

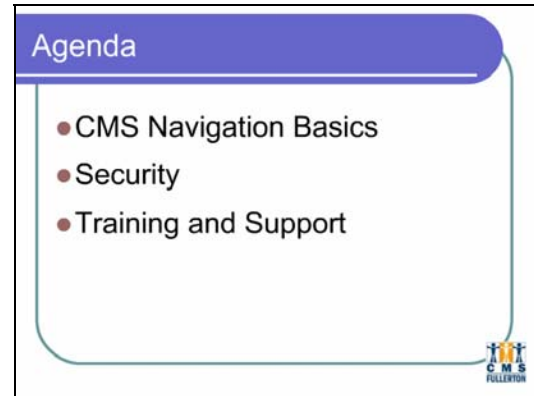
CMS Campus Solutions Basics

Slide notes: Welcome to Campus Solutions Basics Training produced by the CMS Training team and

Student Administration Staff. You are required to view this presentation before attending any CMS Campus Solutions course.

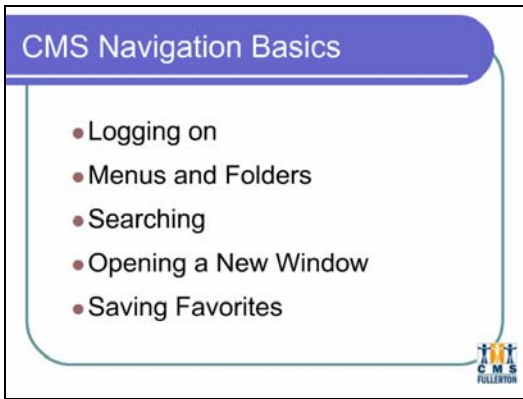
The presentation will take approximately 10 minutes to complete.

Note at the end of this presentation you will be required to enter your email address to verify you have completed this training. Once a CMS trainer has received the email notification they will manually update your status in Learner Web.



Agenda

Slide notes: This presentation will cover the basics of navigating the software, security issues, and training & support resources.



CMS Navigation Basics

Slide notes: We will begin with reviewing the basics of navigation, including:

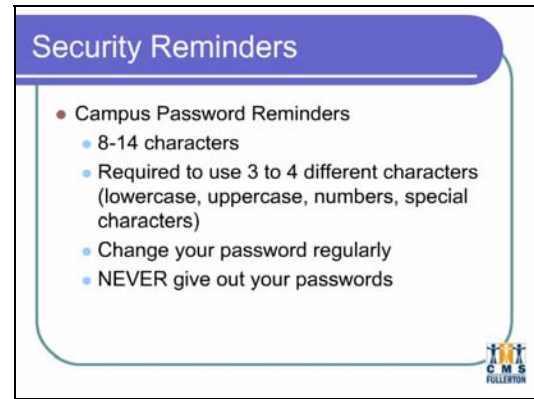
logging on into the system

using menus and folders

conducting searches

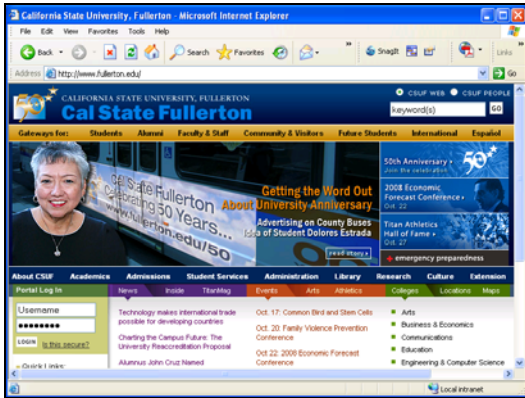
opening a new window

saving favorites



Security Reminders

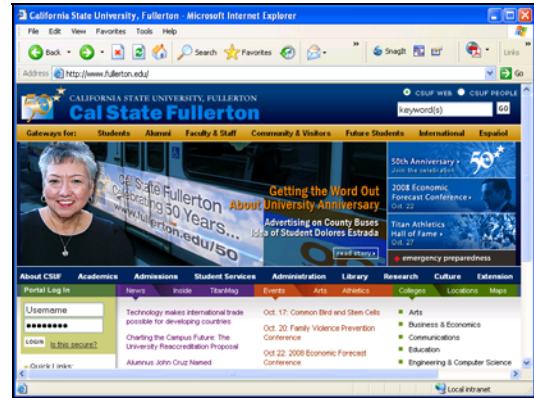
Slide notes:



Slide 5

Slide notes: Open your browser to the Cal State Fullerton home page.

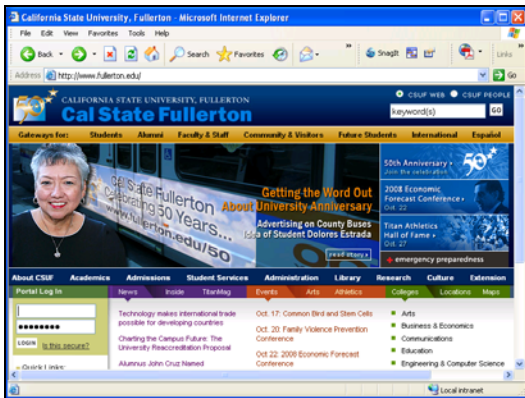
Text Captions: Open your browser to the Cal State Fullerton home page.



Slide 6

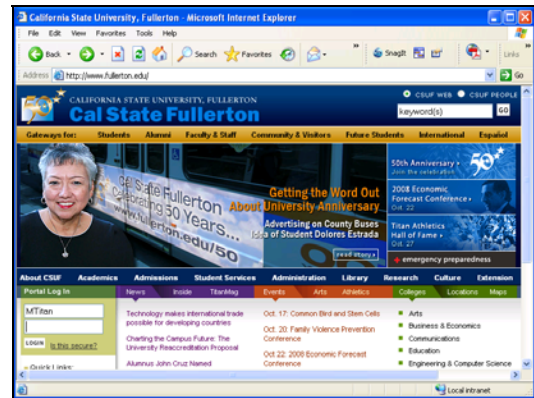
Slide notes: Logon to the Faculty/Staff portal by typing your campus username and password.

Text Captions: Logon to the Faculty/Staff portal by typing your campus username and password.



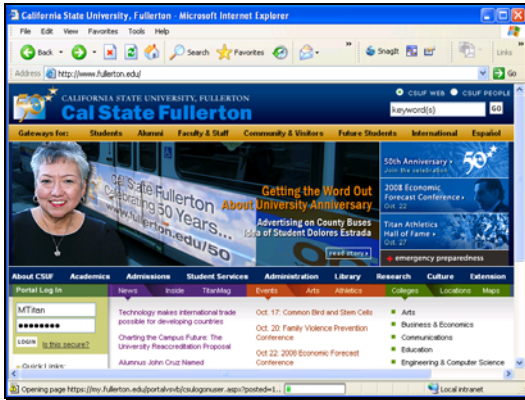
Slide 7

Slide notes:



Slide 8

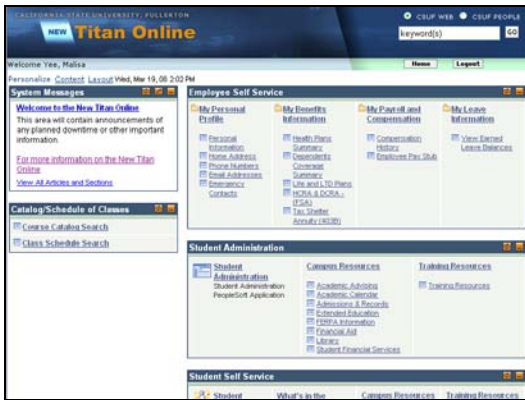
Slide notes:



Slide 9
 Slide notes: Then click "login".
 Text Captions: Then click "login"



Slide 10
 Slide notes:
 Text Captions: Select the "New Titan Online" tab.
 The Faculty/Staff Portal page appears.



Slide 11
 Text Captions:
 The New Titan Online page is displayed.
 Select the Student Administration link.



Slide 12
 Text Captions:
 CMS Student opens into a new window.
 You are now logged in.
 You will only see options that you have security access to.
 Select a business function from the left-hand side menu.



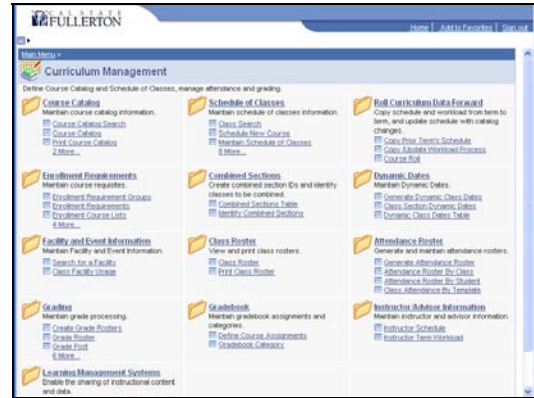
Slide 13

Slide notes: You may navigate from either the menu list on the left... or the folders on the right.

The menus on the left-hand-side and the right-hand folders show exactly the same choices. It's just a matter of individual preference whether you'd like to use the menu list or the folders.

To create a larger right-hand display, click on the minus button located at the top of the menu list.

Text Captions: You may navigate from either the menu list on the left. Or the folders on the right. To create a larger right-hand display, click on the minus button.



Slide 14

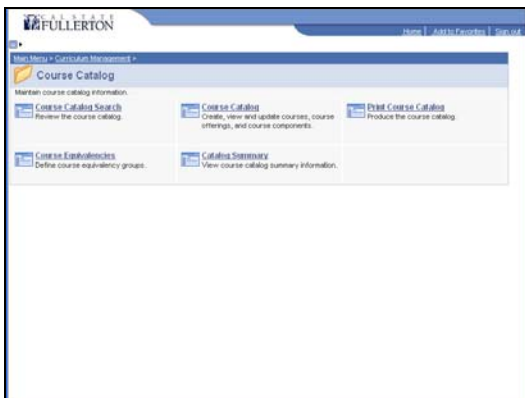
Slide notes: To access the menu list again, click on the menu icon.

Each folder will have a short purpose description to assist you in finding what you need.

Continue clicking on the links to get to the page with the specific function you need to work in.

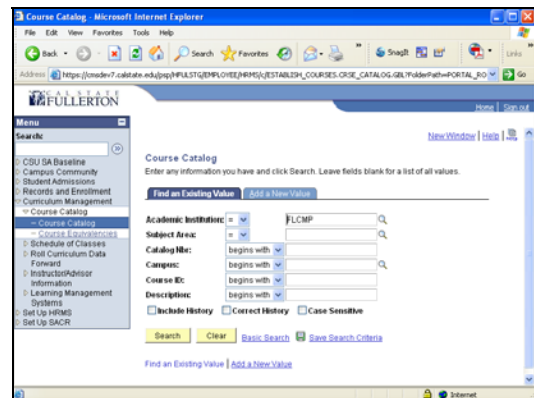
Text Captions: Each folder will have a short purpose description.

Continue clicking on the links to get to the page with the function you need to work in. To access the menu list again click on the menu icon.



Slide 15

Slide notes: In our example here, we'll open up the course catalog and conduct a search for courses.



Slide 16

Slide notes: If you know your search values you can type them in.

If you do not know the what your choices are, you may click on the magnify glass to look up possible values.

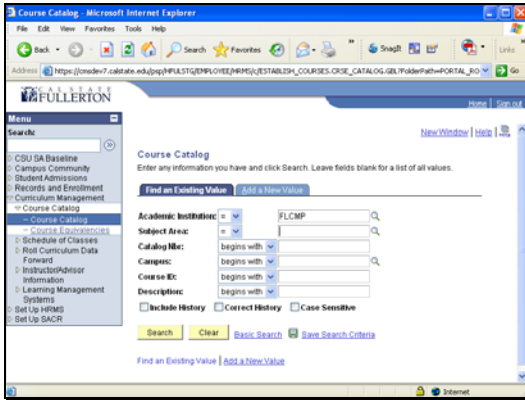
Any time there is a magnify glass next to a field, you may click on it to get a list of all the possible values for that particular field.

In this example, we are going to type the subject "MUS" (short for "music") to look up music classes.

Text Captions: If you know your search values you can type them in.

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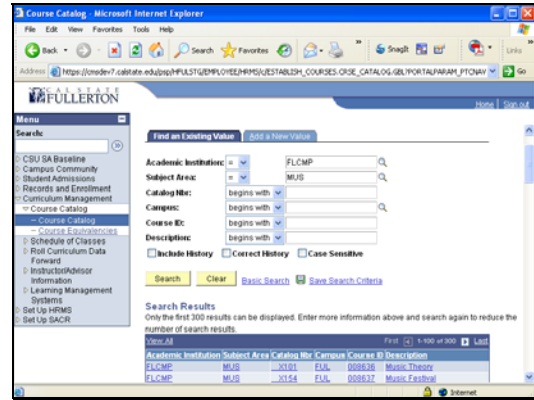
Slide 17

Slide notes: Click on the Search button or just press the "Enter" key.

Text Captions:

Click on the "Search" button

Or press the "Enter" key



Slide 18

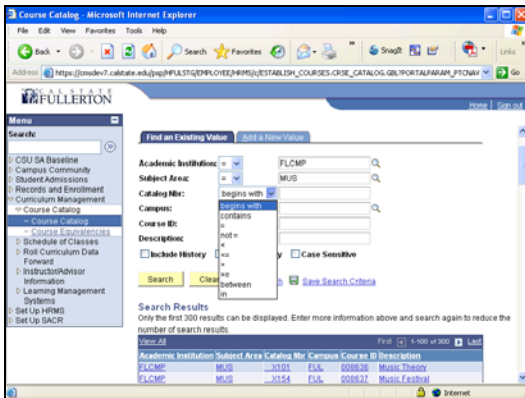
Slide notes: Only the first 300 results can be displayed.

You may narrow your search by adding criteria.

Let's go back to our example and add more criteria in the Catalog Number field.

Text Captions: Only the first 300 results can be displayed.

You may narrow your search by adding criteria.

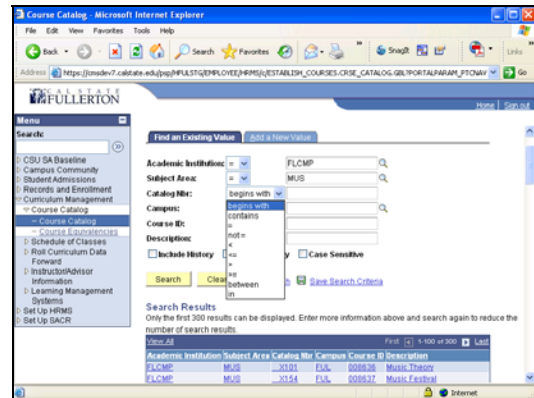


Slide 19

Slide notes: There are different ways we can add more criteria.

Select the drop down menu. The drop down menu displays a list of possible parameters you can select for a field.

Text Captions: Select the drop down menu.

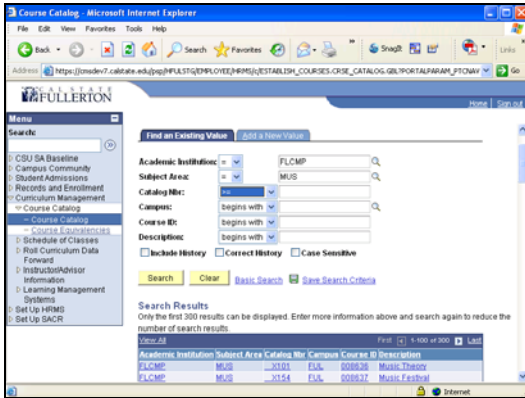


Slide 20

Slide notes: We will pretend we are searching for a set of graduate courses. Normally they fall in the 500-600 range.

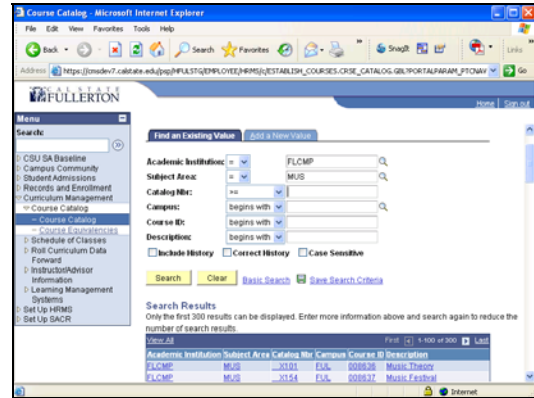
Select "greater than or equal to" in the drop down menu.

Text Captions: Select the >= item.



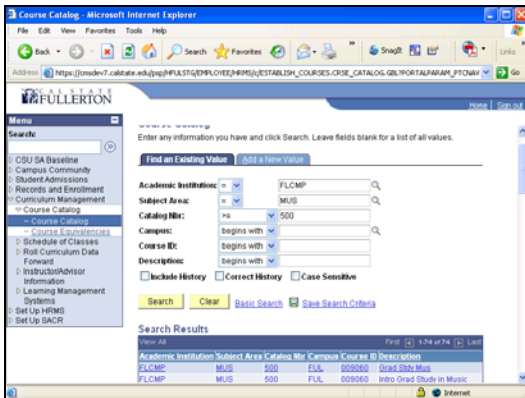
Slide 21

Slide notes: We will type in 500 so that the search results will give us any music course with a catalog number equal to or greater than 500.



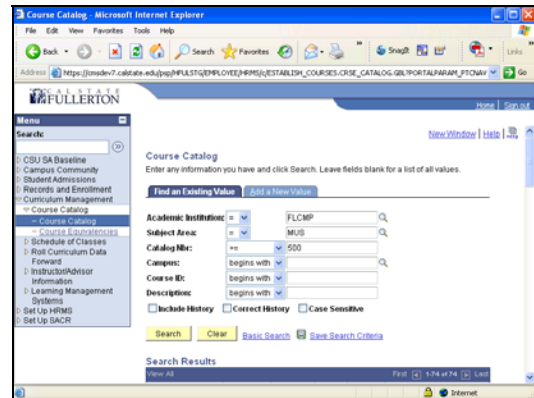
Slide 22

Slide notes: Press the ENTER key or click on the SEARCH button.
Text Captions: Press the "Enter" key or click on the "Search" button.



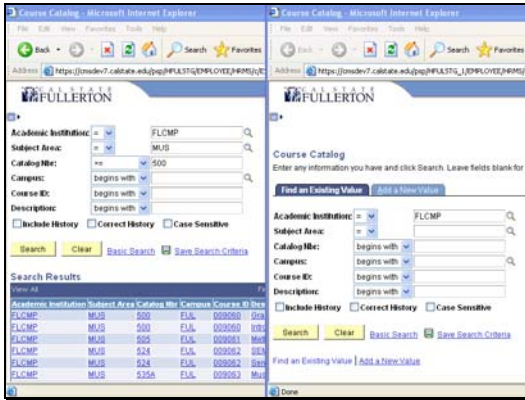
Slide 23

Slide notes: With the additional search parameter we added, we received search results that are a lot more manageable. If you want to work on another task, but also be able to view the information in the current window, you can open a new window to work in. At the top of each screen is a "New Window" link.



Slide 24

Slide notes: Select the New Window link.
Text Captions: Select "New Window"



Slide 25

Slide notes: A new window will open and you will have two windows. The first one still has the search results saved from our sample exercise. The second one is a new window you can use to perform some other task. You may continue opening as many new windows as you need.

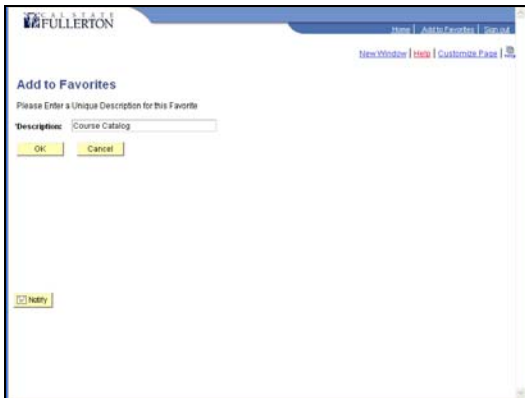
Text Captions: First window with previous search results.
New window



Slide 26

Slide notes: Now that you are familiar with navigating, conducting searches, and opening new windows you can save shortcuts (or favorites) to the screens that you most frequently use. To do this, click on the ADD TO FAVORITES link at the top of the screen.

Text Captions: You can save shortcuts (or "favorites") to the screens that you most frequently use.



Slide 27

Slide notes: The ADD TO FAVORITES page appears. Enter a description that will help you remember the purpose of this FAVORITE. Click the "OK" button to confirm the addition to My Favorites.

Text Captions: The "Add to Favorites" page appears. Click the "OK" button to confirm addition to "My Favorites." Enter a description that will help you remember the purpose of this Favorite.



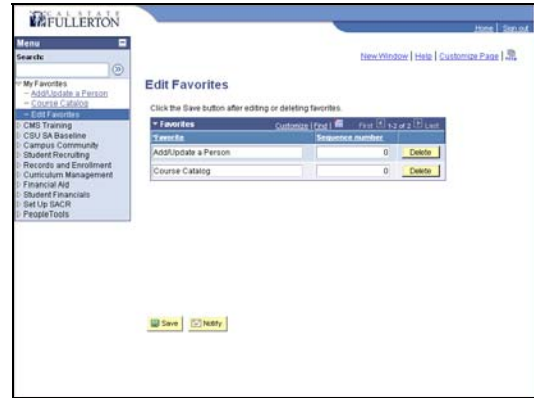
Slide 28

Slide notes: Saving favorites will automatically put shortcuts into the "My Favorites" folder. Click into "My Favorites" to edit.

Text Captions: Saving favorites will automatically put shortcuts into the "My Favorites" folder. Click into "My Favorites" to edit.

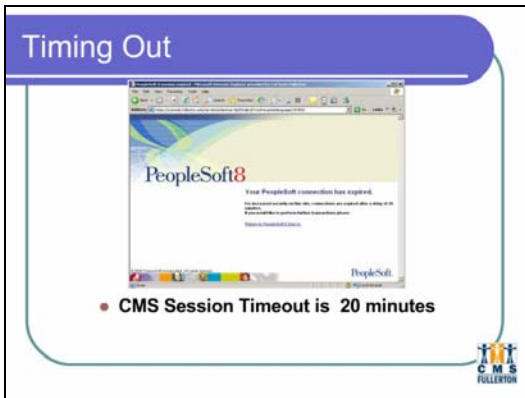


Slide 29
Slide notes:



Slide 30
Slide notes: Modify your saved Favorites on this page.

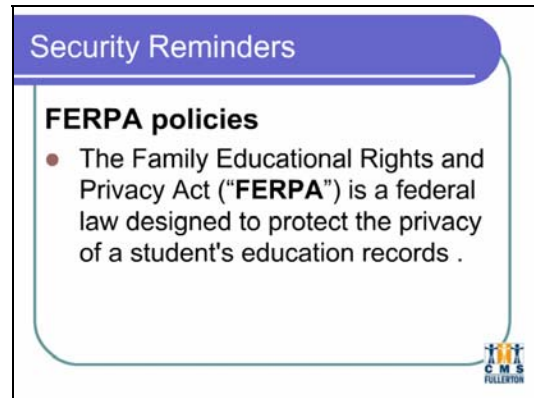
Text Captions: Modify your saved Favorites on this page.



Timing Out
Slide notes: Like many other applications we use, you may notice after so many minutes of inactivity you are timed out.

CMS also has this security feature. After approximately 20 minutes of in activity you will be timed out. Therefore it's important to save often!


You will receive this screen that your PeopleSoft connection has expired. If you are timed out you will need to log back into the portal to return to CMS. The campus portal is currently the only way to access CMS.



Security Reminders - FERPA
Slide notes: As a reminder, when using CMS, practice diligence in applying FERPA policies, the Family Educational Rights and Privacy Act. This federal law is designed to protect the privacy of student education records.

Security Reminders

- Secure Information
 - Log out or lock your computer (Automatic after 20 minutes)
- Save Documents Securely
 - ETD online tutorials at <http://etd.fullerton.edu/cbt.htm>
 - ETD Information Security and Document Encryption Class



More Security Reminders

Slide notes: Remember that if you are stepping away from your computer to log out. Even though this happens automatically we still recommend that you press CTRL ALT DELETE if you are stepping away from your computer.

Also ETD offers both a class and online tutorial to show you how you can secure documents locally to your computer. If you are interested in these topics please refer to the URL link or you can contact the ETD office.

Training

- CMS Training & Support cmstraining@fullerton.edu
- Student Administration Departments




Training

Slide notes: If you have questions about training, there are several resources. Training will be provided by the CMS trainers and respective Student Administration Departments. You may contact the CMS trainers by emailing them at cmstraining@fullerton.edu.

Support

- Help Desk x 7777
- CMS Training Website
 - Online Tutorials & Reference Guides (some functions)
 - <http://www.fullerton.edu/cms/Training/docs/index.html>



Support

Slide notes: Helpdesk will provide support for users once they are trained. You may contact them if you have a problem with CMS. If they cannot answer your question, they will find the answer or route your question to the appropriate person.

If you need a refresher, there will also be some limited web-based tutorials available on the CMS training website.

Questions?

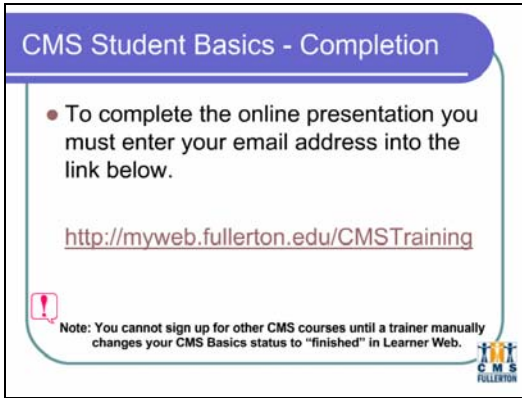


cmssa@fullerton.edu



Questions?


Slide notes: In addition to your supervisor, the CMS trainers, and Help Desk, there is one more resource for Campus Solutions users. If you have questions, comments, or suggestions please feel free to email cmssa@fullerton.edu.




CMS Student Basics - Completion

- To complete the online presentation you must enter your email address into the link below.

<http://myweb.fullerton.edu/CMSTraining>

 Note: You cannot sign up for other CMS courses until a trainer manually changes your CMS Basics status to "finished" in Learner Web.



CMS Student Basics - Completion

Slide notes: Lastly to complete your online presentation, please click on the link and enter your email address.