Portal Instructor Training

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

Section 1. Instructor Log-in 2

Section 2. Attendance Posting 3

Sec 2a. Courses With Specific Meeting Date Or Time 3

Sec 2b. Courses With No Specific Meeting Date Or Time 8

Section 3. Final Grades Posting 10

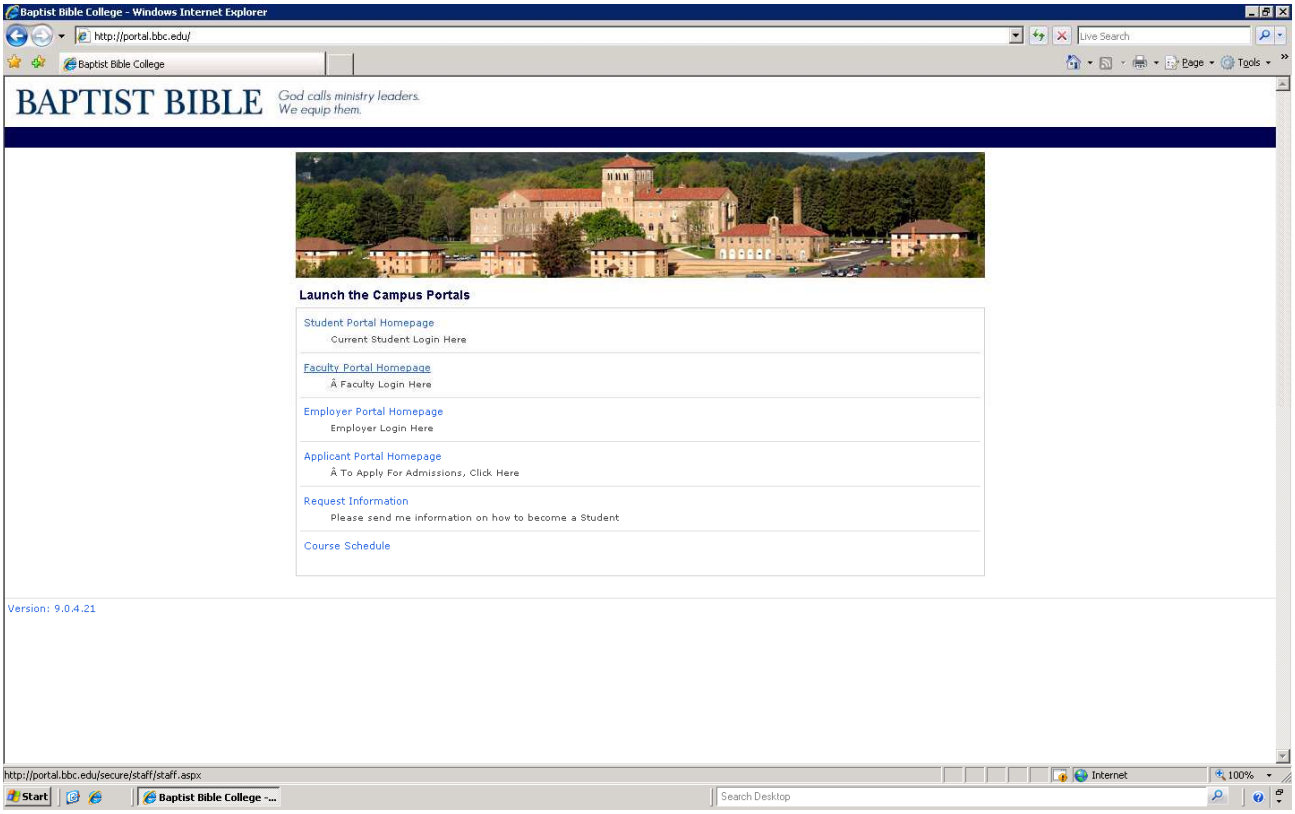
Section 4. Student Search 11

Section 5. Contact Manager 13

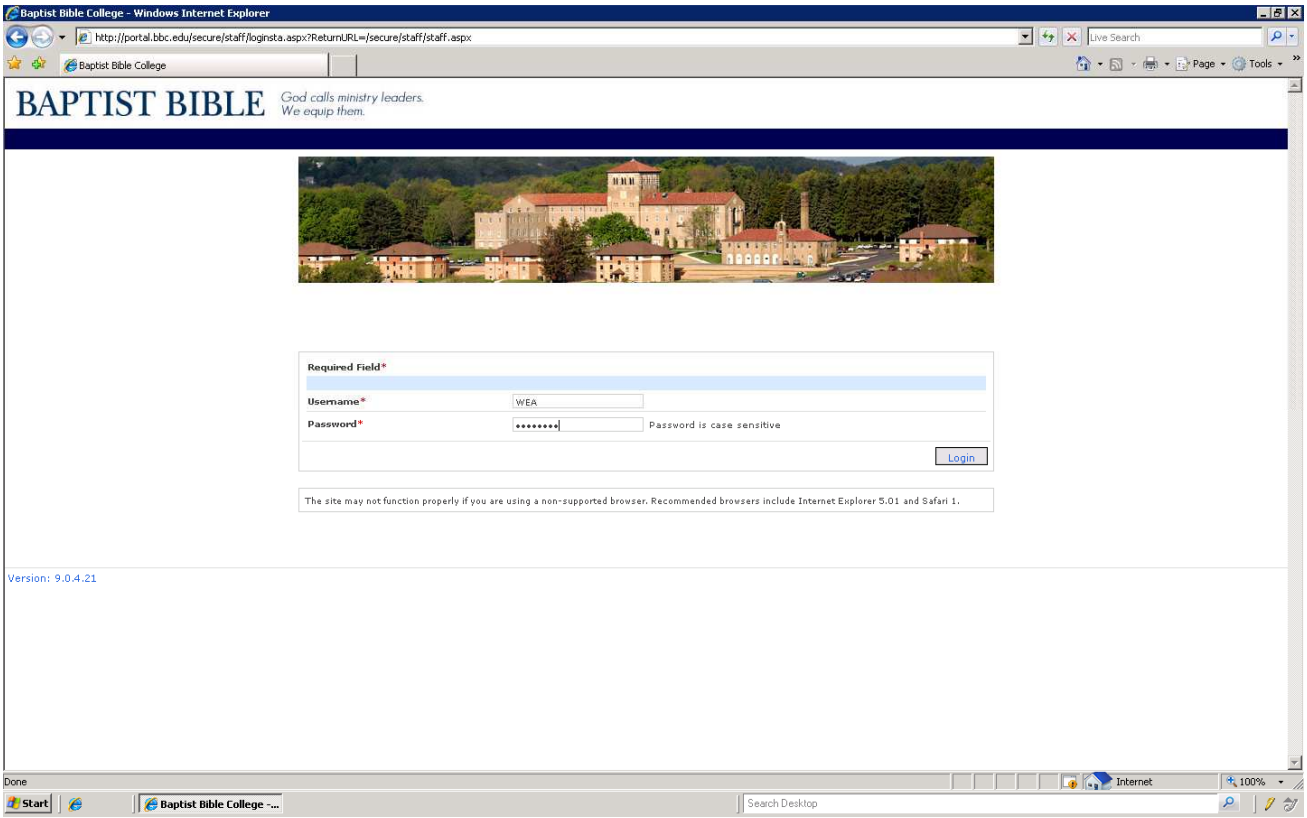
Section 6. Miscellaneous Functionality 19

Section 1. Instructor Log-in

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



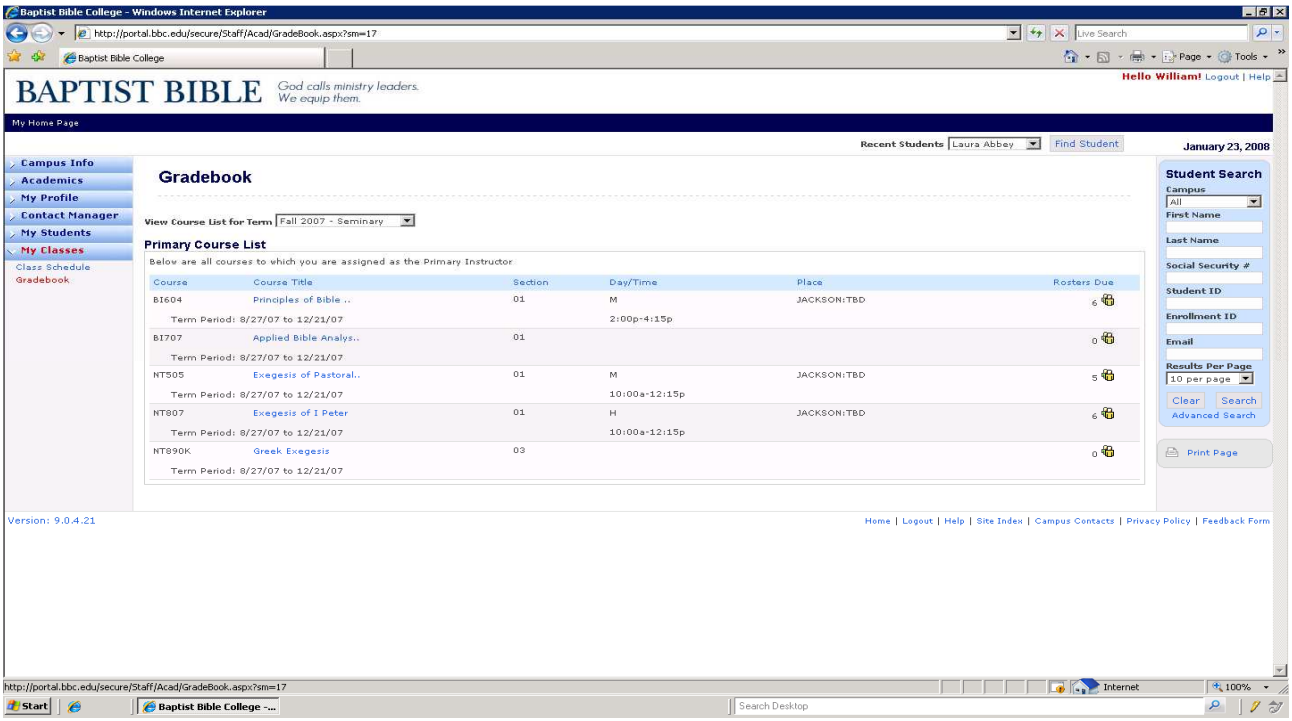
Next, enter your CampusVue Username and Password then click **Login**.



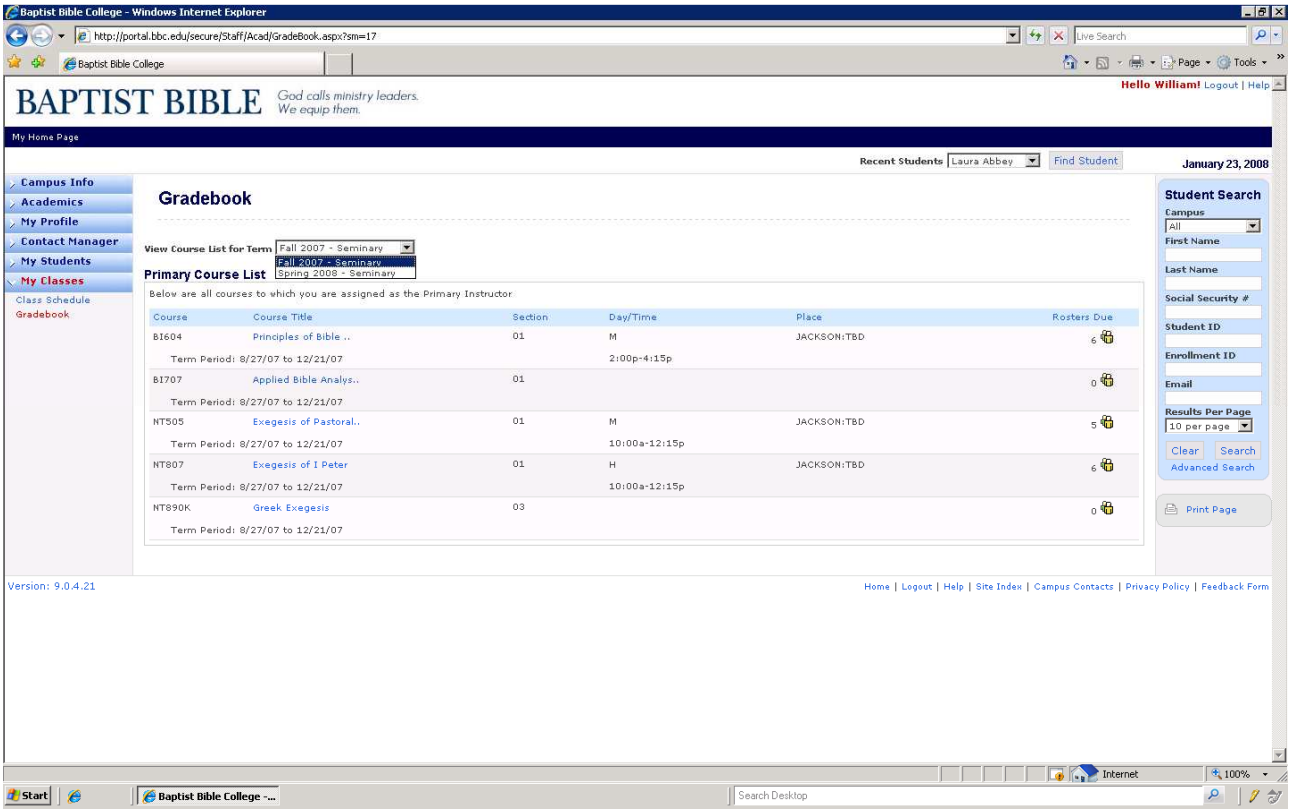
Section 2. Attendance Posting

Sec 2a. Courses With Specific Meeting Date Or Time

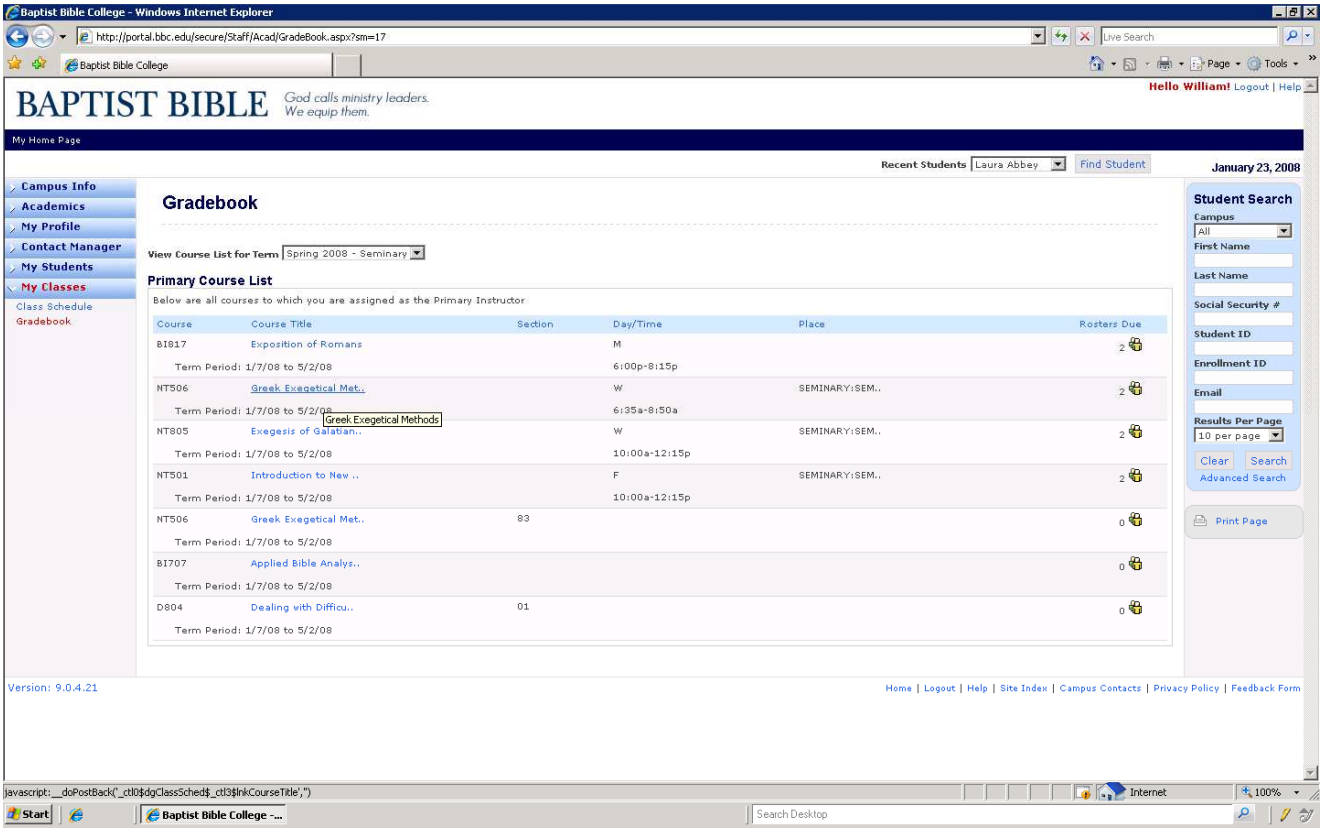
Once logged in click on **My Classes** and **Gradebook**.



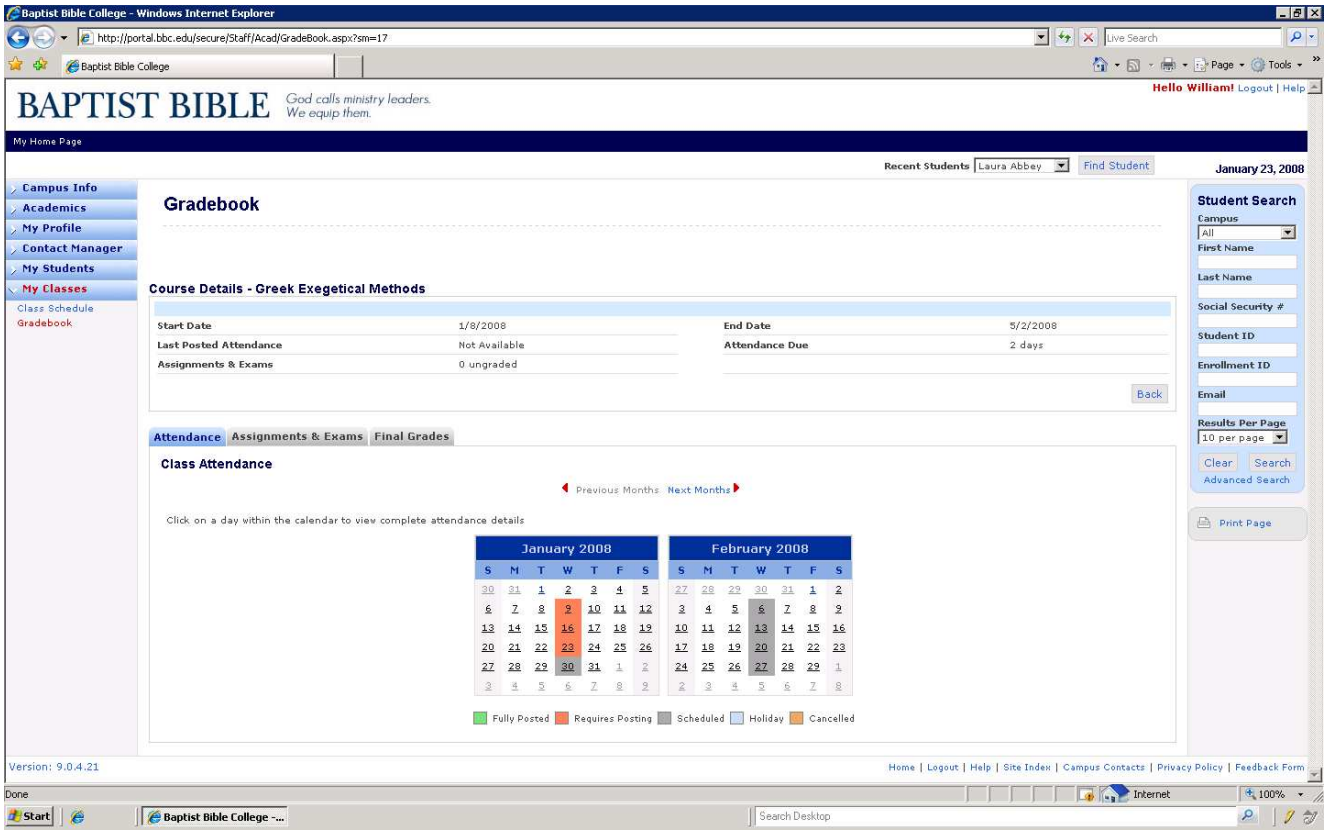
Using the View Course List for Term pulldown, **select the term** you want to record attendance and grades for.



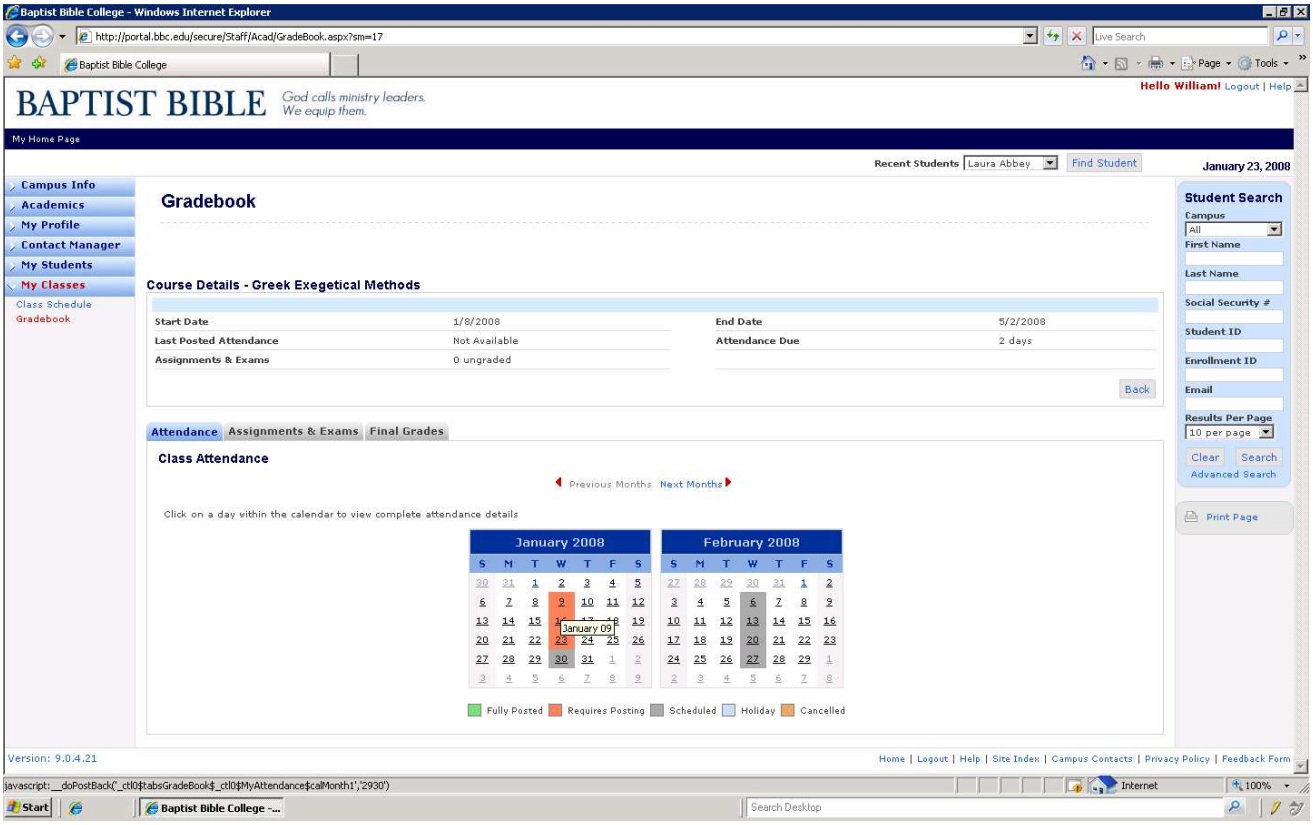
Once the correct term's classes appear, **select the class** you want to record attendance and grades for.



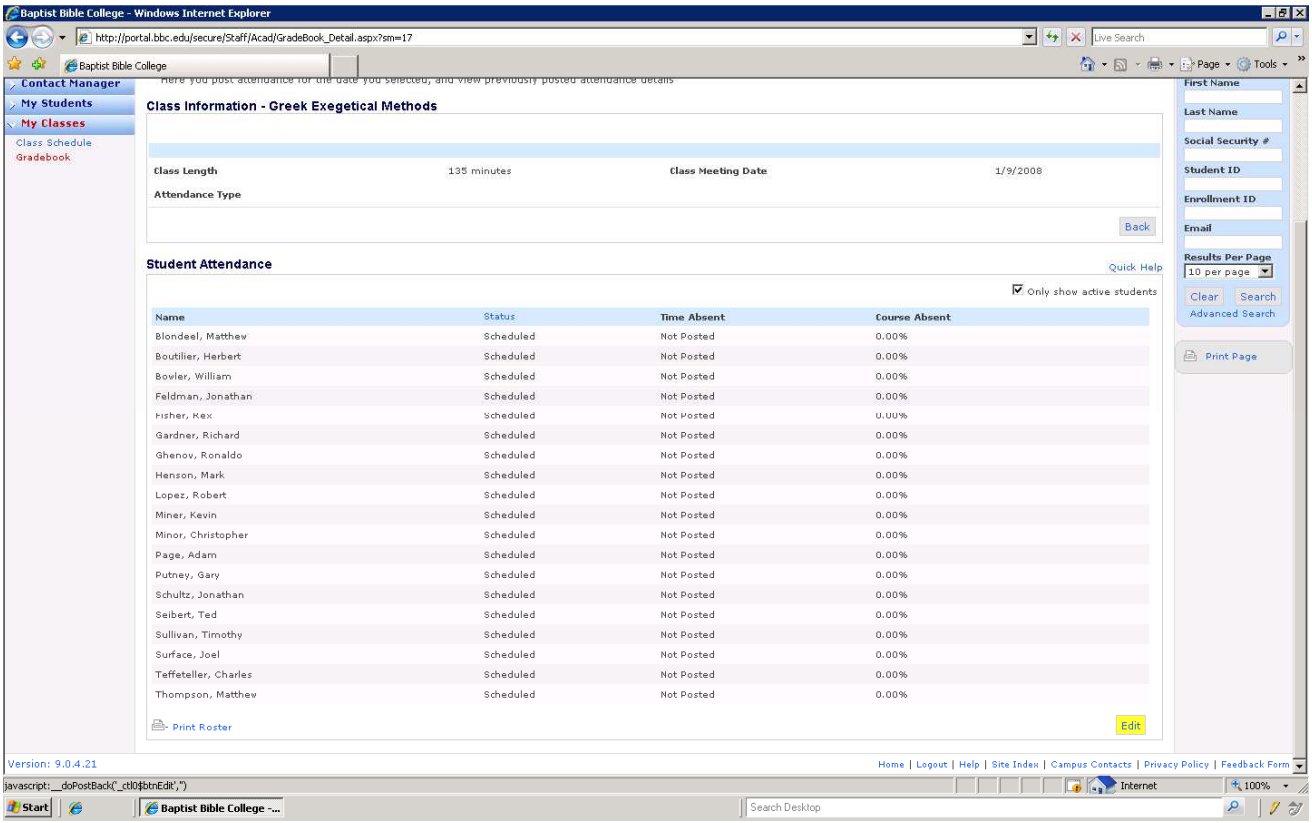
To record attendance, click on the **Attendance** tab to view the scheduled meeting days for that class.



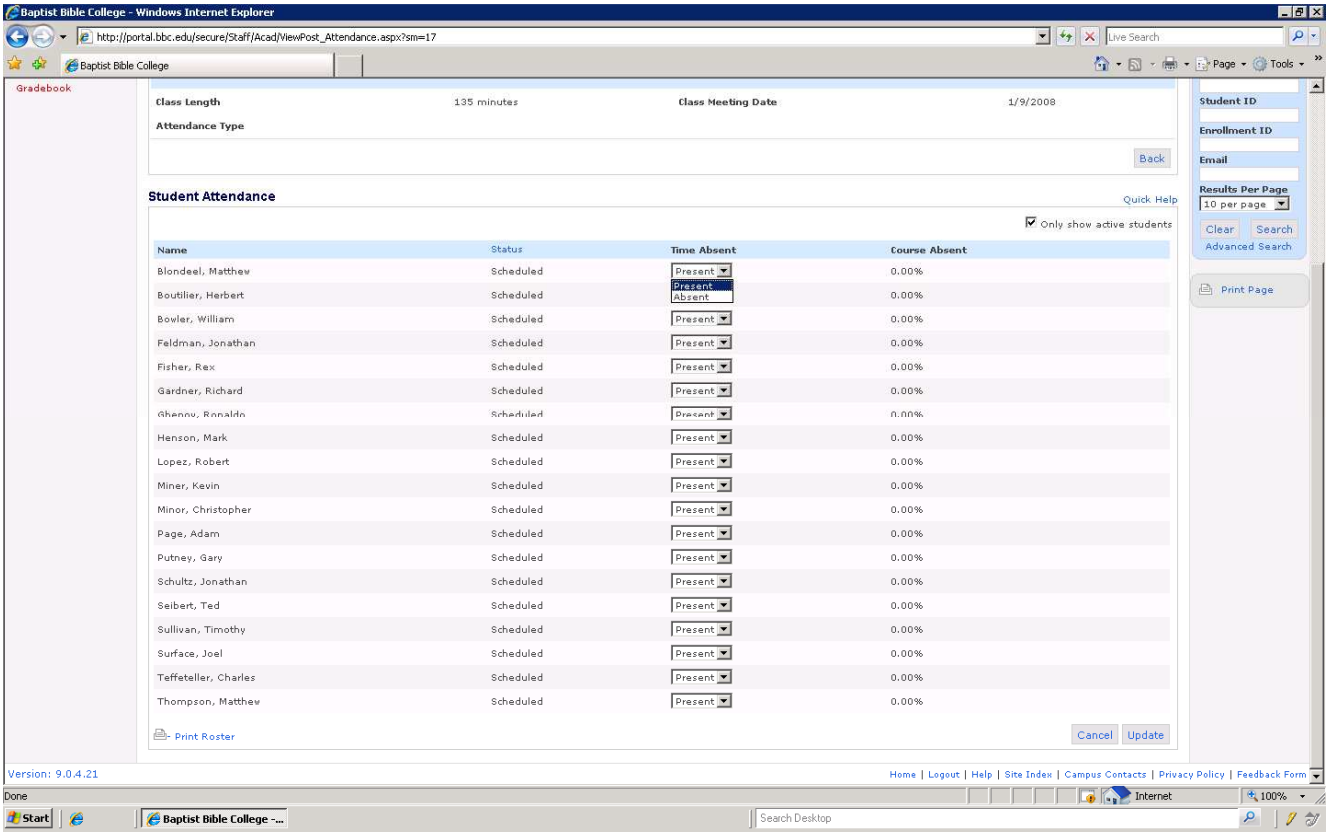
Notice the color coding for the days which Require Posting. Click on one of the **calendar day numbers**.



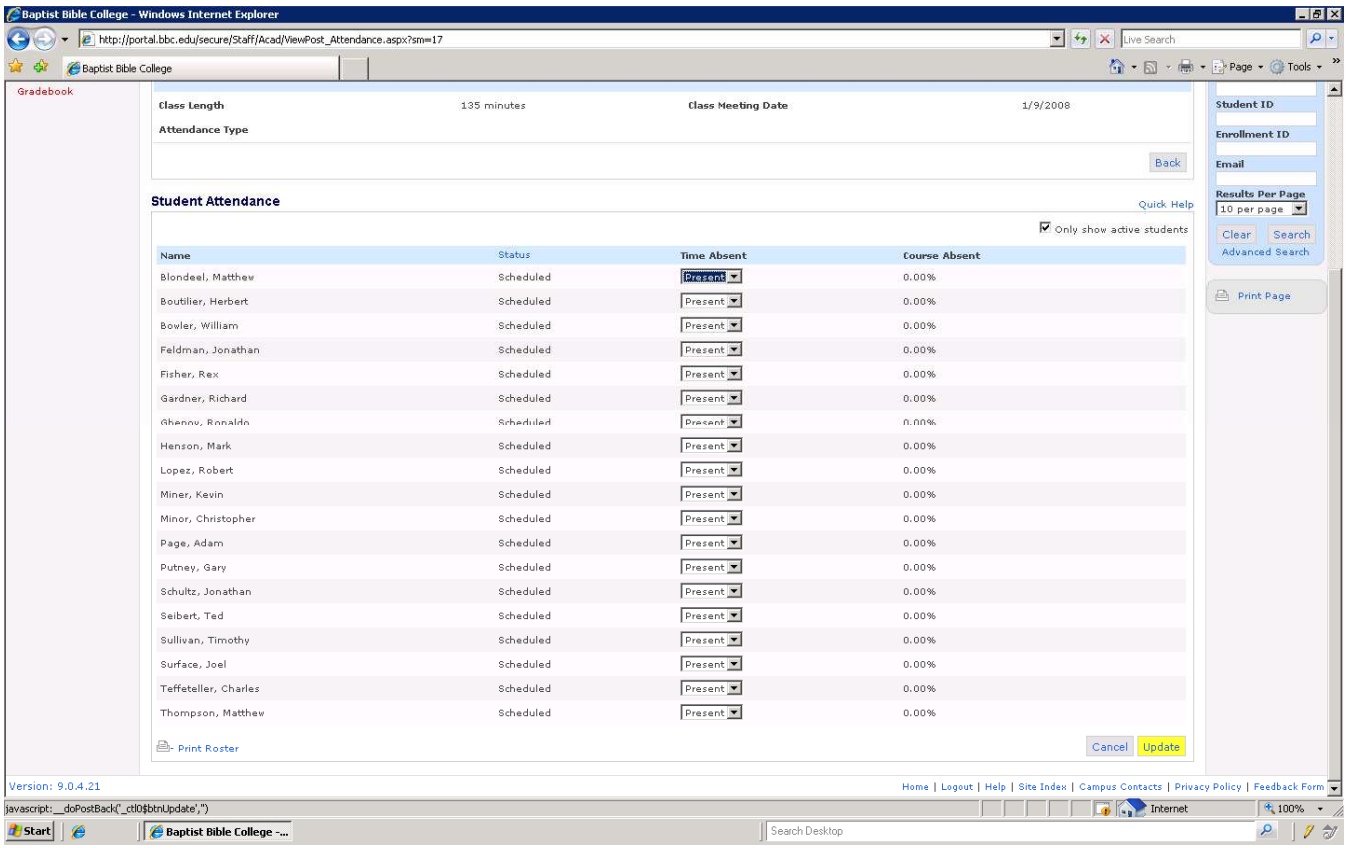
When the Student Attendance class roster appears, click on **Edit**.



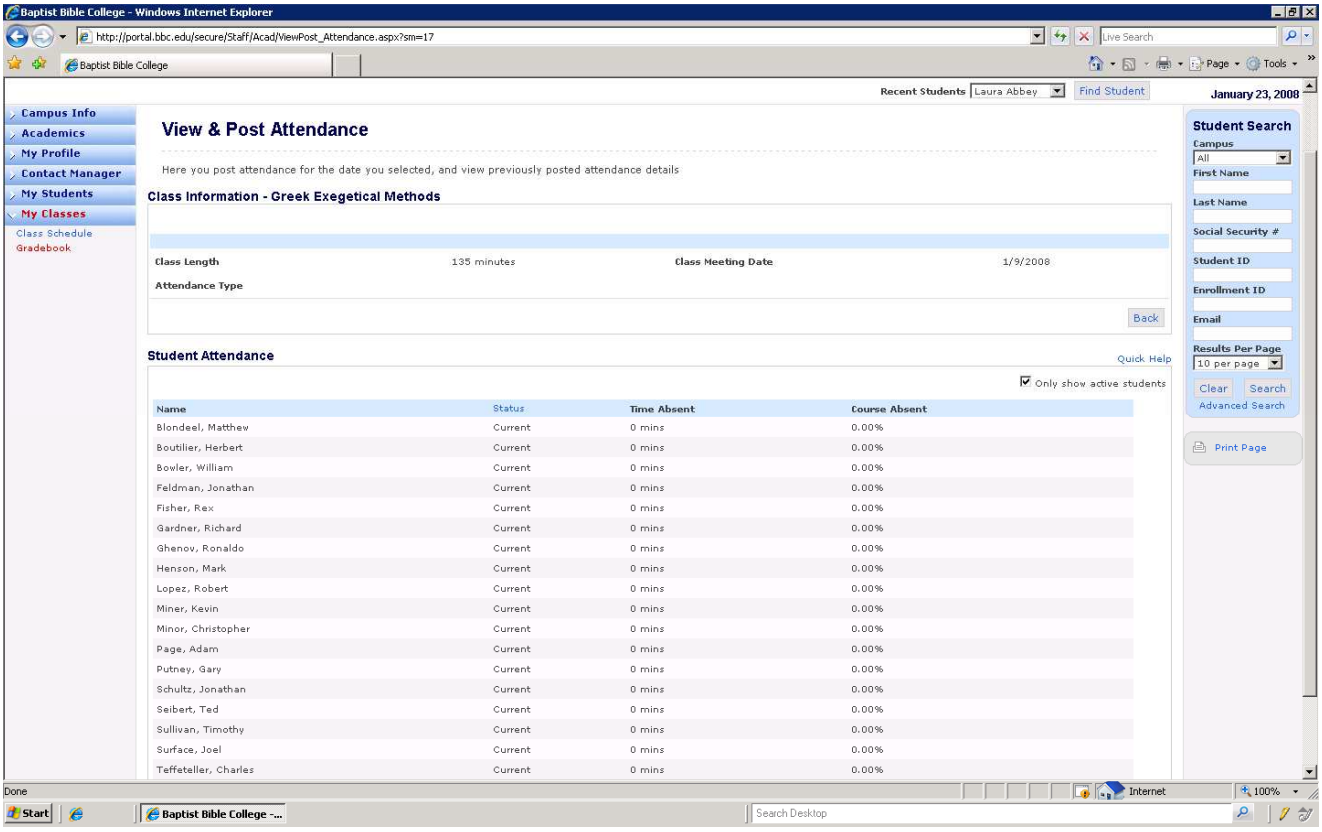
Using the Time Absent pulldown, notice the default is Present so only select **Absent** for the missing students.



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

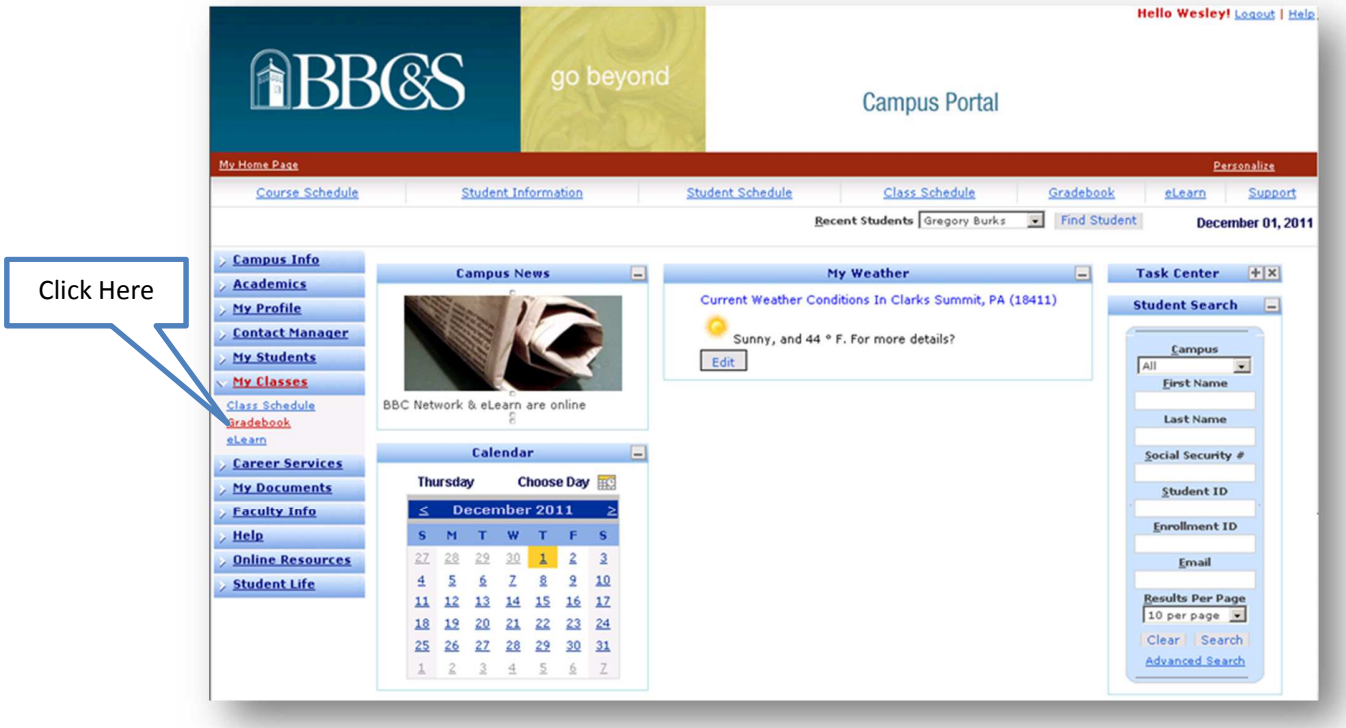


After updating, notice the Time Absent column has been posted. Congratulations, attendance has been input.

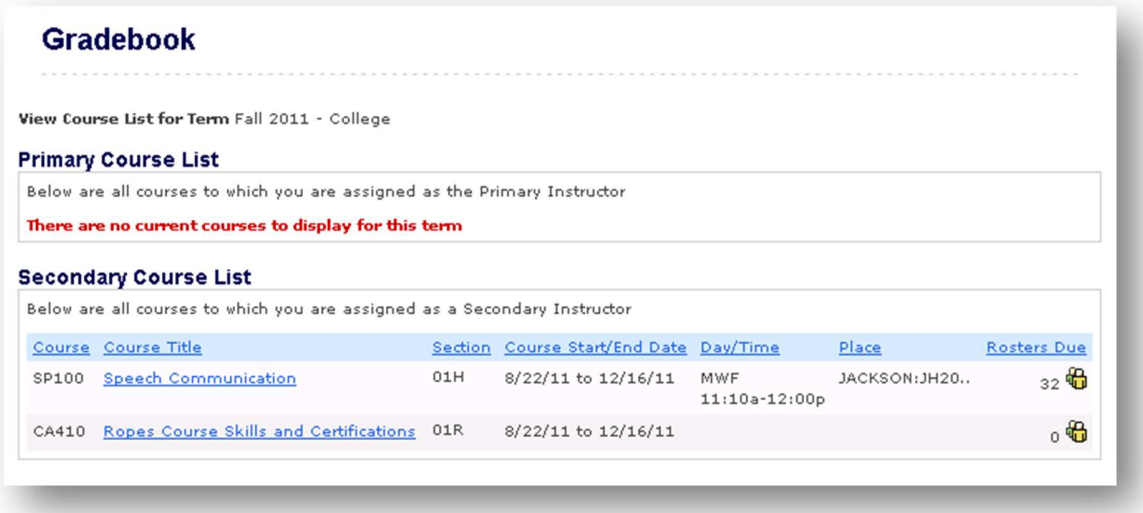


Sec 2b. Courses With No Specific Meeting Date Or Time

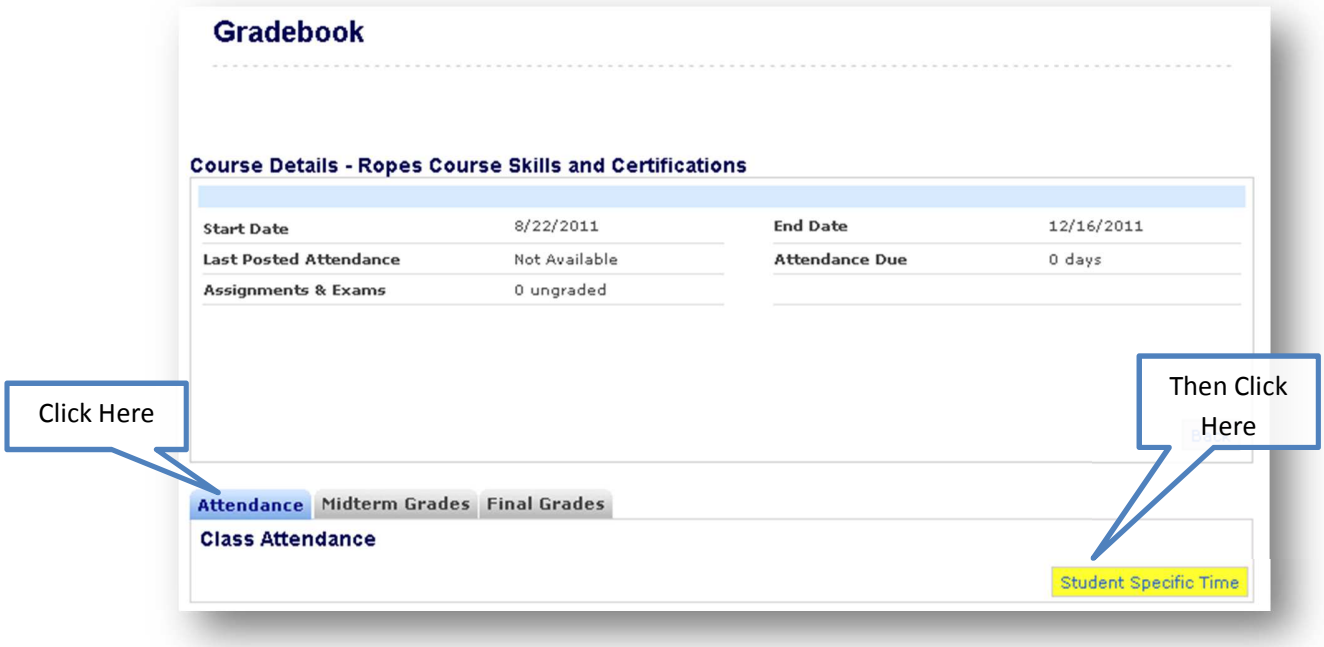
1. Login to the Faculty Portal (https://portal.bbc.edu)
2. Click My Classes > Gradebook



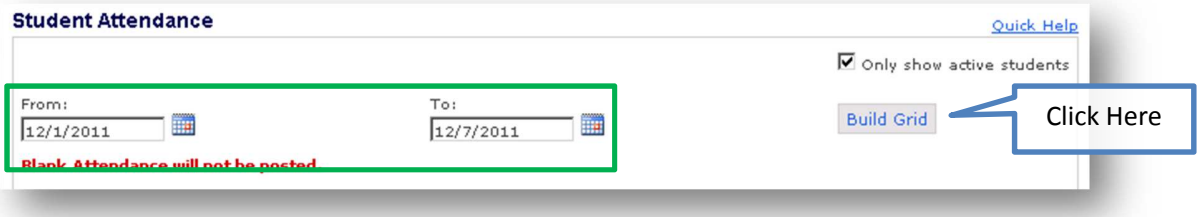
3. Click your course



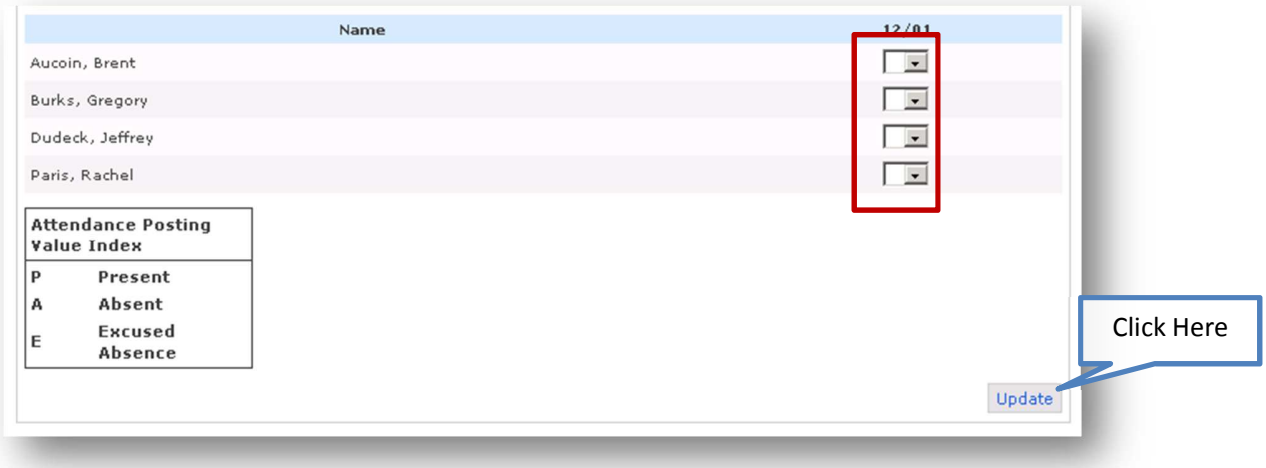
4. Click the ***Attendance*** Tab then the ***Student Specific Time*** button



5. Select a **date range** no larger than 7 days
6. Click the ***Build Grid*** button



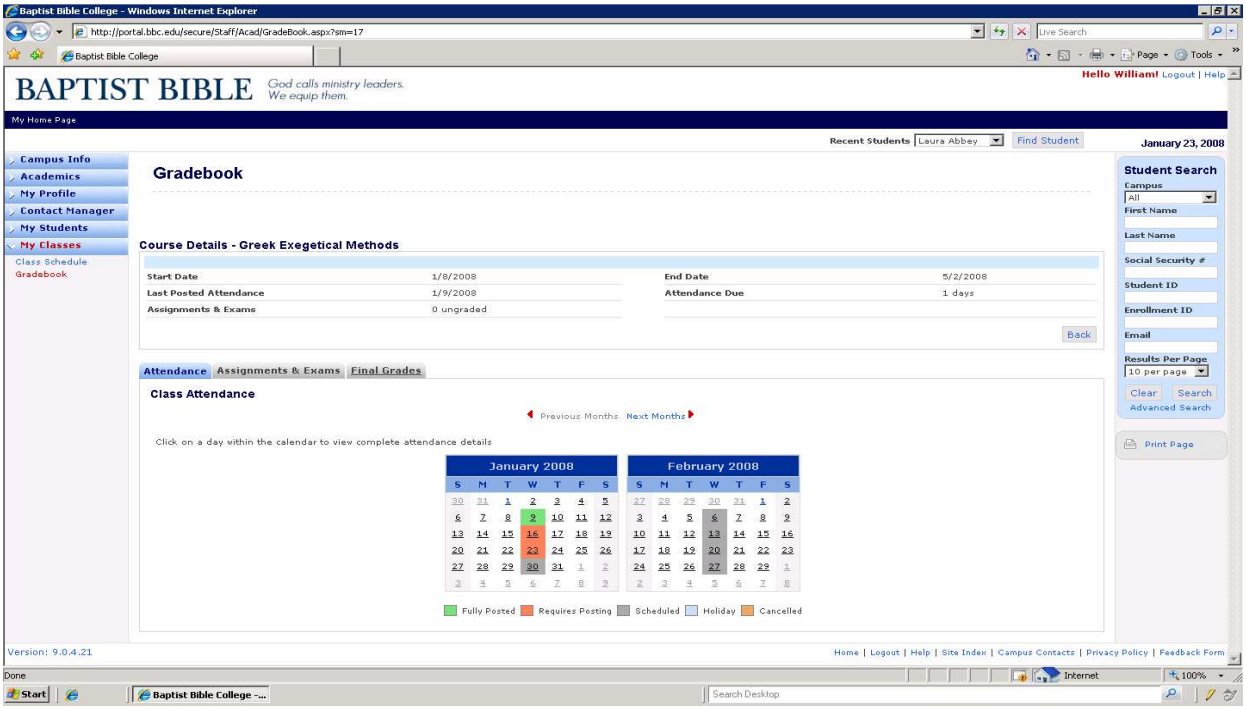
7. Once the Attendance Grid appears, enter the attendance from the **drop down boxes**



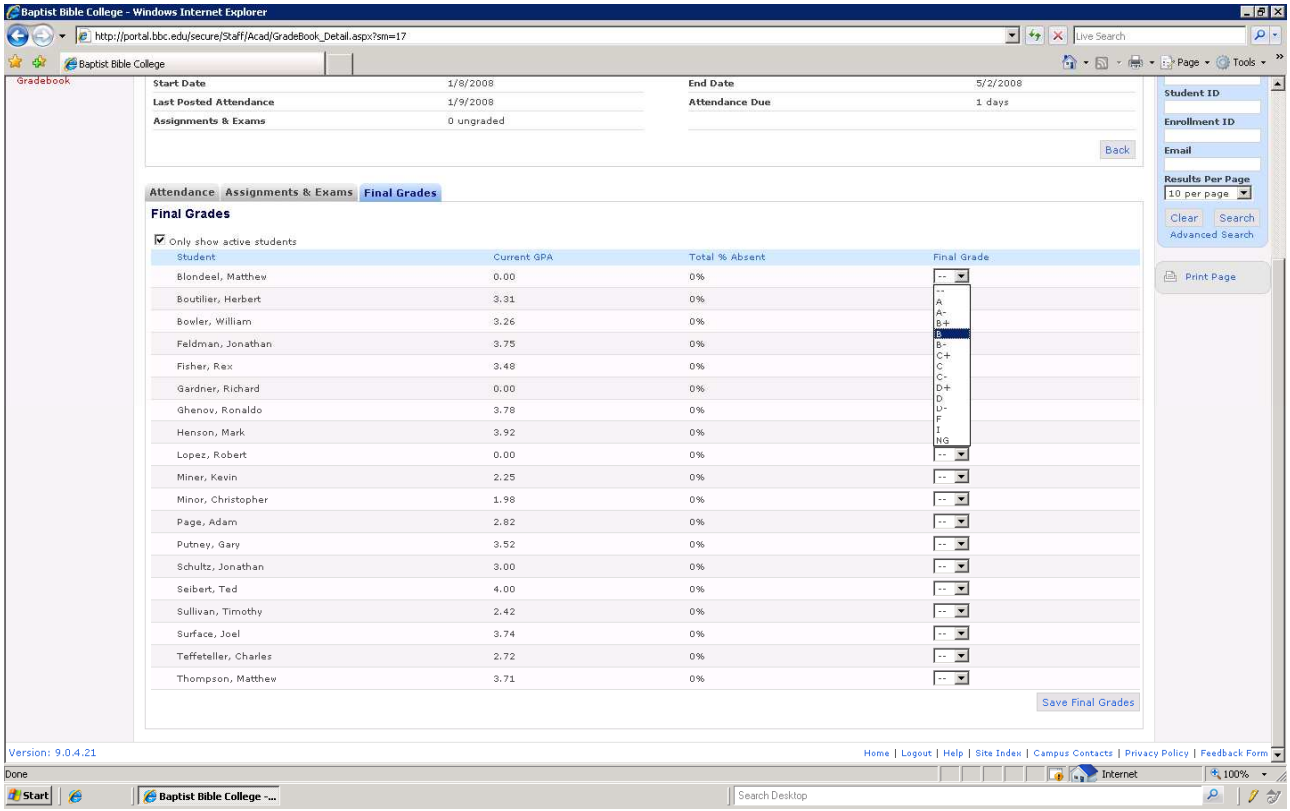
8. Click the update button to save & receive the submitted notice

Section 3. Final Grades Posting

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



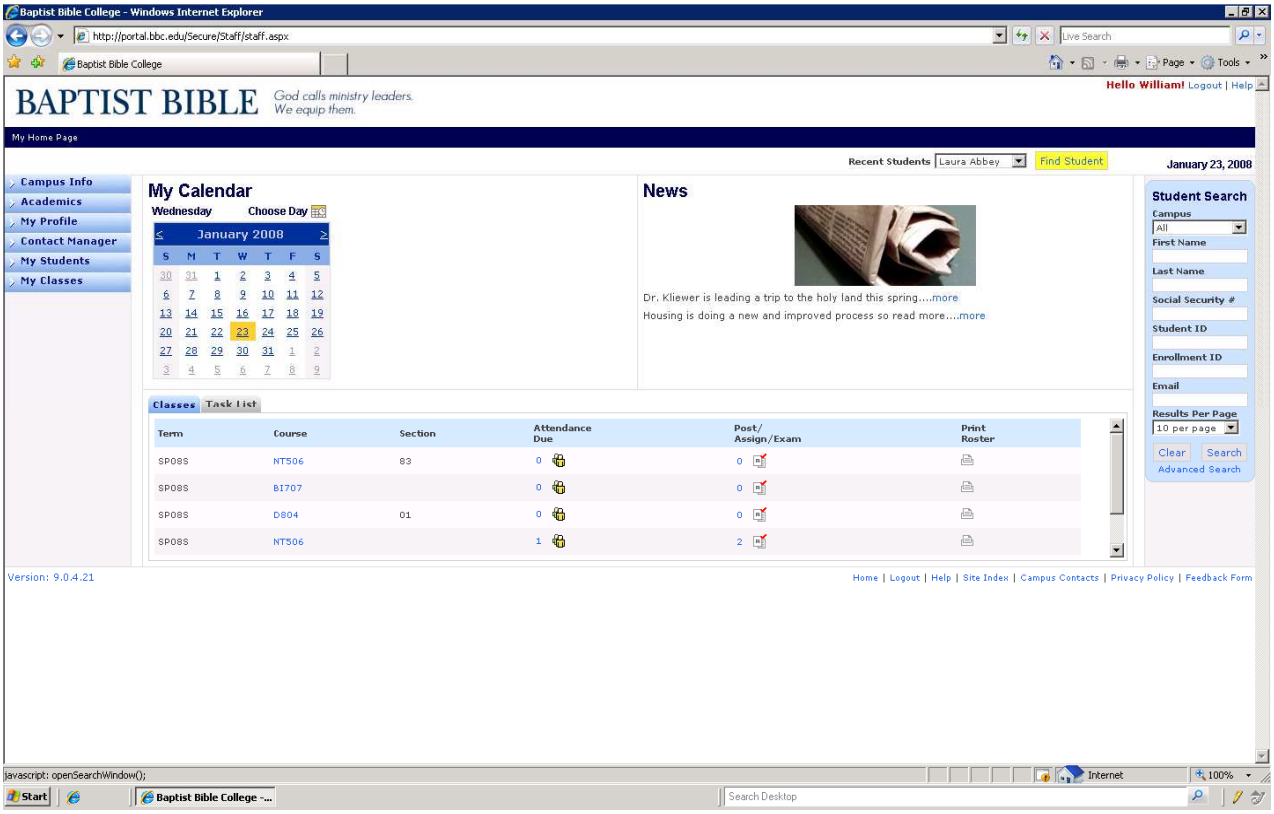
From the Final Grades page, use the **Final Grade pulldown** to select the grades for each student.



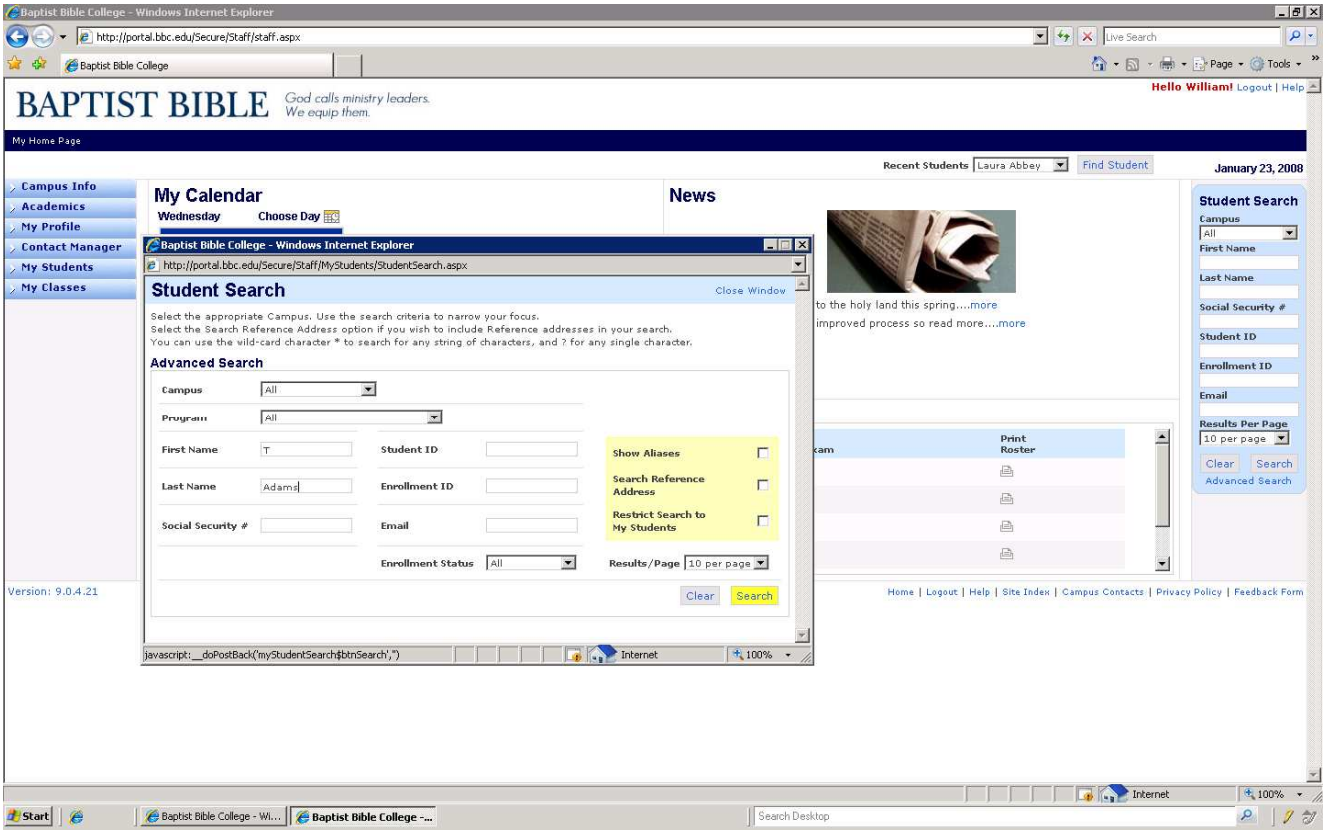
Once student grades have been selected click **Save Final Grades**. Note: you can input grades for selected students during one session then return later to complete the input. Once grades are saved only the Registrar can modify them.

Section 4. Student Search

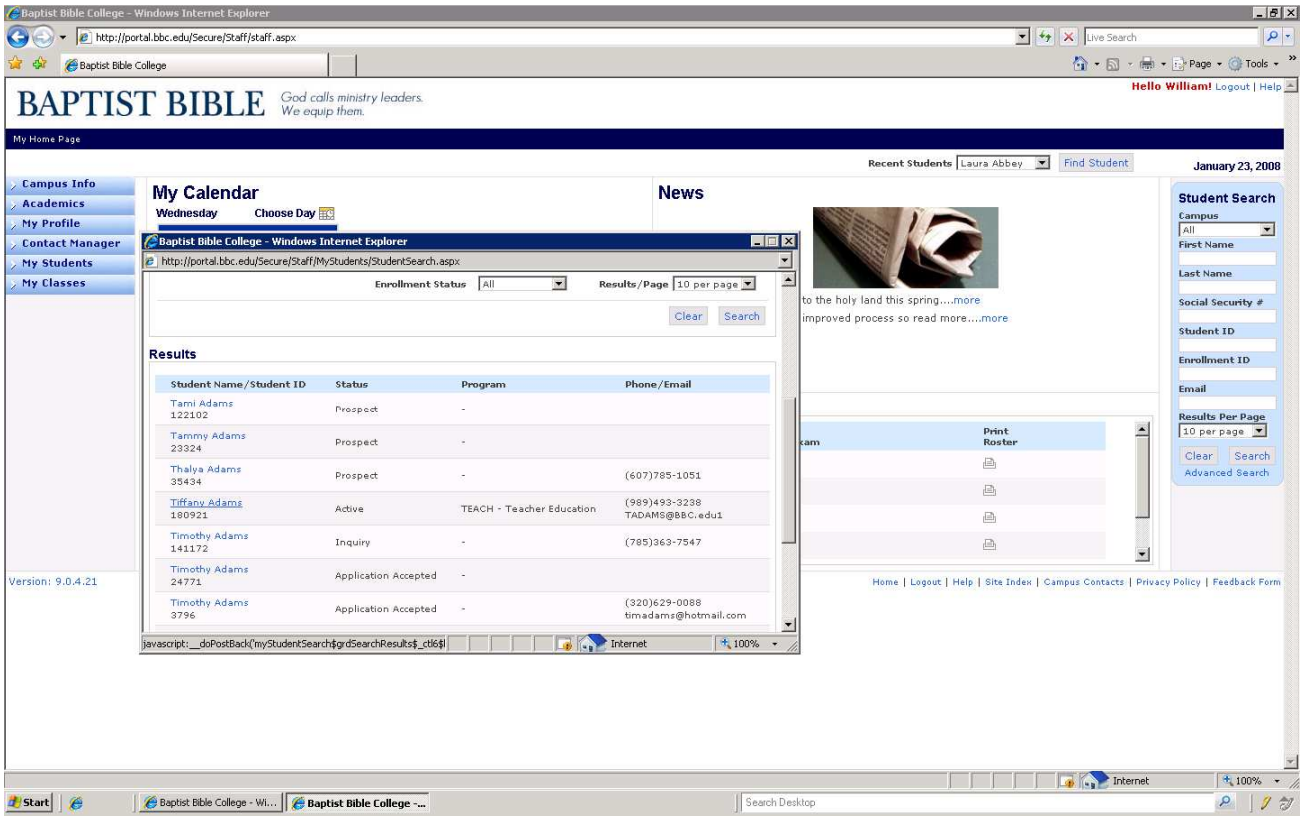
To search for students you can use either the side Student Search or click **Find Student** next to Recent Student.



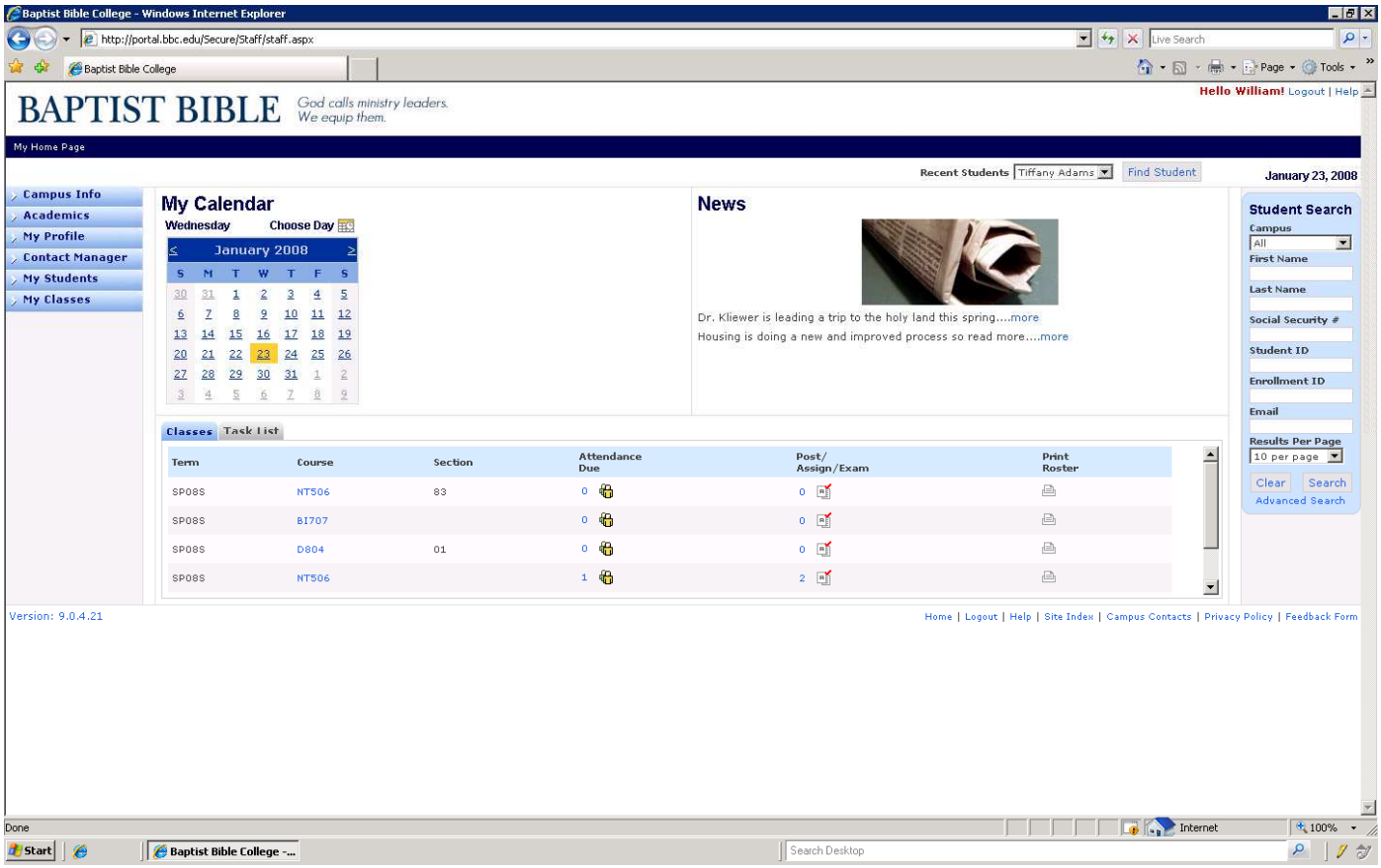
When Student Search page appears, input **desired search criteria** and click **Search**.



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

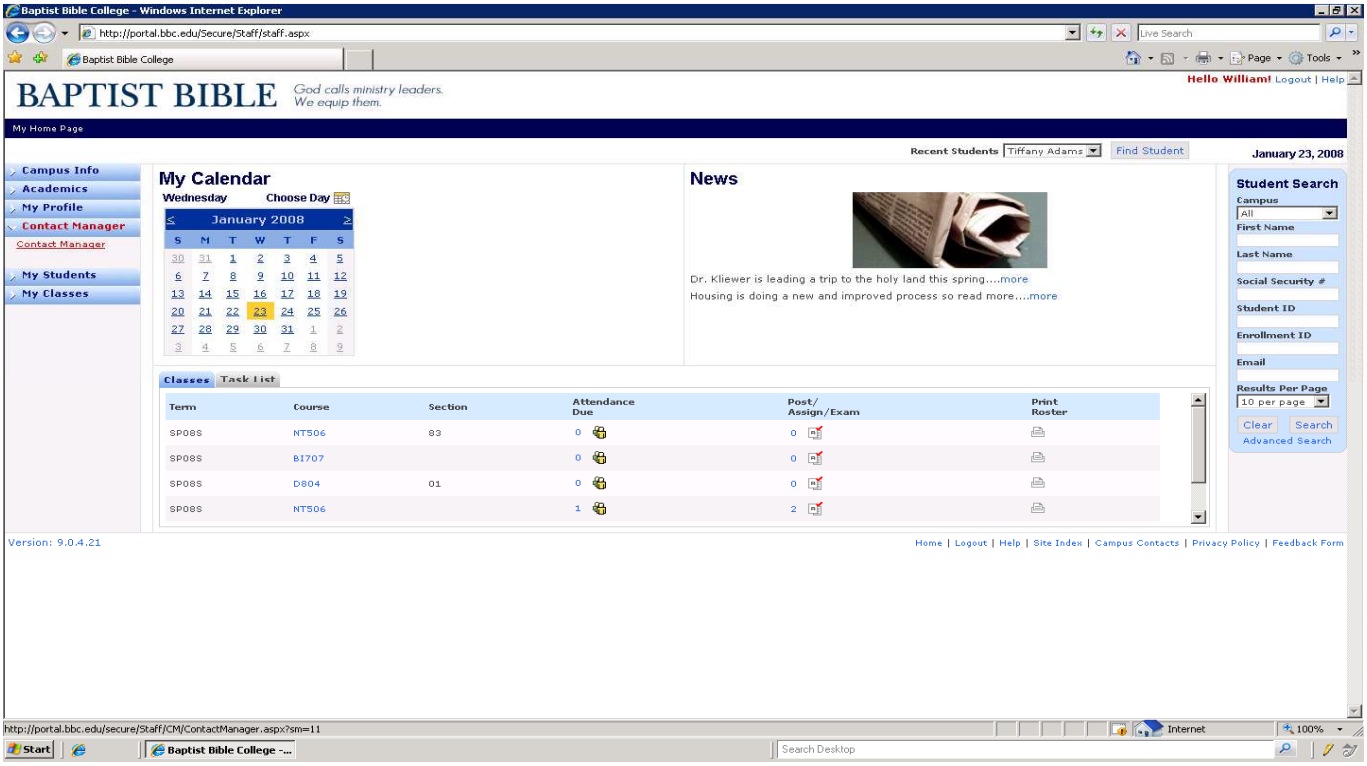


Notice selected student's name will appear in the Recent Student field. Congratulations you have your desired student.

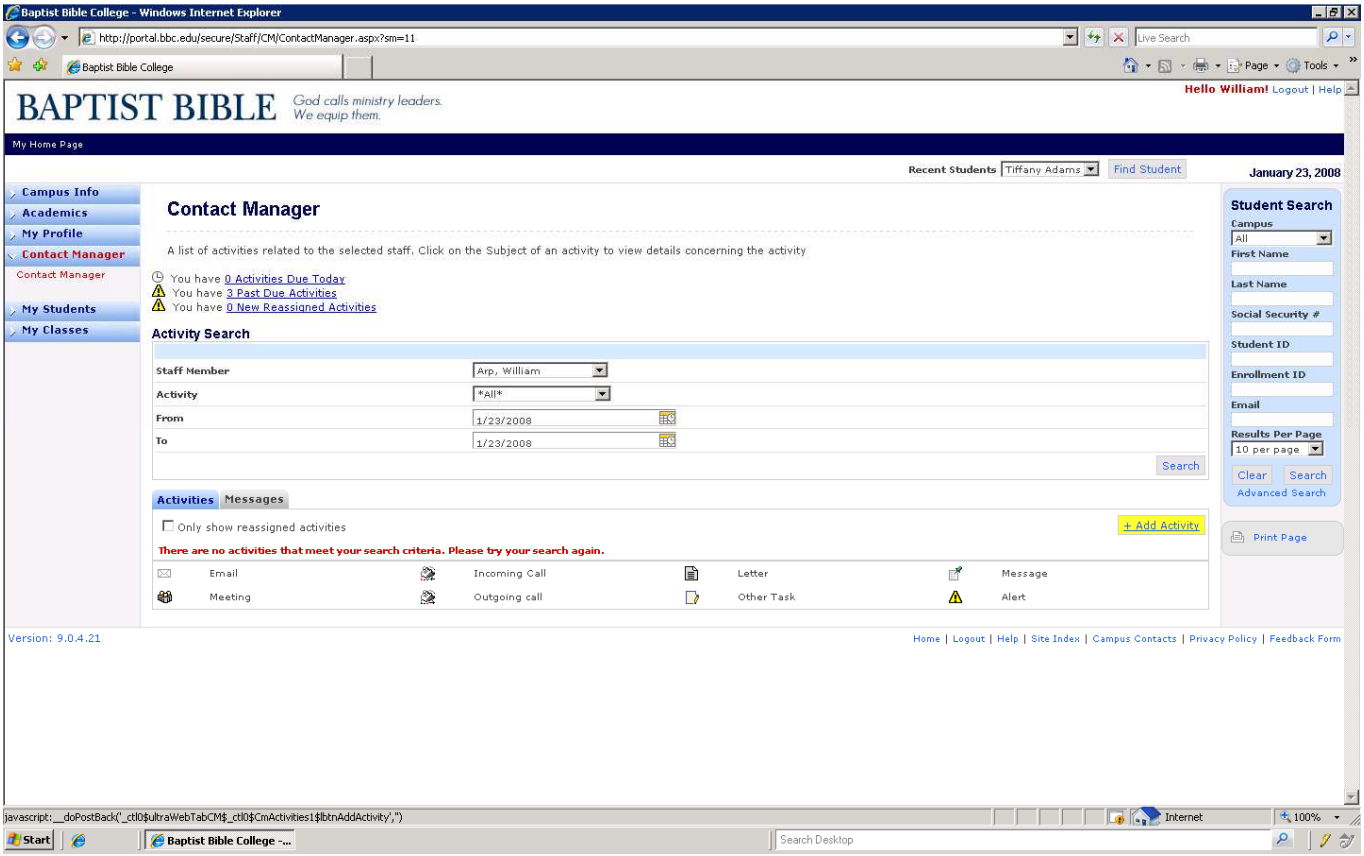


Section 5. Contact Manager

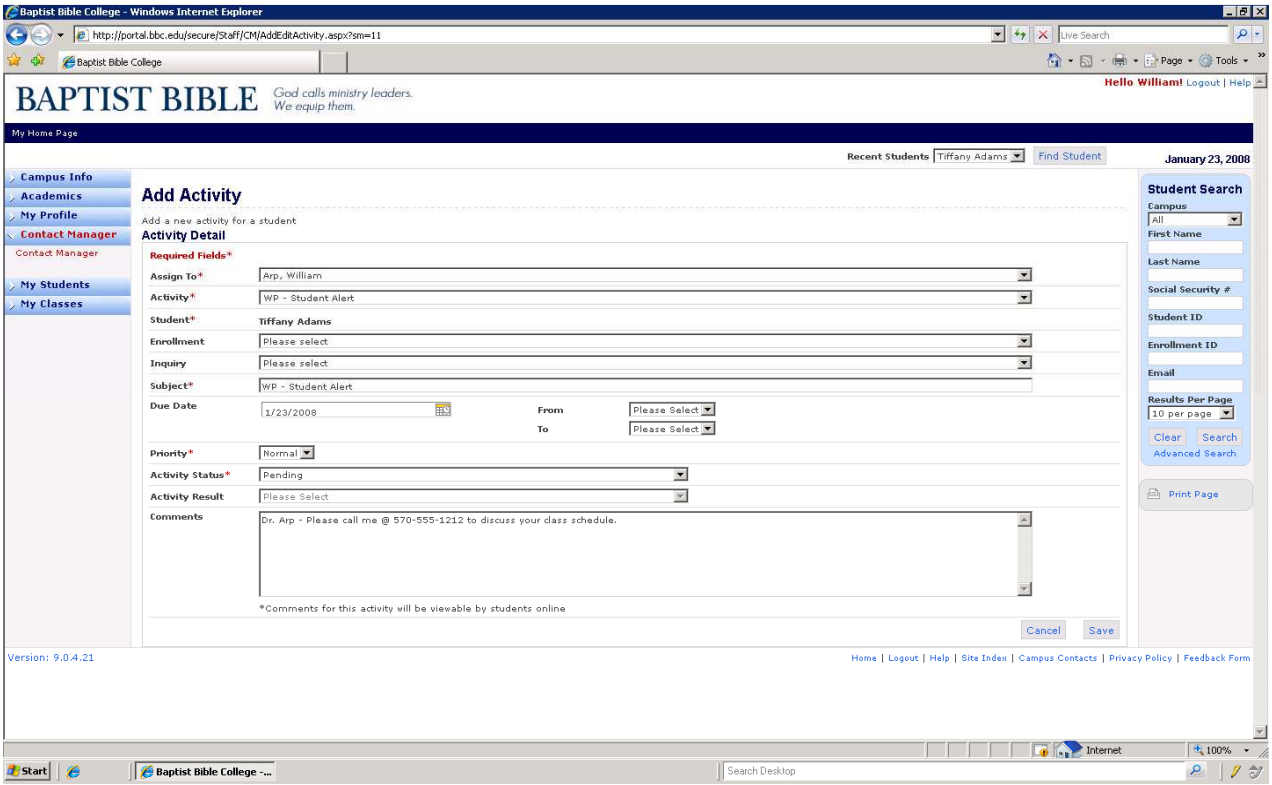
Click on **Contact Manager** in the menu bar and then **Contact Manager**.



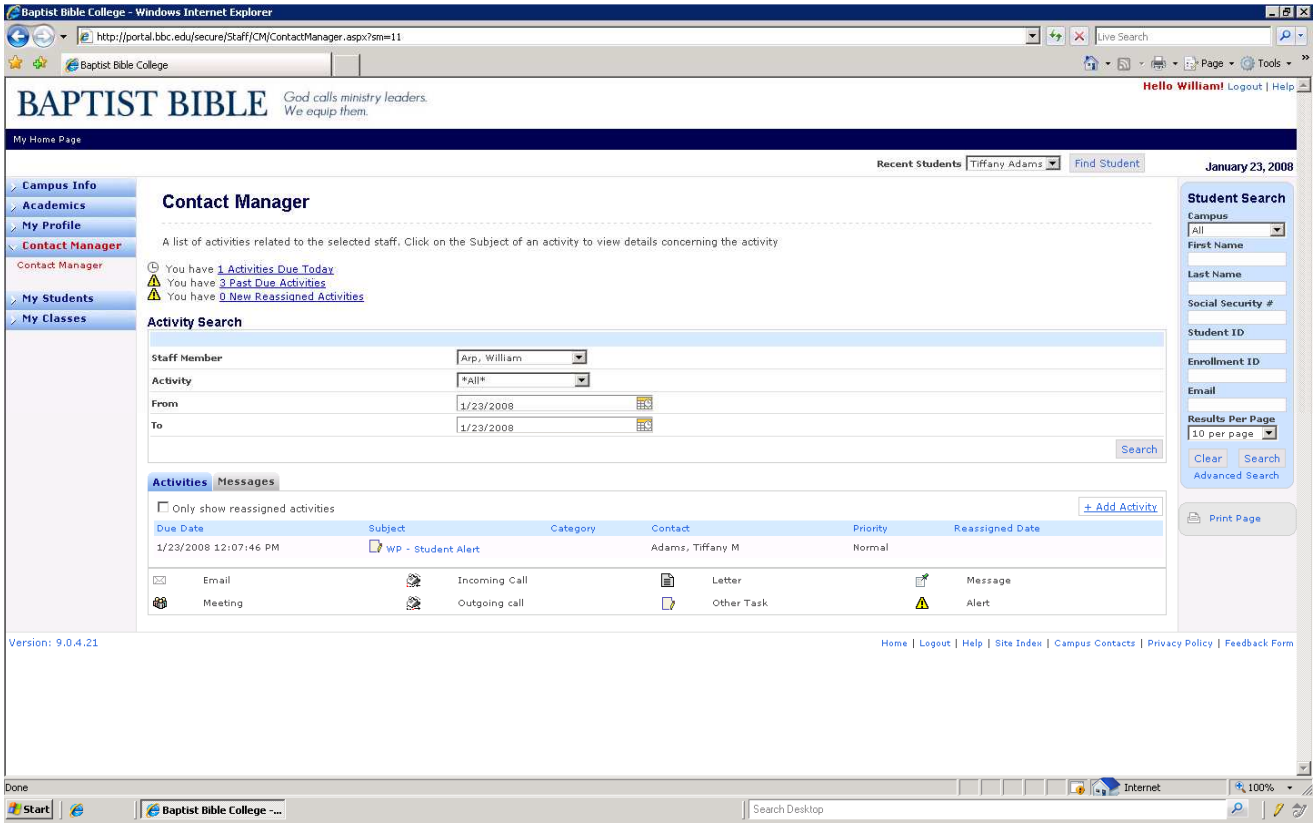
From the Contact Manager page, click **+ Add Activity**.



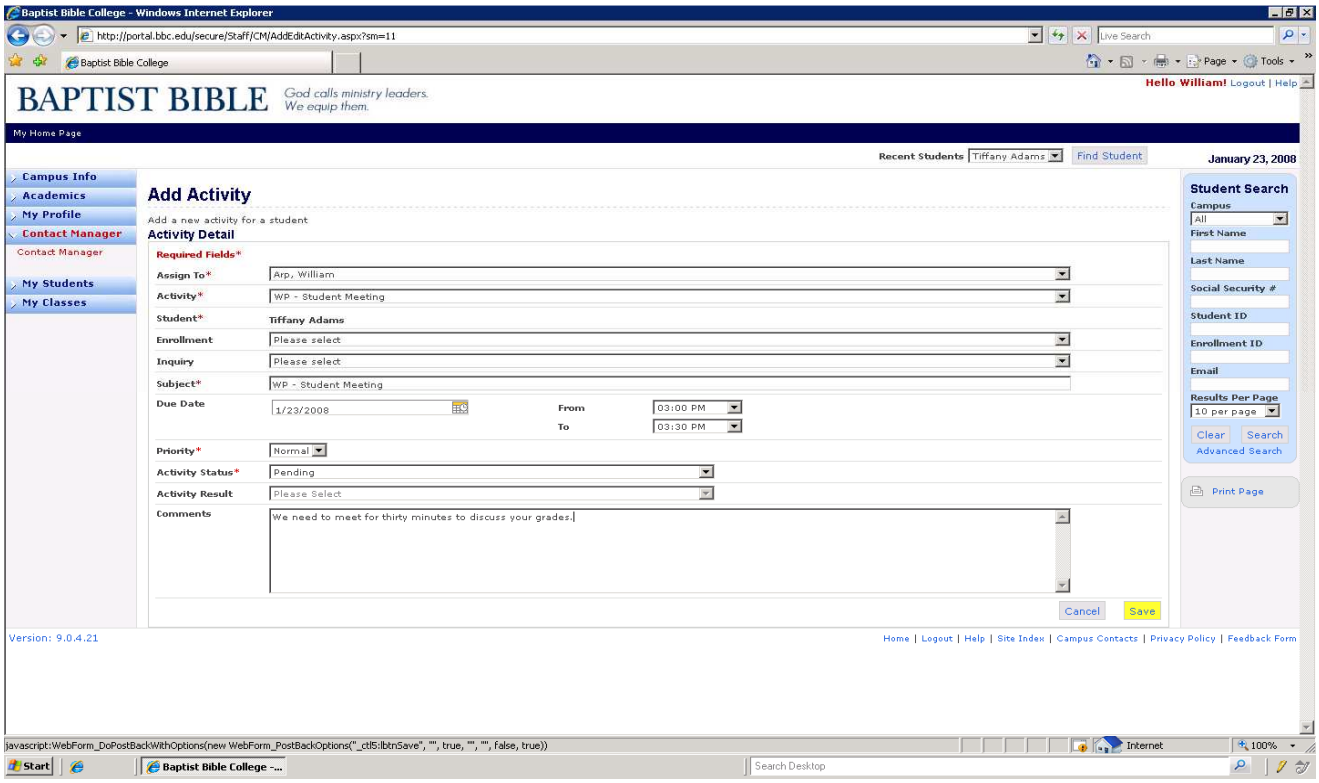
Notice your name in the **Assign To** field and your **Recent Student** is in Student. Select the **Activity** from the Activity pulldown, **enter a message** then click **Save**. Note: Your name is required in the message for Student Alerts.



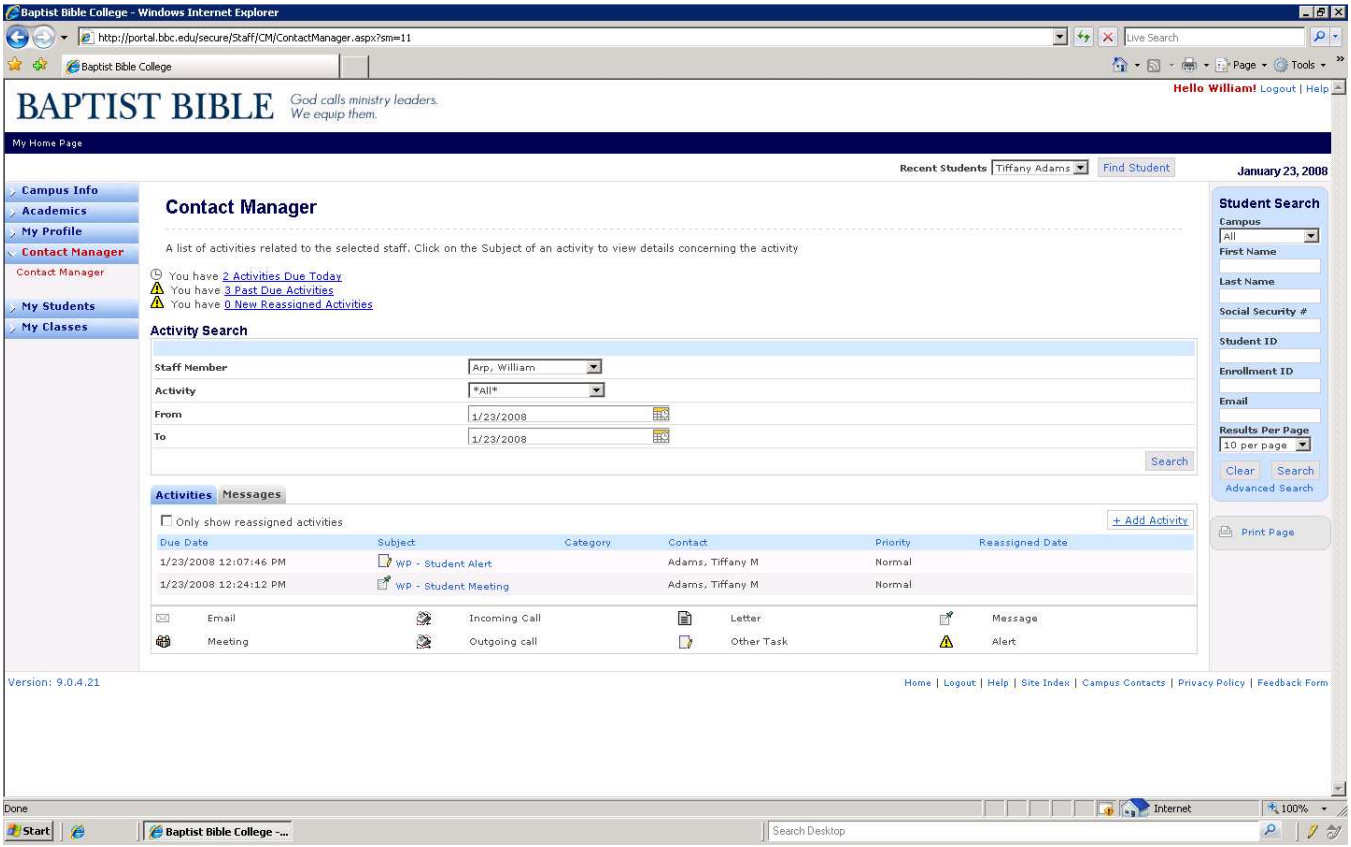
Once sent, the message will be stored under the Activity Tab. Congratulations you have just sent a Student Alert.



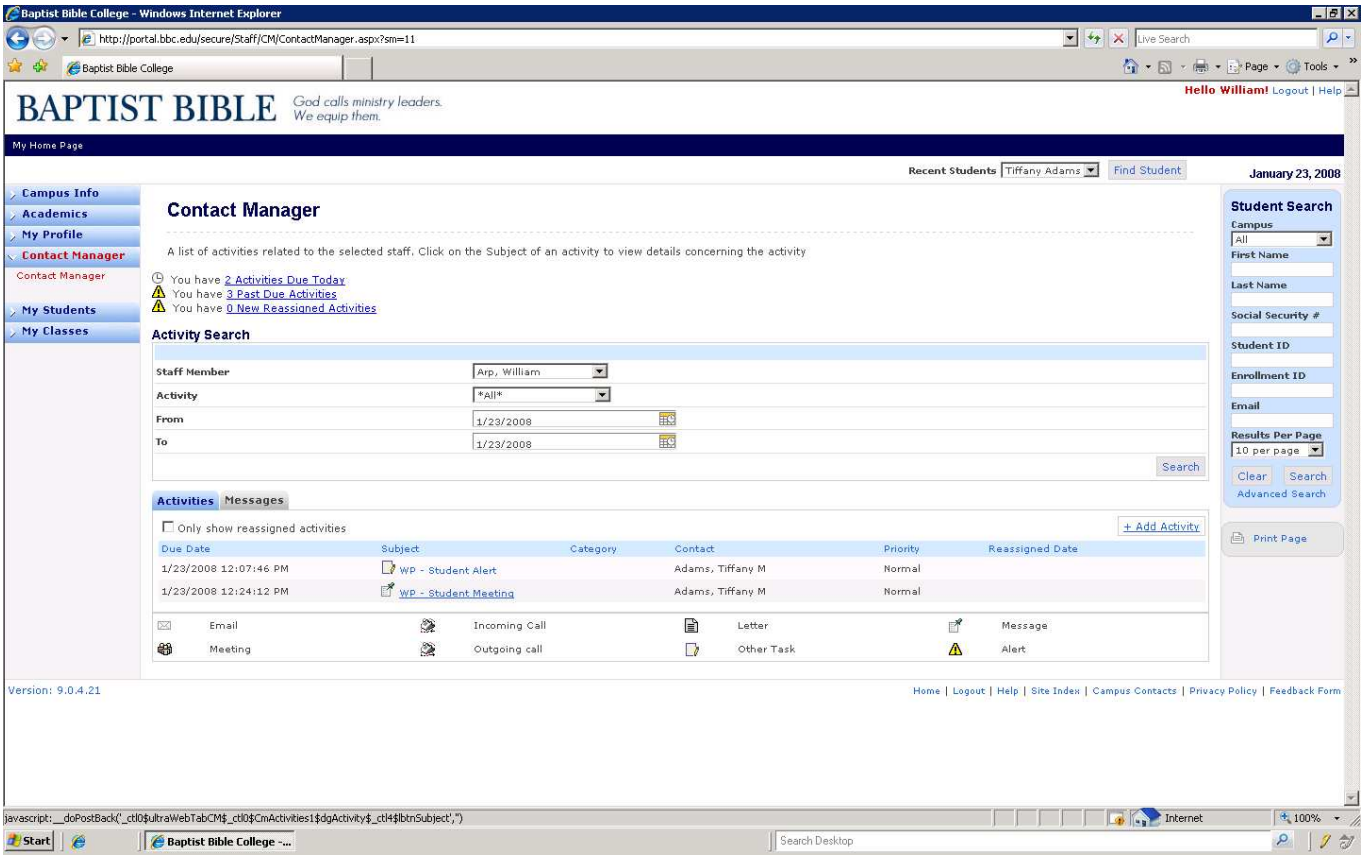
To set up a Student Meeting, click **+Add Activity**. Then select **Student Meeting** from the Activity pulldown, enter **Comments, Date, From, To** and click **Save**. Note: Meetings require **From** and **To** times to be placed on the calendar.



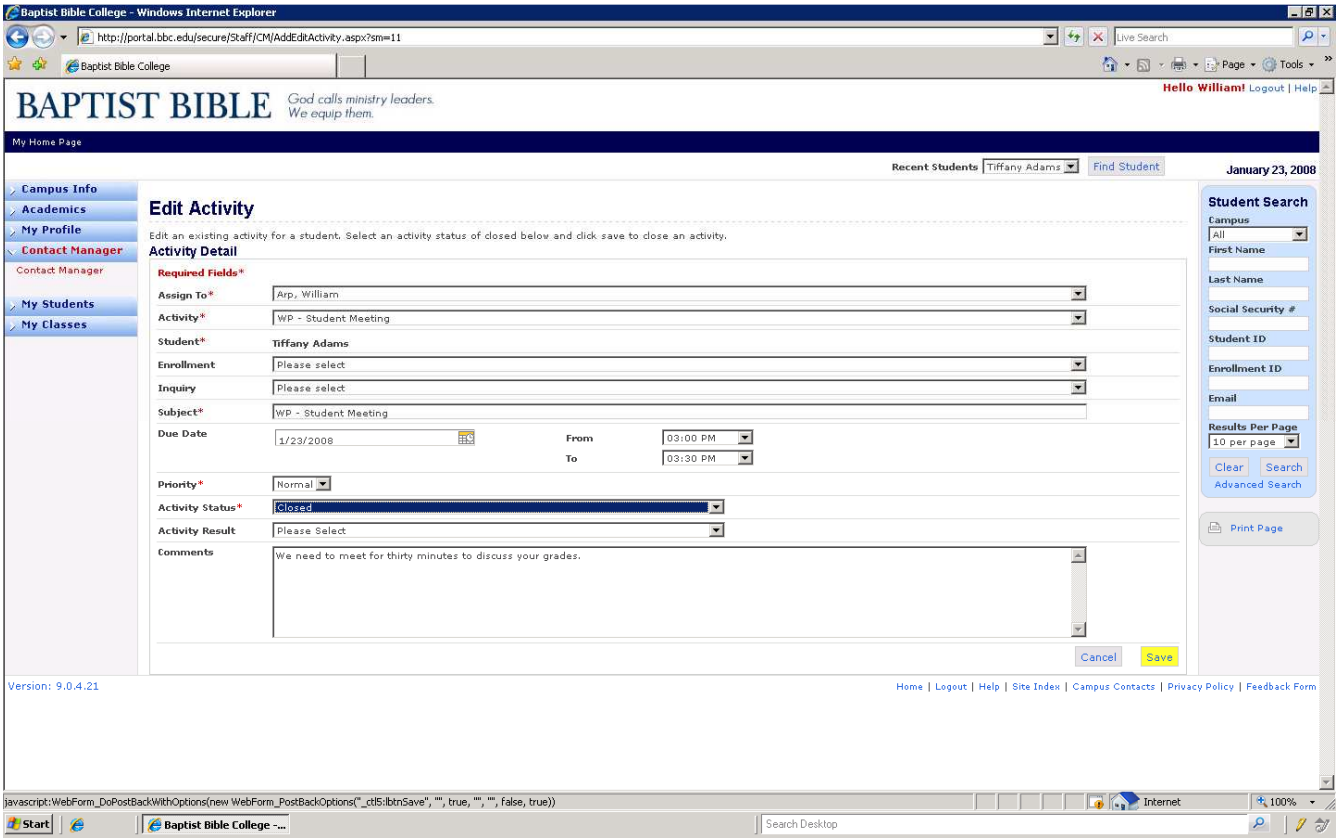
Congratulations you have successfully set a Student Meeting.



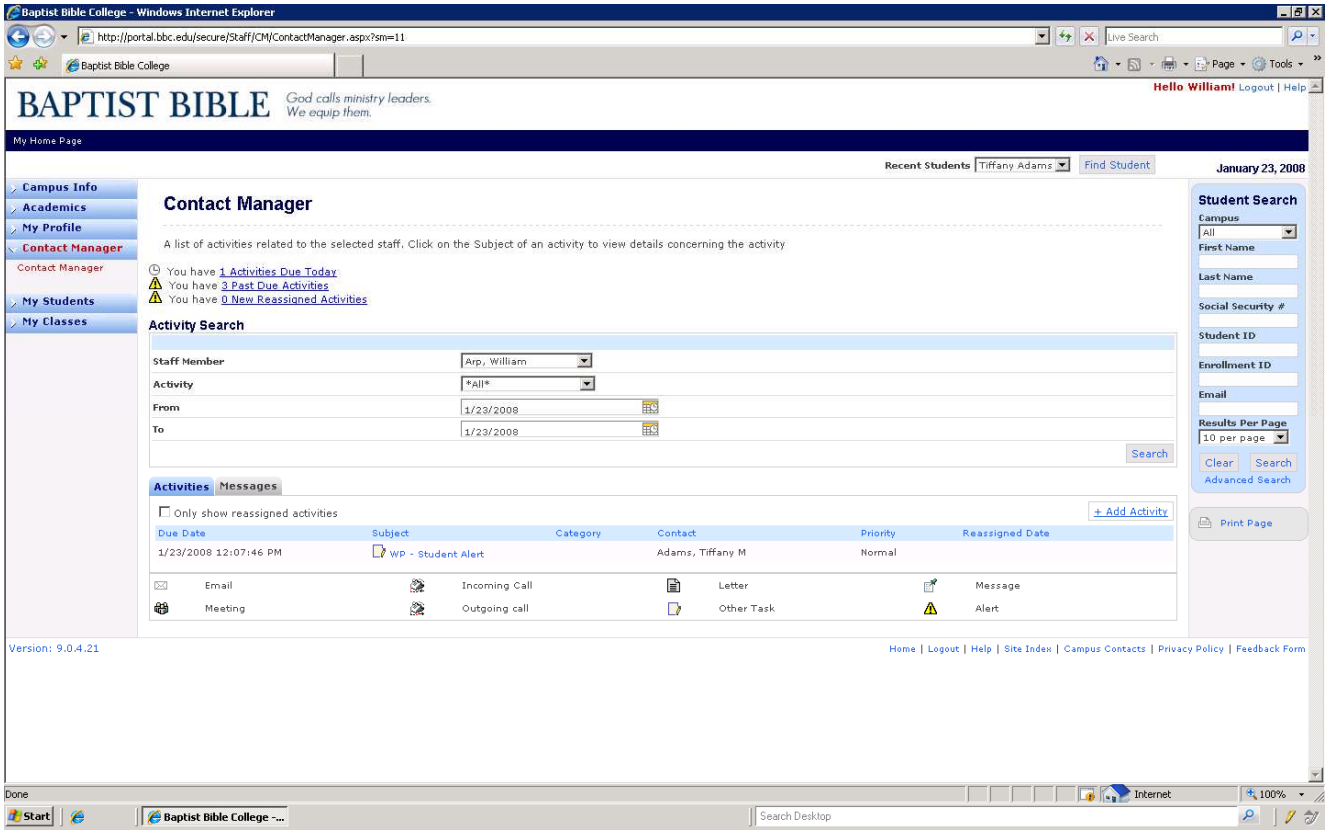
Once the meeting has been attended, click on **WP – Student Meeting**.



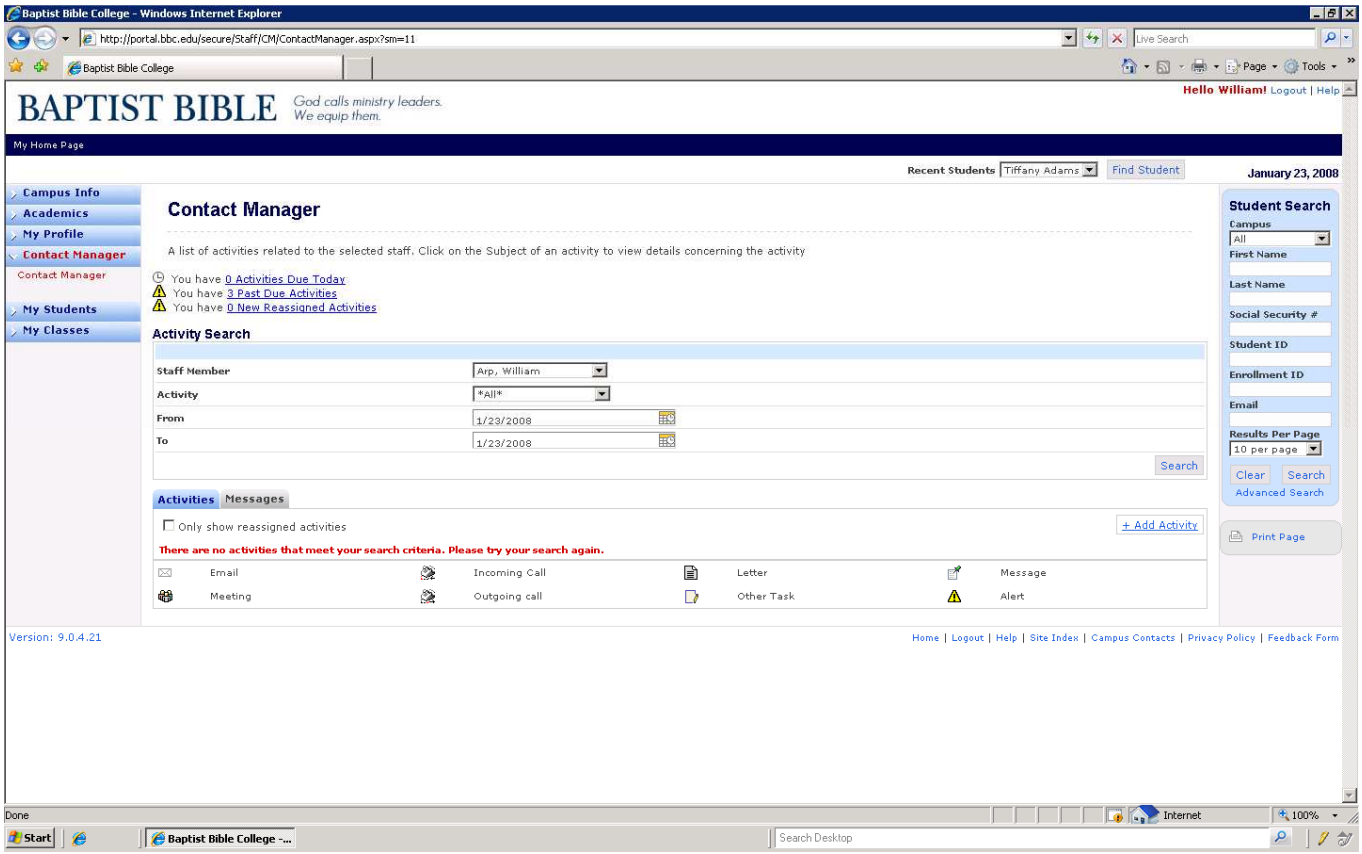
Using the pulldown change the **Activity Status to Closed** and click **Save**.



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

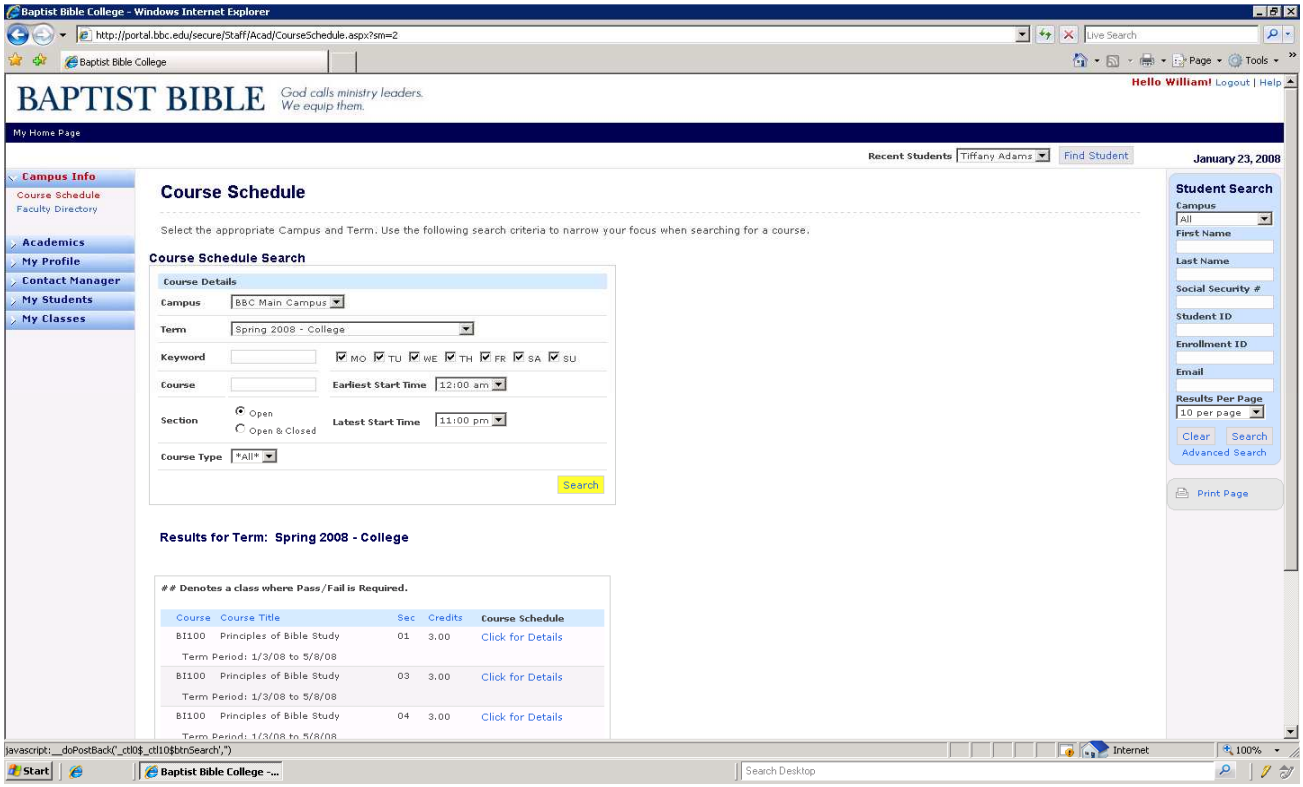


Once the student Acknowledges the Alert from their portal, the Alert will no longer appear in your Contact Manager.

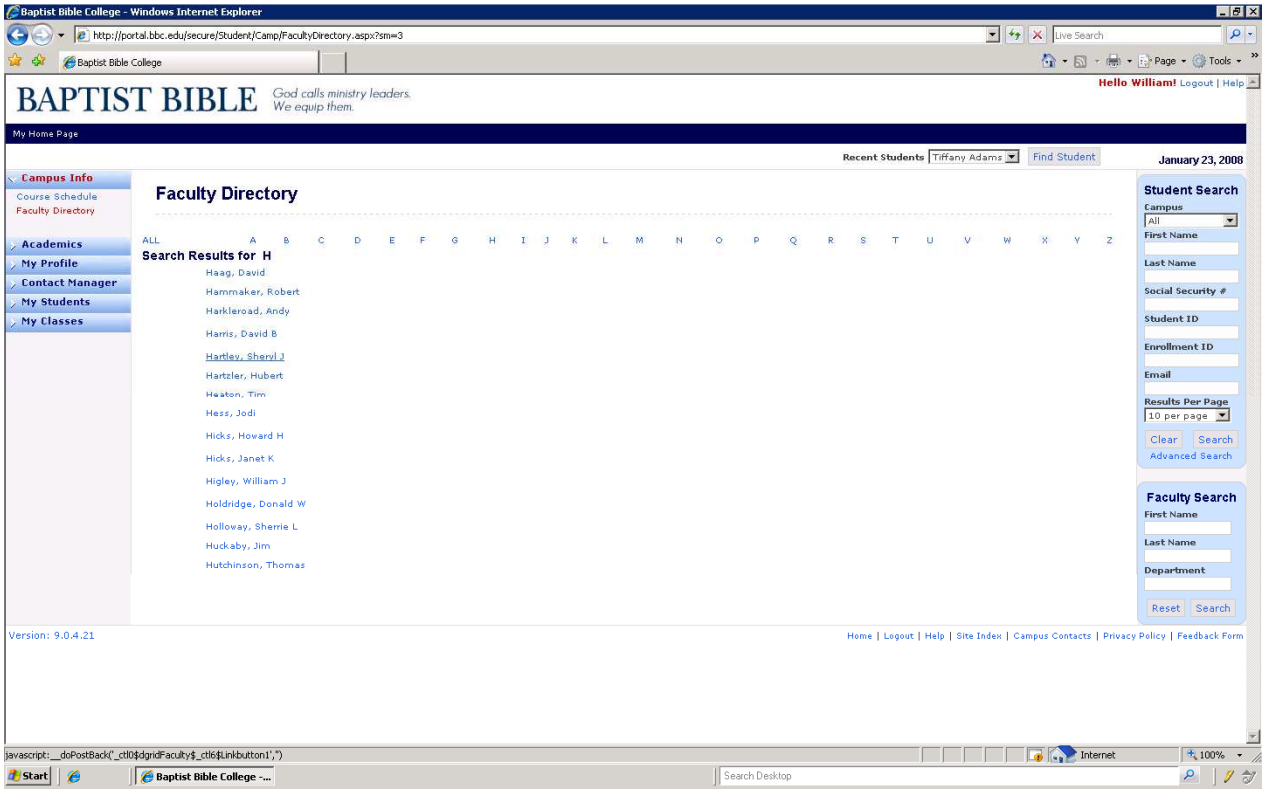


Section 6. Miscellaneous Functionality

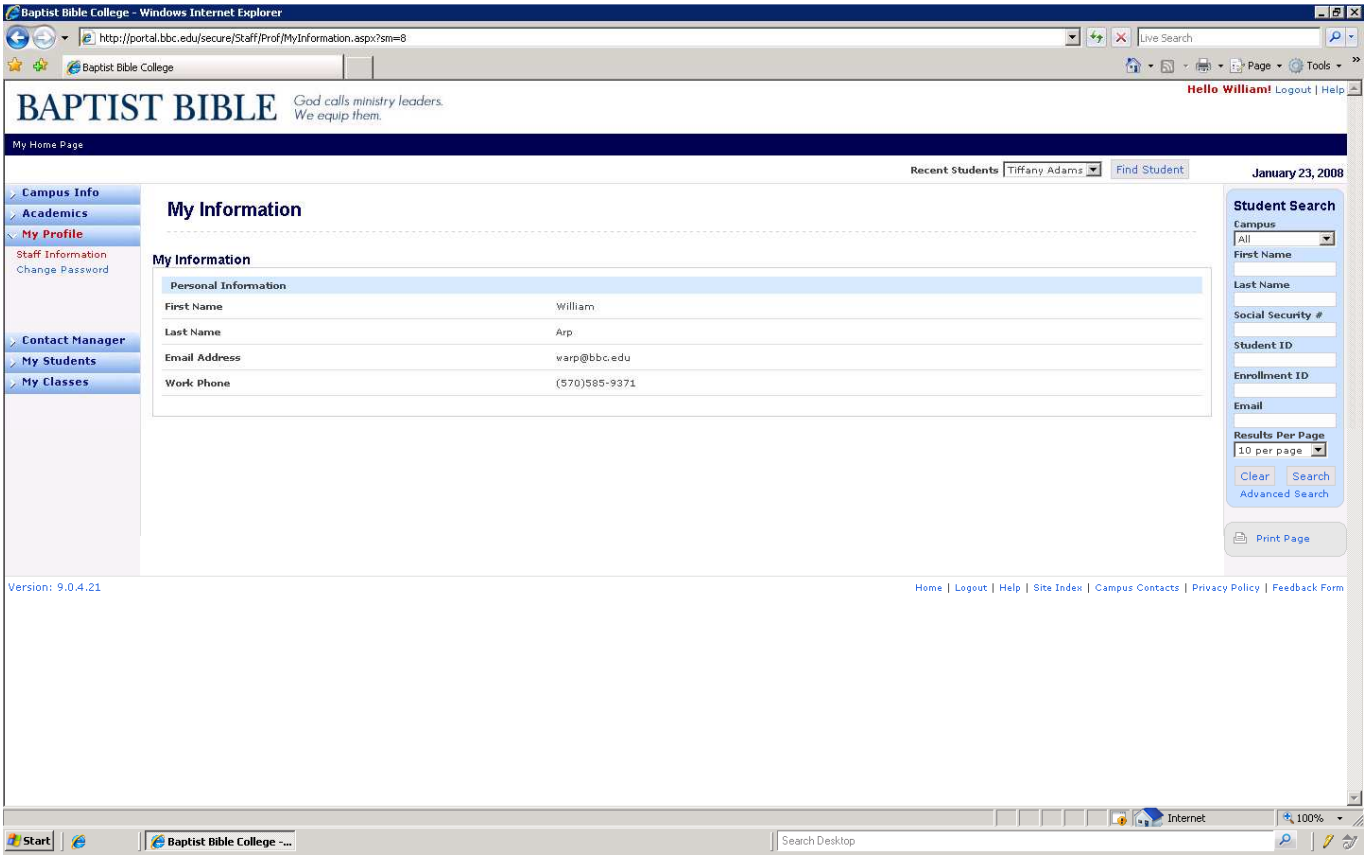
Under Campus Info, you can view the term course schedule by selecting the **Term** and clicking **Search**.



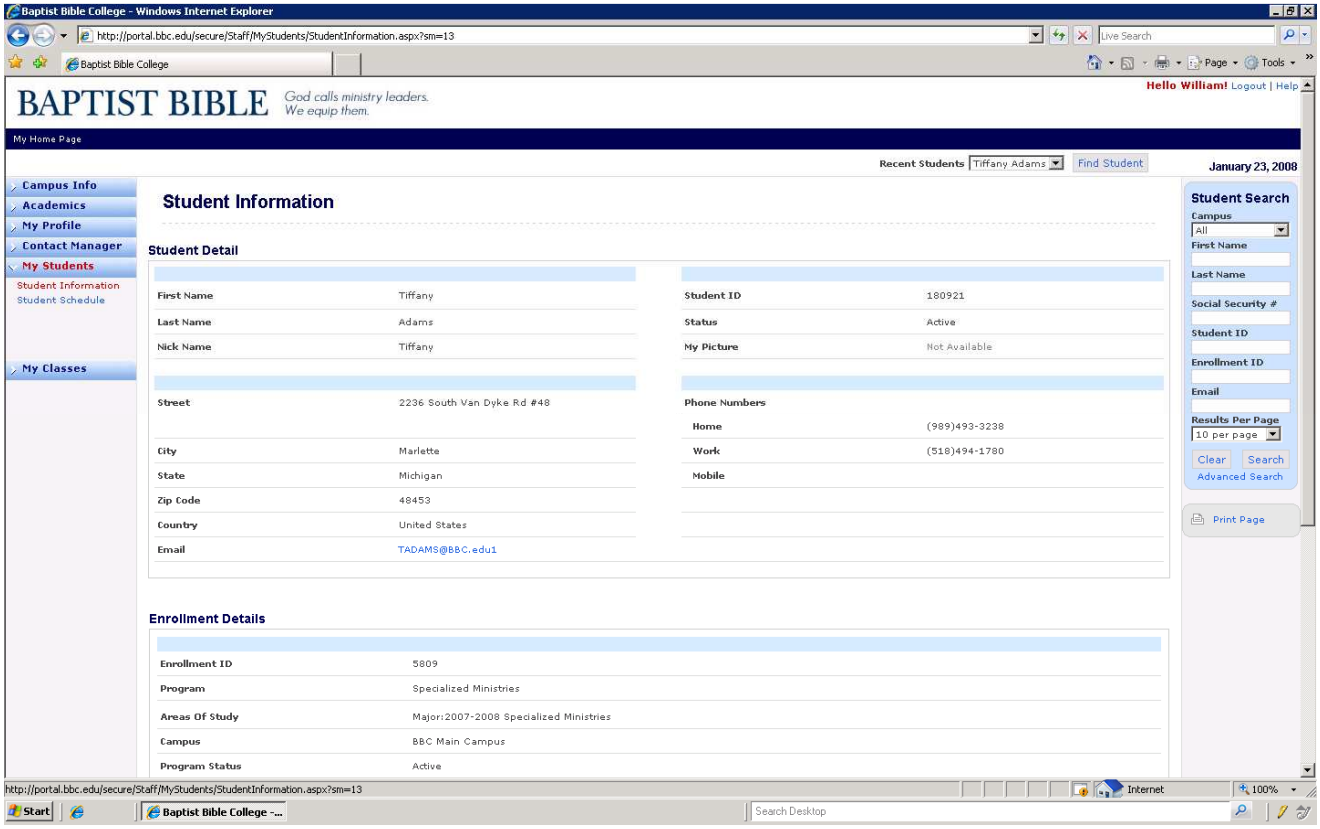
Under Campus Info you can view Faculty information. Click the first letter of their last name and selecting their name.



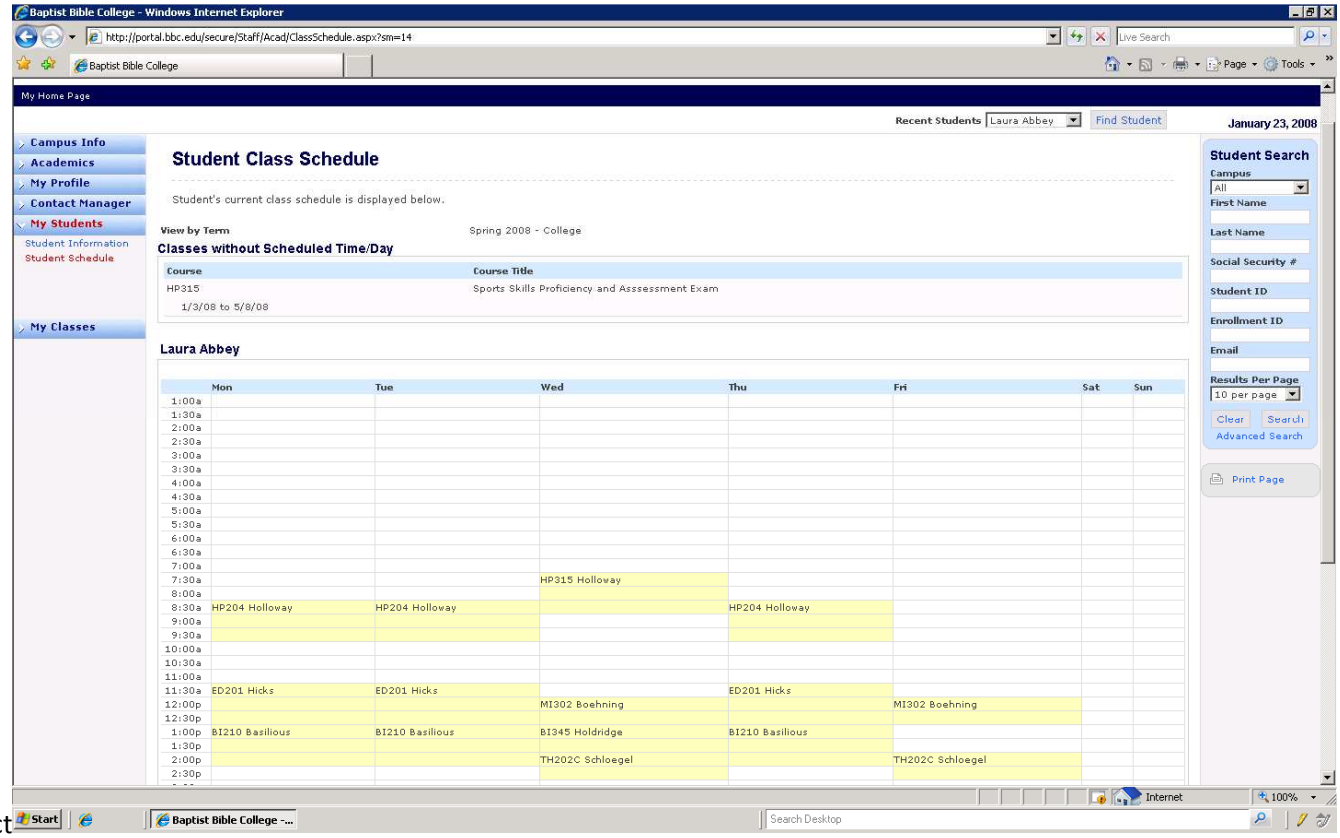
You can view your information by clicking **My Profile** and **Staff Information**.



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**.



Select