# Instructors and Advisors: PeopleSoft/HighPoint CX User Guide

To access Faculty/Advisor Center (PeopleSoft) as an instructor or advisor:

1. Log in to the [Student Information System (PeopleSoft)](#).
2. Click **Main Menu**.
3. Click **Highpoint.**
4. Click **Campus Experience**.

Dashboard

Features of Teaching/Advisor Center (PeopleSoft)are part of a dashboard.

Advisor Dashboard	Teaching Dashboard
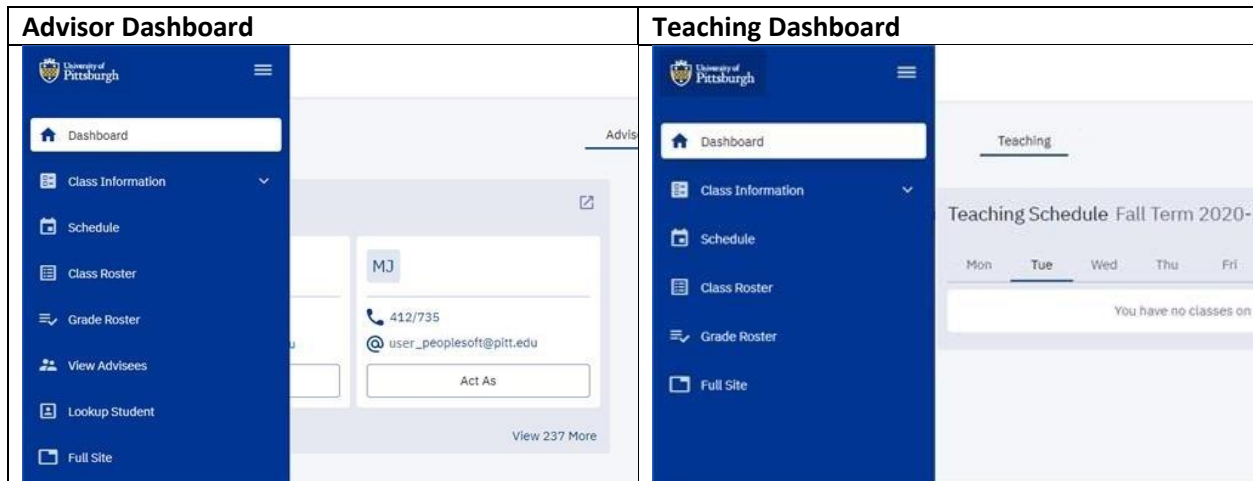
The **Enrollment** and **Academics** sections are geared towards students. These sections are useful for advisors and instructors who advise to view student data. Click **View Advisee**, then select either **Acting as User** or **Lookup Student**.

Other areas of interest are **Class Information**, **Schedule**, **My Profile**, **Class Roster**, **Grade Roster**, **View Advisees**, **Lookup Student**.

To add or remove widgets:

1. Click **Edit my Widgets**.
2. Select or deselect widgets to customize your dashboard.
   Note: Some widgets like **Grades** and **Financial Aid** contain potentially sensitive information. Use discretion when customizing dashboard widgets.

Class Information

While **Class** information in this section is primarily for instructors *or* instructors who are also advisors, advisors can browse the **Course Catalog** or conduct a **Class Search** for various terms under this section.

Schedule

While **Schedule** information is intended for instructors *or* instructors who are also advisors, advisors can also view weekly schedules under this section. There are several filters, including **daily/monthly views** and **sorting by schedule types**.

Class Roster

Instructors can access **Class Rosters:**

1. Click **Campus Experience** on the left-hand side menu, then click **Class Rosters**.
   Note: The current term with all the classes you are teaching is displayed as the default. You may change the term using the top drop-down option.
2. Use the arrow to the left of the **Subject/Catalog Number** title to view detailed information.
3. Click **View Students** to get the class roster, photos, and basic student program/plan information.

Grade Roster

Instructors can access **Grade Rosters**:

1. Click **Campus Experience** on the left-hand side menu, then click **Class Rosters**.
   Note: The current term with all the grade rosters for your classes is displayed as the default. You may change the term using the top drop-down option.
2. Use the arrow to the left of the **Subject/Catalog Number** title to view detailed information for grade roster status and enter/review student grades.
3. Click **View Details** to see the grade roster
4. Enter student grades under the **Grade Roster** dropdown for each student
   Note: Midterm grades cannot be entered using Campus Experience. Please use PeopleSoft Mobile or PeopleSoft to enter these grades.

View Advisees

View Advisees lists all your active advisees. It is very similar to the Advisor Center in PeopleSoft. As an advisor, you can filter students based on career or use search to lookup a specific student. *NOTE: To View Unofficial Transcript/Academic Record for students who are not your assigned advisees, still use View Advisees to access this information.*

1. Click the arrow next to each student's name *or* click the **Expand All** located at right-hand top of the page.
   Note: This lets you view basic details on the student's Academic Plans
2. Click **Act As User** to navigate through Campus Experience as that student.
3. Consent to FERPA guidelines by clicking **Agree**.
   Note: A tan message bar with a red exclamation point indicates that you are acting as the student.
4. Select menu items on the left-hand side to view that student's information.
5. Click **Exit** within the tan bar to return to your personal Campus Experience account.

Lookup Student

Advisors and instructors who are advisors can use the **Lookup Student** feature to review student information for a specific student. *NOTE: Users will be unable to View Unofficial Transcript/Academic Record for students who are not their assigned advisees through Lookup Student.*

Use the **Act As User** feature to navigate Campus Experience as a student:

1. Enter the student's first and last name *or* their student EMPLID, then click **Search**.
2. Click **Act As User** to navigate through Campus Experience as that student.
3. Consent to FERPA guidelines by clicking **Agree**.
   Note: A tan message bar with a red exclamation point indicates that you are acting as the student.
4. Select menu items on the left-hand side to view that student's information.
5. Click **Exit** within the tan bar to return to your personal Campus Experience account.

My Profile

Students can change the following **My Profile** information for their Student Center account:

- Gender Identity (found in **Biographical Info**)
- Addresses, phone numbers, and e-mail addresses (found in **Contact Info**)
- Emergency Contacts

Advisors and instructors can view **My Profile** information.

For other changes to My Profile information, students contact the Office of the Registrar at 412-624-7649 if you have any questions.

Enrollment

The **Enrollment** section is for students to manage their enrollment information.

Note: As an advisor or instructor, you can view this student information using the **View Advisee/Lookup Student** features *or* by enrolling in a class.

Note: For students, this section contains the Schedule Builder <<ADD URL HERE>>.

Academics

The **Academics** section is for students to manage their personal academic information.

Note: As an advisor or instructor, you can view this student information using the **View Advisee/Lookup Student** features *or* by enrolling in a class.

Get Help

Please contact the Office of the Registrar at 412-624-7649 if you have any questions regarding this information.