contact Manager

A list of activities related to the selected staff. Click on the Subject of an activity to view details concerning the activity

You have 2 Activities Due Today
 You have 3 Past Due Activities
 You have 0 New Reassigned Activities

Activity Search

Staff Member: Arp, William
 Activity: *All*
 From: 1/23/2008
 To: 1/23/2008

Activities | Messages

Only show reassigned activities

Due Date	Subject	Category	Contact	Priority	Reassigned Date
1/23/2008 12:07:46 PM	WP - Student Alert		Adams, Tiffany M	Normal	
1/23/2008 12:24:12 PM	WP - Student Meeting		Adams, Tiffany M	Normal	

Version: 9.0.4.21

Using the pulldown change the **Activity Status** to **Closed** and click **Save**.

Edit Activity

Edit an existing activity for a student. Select an activity status of closed below and click save to close an activity.

Activity Detail

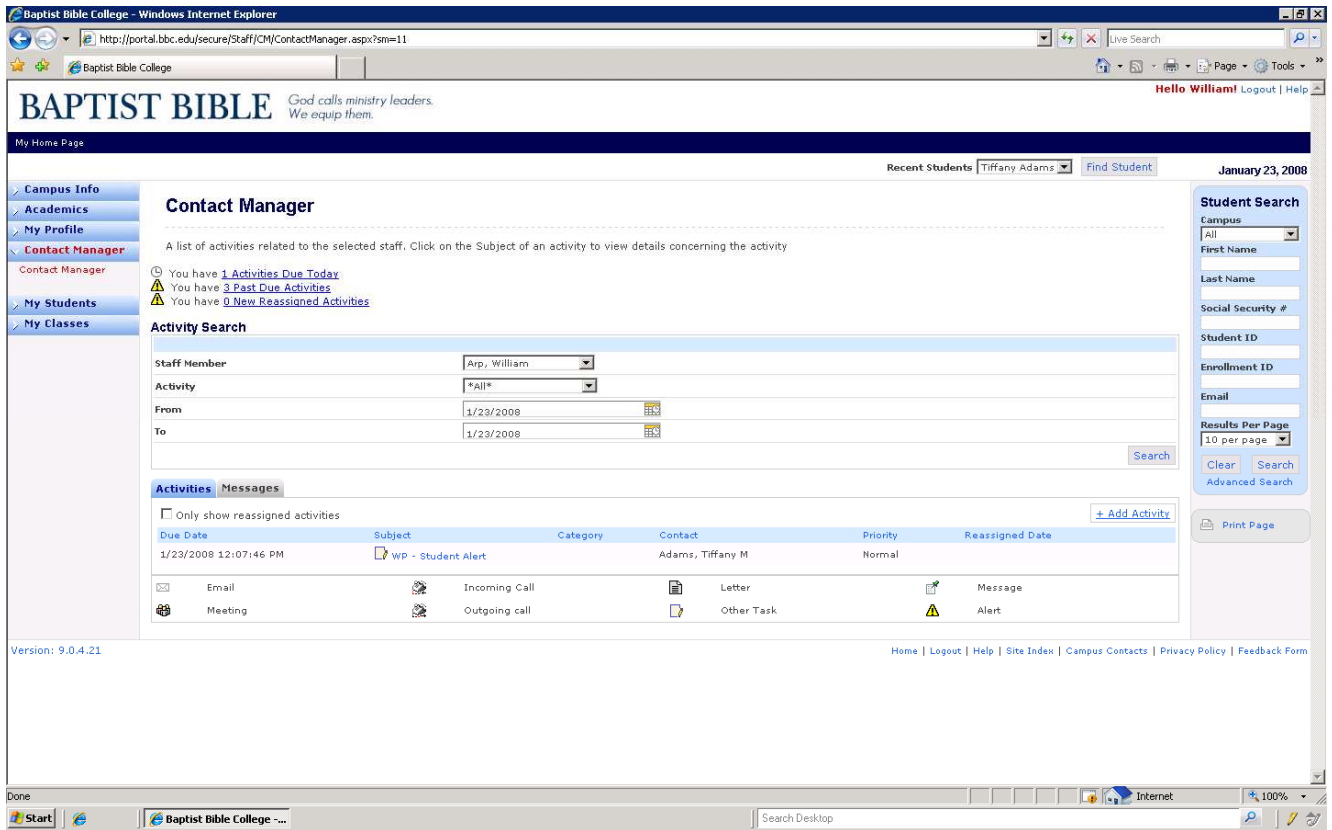
Required Fields*

Assign To*: Arp, William
 Activity*: WP - Student Meeting
 Student*: Tiffany Adams
 Enrollment: Please select
 Inquiry: Please select
 Subject*: WP - Student Meeting
 Due Date: 1/23/2008
 From: 03:00 PM
 To: 03:30 PM
 Priority*: Normal
 Activity Status*: Closed
 Activity Result: Please Select
 Comments: We need to meet for thirty minutes to discuss your grades.

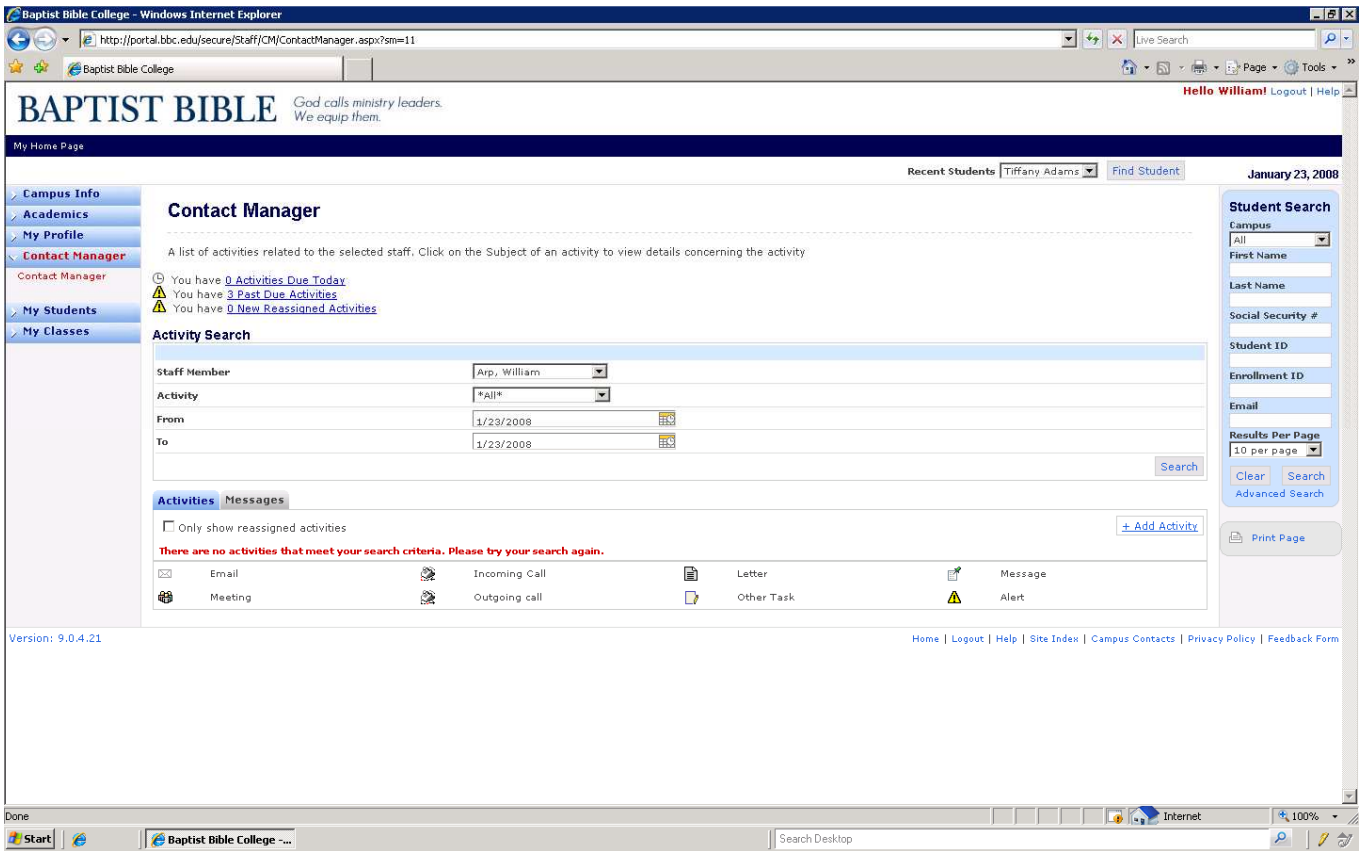
Cancel Save

Version: 9.0.4.21

Notice the activity has been closed and no longer appears under the Activity tab of Contact Manger. Congratulations !



Once the student Acknowledges the Alert from their portal, the Alert will no longer appear in your Contact Manager.



Section 6. Miscellaneous Functionality

Under Campus Info, you can view the term course schedule by selecting the **Term** and clicking **Search**.

The screenshot shows the Baptist Bible College website in Internet Explorer. The page title is "BAPTIST BIBLE" with the tagline "God calls ministry leaders. We equip them." The user is logged in as "Hello William!". The navigation menu includes "Campus Info", "Academics", "My Profile", "Contact Manager", "My Students", and "My Classes". The "Campus Info" menu is expanded, showing "Course Schedule" and "Faculty Directory". The "Course Schedule" page is active, displaying a "Course Schedule Search" form. The form includes fields for "Campus" (BBC Main Campus), "Term" (Spring 2008 - College), "Keyword", "Course", "Section" (Open), and "Course Type" (*All*). There are checkboxes for days of the week (MO, TU, WE, TH, FR, SA, SU) and "Earliest Start Time" (12:00 am) and "Latest Start Time" (11:00 pm) dropdowns. A "Search" button is at the bottom right of the form. Below the form, the results for "Term: Spring 2008 - College" are shown. A note states: "## Denotes a class where Pass/Fail is Required." The results table is as follows:

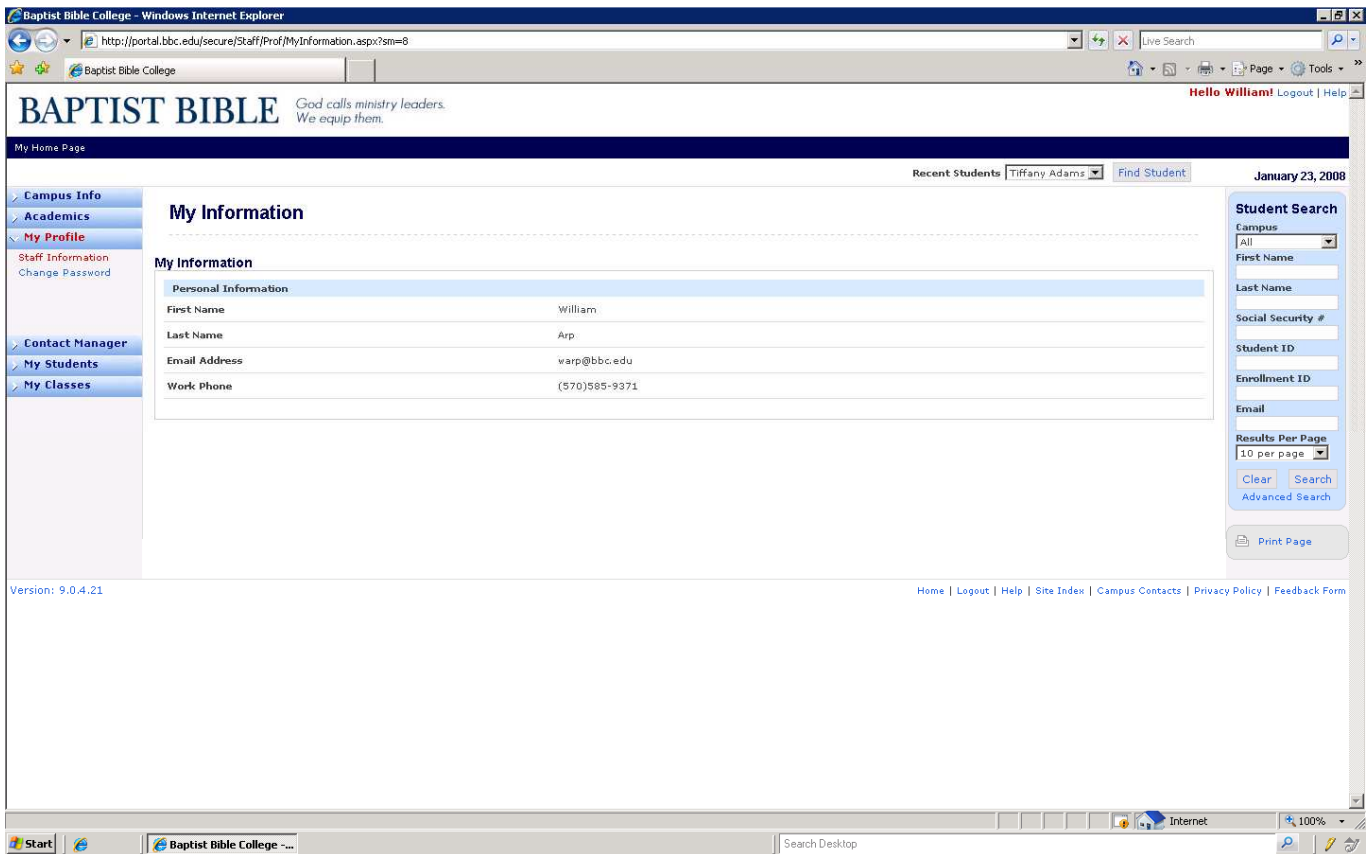
Course	Course Title	Sec	Credits	Course Schedule
B1100	Principles of Bible Study	01	3.00	Click for Details
Term Period: 1/3/08 to 5/8/08				
B1100	Principles of Bible Study	03	3.00	Click for Details
Term Period: 1/3/08 to 5/8/08				
B1100	Principles of Bible Study	04	3.00	Click for Details
Term Period: 1/3/08 to 5/8/08				

Under Campus Info you can view Faculty information. Click the first letter of their last name and selecting their name.

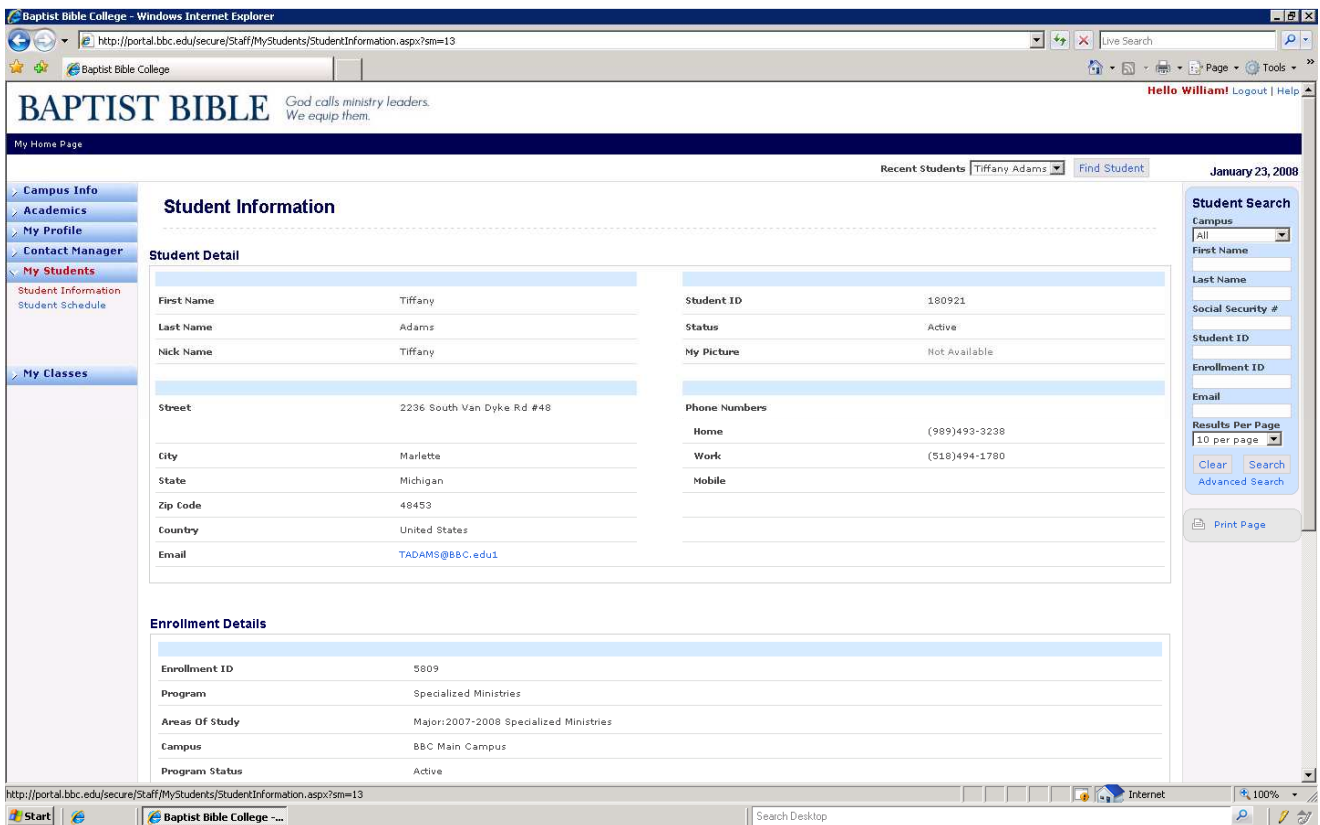
The screenshot shows the Baptist Bible College website in Internet Explorer. The page title is "BAPTIST BIBLE" with the tagline "God calls ministry leaders. We equip them." The user is logged in as "Hello William!". The navigation menu includes "Campus Info", "Academics", "My Profile", "Contact Manager", "My Students", and "My Classes". The "Campus Info" menu is expanded, showing "Course Schedule" and "Faculty Directory". The "Faculty Directory" page is active, displaying a "Faculty Search" form. The form includes fields for "First Name", "Last Name", "Social Security #", "Student ID", "Enrollment ID", and "Email". There are "Clear", "Search", and "Advanced Search" buttons. Below the form, the results for "Search Results for H" are shown. The results are as follows:

Faculty Name
Haag, David
Hammer, Robert
Harkleroad, Andy
Harris, David B
Hartley, Sharyl J
Hartzler, Hubert
Heaton, Tim
Hess, Jodi
Hicks, Howard H
Hicks, Janet K
Higley, William J
Holdridge, Donald W
Holloway, Sherrie L
Huckaby, Jim
Hutchinson, Thomas

You can view your information by clicking **My Profile** and **Staff Information**.



To view student information, find student in **Student Search** then click **My Students** and **Student Information**.



To view student schedule, find student in **Student Search** then click **My Students** and **Student Schedule**.

Student Class Schedule

Student's current class schedule is displayed below.

View by Term: Spring 2008 - College

Classes without Scheduled Time/Day

Course	Course Title
HP315	Sports Skills Proficiency and Assessment Exam
1/3/08 to 5/8/08	

Laura Abbey

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
1:00a							
1:30a							
2:00a							
2:30a							
3:00a							
3:30a							
4:00a							
4:30a							
5:00a							
5:30a							
6:00a							
6:30a							
7:00a							
7:30a							
8:00a							
8:30a	HP204 Holloway	HP204 Holloway	HP315 Holloway	HP204 Holloway			
9:00a							
9:30a							
10:00a							
10:30a							
11:00a							
11:30a	ED201 Hicks	ED201 Hicks		ED201 Hicks			
12:00p							
12:30p							
1:00p	BI210 Basilius	BI210 Basilius	BI345 Holdridge	BI210 Basilius			
1:30p							
2:00p							
2:30p			TH202C Schloegel		TH202C Schloegel		
...							

Select