



“MY CC” OVERVIEW: STUDENT EDITION

Welcome to the Cambridge College “My CC” portal, where your most frequently used applications are always within easy reach! These applications are referred to as "portlets" within the MY CC community. Your first view will include a login as shown below:

Cambridge College Portal Login [Info ?](#)

To use the Cambridge College student information system you will need an username/ID or password/PIN. If you do not have it or you forgot it please click on the link "Forgot your Password?".

If you are already a user and have your username/ID or password/PIN, please sign in.

User ID:

Password/PIN:

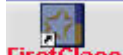
[Forgot Your Password?](#)

Enter your user ID and password and click on the **Sign In!** button. If you can't remember your password, click on the **Forgot Your Password?** link and a new screen will be displayed. Enter your email address and click on the **Submit** button. The Internet Campus will verify your user name, access your **My Info** page, and send the corresponding User ID and Password to that email address.

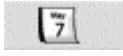
There are two toolbars that can be used to navigate within the My CC Portal - one that appears on the upper left and the other that appears on the upper right of the window. At any time, you may click on **Sign Out** to exit the Internet Campus or [My Info](#) to update your profile. The toolbar on the upper left is displayed below.



The four icons appearing beneath the links are:



FirstClass: Click **FirstClass** to access the FirstClass Web Interface. You will need to log in using your FirstClass user ID and password.



Calendar: Click to open a month view of the personal and role-based items that have been placed on your calendar and add new events

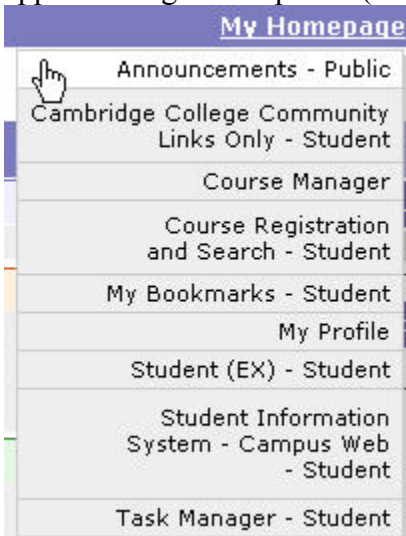


Community Bulletin Boards: Click to read and post messages to any of the available bulletin boards



Community Groups: Click to display your groups and those current groups that have been established on campus which you can join or to request the creation of a new group

The upper right side of the window shows two links: **My Homepage** and the role(s) associated with your login (such as **Faculty** shown below). The options that are available for you can be displayed by pointing at one of these links and a drop down menu will appear listing these options (also as shown below).







When you first log into My CC, click on the **Personalize** link next to your name. This allows you to define your home page according to your individual preferences for **Page Properties** and **Page Portlets**.

- Click on **Page Properties** to modify the page caption (name) and select either a one, two or three column layout
- Click on **Page Portlets** and use the arrow buttons to position the portlets as they will appear on your home page
- Click on the **Save Changes** button or **Reset** to its previous setting

The settings that you choose from this **Personalize** link will become the view that is displayed when clicking on **My Homepage**.

Each portlet may contain one or more of the following buttons in the upper right toolbar:

-  Use the Minimize button to minimize the portlet can be used to
-  The Maximize button may display additional information on your portlet in a larger screen
-  Use the Edit button to modify settings or configurations
-  The Info will display "About" information on the specific portlet

There are six links on the bottom toolbar:



- Click on **Help** to display an alphabetical index of topics that have been created by your institution or to view a document that may be available
- Click on **About** to read a description of Cambridge College
- Click on **Contact Us** to view available contacts that have been identified
- Click on **Privacy** to view Cambridge College's privacy policy

My Info

This page is similar to a profile and can be used to share personal and course-related information such as a picture, email address, and tid bits with other members of the MY CC community. Faculty members can include office hours on this page to communicate their availability for students. External links may also be available if they have been provided by your administrator and can only be edited by the administrator.



The screenshot shows a 'My Info' portlet with a dark blue header. On the left, there is a 'Picture' section with a small photo of a man and an 'EDIT' button. On the right, there is an 'Information' section with an 'ADD' button. The information includes: Name: Hormoz Goodarzy M.B.A., Email: hgoodarzy@cambridgecollege.edu, Tid Bits (with an 'ADD' button), Office Hours (Instructional Technology, Mondays 3:00 - 5:00 PM, Wednesdays 10:00 - 12:00), and contact options (Or by Appointments, By Phone: 617-873-0269, By email: hgoodarzy@cambridgecollege.edu). At the bottom, there is a 'Link to ERP' section with a link labeled 'apple link test' and 'EDIT' and 'DELETE' buttons.

Students

- Click on **My Info**
- Click on the **Add** or **Edit** button for the **Picture** or **Information** sections (your name will automatically appear from your login information and the email address might be editable depending on the policy at your school)
 - If your email address is editable, please remember to maintain its accuracy since this will be utilized by numerous functions within the Internet Campus
- Use the **Tid Bits** section to add biography, honors or personal information about yourself that you might want to share with others
- Use the **Delete** button to remove information
- Click on the **Save** button

PORTLETS

The My CC portal provides several small applications referred to as 'portlets' that can be used for administrative web functions. Most of these portlets are managed by the web administrator who has the ability to customize their appearance according to individual 'roles' that have been established for users.

The following applications are available:

[Calendar](#)

[Announcements](#)

[Email](#)

[Bookmarks](#)

[Bulletin Boards](#)

[Campus Resources](#)

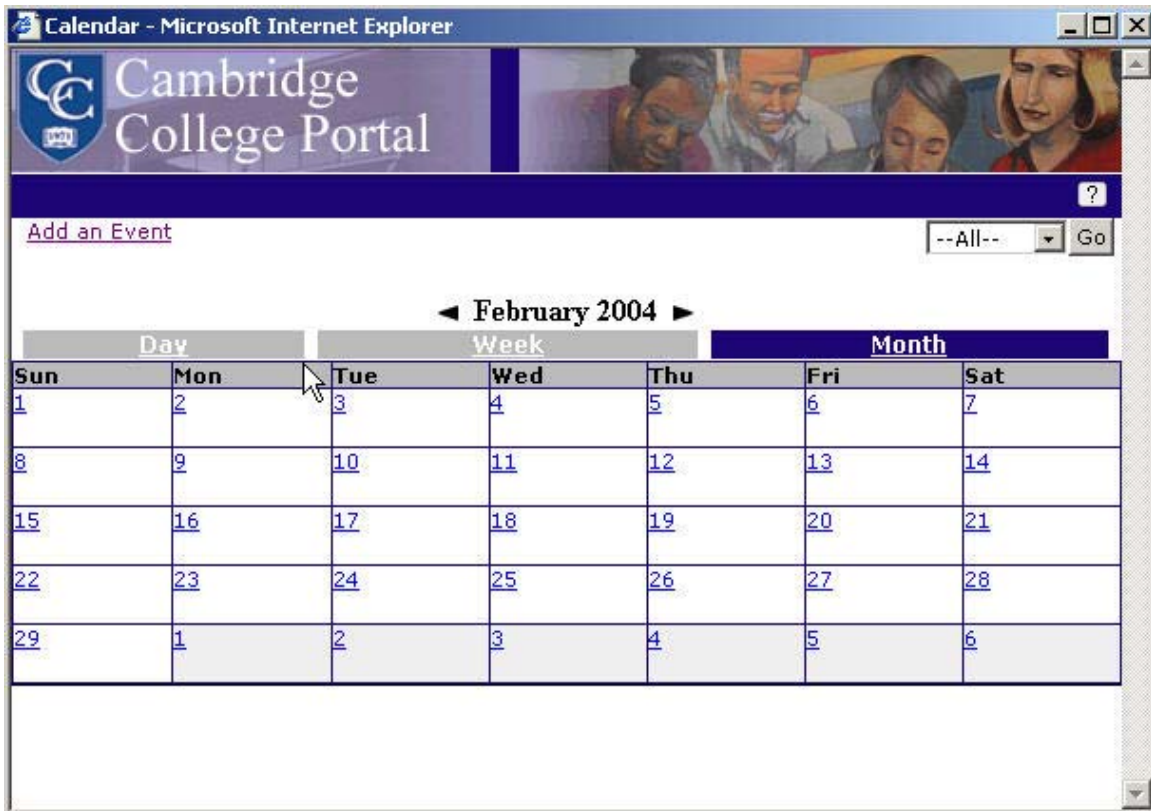
Task Manager

[Help](#)

Calendar

The **Calendar** can be used by administrators to communicate public events as shown above and by faculty to communicate course/group events.

Depending on your role within MY CC, you may have the ability to select from different calendars available on your homepage. You may view public events on your public calendar or, if you have been assigned to specific roles, choose to view the events for that role by selecting the calendar from the drop down menu as illustrated below.

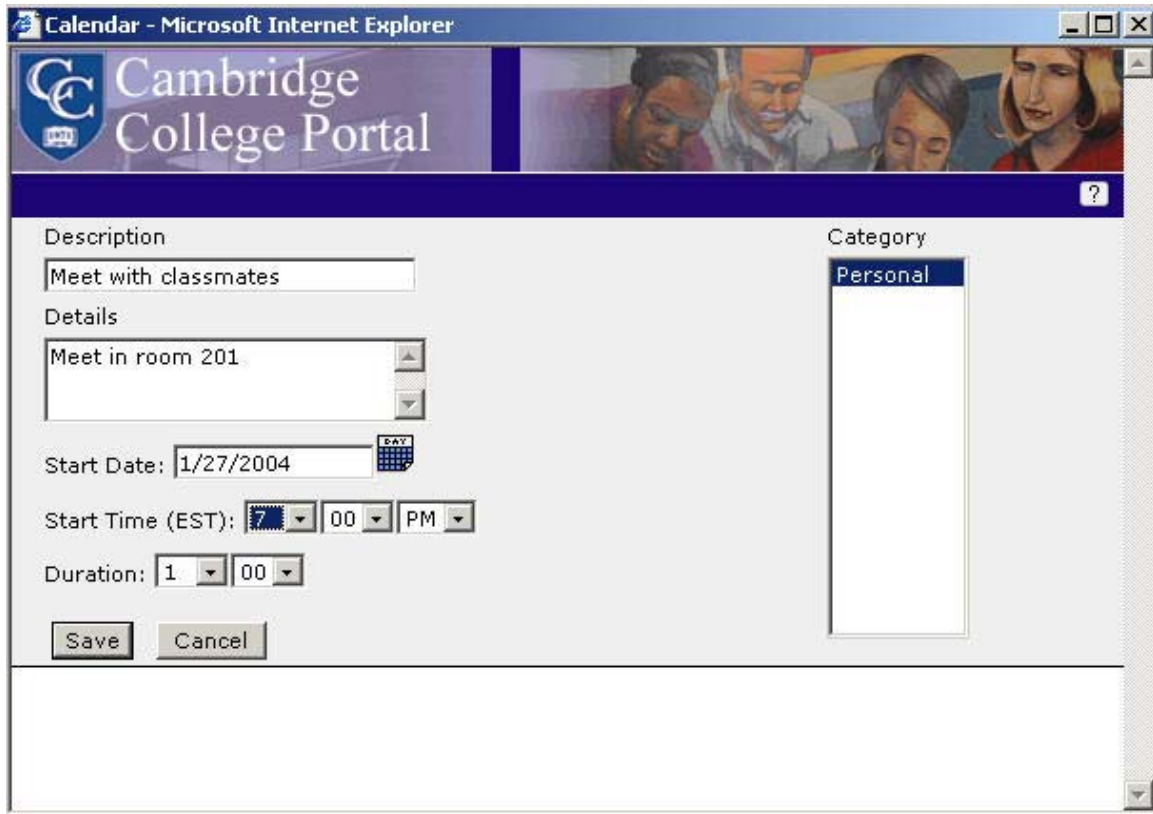


Students can view items created for a student by the administrator and items related to a course in which the student is enrolled. A student may also add personal events or items for a group which they manage. Faculty can add personal events as well as course or group-specific events. Members of a group can view the calendar information for their groups and the group leader or president can add calendar items for the members to view.


The **Calendar** can be viewed directly from any page on which it is located or by clicking on the toolbar icon. Your calendar will show events that apply directly to you.

When MY CC interfaces with your administrative software, the classes for which you have registered will appear on the day and time that the class is scheduled to meet. If you are a member of a group, you will have access to the calendar information that has been established for that group.

Students can add personal events or events for a group which they manage. You may also view items created by the administrator for the student role or those that are related to a course in which you are enrolled. Your user-specific calendar has three views and you may choose your view by clicking on the Day, Week, or Month link. The illustration below displays a Day view (use the arrows to move to the next day):



There are two methods that can be used to create new events on your calendar:

- Click on **Add an event** from the **Calendar**
 - Select the category type for the event you wish to add
 - Enter a description and select a start date, start time and duration for the new event
 - Click on the **Save** button
-
- Click on the  toolbar icon (this will display the current month view of your calendar)
 - Click on **Add an Event** or click on a day from the month view and then click on a time link
 - Select the category type of the event you wish to add (if you have been assigned to more than one role in the MY CC community, you will be able to choose from more than one category type)
 - Enter a description and select a start date, start time and duration for the new event
 - Click on the **Save** button

- To edit or delete a calendar event, click on the event
- Click on the **Delete** button or make the necessary changes and click on the **Save** button

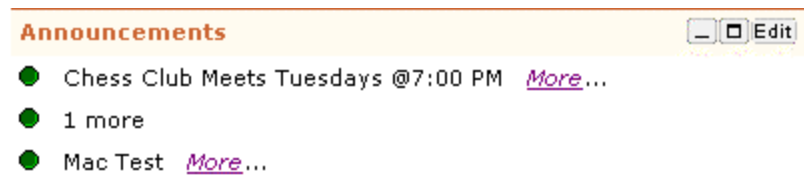
Announcements



Depending on your role within MY CC, you may see one or more announcements portlets on your homepage. Public announcements, such as the one illustrated above, can be used to display information that is relevant to all. After entering your user name and password, additional announcements specific to your role may be displayed such as the illustration below.

Students

- Click on the **More** link to view the entire announcement (this will be displayed in a separate window)



Announcements are used in a variety of ways: the school can post announcements to communicate with the entire MY CC community; faculty can send announcements specifically to their class members; and campus groups can communicate with their group members.

Bookmarks




You may choose to include personal bookmarks on your homepage which can be used to quickly access frequently-used Web sites such as Roget's Thesaurus Online shown above.

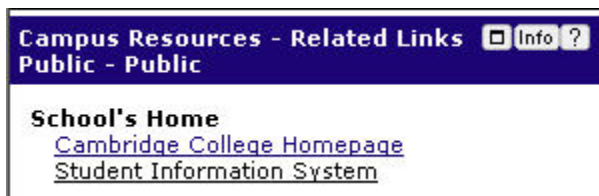
- Click on the **Edit** button
- Click on **Add a Bookmark** and enter the label and URL
- Click on the **Add** button to have it appear in the **Available Bookmark** column
- Select an **Available Bookmark** and use the **Move Right** arrow to move it into the **Active Bookmarks** column
- Use the **Move Left** arrow to remove a bookmark from your page
- Use the **Move Up** and **Move Down** arrows to sort the bookmarks as they will appear on your page
- Click on the **Save Changes** button

Bulletin Boards

Bulletin Boards provide members of MY CC to post their own messages or read messages that have been posted by others. The topics are created by your campus administrator.

- Click on  from the top left navigation bar
- Click on any of the available topics to view all messages associated with the topic
- Click on **Post New Message** to enter a message that can be viewed by others using the system
- Click on **Submit** when the message has been completed
- To send a reply to one of the postings, view the message and then click **Reply** (this will send an email to the person who posted the message)

Campus Resources




Campus Resources resembles bookmarks in that headers (such as *Academics* and *Career Center* shown above) can be created with hyperlinks added as resources. These hyperlinks will open in a new browser allowing you to close the browser after viewing the hyperlink and returning back to your homepage.


- Click on a campus resource to view the hyperlink

Task Manager

Task Manager - Candidate		Task Manager - Candidate	
Subject	Due Date	Subject	Due Date
testing task (FAC, STU, Me) 2	01-24-2003	testing task (FAC, STU, Me) 2	01-24-2003
Finals	06-10-2003	Finals	06-10-2003

The Task Manager portlet can be used to view a list of your outstanding tasks and their due dates. These tasks can be assigned by instructors, group leaders, the campus administrator or you can create your own personal tasks. A Task Manager portlet will be created for every role to which you have been assigned within the Internet Campus Community (the illustration above shows two tasks for this user's Candidate role).

You may configure the settings for your Task Manager portlet by clicking on the  button.

- **Display on Default View:** Choose from the following options to determine the tasks that will be displayed on your Task Manager: Next 5 Tasks Due, Next 10 Tasks Due, Tasks Due Today, or Tasks Due Within 7 Days.
- **Display on Maximize View:** When clicking on the  (maximize) button, you may choose either 25, 50, 75 or 100 Tasks per Page to be displayed.

Each task will have the following characteristics:

Priority: High, Medium or Low priority can be selected from the drop down. Both the owner and recipient of the task can update the priority.

Subject: The owner of the task can enter no more than 30 characters to describe the subject of the task.

Status: You can select the appropriate status to identify and manage the progress of your tasks. Tasks marked as "Complete" do not appear in the Task Manager portlet unless Complete is selected from the Filters By drop down. When a task has not yet been marked Complete but is past the Due Date, the row will be displayed with a red background to alert you that the task is past due.

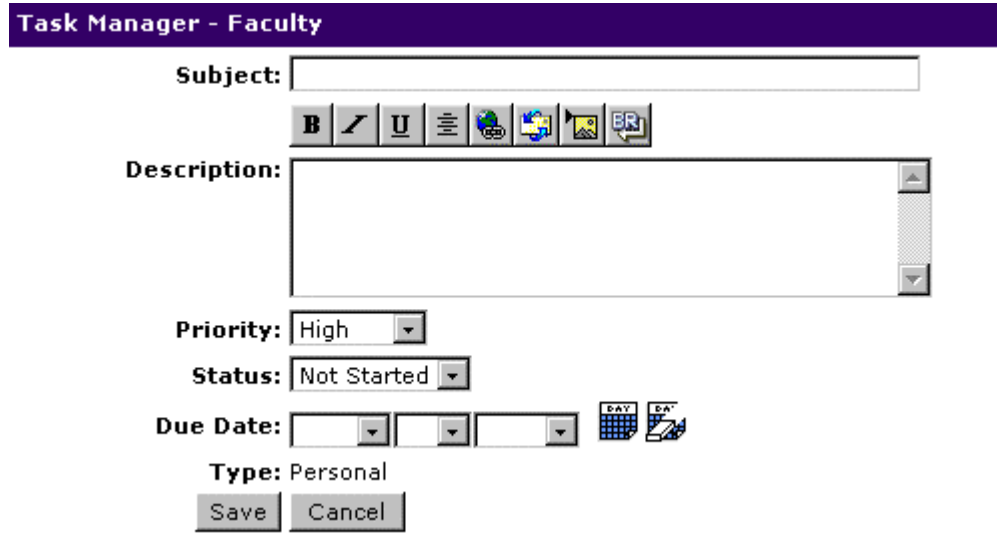
Due Date: This is an optional field that can only be updated by the owner of the task. Tasks that have been identified with a due date will appear in the calendar.

Type: You can determine the origination of the task by looking at its type. For example, if you created your own personal task, the type will be Personal. If a task was created by one of your instructors, the type will be identified as the course code. When a task is created by an administrator for a particular role, the type would be the same name as the role.

Created By: This will display the first and last name of the user who created the task; that is, the owner.

Add a Personal Task:

- Click on Maximize  from the Task Manager portlet
- Click on Add and the following screen will appear:





Task Manager - Faculty

Subject:

Description:

Priority: High

Status: Not Started

Due Date:  

Type: Personal

- Enter the information about your task and click on the Save button
 - **Subject, Priority, Status and Type** are required information for every task
- Use the Filter By drop down list to sort your tasks according to specific roles

Help

By clicking on [Help](#) from the bottom left toolbar, you may access a help system that was developed by your school or you may access a customized Site Manual. This link is configurable and each school may choose to display either depending on the configuration.

Depending on the selections that have been made by your school, there may be another link at the bottom of the page that can be used to access an online Help system.

Group Information

Group Information

Edi

MEDIT/TF MEDIT Task Force - Indefinite

Faculty



President

Hormoz Goodarzy M.B.A.

E-mail: hgoodarzy@cambridgecollege.edu

Office Hours: Instructional Technology Mondays 3:00 – 5:00 PM Wednesdays 10:00 – 12:00 Or by Appointment

By Phone: 617-873-0269 By email: hgoodarzy@cambridgecollege.edu

Description

Task force for MEDIT licensure

General information about the group and its president/members can be viewed from the **Group Information** link.

Students/Members

Members will be able to view information about the President who is leading the group, a description of the group, and related groups or courses.

- Click on the photo to display the **My Info** page for the president
- Click on the email address to compose a message to the president or leader of the group

File Exchange/Handouts

File Exchange

Fit-Fighters Keeping Fit - Indefinite

HIDE DESCRIPTIONS

Articles from the Internet

Included in this header are articles that have been copied from the Internet. They related to keeping fit by covering topics such as changing eating habits, and the success rate of different types of popular diets.

[A woman's story...](#)

This article explains one woman's battle with weight.

[Fat: Friend or Foe](#)

This article unleashes new evidence supporting the theory that no-fat doesn't necessarily mean you won't gain weight! Look at the startling statistics and you may change your eating habits.

File Exchange and **Handouts** possess the same functionality. When it is accessed from *Group Manager*, it is referred to as **File Exchange**; when it is accessed from *Course Manager*, it is referred to as **Handouts**.

This can be used to provide access to documents and other materials. The **File Exchange/Handouts** area allows presidents or faculty to upload and manage any type of file that can be made available to group members or students at any time.

Students/Members

Members of a group or students can download any of the files that have been uploaded by a faculty member. Depending on the type of file, these documents can be opened, saved, or even printed provided you have the software necessary for accessing the file.

- Click on the **Show Descriptions** or **Hide Descriptions** button to control the amount of data that is displayed for each handout
- View and read the headers and their descriptions which may be identified for different types of handouts
- View and read the individual titles for each handout
- Click on the hyperlink to download or access the file

HIDE DESCRIPTIONS FILE TOOLS

Select All

● [Coding Practices](#) (Downloaded 1 time)

Check it out!

Select All

Copy Selected Handouts to Bank

A green light indicates the handout is visible to students; a red light indicates it is not visible.

File Exchange

Fit-Fighters Keeping Fit - Indefinite

HIDE DESCRIPTIONS

Articles from the Internet

Included in this header are articles that have been copied from the Internet. They related to changing eating habits, and the success rate of different types of popular diets.

● [A woman's story...](#) (Downloaded 0 times)

This article explain's one woman's battle with weight.

● [Fat: Friend or Foe](#) (Downloaded 0 times)

This article unleashes new evidence supporting the theory that no-fat doesn't necessa won't gain weight! Look at these startling statistics and you may change your eating h

Copy Selected Handouts to Bank

- Click on the **Edit** button from **File Exchange**
- Click on the **Add** button to include a new handout to an existing header (use the drop down arrow to select from 1 to 10 handouts to add at one time) and the following window will appear:

Weblinks

Web Links

Fit-Fighters Keeping Fit - Indefinite

HIDE DESCRIPTIONS

Healthy Eating

The links provided here will provide detailed information regarding methods to improve your eating habits.

Diets

This website will display articles about various types of diets.

Exercise Plans

After consulting with your physician, choose an exercise plan that fits your lifestyle.

Fitness

Learn about exercises and activities that will encourage a healthy balance in your fitness level.

Copy Selected Weblinks to Bank

Web Links can be used to provide access to Web sites (URLs). This allows Presidents to identify and manage the URLs that can be made available to group members at any time.

Students

A member of a group can view various Web sites that the President has chosen to display to the group.

- Click on the **Show Descriptions** or **Hide Descriptions** button to control the amount of data that is displayed for each weblink
- View and read the headers and their descriptions which may be identified for different types of weblinks
- View and read the individual titles for each weblink
- Click on the hyperlink to access the Web site which will open in a separate browser

- Click on the **Edit** button from **Weblinks**
- Click on the **Edit** or **Delete** button to modify or remove a weblink or header
- Click on the **Add** button to create a new header (such as Healthy Eating and Exercise Plans shown above)
- Click on the **Add** button to include a new weblink to an existing header (use the drop down arrow to select from 1 to 10 weblinks to add at one time) and the following window will appear:


URL:


Label:

Description:

Header:

Display Indicator: Show Now
 Don't Show
 Show During Specified Date:

From: 

To: 

- Enter details about the Weblink to be added (such as **URL** name, **Label** to display on the **Weblinks** page, **Description** of the weblink, and associated header for the weblink)
- Select the appropriate **Display Indicator** radio button to determine when to display the weblink for members (you may select specific dates for a weblink to be made available by clicking on the calendar icon and choosing the **From** and **To** dates)
- Enter details about the weblink to be added (such as **URL**, **Label** to display on the **Weblinks Bank** page, **Description** of the Weblink, and associated header for the weblink)
- Click on the **Save** button


Students/Members


This feature allows students to view their own attendance record. This page cannot be modified by a student and they will not be able to view the attendance record of other students or members.


Forums


Forums

Fit-Fighters Keeping Fit - Indefinite



 [View All Topics](#) Show topics from

	Topic	Author	Replies	Read	Last Post
	Motivation	Sarah Bellum	1	3	Jul 30 2002 1:05PM by: Heather Hall

 Contains new posts since last visit.

 No new posts since the last visit.







Forums can be used as an asynchronous discussion area for course/group participants. Message topics (such as Motivation shown above) can be posted for all members to view and post a response. Click on the topic to display all messages related to that topic (as shown below).

NOTE: When the folder icon is purple , it indicates that a new message has been posted or that you have not yet viewed all messages. A yellow folder  indicates that you have accessed all of the topics within that folder. After entering the folders, new messages that you have not yet accessed will appear in **red text**.

Forums
Fit-Fighters Keeping Fit - Indefinite

 [Topics](#)
 Motivation




[Post Reply to Thread](#)

Author	Initial Message
Sarah Bellum	 Posted - Jul 30 2002 1:03PM 
1 Posts	Are all members of this group motivated to successfully continue and com this group? Any specific ideas on motivational inspirations?
Author	Replies
Heather Hall	 Posted - Jul 30 2002 1:05PM   
1 Posts	Sarah, I must confess that my drive has diminished since summer began. same way?

[Post Reply to Thread](#)

Students/Members

Students can perform the same functions as an Instructor with the exception of adding a topic, deleting a topic, or deleting a message posted by another individual. There is a character limit on messages and, if you exceed the limit, a message will be displayed. In this case, you may decide to create two separate messages.

- Click on the **Forums** link from **Navigation**
- Click on the **View All Topics** link to display all topics related to the current group forum
 - The default view will only display topics that have been accessed or posted to within the past 30 days
- Use the drop down menu to select a day range (from **One Year Ago** to **All** which includes the current day) for various topics to be displayed
- Click  to reply to a posting (you may format the text of the message and attach a web site, graphic, email address or document to the reply message)
- Click  to edit your own message
- Click  to delete your own message

Coursemates/Groupmates

Groupmates

Chess Geeks The Chess Club - Indefinite

 [Email Selected Groupmates](#)
 [Email All](#)



You have 2 Groupmates

[ICP Administrator](#) [Bill R. Kant](#)

Registered members for a current course/group can be viewed by clicking on **Coursemates/Groupmates**. The level of information available for each member depends on the details that have been entered by each individual on their respective **My Info** section. You may also use this area to send an email to one, some or all members of the group as well as members of your other groups and/or courses.

Students

- Click on the **Groupmates** link from **Navigation**
- Click on **Hide Pictures** or **Show Pictures** to change the groupmate view
- Email selected groupmates by choosing their respective check boxes and then clicking on  [Email Selected Groupmates](#) or email all groupmates by clicking on  [Email All](#)
- Use the **To:** or **CC:** buttons to add members from other groups to the email message

Chat

A real-time discussion between group members can occur at any time and from any location provided all members are online.

Leader/Member

- Click on **Chat** from **Navigation**
- Click on the **Join the Chat** button

- Enter the text to be communicated adjacent to **Say:** and click on the **Send** button to display it in the chat room
- Click on the **View Transcript** button to view a complete list of the conversation in a separate browser
 - The Transcript can be saved as a Web page or a text file
- Click on the **Logoff** button to exit the chat room

NOTE: Leaders can have more than one course chat discussion open at the same time and each one will be displayed in its own browser.

Learning Management System Overview

The MY CC Learning Management System (LMS) feature set provides numerous tools that can be used by faculty members and students to facilitate learning in the web based environment. These tools have been developed to promote effective communications between students and faculty by enhancing the teaching and learning process.

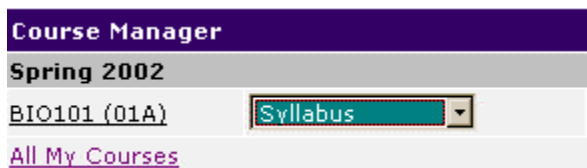
The **Course Manager** portlet provides quick access to the following components that provide core functionality needed for online course management:

[Course Information](#), [Readings](#), [Handouts](#), [Weblinks](#), [Syllabus](#), [Gradebook](#) (Faculty), [Coursework](#), [Question Bank](#) (Faculty), [Attendance](#), [Forums](#), [Coursemates](#), Announcements, [Chat](#), [Group Manager](#) (Faculty), and [Copy Course Materials](#) (Faculty).

By clicking on a current course in **Course Manager** or a past, present or future course in **All My Courses**, a student or faculty member will have the ability to access any of these course components.

Course Manager (Student)

The Learning Management System (LMS) consists of various web-based tools that students and faculty can utilize to enhance online course management. These tools are available from the **Course Manager**.



- Click on a current course or **All My Courses** (which includes Past, Present and Future) to display the main view of basic course information

All My Courses				
Past Present Future				
Spring 2003				
Code	Course	AVG	Schedule	Go Directly To:
SeanM	SeanMs Present Course			Select Area ...
Marc	Marcs Present Course	88%		Select Area ...

Help | About | Contact Us | Privacy

- Select Area ...
- Course Information
- Task Manager
- Readings
- Handouts
- Web Links
- Syllabus
- Coursework
- Attendance
- Forums
- Coursemates

- Click on the **Past**, **Present**, or **Future** link to view your specific courses that meet that criteria
 - Students will be able to view any of the course tool links that the Faculty member has made available such as Course Information, Readings, Handouts, Web Links, Syllabus, Coursework, Attendance, Forums, Coursemates, Announcements, Chat, and optional external links.
- Click on the course to view specific course information or choose **Course Information** from the **Select Area...** drop down list
- Click on any of the items from the **Select Area...** drop down to view that information about the course

Readings

This link displays various books or reading materials that are associated with the group or course.

Textbooks, journals or other reading materials that may be needed for the group or course are listed and can be identified as **Required**, **Recommended** or **On Reserve**.

Syllabus

After clicking on the **Syllabus** link to the right of **Navigation**, you will either see the imbedded syllabus or the **Click here for Syllabus** link.

Complete Coursework is an available option when the button is green. If the button is disabled, it indicates that the assignment is **Offline**, has already been taken the maximum allowable times, or the current date is outside of the specified date range for completion.

Review Coursework allows **Online** assignments to be reviewed provided **Return Corrected** has been marked **YES** by the Instructor.

Coursework	
Fit-Fighters Keeping Fit - Indefinite	
Exam	
Physical Education Quiz(PE1)	Jul 26 2002 12:00AM - Sep 3 2002 12:00AM
Coursework Type: Online	Points: 15
Timed: 60 Minutes	Return Corrected: Yes
Times Given: 3	Questions Randomized: No
	Choices Randomized: No
Homework	
Community Service(CS1)	Jul 31 2002 12:00AM - Sep 9 2002 12:00AM
Coursework Type: Offline	Points: 30

Announcements

Announcements	
 Cambridge College Computer Purchase Program	More...

A Faculty member or Group Leader can send announcements to their group members as shown above. Announcements can be created and viewed through **My Homepage**, a role page, within a group, and the Learning Management System section.

Students/Members

- Click on the **More** link to view the entire announcement (this will be displayed in a separate window)
- Enter the information about your task
 - **Subject, Priority, Status and Type** are required information for every task
- Use the check boxes to assign the task to specific roles and click on the Save button

Task Manager

Faculty members have the ability to assign tasks to students within their group(s) or course(s).

Each task will have the following characteristics:

Priority: High, Medium or Low priority can be selected from the drop down. Both the owner and recipient of the task can update the priority.

Subject: The owner of the task can enter no more than 30 characters to describe the subject of the task.

Status: You can select the appropriate status to identify and manage the progress of your tasks. Tasks marked as "Complete" do not appear in the Task Manager portlet unless Complete is selected from the Filters By drop down. When a task has not yet been marked Complete but is past the Due Date, the row will be displayed with a red background to alert you that the task is past due.

Due Date: This is an optional field that can only be updated by the owner of the task. Tasks that have been identified with a due date will appear in the calendar.

Type: You can determine the origination of the task by looking at its type. For example, if you created your own personal task, the type will be Personal. If a task was created by one of your instructors, the type will be identified as the course code. When a task is created by an administrator for a particular role, the type would be the same name as the role.

Created By: This will display the first and last name of the user who created the task; that is, the owner.

Add a Course- or Group-Based Task

- Click on Maximize  from the Task Manager portlet
- Click on Add and the following screen will appear:

Task Manager

Subject:

Description:

Priority: High

Status: Not Started

Due Date:

Assign to myself:

Assign to:

- Administrator Role
- Admissions Administrator Role
- Admissions Officer Role
- Advancement Officer Role
- Advisor Role
- Candidate Role
- Constituent Role
- Event Guest Role
- Event Manager Role
- Faculty Role
- Financial Aid Administrator Role

- Enter the information about your task
 - **Subject, Priority, Status and Type** are required information for every task
- Use the check boxes to assign the task to specific roles and click on the Save button

CRM Student

This module will provide students with the ability to review their personal data, schedule of classes, grades, historical course work, and graduation progress. The student can select courses based on their needs and register for those courses 24-hours a day, seven days a week (or as defined by the institution's policy). The student can use the degree audit process to analyze requirements against his or her current course work or play "what-if" by selecting a different program of study. Students can access frequently-used information and data through the **CRM Student** module.

- Provides a complete set of detailed course offerings.
- Allows students to check personal information at any time and from anywhere.
- Offers the ability to register for classes at any time from any place.
- Allows students to view personal profile data including academic holds.
- Offers students the ability to search for available course sections based on their specific needs.
- Facilitates emailing a student's advisor or instructor.

The Main Student view can be used by students to manage the following areas:

- Alerts
- Registration
- Student Information
- Learning Management System (e-learning)

The Student Information Page view contains the following:

- Personal Profile
- Address
- Academic Information
- Residence Status
- Vehicle Information
- Grades
- Schedule
- Account Balance