INSTRUCTOR INFORMATION CENTER TRAINING GUIDE 2016
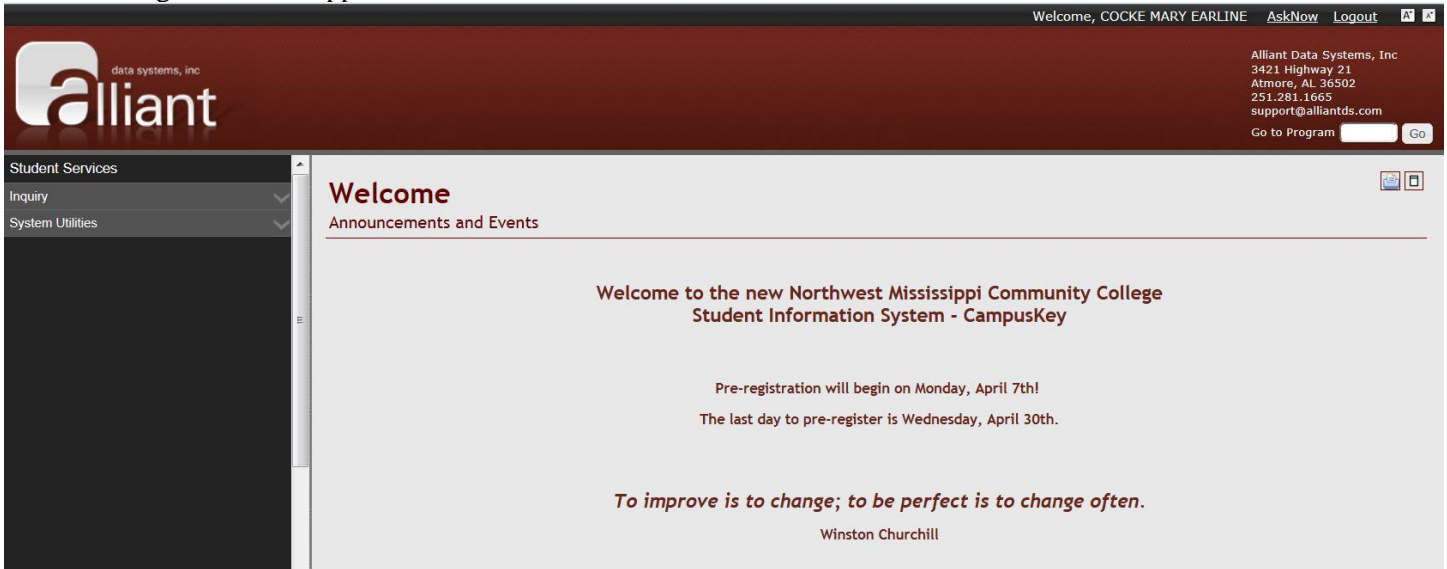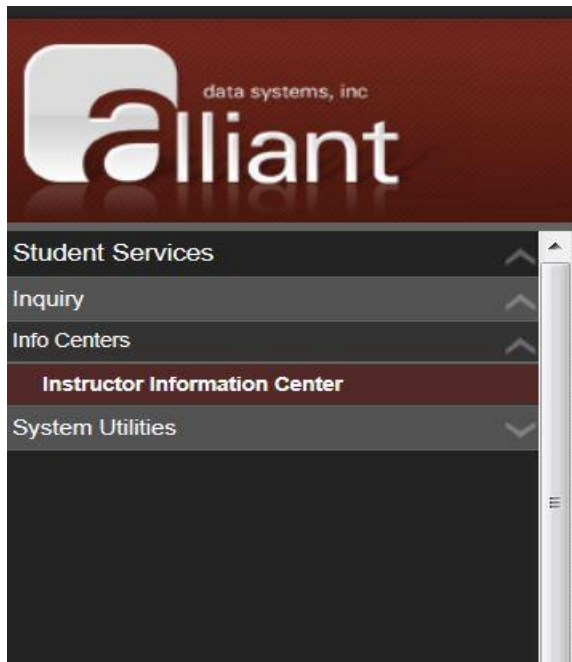
Login to CampusKey using the icon.

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 <u>underlined</u> 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 [icon] **in the top right corner of the screen.**

Screens can be printed using the printer icon [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
ACC1213 81	01505	Open	0	0	02		PRINCIPLES OF ACCOUNTING I	Show Details
ART1113 81	06508	Open	0	0	02		ART APPRECIATION	Show Details
BAD2323 35	07501	Open	0	0	WB		BUSINESS STATISTICS	Show Details
BIO1613 81	08544	Open	0	0	02		PRINCIPLES OF NUTRITION	Show Details
BIO2511 82	08556	Open	0	0	02		ANATOMY & PHYSIOLOGY I, LAB	Show Details
BIO2513 81	08566	Open	0	0	02		ANATOMY & PHYSIOLOGY I, LECTUR	Show Details
HPR1551 8002	29008	Open	0	0	01		COND & WEIGHT LIFTING	Show Details
HPR1551 8003	29009	Open	0	0	01		COND & WEIGHT LIFTING	Show Details
HPR2571 4196	29016	Open	0	0	01		AEROBICS	Show Details
HPR2571 4197	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

Cut-Outs	Close
Course Roll Inquiry	
Course Schedule Inquiry	
Print Registered Course Roll	
Print Merged Course Roll	
Record Grades	
Record Attendance	
Submit Attendance	
Attendance CSV File	

Instructor: 17749 ALEXANDER C A
Selected Option:

Course		Status	Pre-Reg	Reg	Campus	Grade Status	Title	Show All Details
MAT0123 2		Open	0	21	01		BEGINNING ALGEBRA	Show Details
MAT1233 02	35004	Cancelled	0	0	01		INTERMEDIATE ALGEBRA	Show Details
MAT1313 01	35022	Open	0	18	01		COLLEGE ALGEBRA	Show Details
MAT1313 2201	35024	Open	0	20	01		COLLEGE ALGEBRA	Show Details
MAT1313 35	35029	Open	0	20	WB		COLLEGE ALGEBRA	Show Details
MAT1313 37	35031	Closed	0	25	WB		COLLEGE ALGEBRA	Show Details
MAT1323 35	35039	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
Cut Out	34082	ADAMS KERRIE ANNE				06/12/2015
Cut Out	277889	BLEDSOE JESSICA LAKISHA				06/12/2015
Cut Out	278488	BOGUS LEVI M				06/12/2015
Cut Out	218957	CAMPBELL TEIERAH T				06/05/2015
Cut Out	276331	CARTER ZHANISHAI B				06/12/2015
Cut Out	254219	FALKNER KENN BENARD				06/12/2015
	131724	HAMPTON TONY D	06/22/2015	WA	W	
Cut Out	270018	ISOM AARON JAMINE				06/12/2015
Cut Out	245514	LANDIS CATHERINE D				06/12/2015
Cut Out	229169	MCCORD CONCETTA G				06/12/2015
Cut Out	211538	MCDONALD MAC				06/12/2015
Cut Out	260969	MILLER MARY DELANEY				06/12/2015
Cut Out	259054	MOBLEY MEAGAN MARTEIL				06/12/2015
Cut Out	37056	SOWELL RUSSELL THOMAS				06/12/2015
Cut Out	277645	TOBIAS LISA RENEE				06/12/2015
Cut Out	253426	WILLIAMS JOHN HENRY				06/12/2015
Cut Out	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   Enr Category:
Instr: PAGARE A   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		AwdSummary AddDrops Schedule	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:		Term: SU2014

Course: ACC1213 81   Course Title: PRINCIPLES OF ACCOUNTING I

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

Cancel

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

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.

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.

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.

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

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.

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.

Instructor Information Center Miscellaneous Options.

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".