

CAMS[®] Enterprise

Student Mobility Portal

Three Rivers Systems, Inc.

Published: 31 October 2013

Abstract

This document is designed to provide information necessary to use the Student Mobility Portal. Students are able view their own college information from mobile devices anywhere they have access to the Internet. The Student Mobility Portal brings the key elements of the desktop portal experience to a student's mobile device. Designed to be accessible from a variety of platforms and form factors, the Student Mobility Portal utilizes HTML5 and CSS3 to provide native-app type functionality with any mobile phone browser that is standards-compliant such as the default browsers that come with Android 4 and above or Apple iOS 5 and above. It is built on the solid foundation of the existing CAMS Portal code, with all the same security features found on the full Student Portal.

The following items are discussed:

- Supported Mobile Browsers
- Logging in
- Forgot password; reset password
- Change Term
- Edit Profile
- Calendar Events
- Student Directory
- Document Tracking
- Job Search
- Schedule
- Ledger
- Financial Aid
- Housing
- Grades
- Transcript
- Degree Audit
- Course Information
- Communication
- Assignments
- Attendance Reports

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Student Mobility Portal

Supported Mobile Browsers

Web Browsers supported for the Student Mobility Portal are any mobile phone browser that is standards-compliant such as the default browsers that come with:

- Android 4 or greater
- Apple iOS 5 or greater

Logging In

Cookies must be enabled to access the Student Mobility Portal. Security is done using a Session cookie. If "Never Accept Cookies" is set on the mobile device, the user will not be able to log in.

Upon accessing the Student Mobility Portal, if your browser is not set to allow pop-ups for this site, you will be presented with a message indicating you need to allow pop-ups. This is necessary to allow you to change an expired password. You will need to disable all pop-up blockers or allow pop-ups for this site.

The login window displays when accessing the Student Mobility Portal. The student's **Portal Username** and **Password** are necessary to log in. These are provided to the student. Students cannot modify their Portal Username.



Note: Active Directory Method Two may be used with the Student Mobility Portal. See the **CAMS Manager Module.pdf** document for further information regarding Active Directory login.

The screenshot shows the login interface for the Student Mobility Portal. At the top left is the Three Rivers University logo. To the right, it says 'Powered By CAMS'. The main content area is a dark grey box with a white border. Inside, it says '*Required Fields' in bold. Below this are three input fields: '*Username:', '*Password:', and 'Term: FA-12' with a dropdown arrow. At the bottom of the form is a blue 'Log In' button and a blue link for 'Forgot Password?'. Below the link, it says 'Contact your portal admin if you forgot your Username'.

Figure 1: Student Mobility Portal login



Step-By-Step: Student Login

1. Enter the Portal **Username** and **Password**.
2. Select the **Term** then tap the **Log In** button.



Note: If the user does not have an active address of the type specified in the Student Portal Configuration, a warning will display under the user name.



WARNING: To avoid denial of service attacks, if a user attempts to log in unsuccessfully, the next 4 successive login attempts will be delayed. After the 5th attempt, their IP address will be locked from further access. See the CAMS Manager document for instructions to enable/disable the IP lockout function. The following pop up will display after the 5th failed attempt:



Figure 2: Login attempts exceeded

Upon closing the pop up, the portal will display the following:

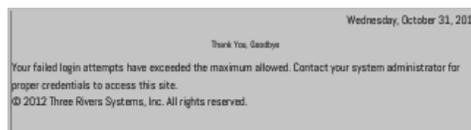


Figure 3: Logout display after unsuccessful attempts

If the user attempts to navigate away from the page and then returns, the following message will display until the associated IP address is unlocked:



Figure 4: Return to Portal log in before IP unlocked

Please refer to **CAMS Manager.pdf** for instructions to unlock a user's IP address.

Password



Step-By-Step: Recovering Forgotten Passwords

1. From the **Student Mobility Portal** login page, tap **Forgot Password**.
2. The **Username**, **Email Address**, and CAPTCHA validation will be requested.



Three Rivers University Powered By CAMS

Password Reset

*Username:

*Email Address:

Security Characters Image:

JTGN8

*Security Characters:

Reset Password Cancel

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Figure 5: Password Reset screen

3. Tap the **Reset Password** button. This will then email the user a link to reset their password. The emailed link expires after one hour or after it is first used.



Figure 6: Password Reset email sent

4. Close this browser window, then tap on the link in your email to open your browser to the Reset Password Confirmation screen.

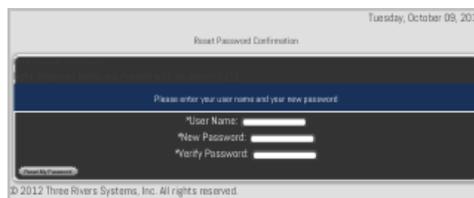


Figure 7: Reset Password Confirmation

5. Enter your **Username**, **New Password** then verify the new password.
6. Tap **Reset My Password**.
7. A confirmation message displays. Tap the login link to log into the Student Mobility Portal with your new password.
8. Once logged in, students can change their passwords using the **Change Password** option.

- Tap or pull down the sliding drawer handle to display the Student Menu then tap **Change Password**.

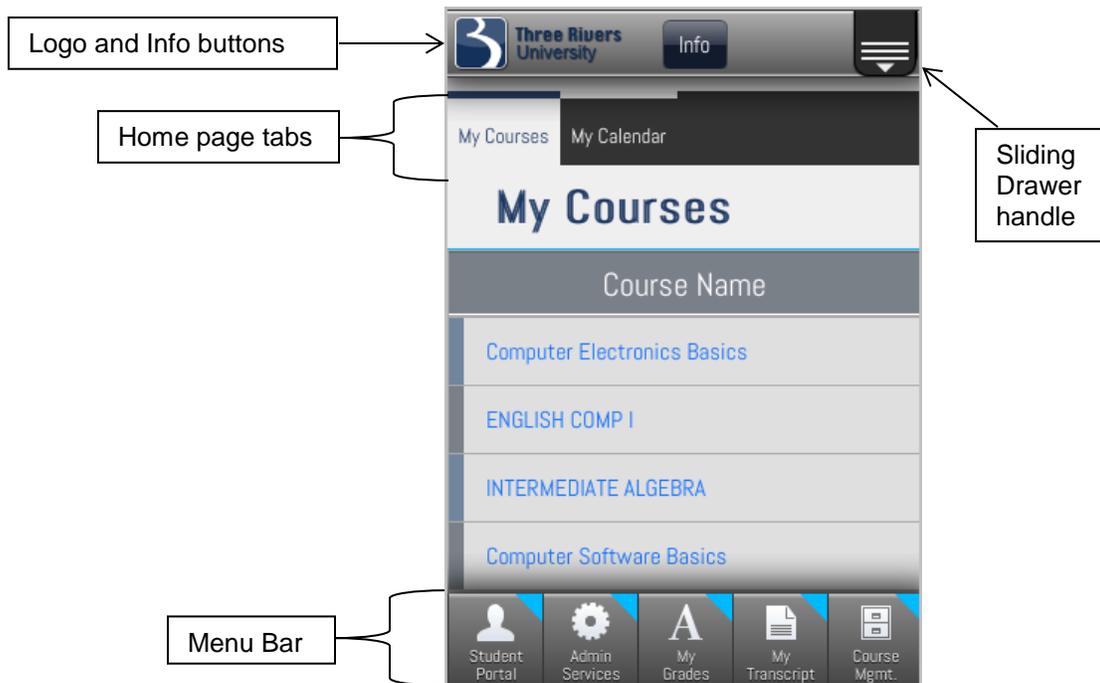


Figure 8: Home Page

- The **Logo** button displays on the Home page only. Tapping it will reload the page. On all other pages, the Logo button is replaced by a **Back** button to allow for quick navigation.
- The **Info** button indicates that there is additional information available for the particular page you're on. This could include instructions on how to use the page, additional options, and/or other relevant information, specific to the page you're viewing.
- Switching the device from portrait to landscape will hide the menu and top bar.

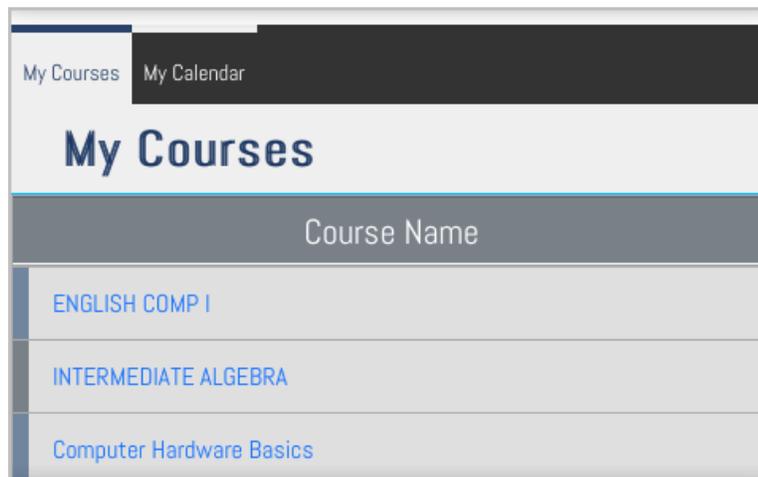


Figure 9: Landscape device view

Student Menu

Access the Student Menu by tapping the Sliding Drawer handle as below. The following functions are available from the Student Menu.



Figure 10: Student Menu

Change Term

From the Student Menu, tap **Change Term** to access the **Change Working Term** screen. Tap the Term drop-down then select a term from the scroll wheel then tap **Done** to change to the selected Term.



Figure 11: Change Term

Edit Profile

Personal information, address information, email, and website links can be changed here (or added, if allowed by your institution) and will be updated in CAMS Enterprise as well. The information that displays is associated with the address type that is used for the portals. From the Student Menu, tap **Edit Profile** to access the **My Profile** screen.

Figure 12: My Profile

Change Password

From the Student Menu, tap **Change Password** to open the Student Portal Change Password screen.

Figure 13: Change Password

Logout

From the Student Menu, tap **Logout** to log out of the Student Mobility Portal.

My Courses Tab

Tap the **My Courses** tab to view a list of the courses registered in the current Term. Tap a course link to open Course Management options for that course.

My Calendar Tab

Tap the **My Calendar** tab to view a list of current calendar events on the student's calendar.



Figure 14: My Calendar event list

Tap **View Full Calendar** to view the full student calendar.

Student Portal Menu

The Student Portal Menu button on the Menu Bar provides the following links:

Home

Tap the **Student Portal Menu** button then tap **Home** to return to the Student Mobility Portal Home page.

Calendar

The calendar can be used as a day planner. Enter items by tapping on the blue date hyperlink in the top of each day. Faculty can also add calendar entries to all their students' calendars to remind them of important class events.



Note: If a student deletes an instructor calendar item it will not be added again if the instructor changes it.

Tap the **Student Portal** menu button then tap **Calendar** to view the student calendar. Tap a date to add a new entry or tap the **edit** link to modify an existing entry. Tap the navigation arrows next to the Month/Year at the bottom of the calendar to switch to the previous or next month.



Figure 15: Full Student Calendar

Student Directory

The student directory displays only those students who have the option “**Show on Directory**” in CAMS Enterprise set to **Yes**. Only the current term displays, unless the **Include all terms** option is selected. Tap the email link to open an email message in your default email program with the email address populated in the **To:** field of the message.

Tap the **Student Portal** menu button then tap **Student Directory**. Scroll to the letter of the last name you wish to view then tap the letter to view students whose last name begins with that letter.

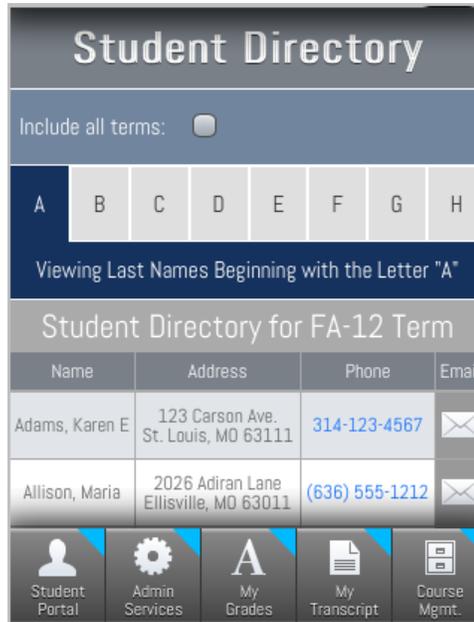


Figure 16: Student Directory

Document Tracking

Students can view a list of documents that are required to be provided to the institution and the status of each document. The list is compiled from all modules with Document Tracking. Tap the **IMG** link to view the document. Documents that a student would find helpful or are required reading can also be made available to them via Document Tracking, such as a student handbook or campus directory.

Tap the **Student Portal** menu button then tap **Document Tracking**. If including completed items, the completed date will display in an alternate color within brackets in the Date Started column.

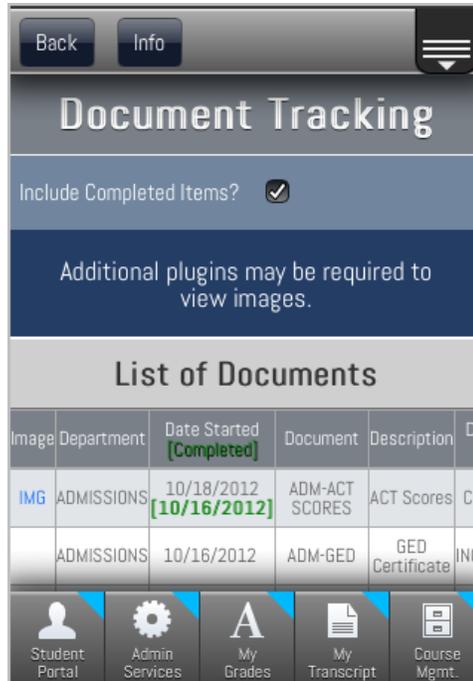


Figure 17: Document Tracking portrait view

Switch the device to landscape to view all columns.

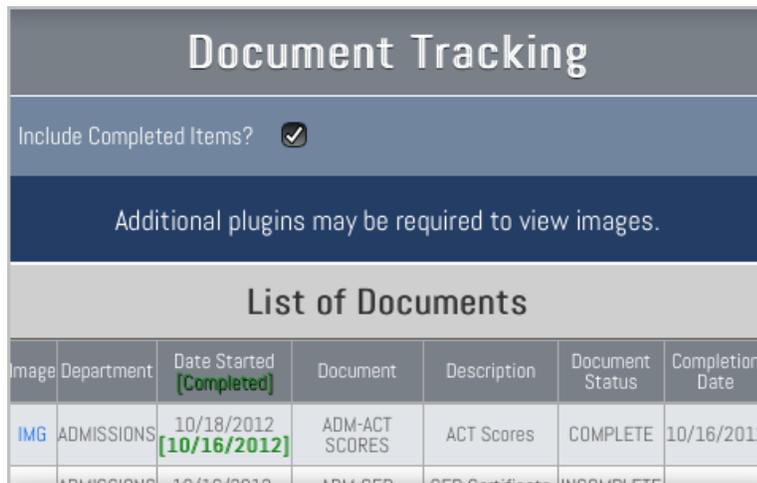


Figure 18: Document Tracking landscape view

Job Search

Job Search will allow job searches for current job openings which meet specific criteria. Searches can be filtered by type, salary, and availability.

Jobs are created in the Placement module of CAMS Enterprise. Note that the Job Search link will display for Students who have this option enabled in CAMS Enterprise.

Tap the **Student Portal** menu button then tap **Job Search**. All available jobs will display. Select a **Job Category** and enter a **Minimum Salary** to further narrow the Job Search results.



Figure 19: Job Search

Admin Services Menu

My Schedule

The Student Matrix Schedule displays a grid of scheduled classes. This graphical display will help when registering for additional classes. Students may elect to display waitlisted courses. Place a check next to **Show wait-listed classes?** to also display any courses for which the student is on the waitlist, including the position in the wait list that the student holds.

Tap the **Admin Services** menu button then tap **My Schedule** to display the matrix schedule for the current Term. Tap or pull down the sliding drawer handle to display the Student Menu and view the currently selected Term



Note: By default, the grid will only display Saturday and Sunday in the Matrix display if a course registered for meets on one of those days. Both days will display if either day has a schedule.

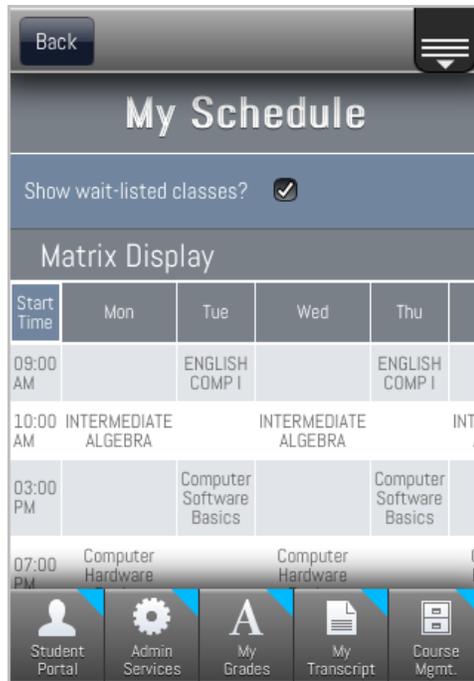


Figure 20: Student Matrix Schedule

Switch the device to landscape to view all columns.

Start Time	Mon	Tue	Wed	Thu	Fri
09:00 AM		ENGLISH COMP I		ENGLISH COMP I	
10:00 AM	INTERMEDIATE ALGEBRA		INTERMEDIATE ALGEBRA		INTERMEDIATE ALGEBRA
03:00 PM		Computer Software Basics		Computer Software Basics	

Figure 21: Student Matrix Schedule landscape view

My Ledger

The **My Ledger** option shows the student a detailed account ledger of all transactions distributed to the ledger and currently in the Billing Batch since matriculation, if configured by your institution. It also provides options to include Pending Housing changes and Pending Financial Aid awards, as well as variations on what is included in the student's overall balance.

- **Previous Ledger Balance** is the balance from previous terms as shown in the student's ledger
- **Term** that the transaction was associated with
- **Date** of the transaction
- **Description** of the charges
- **Debits/Credits** are the amounts of the charges/credits
- **Balance** column shows the cumulative amounts after each transaction
- **Ledger/Pre-Bill** is where the transaction is located. Ledger means the transaction is in the student's ledger and Pre-Bill means the transaction is in a Billing Batch
- **Overall Balance** is the current balance from the student's ledger, as of the Term selected, and can be modified to include Billing Batches, Pending Financial Aid and Pending Housing Charges

- **Pending Financial Aid** shows any awards that have not yet been transferred to the billing batch for the term
- **Pending Housing Charges** shows any charges initiated in the Housing Module that have not yet been transferred to the billing batch for the term



Note: To make changes to what is displayed in the Ledger, see the CAMS Manager section on Portal Configuration.

Tap the **Admin Services** menu button then tap **My Ledger** to display the Student's Ledger.

Term	Date	Description	Debits	Credits	Balance
FA-12	10/18/2012	Tuition	\$10,000.00	\$0.00	\$10,000.00
FA-12	10/18/2012	Incidental Fee	\$25.00	\$0.00	\$10,025.00
FA-12	10/18/2012	Late Registration Fee	\$25.00	\$0.00	\$10,050.00

Term	Date	Description	Debits	Credits	Balance
------	------	-------------	--------	---------	---------

Figure 22: My Ledger

Switch the device to landscape to view all columns.

My Ledger						
Billing Ledger						
Term	Date	Description	Debits	Credits	Balance	Ledger/Pre-Bill
FA-12	10/18/2012	Tuition	\$10,000.00	\$0.00	\$10,000.00	PRE-Bill
FA-12	10/18/2012	Incidental Fee	\$25.00	\$0.00	\$10,025.00	PRE-Bill
FA-12	10/18/2012	Late Registration Fee	\$25.00	\$0.00	\$10,050.00	PRE-Bill
Pending Financial Aid						
Term	Date	Description	Debits	Credits	Balance	

Figure 23: My Ledger landscape view

My Financial Aid

My Financial Aid lists all financial aid awards that are available, and provides the option of accepting or declining the award. If a student's financial aid awards are packaged for the year (vs. just a single term) under a single financial aid status record then all the awards for that package will display in the student portal under their financial aid section. For example, if a student was packaged and received an award for \$2000 dollars split 50/50 over FA-10 and SP-11 then when the student goes to the student portal for FA-10 or SP-11, they will see both awards for both terms. Awards for a single term are also displayed for the current or future terms.

Tap the **Admin Services** menu button then tap **My Financial Aid** to view awards. Switch the device to landscape to view all columns.

My Financial Aid								
Awards and/or Scholarships								
Accept All	Decline All	Year	Term	Date	Award Type	Status	Description	Amount
<input type="checkbox"/>	<input type="checkbox"/>	FA12/SP13	FA-12	10/1/2012	UnSub		Unsubsidized Loan	\$1,393.00
<input type="checkbox"/>	<input type="checkbox"/>	FA12/SP13	SP-13	11/30/2012	UnSub		Unsubsidized Loan	\$1,393.00
Total								\$2,786.00

Figure 24: My Financial Aid landscape view

A student can **Accept** or **Decline** each award that is available to them. Once the award has been accepted or declined and submitted, the student cannot modify the selection in the portal.

The Student Accepted field on the Financial Aid Award Detail Entry window in CAMS Enterprise reflects the choice the student made on the portal. It can be changed here anytime by financial aid staff.

The screenshot shows the 'Financial Aid Award Detail Entry' window. The 'Show On Statement' field is circled in red. Other fields include 'Term: SP-05', 'Distribution Dt: 10/12/2004', 'Award Type: FPELL', 'Amount: \$1,000.00', 'Dist Amount: \$1,000.00', 'Description: FEDERAL PELL GRANT', 'Credit Status: Held Award', 'Code 1: User Def. Code1', 'Code 2: ', 'Check Signed On: ', 'Required Hours: 0', 'Student Accepted: Yes', and 'Packaged in Status: YR-2003'.

Figure 25: Student Accepted Field

My Housing

The Housing section of the Student Mobility Portal provides students with the ability to view their Room Assignment, Roommates, and any additional Room or Student fees that are associated with the selected term. Tap the **Admin Services** menu button then tap **My Housing**.

The screenshot shows the 'My Housing' mobile application interface. It displays room assignment details for the term 8/23/2012 To 12/31/2012, including 'Double Occupancy / Communal Bath', 'Campus: Main Building: Tower Hall Room: TWR -105', and '12334 Campus Lane Columbia MO 55555'. Below this is a table titled 'Room Fees for Assignment' with the following data:

Fee Name	Amount	Transaction Date
Room Fees	\$750.00	8/23/2012

The bottom navigation bar includes icons for Student Portal, Admin Services, My Grades, My Transcript, and Course Mgmt.

Figure 26: My Housing

My Grades Menu

If a Business Hold, with Stop Grade Card option checked, has been applied to a student record, the student will not be able to access grades through the Portal. Instead, when the Grade Report page opens, a message will display on the page indicating the number of Business Alerts.

The grades section of the Student Portal displays the registered classes for the specific term and any grades entered. Students may view Mid-Term, Final or Narrative grades. It also displays term and cumulative GPA information. Course evaluations can also be required to be completed before a student can view the grade for the course.

If the student has courses in multiple GPA Groups for the selected Term, each GPA Group will display Cumulative totals for that group whereas the Term GPA calculates all courses in the Term.

Course ID	Course Name	Credits	Grade	GPA	Hrs	Grade Points
CEN101LECD1	Computer Hardware Basics	3.00	A	3.00	3.00	12.00
CEN201DL01	Computer Software Basics	3.00	A-	3.00	3.00	11.10
ENG101LECD1	ENGLISH COMP I	3.00	B+	3.00	3.00	9.90

Figure 27: My Grades

My Transcript Menu

Transcripts

Unofficial transcripts may be viewed from the Student Mobility Portal by tapping the **My Transcript** menu button. If a student has a Business hold on which Stop Transcript is indicated, the student will not be able to access Transcripts. A message will display indicating that a hold is preventing viewing of the transcript. In order for the My Transcript link to display for eligible students, the **Show Unofficial Transcript on Menu** field must be checked in **CAMS Manager >CAMS Portal >Portal Config >Student Configuration** window, **Student** tab.

Switch the device to landscape to view all columns.

Letter Grade Transcript (Unofficial)					
Major(s)			Birth Date:		
Computer Science			5/4/1993		
GPA Group:					
Term: FA-12					
Course	Course Name	Credits	Grade	Category	Repeat
CEN101LEC	Computer Hardware Basics	3.00	Evaluation required before grade can be released.	Curriculum	No
CEN201DL	Computer Software Basics	3.00	-	Curriculum	No

Figure 28: My Transcript landscape view



Note: Term and Cumulative GPAs will not be displayed if a course evaluation is missing for the term and GPA Grouping. Subsequent terms in that GPA Group will also not be displayed until all course evaluations are completed.

Degree Audit

The degree audit option allows students to monitor their progress towards a degree. It displays what classes are completed and what classes are remaining. This will help the student plan a schedule towards completion of their degree. Students' selection of classes during registration will be limited to classes listed in their Degree Audit if it exists.

Multiple programs may be evaluated if those programs are included on the record in CAMS Enterprise. Degree Audits must be applied to the student in CAMS Enterprise before a student will be able to utilize this feature. See the Degree Audit documentation for more information.



Step-By-Step: View a Student’s Degree Audit

1. On the Home screen, tap **My Transcript**, then tap **Degree Audit**. The Degree Audit screen displays. Switch the device to landscape to view all columns.

My Degree Audit						
Report	Degree	Program	Term	Credits Required	Credits Completed	Status
Detail *	Bachelor of Science	Computer Science	SP-09	32.00	0.00	Remaining
* - Denotes Student Degree Audit needs updating. The process will take longer.						

Figure 29: Degree Audit landscape view

2. An asterisk next to the **Detail** link indicates a recent change was made to an Official course within the audit, and as a result, the audit will be reevaluated and then displayed in the window. Since Degree Audit considers all changes to a student’s official courses (even courses not applied to the audit, which would be in an elective group), any change in a student’s official courses will cause the audit to require reevaluation.
3. Tap the **Detail** link to display a detailed list of courses required for the degree program. It shows the actual classes that have been completed and those remaining. Degree summary information is listed at the top of the report. It includes the Degree and Program Name, Minimum Credits Required, Credits Completed, Credits Remaining, Minimum Grade Point Average Required, Requirement Status, each Group Status and Grade Point Average Attained. If there is a formula present a link will be available to view the formula.

Degree Audit Details						
Degree Program Details						+
Computer General <i>Remaining</i>						
Credits Required: 18.00 Credits Completed: 0.00 Minimum GPA: 1.00 GPA Attained: 0.00						
Computer Hardware Courses <i>Remaining</i>						
Term	Course ID	Course Name	Credits	Grade	Met By	Status
FA-12	CEN101LEC	Computer Hardware Basics	3.00		CEN101LEC01	InP
	CEN102LEC	Computer Hardware Troubleshooting	3.00			R

Figure 30: Degree Audit detail landscape view

4. Tap **Degree Program Details** to expand the section where you can view the audit requirements.

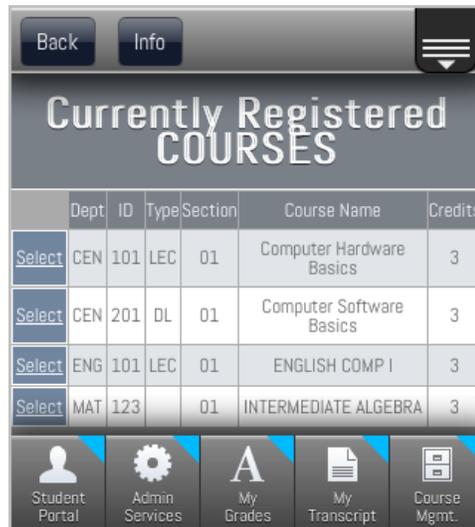
Degree Audit Details	
Degree Program Details -	
Degree:	Bachelor of Science
Program:	Computer Science
Min Credit Required:	32.00
Completed:	0.00
Remaining:	32.00
Min GPA Required:	1.00
GPA Attained:	0.00

Figure 31: Degree Program Details landscape view

Course Mgmt. Menu

My Courses

Once a student has registered for classes, the list of classes displays when tapping **Course Management >My Courses**. The students can access the course content that the instructor has set up by tapping the **Select** hyperlink next to the course. Registered classes are also available by tapping the hyperlink for a course on the Home page.



	Dept	ID	Type	Section	Course Name	Credits
Select	CEN	101	LEC	01	Computer Hardware Basics	3
Select	CEN	201	DL	01	Computer Software Basics	3
Select	ENG	101	LEC	01	ENGLISH COMP I	3
Select	MAT	123		01	INTERMEDIATE ALGEBRA	3

Figure 32: My Courses info for registered classes

There are several areas available to the student. Some areas may not be available if the instructor has not enabled them.

Course Information

This area displays additional information that an instructor wants students to see but is not necessary to be displayed under course announcements.

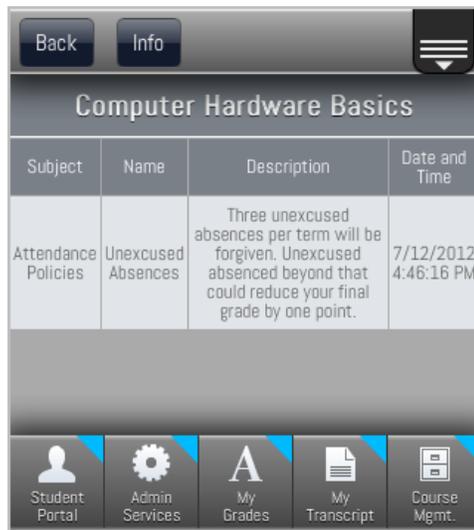


Figure 33: Course Information

Course Announcements

Announcements the instructor feels are important for students to see are displayed on the main course page.

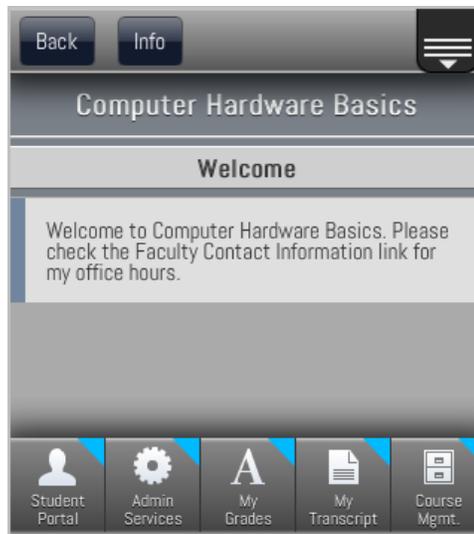


Figure 34: Course Announcements

Course Documents

The Course Documents section allows the student to download or view any documents or files that the instructor has uploaded.

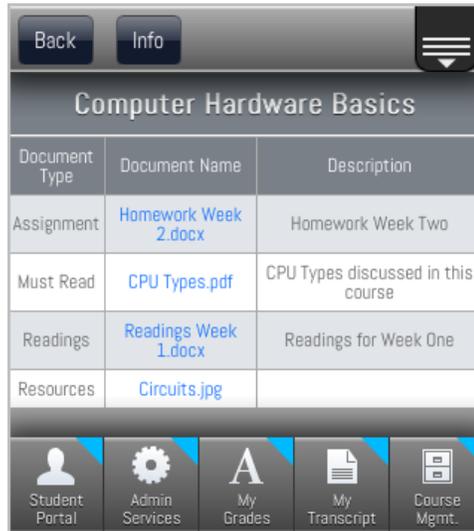


Figure 35: Course Documents

Tapping the **Document Name** link displays the associated file for any file type supported by your mobile device.

Course Hyperlinks

The instructor may have other websites or documents that are helpful or important to the students. A list of those links is available from this location.



Figure 36: Course External Links

Faculty Contact Information

The instructor’s availability and contact information are displayed here.



Figure 37: Faculty Contact Information

Text Book Information

Textbooks for the class are displayed here. This is a list of all the textbooks for the course.

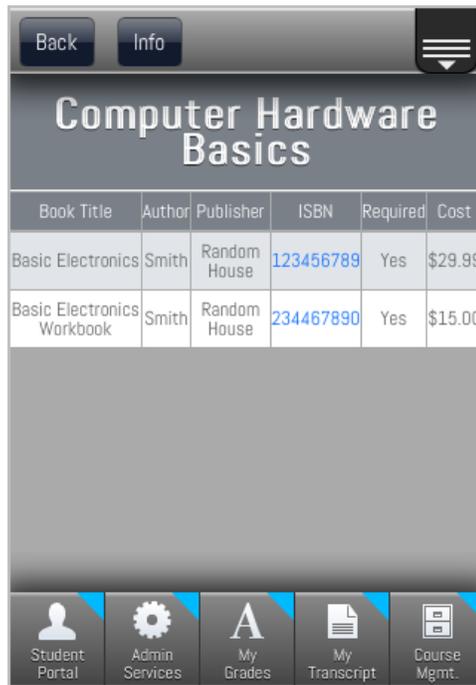


Figure 38: Course Text Books

Course Communication



Discussion Forums

Note: The following Discussion Group information refers to the default style Discussion Groups. If your institution has enabled the Forum Portals which will open in a new window upon tapping the Discussion Forum link, please refer to the *Forum Portals.pdf* document.

If an instructor has enabled this section and created a discussion group students will be able to post messages related to the topic and respond to other student's posts.

Students may copy the content of the discussion forum. An email will be sent with the information. If the student does not have an email address in the **E-mail 1** field of the address type used in the Student Portal the student will receive an error message and must update his personal information.

Email

Students may email other students in the class or a group of students in the class. A student can compose an email but will never see any other student's email address. If more than one student was selected each student recipient will receive their own email with no other student's email address on the email.

If the sending student does not have an email address in the **E-mail 1** field of the address type used in the Student Portal the student will receive an error message and must update his personal information.

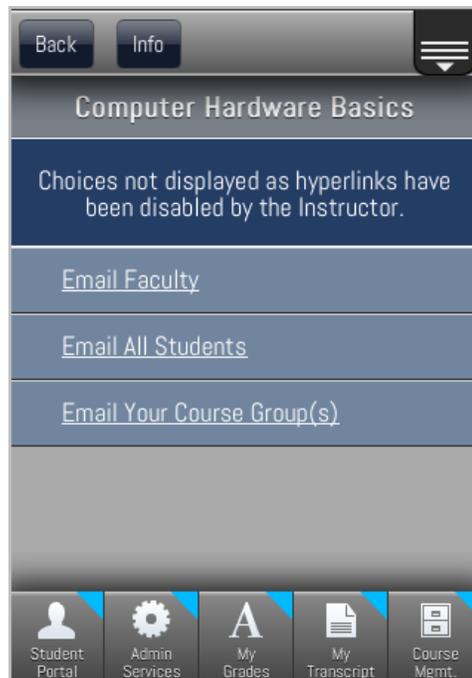


Figure 39: Email Selection screen

Assignments

There are two options under assignments, View Graded Documents and View Assignments and Grades.

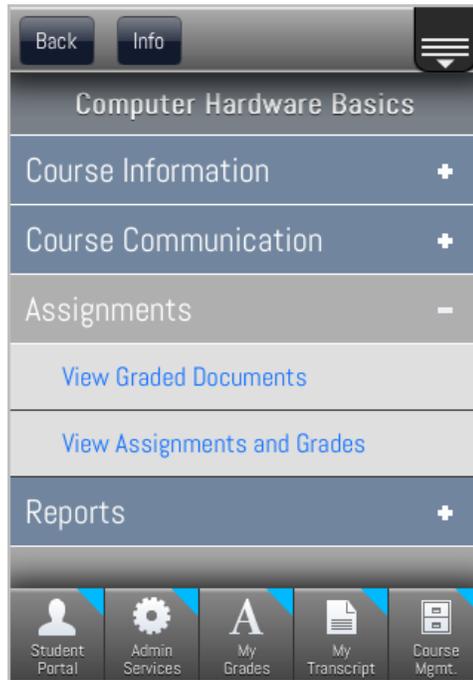


Figure 40: Assignments menu

View Graded Documents

An instructor can upload a graded assignment for the student to view. View documents by tapping the associated link. Device limitations may apply as to the document types that can be viewed.

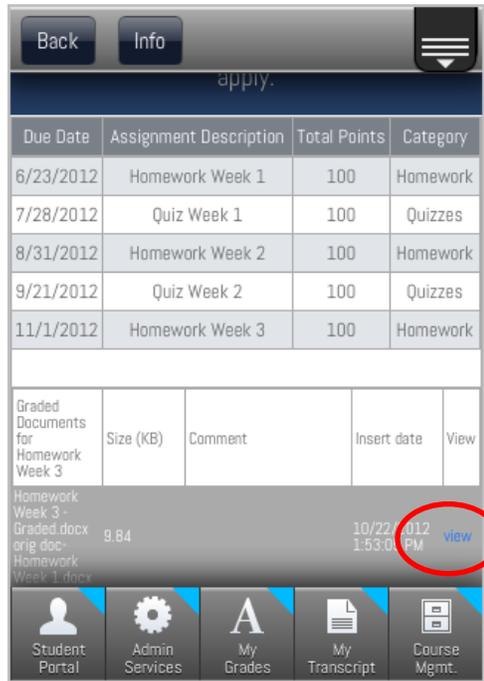


Figure 41: View Graded Assignment

Students can upload assignments, when enabled by the Faculty, from the desktop version of the Student Portal.

View Assignments and Grades

If the instructor permits, students may view their grades for their assignment. If enabled, the student will also be able to see their current letter and numeric grade for all graded assignments.

Computer Hardware Basics							
Gill, Cameron ()							
Assignment details for Computer Hardware Basics [CEN101LEC01] as of 10/22/2012 2:08:39 PM							
Quizzes	Weight in Total Grade : 25 %				Drops allowed (*): 0		
Due Date	Description	Original Score	Adj Score %	Letter Grade	Status	Comment	Calculated Pts Earned / Total Pts
7/28/2012	Quiz Week 1	98.00	98.00	A+			98.00 / 100.00
Homework	Weight in Total Grade : 25 %				Drops allowed (*): 0		
Due Date	Description	Original Score	Adj Score %	Letter Grade	Status	Comment	Calculated Pts Earned / Total Pts

Figure 42: Assignments and Grades landscape view

Reports

Student Attendance

If the instructor permits, students may view attendance for the course. Students may view an overview of their attendance in the course, or tap on the specific attendance type to see the detail for just that type.

Status	Number of Occurrences
	0
Absent	0
Excused	0
Late	0
Left Early	0
Other	0
Present	3
Tardy	0
All	3

Student Attendance Detail				
Student Portal	Admin Services	My Grades	My Transcript	Course Mgmt.

Figure 43: Assignments and Grades

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