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.

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.
   \textbf{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.
   \textbf{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
   \textbf{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. \textbf{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 \textbf{Expand All} located at right-hand top of the page.
   \textbf{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 \textbf{Agree}.
   \textbf{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 \textbf{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.

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.