



# **Santa Clara University**

ecampus

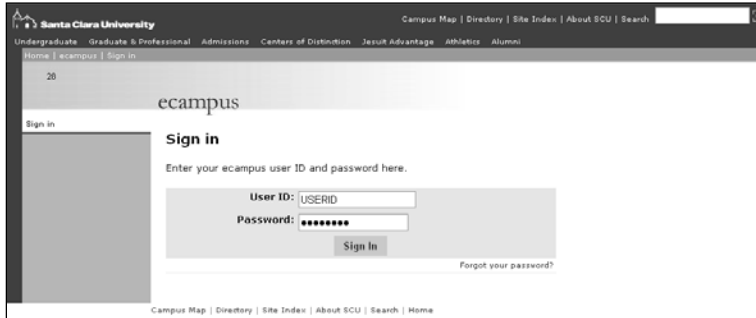
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## Logging into ecampus

- 1) Enter your User ID and Password
- 2) Click on Sign In

If you do not know your password, click on the “Forgot your password?” link, email [ecampus@scu.edu](mailto:ecampus@scu.edu), or call x5700



**TIP:** > User ID’s are usually the same as the Novell ID (eg. ALINCOLN)

## Changing Your Password and Forgotten Password Help

- 1) Click on **Password and Personalization**



- 2) Click on **Change Password**



- 3) Enter your current password
- 4) Enter your new password
- 5) Confirm your new password

**Change password**

\*Current Password:

\*New Password:

\*Confirm Password:

### Forgotten Password Help

- 1) Click on **Change or setup your forgotten password help**



- 2) Enter a question and answer that is not easily guessed

**Change or set up forgotten password help**

If you forget your password, you can have a new password emailed to you. Enter a question and your response below. These will be used to authenticate you.

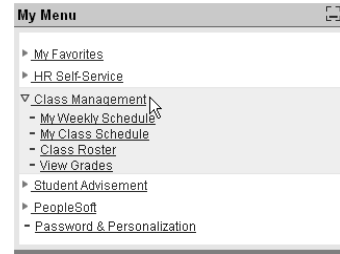
**Question:**

Select from the list of questions, or enter your own question.

**Response:**

# Class Management

- 1) In My Menu, Click on **Class Management**



## 1. Viewing "My Weekly Schedule"

- 1) Click on My Weekly Schedule



- 2) Enter the week's start date
- 3) Click the yellow "Go" button
- 4) This will display all classes for the week selected
- 5) It is possible to choose dates from previous quarters (e.g. 01/01/2001)

As of Date:  Start Time:  End Time:

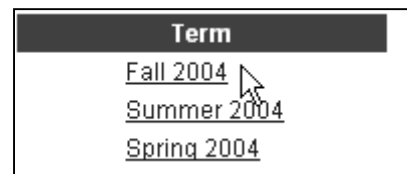
Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00AM					
9:00AM		PSYC 2H (01) Honors Colloquium Lecture / Primary Instructor Daily Science Ctr Room 310 9:55AM - 11:40AM		PSYC 2H (01) Honors Colloquium Lecture / Primary Instructor Daily Science Ctr Room 310 9:55AM - 11:40AM	
10:00AM		PSYC 2H (01) 9:55AM - 11:40AM		PSYC 2H (01) 9:55AM - 11:40AM	
11:00AM		PSYC 2H (01) 9:55AM - 11:40AM		PSYC 2H (01) 9:55AM - 11:40AM	
12:00PM					
1:00PM		PSYC 2 (02) General Psychology 2 Lecture / Primary Instructor Alumni Science Building Room 120 1:45PM - 3:30PM		PSYC 2 (02) General Psychology 2 Lecture / Primary Instructor Alumni Science Building Room 120 1:45PM - 3:30PM	
2:00PM		PSYC 2 (02) 1:45PM - 3:30PM		PSYC 2 (02) 1:45PM - 3:30PM	
3:00PM		PSYC 2 (02) 1:45PM - 3:30PM		PSYC 2 (02) 1:45PM - 3:30PM	

## 2. Viewing "My Class Schedule"

- 1) Click on My Class Schedule



- 2) Select the term you want to view
- 3) This will display the classes you are teaching for the term



Class Number	Subject	Catalog	Sect	Component	Start Time	End Time	Meeting Days	Building	Room
18082	PSYC	115	01	LEC	1:00PM	2:05PM	MWF	Alumni Sci	220
18085	PSYC	198	01	INT	1:00AM	1:00AM			

Class Number	Subject	Catalog	Sect	Component	Start Date	End Date	Session	Institution	Contact Minutes
18082	PSYC	115	01	LEC	09/17/2001	12/07/2001	Regular	SCU	1
18085	PSYC	198	01	INT	09/17/2001	12/07/2001	Regular	SCU	1

### 3. Viewing the Class Roster

- 1) Click on **Class Roster**



- 2) Select the term you want to view
- 3) Select the appropriate class
- 4) This will display the students currently enrolled in the class for the specified term
- 5) To view students who have dropped the class or are on a waitlist, click on the drop down menu and choose dropped, enrolled, or waiting



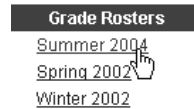
**TIP:**> You can cut and paste this data into Microsoft Excel or other applications

### 4. Viewing and Entering Official Grades

- 1) Click on Class Management in the My Menu section
- 2) Click on Grades



- 3) Click on the Term



- 4) Click on the Class

Course Title	Subject Catalog Nbr	Sec
Statistical Data Analysis	PSYC 40	01
Abnormal Psychology	PSYC 115	01
Cognitive Psychology	PSYC 131	01

- 5) Enter the FINAL grade for each student in the corresponding Grade Input Box. After you enter the FINAL grade and go to the next student, the Official Grade will appear to the right of the grade input.
  - a. For grade input options, click on the magnifying glass and click on “lookup”. This will provide you with a list of available inputs. If you are unable to grade a student enter an “NR”. You may not enter “W” grades.

Approval Status:

ID	Name	Grade Input	Official Grade	Grading Basis	Short Description	Designation	
000003		A+ <input type="text"/>	A	Graded	Undergrad	Social Science	<a href="#">Detail</a>
000002		B- <input type="text"/>	B-	Graded	Undergrad	Social Science	<a href="#">Detail</a>
000003		F <input type="text"/>	F	Graded	Undergrad	Social Science	<a href="#">Detail</a>
000003		NR <input type="text"/>	NR	Graded	Undergrad	Social Science	<a href="#">Detail</a>
000003		B- <input type="text"/>	P	P/NP	Undergrad	Social Science	<a href="#">Detail</a>
000003		I <input type="text"/>	I	Graded	Undergrad	Social Science	<a href="#">Detail</a>
000002		<input type="text"/>		Graded	Undergrad	Social Science	<a href="#">Detail</a>
000003		<input type="text"/>		Graded	Undergrad	Social Science	<a href="#">Detail</a>

- 6) Once all grades are entered click on the yellow “SAVE” button at the bottom of the window.
  - a. The grades entered will be saved. You can return at a later point to enter more grades.
 

\*\*\*\***NOTE:> the grades have not been submitted at this point**\*\*\*\*

### Reviewing Grades and Approving Grades

- 7) After ALL of the final grades have been entered and reviewed, click on the drop down menu next to Approval Status, select **APPROVED** (You can only submit the grade roster after all the grades have been entered). Once grades have been **APPROVED** you will not be able to make any changes on-line.

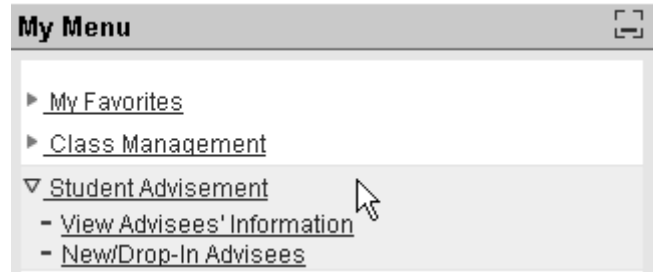
Approval Status:

ID	Name	Grade Input	Official Grade	Grading Basis	Short Description	Designation	
000003		A+ <input type="text"/>	A	Graded	Undergrad	Social Science	<a href="#">Detail</a>
000002		B- <input type="text"/>	B-	Graded	Undergrad	Social Science	<a href="#">Detail</a>
000003		F <input type="text"/>	F	Graded	Undergrad	Social Science	<a href="#">Detail</a>
000003		NR <input type="text"/>	NR	Graded	Undergrad	Social Science	<a href="#">Detail</a>
000003		B- <input type="text"/>	P	P/NP	Undergrad	Social Science	<a href="#">Detail</a>
000003		I <input type="text"/>	I	Graded	Undergrad	Social Science	<a href="#">Detail</a>
000002		A <input type="text"/>	A	Graded	Undergrad	Social Science	<a href="#">Detail</a>

- 8) At the bottom of the page, click on the yellow “SAVE” button. This will submit your final grades into the system.
- 9) Repeat these steps for other classes.
- 10) **APPROVED** grade rosters are posted by the Student Records Office each night of the grading period. Once posted the grades will become official and are visible to students on-line in ecampus.

## Student Advisement

- 1) Click on **Student Advisement**



### 1. Viewing information about an assigned advisee

- 1) Click on View Advisees' Information
- 2) Use the drop down menu to select the appropriate information (e.g. Address Info) for a specific assigned advisee

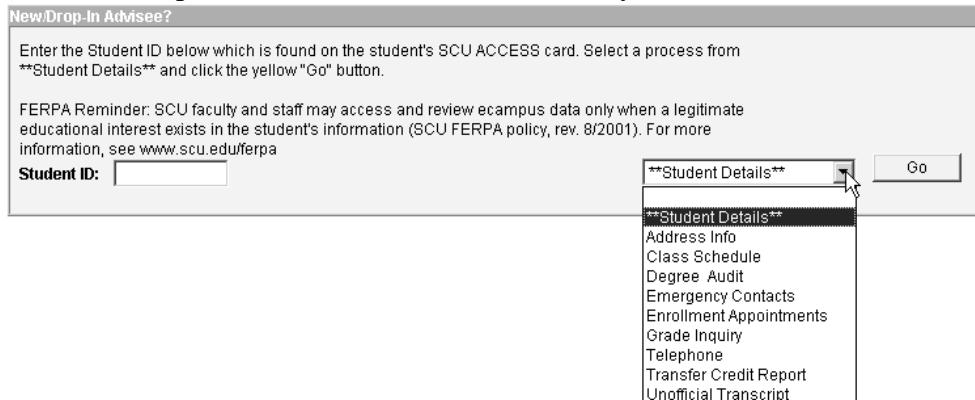


- 3) Click the yellow “Go” button
- 4) This will provide you with specific personal information about a student
- 5) To return to your list of advisees click the Cancel button



### 2. Viewing information about a New / Drop-In Advisee

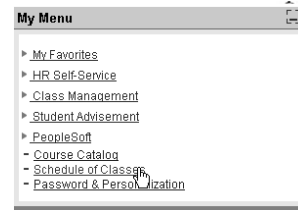
- 1) Click on “New/Drop-In Advisees”
- 2) Enter the student’s ID
- 3) Click on the drop down menu and select the detail you want about a student



- 4) Click the yellow “Go” button
- 5) This will provide you with specific personal information about a student

## Schedule of Classes

To search for classes, click on “Schedule of Classes” in My Menu

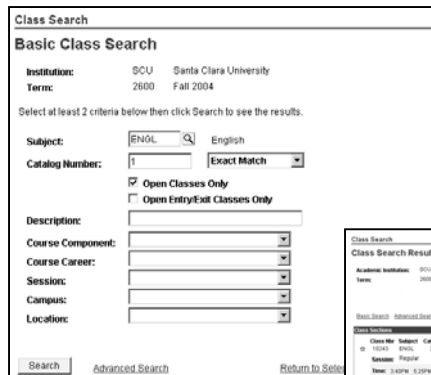


1. Select Santa Clara University for the Institution
2. Enter the term you want to view classes for
3. Click on Basic or Advanced search
4. The next window displayed is the search window



### Basic Search

1. Enter in the subject you wish to search for
2. Enter a catalog number
3. Click the search button
4. The next window will display the results of your search

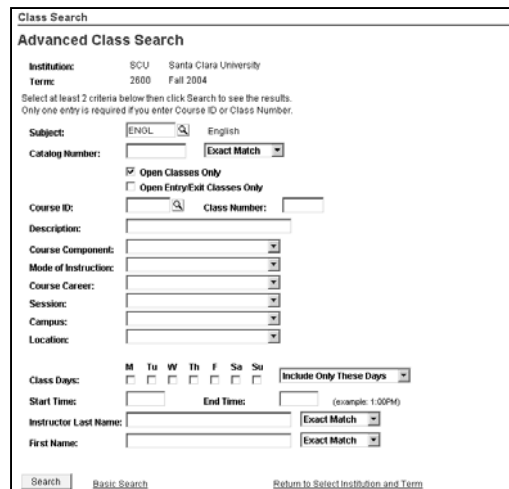


**TIP:** > By default, the search will only display open classes, to view all classes uncheck the Open Classes Only box in the search window

### Advanced Search

Advanced search allows you to search by: Course ID, Class Number, Class Meeting Days, Start Time, End time, and Instructor's Name.

Enter in the search criteria you want, and click on Search. The next window will display the results of your search.



# Course Catalog

Click on "Course Catalog" in My Menu



1. Enter in the Subject Area and Catalog Number of the course you are searching for
2. Click on Search
3. This will display all the classes that match your search criteria

**TIP:** > You can enter a subject area without a catalog number to broaden your search and get all classes within the subject area

**Course Catalog Search**

**Search Criteria**

Enter institution and subject. Catalog number is optional.

\***Institution:**

\***Subject Area:**   English

**Catalog Nbr:**

\* Required Field

**Course Catalog Search**

**Catalog Search Results**

**Institution:** SCU Santa Clara University

**Subject:** ENGL English

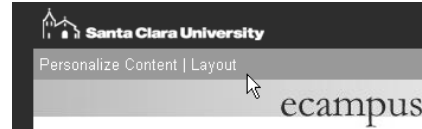
[Return to Search](#)

Course Offering			
ENGL	1	Composition & Rhetoric I	4 units
<b>Course Component</b>			
Lecture		Required	

## Changing Home Content and Personalization

Pagelets on your ecampus homepage provide you with customized and personalized content. You can choose which pagelets are displayed and where you want them on a page.

In the top left hand corner of your web browser, you will find two links, Personalize Content and Layout.



### How to Customize Pagelets

- 1) Click on the checkmark on the top right corner of a pagelet.
- 2) Check the boxes next to the Sections you want listed on your ecampus Homepage.
- 3) Under the column of “Order of Appearance,” choose the order that you want your pagelets listed. You can leave them at their default order if you do not care which order they will appear.

### How to Personalize Content

- 1) Check the box next to the pagelets that you want listed on your ecampus homepage.
- 2) Click on “Save” at the bottom left corner or “Return to Home” to cancel changes. New pagelets will be positioned on the bottom left side of your homepage.
- 3) To change the layout of your pagelets, click on the “Personalize Layout” link located on the ecampus homepage.

A screenshot of the 'Personalize Content' form. The form has a title 'Personalize Content' and a subtitle 'Choose Pagelets: Simply check the items that you want to appear on your homepage. Remember to click "Save" when done.' Below this is a section 'Arrange Pagelets: Go to [Personalize Layout](#)'. There is a text input field for 'Welcome Message:'. The form is divided into two columns: 'Employees' and 'Faculty'. Under 'Employees', there are three checkboxes: 'Human Resources Updates', 'Human Resources Information', and 'Resources for Employees'. Under 'Faculty', there is one checkbox: 'Resources for Faculty'. The word 'Organizers' is partially visible at the bottom right.

If the pagelets that you want are already checked, you can click on “Personalize Layout” to arrange your pagelet layout.

### How to Personalize Layout

- 1) Choose the number of columns you want your pagelets displayed in (2 or 3 columns)
- 2) Near the middle of the page, there are two or three column choices depending on how many columns you chose above.
- 3) To move your content, click on the pagelet name and use the yellow arrows to the right to move the pagelets up, down, right, or left through the columns.
- 4) To remove a pagelet from this page, click on the pagelet name and click on Delete Pagelet.
- 5) Click on Save at the bottom left corner.
- 6) To add pagelets to your ecampus Homepage, click on the “Personalize Content” link on the ecampus Homepage.