



**NORTHWEST**  
MISSISSIPPI COMMUNITY COLLEGE

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CampusKey

Instructor

Information Center

User Guide

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INSTRUCTOR  
INFORMATION  
CENTER  
TRAINING  
GUIDE  
2017



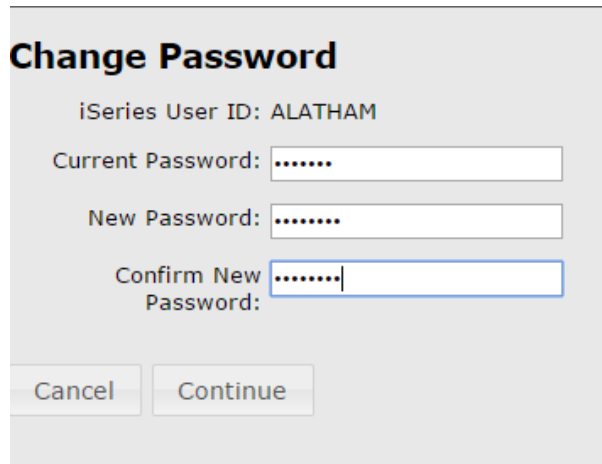
Login to CampusKey using the icon.

Login using the user name and password that you were assigned.  
The following screen will appear:

We now have the option to change passwords in CampusKey BEFORE they expire. If you get a message letting you know that your password will expire in a certain number of days, you can change it by clicking the 'Change Password' link at the top right of the screen next to the 'Logout' link.

\*\* NOTE: If the message says that your password has already expired, you will need to contact the Help Desk at [helpdesk@northwestms.edu](mailto:helpdesk@northwestms.edu).

When you click the link the following screen will appear. Enter your old password first, and then enter your new password twice to confirm. Click the 'Continue' button and you are done!



**Change Password**

iSeries User ID: ALATHAM

Current Password:


New Password:

Confirm New Password:

Cancel Continue

When expanded the menu contains these options:



Anything that is underlined is a searchable list. If it is underlined at the heading of a list, it is sortable. Any information entered should be entered in ALL CAPS in order to process searches and sorts correctly. The font on the screen may be increased/decreased by clicking the font icons  in the top right corner of the screen.

Screens can be printed using the printer icon  in the top, right-hand corner of the screen.

Click on “Inquiry”, “Info Centers”, “Instructor Information Center”. This will display all the courses you are teaching.

**Instructor Information Center**  
IINIIC - Instructor Information Center

Options: [Course Administration](#) [Miscellaneous Options](#)

Term: SU2014

Selected Course: Selected Option:

Course	Call Num	Status	Pre-Reg	Reg	Campus	Grade Status	Title	Show All Details
<a href="#">ACC1213 81</a>	01505	Open	0	0	02		PRINCIPLES OF ACCOUNTING I	Show Details
<a href="#">ART1113 81</a>	06508	Open	0	0	02		ART APPRECIATION	Show Details
<a href="#">BAD2323 35</a>	07501	Open	0	0	WB		BUSINESS STATISTICS	Show Details
<a href="#">BIO1613 81</a>	08544	Open	0	0	02		PRINCIPLES OF NUTRITION	Show Details
<a href="#">BIO2511 82</a>	08556	Open	0	0	02		ANATOMY & PHYSIOLOGY I, LAB	Show Details
<a href="#">BIO2513 81</a>	08566	Open	0	0	02		ANATOMY & PHYSIOLOGY I, LECTUR	Show Details
<a href="#">HPR1551 8002</a>	29008	Open	0	0	01		COND & WEIGHT LIFTING	Show Details
<a href="#">HPR1551 8003</a>	29009	Open	0	0	01		COND & WEIGHT LIFTING	Show Details
<a href="#">HPR2571 4196</a>	29016	Open	0	0	01		AEROBICS	Show Details
<a href="#">HPR2571 4197</a>	29017	Open	0	0	01		AEROBICS	Show Details

Click on the Course, then click “Course Administration”. First select the course, then select the option from the Course Administration menu.

**Instructor Information Center**  
IINIIC - Instructor Information Center

Options: [Course Administration](#) [Miscellaneous Options](#)

Instructor: 17749 ALEXANDER C A

Selected Option:

Close

Course Administration

Course Roll Inquiry

Course Schedule Inquiry

Print Registered Course Roll

Print Merged Course Roll

Record Grades

Record Attendance

Submit Attendance

Attendance CSV File

Course	Status	Pre-Reg	Reg	Campus	Grade Status	Title	Show All Details
<a href="#">MAT0123 2</a>	Open	0	21	01		BEGINNING ALGEBRA	Show Details
<a href="#">MAT1233 0</a>	Cancelled	0	0	01		INTERMEDIATE ALGEBRA	Show Details
<a href="#">MAT1313 01</a>	Open	0	18	01		COLLEGE ALGEBRA	Show Details
<a href="#">MAT1313 2201</a>	Open	0	20	01		COLLEGE ALGEBRA	Show Details
<a href="#">MAT1313 35</a>	Open	0	20	WB		COLLEGE ALGEBRA	Show Details
<a href="#">MAT1313 37</a>	Closed	0	25	WB		COLLEGE ALGEBRA	Show Details
<a href="#">MAT1323 35</a>	Open	0	19	WB		TRIGONOMETRY	Show Details

Cut-Outs – Shows all students in your class. Here you select ‘Cut-Out’ if the student has met the criteria to be cut out of your class due to absences. From this point on, when you record attendance, this student’s attendance will be automatically be populated with “CO”.

**Instructor Information Center**  
IINIIC - Cut-Outs

Term: SU2015  
Course: BIO1113 35

Cancel

Student Number	Student Name	Exit Date	Status	Grade	Last Date Attended
<a href="#">Cut Out</a> 34082	ADAMS KERRIE ANNE				06/12/2015
<a href="#">Cut Out</a> 277889	BLEDSE JESSICA LAKISHA				06/12/2015
<a href="#">Cut Out</a> 278488	BOGIUS LEVI M				06/12/2015
<a href="#">Cut Out</a> 218957	CAMPBELL TEIERAH T				06/05/2015
<a href="#">Cut Out</a> 276331	CARTER ZHANISHAI B				06/12/2015
<a href="#">Cut Out</a> 254219	FALKNER KENN BENARD				06/12/2015
131724	HAMPTON TONY D	06/22/2015	V/A	W	
<a href="#">Cut Out</a> 270018	ISOM AARON JAMINE				06/12/2015
<a href="#">Cut Out</a> 245514	LANDIS CATHERINE D				06/12/2015
<a href="#">Cut Out</a> 229169	MCCORD CONCETTA G				06/12/2015
<a href="#">Cut Out</a> 211538	MCDONALD MAC				06/12/2015
<a href="#">Cut Out</a> 260969	MILLER MARY DELANEY				06/12/2015
<a href="#">Cut Out</a> 259054	MOBLEY MEAGAN MARTEIL				06/12/2015
<a href="#">Cut Out</a> 37056	SOVELL RUSSELL THOMAS				06/12/2015
<a href="#">Cut Out</a> 277645	TOBIAS LISA RENEE				06/12/2015
<a href="#">Cut Out</a> 253426	WILLIAMS JOHN HENRY				06/12/2015
<a href="#">Cut Out</a> 226193	WOMACK ZACHARY KYLE				06/12/2015

Course Roll Inquiry – Displays students enrolled in the course.

**Course Roll Inquiry**  
IRGCRI - View Reg/Pre-Reg List

Term: SU2014  
Course: CSC1113 5363  
Title: COMPUTER CONCEPTS  
Instr: PAGARE A  
Enr Category: Reg: 1  
Pre: Total: 1

Cancel

StudentID	Name	Telephone	Pro/Opt/Trf	Source	Grade	Links	Details
12116	VANNUCCI DENISE T	662-233-4108	GEN/AA	Reg		<a href="#">AwdSummary</a> <a href="#">AddDrops</a> <a href="#">Schedule</a>	Show Detail

Course Schedule Inquiry – Displays the course information; date, time, campus, building, room, start/end dates, pre-registered students, enrolled students.

**Instructor Information Center**  
IINIIC - Course Schedule Inquiry

Faculty: 75360 WELDY M L      Term: SU2017

Course: HPR1213 35      Course Title: HEALTH  
Status: Open      Mini-Term: W

Start Date: 05/30/2017      End Date: 07/28/2017  
CrHrs/Week: 3.0

Close at Value: 25      Lock at Value: 25      Pre-Registered: 0  
Total Enrolled: 11      Registered: 11

Cancel

Day	Meeting Times	Minutes	Campus	Building	Room
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Print Course Roll – Generates a list of students enrolled in your course. Click on “Show Report”. It is a .PDF file that you can save if you choose. Once you have the report click “Delete and Return” so it is not saved in your reports list.

**Instructor Information Center**  
IINIIC - Instructor Information Center

Report generation complete. Click Show Report to view the report. [Show Report](#)

Click Return To Selection or Delete and Return to delete the report and return to the previous screen.

[Return To Selection](#)   [Delete and Return](#)

Record Grades – Enter student grades for the end of Term. Students will be listed alphabetically. Enter grade in the space provided. Then click the “update” button on the top, right.

Grade	Name	Student ID	LDA	Number Grade	Exit Status	Exit Date	High School	Enrollment	Title 4
	COBB CHANDRALEKA		06/12/2016						Y
W	CRAIG BRIAN R		06/05/2016		WD	06/22/2016			Y
	DAVIS HOIVELL A		06/05/2016						
	DOIVELL CORY BROOKE		06/12/2016						
	ENGLAND MARYASA		06/12/2016						
	HOOD ASHLEY DANIELLE		06/12/2016						Y
	LIPSCOMB ANN K		06/12/2016						
	MCCALLUM KENDALL FAITH		06/12/2016						
	OALMANN ALUSTIN		06/12/2016						
	PADGETT LUCIUS C		06/12/2016						Y
	PERKINS SEAN OBRIAN		06/12/2016						

Record Mid-Term Grades – This option is for recording mid-term grades. It works as the Record Grades option.

### Record Attendance

Record Attendance link will direct the user to a calendar where the meeting days are displayed as event links. TBA links verbiage is “TBA”. Others have start time – end time.

If the course is TBA, every day of the week will display with a TBA link. The days the class met can be selected from the calendar and attendance can be recorded for those days. Days that are not recorded will be submitted as blanks.



January 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	TBA	TBA
TBA	TBA	TBA	TBA	TBA	TBA	TBA

Green links indicates there are blank statuses for that day. Gold links indicates all the statuses have been populated. Attendance can only be accessed/edited when the link is green or gold. If there are any blank statuses, the day will remain green.

January 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
	10:00 - 12:00					
10	11	12	13	14	15	16
	10:00 - 12:00					
17	18	19	20	21	22	23
	10:00 - 12:00					

Red links mean it has been submitted and cannot be edited. Red links redirect to the submit attendance page.

Term: SP2016      Course: ART100 C      Instructor: EMPLOYEE JANE      Cancel

< today      **January 2016**      >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1 TBA	2 TBA
3 TBA	4 TBA	5 TBA	6 TBA	7 TBA	8 TBA	9 TBA
10	11	12	13	14	15	16

The user can select the status, default is Class Met, and then use the AutoFill button to default the P status. After AutoFill is complete, the user may change any student’s status that was not present to the appropriate Status Code. X will auto fill of the course status is “Class Did Not Meet’. The Update button will be disabled for 5 seconds when the AutoFill button is clicked.

**IINIC - Record Attendance**

Term: SP2016      Course: ART100 00308      Records Per Page: 20

Instructor: MAH0977 EMPLOYEE JANE      Date: 01/18/2016 10:00 - 12:00      [Status Codes](#)

Status:  Class Met    Class Did Not Meet

Position:  To:  Go

Cancel AutoFill Update

Student Number	Student Name	Status	Absences	Tardies	LDA
83826	JONES FRED	<input type="text"/>	0	0	01/11/2016
83747	JONES SHAY A	<input type="text"/>	1	0	01/11/2016
83838	MISTY STUDENT	<input type="text"/>	1	0	01/11/2016
003725092	ROGERS JESSICA LEA	<input type="text"/>	0	0	01/11/2016
84284	TEST LOAN	<input type="text"/>	0	0	01/11/2016

### Submit Attendance

Submit all attendance records for the term at the **end of the term only**. If it is not a TBA course, the initials and DOB inputs will not display until all statuses have been populated. If user is working from the submit attendance page, the statuses that are blank will be red.

#### Submit Attendance

IINIC - - Attendance cannot be submitted until all statuses have been entered. Click the date to edit statuses.

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Term: SP2016
Course: ART100 C
Instructor: MAH0977 EMPLOYEE JANE
[Status Codes](#)

User Initials: 
DOB:

Student Number Student Name	01/01 TBA	01/02 TBA	01/03 TBA	01/04 TBA	01/05 TBA	01/06 TBA	01/07 TBA	01/08 TBA	01/09 TBA	01/10 TBA	01/11 TBA	01/12 TBA	01/13 TBA	A	T	LDA
	M	M	M	M	M	M	M	X	M	M		M				
84211 CASH TEST	O	P	O	P	P	P	P	X	P	A		A		2	0	01/09/2016
83825 GIBBONS JOHN L	O	P	T	P	P	P	P	X	P	A		A		2	1	01/09/2016

### Instructor Information Center Miscellaneous Options.

#### Instructor Information Center

IINIC - Instructor Information Center

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Options: [Course Administration](#) [Miscellaneous Options](#)

Term: SU2015


SON P P

Student Lookup – Click on “Student Lookup”. This option allows you to look up a student by Student Id, Last/First/Middle Name, and Date of Birth. This option is display only.

### System Utilities-

Click on “System Utilities”, “Work with My Reports”. Click the top box in the title bar to select all reports and then click “Delete Selected”. If you have reports you want to keep, individually select them and choose “Delete Selected”.

#### Work with My Reports

ISUWMR - Work with My Reports

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Position:  To: 

Records Per Page:

<input type="checkbox"/>	Date and Time	File Name	Type
<input type="checkbox"/>	02/13/2014 17:13:33	<a href="#">IPRCRU_20140213_171333.PDF</a>	PDF
<input type="checkbox"/>	02/13/2014 17:38:50	<a href="#">IPRMFL_20140213_173850.PDF</a>	PDF
<input type="checkbox"/>	02/13/2014 17:40:12	<a href="#">IPRPCL_20140213_174012.PDF</a>	PDF
<input type="checkbox"/>	02/13/2014 17:43:33	<a href="#">IPRMFL_20140213_174333.PDF</a>	PDF

**EMPLOYEE  
INFORMATION  
CENTER  
2017**

## EMPLOYEE INFORMATION CENTER

While logged into CampusKey, you have the ability to look at your Pay Stubs, Leave requests, Required Personnel Records, View my Information, Electronic Document Consent, and My W2.

This option is available under “Inquiry”, “Info Centers”, “Employee Info Center”.

The screenshot shows the CampusKey web application interface. At the top left is the CampusKey logo with the tagline 'ALLIANT DATA SYSTEMS, INC.' and a purple triangle icon. At the top right, it says 'Alliant Data Systems, Inc. support@alliantds.com' and a 'Go to Program' button. On the left is a vertical navigation menu with categories: Student Services, Admissions, Grade Processing, Inquiry, Admission Records-Testing-Holds, Info Centers, Advisor Info Center, Instructor Information Center, Employee Info Center (highlighted with a red circle), Curriculum/Course Rolls, Registration, Registration, Miscellaneous Services, and System Utilities. The main content area is titled 'Employee Info Center' and 'IINEIC Employee Info Center'. It features input fields for 'Employee Name' and 'Number'. Below this is a section titled 'Employee Information' with a list of links: View My Pay Stubs, View/Request Leave, Required Personnel Records, View My Information, Electronic Document Consent, and My W2.

To use the ‘My W2’ option you must follow these steps:

1. Select the Electronic Document Consent option.
2. Add a Record for Report Year marking 'Y' to Receive Electronic W2, if you have not already done so. The first valid year is 2016.
3. Use the My W2 option is for accessing/printing your form.

# Campus Key Instructor

## A Quick Reference

INSTRUCTOR INFO CENTER (Inquiry>Info Centers>Instructor Info Center) Highlight

the course you want to work with and Choose Course Administration:

### To View Adds and Drops:

Choose Add/Drop Notices. This displays all students who have at any time added or dropped the course you have selected.

### To Cut Out Students or View Students Who Have Been Cut Out:

Choose Cut-Outs. This will display the roll of students in the course. To cut a student out of the course, choose Cut Out to the left of the student's ID number and name.

This also shows the student's current grade, last date of attendance, date exited the class, and status. Last date of attendance may be edited.

### To Display the Daily Course Schedule:

Choose Course Schedule Inquiry. This displays the course schedule for each day of the week.

### To Enter Grades:

Choose Enter Grades (or Enter Mid-Term Grades if at mid-term). Remember to use the correct option!!! A course roll will be displayed with an individual box for each student's grade to be entered.

### To Enter Attendance:

Choose Record Attendance. The class meeting dates will appear in calendar form. For the day you would like to record choose the green box. Choose the Autofill option. This will mark everyone P—present for that day. Individually mark those absent with an A and those tardy with a T. Other options are O for an official absence and CO for cut-out. If the class didn't meet choose Did Not Meet from the dropdown box and choose the Autofill option. The code for didn't meet is X.

Once attendance is recorded, the box will change to orange. The attendance can be edited at any time prior to submission for audit.

Do not choose the Submit Attendance option at any time prior to being notified to do so.

Miscellaneous Options has one menu option:

Student Lookup – All students alphabetically by name. Student ID number and birthdate are also displayed.

Any reports that are generated can be cleared by choosing from the main menu System Utilities>Work With My Reports. Reports are cleared by selecting the box at the left of the report title and choosing Delete Selected.