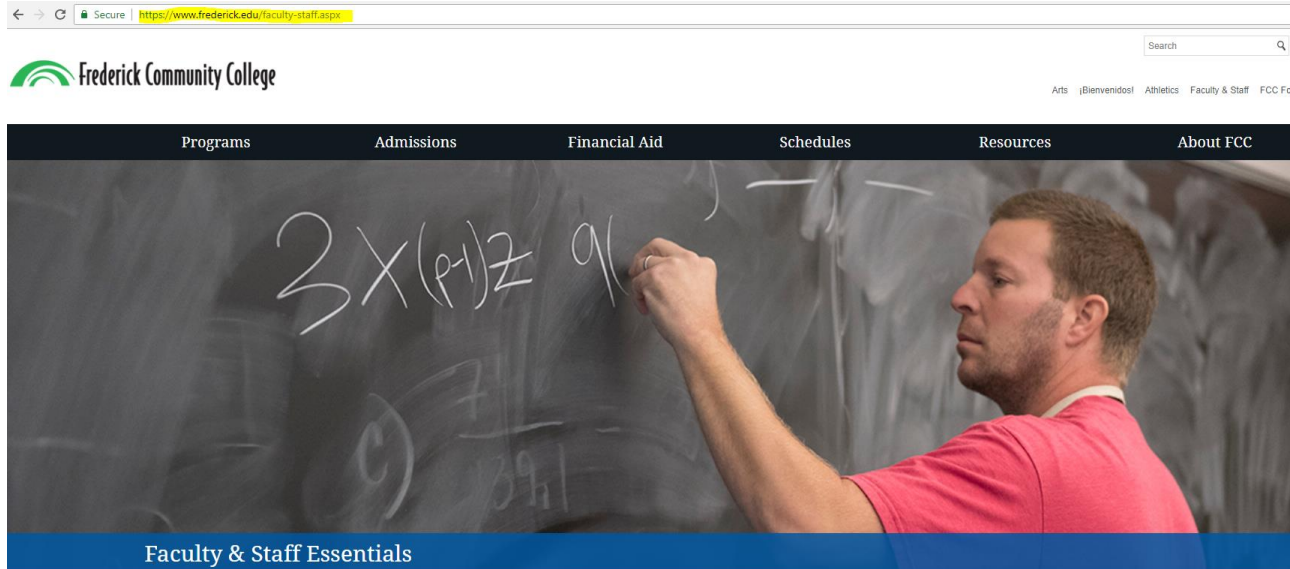


Campus Solutions 9.2 for Faculty

Welcome to Campus Solutions 9.2, FCC's newest version of the PeopleSoft Student Information System. All the functions you're familiar with are still here, but with a fresh new look and feel that makes it easy to navigate through the database. In addition, the new Fluid User Interface is designed to work with mobile devices and adapts the layout for a better user experience. To get you started, this guide introduces the new navigation features you will use in CS9.2: Homepage, Banner, Tiles, and NavBar.

Logging In

In the upper right-hand corner of the FCC website, click on Faculty & Staff or use <https://www.frederick.edu/faculty-staff.aspx>. Click on **Student Records** (via PeopleSoft) and log in using your current Username and Password.



IMPORTANT: Prior to logging in for the first time, the browsers you use need to have their cache and cookies cleared. Click [here](#) for instructions on how to do this.

Homepages

The new landing homepage is an example of a PeopleSoft Fluid page, a responsive user interface that makes it easy to use CS9.2 from a phone, tablet, laptop or desktop. The Faculty Homepage will allow you to navigate the system in an easy, familiar layout.

Banner

A menu bar, known as the banner, is at the top of the Homepage. The banner includes the name of the Homepage as well as the following menu buttons:



Home – click to return to your Homepage



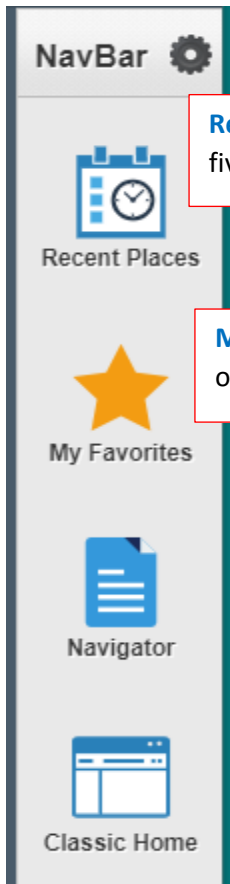
Search – do a global search to find a function



Action List – click to see a list of actions for the current window, including the Sign Out command



Navigation – the NavBar slides open from the side and is used along with Tiles to navigate



Recent Places will show you the last five pages you visited

My Favorites allows you to save your own list of favorite places in CS9.2

Navigator provides a fluid version of the classic menu

Self Service	>
Campus Community	>
Records and Enrollment	>
Curriculum Management	>
Academic Advisement	>
Set Up SACR	>
Reporting Tools	>
FCC Customizations	>
PeopleTools	>

Classic Home will take you to the familiar left-hand Main Menu from PS 9.0

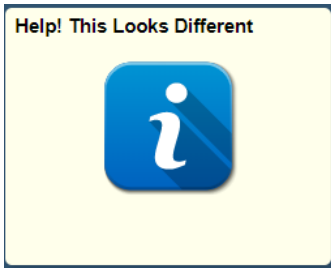
- Self Service**
Navigate to your self service information and activities.
 - AWS Service Tester
 - Review Transactions
 - Campus Personal Information
 - 4 More...
- Campus Community**
Maintain bio/demo information about people and organizations, maintain 3C information.
 - Student Services Ctr (Student)
 - Personal Information (Student)
 - Comments
 - Service Indicators
- Records and Enrollment**
Enroll in classes, produce transcripts, process transfer credit, transcripts and graduation.
 - Enroll Students
 - Student Term Information
 - Career and Program Information
 - 5 More...
- Curriculum Management**
Define Course Catalog and Schedule of Classes, manage attendance and grading.
 - Course Catalog
 - Schedule of Classes
 - Combined Sections
 - 4 More...
- Academic Advisement**
Define rules for degree audit, create student exceptions.
 - Student Advisement
 - Academic Requirements
- Set Up SACR**
Define installation options, security, and product-related set up tables.
 - User Defaults
- Reporting Tools**
Run, create, and manage queries and nVision reports.
 - Report Manager
 - Query
 - BI Publisher
- FCC Customizations**
 - Advising
 - Records
 - Testing Center
- PeopleTools**
Enhance, deploy, and extend PeopleSoft and non-PeopleSoft applications.

Tiles

Clicking on a tile will display a navigation menu on the left side of the screen allowing you to access all the functions under that tile. Here's a quick overview of the tiles on the Faculty Homepage:

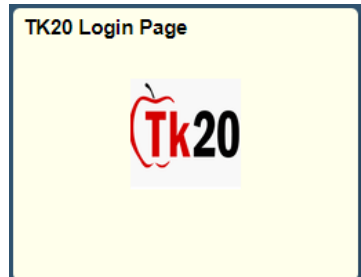
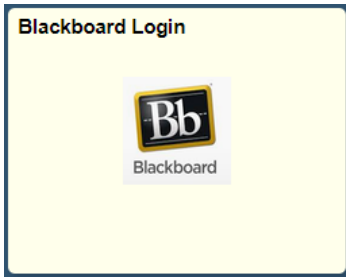
Help

The Help tile provides access to the Faculty Navigation Guide to assist you through the transition to CS9.2.



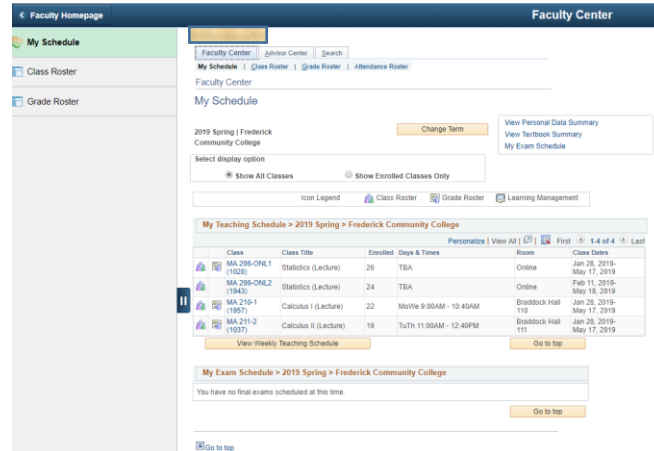
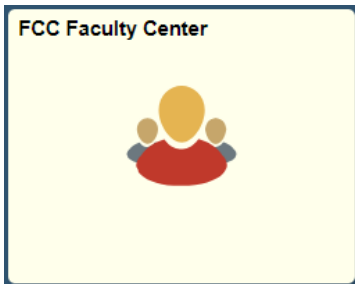
Faculty Linked Tiles

Faculty have two tiles to provide direct access to Blackboard and TK20.



Faculty Center

This tile gives you the familiar Faculty Center screen with all the functions you used in PS 9.0 but with a new look. You can access your schedule, class roster, grade roster, and attendance roster.

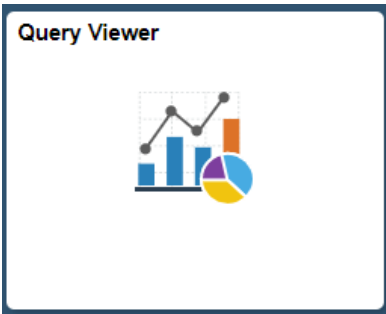


The screenshot shows the Faculty Center interface. On the left is a navigation menu with "My Schedule", "Class Roster", and "Grade Roster". The main content area shows the "My Schedule" page for the 2019 Spring semester at Frederick Community College. It includes a "Change Term" button, "View Personal Data Summary", "View Textbook Summary", and "My Exam Schedule" links. Below this is a "Select display option" section with "Show All Classes" and "Show Enrolled Classes Only" radio buttons. A table titled "My Teaching Schedule > 2019 Spring > Frederick Community College" is displayed, showing class details.

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
MA 206-ONL1 (1002)	Statistics (Lecture)	26	TBA	Online	Jan 26, 2019 - May 17, 2019
MA 206-ONL2 (1042)	Statistics (Lecture)	24	TBA	Online	Feb 11, 2019 - May 16, 2019
MA 210-1 (1057)	Calculus I (Lecture)	22	Mo/Wed 9:00AM - 10:40AM	Bradstock Hall 110	Jan 28, 2019 - May 17, 2019
MA 211-2 (1037)	Calculus II (Lecture)	19	Tu/Th 11:00AM - 12:40PM	Bradstock Hall 111	Jan 28, 2019 - May 17, 2019

Query Viewer

All full-time faculty have the Query Viewer tile to access course and program data such as FCC_AA_MAJORS_BY_TERM, which lists all students enrolled in a specific program by semester (term). For information on finding and using faculty queries, consult the *PS Academic Advisement Tutorials* folder located on the Academic Affairs shared (I) drive.



Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

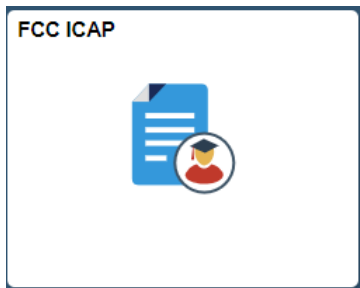
▼ **My Favorite Queries** Personal:

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML
FCC_AA_MAJORS_BY_TERM	Majors by Term	Public		HTML	Excel	X
FCC_ID_MATH...	Math...	Public		HTML	Excel	X

FCC ICAP

All full-time faculty have access to FCC’s ICAP (Individual College Academic Plan), which serves as a dashboard to find student data. Transcripts, placement test results, the student’s Degree Plan, advising notes by staff and faculty, and Student Success Alerts can be directly accessed from the ICAP.

Be sure to click on **Add a New Value** before entering the student’s ID#. If you need further information on using the FCC ICAP, consult the *PS Academic Advisement Tutorials* folder located on the Academic Affairs shared (I) drive.



FCC_ICAP

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ **Search Criteria**

Student ID | begins with

=

Name | begins with

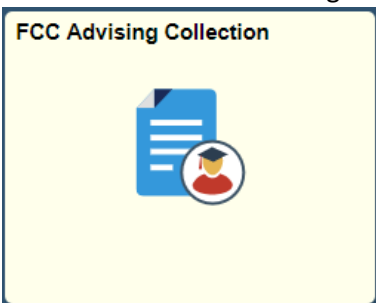
Creator | begins with

Date | =

Case Sensitive

Advising Collection

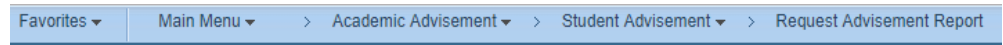
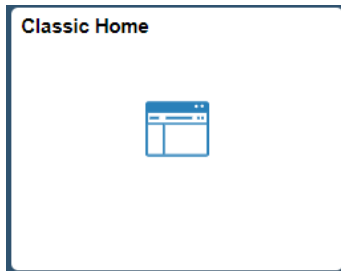
Department Chairs and Program Managers/Advisors have an additional tile to facilitate student advising. In addition to the ICAP and its individual components, faculty can use **Add/Update a Person** to find student bio/demographic data, **Comments** to enter advising notes, and **Enrollment Summary** to view a student’s schedule.



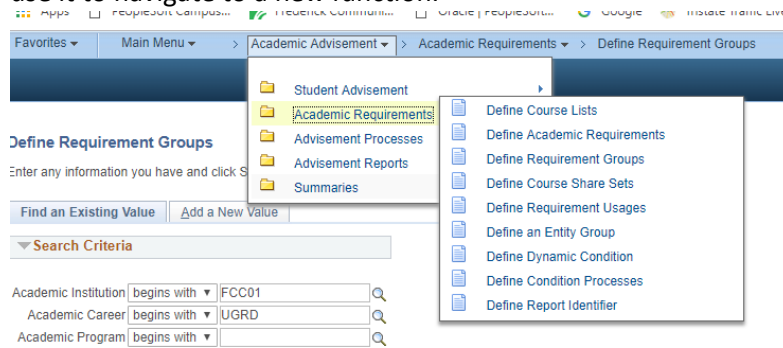
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Classic Home

The Classic Home tile is located on both the NavBar and the Faculty Homepage and gives you access to the Main Menu used in PS 9.0. Once you click on the Main Menu, it will begin leaving breadcrumbs at the top of the page so you can see your navigation.

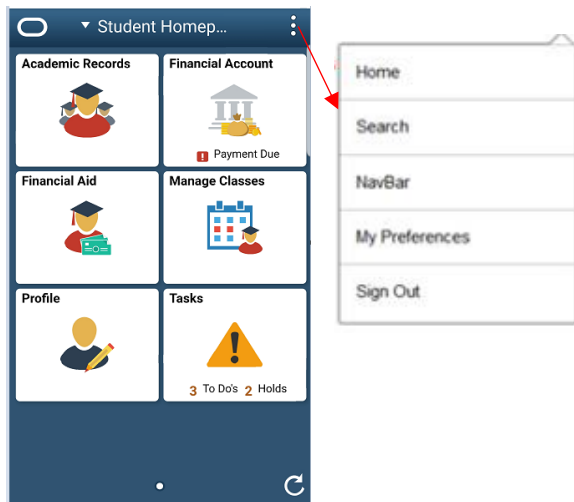


To switch to a new page, use the drop-downs from the breadcrumb menu. When opening a New Window, the breadcrumb menu carries over to the new page so you can use it to navigate to a new function.



Mobile Navigation

When using CS9.2 on a mobile device, the banner and its menu options reduce in size with the Action List remaining available. The tiles will also rearrange and size to your device, but you will have the same access.



Homepage Selector

Some faculty have an additional role on campus (staff or student). Each role has a different Homepage with tiles and navigation to the specific functions of that role. To navigate between Homepages, use the center drop-down menu on the banner, called the Homepage Selector. (Note: the staff Homepage is delivered by Oracle as My Homepage.)

