



Training & Onboarding documents are accessed through our secure SharePoint. Please see screenshots of these resources below:

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## CampusNexus Student Training & Information

**Welcome to the Alliant resource site for webinar recordings, documentation and links related to our Student Information System (SIS), CampusNexus Student (CNS).**

**Vocabulary:** As you begin to immerse yourself in this system, here are some helpful definitions.

- CNS = CampusNexus Student** = This is the primary database where all student data is stored. The CNS database replaces the former Jenzabar CX database. CNS is accessed through a Citrix application. Student support staff and faculty with administrative responsibilities have access to this application.
- Faculty/Staff portal (a.k.a. "The Portal")** = This replaced the employee-facing portions of the MyAlliant portal that was linked to Jenzabar CX. All faculty and staff have access to this site. Users will only see courses they are assigned to teach in CNS and/or students for whom they are listed as advisors. Grades and attendance for courses not offered in the Canvas LMS are entered through the portal.
- Knowledge Hub (a.k.a. Knowledge Center, Sharepoint)** = This is the internal Alliant employee collaboration site. This comprehensive site has replaced shared drive folders and is now the go-to site for departmental information as well as employee information such as Human Resources documents, I.T. resources, this training site, etc.
- Student portal** = This replaced the student-facing portions of the MyAlliant portal. All students have access to this and can access their schedules, pay tuition and fees, lookup their faculty, etc.
- Student Hub** = This is an extension of the Student portal, created to supplement the information contained there. While most of the information is student-facing, the site is also accessible to all staff and faculty. The documents posted here are also posted in the Knowledge Hub.
- SIS = Student Information System** = The type of software application that is CNS, CX, etc.
- CMC = Campus Management Corporation** = The company that built and maintains CNS.

CNS Training Videos CMC Training Resources

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### CNS Training Videos

- CNS Navigation, Q&A
- Basic Navigation, option 1
- Basic Navigation, option 3
- Basic Navigation, option 4
- Admissions training
- Student Advisor training
- Preliminary SBS/FA training
- Financial Aid training
- Student Business Svcs training, part 1
- Student portal review & DPAs
- Preliminary Deans and PDs training
- Reports basics

### CMC Training Resources

MyCampus Insight Library

### CNS Training Documents

Export to Excel All Documents

Created	Name
December 17, 2019	Alliant CNS SIS Training Manual D...
January 20	CampusNexus Student Reports In...
January 11	Document Types Listing.pdf
January 11	Grade Reports.doc
January 20	How to Create a Student Group.pdf
January 20	How to Manage Contact Manage...
December 16, 2019	How to Use SchoolDocs Client.docx
January 16	Identify Students Not Attending.p...
January 11	Navigating the Student Portal.pdf
January 12	Navigating the Student Portal-Ad...



## MYALLIANT PORTAL – RESOURCE HUB (Secured links):

portal.alliant.edu/CMCPortal/secure/links/HTML1.aspx?sm=14

**Faculty/Staff/Employee Hub**

**Quick Shortcuts**

- [Common Faculty Forms](#)
- [Textbook Submissions for March/May Terms](#)

**Human Resources**

Here you can find information on Human Resources, Benefits, Payroll, Ultipro, Peoplesoft, IdeaLab

**Campus Nexus Training**

Campus Nexus Student (CNS) training materials can be accessed here.

**Marketing Knowledgebase**

Information related to approved language, digital asset management and Alliant branding.

**Alliant Help**

Alliant Help Desk articles can be found here. Or call (844) 313-4357.

**Moodle**

Access Moodle directly. Your login is the first part of your email address [minus the @alliant.edu]. Your password is your email password. Please bookmark this URL.

**Alliant Main Hub**

Home page for all faculty, staff and employee information.

**Quick Links**

- [Alliant Email](#)
- [Academic Calendar](#)
- [Alliant Catalog](#)
- [Alliant Library](#)
- [Moodle](#)
- [Alliant Help](#)



## Adjunct & Faculty Support via TEAMS (secured site):

The screenshot shows a Microsoft Teams chat interface. On the left is a navigation pane with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Apps. The main chat area is titled 'Clinical Practice Mentors' and shows a 'General' channel. The chat history includes:

- A post from user 'HP' at 2/21 8:47 PM: "In regards to Progress Assessment videos- how do you grade when an intern attaches a lesson plan that they didn't create (either it's from a curriculum used by their district, or one they found off of the internet)? Sometimes, the recording shows good teaching and strategies, but I wasn't sure how to grade compared to students who put effort into creating their own lesson plans. (I have CP1 courses)." Below this is a 'Collapse all' button.
- A reply from user 'HP' at 2/27 7:51 PM: "Hi Haley, For me, I grade the video - can they implement lesson plans (whether they wrote them or it's from a specific curriculum) and adapt it for their students? That's what I look at for PAs. Throughout their CP courses, they are asked to develop lesson plans. In those assignments, then I focus entirely on grading their original content. It's been astounding how many students plagiarize the lesson plans. There's a video that shows CP III used a lesson plan. See more" (with a thumbs up icon).
- A reply from user 'HP' at 3/2 8:54 PM: "Thank you that helps!!!" (with a thumbs up icon).
- A date separator for 'March 3, 2020'.
- A post from user 'PZ' at 3/3 11:55 AM: "Wow! I was just looking at my class for next term and there are some exciting changes. I really like the inclusion of the new point system and the attached rubrics. Do students in Clinical Practice 2 still need to complete the classroom log 15 hours of observations?"
- A post from user 'JP' at 3/2 2:16 PM: "Clinical Practice Mentors, **CP I (student teaching track only)** Instructors only, please post: CP I Students. Please complete the Application to Student Teach using the following link. Please note that this is just your application and the placement process will not begin until you are cleared for CP III by your credential analyst and registered by your advisor for CP III. Please make sure to see the attached rubric. Make sure you include district and school district MCOI file. See more" (with a red notification bubble).
- An embedded form titled 'Fill | Application to Student Teach' from forms.office.com. The text reads: "In order to secure a placement for Clinical Practice III, Student Teaching, please complete the following form in its entirety. The preferred school districts/schools must be on the Alliant active..."

At the bottom of the chat window, there is a text input field with the placeholder "Start a new conversation. Type @ to mention someone." and a toolbar with icons for text, images, video, and other features.



Resources available for easy access via TEAMS:

The screenshot shows the Microsoft Teams interface for the 'Clinical Practice Mentors' team. The left sidebar contains navigation options: Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Apps. The main area shows the team name and a list of channels: 'General' and 'Clinical Practice 2 Mentors'. The 'General' channel is selected, and the 'Files' tab is active. The file list includes folders for 'edTPA', 'Office of Accessibility', 'Technology and\_or Issues', 'Observation and Assessments', 'Clinical Practice Support', 'HR Support', 'Standard and Intern Support', 'Insight Advance', and 'Alliant Library'. Below these are several documents, including 'serc policy revised april 2019.docx', 'Grade Change Form (1).pdf', 'Insight Advance Q and As.docx', 'Post Grades via Faculty Portal.pdf', 'Progress Assessments Reflection.docx', 'Frequently Asked Questions-edTPA\_Feb 20...', 'Elementary Education\_edTPA Assessments-...', and 'Guidelines for Acceptable Candidate Suppo...'. The 'HR Support' folder is highlighted with a selection circle.

Name	Modified
edTPA	January 8
Office of Accessibility	November 14, 2019
Technology and_or Issues	October 24, 2019
Observation and Assessments	October 17, 2019
Clinical Practice Support	October 17, 2019
HR Support	October 12, 2019
Standard and Intern Support	September 26, 2019
Insight Advance	September 12, 2019
Alliant Library	September 12, 2019
serc policy revised april 2019.docx	4 days ago
Grade Change Form (1).pdf	6 days ago
Insight Advance Q and As.docx	6 days ago
Post Grades via Faculty Portal.pdf	6 days ago
Progress Assessments Reflection.docx	February 17
Frequently Asked Questions-edTPA_Feb 20...	February 12
Frequently Asked Questions-edTPA_Feb 20...	February 12
Elementary Education_edTPA Assessments-...	February 12
Guidelines for Acceptable Candidate Suppo...	February 12