

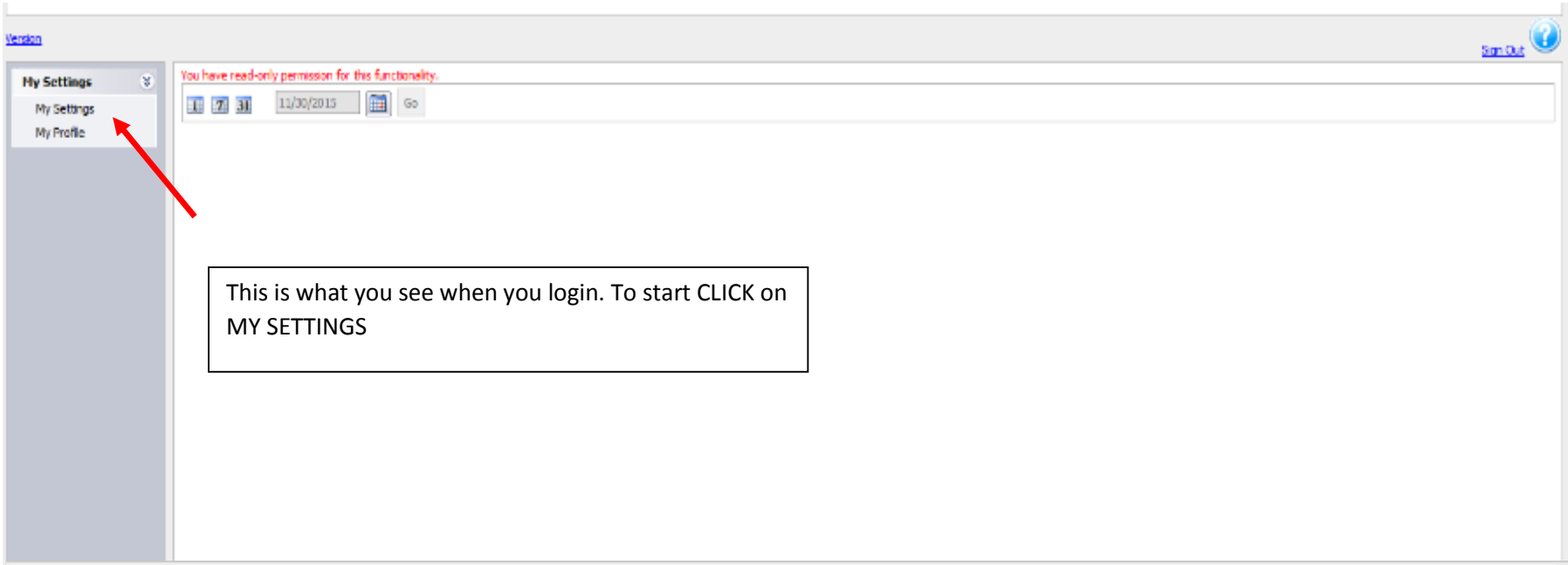
Using CampusCE

Website: <https://www.campusce.net/greatfallsadmin/SignIn.aspx>

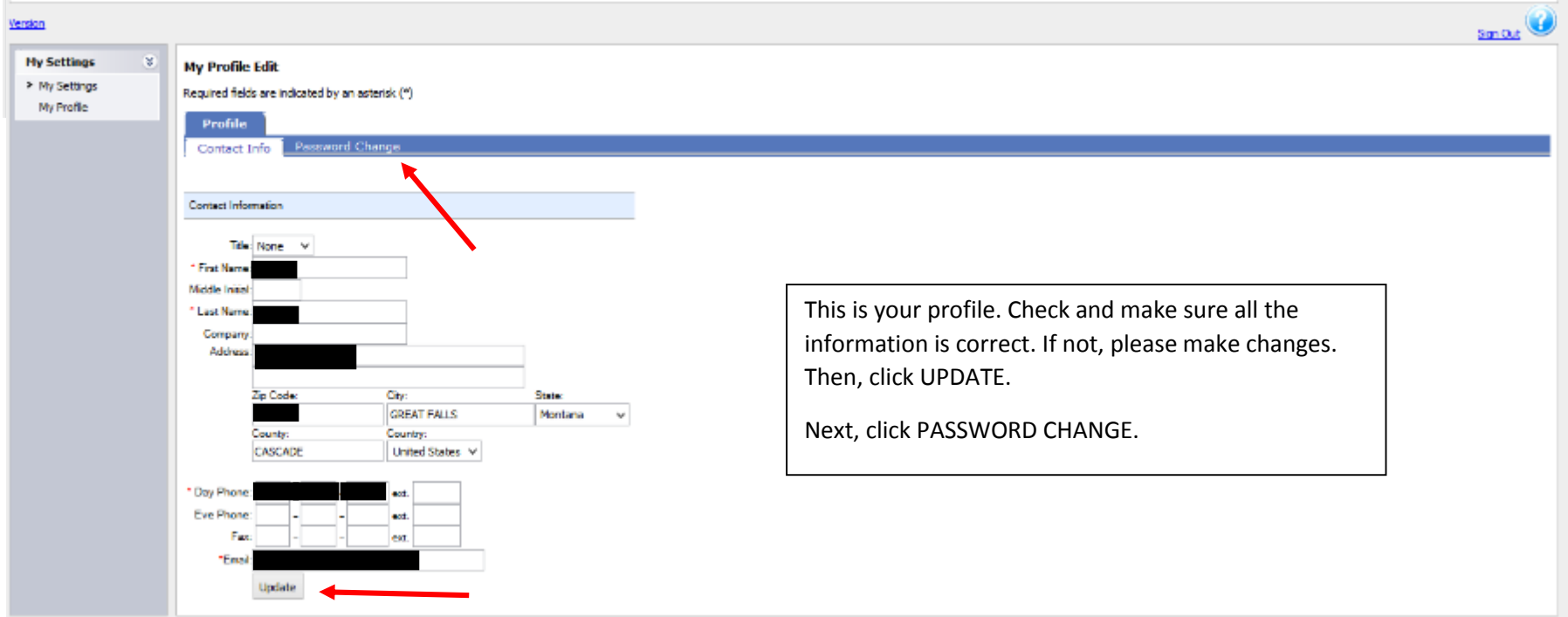
Login: first intitial last name (ex: hpalermo)

Password: gfcmsu01 (you can change this after your first login)

The screenshot displays the CampusCE website interface. At the top left is the CampusCE logo, and at the top right is a "Support" link. The main content area is divided into three columns. The left column contains a login form with fields for "User Name" (containing "Hpalermo") and "Password" (masked with dots), a "Sign In" button, and a link for "I cannot access my account". Below the login form is a "Security Alerts: Important Update" section with text about browser caching issues and a link to "Visit Refresh Your Cache Instructions". At the bottom of this section are links for "ABOUT SSL" and "CERTIFICATES". The middle column features a "NEWS" section with a headline "Systems Integration with CampusCE" dated September 09, 2015, followed by a paragraph of text and a "Click here" link, and a "Read more" link at the bottom. The right column contains a "New Feature: CampusCE Online Courses" section with a paragraph of text, a right-pointing arrow, and a final paragraph of text.




This is what you see when you login. To start CLICK on MY SETTINGS



This is your profile. Check and make sure all the information is correct. If not, please make changes. Then, click UPDATE.
Next, click PASSWORD CHANGE.

My Settings

- > My Settings
- My Profile 

My Profile Edit

Required fields are indicated by an asterisk (*)

Profile


- Contact Info
- Password Change

Password Change

* Old Password:

* Password:

* Password Confirm:



Type in old password (gfcmsu01) and then enter your new password. Click UPDATE.

Next, click MY PROFILE.

- My Settings
- > My Profile

Edit Instructor Profile (Cynthia Stevens)

Instructor Profile

Instructor Profile | **Schedule** | Holiday | Calendar | Expertise | Reports | Biography

Profile Information

Employee ID: [Redacted] Vendor ID: []
Tax ID: [] - [] - [] Company: []
Title: None ▾ Middle Name: []
* First Name: Cynthia Suffix: None ▾
* Last Name: Stevens Gender: Female ▾
Date of Birth: [Redacted] (mm/dd/yyyy)

Contact Information

Address1: [Redacted] Address2: []
Zip Code: [Redacted] County: CASCADE
City: GREAT FALLS Country: United States ▾
State: Montana ▾
*Day Phone: [Redacted] ext. [] Comments: []
Eve Phone: [] - [] - [] ext. [] *Email: [Redacted]
Mobile: [] - [] - [] Email 2: []
Fax: [] - [] - [] Web Site: []
Best number: [Redacted] ▾
Best time to call: []

Save ←

Instructor Profile comes up first. It is another place to make changes to your information. If you make changes, click SAVE.

Next click, SCHEDULE.

Version Sign Out

My Settings My Settings
My Profile

Edit Instructor Profile (Cynthia Stevens)

Instructor Profile
Instructor Profile | **Schedule** | Holiday | Calendar | Expertise | Reports | Biography

Term: 201570 Start Date: 11/30/2015 End Date: 11/30/2015 Search

Term	Title	SKU	Room	Start Date	End Date	Start Time	End Time	Days	Enrolled	Status
There is no class found.										

Page 1 of 0 (0 items)
Export(Print) Send Email

You can change the dates to see the schedule of your class.

Once your schedule is displayed, you can print it or send it to someone.

Next click, EXPERTISE.

Version Sign Out ?

My Settings ⊙

- My Settings
- > My Profile

Edit Instructor Profile (Cynthia Stevens)

Instructor Profile

Instructor Profile | Schedule | Holiday | Calendar | **Expertise** | Reports | Biography

Access

- Access Fitness
- Aerobics
- Alternative Medicine
- Aquaponics
- Art
- Auto Mechanics
- Beading
- Beekeeping
- Billy Dance
- BLS
- Boxing
- Brewing
- Drudge
- Business

Music

>>

<<

Using the menu on the left, you can pick all of your expertise. When you click on an expertise, it will highlight blue. Then, click the >> and it will move it to the right column.

To remove an expertise, highlight the item in the right column and click on the << to move it back to the left box.

Next, click REPORTS. This is the page you will use the most.

Version Sign Out ?

My Settings ▼

- My Settings
- My Profile

Edit Instructor Profile (Cynthia Stevens)

Instructor Profile

Instructor Profile | Schedule | Holiday | Calendar | Expertise | **Reports** | Biography

Reports

Status	SKU	Term	Section	Grades	Attendance	Roster
Active	20155065151	201550	Community Choir	edit	edit	view print
Active	201570WKSPTBD	201570	Great Falls College Children's Choir	edit	edit	view print
Active	201570MUS157107	201570	Great Falls College Community Choir	edit	edit	view print
Active	20157067107	201570	Great Falls College Community Choir - Credit only	edit	edit	view print

Note: A red arrow points to the 'edit' link under the 'Grades' column for the first row.

This page will list all of your classes. It tells you the status, term, section. From here, you can edit the grades and attendance. You can also view and print the roster.

This is where you will see who is registered in your class.

Click EDIT, under grades to enter grades.

My Settings
My Settings
My Profile

Edit Instructor Profile

Profiles > Instructor Edit > Roster

You can navigate to your roster and attendance, from this pull down. Let's do roster next.

Class : Great Falls College Children's Choir

View : Grades

The top box tells you what class you are grading.

Term : 201570
SKU : 201570/KSPTDD
Faculty : Cynthia Stevens
Date : 8/25/2015 - 12/8/2015
Time : 5:30 PM - 8:00 PM

Student	SID	Grade	Comments
	CE1000288	--Select--	
	CE1000287	--Select--	
	CE1000286	--Select--	
	CE1000209	--Select--	
	CE1000208	--Select--	
	CE1000154	--Select--	
	CE1000241	--Select--	
	CE1000403	--Select--	
	CE1000330	--Select--	
	CE1000319	--Select--	
	CE1000210	--Select--	
	CE1000361	--Select--	
	CE1000360	--Select--	
	CE1000350	--Select--	
	CE1000329	--Select--	
	CE1000337	--Select--	

Under grades, you can use the pull down menu to select the grade. Remember, non-credit courses are pass/fail. If you want to add comments you can. When all the grades are entered, click SAVE.

Save Cancel

Next, let's look at attendance. You can use the drop down box next to view. Go to ATTENDANCE.

The roster shows student's names, phone number, email and status. To see all status, use the pull down. The default is all enrolled, so if you want to see everyone, you will need to change it.

My Settings
My Settings
My Profile

Edit Instructor Profile
Profiles > Instructor Edit > Rosters

Class : Great Falls College Children's Choir

View : Roster All

Term : 201570
SKU : 201570W/KSPTBD
Faculty : Cynthia Stevens
Date : 8/25/2015 - 12/8/2015
Time : 5:30 PM - 8:00 PM

Student	Day phone	Email	Status
			Not Registered
			Registered
			Registered
			Registered
			Registered
			Registered
			Registered
			Registered
			Registered
			Dropped
			Registered
			Online Class
			Dropped and Refunded
			Registered
			Registered
			Registered
			Registered
			Registered
			Registered
			Registered
			Registered
			Not Registered
			Registered
			Registered

Cancel

- My Settings
- My Settings
- My Profile

Edit Instructor Profile

[Profiles](#) > [Instructor Edit](#) > [Reports](#)

To go back to the main reports page, click REPORTS.

Class : Great Falls College Children's Choir

View: Attendance

Term : 201570
 SKU : 201570(WKSPTBD)
 Faculty : Cynthia Stevens
 Date : 8/25/2015 - 12/8/2015
 Time : 5:30 PM - 8:00 PM

On this page, you can track attendance for all class meetings. To make someone as attended, click in the box and a checkmark will appear. Once you have entered the info, click SAVE.

Student	08/25	09/06	09/08	09/15	09/22	09/29	10/06	10/13	10/20	10/27	11/03	11/10	11/17	11/24	12/01	12/08
Doyon, Elizabeth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doyon, Emilia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Faulner, Elizabeth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hunt, Laurel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hunting, Abigail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Juhl, Elizabeth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Juhl, Seth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Long Fox, Kanna	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parham, Lexi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schneiderhan, Madlyn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Simons, Casey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Springer, Elizabeth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Springer, Joseph	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Springer, Sydney	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thornton, Alexis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Winfield, Kaeleigh	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save Cancel

When you are done you can sign out. [Sign Out](#)

Edit Instructor Profile (Cynthia Stevens)

Instructor Profile | Schedule | Holiday | Calendar | Expertise | **Reports** | Biography

Reports

Status-SKU | Term | Section | Grades Attendance Roster

Assistant Class Roster - Mozilla Firefox

https://www.campusce.net/greatfallsadmin/course/AssistantClassRoster.aspx/classid=29

Instructor/Course Assistant Roster
201570WKSPTBD
Great Falls College Children's Choir
08/25/2015 - 12/08/2015
Tue, 5:30PM To 8:00PM

Instructor : Cynthia Stevens
Location : Great Falls College MSU B101

StudentName	Status	Email	Tue,08/25	Tue,09/01	Tue,09/08	Tue,09/15	Tue,09/22	Tue,09/29	Tue,10/06	Tue,10/13	Tue,10/20	Tue,10/27	Tue,11/03	Tue,11/10	Tue,11/17
Dieruf, Molly	Not Registered														
Doyon, Elizabeth	Registered														
Doyon, Emilia	Registered														
Faulkner, Elizabeth	Registered														
Hunt, Laurel	Registered														
Hunting, Abigail	Registered														
Juhl, Elizabeth	Registered														
Juhl, Seth	Registered														
LEWIS, DANICA	Dropped														
Long Fox, Kianna	Registered														

To print, click on the printer icon and follow your computer's printing instructions.

You can also open it in Excel. Click on the disk/paper icon and follow your computer's instructions.

When you click, PRINT another window will open with the class roster. You can use this to take attendance by hand.