

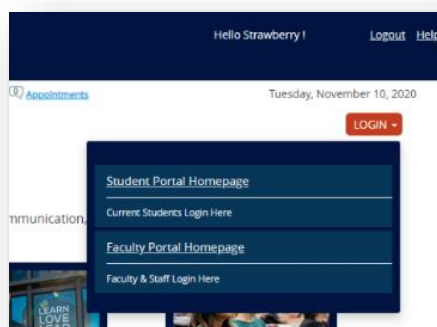
CAMPUSNEXUS: FACULTY PORTAL

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PORTAL LOGIN

1. Go to studentportal.bju.edu and click **Login**.
2. Select **Faculty Portal Homepage**.
3. Enter your BJU credentials when prompted.



MY HOME PAGE

BOB JONES UNIVERSITY
EST. 1927

Hello CMC! Hide Quick Link... Personalize Logout Help

Student Information Student Schedule Class Schedule Gradebook

My Home Page Recent Students Strawberry Test Find Student Tuesday, November 17, 2020

Campus Info

- Click **Personalize** to choose which tiles are displayed on your Home Page.
- **Show Quick Links** will place important links at the top of the page.
- **Recent Students** dropdown gives quick access to students you have recently searched
- **Find Student** opens the search window
- The red “F” icon (if visible) opens a FERPA information request form.

CAMPUS INFO

- Campus Info
- Course Schedule
- Faculty Directory

The Campus Info folder provides information about courses offered at BJU and a faculty directory.

COURSE SCHEDULE

1. In the left-hand menu click **Campus Info** to expand your choices.
2. Click **Course Schedule**.
3. Search using a variety of filters to find the course you need. You can even search by the days and times a course meets.
4. After specifying the details of your search, click **Search** to see the results.

Course Schedule Search

Select the appropriate Campus and Term. Use the following search criteria to narrow your focus when searching for a course.

Course Schedule Search

Course Details

Campus: MAIN Campus

Term: Fall 2020

Keyword: []

Course: []

Section: Open Open & Closed

Earliest Start Time: 12:00 am

Latest Start Time: 11:00 pm

Course Type: *All*

Search

5. If the results list is a long one, use the **Search** box (see image below) to find what you are looking for.
6. In the Course Schedule column, select **Click for Details** to view more information about a course, including any course and test prerequisites.

Results for Term: Fall 2020

Denotes a class where Pass/Fail is Required.

Show entries

Showing 1 to 917 of 917 entries

Search

Previous Next

Course	Course Title	Section	Term Period	Credits	Course Schedule
Ac 103.2	Introduction to Accounting I	3	8/18/2020 to 11/24/2020	3.00	Click for Details
Ac 203.1	Principles of Accounting I	92Online	8/18/2020 to 11/24/2020	3.00	Click for Details
Ac 203.1	Principles of Accounting I	1	8/18/2020 to 11/24/2020	3.00	Click for Details

FACULTY DIRECTORY

The Faculty Directory provides information such as the office number and email address of faculty.

1. Under **Campus Info**, click **Faculty Directory** in the left-hand menu.
2. Use the alphabetical index to search for faculty members by their last name or use the **Faculty Search** box at the right of the page to search for faculty by First Name, Last Name, and Department.

BOB JONES UNIVERSITY
EST. 1927

Hello Strawberry! Show Quick Links... Logout Help

Monday, November 9, 2020

My Home Page My Holds My Alerts My Appointments

Faculty Directory

Faculty Search

First Name

Last Name
hughes

Department

Reset Search

Search Results for B

Baker, Esther

CONTACT MANAGER

Contact Manager

Contact Manager

In the left-hand menu, click **Contact Manager** to expand the folder; then, click the **Contact Manager** link.

“Contact Manager is a tool for recording, tracking, and managing your appointments, events, and activities related to your tasks. Activities include entrance interviews, incoming and outgoing telephone calls, and other events that affect your daily tasks at your campus.

Staff members with appropriate permissions can add activities, messages, and files to Contact Manager. For instance, a staff member in the admissions department may record new leads and assign them to admissions representatives for follow-up. Staff members who have appropriate permission can also view other staff member's activities and re-assign them to other staff members.

Some automatic activities such as *call student, set up an entrance test, arrange entrance interview*, may be assigned to you based on events that are monitored by CampusNexus Student. These activities are displayed on the Contact Manager page as a result of decisions made by your institution's management.” (from CM Help Guide)

For more information:

https://help.campusmanagement.com/PRT/21.1/Staff/Content/StaffPortal/ContactManager_Staff.htm

MY STUDENTS

My Students

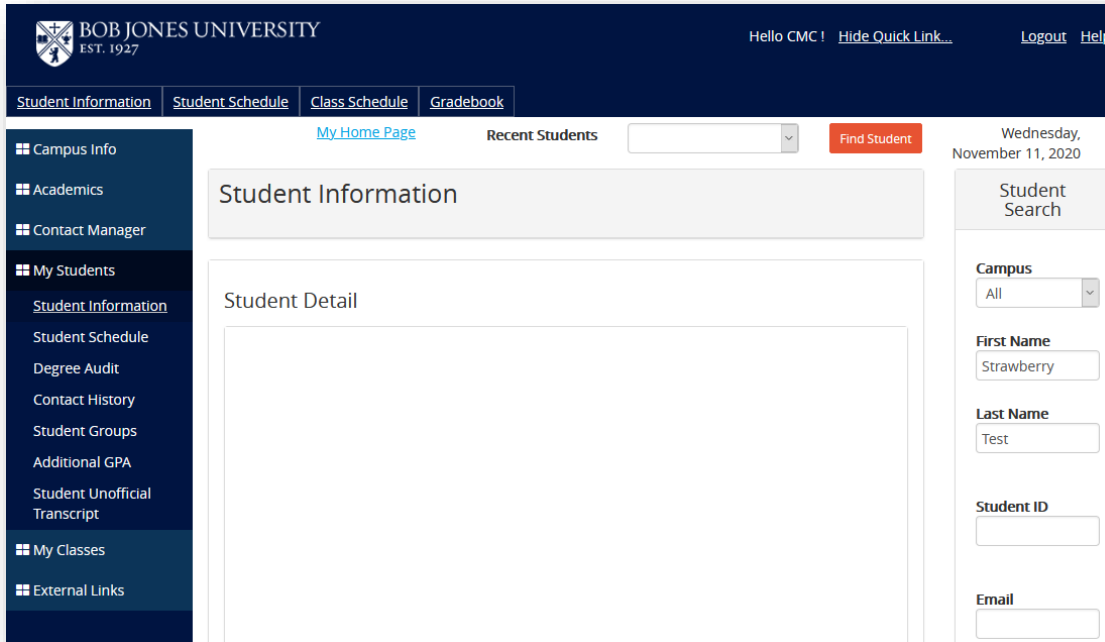
- Student Information
- Student Schedule
- Degree Audit
- Contact History
- Student Groups
- Additional GPA
- Student Unofficial Transcript

The **My Students** section provides several tools for understanding and assessing a student’s academic progress and standing.

In the left-hand menu, click **My Students** to expand the folder and see the list of tools available.

SELECTING A STUDENT

In any page under **My Students**, use the **Student Search** panel at the right side of the page to find a student or click the **Find Student** button toward the top right of the page to perform an Advanced Search.



1. Enter student information to search for the student. (Not all fields are required.)
2. Click the **Search** button at the bottom of the Student Search panel. Results will open in a new window.
3. Scroll down below the Advanced Search window to find search results.

Results

Student Name/Student ID	Status	Program	Phone/Email
Strawberry Test 21	Active	ACC - Accounting	(864) 561-0176 strawberrytest@

- Click the name of the student to open the student's information in the Student Information page.

NOTE: When you search for and select a student, that student's information will be displayed in the other student tools in the portal. To change the selection, either perform a new search or select from the list of **Recent Students** that appears at the top of each page.

STUDENT INFORMATION

The Student Information page provides general information about the student and the student's enrollment. You can open the student's photo from this page.

Student Detail

First Name Strawberry	Last Name Test	Nick Name BerryCherry
Student ID 21	Status Active	My Picture Not Available
Street	City/Town	Province/State Out of the USA
Postal Code/ZIP	Country United States	
Home Phone Numbers (864) 561-0176	Work	Other Phone
Email strawberrytest@bjv.edu	Second Email	

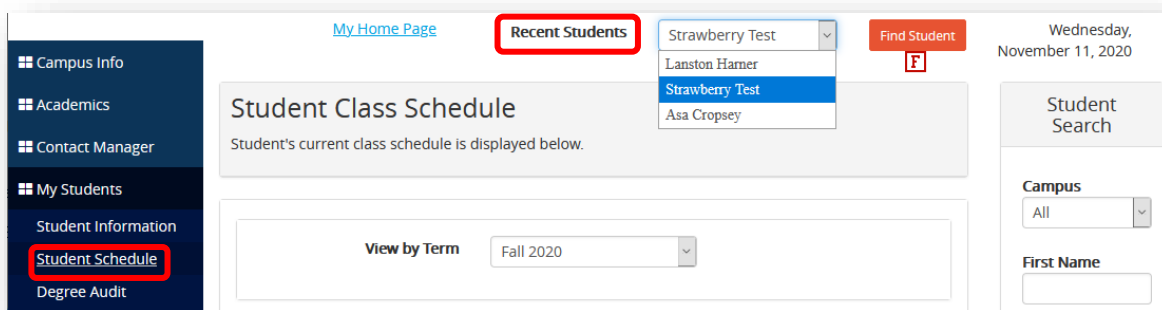
Enrollment Details

Enrollment ID TE20103983	Campus Bob Jones University	Last Date Att. 9/2/2020
Program Business Administration, BS	Program Status Active	Withdrawal Date
Areas Of Study Major: Business Administration Concentration: Finance	Start Date 8/18/2020	Graduation Date 1/31/2023

STUDENT SCHEDULE

- To see a student's schedule, click **Student Schedule** under **My Students**.

- If you have already searched for a student, that student's schedule will appear in the **Student Class Schedule** page.
- If you wish to see a different or new student, either choose from **Recent Students** or perform a new search in the Student Search panel or by clicking **Find Student**.



- In the search results window, click the name of the student to load the class schedule in the Student Class Schedule page. Classes without a scheduled time or day (such as online SCOPE courses) will be displayed first. Just below those classes, resident courses will be displayed on a weekly calendar.

DEGREE AUDIT

- Under **My Students**, click **Degree Audit** to see all courses required to complete the student's program and the student's progress toward completion.
- If you have already searched for a student, that student's information will appear in **Degree Audit**.
- If you wish to see a different or new student, either choose from **Recent Students** or perform a new search in the Student Search panel or by clicking **Find Student**.

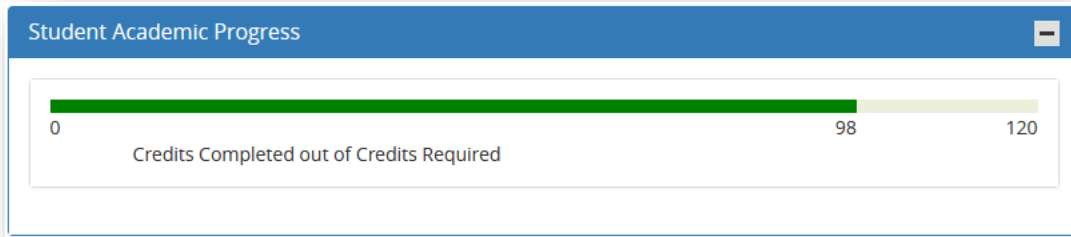
The page is divided into eight sections:

- Program Details**—an overview of the student's current program, GPA, credits, etc.
- Additional GPAs**—table of cumulative GPAs, quality points, and units

Additional GPAs					
Weighted GPA					
Description	Cumulative GPA	Quality Points	Quality Units	Units Attempted	Units Earned
BJU GPA	3.40	321.00	95.00	95.00	95.00
All Including Approved Transfers*	3.40	321.00	95.00	95.00	95.00
All Including Non-Approved Transfers*	3.50	324.70	112.50	95.00	95.00

* GPA inclusive of previous education course work.

- Student Academic Progress**—progress bar of credits completed out of credits required



- **Course Levels**—course level GPAs
- **Course Categories/Areas(s) of Study Summary**—summary of credits and GPA by course categories

Applies to Course Category	Credits Required	(+) Credits Added	(-) Credits Waived	(-) Credits Completed	(-) Credits Current/Scheduled	(=) Credits Remaining	GPA
Information Technology_BS BJU_Core	51.00	0.00	0.00	40.00	3.00	8.00	3.05
Information Technology_BS Elective	24.00	0.00	0.00	15.00	3.00	6.00	0.00
MAJOR: Information Technology Major	45.00	0.00	0.00	26.00	10.00	9.00	3.73
All/Total	120.00	0.00	0.00	81.00	16.00	23.00	

- **Course List**—list of all required courses and status of each

Course	Course Title	Course Level	Credits	Credits Earned	Status	Grade	Term	Course Completion Date	Min Gr Pts	SPE Progression
AC 203.1	Principles of Accounting I	200	3.00	3.00	Complete	C	202051	12/12/2020	2.00	N
AC 204.1	Principles of Accounting II	200	3.00	0.00	Scheduled		202052		2.00	N
BA 101.2	Introduction to Business	100	3.00	3.00	Complete	B	202051	12/17/2020	2.00	N
BA 109.2	Business Spreadsheet	100	3.00	0.00	Current		202051		2.00	N

- **Courses Taken Not Applied**—completed and current courses not applied to degree completion requirements
- **Change Program/Areas of Study**—evaluate the effect of the student’s changing the program and/or the areas of study. Click **Program Options** to get started.

Change Program/Areas of Study

You can use the Hypothetical Program option to evaluate the effect of changing the program and/or the areas of study. Click on Program Options to evaluate how completed courses and areas of study will count towards the new hypothetical program/areas of study.

[Program Options](#)

CONTACT HISTORY







This tool contains a list of activities/contacts between the student and BJU, along with who entered the record, the assignee, and status.









1. Under **My Students**, click **Contact History**.
2. If you have already searched for a student, that student's history will appear in the **Student Contact History** page.
3. If you wish to see a different or new student, either choose from **Recent Students** or perform a new search in the Student Search panel or by clicking **Find Student**.
4. Click the "+" to expand an entry and view comments. The icons in the **Subject** column indicate the type of communication.

Student Contact History

A list of activities/contacts related to the selected student. Click on the Subject of an activity/contact to view details concerning the activity/contact.

Test, Strawberry

Due Date	Subject	Assigned To / Entered By	Status
+ 9/21/2020	 WP02 - Student Request Address Change	Johnna Bradley System	Pending
+ 10/15/2020 12:00 AM	 FA- Loan Document eMail	Chris Collins Chris Collins	Closed
+ 10/26/2020	 WP10 - FERPA Opt Out or Conent	Johnna Bradley System	Pending
+ 11/10/2020 12:00 AM	 21-22 FAFSA Now Open	Daniel Muller Daniel Muller	Queued
+ 11/10/2020 12:00 AM	 Alert Registration Now Open	PS-AAD USA PS-AAD USA	Pending
+ 11/10/2020	 WP03 - Student Uploaded Document	Johnna Bradley System	Pending

 Email
  Letter
  Meeting
  Other Task
 Incoming Call
  Message
  Outgoing call
  Alert

STUDENT GROUPS

See the groups of which students are members and also add students to groups.

1. Under **My Students**, click **Student Groups**.
2. If you have already searched for a student, that student's group list will appear in the **Student Groups** page.
3. If you wish to see a different or new student, either choose from **Recent Students** or perform a new search in the Student Search panel or by clicking **Find Student**.

REMOVING AND ADDING STUDENTS

1. To Remove students from a group, click the **Remove** link.
2. To Add students to a group, choose the group from the **Add Student to Group** dropdown list and click **Add**.

Add Student to Group

SAP Ineligible Add

Groups for Student: Strawberry Test

	Description	Date On	Date Off	Hold Group
Remove	Balance over 500	11/11/2020		No
Remove	CTMP - FA Status Report	10/16/2020		No

ADDITIONAL GPA

This is the same list that appears on the Degree Audit page and is a table of cumulative GPAs, quality points, and units.

STUDENT UNOFFICAL TRANSCRIPT

Download a PDF file of the selected student's unofficial transcript. Click the **Unofficial Transcript** link.

MY CLASSES

My Classes

[Class Schedule](#)

[Gradebook](#)

In My Classes, you can view your class schedule and gradebook if you are teaching.

CLASS SCHEDULE

You can view your class schedule weekly or in list view. If days and times happen to vary by week, the calendar grid will adjust based on the week selected. Classes with no schedule, such as SCOPE courses, are listed in the **Classes without Scheduled Time/Day** section.

1. Under **My Classes** in the left-hand menu, click **Class Schedule**.
2. Select a a term in the **View by Term** dropdown list.
3. Place your mouse pointer over a calendar entry to view the class details (time, room, instructor).
4. Click **List** to change from calendar to list view.

GRADEBOOK

IMPORTANT!

- All course grades are to be kept in the Canvas grade book. Only mid-term and final grades are to be posted in the CampusNexus Faculty Portal.
- Once you have posted grades to CampusNexus, they cannot be changed by you. If you make a mistake, you must submit a change request to the Registrar's Office.
- The following instructions cover the manual method for posting grades. BJU is planning to develop an integration that will automatically pass mid-term and final grades from Canvas to CampusNexus.

POSTING MID-TERM GRADES

1. Click the **Midterm Grades** tab on the Course Details page of the selected course. Midterm grades of all active students taking the course are displayed.
2. Select the grade letter for each student in the **Letter Grade** column.

The screenshot shows the 'Midterm Grades' section of a course page. At the top, there are tabs for 'Attendance', 'Assignments & Exams', 'Midterm Grades' (which is selected), and 'Final Grades'. Below the tabs, the title 'Midterm Grades' is followed by a checkbox labeled 'Only show active students' which is checked, and a search box. A table with the following columns is displayed: 'Student', 'Date Posted', 'Numeric Grade', 'Letter Grade', and 'Comments'. The table contains one row for 'Student, James' with a 'Date Posted' of '11/14/2016' and a 'Letter Grade' dropdown menu currently set to 'F'. Below the table, it says 'Showing 1 to 1 of 1 entries' and has 'Previous', '1', and 'Next' navigation buttons. At the bottom right, there is a blue button labeled 'Post Midterm Grades'.

3. Carefully verify the selected grades.
4. Click **Post Midterm Grades**.

POSTING FINAL GRADES

NOTE: You cannot post final grades until every student has a final grade entered.

1. Click the **Final Grades** tab on the Course Details page of the selected course. The final grades of all active students in the course are displayed. The current GPA and attendance details of the students are also displayed.
2. Select the grade letter for each student in the **Letter Grade** column.
3. Carefully verify the selected grades.
4. Click **Save Final Grades**. This action cannot be edited or undone. Contact the Registrar's Office if you need to correct a grade.

Final Grades

Only show active students

Search

<u>Student</u>	<u>Current GPA</u>	<u>Total % Absent</u>	<u>Numeric Grade</u>	<u>Letter Grade</u>				
Student, James	3.00	0.21%		B				

Showing 1 to 1 of 1 entries

Previous **1** Next