



# Help Document: Faculty Module

ABHE-Solutions

May 2014



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**Biblical Higher Education**

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**A New Way  
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# Faculty

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# Faculty Module

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## Faculty Management

The Faculty Module is a module that can be granted to any Faculty member so they can have the tools to work with their students and courses. Through this module the faculty member can manage courses via contacting students, creating assignments, grading assignments, etc.

**ABHE-Solutions**  
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Sandbox - ABHE [user]

My Profile  
System Administrator  
Annual Report  
Institutional Assessment  
Library  
OPAC: Library Catalog  
Recruitment/Admissions  
Program Design  
Registrar  
**Faculty**  
Student  
Finance  
Financial Aid

Faculty Management Module

HelpDesk: news | doc

My Courses

Support

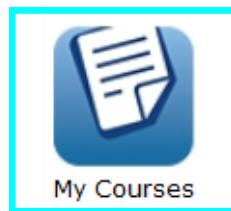
# Faculty Management

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## Faculty Icon

The Faculty Icon has a dashboard that contains 1 base link:

My Courses



Click to view Faculty dashboard

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Course List

Resource  
Manager

Thread Manager

Library Tools

Bookstore

Exams Manager

---

# Faculty

## Course List

The Course List link is what you use to view all of your courses per the year and semester that you choose.

Course List

Resource  
Manager

Library Tools

Bookstore

Exams Manager

Click to view options for  
Course List

Select Year

2013

Cohort

Fall

Select Course

[HIST101] A Short History of Theological Thought  
3 courses found.

Get Report

Click to get report

[201301] TC101 - Test Course



CONTENT

Click to close

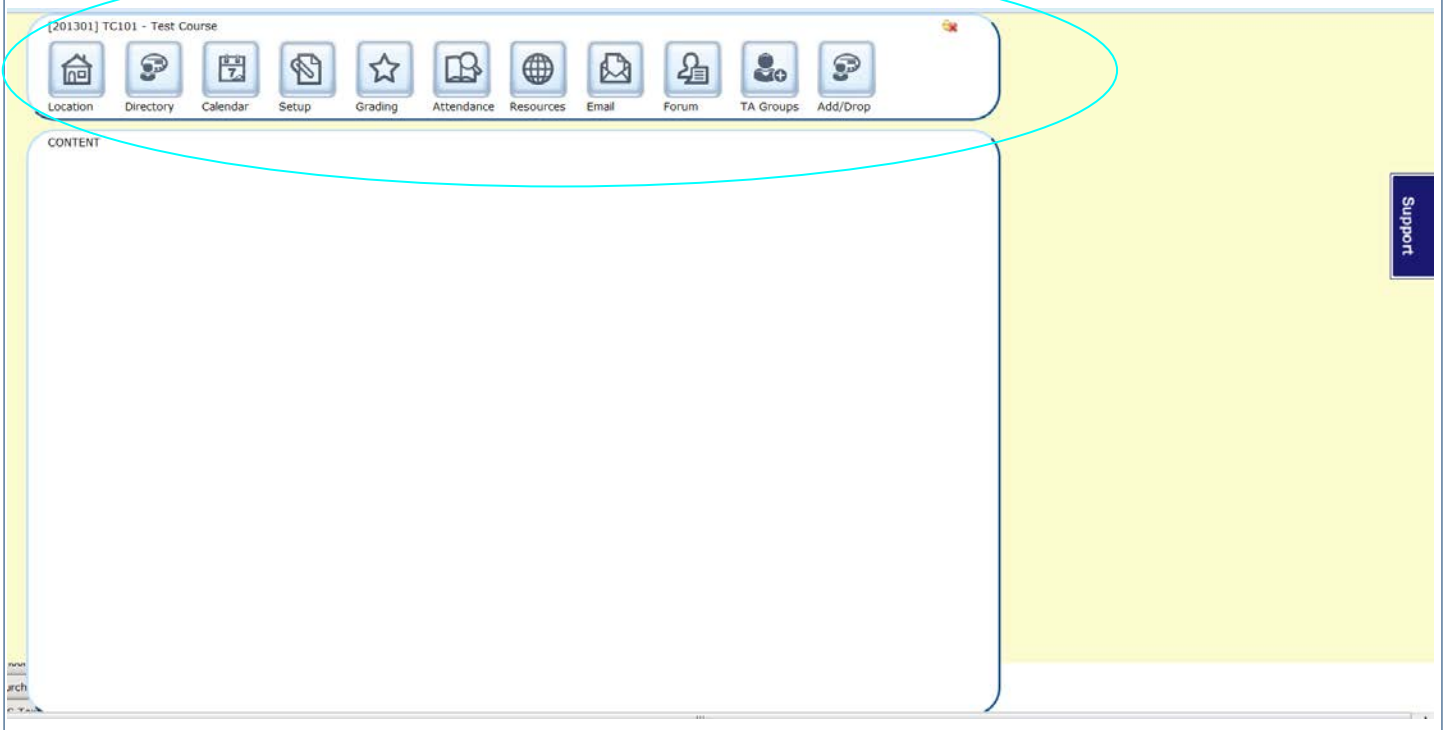
Support

# Faculty

## Course List cont.

Once you select the "Get Report" button, you will be taken to the new Course Information station. There you can edit and review details in the following tabs:

- Location
- Directory
- Calendar
- Setup
- Grading
- Attendance
- Resources
- Email
- Forum
- TA Groups
- Add/Drop



# Faculty

## Course List: Location

Click on the Location tab to edit and view the location details of your course. You can edit the details by clicking to type just as in the Program Design Module and the Registrar Module.

[2013011-TC101 - Test Course]



Location Directory Calendar Setup Grading Attendance Resources Email Forum TA Groups Add/Drop

Click to view



### Location Builder

Use this tool to set the start date, end date, start time, end time, building and room locations for this course. You can also build your academic calendar indicating the days that the course is being offered. (This must be done in order for you to take class attendance.)

[ go ]

Click to continue

### Academic Time Table

Start Date 2013-01-01  
End Date 2014-04-30  
Building Library Building  
Room L-202  
Start Time undefined  
End Time undefined

Click to edit

March 2014						
Su	Mo	Tu	We	Th	Fr	Sa
						01 9
02	03	04	05	06	07	08 10
09	10	11	12	13	14	15 11
16	17	18	19	20	21	22 12
23	24	25	26	27	28	29 13
30	31					14



Please enter in the START TIME for this class using military time in the following format: h:mm:ss ie) 130000

140000

Click to type

Click to save

OK

Cancel

Start Time 14:00:00

# Faculty

## Course List: Location cont.

It is important that you select the exact dates for the class meetings because they set-up the attendance tool.

The bold date has just been selected.

The red dates were added at a previous time.

The date within the red square is the current date.

[201301] TC101 - Test Course

Location Directory Calendar Setup Grading Attendance Resources Email Forum TA Groups Add/Drop

Click to view

Location Builder

Use this tool to set the start date, end date, start time, end time, building and room locations for this course. You can also build your academic calendar indicating the days that the course is being offered. (This must be done in order for you to take class attendance.)

[ go ] Click to continue

**Academic Time Table**

Start Date	2013-01-01
End Date	2014-04-30
Building	Library Building
Room	L-202
Start Time	14:00:00
End Time	undefined

March 2014						
Su	Mo	Tu	We	Th	Fr	Sa
						01 9
02	03	04	05	06	07	08 10
09	10	11	12 13	14	15	16 11
17	18	19	20	21	22	23 12
24	25	26	27	28	29	30 13
31						14



# Faculty

## Course List: Directory


Click on the Directory tab to view your class directory. The students' photos, statuses, advisors, and addresses will also be shown.

[201301] TC101 - Test Course



Location Directory Calendar Setup Grading Attendance Resources Email Forum TA Groups Add/Drop


Click to view



Student Directory  
Use this tool to generate your student PHOTO directory.

[ go ] Click to continue

**Report Results** Semester:(201301) Status: (ALL) Enrollment: (ALL) Campus: (ALL) Section: (C) Subclass: (HIST101)

ID	Name	Status	Address
	1017 McManus, Katelyn	Campus: <b>undefined campus</b> Status: Freshman Programs Enrolled: SFY01  Advisor(s): <b>no advisor assigned</b>	1234 ABHE Ln. abhe Orlando, FL 32828 407-111-1111 katelyn.mcmanus@abhe.org

1 student(s) found.

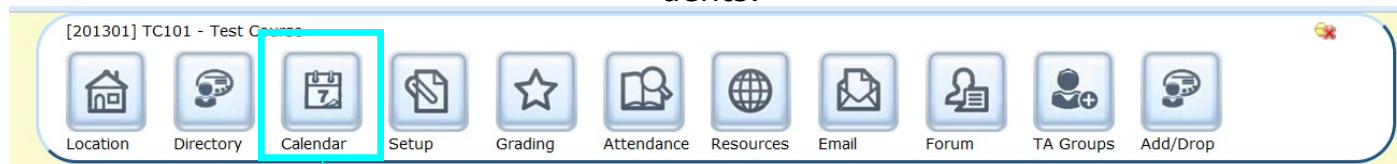
# Faculty

## Course List: Calendar

This feature is currently under development.

Click on the Calendar tab to add and view date based posts/comments for your students.

[201301] TC101 - Test Course



Location Directory **Calendar** Setup Grading Attendance Resources Email Forum TA Groups Add/Drop

Click to view



### Course Calendar

The Course Calendar tool allows you to create "date based" posts / comments for your student to review.

[ go ]

Click to continue

### Course Calendar

Click to add

+ add

Date Email Comments

0 events found.

Click to type

Please enter DATE of the event in the following format yyyyymmdd ie. 20130131

20130801

Click to save

OK

Cancel

### Course Calendar

+ add

Date Email Comments

2013-08-01 NO comments

delete

1 events found.

# Faculty

## Course List: Calendar cont.

This Feature is currently under development.

### Course Calendar

[+ add](#)

Date	Email	Comments
2013-08-01	NO	comments

[delete](#)

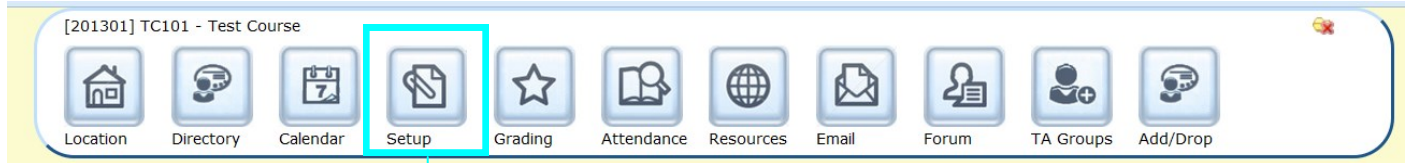
1 events found.

# Faculty

## Course List: Setup

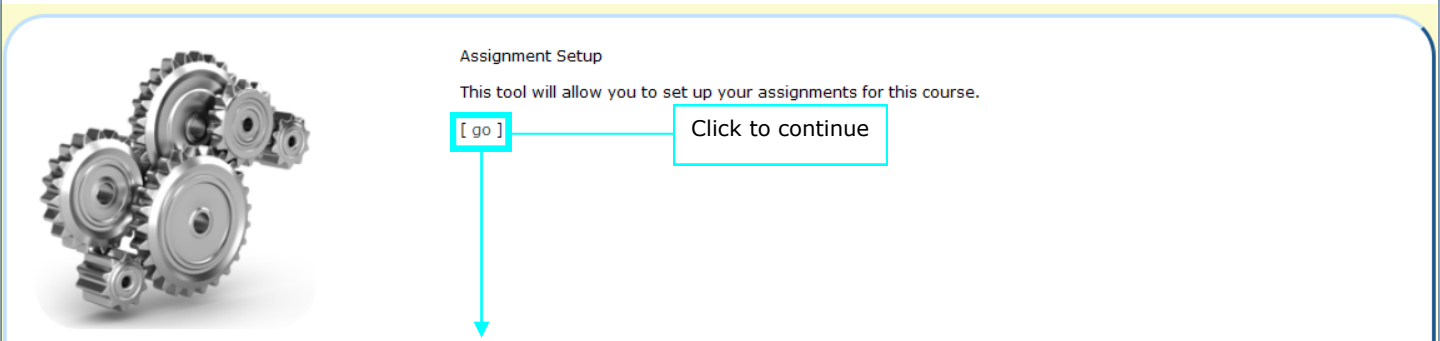
Click on the Setup tab to add, edit, and view assignments.

[201301] TC101 - Test Course



Location Directory Calendar Setup Grading Attendance Resources Email Forum TA Groups Add/Drop

Click to view



Assignment Setup

This tool will allow you to set up your assignments for this course.

[ go ] Click to continue

Assignment Table

Click to build assignment categories

+ add

Name	Drop High	Drop Low	Weight	Status	
Reading Assignments	0	0	100.00	open	edit

1 categories found.

Please enter in a short name for this Assignment Category. ie) Short Quizzes (max 32 chars)

Click to type

Essay Exams

Click to save

OK Cancel

Assignment Table

+ add

Name	Drop High	Drop Low	Weight	Status	
Essay Exams	0	0	100.00	closed	edit
Reading Assignments	0	0	100.00	open	edit

2 categories found.

# Faculty

## Course List: Setup—Drop High

You can edit the amount of high scores that you wish not to be included within your grading of the assignments within a category.

The screenshot illustrates the process of editing the 'Drop High' value for an assignment category. It is divided into two parts: the initial state and the state after editing.

**Initial State (Top):**

- Assignment Table:** A table with columns: Name, Drop High, Drop Low, Weight, Status, and an [+ add](#) button.
- Row:** 'Essay Exams' with Drop High: 0, Drop Low: 0, Weight: 100.00, Status: closed, and an [edit](#) button.
- Action:** A box labeled 'Click to edit' points to the '0' in the Drop High column.

**Editing Process (Middle):**

- Dialog Box:** A modal window titled 'How many HIGH SCORES do you wish to drop from the category grading? ie. 1'.
- Input:** A text box containing the number '1', with a box labeled 'Click to type' pointing to it.
- Buttons:** 'Click to save' points to the 'OK' button, and 'Cancel' is also present.

**Final State (Bottom):**

- Assignment Table:** The same table as above, but the 'Drop High' value for 'Essay Exams' is now 1, circled in red.

# Faculty

## Course List: Setup—Drop Low

You can edit the amount of low scores that you wish not to be included within your grading of the assignments within a category.

The screenshot illustrates the process of editing the 'Drop Low' value for an assignment category. It is divided into two parts: the initial state and the state after editing.

**Initial State (Top):**

Name	Drop High	Drop Low	Weight	Status
Essay Exams	0	0	100.00	closed

A box labeled "Click to edit" points to the "Drop Low" cell (0). An arrow points from this cell to a dialog box.

**Dialog Box:**

How many LOW SCORES do you wish to drop from the category grading? ie. 1

Click to type

Click to save

An arrow points from the "OK" button to the final state.

**Final State (Bottom):**

Name	Drop High	Drop Low	Weight	Status
Essay Exams	1	1	100.00	closed

The "Drop Low" value is now 1, and the "Drop High" value has also changed to 1. A box labeled "Click to type" points to the input field in the dialog box, and a box labeled "Click to save" points to the "OK" button.

# Faculty

## Course List: Setup—Weight

You can edit the amount of weight that an assignment category has on your students' grades.

The screenshot illustrates the process of editing the weight of an assignment category in a software interface. It is divided into two parts: the initial state and the state after editing.

**Initial State (Top):**

- Assignment Table:** A table with columns: Name, Drop High, Drop Low, Weight, and Status. The row for "Essay Exams" shows a weight of 100.00 and a status of "closed".
- Action:** A box labeled "Click to edit" points to the "100.00" weight value.
- Dialog Box:** A modal dialog box appears with the text "What is the total weighting for this category? ie. 50.0". It contains a text input field with "75.0" and two buttons: "OK" and "Cancel".
- Action:** A box labeled "Click to save" points to the "OK" button.

**Final State (Bottom):**

- Assignment Table:** The same table is shown, but the weight for "Essay Exams" is now 75.0, which is circled in red.

# Faculty

## Course List: Setup—Status

There are 2 status types:

Closed—This category is not in use

Open—This category is in use

Assignment Table <span style="float: right;">+ add</span>					
Name	Drop High	Drop Low	Weight	Status	
Essay Exams	0	0	100.00	closed	edit

Click to edit



Assignment Table <span style="float: right;">+ add</span>					
Name	Drop High	Drop Low	Weight	Status	
Essay Exams	1	1	75.0	open	edit



# Faculty

## Course List: Setup—Edit

To add individual assignments to a category, select the “edit” link.

The screenshot illustrates the process of adding an assignment to a category in the Faculty Course List Setup/Edit interface. It is divided into three main sections:

- Assignment Table:** A table with columns: Name, Drop High, Drop Low, Weight, and Status. The row for "Essay Exams" has values 0, 0, 100.00, and closed. A red "edit" link is visible at the end of the row. A blue box labeled "Click to edit" points to this link.
- Assignment Form:** A form titled "[HIST101] A Short History of Theological Thought: Essay Exams". It has a red "+add" link and a red "X" icon. A blue box labeled "Click to add" points to the "+add" link. Below the form, there is a text input field with the value "Essay 1" and a blue box labeled "Click to type" pointing to it. Below the input field are "OK" and "Cancel" buttons, with a blue box labeled "Click to save" pointing to the "OK" button.
- Updated Assignment Table:** The table now shows one task found. The row for "code" has the name "Essay 1" circled in blue, and a red "edit" link is visible at the end of the row.


Name	Drop High	Drop Low	Weight	Status
Essay Exams	0	0	100.00	closed

Code	Name	Weight	Release Date	Status
code	Essay 1	100.00	1999-01-01	closed

# Faculty

## Course List: Setup—Edit: Code

The assignment code is short and concise. It is not the assignment name. Be aware of special characters.

[HIST101] A Short History of Theological Thought: Essay Exams +add 

Code	Name	Weight	Release Date	Status
code	Essay 1	100.00	1999-01-01	closed

1 tasks found. [edit](#)

Please enter in a short CODE for this Task. ie. Exam1


Essay1

Click to type

Click to save

OK

Cancel

[HIST101] A Short History of Theological Thought: Essay Exams +add 

Code	Name	Weight	Release Date	Status
Essay1	Essay 1	100.00	1999-01-01	closed

1 tasks found. [edit](#)

# Faculty

## Course List: Setup—Edit: Weight

You can edit the amount of weight that an assignment has on your students' grades.

[HIST101] A Short History of Theological Thought: Essay Exams +add

Code	Name	Weight	Release Date	Status
code	Essay 1	100.00	1999-01-01	closed

1 tasks found.

Click to edit

What is the total weighting for this Task. ie. 100.00

50.00

Click to type

Click to save

OK

Cancel

[HIST101] A Short History of Theological Thought: Essay Exams +add

Code	Name	Weight	Release Date	Status
Essay1	Essay 1	50.00	1999-01-01	closed

1 tasks found.

# Faculty

## Course List: Setup—Edit: Release Date

Set the release date so that you do not have to manually release an assignment when you need it.

[HIST101] A Short History of Theological Thought: Essay Exams +add

Code	Name	Weight	Release Date	Status
code	Essay 1	100.00	1999-01-01	closed

1 tasks found.

Please enter in the date that you wish to release this task to the student? format yyyyymmdd ie. 20130131

Click to type

Click to save

[HIST101] A Short History of Theological Thought: Essay Exams +add

Code	Name	Weight	Release Date	Status
Essay1	Essay 1	50.00	20130831	closed

1 tasks found.


# Faculty

## Course List: Setup—Edit: Status

There are 2 status types:

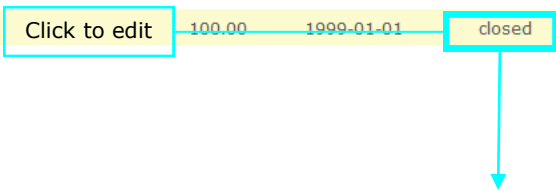
Closed—This assignment is not in use


Open—This assignment is in use

[HIST101] A Short History of Theological Thought: Essay Exams +add 

Code	Name	Weight	Release Date	Status
code	Essay 1	100.00	1999-01-01	closed <span style="float: right;"><a href="#">edit</a></span>

1 tasks found.



[HIST101] A Short History of Theological Thought: Essay Exams +add 


Code	Name	Weight	Release Date	Status
Essay1	Essay 1	50.00	20130831	open <span style="float: right;"><a href="#">edit</a></span>

1 tasks found.

# Faculty


## Course List: Setup—Edit: Edit

Click the "edit" link to view and edit additional setup details.

**[HIST101] A Short History of Theological Thought:** Essay Exams +add 

Code	Name	Weight	Release Date	Status	
code	Essay 1	100.00	1999-01-01	closed	<a href="#">Click to edit</a> <a href="#">edit</a>

1 tasks found.

**Essay 1:** Additional Setup for [201301] HIST101 

Never Drop	NO	<b>Resources</b> Resources must be assigned to the course using the Resources Manager from the main Faculty tool from the Resources Icon from the course tool bar. Date based resources must be marked "private" not "public" and must be of o_resource Type.
Points	0	
Due Date	1999-01-01	<b>Exams</b> Exams are managed from the Exams Tool which can be found on the main Faculty tool. Only 'open' exams are shown here.
Has Upload	<input type="text" value="No Download"/>	
Is Exam	<input type="text" value="No Exam"/>	
Is Adjustment	NO	
Outcome Tags	!	

# Faculty

## Course List: Setup—Edit: Edit—Never Drop

You can choose to prevent this task from never being dropped or exempted.

**Essay 1: Additional Setup for [201301] HIST101**

Never Drop	<input type="text" value="NO"/>	<b>Resources</b> Resources must be assigned to the course using the Resources Manager from the main Faculty tool from the Resources Icon from the course tool bar. Date based resources must be marked "private" not "public" and must be of o_resource Type.
Points	0	
Due Date	1999-01-01	<b>Exams</b> Exams are managed from the Exams Tool which can be found on the main Faculty tool. Only 'open' exams are shown here.
Has Upload	No Download ▾	
Is Exam	No Exam ▾	
Is Adjustment	NO	
Outcome Tags	!	

Click to edit

Do you want to OMIT this task from being low score dropped? YES or NO

YES

Click to type

Click to save

OK

Cancel

**Essay 1: Additional Setup for [201301] HIST101**

Never Drop	<input type="text" value="YES"/>	<b>Resources</b> Resources must be assigned to the course using the Resources
------------	----------------------------------	--

# Faculty

## Course List: Setup—Edit: Edit—Points

You can assign the total amount of points an assignment is worth in the “Points” section. For example, if you enter “50” you can give your students up to 50 points (i.e. 45 out of 50 points).

**Essay 1: Additional Setup for [201301] HIST101**

Never Drop	NO	Resources Resources must be assigned to the course using the Resources Manager from the main Faculty tool from the Resources Icon from the course tool bar. Date based resources must be marked "private" not "public" and must be of o_resource Type.
Points	0	
Due Date	1999-01-01	Exams Exams are managed from the Exams Tool which can be found on the main Faculty tool. Only 'open' exams are shown here.
Has Upload	No Download ▾	
Is Exam	No Exam ▾	
Is Adjustment	NO	
Outcome Tags	!	

Click to edit

What is the total available points that can be earned for this Task. ie. 100.00

50.00

Click to type

Click to save

OK

Cancel

Points

50.00

resources must be assigned to the course using the resources Manager from the main Faculty tool from the Resources Icon from the course tool bar. Date based resources must be marked "private"



# Faculty

## Course List: Setup—Edit: Edit—Due Date

Assign a due date so that students know when to turn the assignment in to you.

**Essay 1: Additional Setup for [201301] HIST101**

Never Drop	NO	Resources Resources must be assigned to the course using the Resources Manager from the main Faculty tool from the Resources Icon from the course tool bar. Date based resources must be marked "private" not "public" and must be of o_resource Type.
Points	0	
Due Date	1999-01-01	Exams Exams are managed from the Exams Tool which can be found on the main Faculty tool. Only 'open' exams are shown here.
Has Upload	No Download ▾	
Is Exam	No Exam ▾	
Is Adjustment	NO	
Outcome Tags	!	

Click to edit

Please enter in the due date for this task. format yyyymmdd ie. 20130131

20130929

Click to type

Click to save

OK

Cancel

Due Date

20130929

course tool bar. Date based resources must be marked "private" not "public" and must be of o\_resource Type

# Faculty

## Course List: Setup—Edit: Edit—Has Upload

Electronic or online resources that have been added within the Resource Manager will appear in the "Has Upload" dropdown box.

**Essay 1: Additional Setup for [201301] HIST101**

Never Drop	NO	Resources Resources must be assigned to the course using the Resources Manager from the main Faculty tool from the Resources Icon from the course tool bar. Date based resources must be marked "private" not "public" and must be of o_resource Type.
Points	0	
Due Date	1999-01-01	Exams Exams are managed from the Exams Tool which can be found on the main Faculty tool. Only 'open' exams are shown here.
Has Upload	No Download ▾	
Is Exam	No Exam ▾	
Is Adjustment	NO	
Outcome Tags	!	

Click to edit

No Download ▾  
No Download  
Computers for Dummies II  
IRS Form W-4

Click to select

Has Upload

IRS Form W-4 ▾ updated

# Faculty

## Course List: Setup—Edit: Edit—Is Exam

This feature is currently under development.

Exams that have been added within the Exam Manager will appear in the “Is Exam” dropdown box.

**Essay 1: Additional Setup for [201301] HIST101**

Never Drop	NO	Resources Resources must be assigned to the course using the Resources Manager from the main Faculty tool from the Resources Icon from the course tool bar. Date based resources must be marked "private" not "public" and must be of o_resource Type.
Points	0	
Due Date	1999-01-01	Exams Exams are managed from the Exams Tool which can be found on the main Faculty tool. Only 'open' exams are shown here.
Has Upload	No Download ▾	
Is Exam	No Exam ▾	
Is Adjustment	NO	
Outcome Tags	!	

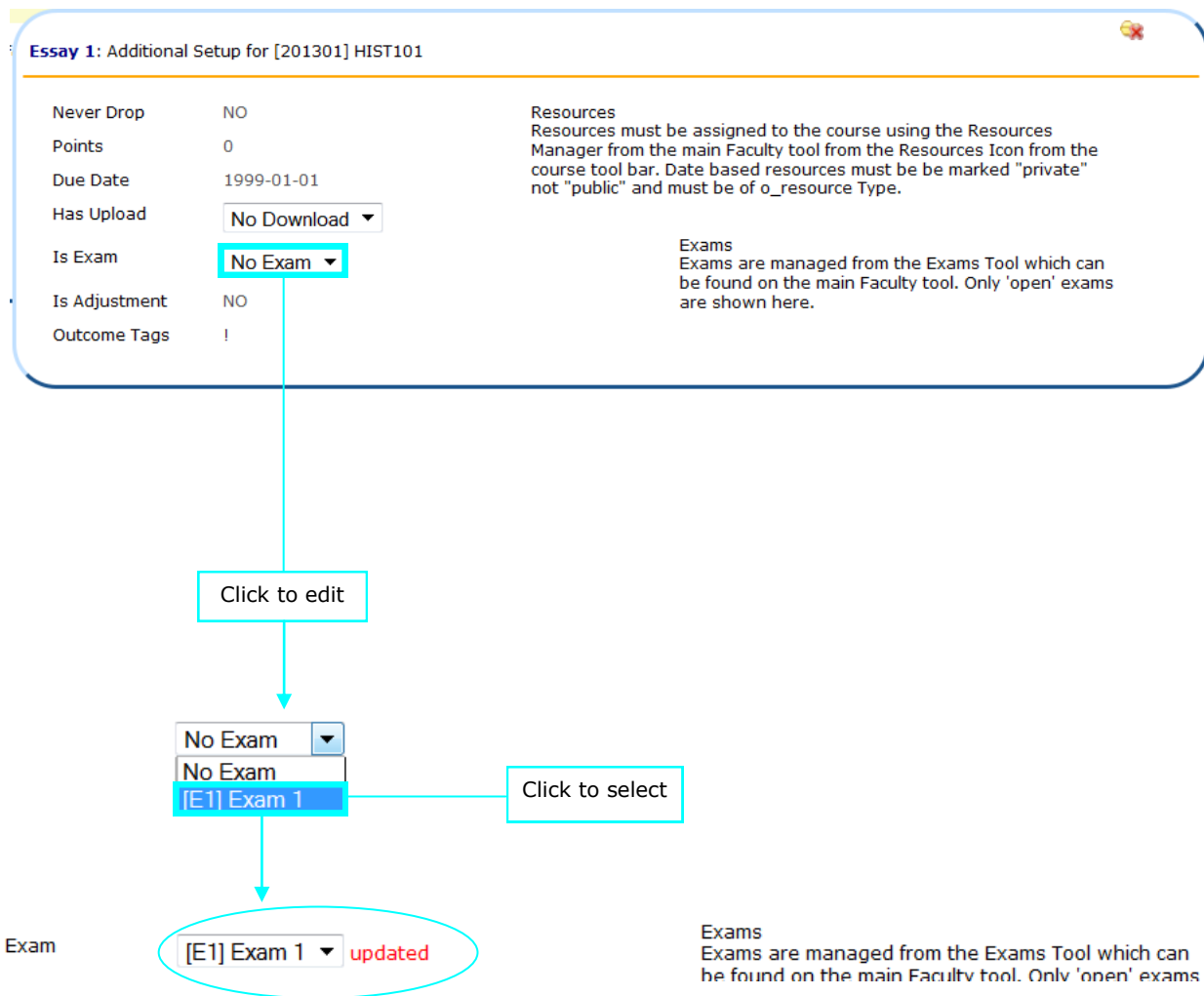
Click to edit

No Exam ▾  
No Exam  
[E1] Exam 1

Click to select

Is Exam [E1] Exam 1 ▾ updated

Exams  
Exams are managed from the Exams Tool which can be found on the main Faculty tool. Only 'open' exams

The image shows a sequence of steps to update the 'Is Exam' field in the Faculty tool. It starts with a screenshot of the 'Essay 1: Additional Setup for [201301] HIST101' page, where the 'Is Exam' dropdown is set to 'No Exam'. A blue box highlights this dropdown. An arrow labeled 'Click to edit' points to a larger view of the dropdown menu, which is open and shows three options: 'No Exam', 'No Exam', and '[E1] Exam 1'. A blue box highlights the '[E1] Exam 1' option, with an arrow labeled 'Click to select' pointing to it. A final arrow points to the updated 'Is Exam' field, which now displays '[E1] Exam 1' and has a red 'updated' status next to it. The entire process is framed by a blue border.

# Faculty

## Course List: Setup—Edit: Edit—Is Adjustment

Only select YES for “Is Adjustment” if the assignment itself is a Bonus. Do not create bonuses within assignments—it will NOT work.

**Essay 1: Additional Setup for [201301] HIST101**

Never Drop	NO	Resources Resources must be assigned to the course using the Resources Manager from the main Faculty tool from the Resources Icon from the course tool bar. Date based resources must be marked "private" not "public" and must be of o_resource Type.
Points	0	
Due Date	1999-01-01	Exams Exams are managed from the Exams Tool which can be found on the main Faculty tool. Only 'open' exams are shown here.
Has Upload	No Download ▾	
Is Exam	No Exam ▾	
Is Adjustment	<b>NO</b>	
Outcome Tags	!	

Click to edit

Is this task an adjustment to students grades in this category? YES or NO

**YES**

Click to type

Click to save   **OK**   Cancel

Is Adjustment

1

be found on the main Faculty tool. Only 'open' exams are shown here.

# Faculty

## Course List: Setup—Edit: Edit—Outcome Tags

This feature is currently under development.

**Essay 1: Additional Setup for [201301] HIST101**

Never Drop	NO	<b>Resources</b> Resources must be assigned to the course using the Resources Manager from the main Faculty tool from the Resources Icon from the course tool bar. Date based resources must be marked "private" not "public" and must be of o_resource Type.
Points	0	
Due Date	1999-01-01	<b>Exams</b> Exams are managed from the Exams Tool which can be found on the main Faculty tool. Only 'open' exams are shown here.
Has Upload	No Download ▾	
Is Exam	No Exam ▾	
Is Adjustment	NO	
Outcome Tags	!	

Click to edit

# Faculty

## Course List: Grading

There are 3 sections under the Grading tab:

Review Course Gradebook

Enter Grading by Student Name

Enter Grading by Academic Task



Click to view



### Student Grading

Welcome to the student grading center. Using this tool you can enter in your students grades. This system is live. Students may see their grades as soon as you have entered them. Registrar, Academic Dean and Faculty Advisors also have access to these grades.

Review Course Gradebook

Enter Grading By Student Name

Enter Grading by Academic Task

# Faculty

## Course List: Grading—Review Course Gradebook

To review the guidelines of the grade scale that is associated with your course, select the “Review Course Gradebook” link.



### Student Grading

Welcome to the student grading center. Using this tool you can enter in your students grades. This system is live. Students may see their grades as soon as you have entered them. Registrar, Academic Dean and Faculty Advisors also have access to these grades.

[Review Course Gradebook](#)

Click to view

Enter Grading By Student Name

Enter Grading by Academic Task

### 201301 HIST101: A Short History of Theological Thought: Gradebook

A+	98.00 %	4.000
A	95.00 %	4.000
A-	90.00 %	3.700
B+	88.00 %	3.300
B	85.00 %	3.000
B-	80.00 %	2.700
C+	78.00 %	2.300

# Faculty

## Course List: Grading—Enter Grading by Student Name

You can enter a grade by searching for an individual student and inputting the grade directly into that student's account.

**Student Grading**

Welcome to the student grading center. Using this tool you can enter in your students grades. This system is live. Students may see their grades as soon as you have entered them. Registrar, Academic Dean and Faculty Advisors also have access to these grades.

Review Course Gradebook

**Enter Grading By Student Name** Click to view

Enter Grading by Academic Task

Enter Grading by Academic Task

Please Select Student Name

Select Name

Select Name

Dinger, Matt

McManus, Katelyn

**Peters, K** Click to select

test, Shane

Please Select Student Name

Select Name

4 students found.

**[1018] Ms. Peters, K** Grading Analytics

e. abcd@.net  
p. 111-222-1111

**Reading Assignments (100.00 pts)**

Short Story #1  / 100 pts  Exempt this Task

**Essay Exams (75.00 pts)**

Essay 1  / 100 pts Never Drop



# Faculty

## Course List: Grading—Enter Grading by Student Name cont.

After the student has been selected you can enter grades for specific assignments. Only that student's assignments will show.

The screenshot illustrates the process of entering a grade for a student in a grading system. It is divided into two main sections: the initial view and the grade entry dialog.

**Initial View:**

- Student Selection:** A dropdown menu labeled "Please Select Student Name" shows "Select Name" and "4 students found." To the right, the selected student is "[1018] Ms. Peters, K" with contact info "e. abcd@.net" and "p. 111-222-1111". A red "Grading Analytics" button is present.
- Assignments:**
  - Reading Assignments (100.00 pts):** "Short Story #1" with a grade of "0.00 / 100 pts" and an "Exempt this Task" checkbox checked.
  - Essay Exams (75.00 pts):** "Essay 1" with a grade of "0.00 / 100 pts" and "Never Drop" status.

**Grade Entry Dialog:**

- The dialog title is "What grade do you wish to assign to this student for this assignment / 100 pts".
- The input field contains "100.00".
- Buttons include "Click to save", "OK", and "Cancel".

**Final View:**

- The student selection and contact info remain the same.
- The "Reading Assignments" section is unchanged.
- The "Essay Exams" section now shows "Essay 1" with a grade of "100.00 / 100 pts", a red "saved" status, and "Never Drop" status.

# Faculty

Course List: Grading—Enter Grading by Student Name cont.

Remember that a Bonus is a separate assignment

Please Select Student Name

Select Name ▼

4 students found.

**[1018] Ms. Peters, K**

e. abcd@.net  
p. 111-222-1111

Grading Analytics

## Reading Assignments (100.00 pts)

Short Story #1

0.00

/ 100 pts



Exempt this Task

## Essay Exams (75.00 pts)

Essay 1

100.00

/ 100 pts

Never Drop

# Faculty

## Course List: Grading—Enter Grading by Student Name cont.

Once all assignments have been completed, select the Grading Analytics button. This will total the student's final grade for you. The Submit Grade button sends the grade directly to the student's academic history.

Please Select Student Name  
Select Name   
1 students found.

**[1017] McManus, Katelyn**  
e. katelyn.mcmanus@abhe.org  
p. 407-111-1111

**Grading Analytics**

**Reading Assignments** (100.00 pts)

Short Story #1  / 0 pts  Exempt this Task

**Essay Exams** (75.00 pts)

Essay 1  + % bonus

Reading Assignments	100.00 pts	0.5714 x	0	0
<b>Task Total Weight</b>	<b>0.00 wt</b>	<b>0.00 x 0.5714 = 0.00 %</b>		
Essay Exams	75.00 pts	0.4286 x	1	1
Essay 1				Bonus: + 49.00 %
<b>Task Total Weight</b>	<b>0.00 wt</b>	<b>49.00 x 0.4286 = 21.00 %</b>		
<b>Exam Total Weight</b>	<b>175.00 pts</b>	<b>Final Grade: 21.00 %</b> <b>GPA: 0.000</b> <b>Letter: RC</b>		

Please Select Student Name  
Select Name   
2 students found.

**[1017] McManus, Katelyn**  
e. katelyn.mcmanus@abhe.org  
p. 407-111-1111

**Grading Analytics**

**Submit Grade**


**CONFIRMED**

Student ID: 1017  
Course: HIST101  
Cohort: 201301  
Percent: 34.29  
Letter: RC  
GPA: 0.000

# Faculty

## Course List: Grading—Enter Grading by Academic Task

You can enter a grade by searching for an assignment and then selecting a student from a list of students who have been assigned that task.



**Student Grading**

Welcome to the student grading center. Using this tool you can enter in your students grades. This system is live. Students may see their grades as soon as you have entered them. Registrar, Academic Dean and Faculty Advisors also have access to these grades.

Review Course Gradebook

Enter Grading By Student Name

Enter Grading by Academic Task Click to view

Please Select Assignment / Task

Select Task  
Select Task  
Reading Assignments  
Short Story #1  
Essay Exams  
Essay 1 Click to select

Please Select Assignment / Task

Select Task  
3 categories found  
3 tasks found

**Essay 1** Release Date: 2013-08-31  
Due Date: 2013-09-29

Weighting: 100.00 points  
Grading: / 100 points

1001	Dinger, Matt	error / 100 pts	4.0	95.00 %	A
1017	McManus, Katelyn	80.00 / 100 pts	0.0	34.29 %	RC
1018	Peters, K	0.00 / 100 pts <span>Click to edit</span>			Drop
1005	test, Shane	100.00 / 100 pts	4.0	100.00 %	A+

4 students found.

What grade do you wish to assign to this student for this assignment / 100 pts

100.00 Click to type

Click to save OK Cancel

**Essay Exams (75.00 pts)**

Essay 1 100.00 / 100 pts saved Never Drop

# Faculty

## Course List: Attendance

You can view or edit attendance records within the Attendance tab. To edit, click on the Attendance code (i.e. P) under the date and student that you wish to change. The system assumes that all students are Present, so you will only need to alter the records of the students that are late, absent, etc.

The screenshot shows the Faculty Attendance interface. At the top, a navigation bar contains icons for Location, Directory, Calendar, Setup, Grading, Attendance, Resources, Email, Forum, TA Groups, and Add/Drop. The Attendance icon is highlighted with a red box, and a red box labeled "Click to view" points to it. Below the navigation bar, a table displays attendance records for student Katelyn McManus (ID 1017) on 03-28-2014. The table has columns for dates and attendance codes (P for Present). The code for 03-29 is highlighted with a red box, and a red box labeled "Click to edit" points to it. Below the table, a legend defines attendance codes: A - Absent, EA - Excused Absent, UA - Unexcused Absent, L - Late, P - Present. A red box labeled "Click to type" points to a text input field containing the letter 'A'. Below the input field, a red box labeled "Click to save" points to the OK button in a dialog box. Finally, a red box labeled "Click to type" points to the 'A' in the table row for 03-29, which is circled in red.

[201301] TC101 - Test Course

Location Directory Calendar Setup Grading Attendance Resources Email Forum TA Groups Add/Drop

Click to view

Today's Date: 2014-03-28

ID Num	Student Name	03 28	03 13	02 24	02 17	02 10	02 04	02 03	11 29	11 06
1017	McManus, Katelyn	P	P	P	P	P	P	P	P	P

Click to edit

A - Absent EA - Excused Absent UA - Unexcused Absent L - Late P - Present

Click to type

A

Click to save

OK Cancel

1017 McManus, Katelyn P P P P P P P P A

# Faculty

## Course List: Attendance cont.

You can view or add comments concerning attendance to students who have been marked Late, Absent, Excused Absent, or Unexcused Absent.

[201301] TC101 - Test Course

Location Directory Calendar Setup Grading Attendance Resources Email Forum TA Groups Add/Drop

Click to view

Today's Date: 2014-03-28

ID Num	Student Name	03 28	03 13	02 24	02 17	02 10	02 04	02 03	11 29	11 06
1017	McManus, Katelyn	P	P	P	P	P	P	P	P	A

Click to view

Date: 2013-11-06

ID Num	Student Name	Code	Comments (visible to student)
1002	Dinger, Micah	A	---
1017	McManus, Katelyn	A	---

Click to comment

Please enter your comments

2 more absences left.

Click to type

Click to save

OK

Cancel

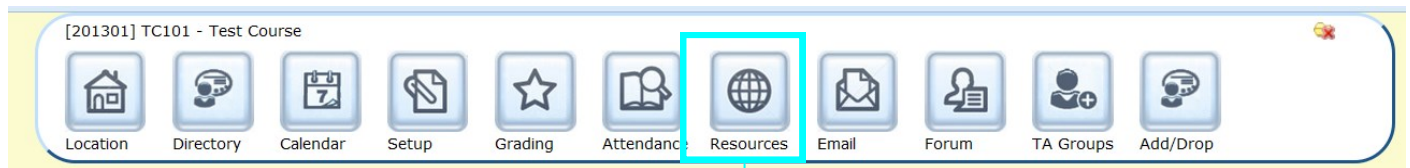
1017	McManus, Katelyn	A	2 more absences left.
------	------------------	---	-----------------------

# Faculty

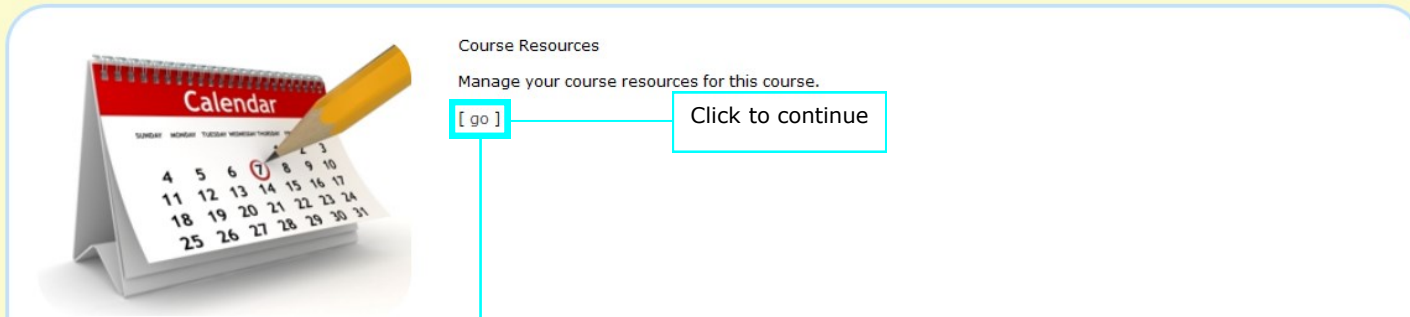
## Course List: Resources

To view and delete resources, select the Resources tab.

To add resources, select the Resource Manager link under the My Courses Icon.



Click to view



**Course Resources**

CMPU Syllabus	private	delete
Computers for Dummies II	private	delete
IRS Form W-4	private	delete
Test Electronic Resource	private	delete

4 resources found for this course.

**Course Resources**

CMPU Syllabus	private	delete
Computers for Dummies II	private	delete
IRS Form W-4	private	delete

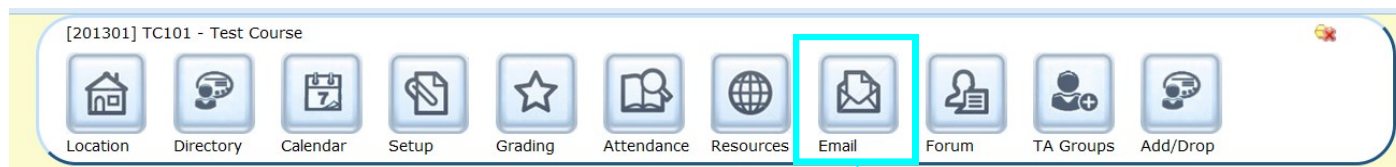
3 resources found for this course.

# Faculty

## Course List: Email


To email students who are registered in your course, select the Email tab.

[201301] TC101 - Test Course



Location Directory Calendar Setup Grading Attendance Resources **Email** Forum TA Groups Add/Drop

Click to view



Course List Email  
Use this tool to email your class.

[ go ]

Click to continue

Report Results Semester:(201301) Status: (ALL) Enrollment: (ALL) Campus: (ALL) Section: (C) Subclass: (HIST101)

ID	Name	Campus	Status	Select All	UnSelect All
1017	McManus, Katelyn	undefined	Freshman	<input checked="" type="checkbox"/>	<input type="checkbox"/>

1 student(s) found.

Click to select

Click to deselect all

Click to select recipient

Compose an Email

Attach A File

Click to attach file

subject

Welcome

Click to type

message

Welcome to my class!

Click to type

SEND  Show Send/Receipt Details (note: adds 5 seconds per email to send)

Click to add details

Click to send

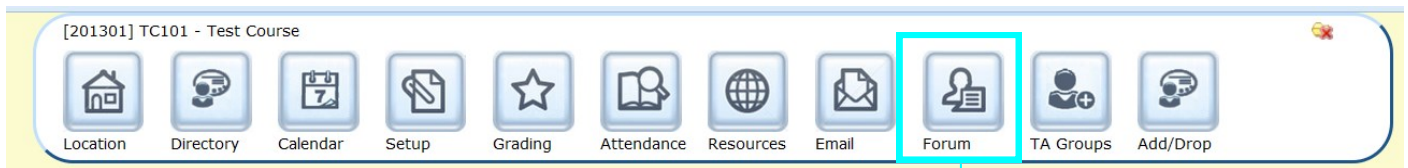


# Faculty

## Course List: Forum

The Forums tab is where you and students will view and add comments to discussion posts that were created in the Threads Manager.

You can even keep track of number of replies and who was last person to post with this tool.



Click to view


Forums for HIST101

Position	Thread Name	Due Date	Reveal Date	Number of Replies	Last Post:
1	<b>Discussion 1</b> Please write a brief description of why you are taking this course.	2013-10-10	2013-08-30	1	Katelyn McManus 2014-04-04 15:58:10

View Threads

Click to refresh the page Refresh Reply Delete All

2014-04-04 15:45:15 **McManus, Katelyn** Delete

 I need this class to graduate.

Click to delete response

# Faculty

## Course List: Forum—Reply

The Forums tab is where you and students will view and add comments to discussion posts that were created in the Threads Manager.

The screenshot shows a forum interface with a header bar containing 'View Threads', 'Refresh', 'Reply', and 'Delete All' buttons. Below the header is a list of four forum posts. Each post includes a date (2014-04-03 11:06:18), a user name, a profile picture, and a 'Delete' button. The 'Reply' button in the header is highlighted with a red box, and a red arrow points from it down towards the next screenshot.

Date	User	Content	Action
2014-04-03 11:06:18	Dinger, Matt	Hi, My name is Matt Dinger. I am from Orlando, Florida and I like to spend time at Disney with my family.	Delete
2014-04-03 11:06:18	Dinger, Micah	Micah is my name.	Delete
2014-04-03 11:06:18	McManus, Katelyn	I'm new here, how does this tool work?	Delete
2014-04-03 11:06:18	Chenard, Lucian		Delete

Click to view

The screenshot shows a 'Reply' form with a red 'X' close button in the top right corner. It features a 'Response:' label, a text input field containing the text 'I need this class to graduate.', and a 'Submit Text' button. Below the input field, it indicates '1000 characters remaining.' Two red arrows point from the text input field to the 'Submit Text' button and to the right side of the input field.

Click to type

Click to type

The screenshot shows the forum thread list again, but now the reply from Katelyn McManus is at the top of the list. The header bar remains the same. The 'Reply' button in the header is no longer highlighted.

Date	User	Content	Action
2014-04-04 15:45:15	McManus, Katelyn	I need this class to graduate.	Delete
2014-04-03 11:06:18	Dinger, Matt	Hi, My name is Matt Dinger. I am from Orlando, Florida and I like to spend time at Disney with my family.	Delete
2014-04-03 11:06:18	Dinger, Micah	Micah is my name.	Delete
2014-04-03 11:06:18	McManus, Katelyn	I'm new here, how does this tool work?	Delete
2014-04-03 11:06:18	Chenard, Lucian		Delete

# Faculty

## Course List: Forum—Delete All

You can delete all responses by selecting the “Delete All” link.

The screenshot shows a forum thread titled "View Threads". At the top right, there are three buttons: "Refresh", "Reply", and "Delete All". The "Delete All" button is highlighted with a red box. Below the buttons, there are four forum posts, each with a profile picture, a name, a date, and a "Delete" link. The posts are:

- 2014-04-03 11:06:18 **Dinger, Matt** Delete  
Hi, My name is Matt Dinger. I am from Orlando, Florida and I like to spend time at Disney with my family.
- 2014-04-03 11:06:18 **Dinger, Micah** Delete  
Micah is my name.
- 2014-04-03 11:06:18 **McManus, Katelyn** Delete  
I'm new here, how does this tool work?
- 2014-04-03 11:06:18 **Chenard, Lucian** Delete

Click to delete

Please enter YES if you wish to delete ALL the responses in this thread

Click to type

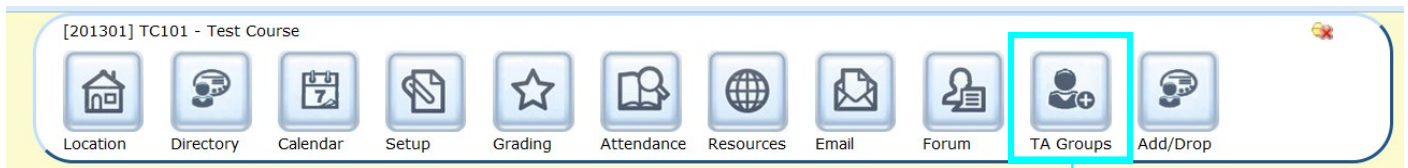
Click to type

The screenshot shows the same forum thread as above, but now it is empty. The "Delete All" button is still present at the top right, and the "View Threads" title is visible on the left.

# Faculty

## Course List: TA Groups

This feature is currently under development.



Click to view

# Faculty

## Course List: Add/Drop

If your institution's settings are set so that the Faculty member must approve a student before the registration process is complete, you will be able to approve or decline students using the Add/Drop tab.

[201301] TC101 - Test Course



Location Directory Calendar Setup Grading Attendance Resources Email Forum TA Groups Add/Drop

Click to view

Last Name	First Name	Status	Action	Date	Faculty Approval Required:
Dinger	Micah	For Credit	add	2014-03-31 14:50:04	--> Approve registration --> Decline registration

Click to approve

Last Name	First Name	Status	Action	Date	Faculty Approval Required:
Dinger	Micah	For Credit	add	2014-03-31 14:50:04	Approved decline registration

Click to decline

Last Name	First Name	Status	Action	Date	Faculty Approval Required:
Dinger	Micah	For Credit	add	2014-03-31 14:50:04	Declined: approve registration

# Faculty

## Resource Manager

The Resource Manager allows you to view what resources are being utilized within your institution and who is using them. You can add, delete, or edit resource information within this tool.

You have the option to select "My Resources" or "All Resources". "My Resources" are only those that you added. "All Resources" show all resources that were created by members of your institution.

Course List

Resource  
Manager

Library Tools

Bookstore

Exams Manager

Click to view options for  
Resource Manager

Resources

my resources ▼

+ add

0 resources found.

# Faculty

## Resource Manager: My Resources—Add

When you add a new resource, it will be added to the “All Resources” list.

Use the “+add” link to add a new resource. All fields are click to type.

Course List **Resource Manager** Library Tools Bookstore Exams Manager

Click to view options for Resource Manager

Resources **my resources** Click to select Click to add **+ add**

0 resources found.

**Create A New Resource**

Product Code (ISBN)

Product Title

**Create Resource** Click to create

Resources **all resources** + add

TEST1	CMPU1022 Course Syllabus	[View File]	course list	( 2 )	pending	
0470465425	Computers for Dummies II	[View URL]	course list	( 7 )	open	
CMPU0122	Directions for 1098T		course list	( 0 )	pending	
1111111	Google Search	[View URL]	course list	( 0 )	pending	
BIBL2099	Intro to the Gospels (PDF)		course list	( 0 )	pending	
W-4	IRS Form W-4	[View URL]	course list	( 3 )	pending	
CMPU0122	Matts Syllabus		course list	( 0 )	pending	
1111111	New Resource		course list	( 0 )	pending	edit [X]
2014SPC	Sport Performance Camps 2014		course list	( 2 )	pending	
	STCS		course list	( 0 )	pending	

10 resources found.

# Faculty

## Resource Manager: My Resources—View

To view only your resources you will need to reselect “My Resources” from the dropdown box.

Resources	all resources ▾	Click to select	+ add
TEST1	CMPU1022 Course Syllabus	[View File]	course list ( 2 ) pending
0470465425	Computers for Dummies II	[View URL]	course list ( 7 ) open
CMPU0122	Directions for 1098T		course list ( 0 ) pending
1111111	Google Search	[View URL]	course list ( 0 ) pending
BIBL2099	Intro to the Gospels (PDF)		course list ( 0 ) pending
W-4	IRS Form W-4	[View URL]	course list ( 3 ) pending
CMPU0122	Matts Syllabus		course list ( 0 ) pending
1111111	New Resource		course list ( 0 ) pending edit [X]
2014SPC	Sport Performance Camps 2014		course list ( 2 ) pending
	STCS		course list ( 0 ) pending

10 resources found.

Resources	my resources ▾	+ add
1111111	New Resource	course list ( 0 ) pending edit [X]

1 resources found.



# Faculty

## Resource Manager: View

Click to view URL or File if applicable.

When you click on "View URL" the site will open in a new tab.

When you click "View File" you will have the option to download the file to view it.

0470465425	Computers for Dummies II	Click to view	[View URL]	course list	( 5 )	open	edit	
1111111	Google Search		[View URL]	course list	( 0 )	pending	edit	[X]
W-4	IRS Form W-4		[View URL]	course list	( 3 )	pending	edit	
1111111	New Resource			course list	( 0 )	pending	edit	[X]
2014SPC	Sport Performance Camps 2014	Click to view	[View File]	course list	( 1 )	pending	edit	

# Faculty

## Resource Manager: Course List

To add a resource to a course, select the "course list" link.

0470465425	Computers for Dummies II	[View URL]	course list	( 5 )	open	edit
1111111	Google Search	[View URL]	course list	( 0 )	pending	edit [X]
W-4	IRS Form W-4	[View URL]	course list	( 3 )	pending	edit
1111111	New Resource		course list	( 0 )	pending	edit [X]
2014SPC	Sport Performance Camps 2014	[View File]	course list	( 1 )	pending	edit

Click to view

**Resources Allocation:** Sport Performance Camps 2014 Click to add +add

Cohort	Code	Course Name	Release Date	Close Date	
201301	HIST101	A Short History of Theological Thought	2014-05-23	2015-01-01	delete
201304	CMPU0121	Introduction to Computers	0000-00-00	0000-00-00	

2 courses are using this resource. (\*\* 0000-00-00 indicates always available)

**Course List:** Sport Performance Camps 2014

201302	HIST101	A Short History of Theological Thought	+add
201301	HIST101	A Short History of Theological Thought	+add
201404	CC101	Core Course 1	+add
201301	CC101	Core Course 1	+add
201302	CC101	Core Course 1	+add
201401	CC401	Core Course 12	+add
201301	CC302	Core Course 6	+add

9 open courses found.

Click to add

**Resources Allocation:** +add


Cohort	Code	Course Name	Release Date	Close Date
201301	HIST101	A Short History of Theological Thought	2014-05-23	2015-01-01
201302	HIST101	A Short History of Theological Thought	0000-00-00	0000-00-00
201304	CMPU0121	Introduction to Computers	0000-00-00	0000-00-00

3 courses are using this resource. (\*\* 0000-00-00 indicates always available)

# Faculty

## Resource Manager: Course List cont.

To add a Release Date or Close Date to a resource, click on the numbers (i.e. 000-00-00) and then enter the necessary information. If you would like the resource to always be available, then the date should be entered as 0000-00-00.

**Resources Allocation:** +add 

Cohort	Code	Course Name	Release Date	Close Date
201301	HIST101	A Short History of Theological Thought	2014-05-23	2015-01-01
201302	HIST101	A Short History of Theological Thought	0000-00-00	0000-00-00
201304	CMPU0121	Introduction to Computers	0000-00-00	0000-00-00


Click to edit

3 courses are using this resource. (\*\* 0000-00-00 indicates always available)

Please enter in the Release Date for this resource. ie. yyyy-mm-dd

Click to type

Click to add

**Resources Allocation:** Sport Performance Camps 2014 +add 

Cohort	Code	Course Name	Release Date	Close Date	
201301	HIST101	A Short History of Theological Thought	2014-05-23	2015-01-01	delete
201304	CMPU0121	Introduction to Computers	0000-00-00	0000-00-00	
201302	HIST101	A Short History of Theological Thought	2014-08-01	0000-00-00	delete


3 courses are using this resource. (\*\* 0000-00-00 indicates always available)

# Faculty

## Resource Manager: Course List cont.


To delete a course from using a particular resource, select the "delete" link.

0470465425	Computers for Dummies II	[View URL]	course list	( 5 )	open	edit	
1111111	Google Search	[View URL]	course list	( 0 )	pending	edit	[X]
W-4	IRS Form W-4	[View URL]	course list	( 3 )	pending	edit	
1111111	New Resource		course list	( 0 )	pending	edit	[X]
2014SPC	Sport Performance Camps 2014	Click to view [View File]	course list	( 1 )	pending	edit	

**Resources Allocation:** Sport Performance Camps 2014 +add 

Cohort	Code	Course Name	Release Date	Close Date	
201301	HIST101	A Short History of Theological Thought	2014-05-23	2015-01-01	delete
201304	CMPU0121	Introduction to Computers	0000-00-00	0000-00-00	
201302	HIST101	A Short History of Theological Thought	2014-08-01	0000-00-00	delete

3 courses are using this resource. (\*\* 0000-00-00 indicates always available)

**Resources Allocation:** Sport Performance Camps 2014 +add 

Cohort	Code	Course Name	Release Date	Close Date	
201301	HIST101	A Short History of Theological Thought	2014-05-23	2015-01-01	delete
201304	CMPU0121	Introduction to Computers	0000-00-00	0000-00-00	

2 courses are using this resource. (\*\* 0000-00-00 indicates always available)

# Faculty

## Resource Manager: Course Count

The number in parentheses to the right of the "course list" link is the count of how many courses are using that particular resource.

For example, there is 1 course using 2014SPC.

0470465425	Computers for Dummies II	[View URL]	course list	( 5 )	open	edit	
1111111	Google Search	[View URL]	course list	( 0 )	pending	edit	[X]
W-4	IRS Form W-4	[View URL]	course list	( 3 )	pending	edit	
1111111	New Resource		course list	( 0 )	pending	edit	[X]
2014SPC	Sport Performance Camps 2014	[View File]	course list	( 1 )	pending	edit	

# Faculty

## Resource Manager: Status

The status of the resource can be set to either open, pending, or closed .

This feature is currently under development.

0470465425	Computers for Dummies II	[View URL]	course list	( 5 )	open	edit	
1111111	Google Search	[View URL]	course list	( 0 )	pending	edit	[X]
W-4	IRS Form W-4	[View URL]	course list	( 3 )	pending	edit	
1111111	New Resource		course list	( 0 )	pending	edit	[X]
2014SPC	Sport Performance Camps 2014	[View File]	course list	( 1 )	pending	edit	

# Faculty

## Resource Manager: Edit

To edit a particular resource, select the "edit" link.

Fields are click to type with the exception of the Product Type dropdown box and the File Name.

0470465425	Computers for Dummies II	[View URL]	course list	( 5 )	open	edit	
1111111	Google Search	[View URL]	course list	( 0 )	pending	edit	[X]
W-4	IRS Form W-4	[View URL]	course list	( 3 )	pending	edit	
1111111	New Resource		course list	( 0 )	pending	edit	[X]
2014SPC	Sport Performance Camps 2014	[View File]	course list	( 1 )	pending	edit	

- Electronic: File (Remote Hosted)
- Electronic: File (ABHE Hosted)
- Electronic: File (Remote Hosted)
- Electronic: File (ABHE Hosted)

Click to select

**Sport Performance Camps 2014**

Product Code (ISBN)

Product Title

Product Author

Product Type  Click to edit

File Name  Click to upload

File Name  [View File] delete

Click to update

# Faculty

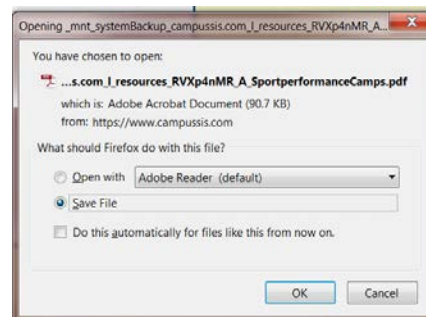
## Resource Manager: Edit cont.

Once a file has been uploaded you can view its file name, view the actual file, or delete it.

To download the file, select the "View File" link.

To delete the file, click the "delete" link.

The screenshot shows the 'Sport Performance Camps 2014' resource edit page. It includes fields for Product Code (ISBN) with value '2014SPC', Product Title with value 'Sport Performance Camps 201', Product Author, Product Type set to 'Electronic: File (ABHE Hosted)', and File Name with value 'A\_SportperformanceCamps.pdf'. There is an '+ upload file' link and an 'Update Resource' button. Two links are present: '[View File]' and 'delete'. Annotations include a box labeled 'Click to view' pointing to the '[View File]' link, and a box labeled 'Click to delete' pointing to the 'delete' link. The file name 'A\_SportperformanceCamps.pdf' is circled in red.





# Faculty

## Resource Manager: Delete a Resource

If a resource is not in use, a red "X" will appear to the rightmost side of the screen. To delete that resource, select the red "X".

Resources all resources ▾ + add

TEST1	CMPU1022 Course Syllabus	[View File]	course list	( 2 )	pending	
0470465425	Computers for Dummies II	[View URL]	course list	( 7 )	open	
CMPU0122	Directions for 1098T		course list	( 0 )	pending	
1111111	Google Search	[View URL]	course list	( 0 )	pending	
BIBL2099	Intro to the Gospels (PDF)		course list	( 0 )	pending	
W-4	IRS Form W-4	[View URL]	course list	( 3 )	pending	
CMPU0122	Matts Syllabus		course list	( 0 )	pending	
1111111	New Resource		course list	( 0 )	pending	edit [X]
2014SPC	Sport Performance Camps 2014		course list	( 2 )	pending	
	STCS		course list	( 0 )	pending	

10 resources found.

Click to delete

Deleting this Resource will remove from all associated courses. Please verify with YES

Click to type

Click to verify

Resources all resources ▾ + add

TEST1	CMPU1022 Course Syllabus	[View File]	course list	( 2 )	pending	
0470465425	Computers for Dummies II	[View URL]	course list	( 7 )	open	
CMPU0122	Directions for 1098T		course list	( 0 )	pending	
1111111	Google Search	[View URL]	course list	( 0 )	pending	
BIBL2099	Intro to the Gospels (PDF)		course list	( 0 )	pending	
W-4	IRS Form W-4	[View URL]	course list	( 3 )	pending	
CMPU0122	Matts Syllabus		course list	( 0 )	pending	
2014SPC	Sport Performance Camps 2014		course list	( 3 )	pending	
	STCS		course list	( 0 )	pending	

9 resources found.

# Faculty

## Thread Manager

To edit a particular resource, select the "edit" link.

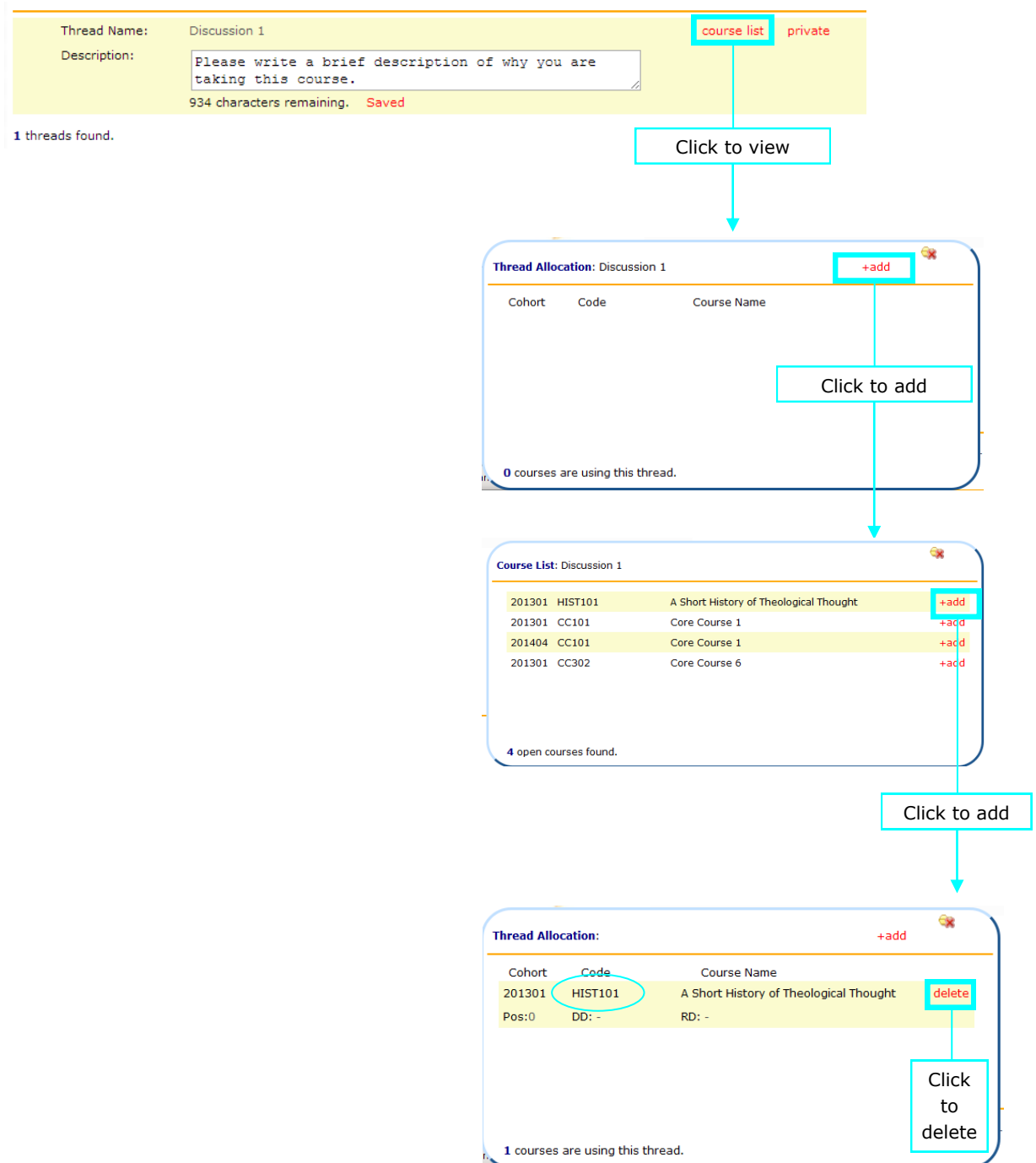
Fields are click to type with the exception of the Product Type dropdown box.

The screenshot illustrates the Faculty Thread Manager interface. At the top, a navigation bar includes links for Course List, Resource Manager, Thread Manager (highlighted with a red box), Library Tools, Bookstore, and Exams Manager. A red box around 'Thread Manager' has an arrow pointing to a callout box that says 'Click to view options for Thread Manager'. Below this, the 'Course Forums' section shows '0 threads found.' and a '+add' button (highlighted with a red box). An arrow from the '+add' button points to a modal dialog box titled 'The page at www.campusis.com says:'. The dialog contains the text 'Enter the name of your new discussion thread' and a text input field containing 'Discussion 1' (highlighted with a red box). A callout box 'Click to type' points to this field. Below the input field are 'OK' and 'Cancel' buttons. A callout box 'Click to save' points to the 'OK' button. An arrow from the 'OK' button points to the 'Course Forums' section, which now shows '1 threads found.' and a new thread entry. The thread entry has a yellow background and contains the following fields: 'Thread Name: Discussion 1', 'Description: Please write a brief description of why you are taking this course.' (with a text input field containing the same text, highlighted with a red box), and '934 characters remaining.' A callout box 'Click to submit' points to a 'Submit Text' button (highlighted with a red box) located below the description field. Below the thread entry, the text '1 threads found.' is visible. At the bottom of the thread entry, a 'Saved' button (highlighted with a red box) is shown.

# Faculty

## Thread Manager cont.

To view which courses are using this discussion, or to add this discussion to a course, select the "course list" link.



# Faculty

## Thread Manager: Position

To change the position of a thread, click on the number beside "POS" and edit.

Thread Allocation: +add

Cohort	Code	Course Name	
201301	HIST101	A Short History of Theological Thought	delete
Pos:0	DD: -	RD: -	

1 courses are using this thread.

Click to edit

Please enter in the position that you wish to have this thread show up in your forum. eg) 1, 2, 3 etc.

Click to type

1

Click to save

OK

Cancel

Pos: 1

DD: -

RD: -

# Faculty

## Thread Manager: Due Date

To change the due date of a thread, click on the dash beside "DD" and edit.

Thread Allocation: +add

Cohort	Code	Course Name	
201301	HIST101	A Short History of Theological Thought	delete
Pos:0	DD: -	RD: -	

Click to edit

1 courses are using this thread.

Please enter the due date for this thread in yyyy-mm-dd format

Click to type

20131010

Click to save

OK

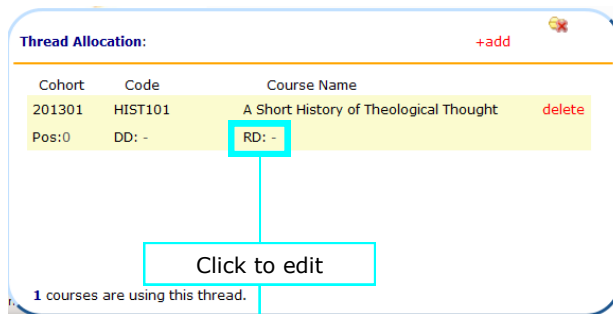
Cancel

Pos: 1 DD: 20131010 RD: -

# Faculty

## Thread Manager: Release Date

To change the release date of a thread, click on the dash beside "RD" and edit.

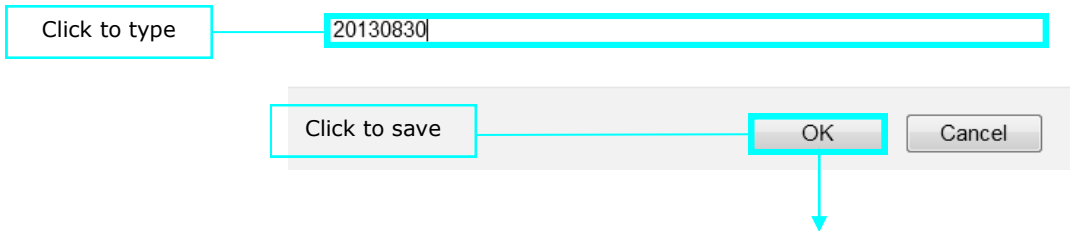


The screenshot shows a 'Thread Allocation' window with a table. The table has columns for Cohort, Code, Course Name, and RD. The first row contains the data: Cohort 201301, Code HIST101, Course Name A Short History of Theological Thought, and RD -. A red 'delete' button is visible to the right of the RD cell. A cyan box highlights the 'RD: -' cell, and a cyan arrow points from it to a cyan box labeled 'Click to edit'.

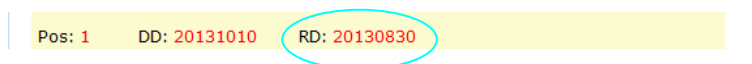
Cohort	Code	Course Name	RD	
201301	HIST101	A Short History of Theological Thought	-	delete

1 courses are using this thread.

Please enter the date for this thread to show for student in yyyy-mm-dd format



The screenshot shows a date input dialog box. A cyan box labeled 'Click to type' points to the input field containing '20130830'. Below the input field are two buttons: 'OK' and 'Cancel'. A cyan box labeled 'Click to save' points to the 'OK' button. A cyan arrow points from the 'OK' button down to the next screenshot.



The screenshot shows the updated 'Thread Allocation' table. The RD cell now contains '20130830', which is circled in cyan. The other data in the row remains the same.

Pos: 1	DD: 20131010	RD: 20130830
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# Faculty

## Thread Manager: Settings

To change the privacy setting of a thread, click on the current status. For example, to change “private” to “public”, click “private”.

Private—This discussion is for your use only

Public—Other professors can use this discussion question. It will show up under the Thread Manager for all professors.

The screenshot illustrates the process of changing a thread's privacy setting. It is divided into two parts, each showing a thread entry in a list.

**Top Screenshot (Private):**

- Section: Course Forums
- Thread Name: Discussion 1
- Description: Please write a brief description of why you are taking this course. (934 characters remaining)
- Privacy Setting: private (highlighted with a red box)
- Buttons: course list, +add, Submit Text
- Annotation: A red box around the 'private' setting has a line pointing to a red box labeled 'Click to edit'.

**Bottom Screenshot (Public):**

- Thread Name: Discussion 1
- Description: Please write a brief description of why you are taking this course. (1000 characters remaining)
- Privacy Setting: public (circled in red)
- Buttons: course list

Both screenshots show '1 threads found.' below the thread entry.

# Faculty

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## Library Tools

This feature is currently under development.

The Library Tools link will allow you to view the library tools that you have utilized.

---

Course List

Resource  
Manager

Library Tools

Bookstore

Exams Manager

---

Click to view options for  
Library Tools



---

My Library



# Faculty

## Bookstore

The Bookstore link allows you to view the books that you have assigned for your students to use for your courses.

[Course List](#)

[Resource Manager](#)

[Library Tools](#)

**[Bookstore](#)**

[Exams Manager](#)

Click to view options for the Bookstore

Textbook Manager

[+ add](#)

textbook	Test ABHE Hosting Resource	OH: 0	pending	edit
textbook	Test Bookstore Resources	OH: 0	pending	edit
textbook	Test Electronic Resource	OH: 1	pending	edit
textbook	Test Electronic Resource	OH: 0	pending	edit
textbook	Test Offsite Hosting	OH: 0	pending	edit

5 books found.

# Faculty

## Bookstore: Add Book

Adding a book is simple: use the "+add" link and type in the information.

[Course List](#)

[Resource Manager](#)

[Library Tools](#)

**Bookstore**

[Exams Manager](#)

Click to view options for the Bookstore

Click to add

Textbook Manager

**+ add**

textbook	Test ABHE Hosting Resource	OH: 0	pending	edit
textbook	Test Bookstore Resources	OH: 0	pending	edit
textbook	Test Electronic Resource	OH: 1	pending	edit
textbook	Test Electronic Resource	OH: 0	pending	edit
textbook	Test Offsite Hosting	OH: 0	pending	edit

5 books found.

### Create A New Textbook

Product Code (ISBN)

159145042X

Click to type

Product Title

It's not about me :

Click to type

Create Book

Click to save

Textbook Manager

**+ add**

textbook	159145042X	It's not about me :	OH: 0	pending	edit
textbook		Test ABHE Hosting Resource	OH: 0	pending	edit

# Faculty

## Bookstore: On Hand

The on hand count conveys how many of that particular book the bookstore has on hand.

Textbook Manager

[+ add](#)

textbook		Computers for Dummies	OH: 0	pending	edit
textbook	1601423098	Desiring God	OH: 5	open	edit
textbook	12345	Miracles on Elm Street	OH: 0	open	edit
textbook	12345	To Kill a Mockingbird (Lab Manual)	OH: 0	pending	edit
textbook		To Kill a Mockingbird (Text)	OH: 0	pending	edit

5 books found.

There are 5 books on hand

# Faculty

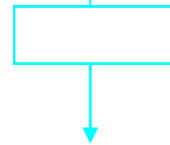
## Bookstore: Status

The status of a book can be either open, closed, or pending. A faculty member cannot edit the status of a book.

---

Textbook Manager + add

textbook	159145042X	It's not about me :	OH: 0	pending	edit
textbook		Test ABHE Hosting Resource	OH: 0	pending	edit



# Faculty

## Bookstore: Edit

Once a book has been added, you can edit its details.

Textbook Manager + add

textbook	159145042X	It's not about me :	OH: 0	pending	<a href="#">edit</a>
textbook		Test ABHE Hosting Resource	OH: 0	pending	<a href="#">edit</a>

Click to edit

---

**It's not about me :**

Product Code (ISBN)

Product Title

Product Author  Click to type

Product Type  Click to view options

Click to save

Physical: Text (Purchase) ▾

Physical: Text (Purchase)

Physical: Text (Purchase)

Electronic: File (Purchase)

Click to select

---

Textbook Manager + add

textbook	159145042X	It's not about me :	OH: 0	pending	<a href="#">edit</a>
textbook		Test ABHE Hosting Resource	OH: 0	pending	<a href="#">edit</a>

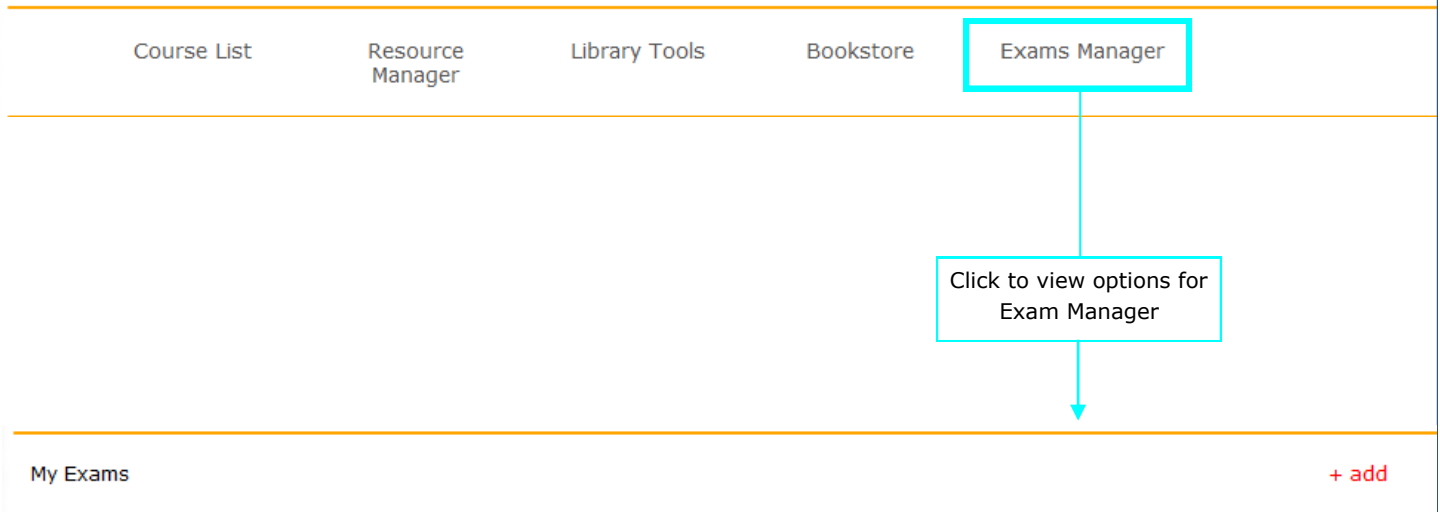
# Faculty

## Exams Manager

The Exams Manager link allows you to view, add, and edit exams for your institution.

To add an Exam, click the "+add" link. All fields are click to type.

Once exams have been created you can use the Exam tab under the "Course List" link to assign them.



0 exams found.

# Faculty

## Exams Manager: Add Exam

To add an exam, select the "+add" link and type in the information.

Course List

Resource  
Manager

Library Tools

Bookstore

Exams Manager

Click to view options for  
Exam Manager

My Exams

+ add

0 exams found.

Click to add

### Create A New Exam

Exam Code

111

Click to type

Exam Title

Test

Click to type

Create Exam

Click to create

111

Test

closed

edit

1 exams found.

# Faculty

## Exams Manager: Edit & Status

Once an exam has been added, you can edit its features and status.

Note: The building of exams and issuing those exams to students is currently under development.

The screenshot illustrates the process of editing an exam in the Exams Manager. It is divided into two main sections: the initial exam list and the detailed edit form.

**Initial Exam List:** A table shows one exam with ID 111, titled 'Test', and a status of 'closed'. An 'edit' button is visible in the top right corner of the row.

**Edit Form:** The form is titled '[111] Test' and contains the following fields and actions:

- Time Allowed:** A text input field containing '0' followed by 'minutes'. A callout box labeled 'Click to type' points to the input field.
- Status:** A dropdown menu currently set to 'open'. A callout box labeled 'Click to view options' points to the dropdown arrow. To the right, a separate dropdown menu is shown with 'open', 'closed', and 'closed' options. A callout box labeled 'Click to choose' points to the 'open' option in this menu.
- Description:** A text area containing 'my description'. A callout box labeled 'Click to type' points to the text area.
- Update Exam:** A button located below the description field.

Arrows indicate the flow of the process: from the 'edit' button in the list to the edit form, from the 'Update Exam' button to a 'Click to save' callout, and finally from the 'Click to save' callout to the bottom section of the interface.

**Final Exam List:** The table now shows the exam with a status of 'open', which is circled in red. The 'edit' button remains visible.

A callout box at the bottom of the page reads: 'Click out and then back in to view saved status change'.