A HOW-TO GUIDE FOR PROGRAM COORDINATORS INTRODUCTION TO THE PEOPLESOFT (EVOLVE) SERVICES

This document is a summary guide to assist coordinators and academic chairs and deans to navigate the PeopleSoft (Evolve) system.

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Document Information

DOCUMENT NAME	A How-to Guide for Program Coordinators: Introduction to the PeopleSoft (Evolve) Services
DOCUMENT VERSION NUMBER	3.0
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Revision History

VERSION #	VER. DATE	REVISED BY	DESCRIPTION OF CHANGE
1.0	Aug 1, 2013	David Baker	N/A
1.1	Aug 11, 2014	David Baker	Yearly updates -Language changes to screenshots descriptions
2.0	Aug 18, 2014	David Baker	Yearly revisions
3.0	July 31, 2018	David Baker	Yearly revisions -Updated screenshots, removed dated material

OVERVIEW

Welcome to Fleming College!

This document outlines the functionality that a faculty member is authorized to perform within the Fleming College PeopleSoft (Evolve) system. There are three systems used at Fleming College: myCampus portal, PeopleSoft (aka Evolve) Enterprise Resource Planning (ERP) and Desire2Learn (D2L).

myCampus:

The myCampus Portal is a one-stop shop for all services that a student and faculty member will require. On the homepage, you will see Fleming News, Upcoming Events, and Important Dates as outlined in the Academic Schedule as well as IT Service Notices for planned outages.
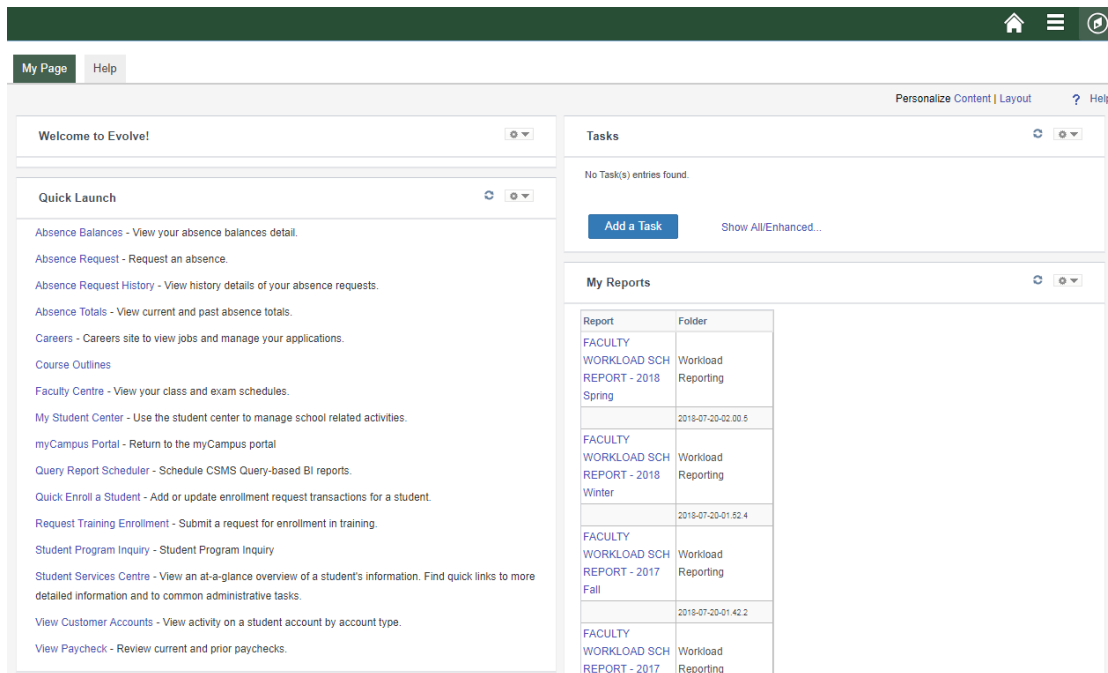
You can navigate through the myCampus Portal by using the menu links on the left hand side or the tabs at the top of the page. Take a few moments to orientate yourself with the myCampus Portal by checking out the top ribbon links (Staff, Resources, Student Life, Registrars Office, Service Directory and Virtual Tour etc.).

This Portal is also your pathway into the PeopleSoft ERP (Evolve) and Desire2Learn (D2L) systems.
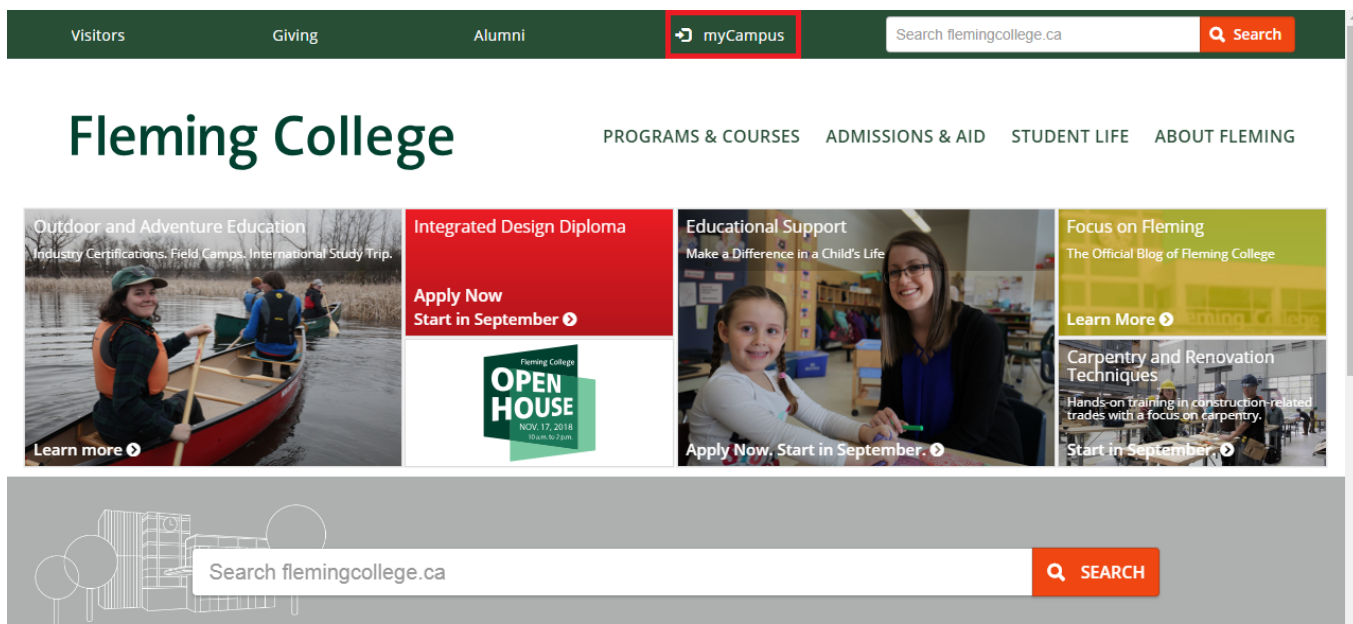
PeopleSoft (Evolve)

The PeopleSoft (Evolve) is Fleming College's Enterprise Resource Planning (ERP) system controlling student records and information, courses, registration, grades etc. In addition to the student side, it includes billing, payroll, human resources, and other various administrative functions.

Accessing the myCampus Portal

From the Fleming College homepage [**http://flemingcollege.ca/**], click on the '**myCampus**' link. Alternatively, you may go directly to the myCampus Portal using the following URL: **https://mycampus.flemingcollege.ca/**

CONTENTS

FREEDOM OF INFORMATION STATEMENT

## Collection, Use and Disclosure of Personal Information

Please take all-necessary precautions in safeguarding student information (unauthorized access and must not be copied or distributed). If you print any document to hard copy, it is **your responsibility** to dispose of it securely (shred) as soon as it is no longer required for the original purpose.

Fleming College's Freedom of Information Statement, as of July 2013:

The collection, use and disclosure of student information is protected by College policies and government legislation. Personal information is primarily used by the College for academic, administrative and statistical purposes. A Student's personal information (even confirming their enrolment at the College) may only be disclosed when a valid consent to release this information is obtained. In addition, there will be instances where the College will disclose personal information to government departments, co-sponsoring organizations and other educational institutions. Occasionally, information may be released, if required or authorized by a court order or other legal document. A student may request access to their personal information and may request corrections, deletions or additions of information that is not accurate, complete or up to date.

STUDENT SERVICE CENTRE

1. Go to **Fleming College's website** (http://flemingcollege.ca/)
2. Log into the **myCampus Portal**
3. Click the '**More applications...**' button then click the '**Student Services Centre**' button
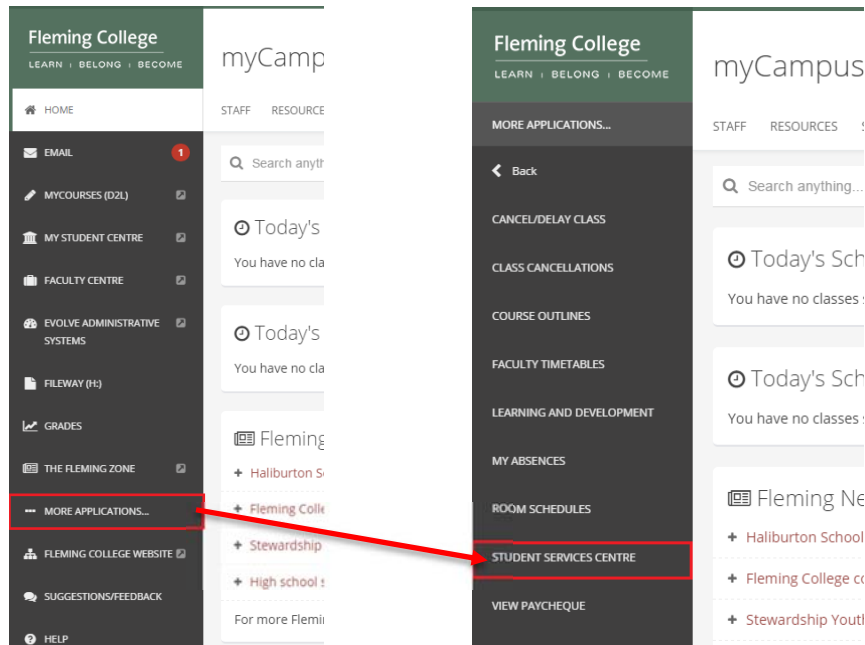
4. Define the search criteria
   a. ID (**optimal**); and/or
   b. Last Name; and/or
   c. First Name

   d. .

5. Click the '**Search**' button

The Student Service Centre contains valuable information that a coordinator may use through an academic term for specific interactions with their assigned students. The options as a program coordinator are

- Academic history;
- Admissions;
- Biographical;
- Finances;
- Student schedule; and
- Transfer credit.

Weekly Schedule

1. To view the student's weekly schedule, click on 'Weekly Schedule' button at the bottom right hand corner of the student's 'The Week's Schedule' chart

2. A sample student's schedule

View Grades – Student Center (Simple Method)

1. To view the student's grades, in the drop down menu under the Academics section select 'Grades' and then click the '>>' button

2. Select the appropriate term (2018 Spring) or select the All Terms option and then click the 'Continue' button

3. An example of 'Class Grades' using the grade option through the Student Center

4. To change the term selected click the 'Change Term' button and then repeat step two.

View Grades – Academics tab (Multiple Programs)

A Student may attempt multiple programs at the College. If a granular review is required use the following method.

1. Click on the 'Academics' tab

! In this case, the student was admitted and attempted several programs at Fleming. A review of only applicable grade information may be appropriate.

2. Scroll down to the 'Term Summary' section

3. Click on the desired term, example '1169 – 2016 Fall', that requires a review. 2016 Fall is the start of the student's **Sporting Goods Business** academic program and academic history

Fall 2015 is the start of the student's **General Arts & Science – University Transfer** academic program and academic history

! The program coordinator of Gen Arts & Science - - University Transfer may not be interested in the student's academic performance in the Sporting Goods Business program.

4. This is an example of the grade information is found under the '**Classes**' section. Viewing grade information through this method shows all components of a course, graded and non-graded components.

Class	Description	Units	Grading	Grade	Status
COMM 62-C02 (1871)	Introduction to Literature (Cls/Lect)	45.00	All Grades	85	✔
COMM 62-S02 (1868)	Introduction to Literature (Seminar)		Non-Graded Component		✔
COMM 64-S02 (2940)	Writing and Composition I (Seminar)	45.00	All Grades	99	✔
COMM 64-C02 (2937)	Writing and Composition I (Cls/Lect)		Non-Graded Component		✔
HUMN 2-C02 (2684)	Introduction to Philosophy 1 (Cls/Lect)	45.00	All Grades	61	✔
HUMN 2-S02 (2681)	Introduction to Philosophy 1 (Seminar)		Non-Graded Component		✔
HUMN 4-S02 (2131)	Critical Thinking Across Disc. (Seminar)	45.00	All Grades	P	✔

Biographical Information

1. Simplified biographical information is located under the 'Student Center' tab, 'Personal Information'.

2. Detailed biographical information is found under the 'General Information' tab. This tab includes:
   - Address;
   - Email Addresses;
   - Name;
   - Personal Data;
   - Phones; and
   - Student Groups.

Transfer Credit

A student may have transferred from another post-secondary institution. He/she may have received a transfer credit for the previous work completed.

1. Click on the 'Transfer Credit' tab
   - o If the credit is from another institution, it will be displayed in the 'Course Credits' section; or
   - o If the student has completed internal testing, it will be displayed in the 'Test Credits' section.

2. The applicable course information is found in the 'Transfer Credit Term' menu
   - o SPAD 1016EL from Laurentian University equivalent to Fleming's BUSN 188

LIST OF STUDENTS IN PROGRAM

It is used to list students enrolled in a program with contact information. Also included are student contact information and a link to the Student Service Center (SSC).

1. Go to **Fleming College's website** (http://flemingcollege.ca/)
2. Log into the **myCampus Portal**
3. Click the '**Evolve Administrative System**' button
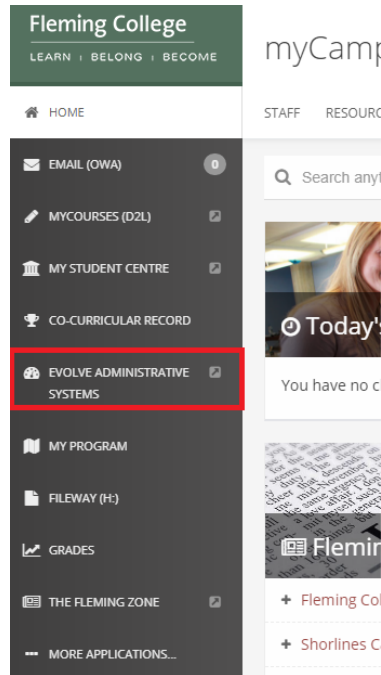
4. Click the '**Navigator**' button found in the top right-hand corner of the page
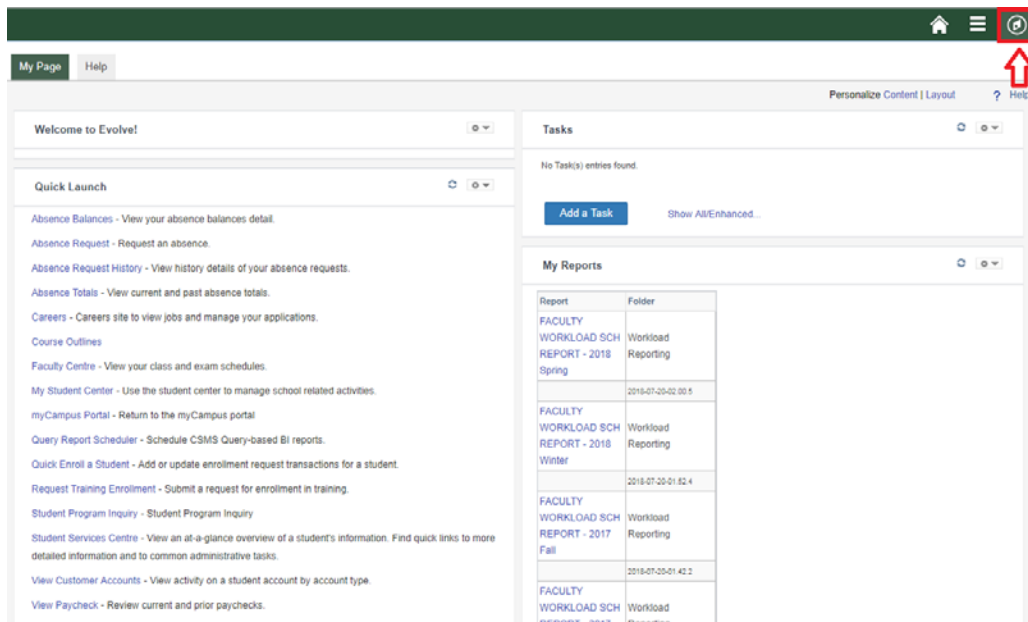
5. Click the '**Records and Enrollment**' link and then the '**Enrollment Summaries**' link
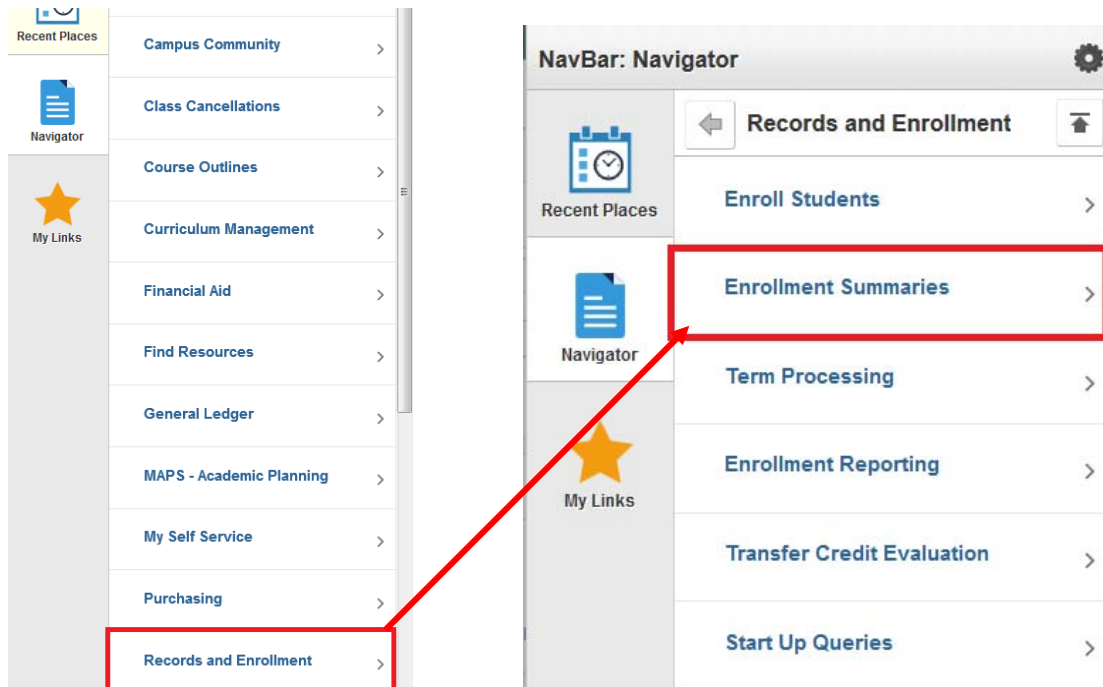
6. Click the '**Student Program Inquiry**' menu option
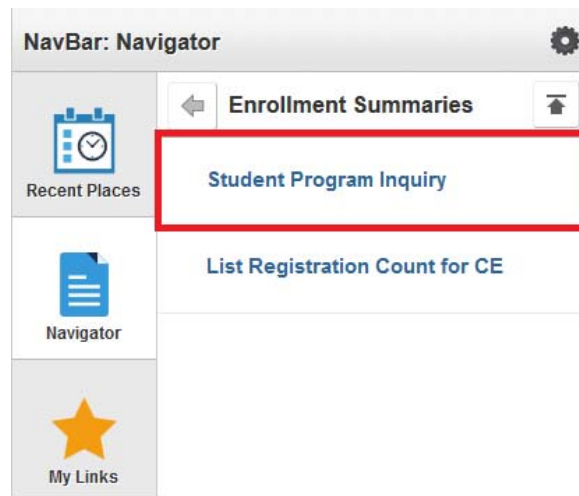
7. Define the Selection Criteria
   a. Enrollment filters (not required to be selected)
      i. Registered Only **(recommended)**
      ii. Eligible to Enrol
      iii. Include Registered/Withdrawn

   b. Population selection
      i. Academic Career (Credit)
      ii. Term (1159 – fall 2015)
      iii. Academic Program (Program code – i.e. TV)
      iv. Academic Organization (Org. code – i.e. MBS)
      v. Semester

8. Click the '**Search**' button once the search criteria are properly set
9. If required, the program coordinator can link directly to the Student Service Center (SSC) through clicking the '**man**' in the SSC column

GENERATE A PROGRAM DISTRIBUTION LIST

It is used to generate a list students enrolled in a program with contact information. Also included is student contact information and a link to the Student Service Center (SSC).

1. Go to **Fleming College's website** (http://flemingcollege.ca/)
2. Log into the **myCampus Portal**
3. Click the '**Faculty Center**' button
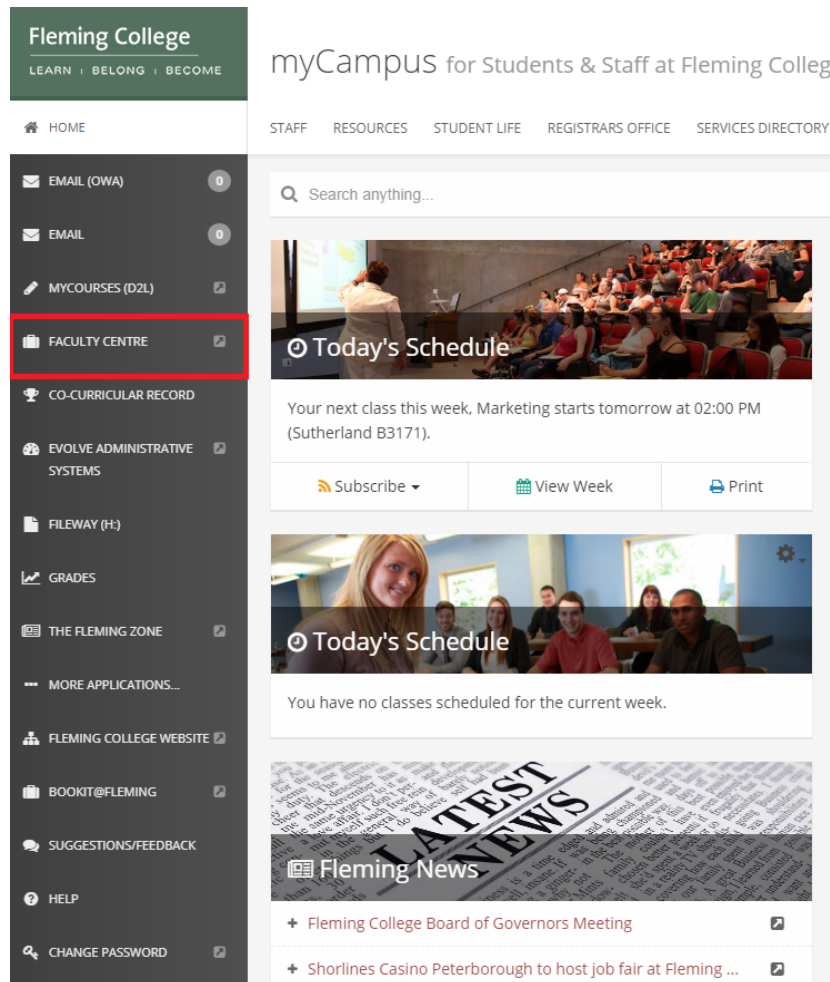
4. Click '**Program Distribution**' tab option

5. Define the selection criteria
    a. Academic Program (e.g. TV – Tourism and Travel)
   b. Term (e.g. 1179 – Fall 2017)
    c. Academic Level

Program Distribution Lists

Faculty Center

*Academic Program: TV 🔍 Tourism and Global Travel

*Term: 1179 🔍

Academic Level: Semester 1 ▼

☐ Email Addresses Only

Go

6. Click the '**Go**' button

Program Distribution Lists

*Academic Program: tv 🔍

*Term: 1179 🔍

Academic Level: Semester 1 ▼

☐ Email Addresses Only

Go

7. An example of the '**Program Distribution Lists**' function

Program Distribution Lists

Search Again

Academic Program: TV   Tourism and Global Travel

Term: 1179   2017 Fall

Academic Level - Semester 1   **Email Only**

Term Start:

Personalize | Find | First ◀ 1-20 of 20 ▶ Last

	Empl ID	Name	Email Address
1	100	Jackson, Mike	@flemingcollege.ca
2	101	Kutcher, Ashton	@flemingcollege.ca
3	101	Hudson, Katy	@flemingcollege.ca

CURRICULUM MANAGEMENT

Course Catalog

Foundational course information provides details and validation to processes such as scheduling, course outlines, and fees. It allows the user to view courses, course offerings, course components and OntarioLearn equivalency. The information in course catalog flows into applications such course outlines and scheduling.

1. Go to **Fleming College's website** (http://flemingcollege.ca/)
2. Log into the **myCampus Portal**
3. Click the '**Evolve Administrative System**' button
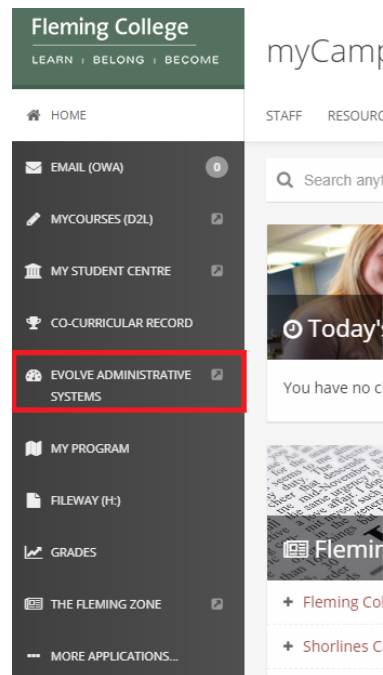
4. Click the '**Navigator**' button found in the top right-hand corner of the page
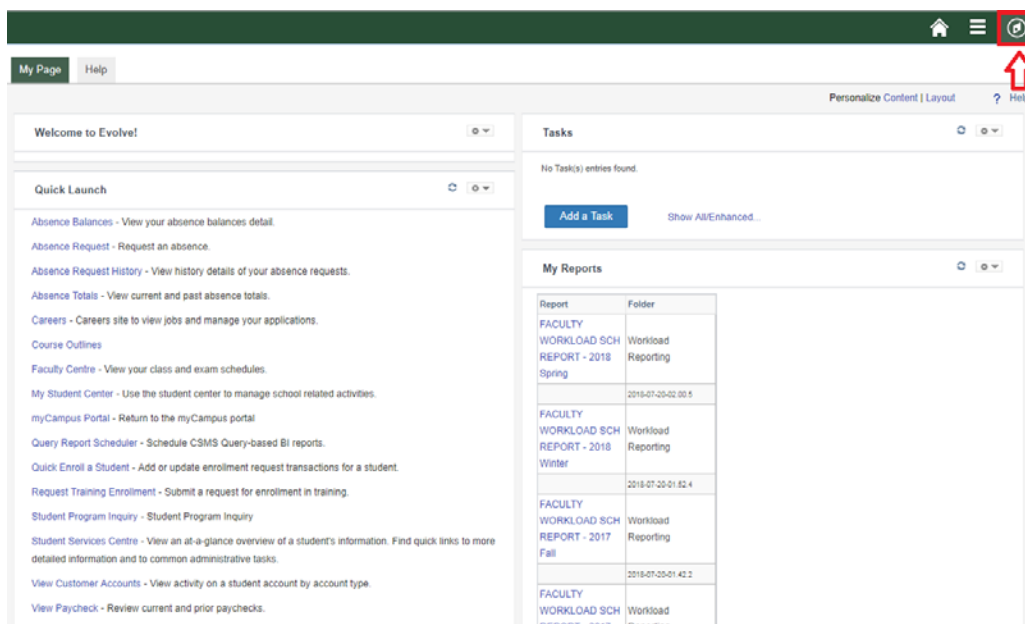
1. Click the 'Curriculum Management' link and then the 'Course Catalog' link

2. Click the 'Course Catalog' link
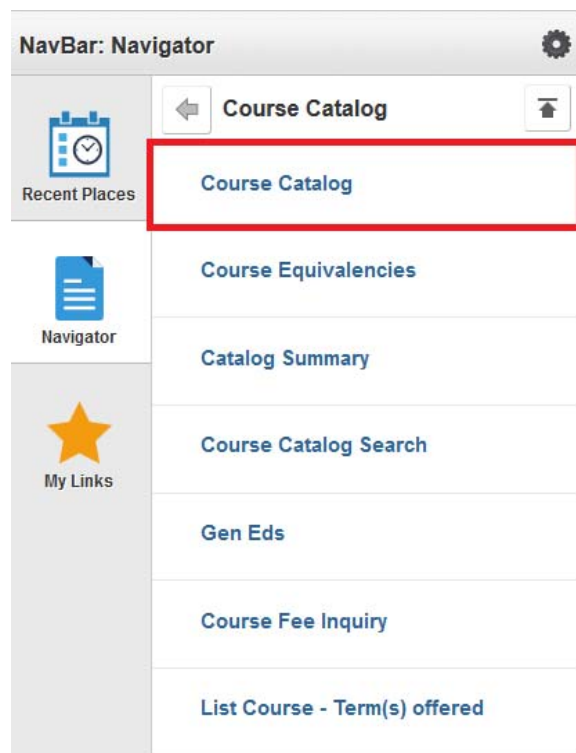
3. Define the selection criteria
   a. Academic Institution (FLEMG); and/or
   b. Subject Area (ACCT for accounting); and/or
   c. Catalog Nbr; and/or
   d. Course ID (**optimal**).

Course Catalog

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Academic Institution = ▼ FLEMG 🔍
Subject Area = ▼ 🔍
Catalog Nbr begins with ▼
Campus begins with ▼ 🔍
Course ID begins with ▼
Description begins with ▼
☐ Include History ☐ Case Sensitive

[Search] [Clear] Basic Search 🔍 Save Search Criteria

4. Click the '**Search**' button

Description begins with ▼
☐ Include History ☐ Case Sensitive

[Search] [Clear] Basic Search 🔍 Save Search Criteria

5. Click any item (FLEMG, INTL, 008923 etc.) in the specific row to review the detailed course information

Search Results

View All   First ◄ 1-11 of 11 ► Last

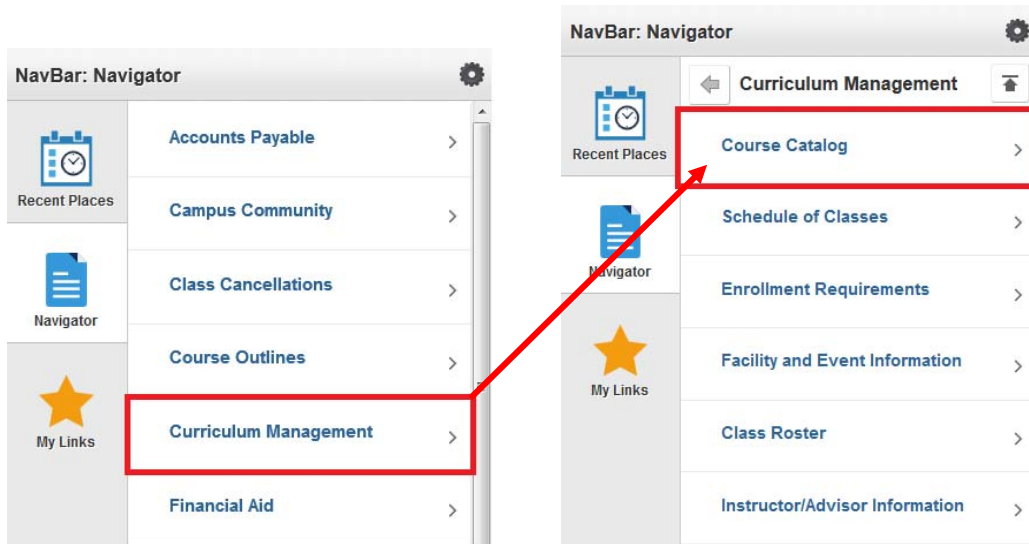| Academic Institution	Subject Area	Catalog Nbr	Campus	Course ID	Description
FLEMG	INTL	1	(blank)	008923	Basics Of Importing
FLEMG	INTL	2	(blank)	008922	Advanced Importing Techniques
FLEMG	INTL	3	(blank)	014098	Importing & Exporting Regs
FLEMG	INTL	4	(blank)	007507	International Trade
FLEMG	INTL	5	(blank)	008924	Customs For Trade
FLEMG	INTL	6	(blank)	007515	Transportation
FLEMG	INTL	7	(blank)	007505	International Money Matters
FLEMG	INTL	8	(blank)	012881	Global Political Economy
FLEMG	INTL	9	(blank)	014299	International Project Mgmt
FLEMG	INTL	10	(blank)	008140	FILE
FLEMG	INTL	10	(blank)	008140	Travel-Based Learning

6. An example of Course Catalog information – Catalog Data tab

| Catalog Data | Offerings | Components | GL Interface | FC_Related_Info |

Course ID 008923

Find | View All   First ◀ 1 of 1 ▶ Last

Effective Date 07/01/2014   Status Active

Course Offering   1 of 1

INTL   1

Description Basics Of Importing

Long Course Title Basics of Importing

Long Description This course is designed to expose students to the basic principles of importing goods and services into Canada. Since importing is a two-way process that involves an exporter in a foreign land, some basic exporting principles will also be covered.

Course Units/Hours/Count

Minimum Units 45.00
Maximum Units 45.00
Academic Progress Units 45.00
Financial Aid Progress Units 45.00

☐ Last Course of Mult Term Seq
Enrollment Unit Load Calc Type Actual Units
Course Count 1.00
Course Contact Hours 45.00

Course Grading

Grading Basis All Grades - GPA
Graded Component: Cls/Lect

Grade Roster Print Component

Course Equivalencies

View defined course equivalency groups. Records and Registration and Academic Advisors regularly use this feature to define and track equivalencies.

1. Go to **Fleming College's website** (http://flemingcollege.ca/)
2. Log into the **myCampus Portal**
3. Click the '**Evolve Administrative System**' button
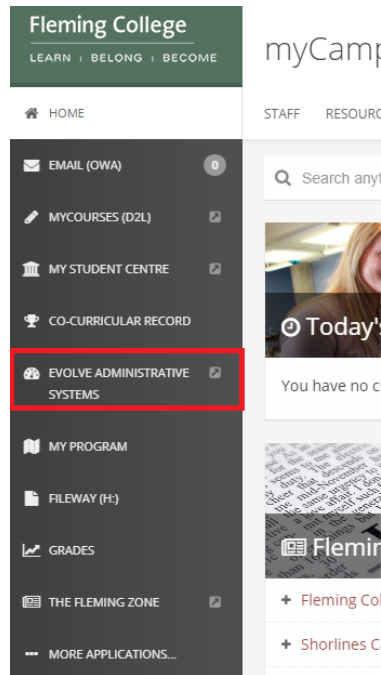
4. Click the '**Navigator**' button found in the top right-hand corner of the page
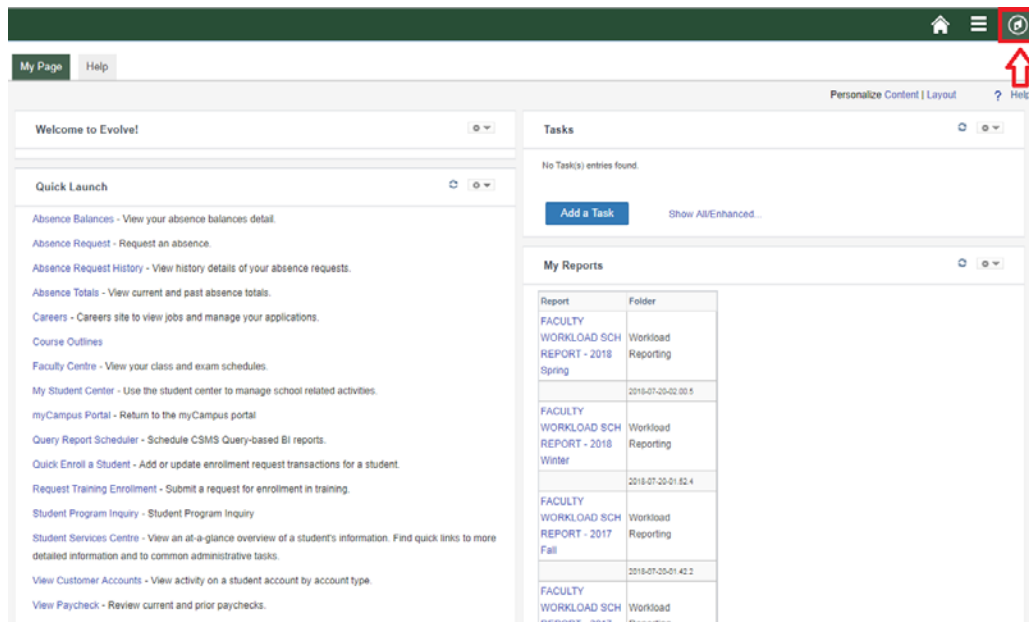
7. Click the 'Curriculum Management' link and then the 'Course Catalog' link
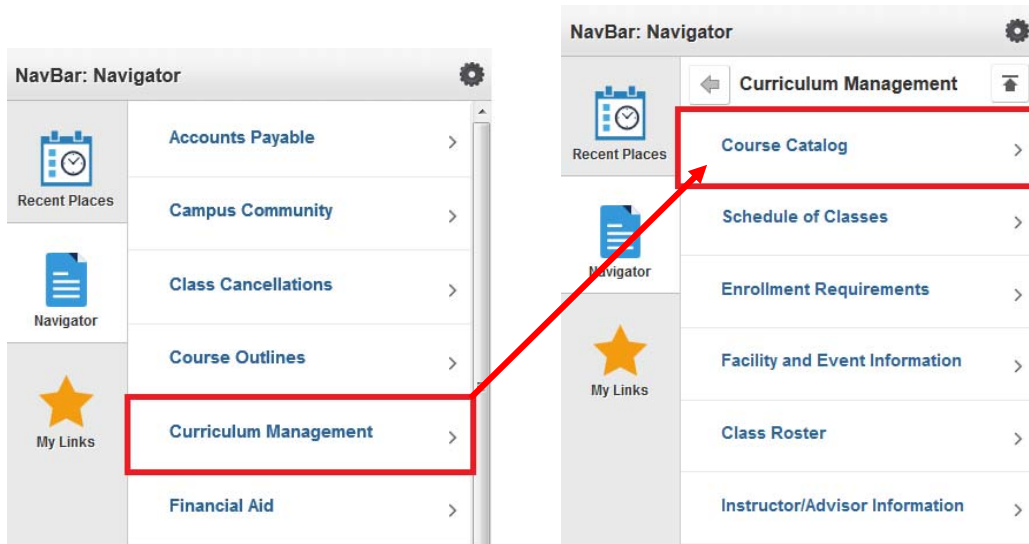
8. Click the 'Course Equivalencies' link

9. Define the selection criteria
    a. Equivalent Course Group; and/or
    b. Description (BUSN) (Easiest)

10. Click the 'Search' button

Course Equivalencies

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

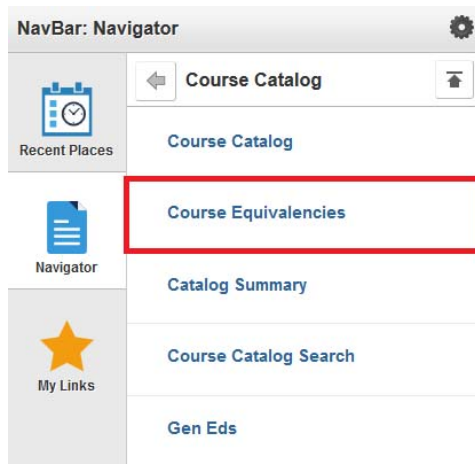▼ Search Criteria

Equivalent Course Group [begins with ▼] [   ]
Description [begins with ▼] [busn   ]
☐ Case Sensitive

[Search]   [Clear]   Basic Search 🔳 Save Search Criteria

11. Click any item (06489 or BUSN003-1260123) in the specific row to review the detailed course information

Search Results

View All	First ◀ 1-33 of 33 ▶ Last
Equivalent Course Group	**Description**
06480	BUSN001-1260096
06489	BUSN003-1260123
06488	BUSN004-1260120
05346	BUSN005-1090016
06478	BUSN007-1260081
06481	BUSN008-1260097

12. Click the 'Fetch Course Equivalencies' button

Course Equivalencies

Find | View All   First ◀ 1 of 1 ▶ Last

➕ ➖

Equivalent Course Group 06489
*Effective Date [01/01/1901] 📅   *Status [Active   ▼]
*Description [BUSN003-1260123   ]
Short Description [BUSN003   ]   [Fetch Course Equivalencies]

Equivalent Courses   Find   First ◀ 1 of 1 ▶ Last

Course ID | Course Offering   Find   1 of 1

Effective Date   Status
Equivalent Course Group

13. Example of Course Equivalencies page information

Course Equivalencies

Find | View All   First ◀ 1 of 1 ▶ Last

Equivalent Course Group 06489

*Effective Date 01/01/1901   *Status Active ▼

*Description BUSN003-1260123

Short Description BUSN003   Fetch Course Equivalencies

Equivalent Courses   Find   First ◀ 1-5 of 5 ▶ Last

Course ID 006555 Business & Presentat

Effective Date 07/01/2008   Status Inactive

Equivalent Course Group 06489   BUSN003-1260123

Course Offering Find 1 of 1

BUSN   3

Course ID 006555 Business & Presentat

Effective Date 01/01/2001   Status Active

Equivalent Course Group 06489   BUSN003-1260123

Course Offering Find 1 of 1

BUSN   3

Course ID 009679 Business & Presentat

Effective Date 07/01/2008   Status Inactive

Equivalent Course Group 06489   BUSN003-1260123

Course Offering Find 1 of 1

126   123

Catalog Summary

View defined Fleming College course equivalency groups. Records and Registration and Academic Advisors regularly use this feature to define and track equivalencies.

1. Go to **Fleming College's website** (http://flemingcollege.ca/)
2. Log into the **myCampus Portal**
3. Click the '**Evolve Administrative System**' button
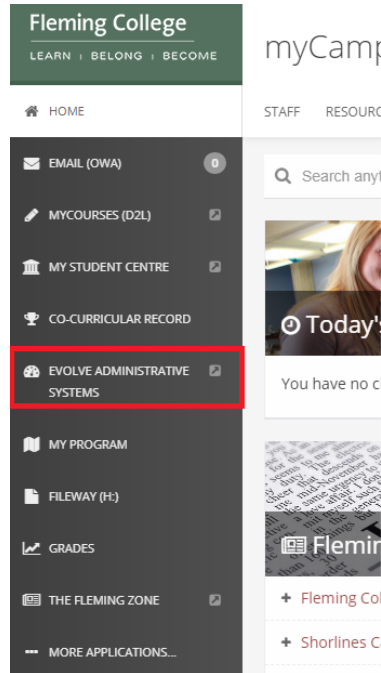
4. Click the '**Navigator**' button found in the top right-hand corner of the page
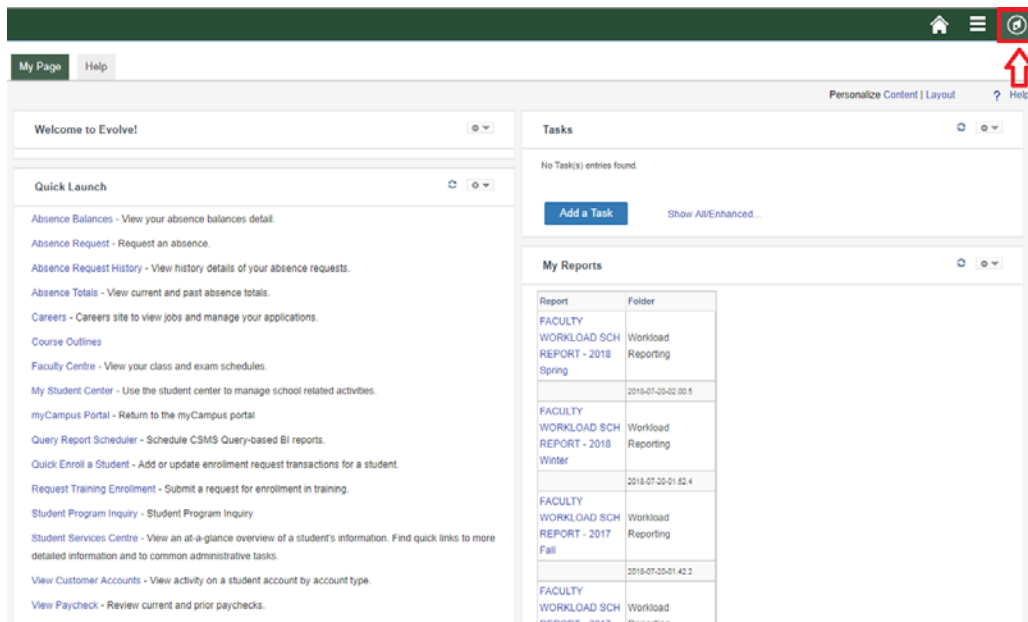
5. Click the '**Curriculum Management**' link and then the '**Course Catalog**' link
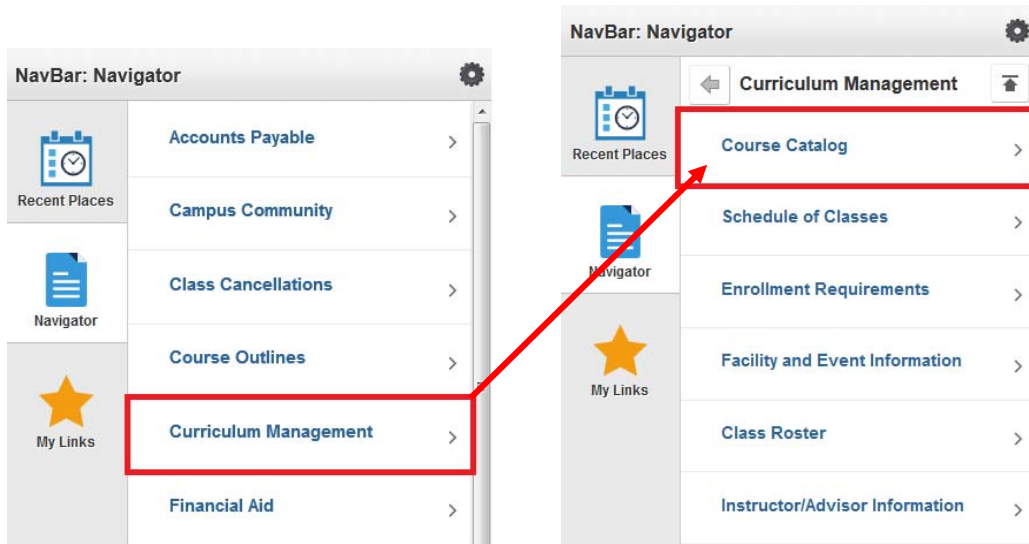
6. Click the '**Catalog Summary**' menu option
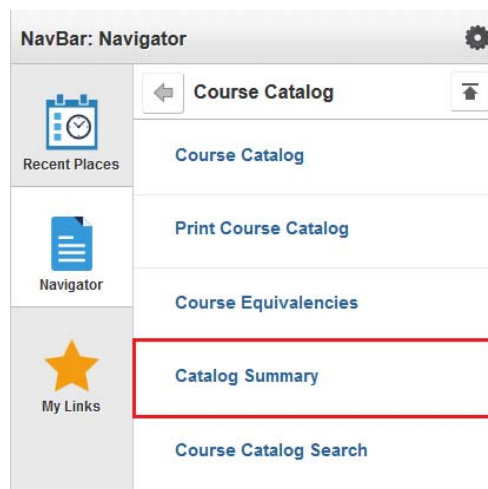
7. Define the selection criteria
    a. Academic Institution (FLEMG); and
    b. Subject Area (Laws – Law and Security); and/or
    c. Catalog Nbr; and/or
    d. Course ID (**optimal**).

▼ Search Criteria

Academic Institution [=▼] [FLEMG] 🔍

Subject Area [=▼] [laws] 🔍

Catalog Nbr [begins with ▼] [ ]

Campus [begins with ▼] [ ] 🔍

Course ID [begins with ▼] [ ]

Description [begins with ▼] [ ]

☐ Include History ☐ Case Sensitive

8. Click the 'Search' button

9. Click any item (FLEMG, 6, 008403, etc.) in the specific row to review the catalog summary information

10. Example of Course Catalog Summary page information

| | | | | | | | | | | | Find \| View All | First ◀ 1 of 1 ▶ Last |

Effective Date 07/01/2008   **Status:**   Active
Equivalent Course Group 06006   LAWS006-1240188

Grading Basis	Min Units	Max Units	Prgrss Unt	Crs Cntct	Allowd Unt	Allow Comp
All Grades	45.00	45.00	45.00	45.00	45.00	1

Equivalent Course Group

		Course ID		Effective Date
📂	🔍	001043	Civil Law	09/01/1998
📂	🔍	001043	Civil Law	07/01/2008
📂	🔍	001043	Civil Law	05/01/2003

Course Offering

Institution	Acad Group	Subject	Catalog	Acad Org	Approved	Career	Campus
FLEMG	L&J	LAWS	6	L&J	Approved	Credit	

Course Component

Component			Instructor Contact Hours
Cls/Lect	Optional: ☐		2.000
Seminar	Optional: ☑		1.000

Course Offering Inquiry

List course(s) with term(s) in which it was offered or to be offered.

1. Go to **Fleming College's website** (http://flemingcollege.ca/)
2. Log into the **myCampus Portal**
3. Click the '**Evolve Administrative System**' button
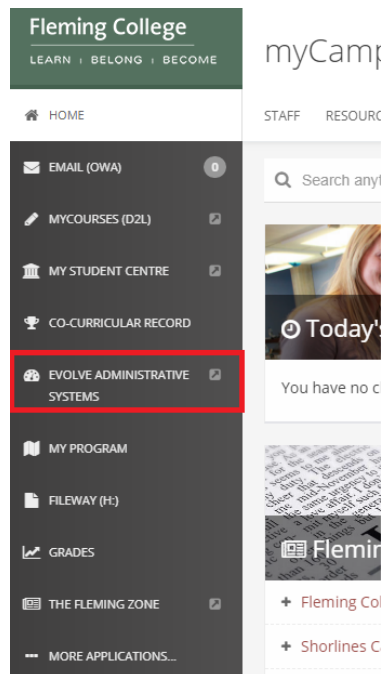
4. Click the '**Navigator**' button found in the top right-hand corner of the page

Welcome to Evolve!

Quick Launch

Absence Balances - View your absence balances detail.

Absence Request - Request an absence.

Absence Request History - View history details of your absence requests.

Absence Totals - View current and past absence totals.

Careers - Careers site to view jobs and manage your applications.

Course Outlines

Faculty Centre - View your class and exam schedules.

My Student Center - Use the student center to manage school related activities.

myCampus Portal - Return to the myCampus portal.

Query Report Scheduler - Schedule CSMS Query-based BI reports.

Quick Enroll a Student - Add or update enrollment request transactions for a student.

Request Training Enrollment - Submit a request for enrollment in training.

Student Program Inquiry - Student Program Inquiry.

Student Services Centre - View an at-a-glance overview of a student's information. Find quick links to more detailed information and to common administrative tasks.

View Customer Accounts - View activity on a student account by account type.

View Paycheck - Review current and prior paychecks.

Tasks

No Task(s) entries found.

[Add a Task]   Show All/Enhanced...

My Reports

Report	Folder
FACULTY WORKLOAD SCH REPORT - 2018 Spring	Workload Reporting
	2018-07-20-02.00.5
FACULTY WORKLOAD SCH REPORT - 2018 Winter	Workload Reporting
	2018-07-20-01.52.4
FACULTY WORKLOAD SCH REPORT - 2017 Fall	Workload Reporting
	2018-07-20-01.42.2
FACULTY WORKLOAD SCH REPORT - 2017	Workload Reporting

Personalize Content | Layout   ? Help

5. Click the 'Curriculum Management' link and then the 'Course Catalog' link
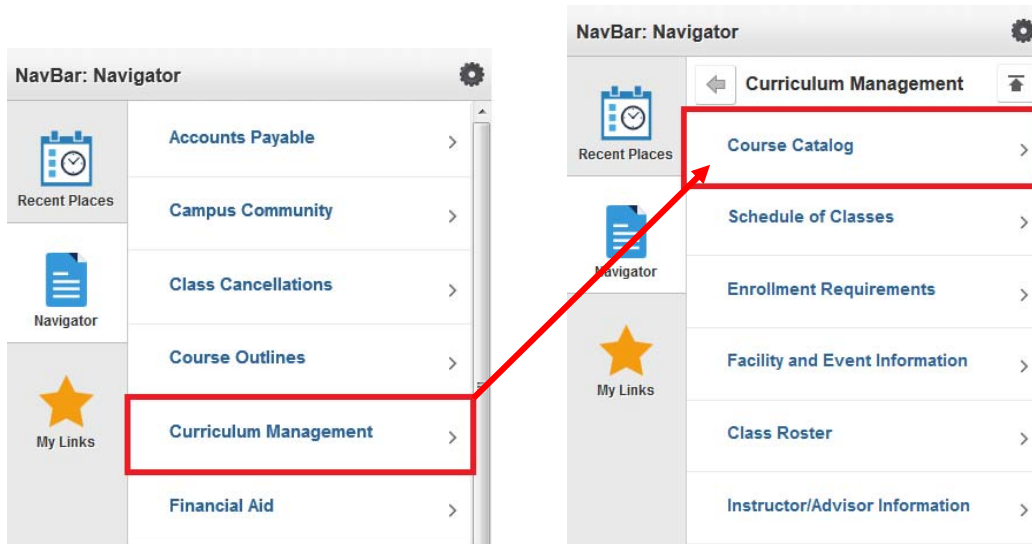
6. Click the 'List Course – Term(s) Offered' link
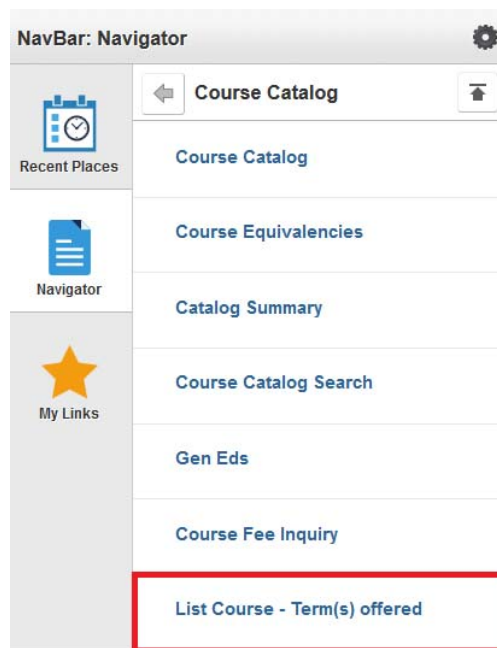
7. Define the selection criteria
   a. Course ID; or
   b. Subject (INTL – International); and/or
   c. Catalog (Course Nbr).

FC_CRSE_OFFERED_TERMS - List Course - Term(s) offered

Course ID [   ] 🔍

Or By Subject [intl] 🔍

+ Catalog [1]

[View Results]

8. Click the 'View Results' button

FC_CRSE_OFFERED_TERMS - List Course - Term(s) offered

Course ID [   ] 🔍

Or By Subject [intl] 🔍

\+ Catalog [1]

[View Results]

9. This is a built query (FC_CRSE_OFFERED_TERMS) and the results can be downloaded into Microsoft Excel spreadsheet by clicking 'Excel Spread Sheet' link

FC_CRSE_OFFERED_TERMS - List Course - Term(s) offered

Course ID [   ] 🔍
Or By Subject [INTL] 🔍
\+ Catalog [1]

[View Results]

Download results in :   Excel SpreadSheet   CSV Text File   XML File   (4 kb)

View All   First 1-20 of 20 Last

|	Course ID	Subject	Catalog	Mode	Descr	Term	Campus	Session	Acad Group	Acad Org	Career	Section	Class Nbr	Component	Assoc	Tot Enrl
1	008923	INTL	1	P	Basics Of Importing	1129	1	1	MBS	MBS	CRED	C01	1879	C	1	25
2	008923	INTL	1	P	Basics Of Importing	1129	1	1	MBS	MBS	CRED	C02	1880	C	2	23
3	008923	INTL	1	P	Basics Of Importing	1129	1	1	MBS	MBS	CRED	S01	1881	S	1	25
4	008923	INTL	1	P	Basics Of Importing	1129	1	1	MBS	MBS	CRED	S02	1882	S	2	23
5	008923	INTL	1	P	Basics Of Importing	1139	1	1	MBS	MBS	CRED	C01	2251	C	1	36

ENROLLMENT REQUIREMENTS

Course Prerequisities or Co-requisites
Provides details on predefined course prerequisites or co-requisites.

1. Go to **Fleming College's website** (http://flemingcollege.ca/)
2. Log into the **myCampus Portal**
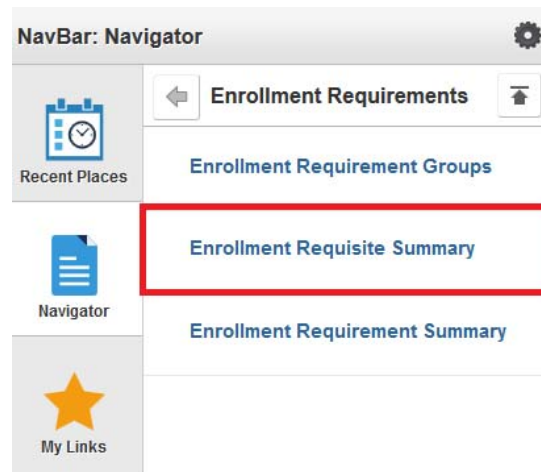3. Click the '**Evolve Administrative System**' button
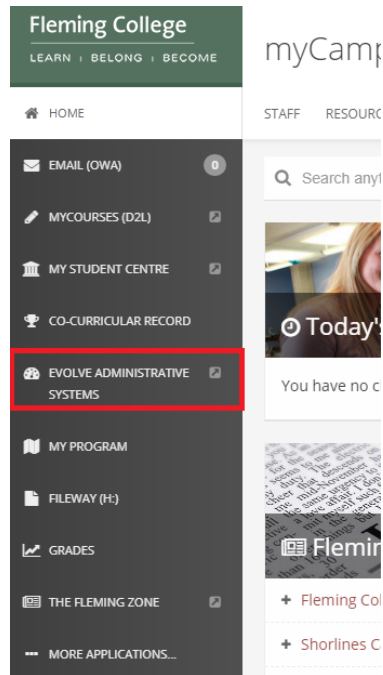
4. Click the '**Navigator**' button found in the top right-hand corner of the page
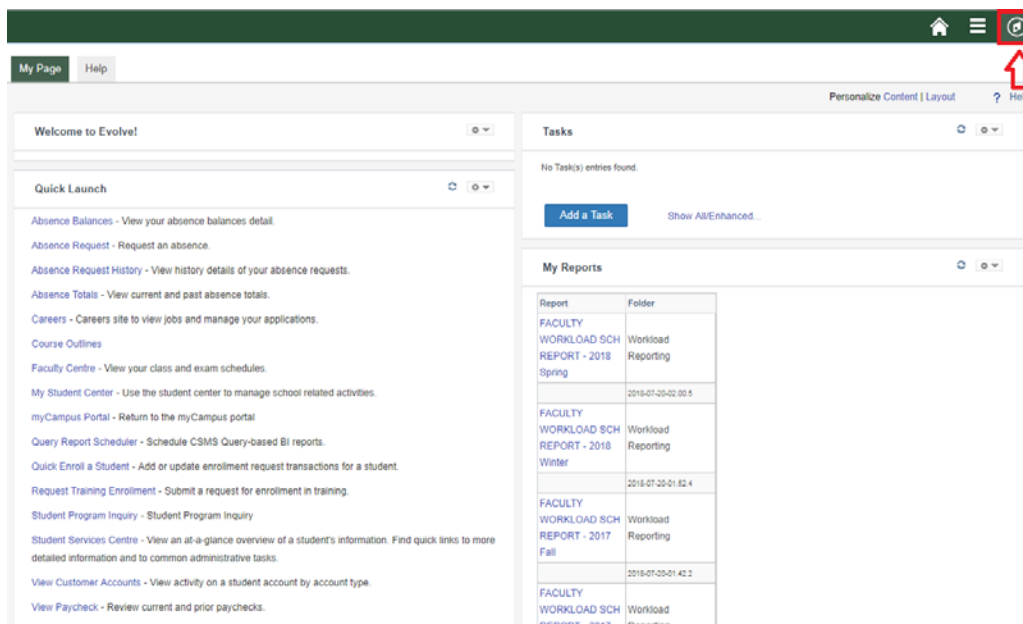
5. Click the 'Curriculum Management' link and then the 'Enrollment Requirements' link
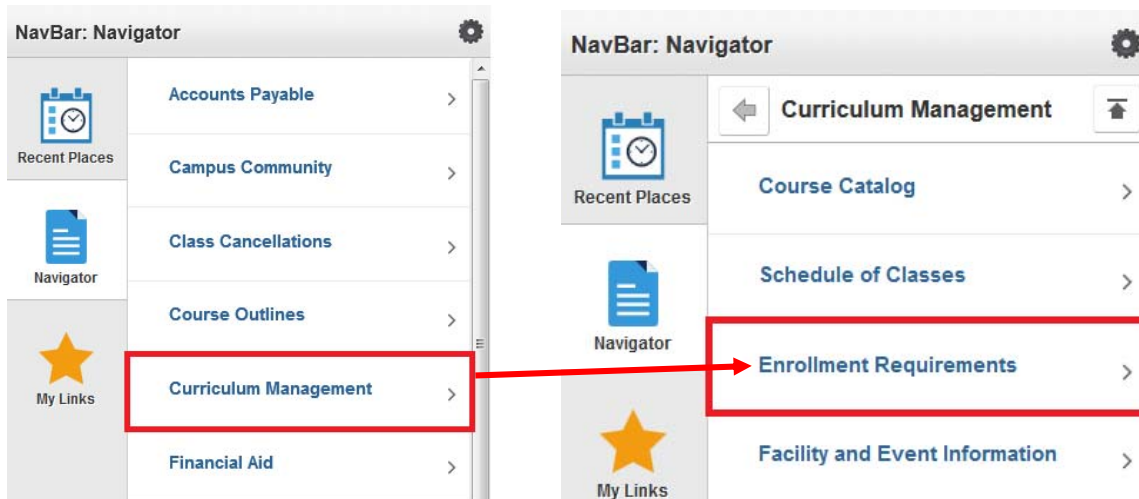
6. Click the 'Enrollment Requisite Summary' link

7. Define the selection criteria
   a. Academic Institution (FLEMG); and/or
   b. Subject Area (MGMT – Management); and/or
   c. Course Nbr.

8. Click the '**Search**' button

9. Click any item (Requirement Group, Subject Area, etc.) in the specific row to review the Requisite Summary information

10. An example Enrollment Requisite Summary page information

[END OF DOCUMENT]