



eCampus Instructor / Advisor Information Guide

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I. eCampus Access

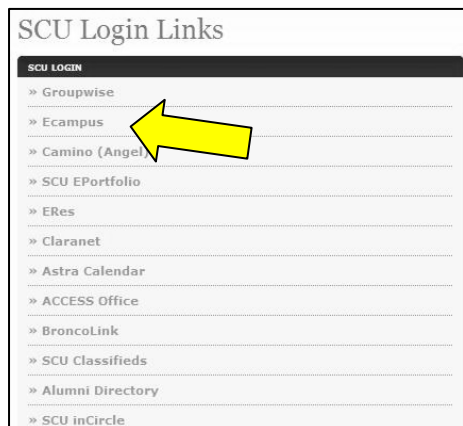
There are three sections regarding eCampus Access for the Instructor / Advisor Center: Log In, Password Change and Forgotten Password.

1. Log In

- On the SCU homepage (www.scu.edu), click on “SCU Login” link in the top right corner.



- Click on “Ecampus.”



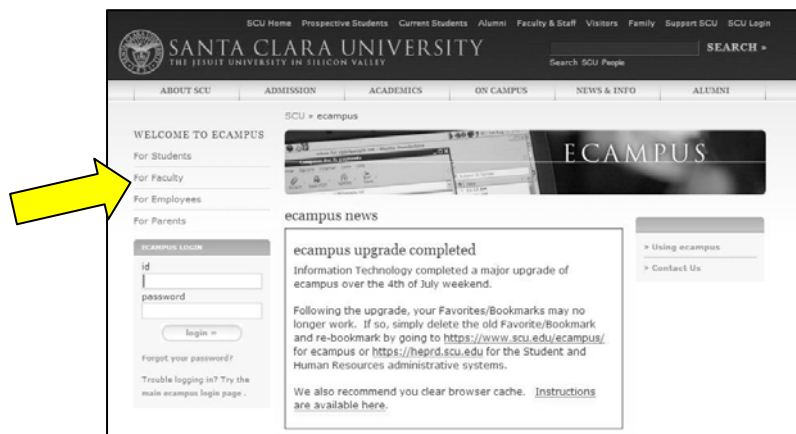


Instructor / Advisor Center

- Enter your User ID and password and click “login.” If you don’t know your password, click on the “Forgot your password?” link, email ecampus@scu.edu or call x 5700.

TIP: User IDs are usually the same as the Novell ID (e.g. ALINCOLN)

- Please note the information provided on the gateway page regarding eCampus status. Clicking on the “For Faculty” link directs you to a page of resources for faculty (see figure below).



- In the “For Faculty” section, you’ll find helpful PDF documents about logging in and grading online.

For Faculty

Using ecampus

Initial ecampus Login » Login help, forgot your password [PDF]

Online Grading Instructions » Step-by-step instructions for online grading [PDF]

Law Online Grading Instructions » Step-by-step instructions for online grading for the Law faculty [PDF]

FAQs for Online Grading » Frequently asked questions about online grading [PDF]

Law FAQs for Online Grading » Frequently asked questions about online grading for the Law faculty [PDF]

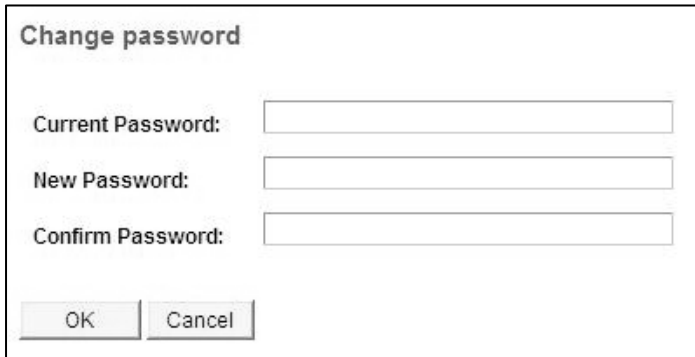
2. Password Change

- On your menu, click on “My System Profile”.
- Click on “Change Password”.



A screenshot of a web interface showing a dark header with the word "Password" in white. Below the header, there are two links: "Change password" and "Change or set up forgotten password help".

- Enter your current password. Enter your new password. Confirm your new password and then click “OK”.



A screenshot of a web form titled "Change password". It contains three input fields: "Current Password:", "New Password:", and "Confirm Password:". At the bottom, there are two buttons: "OK" and "Cancel".

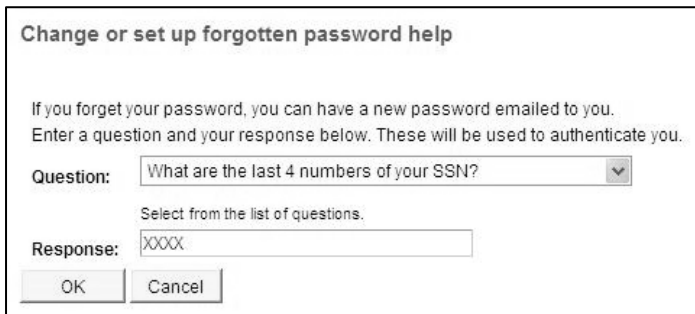
3. Forgotten Password

- On your menu, click on “My System Profile.”
- Click on “Change or setup your forgotten password help.”



A screenshot of a web interface showing a dark header with the word "Password" in white. Below the header, there are two links: "Change password" and "Change or set up forgotten password help".

- Enter a question and answer that is not easily guessed and then click “OK”.



A screenshot of a web form titled "Change or set up forgotten password help". It contains a paragraph of text: "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." Below this text, there is a "Question:" label followed by a dropdown menu showing "What are the last 4 numbers of your SSN?". Below the dropdown, there is a "Response:" label followed by a text input field containing "XXXX". At the bottom, there are two buttons: "OK" and "Cancel".

II. eCampus Features

There are three eCampus Features for the Instructor / Advisor Center: Faculty Center, Advisor Center and Search.

1. Faculty Center

The Faculty Center has three tabs: My Schedule, Class Roster and Grade Roster.



a) My Schedule

- From the “My Schedule” tab, you can view your current schedule of classes, the class and grade rosters for those classes and your finals schedule.

Faculty Center

Faculty Advisor

Faculty Center | Advisor Center | Search

my schedule | class roster | grade roster

Faculty Center

My Schedule

Fall 2011 | Santa Clara University [change term](#) [My Exam Schedule](#)

Select display option: ☒ Show All Classes ☐ Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster Learning Management

My Teaching Schedule > Fall 2011 > Santa Clara University

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
ANTH 152-01 (73468)	Political Anthropology (Lecture)	14	TTh 3:40PM - 5:25PM	O'Connor Hall 204	Sep 19, 2011 - Dec 2, 2011
ANTH 190-01 (73502)	Advanced Seminar in Anth (Lecture)	5	TTh 3:40PM - 5:25PM	O'Connor Hall 107	Sep 19, 2011 - Dec 2, 2011

[View Weekly Teaching Schedule](#) [Go to top](#)

My Exam Schedule > Fall 2011 > Santa Clara University

Class	Class Title	Exam Date	Exam Time	Exam Room	Enrolled
ANTH 152-01 (73468)	Political Anthropology (Lecture)	12/5/2011, Monday	1:00PM - 4:00PM	Alumni Science Biol Lab 260	14
ANTH 190-01 (73502)	Advanced Seminar in Anth (Lecture)	12/7/2011, Wednesday	9:00AM - 12:00PM	Bannan Hall 237	5

[View Weekly Exam Schedule](#) [Go to top](#)



Santa Clara University

Instructor / Advisor Center

- To view a different term, click on “Change Term” button.
- Select the term and click on “Continue”.



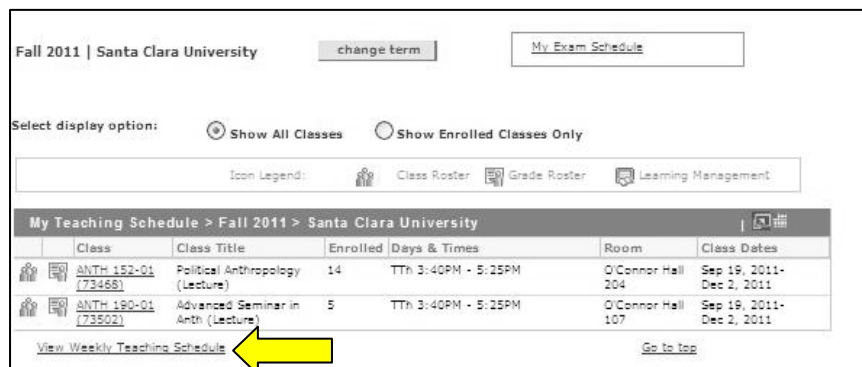
Faculty Center

Select Term [View FERPA Statement](#)

Select a term then click Continue.

Term	Institution
<input checked="" type="radio"/> Fall 2011	Santa Clara University
<input type="radio"/> Fall 2010	Santa Clara University
<input type="radio"/> Spring 2010	Santa Clara University

- **“My Weekly Schedule”**
 - a) Click “View Weekly Teaching Schedule” link under your list of classes (see figure below)
 - b) Enter the desired week’s start date
 - c) Click the “Refresh Calendar” button. This will display all classes for the week selected. It is possible to choose dates from previous quarters.



Fall 2011 | Santa Clara University [My Exam Schedule](#)

Select display option: ☒ Show All Classes ☐ Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster Learning Management

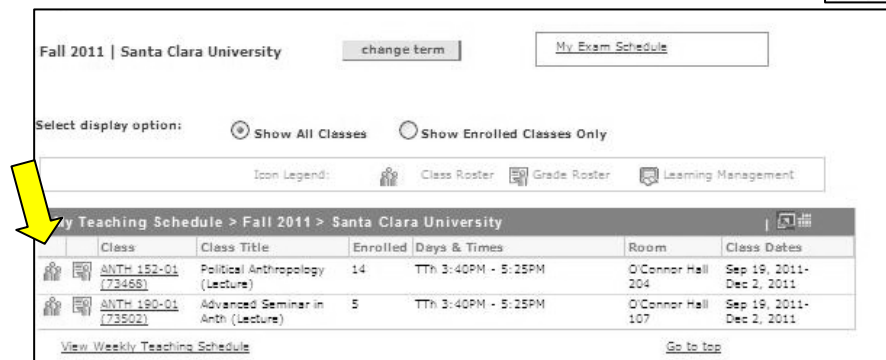
My Teaching Schedule > Fall 2011 > Santa Clara University

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
ANTH 152-01 (73468)	Political Anthropology (Lecture)	14	TTh 3:40PM - 5:25PM	O'Connor Hall 204	Sep 19, 2011 - Dec 2, 2011
ANTH 190-01 (73502)	Advanced Seminar in Anth (Lecture)	5	TTh 3:40PM - 5:25PM	O'Connor Hall 107	Sep 19, 2011 - Dec 2, 2011

[View Weekly Teaching Schedule](#) [Go to top](#)

b) Class Roster

- Click on the Class Roster icon to the left of the class details

Fall 2011 | Santa Clara University [My Exam Schedule](#)

Select display option: ☒ Show All Classes ☐ Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster Learning Management

My Teaching Schedule > Fall 2011 > Santa Clara University


Class	Class Title	Enrolled	Days & Times	Room	Class Dates
ANTH 152-01 (73468)	Political Anthropology (Lecture)	14	TTh 3:40PM - 5:25PM	O'Connor Hall 204	Sep 19, 2011 - Dec 2, 2011
ANTH 190-01 (73502)	Advanced Seminar in Anth (Lecture)	5	TTh 3:40PM - 5:25PM	O'Connor Hall 107	Sep 19, 2011 - Dec 2, 2011

[View Weekly Teaching Schedule](#) [Go to top](#)

- Note the various options offered pertaining to the Class Roster: View Photo Roster, Notify Students via email, Print, Permission Numbers, Grade Roster

c) **Grade Roster**

• **Official Grade Input**

- a) Click on the Grade Roster icon to the left of the class details 
- b) Choose a final grade for each student from the drop down menu in each student's corresponding Roster Grade Box (see figure below)
- c) Click the Save button at the bottom of the screen anytime.
 - The grades entered will be saved. You can return at a later point to enter more grades.

Fall 2011 | Regular Academic Session | Santa Clara University | Undergraduate [Grading Documents](#)

▼ **ANTH 152 - 01 (73468)** [change class](#)

Political Anthropology (Lecture)

Days and Times	Room	Instructor	Dates
TTh 3:40PM-5:25PM	O'Connor Hall 204	Faculty Advisor	09/19/2011 - 12/02/2011

Display Options:

*Grade Roster Type Final Grade

☐ Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status Not Reviewed [save](#)

Student Grade

	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>	1 00000				GRD	Undergraduate Arts & Sciences - Anthropology/International Business/Public Policy	Senio
<input type="checkbox"/>	2 00000				GRD	Undergraduate Arts & Sciences - Mathematics/Philosophy/Law & Social Justice	Senio
<input type="checkbox"/>	3 00000				GRD	Undergraduate Arts & Sciences - Economics (BS)	Soph
<input type="checkbox"/>	4 00000				GRD	Undergraduate Engineering - Undeclared Engineering	Soph
<input type="checkbox"/>	5 00000				GRD	Undergraduate Arts & Sciences - Biochemistry/Values in Science & Technology	Junio

*****NOTE: The grades have not been submitted at this point *****

- **Grade Review and Approval**

- 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 online. (see figure below)

Fall 2011 | Regular Academic Session | Santa Clara University | Undergraduate [Grading Documents](#)

▼ **ANTH 152 - 01 (73468)** [change class](#)

Political Anthropology (Lecture)

Days and Times	Room	Instructor	Dates
TTh 3:40PM-5:25PM	O'Connor Hall 204	Faculty Advisor	09/19/2011 - 12/02/2011

Display Options:

*Grade Roster Type: Final Grade

☐ Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status: Not Reviewed [save](#)

Approved
Not Reviewed
Ready for Review

Student Grade

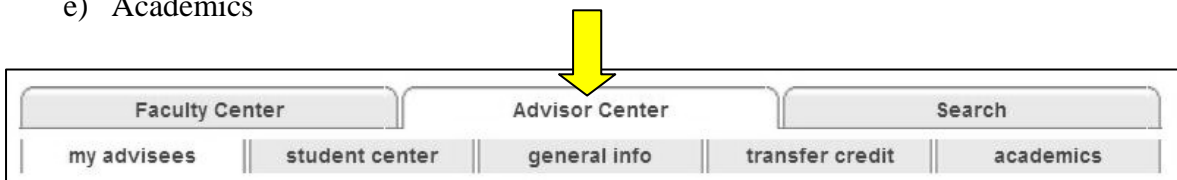
	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>	1 00000		▼		GRD	Undergraduate Arts & Sciences - Anthropology/International Business/Public Policy	Senic
<input type="checkbox"/>	2 00000		▼		GRD	Undergraduate Arts & Sciences - Mathematics/Philosophy/Law & Social Justice	Senic
<input type="checkbox"/>	3 00000		▼		GRD	Undergraduate Arts & Sciences - Economics (BS)	Soph

- At the bottom of the page, click on the “Save” button. This will submit your final grades into the system.
- Repeat these steps for other classes.
- 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 on-line in eCampus.

2. Advisor Center

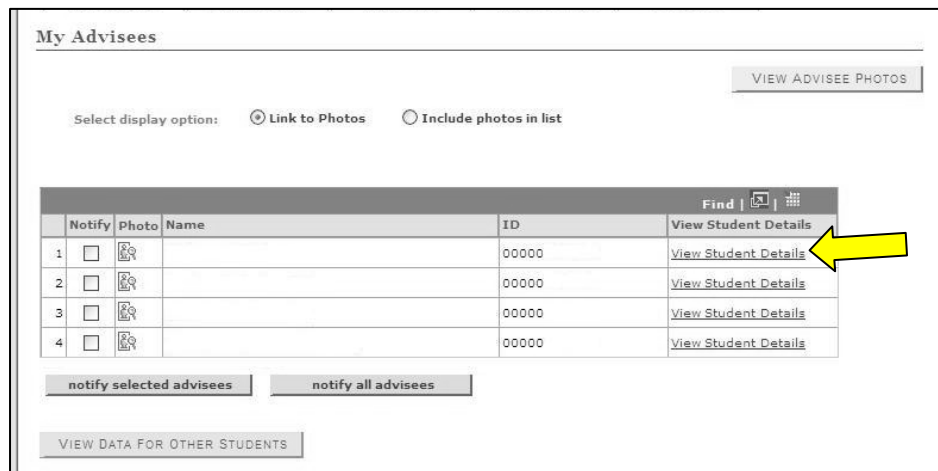
The Advisor Center has five tabs:

- a) My Advisees
 - View Data for Other Students (New Drop-in Advisees)
- b) Student Center
- c) General Info
- d) Transfer Credit
- e) Academics



a) My Advisees

- Your advisees are listed alphabetically.
- Click on the “View Student Details” link to view a student’s information (see figure below).

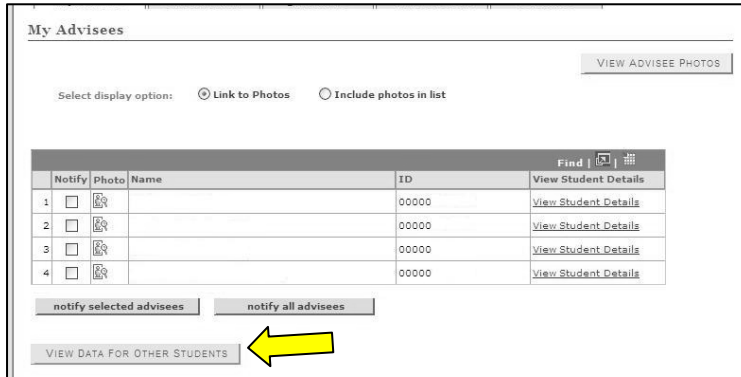




Santa Clara University

Instructor / Advisor Center

- **View Data for Other Students** (New Drop-in Advisee)
 - Click on the “View Data for Other Students” button (see figure below)
 - Enter the student’s ID and click “Search”



My Advisees

VIEW ADVISEE PHOTOS

Select display option: ☒ Link to Photos ☐ Include photos in list

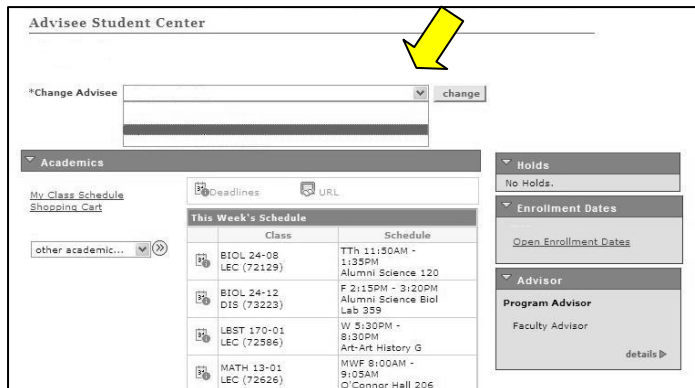
Notify	Photo	Name	ID	Find [icon] [icon]	View Student Details
1			00000		View Student Details
2			00000		View Student Details
3			00000		View Student Details
4			00000		View Student Details

notify selected advisees notify all advisees

VIEW DATA FOR OTHER STUDENTS

b) Student Center

- This shows the student center of the student you selected or searched for.
- Use the drop down menu to switch between various advisees (see figure below).



Advisee Student Center

*Change Advisee change

Academics

[My Class Schedule](#)
[Shopping Cart](#)

other academic...

Deadlines

This Week's Schedule

Class	Schedule
BIOL 24-08 LEC (72129)	TTh 11:50AM - 1:35PM Alumni Science 120
BIOL 24-12 DIS (73223)	F 2:15PM - 3:20PM Alumni Science Biol Lab 359
LEST 170-01 LEC (72586)	W 5:30PM - 8:30PM Art-Art History G
MATH 13-01 LEC (72626)	MWF 8:00AM - 9:05AM O'Connor Hall 206

Holds

No Holds.

Enrollment Dates

[Open Enrollment Dates](#)

Advisor

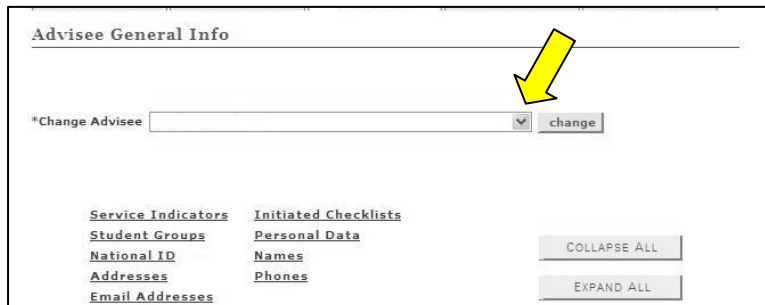
Program Advisor

Faculty Advisor

[details](#)

c) General Info

- This shows the general information of the student you selected or searched for.
- Use the drop down menu to switch between various advisees (see figure below).



Advisee General Info

*Change Advisee change

Service Indicators Initiated Checklists

Student Groups Personal Data

National ID Names

Addresses Phones

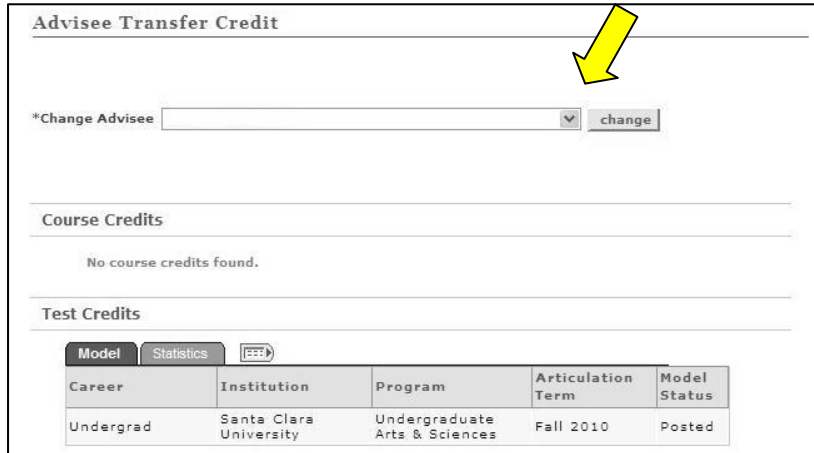
Email Addresses

COLLAPSE ALL

EXPAND ALL

d) 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 (see figure below).



Advisee Transfer Credit

*Change Advisee

Course Credits

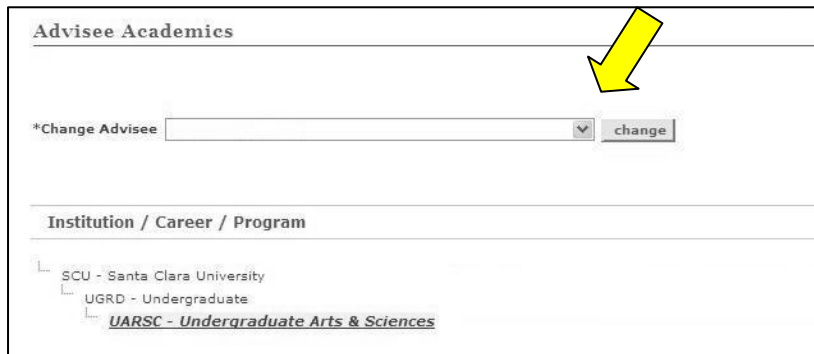
No course credits found.

Test Credits

Model	Statistics	Test
Career	Institution	Program
Undergrad	Santa Clara University	Undergraduate Arts & Sciences
Articulation Term	Fall 2010	Model Status
		Posted

e) Academics

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



Advisee Academics

*Change Advisee

Institution / Career / Program

- SCU - Santa Clara University
 - UGRD - Undergraduate
 - UARSC - Undergraduate Arts & Sciences

3. Search

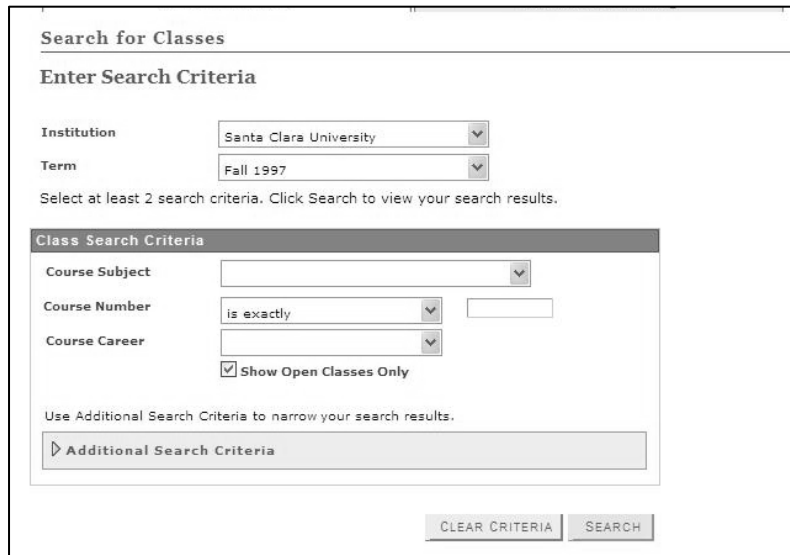
Search has two tabs:

- Search for Classes
- Browse Course Catalog



a) Search for Classes

- Select “Santa Clara University” for the Institution
- Select which term you want to view classes for
- Select the “Course Subject” and/or the “Course Number”
- Make sure to select the correct “Course Career,” then click “Search”
- You also have the option to select between only open or all classes with the check box “Show Open Classes Only”



Search for Classes

Enter Search Criteria

Institution: Santa Clara University

Term: Fall 1997

Select at least 2 search criteria. Click Search to view your search results.

Class Search Criteria

Course Subject: [dropdown]

Course Number: is exactly [dropdown] [text box]

Course Career: [dropdown]

☒ Show Open Classes Only

Use Additional Search Criteria to narrow your search results.

▶ Additional Search Criteria

CLEAR CRITERIA SEARCH

Instructor / Advisor Center

- On the results page, you can find more details about the class by clicking on the class section link (see figure below)

Search Results

When available, click View All Sections to see all sections of the course.

Santa Clara University | Fall 2011

REGISTRAR'S HOME PAGE

The following classes match your search criteria Course Subject: **Dance**, Course Career: **Undergraduate**, Show Open Classes Only: **Yes**

START A NEW SEARCH

☒ Open ☐ Closed ☐ Wait List

▼ DANC 29 - Rehearsal and Performance


View All Sections First 1 of 1 Last

Section [01-PRE\(73418\)](#) Status ☐

Session Regular [Combined Section](#)

Days & Times	Room	Instructor	Meeting Dates
TBA	TBA		09/19/2011 - 12/02/2011

b) Browse Course Catalog

- You can select a letter or a number from the box to refine your search
- Use the arrow  next to each academic subject to either expand or collapse the corresponding courses for each subject (see figure below).

Browse Course Catalog

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.

▶ ACTG - Accounting

▶ AERO - Aerospace Studies

▶ AMTH - Applied Mathematics



Instructor / Advisor Center

- To find more details about the class, click on the class section link.

Browse Course Catalog

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.

▶ ACTG - Accounting

▼ AERO - Aerospace Studies

Course Nbr	Course Title	Typically Offered
1A	Foundations of U.S. Air Force	
1B	Foundations of U.S. Air Force	
2A	Evolution of USAF Air and Space Power	
2B	Evolution of USAF Air and Space Power	
2C	Air Force Today III	
131A	Air Force Management and Leadership	



Instructor / Advisor Center

III. Resources

SCU Information Technology Service Center

(408) 554-5700

<http://it.scu.edu/AboutIT/Hours.shtml>