CampusLogin | Students

Instructor Training Manual

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1. Student Dashboard for Instructors

CampusLogin organizes and presents key student management information, in a way that is easy to read and use, on a user interface called "Dashboard". Every organization can customize this tool to meet their specific needs. As instructors some of the more common features used are listed below.

a. Active courses
b. Grade entry links
c. Attendance entry links
d. Communication links, including mass email, mass text, student login announcements, posting course materials.
e. Upcoming courses
f. Upcoming Mid-Point Date
g. Attendance Issues - Overall Percentage
h. Attendance Issues - Missed Days
i. Course Grade Issues
j. Outstanding Grades
k. Outstanding Attendance
l. Upcoming Internship

Please see the Student dashboard tool for Instructors Training pdf, the CL Students - Student Login Announcement Tool - For Instructors and the CL Students - Course Materials Tool - For Instructors for more detailed instructions.

2. How to Enter Attendance/Grades

Entering Grades. You can enter grades via the student login if activated or through the Enter Student Grade link. To enter via the link, please see below:

a. On the left navigation of the Students tab, you will see a sub-heading also called "Students" which contains the link to "Enter Grades".
b. You will see all of the courses you teach. You can also use the filters to select specific programs, starts, and/or courses.
c. You can select the enter button beside the course you wish to enter grades for
d. You will see all students who are taking the course, as well as all of the grading components that makes up the course (like Quiz, Mid-Term, Exam, etc.).
e. Once you enter a grade it will automatically save.
f. If there are any students or grading components that you feel are missing, please speak with your school's administrator and they can add them.
g. Once you have entered grades for all students and all components, the course is complete, it will be archived, and after the number of days set in your school policy the course will be removed.
h. If you wish to make changes to any grades after the course has been removed, you can speak to your school's administrator to make the changes.

Taking Attendance. You can enter attendance via the student login if activated or through the Take Attendance link. To enter via the link, please see below:

a. On the left navigation of the Students tab, you will see a sub-heading also called "Students" which contains the link to "Take Attendance".
b. You will see all of the courses you teach. You can also use the filters to select specific programs, starts, and/or courses.
c. You can select the enter button beside the course you wish to enter attendance for
d. Students will automatically be marked as present. You only need to select which students were late, which students left early, and which students were absent.
e. If a late or absent is excused, then you can select the excused button.
f. Data will only be saved once you click "Save Student Attendance".
g. If you wish to enter attendance manually on a piece of paper and enter it into the system later you can click the "Print Attendance Sheet – Daily", or "Print Attendance Sheet – Entire Course" button.
h. If there are any students that you feel are missing, please speak with your school's administrator and they can add them.
i. Once you have taken attendance after the number of days set in your school policy the course will be removed.
j. If you wish to make any attendance changes after the course has been removed, you can speak to your school's administrator to make the changes.

3. Viewing Your Schedule

a. On the left navigation of the Students tab, you will see a sub-heading also called "Students" which contains the link to "View Schedule".

b. Once there you can view your overall schedule or use the filters to view it by date range, program, group, term or course.

c. You can choose from two tabs: Multi Select (which allows for choosing more than one schedule) or Drop Down (which is a drill down tool to a specific schedule)

Communicating with Students

4. Searching your Database

a. On the left navigation of the Students tab, you will see a sub-heading called “Contacts” which contains the links to search for students.
b. If you wish to find a specific student you can use “Quick Search” and search students by name, student number, email, or telephone.
c. If you wish to view a full student list, or a class list for a specific program or course, you can use the “Advanced Search”. The “Advanced Search” allows you to filter by all the fields on your student profile so you can pull up a targeted group of students.
d. You can then click on any students in the results to go to their student profile.

5. Student Profile

a. You are able to view the contact information for the student in the middle profile.
b. The right column provides all of the communication history:
    i. All incoming and outgoing emails are automatically saved to the contact sheet
    ii. All incoming and outgoing text messages are automatically saved to the contact sheet
    iii. You are able to print letters/documents
    iv. All previous communication is stored chronologically by follow up type
    v. You are able to schedule follow up phone calls and appointments on your calendar

c. In the “Follow Up Options” section on the top right of the profile you are able to use these communication tools (Email, Text, Letter, Calendar, Notes).

6. Calendar

a. You can double click on any calendar item to view the appointment details
b. You can view another users’ calendar in the “Staff” drop down
c. You are able to schedule appointments on other user’s calendars
d. Items that have not been dispositioned appear in bold
e. Once they are dispositioned, they are no longer bold
f. If an item if not completed it will automatically be carried over to the next day

7. Appointments

g. When scheduling an appointment, you must select an appointment type
h. For phone calls you will need to disposition your call and save a phone call outcome (Call Attempted, Call Received, Call Left Message, Call Complete)

i. For all appointments you must specify if the appointment showed (all appointments are defaulted to no show)
j. Phone calls can be scheduled at specific times or added to the generic call list below the calendar
k. When dispositioning appointments, you are able to schedule your next follow up on the same screen
l. All appointments appear in the student's communication history and on your calendar
m. You are able to book an appointment on someone else's calendar by selecting their name in the staff drop down (at the top of the calendar page).

8. Mass Communication

n. In the "Advanced Search" results you will see short cut links to "Send a Mass Email", "Print Mass Letters" or "Send Mass Text Message" to your targeted group of leads
o. These options are also available on the left navigation.
p. After sending a "Mass Email" you are able to go to "Email Tracking" to view who opened our email, and what links did they click within your email.

9. Templates

q. If you wish to save templates for future use (E-Mail, Letter or Text Message) you can create them using the "Edit Templates" page
r. These templates will appear when you send a message or print a letter
s. You can draw any field into your template from the contact sheet of the lead (such as First Name, Program Name, Start Date, etc.) by using the "Insert Field" drop down

E-Mails and Text Messages

10. Un-Read Messages

a. On the left navigation you are able to access your "Unread Mail" and "Unread Text Messages"
b. These new messages stay on the page until you have read and/or replied to them
c. Once you read them, they will be filled away to the leads contact sheet indefinitely
d. If you wish to follow up with a message later, you can click "Keep as Un-Read"
e. If you wish to view a traditional inbox of all messages in chronological order you can by selecting "Inbox" in the "View" drop down

11. Sent Emails

f. When you send a mass email or individual email CampusLogin will automatically track if it is received, opened and if they click a link within the email
g. You will see this information on the "Sent Mail" page
h. This is done by encoding a unique, non-visible image in all emails, and if that image loads, we know the email was read
i. A tracking code is also added to each hyperlink so you can see if it was clicked or not

12. Reporting

Accessing Reporting

a. At the top of the left navigation you will see a “Reporting” flyout menu, where you can access overall “School Reports”, such as Class Lists, “Attendance Reports”, and “Grade Reports”. You are able to click on each category of reporting, for an overview of each report in that category.