Faculty Portal Instructions

Point your Internet Explorer Browser to the following URL: https://campusportal.rocky.edu/

Login with the username and password provided to you by I.T.
You will then be taken to your home page.
Click on the personalize link (right top of page) to add content such as weather, RSS feeds, etc.
Your homepage will now have more options that you can drag and drop:
Menu options

**Campus Info**

**Course Schedule**
The course schedule link will provide you with an online class schedule sortable by term. Select the term from the drop-down box and any filters (such as keyword, course, day, and/or start time) and hit the search button. A list of courses offered that term will be returned.
Click on the link ‘Click for Details’ for more information about a class. If you place your mouse over one of the scheduled class days the course details will display (time, building, room, and instructor).

Click on the ‘Back to Search Results’ button to return to the Course Schedule Search results.
Faculty Directory
The Faculty Directory link will provide you with a searchable A – Z listing of all instructors (regular and adjunct). Click on any letter to display all instructors whose last name begins with that letter:
It includes contact information

Click on the ‘Back’ button to return to the search results screen.
RMC Homepage
The RMC Homepage link will load the Rocky Mountain College website embedded with the Faculty Portal. You can access the homepage as you normally would in a separate browser.
Contact Manager

Faculty members are able to view their Contact Manager activities. Contact Manager keeps track of all staff interaction with students. Faculty will see any activities that are currently pending for that day, past due or reassigned.
Faculty can also search for activities by selecting an activity (or leave the default value of ‘all’ to see all activities), providing a date range, and clicking on the ‘Search’ button. All pertinent Contact Manager activities will be listed:
By clicking on the activity you can see the details of the activity:
From the main Contact Manager page Faculty can also add new Contact Manager activities to a student’s record by clicking the ‘Add Activity’ link:
Make sure that you select the activity and enter details for all required fields. Then click on the ‘Save’ Button:

This will save the new activity.
My Students

Any information that appears in this menu option will depend on the instructor first performing a student search.

Click on the advanced search link under the student search at the right of your homepage:

A new window will pop-up (make sure that you allow pop-ups for this site). Enter at least one piece of search information (First name, Last name, Last initial, wildcard symbol, etc.) and click on the search button:
Any students that you teach or advise and meet your filter elements will be returned:

The search results will display the student’s name, student id number, school status, and program. The student’s main telephone number and primary email will also display if they are recorded in CampusVue.
Once you click on the student’s name in the search window, the screen will flash and then place the student in the recent students drop-down box:

Now any links under the My Students menu option will pertain only to the student in the recent student drop-down box. If the student’s name does not appear in the recent students drop-down box, refresh the page and it should appear.
Student Information

Advisors can view online a student’s basic contact information:
Student Schedule

Advisors can view a student’s schedule on a calendar grid:
By hovering your mouse over the class additional details will be shown:
Degree Audit

Advisors will also have access to a student’s Degree Progress Audit, which includes an unofficial transcript:
Student Groups
Advisors will be able to see any group that a student is a part of in CampusVue. Most of the groups that an advisor will see will have the ‘Remove’ button grayed out, since the group is owned by another staff member. However, the Registration Hold group that will be used for student online registration will have its ‘Remove’ button enabled:
Advisors will need to locate the current Registration Hold group and remove the student from the group after advisement:
The student will now display as removed from the Registration Hold group and will now be able to register for classes online in the Student Portal:
My Classes

Class Schedule
Faculty members can view their own schedule on a calendar grid (sort by term):
Or a list view by clicking on the List link:
Gradebook

The Gradebook provides instructors with access to basic LMS (Learning Management System) functionality for all classes taught in a specific term.

After clicking on the gradebook link, select the current term from the drop-down list. Your primary course list (and secondary course list if applicable) for that term will appear.

The course title is a hyper-link that takes you to the gradebook course details, which provides all available options (Please note – the course code on your Homepage is also a hyper-link to the gradebook for a class).
The first tab in the gradebook is for Attendance. A color-coded calendar informs you whether attendance has already been posted (green), attendance requires posting (orange), or if attendance is scheduled for a future class (gray). Days that are holidays (light blue) or cancelled classes (light orange) do not require attendance posting.
Clicking on one of the dates that requires posting will load the View & Post attendance form, which builds a course roster.
Scroll to the bottom of the page and click the edit button:
This will enable a drop-down box that will default to present for each student in the class. If the student was present at least once during the first ten days of a term, leave the drop-down box set to ‘Present.’ If the student was absence for the entire first ten days of a term, change the drop-down box to ‘Absent.’
After making all your changes, scroll down to the bottom of the page and click on the ‘Update’ button. Your attendance posting will now be recorded in CampusVue.

That day will now show as green on the Attendance tab calendar.
At the bottom of the View & Post attendance form is a print roster icon, which will load a page with a printable roster for your class (please note – this icon is also available on your homepage):
The Assignment & Exams tab allows for instructors to add book reports, exam, lessons, quizzes, or term papers.
Click on the Add Assignment/Exam link. Select the type of lesson and enter all pertinent information and click the Save button:
The Lesson will now be attached to the class.
Once a lesson has been added documents can be attached to the lesson through the upload button (provided you have an electronic copy of the document on your hard drive):
Lessons can be viewed by any student in the class via the Student Portal. Any documents attached to the lesson can also be downloaded on the Student Portal:
Repeat this process until you have added all the assignments and exams for your course. When finished return to the main Assignments & Exam main page and adjust the grade weights for each assignment:
Click on the view detail link of an assignment, scroll to the bottom of the page and click on the Post Scores button to post numeric scores for each student:
After posting scores click on the Save Scores button:

Once you post scores for all your lessons the system will calculate a final grade for you. Click on the ‘Back’ button to return to the Assignments & Exams main page.

Please note: Once you have added a lesson, it cannot be deleted on the Faculty Portal. It can only be deleted in CampusVue. You can change the lesson weight to zero but it will still appear (even though it will be ignored in calculations).
Midterm grades

This tab of the gradebook will be used to post Midterm grades for your course. Clicking on the Midterm grades tab will load the posting form, which builds a course roster with a drop-down box next to each student’s name. The drop-down box holds your grade scale:
Record the grades that each student has earned. You may enter a numeric grade, a final grade, and a brief comment. After recording grades, scroll down to the bottom of the screen and click on the post Midterm Grades button:

Once grades are posted they cannot be changed on the Faculty Portal.
Final grades

This tab of the gradebook will be used to post final grades for your course.

Clicking on the Final grades tab will load the posting form, which builds a course roster with a drop-down box next to each student’s name. The drop-down box holds your grade scale:
Record the grades that each student has earned. You may enter a numeric grade and/or a final grade. After recording grades for all students, scroll down to the bottom of the screen and click on the Save Final Grades button:

Final grades are now posted for your class. Please note, that once grades have been posted, only the Registrar can make changes (faculty members are not permitted to change posted grades via the Portal)