

MyCampus Guide for Faculty

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How do I logon to MyCampus?

Go to <http://mycampus.umhb.edu>.

- User ID is your student ID number.
- Password is case-sensitive.
- Use the "Forgot my password" link to have your password reset. An email will be sent to the address on record. For current students this will be your UMHB-issued email.

How do I change my password?

1. Once logged in to MyCampus, click the Personal Info link located at the top of the screen by your name.
2. Click the password tab.
3. Enter your old password, new password and confirm password. Click save.

What if I forgot my password?

There is a "Forgot my password" link on the MyCampus login page. Clicking this link will reset your password and send it to the email address on record - for current students this is your UMHB email. You may also stop by the Information Technology department. Make sure to bring your student ID card for identification verification.

Advisee Listings

1. Sign on to MyCampus.
2. Choose the "Advisor" tab.
3. You can change the division to "Undergraduate Course" or "Graduate Courses"; however, the default will be to "All."
4. Click "Search."
5. Each of the students on your advisee list should be on this list. (There may be additional students also.)

Why a student may not show in your list:

- May not have declared the correct degree/major in the Registrar's Office.
- May not have identified the correct advisor for their degree/major.

To update the advisor please contact Debbie Beaty at dbeaty@umhb.edu or (254) 295-4272.

Advising Meetings

Using the Advising Meetings is optional. You are not required to use it.

1. Choose the advisee while still on the Advisee Roster portlet search by clicking on a student's name *or* use the Advising Meeting portlet.
2. Use the Tools and Information, Advising section.
3. Click on "Advisee Meetings."
4. To add a meeting, click "Add."
5. Update the information, marking the status as "I - Incomplete."
6. Send appointment to advisee by clicking on "Send Meeting Notification to Advisee." The notice is sent to the email address which they have designated in MyCampus. The message pops up. You may type in additional text if you wish and then send the email. You will notice that anything you type in the "notes" section does not appear in the email.
7. Save the meeting by clicking on "Add" or "Add and Save Another."
8. The meeting will then appear in your Scheduled Meetings.
9. You can view all of your advising meetings by choosing "Display meetings."
10. During the meeting, click on "Details" and type in your notes from the meeting.
 - To share the notes, simply copy and past the notes section into an email.
 - Change the status to "C - Complete."
 - Click on "Send Meeting Notification to Advisee."
11. Once a meeting is complete, you may wish to delete it from your scheduled meetings display by checking the box in front of the advisee name, then choose "Delete Selected."
12. If you delete the record, then the meeting notes will not be kept in MyCampus.
 - You can print the screen to place in the student's folder. *Or*
 - CC the email notice to your own email to save.

Course Search

1. Go to the Faculty tab, Course Search portlet and choose "Course Search."
2. Change the term by clicking the down arrow in the dropdown box.
3. To search within a department, click the down arrow in the dropdown.
4. Click Search.

Grade Entry

1. Log on to MyCampus (<http://mycampus.umhb.edu>).
2. Choose the Faculty tab.
3. In the Faculty Course Control portlet on this page, each of your courses are listed.
4. The term should default to the current term and the division to "All." If not, you will want to update the term.
5. In the "Go directly to" dropdown for a course, choose "Grade Entry."
6. Choose the student's grade from the dropdown menu in the Final Grade column.
7. When you have entered all of the final grades, click the "Save" button at the bottom of the page. You should see the message "**Grades successfully updated.**"
8. Repeat the above process until you have entered final grades for all of your courses.
9. When you have finished, please remember to Log out of MyCampus.

Progress Report Grades

Progress Report Grade Options:

- **UA** - Unsatisfactory Attendance
- **UG** - Unsatisfactory Grades
- **UB** - Unsatisfactory Attendance and Grades
- **S** - Satisfactory (in both attendance and grades)

Who receives midterm grades?

- Freshmen
- International students
- Athletes
- Students who are not in good academic standing (probation, suspension, etc.)

How to enter midterm grades:

1. In the Faculty Course Control portlet on this page, each of your courses are listed.
2. The term should default to "Spring 2009" and the division to "All." If not, you will want to update the term.
3. In the "Go directly to" dropdown for a course, choose "Grade Entry."
4. Choose the student's grade from the dropdown menu in the Midterm Grade column.
 - If the dropdown pulls a long list of all available grades, then do not enter a midterm grade.
 - If the first grade choice listed is S, then you do need to provide a midterm grade.
5. When you have entered all of the midterm grades, click the "Save" button at the bottom of the page. You should see the message "Grades successfully updated."
6. Repeat the above process until you have entered midterm grades for all of your courses.

How to identify midterm grade recipients:

- The grade entry screen shows all students enrolled in your class; however, as it states above, not all students (or classes) will require a progress report grade. You cannot tell the

difference between which students need a progress report grade and which do not unless you click on the grade dropdown for each student. Those with "S" listed as the first grade choice need a midterm grade.

- To help you identify these students (without having to click on each one), Information Technology has created two different "midterm grades" reports which you can access through an [executable download](#). You will only need to do steps 1 and 2 once to set up the executable. Step 3 will be how you run these reports each fall and spring.
- The two reports are a listing of students who will need progress report grades. One report is for midterm grades by course. It will give you the name and ID number for each student in that course who should receive a progress report grade. The second report is for midterm grades by instructor. It will give you the name, ID number, and course for each student enrolled in one of your courses who should receive a progress report grade. These reports should also have filtered out any section B or section 35 courses since they have not yet begun.

Registrar's Office Contact Information:

Sherri Fincher, Records Coordinator (295-5433, sherri.fincher@umhb.edu) is the contact for grades in the Registrar's Office. Please contact her for any assistance you may need.

Granting Registration Clearance

1. Return to the Advisee Roster.
2. In Advisee Status box, choose "Need registration clearance."
3. Then choose the semester in the Term dropdown. **You will need to complete this process for each term for which the student plans to register** (May, Summer, Fall or Spring).
4. Click "Search."
5. Find the student's name and click "Grant."
Once you have done this, the system is then set for the student to register.

View Student's Course History

1. Return to the Advisee Roster.
2. You can change the division to "Undergraduate Courses" or "Graduate Courses"; however, the default will be to "All."
3. Click "Search."
4. Choose a student by clicking on their name.
5. Use the "Course History" - This is a listing of all courses completed by semesters, *or*
6. Use the "Unofficial Transcript" - This also contains summary credit hour and GPA information for each semester.