

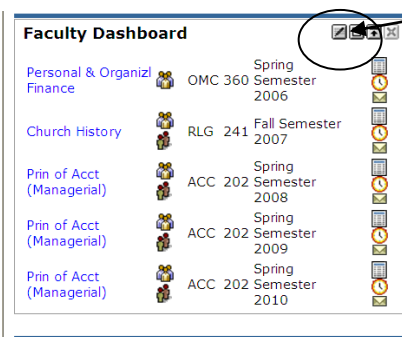
CSPConnect Basics for Faculty

Located at <https://connect.csp.edu/>

Log in with your network username and password

Editing/limiting which data you can see

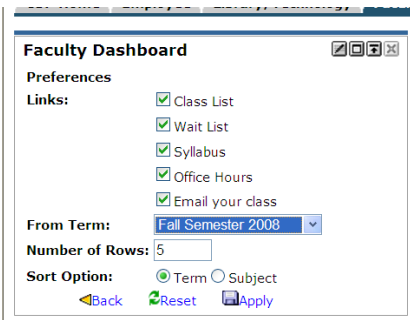
You can and may need to edit the term you are viewing for several of the channels which feed into the area formerly known as the Bear Path. To do so, first click on the pencil in the upper right corner of the channel box:



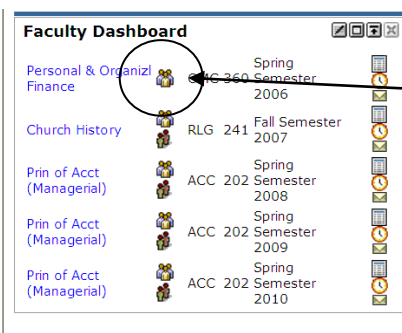
Depending on which channel you are editing, you will see several options in setting your preferences.

To view a limited number of terms, change the "from term" option. You can also limit how many rows of data you can see.

Once you have set your preferences, click Apply and then Back to return to the main channel.



Viewing class lists



To view a class list, click on the icon of three students and you will go to the self-service site where the students are listed.

Viewing Course Information

Also on CSPConnect is the Faculty Dashboard channel. This channel allows you to link into the self-service site and see details on when and where your class meets, and also provides links to class lists.

Entering Grades

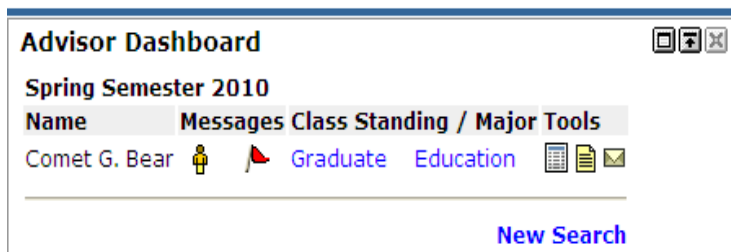
On the Faculty tab, locate the Faculty Grade Assignment channel. The courses you are assigned to that are available for grading will be listed. Set the drop down box to midterm grades or final grades (depending on what you are entering) and then click "Go." You will be taken to the page in the self-service site that should look familiar with regard to entering grades.

When you are done entering grades, click Return To Faculty Tab in the upper left hand corner to go back to the main portal site. You may need to edit your preferences slightly (see above section on editing) to see the classes for the term you want.

Faculty Information channel

Also on the Faculty tab is the Faculty Information channel, which provides more links to the self-service site. From here you can link to advisee information, colleagues' schedules, and the degree evaluation tool.

Advisor Dashboard



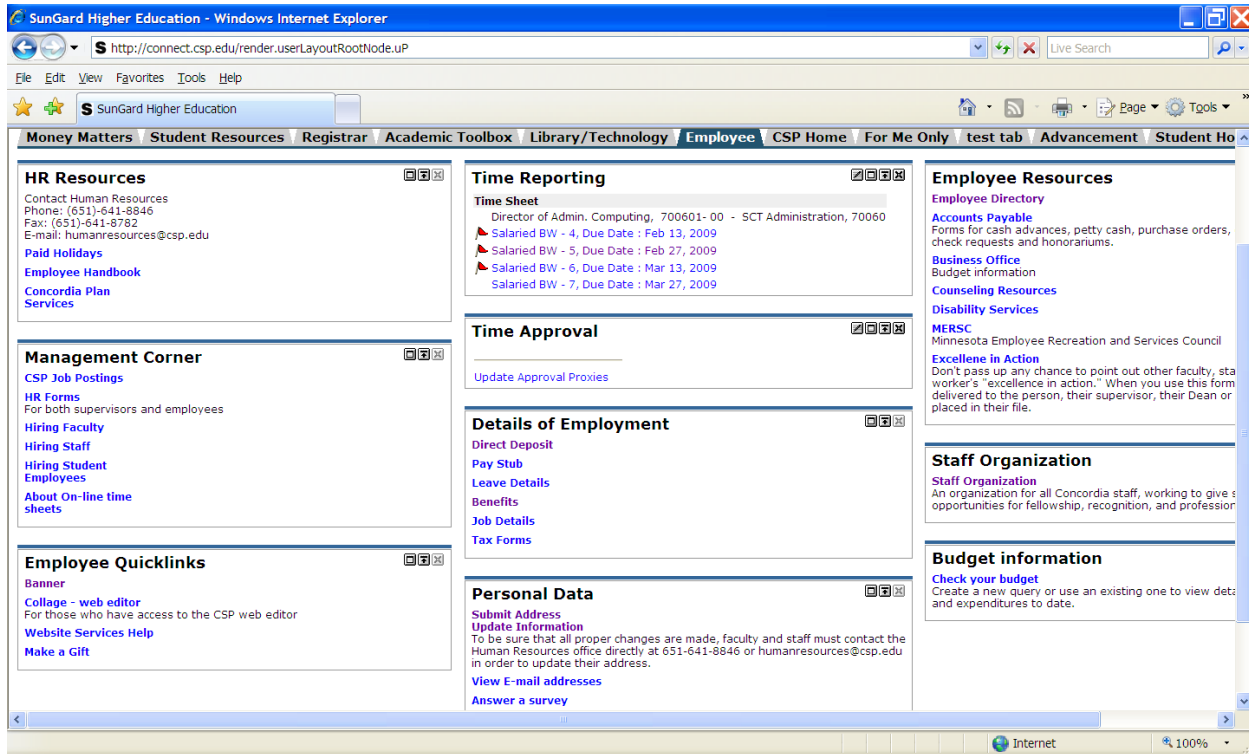
Within the advisor dashboard, you first need to find an advisee, searching by name or ID. Under messages, the person icon indicates they are advisee; the red flag is your link to see holds. To the right of the major listing, the first icon allows you to view the student's transcript, and the second icon is your link to the student's test scores.

Additional areas in CSPConnect

All faculty members who also serve as advisors to students have available to them the set of tabs that are available to all traditional students. These tabs are identical to the initial set-up of the student screens, although each student can, of course, personalize the portal to meet his or her needs. These four tabs all start with "FA-". If you don't need to see the tabs, you can remove them. Instructions on how to do this are listed further down in this document.

Employee information

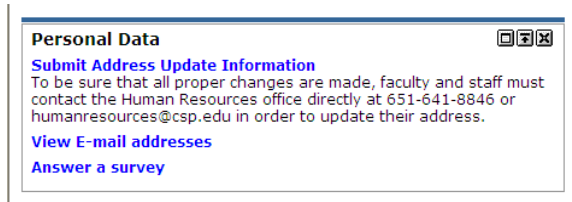
Employee Tab



Areas that were reached through the Bear Path can be reached instead through the portal. For those who approve time cards, if any are waiting for approval they will be listed in the Time Approval box. If no time cards are waiting, the box will be empty. The red flag next to the dates in the Time Reporting box indicate that the pay periods are past due and have been processed by HR. If you want to list more (or fewer) weeks, click on the pencil icon in the upper right corner of the channel, change the information, then click Apply, followed by Back.

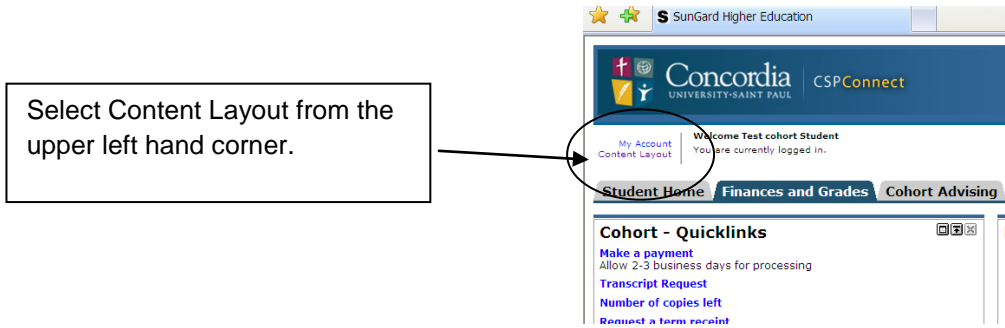
Personalizing your site

You can personalize your site by moving channels, adding new ones, and (in some cases) removing those that you don't need.

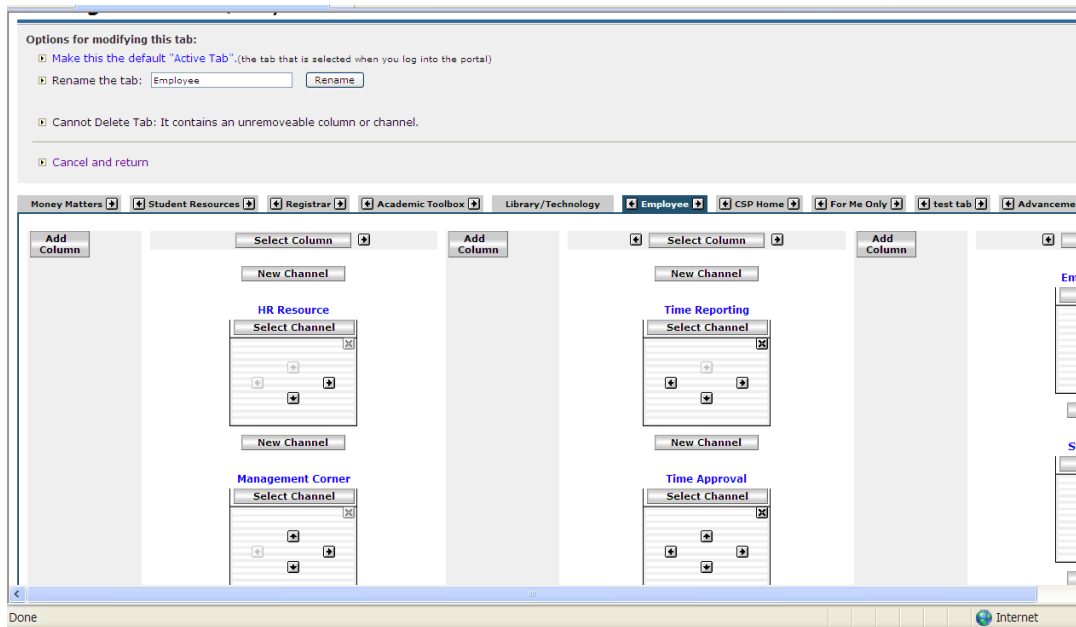


Each channel has three options in the upper right corner. If the X is not grayed out, you have the option to delete the channel. You can also minimize or maximize the cell size.

Editing a tab



The content layout page



If the arrows are not grayed out, you can move the channel to around on that tab. To add a new channel, click on "New Channel" in the place where you want to place it. Select the category type for the channel and then simply add it to your tab. Under the News and Other categories, you'll find links to feeds from local and national news outlets.

Groups

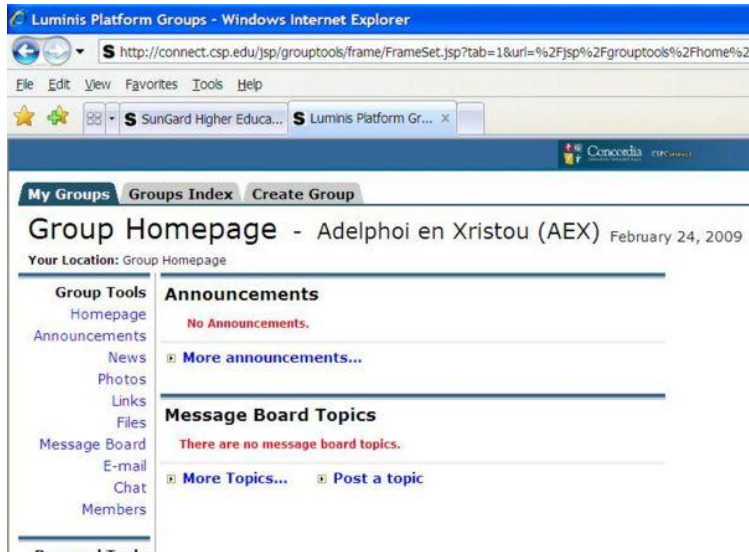
Another area available within the portal is the Group Studio. This feature allows for the creation of groups that target specific sets of people at Concordia. There are three types of groups. One type is open to the public for anyone to join; a second type can be restricted based on specific criteria. With both of these, an individual can see the group exists and request to join it. The third type of group is hidden, with membership restricted to only those the leader chooses to invite. An example of an open group would be Spanish Club; a hidden group could, perhaps, be the staff organization executive board. Restricted groups are rare and none currently exist.

To request the creation of a new group, select the Request Group tab in Group Studio.

How to join a group

First, select the Groups icon in the upper right corner. Then select Groups Index tab. From the categories that are listed, click a category that interests you. For example, the AEX group would be under religious. Each group has a green or yellow flag icon. A green icon means the group is open to the general public; a yellow icon means membership is somehow restricted.

Once you are a member



Announcements: allows the group's leader to send brief announcements to group members

Chat: allows you enter the group's dedicated chat room

Links: allows you to view all of the links that have been posted by the group and to submit links for potential posting.

Members: allows you to view a list of other group members

News: allows you to read articles that have been posted by other members, and to submit articles for posting

Photos: allows you to view all of the photos that have been posted by the group and to submit photos for potential posting.

All groups must have a staff or faculty member serving as the group leader, and this person will also be responsible for approving information prior to it being posted to the entire group.

Need more information?

There are several pages of helpful hints and ideas on the CSP Support Wiki, located at <http://support.csp.edu/Category:Portal>.