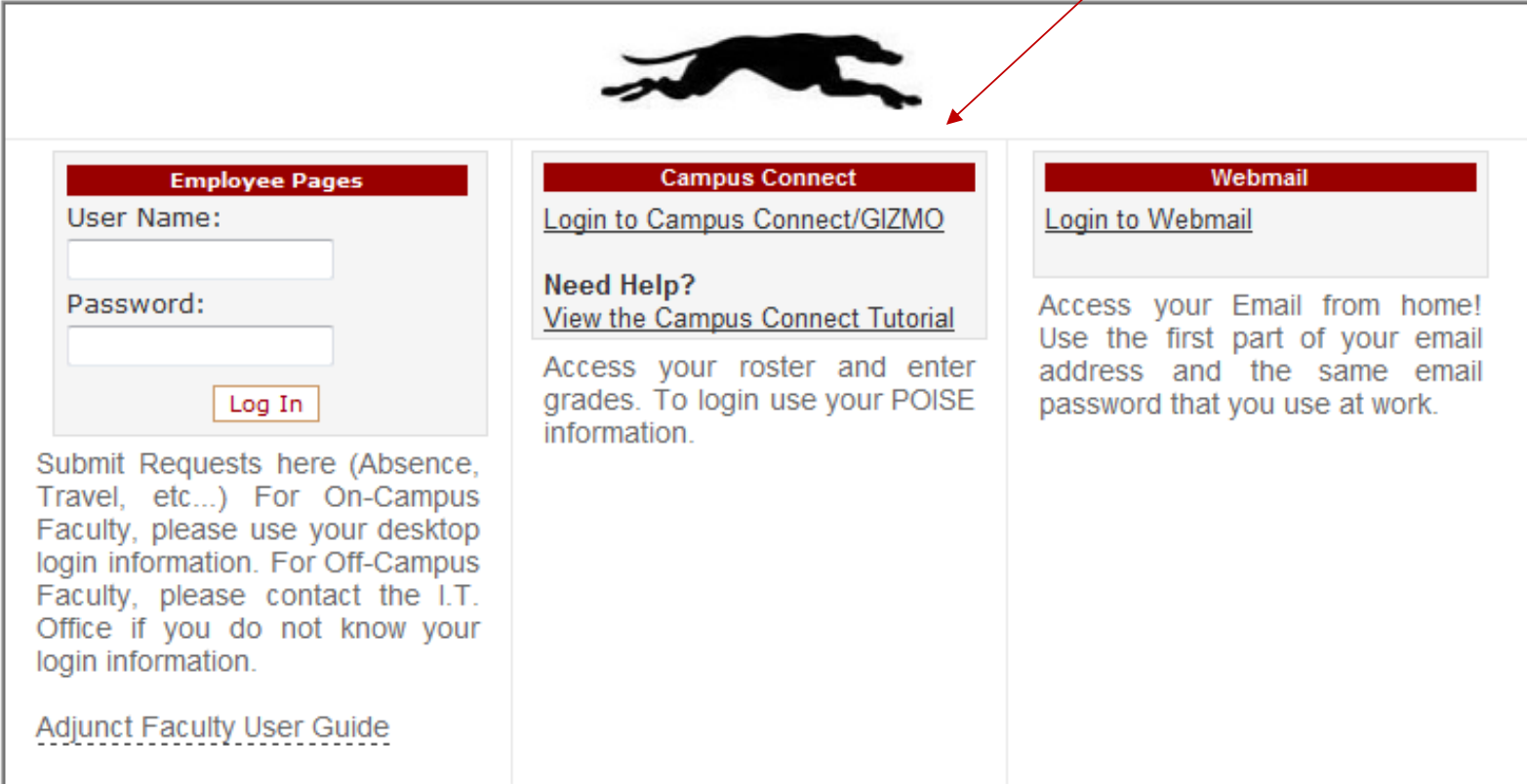





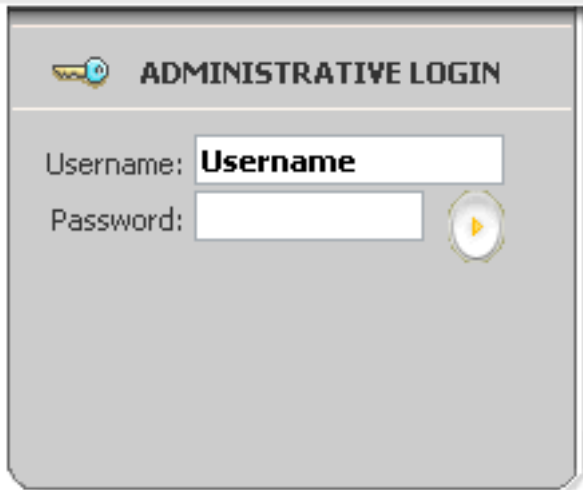
FSCC Faculty Campus Connect Tutorial
2010

How to Login to Campus Connect:

The Faculty side of GIZMO (Campus Connect) can be accessed clicking the Employee Pages link located in the upper right hand corner of FSCC's website. You will then see a screen similar to the one below. You will need to click on the "Login to Campus Connect/GIZMO" link which is located in the center of the page.



		
Employee Pages	Campus Connect	Webmail
User Name: <input type="text"/>	Login to Campus Connect/GIZMO	Login to Webmail
Password: <input type="text"/>	Need Help? View the Campus Connect Tutorial	Access your Email from home! Use the first part of your email address and the same email password that you use at work.
<input type="button" value="Log In"/>	Access your roster and enter grades. To login use your POISE information.	
Submit Requests here (Absence, Travel, etc...) For On-Campus Faculty, please use your desktop login information. For Off-Campus Faculty, please contact the I.T. Office if you do not know your login information.		
Adjunct Faculty User Guide		



The image shows a login form titled "ADMINISTRATIVE LOGIN" with a key icon. It contains two input fields: "Username:" with the text "Username" and "Password:" with an empty field. A circular button with a right-pointing arrow is located to the right of the password field.

Your Username and Password will be the same Username and Password that you use for the POISE login.

NOTE: If you are unable to login using your POISE password, it is possible your account may not have been set up with these privileges. You can contact Research and Education Learning Specialist at ext. 342 or the Instruction Office for assistance.

Available Options:

After you have successfully logged in you will see a screen similar to this.



**Welcome to GIZMO
Greyhound Information Zone**



↓
AVAILABLE OPTIONS

↓
HELP

↓
LOGOUT



Faculty Menu

Password Maintenance

Thank You for using CampusConnect

Faculty Menu:

If you select Faculty Menu, you will be directed to a menu that looks similar to this.



Use the Administration tab for Course and Grading options.

Or, select Student Advising under Available Options tab.

Click the **LOGOUT** option when you have finished.

Course Availability – Check the availability of a course

Course Roster – See who is enrolled in a course

Grade Entry – Enter a grade for a student enrolled in your course

Certified Roster – Certify your courses' Roster.

Course Availability:

To see the availability of a course, select Course Availability from the drop down menu. You will then be asked to select the appropriate Termcode and Department.

If someone wants to know what Agriculture classes are offered in the Spring of 2010 at the Fort Scott Campus...

AVAILABLE OPTIONS ADMINISTRATIVE HELP LOGOUT

Please select a Termcode from the following list:

Spring 2010 Fort Scott	Agriculture
Spring 2010 Paola	Agriculture Technolo
Spring 2010 Pittsburg	Allied Health
Spring 2010 Frontenac	Art
Spring 2010 LaCygne	Banking

List Courses

Semester Year Campus Department

Then click "List Courses".

They would then see a screen similar to this....

Listing of available Agriculture courses for Spring 2010 Fort Scott :

Course ID	Term Code	Course Title	Meeting Days	Start Time	Location	Instructor	Start Date	End Date	Credits
AGR-1032 000	0925	Princ. of Livestock	M W	03:30PM	D-100	Thompson J	01/11/2010	05/13/2010	2.00
AGR-1063 000	0925	CivEngmnt:Exp W/Hors	M	12:00PM	F-10	McColm S	01/11/2010	05/10/2010	3.00
AGR-1204 000	0925	Prin of Soil Science	M W F	09:00am	D-100	Edgecomb R	01/11/2010	05/12/2010	4.00
					010301				
AGR-120L 000	0925	Prin of Soil Sci Lab	M	01:30PM	D-100	Edgecomb R	01/11/2010	05/10/2010	.00
					010301				
AGR-1243 000	0925	Prin Animal Science	T R	10:30AM	D-100	Thompson J	01/12/2010	05/13/2010	3.00
					010301				
AGR-1252 000	0925	Animal Sci & Ind	M W	08:00am	D-100	Thompson J	01/11/2010	05/12/2010	2.00
AGR-1273 000	0925	Dairy and Poultry Sc	M W F	11:00am	D-100	Edgecomb R	01/11/2010	05/12/2010	3.00
AGR-2012 000	0925	Princ. of Meat Evalu	W	01:30PM	D-100	Edgecomb R	01/13/2010	05/12/2010	2.00
AGR-2033 000	0925	Principles of Horse	T R	01:30PM	D-100	Martin R	01/12/2010	05/13/2010	3.00
AGR-2244 000	0925	Plant Science	M W F	10:00am	D-100	Edgecomb R	01/11/2010	05/12/2010	4.00
					010301				
AGR-224L 000	0925	Plant Science Lab	T	12:00PM	D-100	Edgecomb R	01/12/2010	05/11/2010	.00
					010301				

Once you have the information you need, you can click “List other courses” to return to the selection screen.

Course Roster:

To look at a course roster, select Course Roster from the menu.

First, you must select the term code.



The screenshot shows a horizontal navigation bar with several menu items: 'AVAILABLE OPTIONS', 'ADMINISTRATIVE', 'HELP', and 'LOGOUT'. Below the navigation bar, there is a text prompt: 'Please select the termcode from the lists below. Or enter the Coursecode for the course you wish to access.' A dropdown menu is open, displaying the following options: 'Fall 2009', 'Fall Inter 2009', 'Spring 2010' (which is highlighted in blue), and 'Spring INT 2010'. To the right of the dropdown menu is a blue button labeled 'Go!'.

Then click the “Go” button.

Then select the course you wish to view from the list provided.

If the course has students enrolled in it, you will see something similar to this...

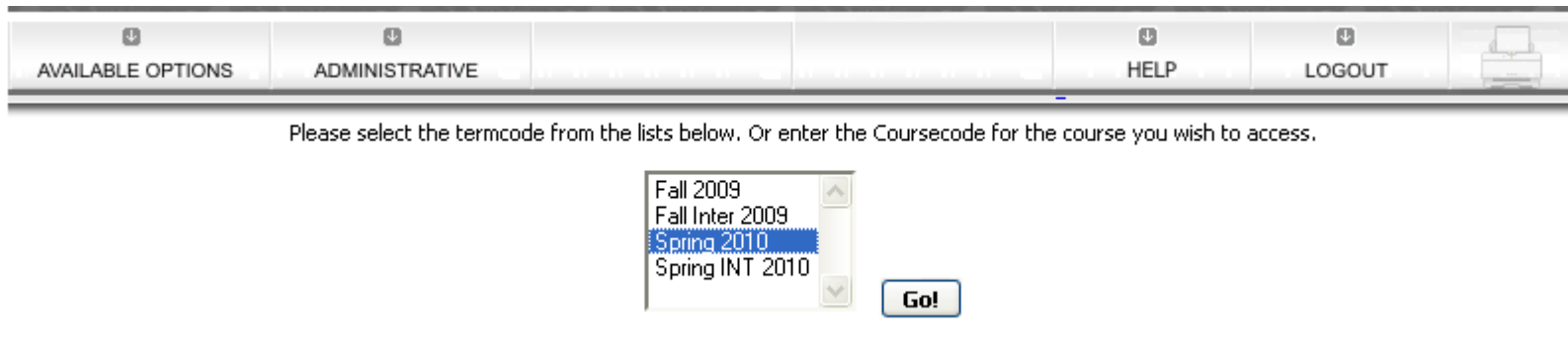
BUS1013000092S
Principles of Account

	StudentID	Fullname	Grade
1.	2610-01560	Bailey Devan M	
2.	5350-05598	Bartlett Leigh A	
3.	1340-04234	Beasley James E	
4.	6540-09379	Halsey Daniel L	
5.	2730-05677	Mills William E Jr	
6.	6760-01011	Smith Christopher A	

Grade Entry:

To enter grades for students who are enrolled in your class, select grade entry from the drop down menu.

Then select the termcode that you would like to view.



AVAILABLE OPTIONS ADMINISTRATIVE HELP LOGOUT

Please select the termcode from the lists below. Or enter the Coursecode for the course you wish to access.

Fall 2009
Fall Inter 2009
Spring 2010
Spring INT 2010

Go!

Then click the “Go” button.

Then select the course you want.

You will see a screen similar to the following.

BUS1013000092S
Principles of Account

You can select a grade from the list for each student.

If a grade of "F" is given then the last date attend field should reflect the last date the student attended class.

StudentID	Fullname	Final/Primary Grade	Last Attend Date
1. 2610-01560	Bailey Devan M	<input type="text" value=""/> ▾	<input type="text"/>
2. 5350-05598	Bartlett Leigh A	<input type="text" value=""/> ▾	<input type="text"/>
3. 1340-04234	Beasley James E	<input type="text" value=""/> ▾	<input type="text"/>
4. 6540-09379	Halsey Daniel L	<input type="text" value=""/> ▾	<input type="text"/>
5. 2730-05677	Mills William E Jr	<input type="text" value=""/> ▾	<input type="text"/>
6. 6760-01011	Smith Christopher A	<input type="text" value=""/> ▾	<input type="text"/>

Then click submit.

NOTE: If this is your final grade posting, select "Yes" before you submit. Otherwise, leave "No" selected.

If you wish to mark this course as "graded", the Registrar's office will be informed that you have posted the "final grades". If they "lock" the course, grade changes must then be done through the Registrar's Office.

Check here if this is your final grade posting:

Yes **No**

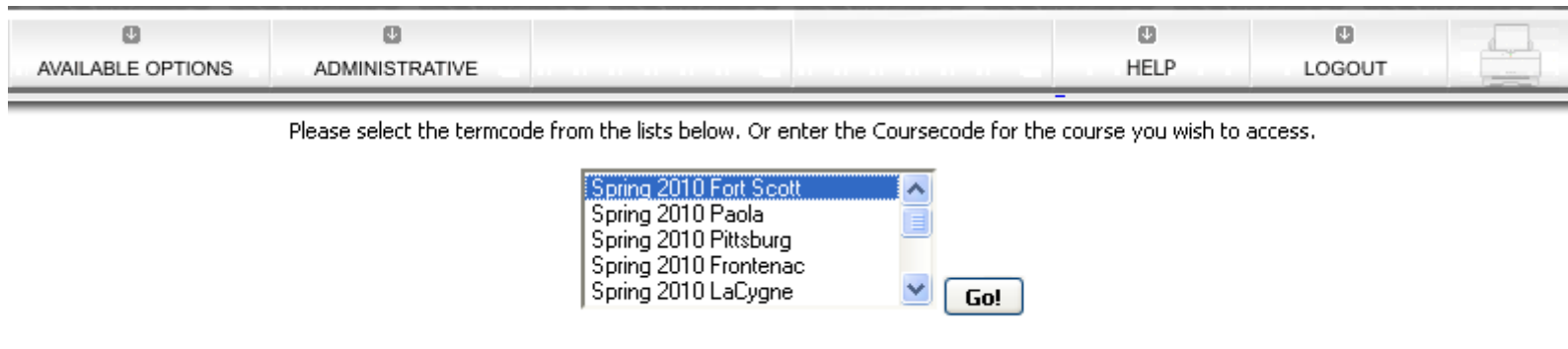
Submit

NOTE: A grade of INC can be given if and only if the student has completed 85% of the class and has entered into a contract that has been signed by the teacher and the student.

Certified Roster

To certify your roster, select Certified Roster from the drop down menu.

Then select the termcode that you would like to view.



The screenshot shows a navigation bar with several menu items: AVAILABLE OPTIONS, ADMINISTRATIVE, HELP, and LOGOUT. Below the navigation bar, there is a text prompt: "Please select the termcode from the lists below. Or enter the Coursecode for the course you wish to access." A dropdown menu is open, displaying a list of termcodes: "Spring 2010 Fort Scott", "Spring 2010 Paola", "Spring 2010 Pittsburg", "Spring 2010 Frontenac", and "Spring 2010 LaCygne". The first option, "Spring 2010 Fort Scott", is highlighted. To the right of the dropdown menu is a "Go!" button.

Then click the "Go" button.

You will then be directed to a page where you can pick the course you want to certify.

Please select from the following list of available courses:

BUS-1013 000 092S - Ins: Cummings D (Limit:25 Enr:6)	Go!
BUS-1013 000 092S - Ins: Cummings D (Limit:25 Enr:6)	
BUS-1233 000 092S - Ins: Cummings D (Limit:48 Enr:25)	
BUS-1243 000 092S - Ins: Cummings D (Limit:48 Enr:3)	
BUS-1273 000 092S - Ins: Cummings D (Limit:35 Enr:18)	
BUS-2013 000 092S - Ins: Cummings D (Limit:25 Enr:12)	
ECO-1013 000 092S - Ins: Cummings D (Limit:40 Enr:25)	
ECO-2023 000 092S - Ins: Cummings D (Limit:40 Enr:17)	
MAT-2763 000 092S - Ins: Cummings D (Limit:25 Enr:10)	

Simply click the down arrow and then click the course you want to select. The selected course will then show up in the bar.

Click Go to view that courses Certification Roster.

You will see a screen similar to the following.

If a student has never attended your class, you would check the "Never Attended" box.

If a student simply stopped showing up, you would enter the last date they attended in the "Last Date Attended" field.

If you have a student attending your class that does not show up in the roster, you can add their information in the text box provided.

If this is your final Certification Roster, click the YES radio button before you hit Submit. If you think you will want to make changes to this roster before the Certification date, select the NO radio button. Your information will not be sent to the registrar unless you select YES before you hit submit.

Attendance Certification Roster
BUS1013000092S
Principles of Account
A-132

Enter "LAST ATTENDED DATE" ONLY if student HAS attended class, BUT IS NO LONGER ATTENDING!

	StudentID	Fullname	Never Attended	Last Date Attended
1.	2610-01560	Bailey Devan M	<input type="checkbox"/>	<input type="text"/>
2.	5350-05598	Bartlett Leigh A	<input type="checkbox"/>	<input type="text"/>
3.	1340-04234	Beasley James E	<input type="checkbox"/>	<input type="text"/>
4.	6540-09379	Halsey Daniel L	<input type="checkbox"/>	<input type="text"/>
5.	2730-05677	Mills William E Jr	<input type="checkbox"/>	<input type="text"/>
6.	6760-01011	Smith Christopher A	<input type="checkbox"/>	<input type="text"/>

Please add any additional students that are attending but do not appear on the roster above:
Include StudentIDs wherever possible.
(Separate the students with commas ex. Joe Student 123456789,Jill Student)

Check here if you wish to certify this roster:
Yes **No**

Password Maintenance:

To change your password, select Password Maintenance from the Available Options menu.



You will then be asked to enter your OLD password.
Choose a new password and enter it into the NEW password field.

There are requirements that the new password must meet before it will be accepted.

1. Must be between 6 and 32 characters.
2. Can not be a dictionary word.

Example: If someone wanted to use the password “stair” it would not be accepted because it is too short and a dictionary word. They could then make it “stairway” and it would be long enough, but it is still a dictionary word. Finally they could make it “stairway91” and it would be acceptable.