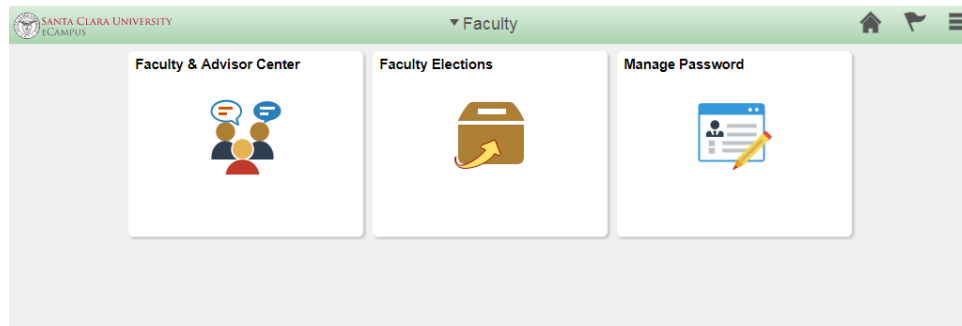


## I. eCampus Features

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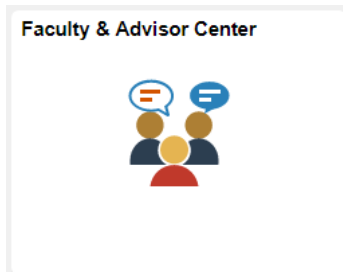
In eCampus 9.2, the eCampus Faculty Homepage features three (3) tiles. The tiles have all the functionalities found on the previous eCampus Faculty Homepage.



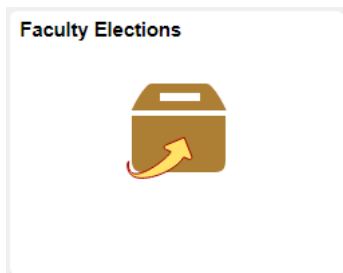
*eCampus 9.2 Faculty Homepage*

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.

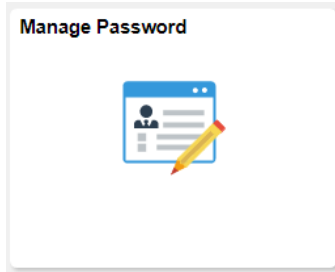
The three (3) tiles featured on the homepage contain various sets of information related to your eCampus account. The tiles are described briefly below.



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.

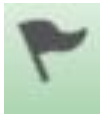


The Manage Password tile allows you to change your password and set a new password hint. **Please note:** This page can be accessed at all times by clicking on the hamburger menu in the upper right hand corner and selecting “Manage Password” in the drop-down menu. For more information on using this tile, 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.



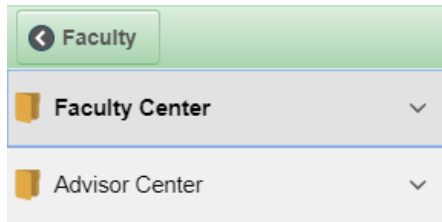
The hamburger menu shows a drop-down menu that allows you to quickly access the Manage Password page and the Oracle Help page, as well as to sign out of eCampus. If you are on a mobile device, the option to return Home will also appear in the drop-down menu. **Please note:** For increased security on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

## II. eCampus Tiles

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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



*Left-hand Side Menu*

**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.”

Select Term

View FERPA State

Continue

Select a term then select Continue.

Term	
<input type="radio"/> Summer 2018	Santa Clara University
<input checked="" type="radio"/> Fall 2017	Santa Clara University
<input type="radio"/> Summer 2017	Santa Clara University
<input type="radio"/> Spring 2017	Santa Clara University
<input type="radio"/> Winter 2017	Santa Clara University

View Weekly Teaching Schedule

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

Select display option

Show All Classes     Show Enrolled Classes Only

My Teaching Schedule > Fall 2017 > Santa Clara University

Personalize | View All | First 1 of 1 Last

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
ETHN 165-01 (58455)	Community Based Rsch Methods (Lecture)	6	TTh 12:10PM - 1:50PM	Kenna Hall 216	Sep 18, 2017- Dec 1, 2017

View Weekly Teaching Schedule Go to top

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.

My Teaching Schedule > Fall 2017 > Santa Clara University

Personalize | View All | First 1 of 1 Last

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
ETHN 165-01 (58455)	Community Based Rsch Methods (Lecture)	6	TTh 12:10PM - 1:50PM	Kenna Hall 216	Sep 18, 2017- Dec 1, 2017

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.

Fall 2017 | Regular Academic Session | Santa Clara University | Undergraduate

▼
Change Class

[ETHN 165 - 01 \(58455\)](#)  
Community Based Research Methods (Lecture)

Days and Times	Room	Instructor	Dates
TTh 12:10PM-1:50PM	Kenna Hall 216		09/18/2017 - 12/01/2017

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.

The screenshot shows the SCU Faculty Advisor Center interface. At the top, there are navigation tabs: Faculty Center, Advisor Center, and Search. Below these are sub-tabs: My Advisees, Student Center, General Info, Transfer Credit, and Academics. The main heading is 'Advisee Student Center'. A red box highlights a 'Change Advisee' dropdown menu and a yellow 'Change' button. Below this, there are several sections: 'Academics' with 'My Class Schedule' and 'Shopping Cart'; 'Deadlines' and 'URL'; 'This Week's Schedule' table; 'Holds' (No Holds); 'Enrollment Dates' (Open Enrollment Dates); and 'Advisor' (Program Advisor). At the bottom, there are sections for 'Personal Information' and 'Contact Information'.

Class	Schedule
ENGL 106-01 LEC (58377)	M/W/F 1:00PM - 2:05PM Sobrato Residential Complex 19
HIST 91-01 LEC (59370)	M/W/F 2:15PM - 3:20PM O'Connor Hall 204
RSOC 128-01 LEC (59531)	M/W 4:45PM - 6:30PM Varsi Hall 114

### My Advisees

Your advisees are listed alphabetically by last name. Click on “View Student Details” to view a student’s information and Student Center.

The screenshot shows the SCU Faculty Advisor Center interface. At the top, there are navigation tabs: Faculty Center, Advisor Center, and Search. Below these are sub-tabs: My Advisees, Student Center, General Info, Transfer Credit, and Academics. The main heading is 'My Advisees'. There is a 'VIEW ADVISEE PHOTOS' button. Below this, there is a 'Select display option' section with two radio buttons: 'Link to Photos' (selected) and 'Include photos in list'. Below this is a table with columns: Notify, Photo, Name, ID, and Personalize | Find | Edit | Print. The table contains three rows of data. A red box highlights the 'View Student Details' link in the first row. Below the table are buttons for 'Notify Selected Advisees', 'Notify All Advisees', and 'View data for other students'.

Notify	Photo	Name	ID	Personalize   Find   Edit   Print
1			0000	<a href="#">View Student Details</a>
2			0000	<a href="#">View Student Details</a>
3			0000	<a href="#">View Student Details</a>

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.

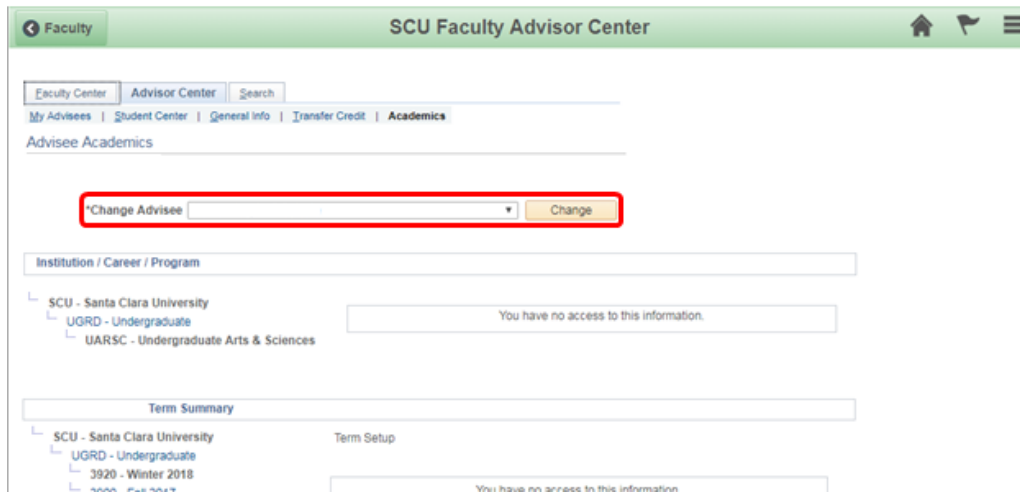
Detail	Source	Career				Model Status
Detail	NAPA VALLEY COLLEGE (Semester)	Undergraduate	Santa Clara University	Undergraduate Arts & Sciences	Undeclared Arts and Sciences	Fall 2015 Posted

Career				Model Status
Undergraduate	Santa Clara University	Undergraduate Arts & Sciences	Fall 2015	Posted

## Advisee Academics

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

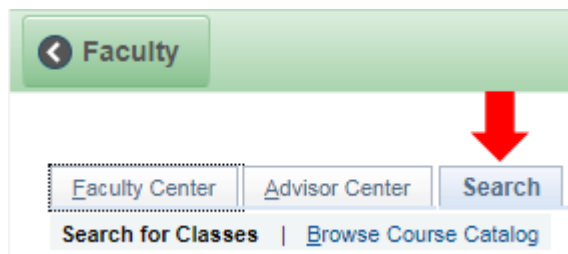


## Search

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.”

▼ Additional Search Criteria

Meeting Start Time

Meeting End Time

Days of Week

Mon  Tues  Wed  Thurs  Fri  Sat  Sun

Instructor Last Name

Class Nbr  ?

Course Keyword  ?

Minimum Units

Maximum Units

Course Component

Session

Mode of Instruction

Campus

Location

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.

Santa Clara University | Fall 2017 [Registrar's Home Page](#)

The following classes match your search criteria Course Subject: Computer Engineering, Course Career: Undergraduate, Show Open Classes Only: Yes, Meeting Start Time greater than or equal to 3:00PM, Minimum Units greater than or equal to 4

Open   
  Closed   
  Wait List

**1 class section(s) found**

▼ COEN 171 - Principles of Design and Implementation of Programming Languages

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
59069	01-LEC Regular	TuTh 5:20PM - 7:00PM	Engineering Center 106		09/18/2017 - 12/01/2017	<input checked="" type="checkbox"/>

Browse Course Catalog

1. Select a letter to refine your search.

Browse Course Catalog

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[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)  
[0](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#)

Collapse All

Expand All

Select subject code to display or hide course information.

- ▶ [OMIS - Operations Mgmt & Info Sys](#)
- ▶ [OSHR - Osher Lifelong Learning Instit](#)

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.

▼ [OMIS - Operations Mgmt & Info Sys](#)

Course Nbr	Course Title	Typically Offered
<a href="#">15</a>	<a href="#">Introduction to Spreadsheets</a>	
<a href="#">17</a>	<a href="#">Introduction to Business Computing</a>	
<a href="#">30</a>	<a href="#">Introduction to Programming</a>	
<a href="#">31</a>	<a href="#">Business Applications Program</a>	
<a href="#">34</a>	<a href="#">Science, Information Technology, Business and Society.</a>	
<a href="#">40</a>	<a href="#">Statistics and Data Analysis I</a>	
<a href="#">41</a>	<a href="#">Statistics and Data Analysis II</a>	
<a href="#">43</a>	<a href="#">Data Manipulation and Visualization in Economics</a>	
<a href="#">105</a>	<a href="#">Database Management Systems</a>	
<a href="#">106</a>	<a href="#">Systems Analysis and Design</a>	
<a href="#">107</a>	<a href="#">Svstems Programing</a>	

### **III. Resources**

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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.