I. eCampus Features

In eCampus 9.2, the eCampus Faculty Homepage features three (3) tiles. The tiles have all the functionalities found on the previous eCampus Faculty Homepage.

Please make sure to allow pop-ups on eCampus. You may be unable to access some pages if you do not allow pop-ups on eCampus.

The three (3) tiles featured on the homepage contain various sets of information related to your eCampus account. The tiles are described briefly below.

The Faculty & Advisor Center tile allows you to view your class schedule, class roster, grade roster, and information regarding your advisees. Please note: This is the only tile that this document discusses in further detail.

The Faculty Elections tile allows you to vote in upcoming faculty elections. For more information on using this tile, please refer to the bottom of this document for contact information.
The Manage Password tile allows you to change your password and set a new password hint. **Please note:** This page can be accessed at all times by clicking on the hamburger menu in the upper right hand corner and selecting “Manage Password” in the drop-down menu. For more information on using this tile, please refer to the Quick Reference Guide on the Login Help page, or to the bottom of this document for contact information.

There are three (3) buttons in the upper right hand corner of the Homepage.

The Home button brings you back to the Faculty Homepage. **Please note:** This button will not appear on mobile devices. Use the hamburger menu to return Home instead.

The Notifications button shows any actions and alerts that must be addressed in a drop-down menu.

The hamburger menu shows a drop-down menu that allows you to quickly access the Manage Password page and the Oracle Help page, as well as to sign out of eCampus. If you are on a mobile device, the option to return Home will also appear in the drop-down menu. **Please note:** For increased security on eCampus, you will automatically be signed out after 20 minutes of inactivity.
II. eCampus Tiles

There are three (3) tiles on the Faculty Homepage. These are the Faculty & Advisor Center, Faculty Elections, and Manage Password tiles. This document will only discuss the Faculty & Advisor Center tile in detail. If you need further instructions on using the other tiles, please refer to the bottom of this document for contact information.

Faculty & Advisor Center

Please note: Other than the existence of the left-hand side menu, which may aid you in navigating the tile, it is still possible to navigate this tile using the same methods utilized in the previous version of eCampus. If you are on a mobile device and wish to use only the previous version of eCampus navigation, click on a tab in the menu to get started, and then proceed as you normally would.

Faculty Center

There are three tabs in the left-hand side menu under the Faculty Center: My Schedule, Class Roster, and Grade Roster.

My Schedule

You can view your current schedule of classes, grade rosters for those classes, and your finals schedule here.

To view a different term, click on the “Change Term” button. Select a term, and then click “Continue.”
View Weekly Teaching Schedule

1. To view your weekly schedule, click the “View Weekly Teaching Schedule” under your list of classes.

2. Adjust the weekly start date, start time, and end time as desired. It is possible to choose dates from previous quarters.

3. Click on the “Refresh Calendar” button. All of your classes for the week selected will be displayed.

Class Roster

You may access this page by clicking on the tab under “Faculty Center” in the left-hand side menu, or by clicking on the Class Roster icon to the left of the class details listed under “My Teaching Schedule” in the “My Schedule” tab.
To view another class roster, click on the “Change Class” button at the top of the page, and then click the Class Roster icon for another class.

You may also view a printer friendly version, view the photo roster, notify students, and manage permission numbers on this page.

**Grade Roster**

You may view grade rosters for your classes here. To view a grade roster for a different class, click on the “Change Class” button at the top of the page.

**Official Grade Input**

1. Choose a final grade for each student from the drop-down menu in the Roster Grade column.

2. Click the Save button at the bottom of the screen at any time to save your progress. The grades entered will be saved, and you may return to enter more grades at a later point in time.

3. **Please note:** At this point in time, grades have not been submitted.

**Grade Review and Approval**

1. You may only submit the grade roster only after all of the final grades have been entered and reviewed. Click on the drop down menu next to Approval Status. Select “Approved.” Once grades have been approved, you will not be able to make any changes online.

2. At the bottom of the page, click on the “Save” button. This will submit your final grades into the system.

3. Repeat these steps for any of your other classes.

4. Approved grade rosters are posted by the Office of the Registrar at 6:00PM each day during the grading period. Once posted, the grades will become official and are visible to students online in eCampus.
**Advisor Center**

There are five tabs in the left-hand side menu under the Advisor Center: Advisee Student Center, My Advisees, Advisee General Info, Advisee Transfer Credit, and Advisee Academics.

**Advisee Student Center**

The Student Center of the student you selected or searched for will be displayed here. You may use the Change Advisee drop-down menu at the top of the page to select a different advisee. Click the yellow “Change” button to switch between various advisees.

**My Advisees**

Your advisees are listed alphabetically by last name. Click on “View Student Details” to view a student’s information and Student Center.
To view data for other students, such as when you have a new drop-in advisee, click on the “View data for other students” button at the bottom of the page. Enter the student’s ID and click “Search.”

**Advisee General Info**

This shows general information of the student you selected or searched for. You may use the Change Advisee drop-down menu at the top of the page to select a different advisee. Click the yellow “Change” button to switch between various advisees.

**Advisee Transfer Credit**

This shows the transfer credit of the student you selected or searched for. Use the drop-down menu to switch between various advisees.
Advisee Academics
This shows the academics of the student you selected or searched for. Use the drop-down menu to switch between various advisees.

Search
This is not a tab in the left-hand side menu, but you may still access it from the Faculty Center or Advisor Center.
Search has two tabs:
1) Search for Classes
2) Browse Course Catalog

Search for Classes
1. In the drop-down menu for “Institution,” select “Santa Clara University.”
2. In the drop-down menu for “Term,” select the term you would like to view classes for.
3. Select at least 2 search criteria from the following drop-down menus: “Subject,” “Course Number,” and “Course Career.”
   a. Select the “Subject” of the classes you would like to view.
b. If you would like to search by “Course Number,” enter the number in the box next to the drop-down menu. Then, select the appropriate option in the drop-down menu.

c. Under “Course Career,” select the school you are searching courses for.

4. You may choose to “Show Open Classes Only” and/or “Open Entry/Exit Classes Only” by checking or unchecking the boxes under “Course Career.”

5. If you would like specify more search criteria, click the green arrow next to “Additional Search Criteria.”

6. Click the yellow “Search” button at the bottom of the page.

7. On the results page, you can find more details about the class by clicking on the class or section link.
**Browse Course Catalog**

1. Select a letter to refine your search.

2. Click the arrow next to each academic subject to expand or collapse the corresponding courses for each subject.

3. To find more details about a class, click on the course number or course title link.
III. Resources

If you need help or have any further questions, please contact the Technology Help Desk, located on the first floor of the University Library. You may call the Help Desk at (408) 554-5700, or x5700 if you are on campus.