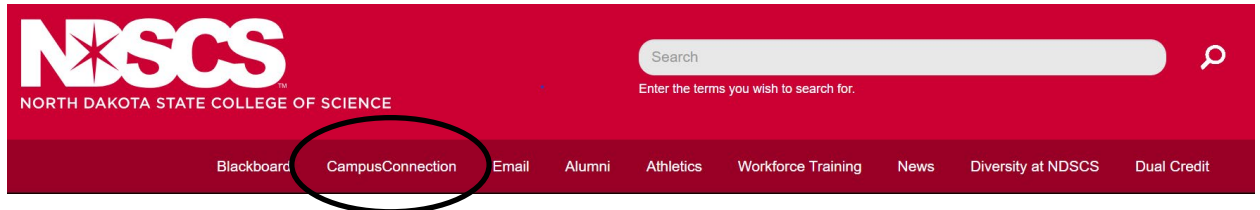


## Faculty Campus Connection User Guide

### Sign on to Campus Connection

1. Go to [www.ndscs.edu](http://www.ndscs.edu)
2. Click on Campus Connection



3. Enter NDUS User ID
4. Enter Password (set up during the Claiming Account process)

5. Click 

*Hint – If you receive an error message that reads “Your User ID and/or password are Invalid,” try to re-enter your User ID and Password. Remember your password is case sensitive.*

### Claim – Forgotten NDUS ID and Password

Your NDUS User ID and Password are needed in order to access CampusConnection. Your NDUS User ID is some variation of your name (John.Doe or John.J.Doe). The NDUS Password is created when claiming your account.

#### Claim My Account

If you have not already claimed your account, follow the steps below:

- Go to <https://helpdesk.ndus.edu/ndusaccount/>
- Click Claim an NDUS Account
- Click Begin
- Answer the twelve-question quiz
- Click Continue to Claim your Account
- Enter your date of birth
- Enter your EMPLID
- Click Continue
- Set up your security question answers

- Click Continue
- Choose your password
- Confirm your password
- Click Continue

The next screen will display your NDUS User ID (John.Doe). Please retain this information for your records.

#### Forgotten NDUS User ID

- Go to <https://helpdesk.ndus.edu/ndusaccount/>
- Click I Forgot My NDUS Account ID
- Enter date of birth separated by slashes and your EMPLID  
If you have not claimed your account, it will provide you a link to begin the claiming process.


#### Forgotten NDUS Password

- Go to <https://helpdesk.ndus.edu/ndusaccount/>
- Click I Forgot My NDUS Account Password
- Enter User ID
- Answer at least three of the security questions correctly
- Choose a new password

## View Class Rosters

The class roster page displays all the enrolled and dropped students in a particular course. All dual credit instructors should check class rosters periodically throughout the semester for accuracy. Students who are not on the class roster have not registered for the class as dual credit.

At the end of the term, the grade rosters are generated from the data on the verified class roster. Once grade rosters have been generated, it is very difficult to change them.

1. Sign on to Campus Connection.
2. Click Faculty Center
3. Click on Class Roster.
4. Verify the correct term is displayed.
5. Click on the  to the left of the course for which you want to see a roster.

To view class rosters for a previous or future term

- Click Change Term
- Select the appropriate term
- Click Continue

| Select a term then click Continue.           |                                |
|--|--------------------------------|
| Term   | Institution                    |
| <input type="radio"/> 2014 Fall              | N.Dakota State College Science |
| <input checked="" type="radio"/> 2014 Summer | N.Dakota State College Science |
| <input type="radio"/> 2014 Spring            | N.Dakota State College Science |

Most current term class rosters




Faculty Center

My Schedule




**2014 Summer | N.Dakota State College Science** [change term](#)

[View Personal Data Summary](#)  
[My Exam Schedule](#)

Select display option:  Show All Classes  Show Enrolled Classes Only


Icon Legend:  Class Roster  Grade Roster  Learning Management


My Teaching Schedule > 2014 Summer > N.Dakota State College Science

| Class  | Class Title                             | Enrolled | Days & Times | Room | Class Dates              |
|--|---|----------|--------------|------|--------------------------|
|  <a href="#">AGRI 197-1 (5296)</a>  | Internship (Agri Dept) (Field Studies)  | 47       | TBA          | TBA  | Jun 3, 2014-Jul 25, 2014 |
|  <a href="#">AGRI 297-1 (10328)</a> | Internship (Agr Dept) (Field Studies)   | 1        | TBA          | TBA  | Jun 3, 2014-Jul 25, 2014 |
|  <a href="#">PLSC 235L-1 (5295)</a> | Field Scouting Tech Lab (Field Studies) | 22       | TBA          | TBA  | Jun 3, 2014-Jul 25, 2014 |


Click here to display class roster.

Provides class details such as time, location, capacity, and seats available.

 Link to the Class Roster. This icon will be present beside each individual class after students have enrolled.

 Link to the Grade Roster. This icon will be present beside each individual class once the rosters have been opened by the Enrollment Services Office.

**Sample Class Roster**

Once the  icon has been selected for a particular class, the roster of enrolled/dropped students will be displayed, along with the grading basis, units, and student program/plan.

**Class Roster**

 [View FERPA Statement](#)

2014 Summer | Regular Academic Session | N.Dakota State College Science | Undergraduate

▼ **AGRI 197 - 1 (5296)**
change class




Internship (Agriculture Department) (Field)

| Days and Times | Room | Instructor | Dates                   |
|----------------|------|------------|-------------------------|
| TBA            | TBA  |            | 06/03/2014 - 07/25/2014 |

\*Enrollment Status Enrolled ▼

Enrollment Capacity 70      Enrolled 47

Select display option:     Link to Photos     Include photos in list

| Enrolled Students |                          |   |    |      |             |       |                               | Find      | First | 1-47 of 47 | Last |
|-------------------|--------------------------|---|----|------|-------------|-------|-------------------------------|-----------|-------|------------|------|
|                   | Notify                   | Photo   | ID | Name | Grade Basis | Units | Program and Plan              | Level     |       |            |      |
| 1                 | <input type="checkbox"/> |  |    |      | Graded      | 3.00  | Agriculture - AAS-Agriculture | Freshman  |       |            |      |
| 2                 | <input type="checkbox"/> |  |    |      | Graded      | 3.00  | Agriculture - AAS-Agriculture | Sophomore |       |            |      |
| 3                 | <input type="checkbox"/> |  |    |      | Graded      | 3.00  | Agriculture - AAS-Agriculture | Sophomore |       |            |      |

All faculty must check class rosters for accuracy. Students who are not on the class roster have not registered for dual credit. Any discrepancies in class rosters should be reported to the Dual Credit Manager each semester when a request for the verified roster is sent to you.

## Record Final Grades

All grades are recorded electronically on Campus Connection. Grades are recorded at the completion of each class. Faculty will be expected to meet the grade deadlines as posted by Enrollment Services.

Grade rosters will be open the Wednesday prior to the class end date. Grade rosters are due by 9:00 AM the Wednesday following the class end date.

1. Sign on to Campus Connection.
2. Click Faculty Center
3. Click Grade Roster.
4. Verify the correct term is displayed.
5. Click on to the left of the course for which you want to enter grades.

Select display option:  Show All Classes  Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster Learning Management

My Teaching Schedule > 2014 Spring > N.Dakota State College Science

| Class                              | Class Title                              | Enrolled | Days & Times         | Room                  | Class Dates                |
|------------------------------------|--|----------|----------------------|-----------------------|----------------------------|
| <a href="#">AGEC 141-1 (18251)</a> | Intro To Agribusiness Manageme (Lecture) | 29       | We 10:00AM - 10:50AM | NDSCS Tech Ctr, Rm 52 | Jan 13, 2014- Apr 20, 2014 |

6. Enter grades into the roster grade field by selecting the grade from the drop-down menu.

Drop-down menu will be found here.

**AGEC 141 - 1 (18251)** change class

Introduction To Agribusiness Management (Lecture)

| Days and Times     | Room                  | Instructor |
|--------------------|-----------------------|------------|
| We 10:00AM-10:50AM | NDSCS Tech Ctr, Rm 52 | :          |
| We 10:00AM-10:50AM | NDSCS Tech Ctr, Rm 35 | :          |

Display Options:

\*Grade Roster Type Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action:

\*Approval Status Request Grade Change

| Student Grade | Last Date Attended |  |                |             |                        |
|---------------|--------------------|--|----------------|-------------|------------------------|
| ID            | Name               | Roster Grade   | Official Grade | Grade Basis | Program                |
| 1             |                    | <div style="border: 1px solid gray; padding: 2px;"> <span style="border: 1px solid gray; padding: 2px;">Request Grade Change</span> </div> |                | GRD         | Agricultur<br>AAS-Agri |

7. Once all grades have been entered, click "save."
8. In Grade Roster Action box, change the approval status to APPROVED. Do not set to READY FOR REVIEW.

Grade Roster Action:

\*Approval Status Approved

9. After approving the grades, click "save" again.


*Note: Students will not be able to view grades in Campus Connection until faculty have “Approved” grades, Enrollment Services has verified that all grades for all courses have been entered, and the final batch post has been processed.*

#### Grading Tips

- **If a course you teach doesn’t appear on the Grade Roster or if a student is in your class but not on the grade roster-** Contact Dual Credit Office [NDSCS.DualCredit@ndscs.edu](mailto:NDSCS.DualCredit@ndscs.edu)
- **A “W” (withdraw) grade is not a grading option for faculty-** Students that have finalized a drop/withdrawal will have a “W” grade displayed in the Official Grade column. Students who do not have a “W” grade displayed have not completed an official drop/withdrawal and should receive the grade earned as of the class end date.
- **Incomplete Grades-** Enter an “I” Incomplete grade for those students you have given extensions. An incomplete should be used only when a student is doing satisfactory work in a course but is unable, for reasons beyond control (death in the family, hospitalization of student, etc.) to complete all assigned requirements before the course end date. If you have not given an extension to a student, enter the appropriate grade earned.

## Grade Changes

Grade changes can be made by a faculty member in Campus Connection until the grades are posted by Enrollment Services. Grade changes after the grade post process has been completed must be submitted through proper documentation to your Dean's Office.

1. Sign on to Campus Connection.
2. Click Faculty Center.
3. Click Grade Roster.
4. Verify the correct term is displayed.
5. Click on  to the left of the course for which you want to change grades.
6. Change the Approval Status from Approved back to Not Reviewed
7. Make the necessary grade change(s)
8. Click save
9. Change the Approval Status from Not Reviewed to Approved
10. Click Save

## Grade Changes after Posting

Grade changes made AFTER grades have been posted by Enrollment Services –

1. The Dual Credit Instructor must email the Director of Dual Credit and ask for a copy of the grade change form.
2. Once the Dual Credit Instructor has filled out all the information, please send back to the Director of Dual Credit.
3. The Director of Dual Credit will then submit the grade change to the Dean/Associate Dean in the content area for final review and approval. If approved, then the grade change form is submitted to Enrollment Services to officially make the change in Campus Connection.

### FERPA DIRECTORY INFORMATION

The college may, in compliance with the FERPA law, release directory information in printed, electronic and other forms without student consent unless the student specifically requests that it not be released. If the student has specifically requested items to not be released, the FERPA window shade icon will be displayed at the top of the General Info page.

Releasable items unless specified by the student:

Name, Address, Email, Phone, Height, Weight, Photos of athletic team members, Date of birth, Place of birth, Major field of study, Minor field of study, Class level, Dates of attendance, Enrollment status, Names of previous institutions attended, Participation in officially recognized activities and sports, Honors/Awards received, Degree(s) earned, Date degree(s) earned, Photographic, video or electronic images of students taken and maintained by the institution.

Any information shown in the Bio/Demo Data box can be released. If marked restricted, the information will not be displayed.

**Releasable FERPA Directory Information**

Bio/Demo Data

Date of Birth: 09/08/1974      Birth Location:  Employee

Gender: Female      Marital Status: Single       Contingent Worker

Person of Interest

No Photo Designated Releasable

[Releasable Name](#)   [Releasable Address](#)   [Releasable Phone](#)   [ReleasableEmail](#)   [NDU Releasable Info](#)

[Return](#)

Indicates what is releasable for each of the specific personal information categories.

**\*WHEN IN DOUBT, DON'T GIVE IT OUT.**