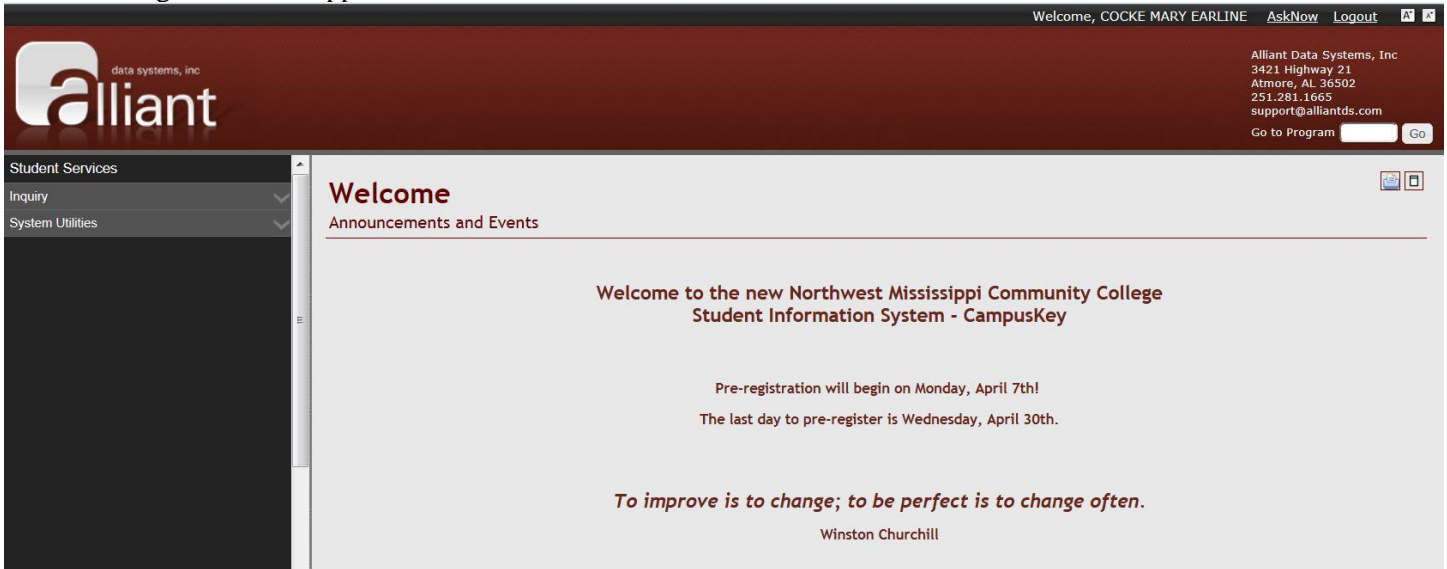


**INSTRUCTOR  
INFORMATION  
CENTER  
TRAINING  
GUIDE  
2016**

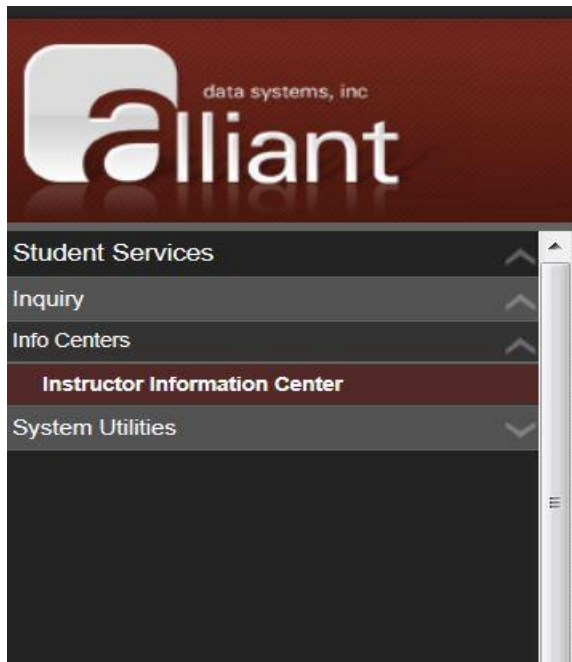



Login to CampusKey using the icon.

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



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:

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	BOGUS 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

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Faculty: \_\_\_\_\_ Term: SU2014

Course: ACC1213 81 Course Title: PRINCIPLES OF ACCOUNTING  
 Status: Open Mini-Term: \_\_\_\_\_

Start Date: // End Date: //  
 CrHrs/Week: 3.0

Close at Value: 19 Lock at Value: 0  
 Total Enrolled: 0 Registered: 0 Pre-Registered: 0

Day	Meeting Times	Minutes	Campus	Building	Room
Monday	06:30P 09:15P	145	02	DC	214
Wednesday	06:30P 09:15P	145	02	DC	214

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

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Report generation complete. Click Show Report to view the report.

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

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.

**Record Grades**  
IINIC - Record Grades

Term: SU2016      Course: MAT1323 35  
Instructor: 17749 - ALEXANDER C A

Cancel    Update

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 AUSTIN		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

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

- Cut-Outs
- Course Roll Inquiry
- Course Schedule Inquiry
- Pre-Requisite Registration
- Print Registered Course Roll
- Print Merged Course Roll
- Record Grades
- Record Attendance**
- Submit Attendance
- Attendance CVS File

Close

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.

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
84211 CASH TEST	M	M	M	M	M	M	M	X	M	M		M				
83825 GIBBONS JOHN L	O	P	O	P	P	P	P	X	P	A		A		2	0	01/09/2016
	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

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

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