

CS FUNDAMENTALS

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CS Fundamentals

Campus Solutions - Basic Navigation

Purpose: Use this document as a navigation reference for ctcLink.

Audience: College Staff with a need to access or update student records.

The following table provides some of the most common data and processes.

Process and Navigation table below

Process	Navigation
Find a student's biographical information (address, phone, email)	Main Menu > Campus Community > Personal Information > Add/Update a person
Find a student's address	Main Menu > Campus Community > Personal Information > Biographical > Addresses/ Phones> Addresses
Find a student's phone number	Main Menu > Campus Community > Personal Information > Biographical > Addresses/ Phones> Phones
Find a student's email	Main Menu > Campus Community > Personal Information > Biographical > Addresses/ Phones> Electronic Addresses
Find the Student Services Center	Main Menu > Campus Community > Student Services Center
Assign or view Checklists	Main Menu > Campus Community > Checklists > Person Checklists > Checklist Management – Person
Assign or view Student Comments	Main Menu > Campus Community > Comments > Comments – Person
Assign or view a student's communications	Main Menu > Campus Community > Communications > Person Communications
Assign or view a student's Service Indicator record	Main Menu > Campus Community > Service Indicators (Student)
Update External Organization (school) data	Main Menu > Campus Community > Organization > Create/Maintain Organization

Process	Navigation
Admissions	
View a student's application data	Main Menu > Student Admissions > Application Maintenance > Maintain Applications
Find comments about an applicant	Main Menu > Campus Community > Comments > Comments - Person
Find a student's recruiter (advisor/CSR)	Main Menu > Student Admissions > Applicant Summaries > Application Recruiters
Student Records	
Verify a student's term activation	Main Menu > Records and Enrollment > Student Term Information > Term Activate a Student
Look up a student's grades	Main Menu > Records and Enrollment > Student Term Information > Student Grades
Find a student's advisor	Main Menu > Records and Enrollment > Student Background Information > Student Advisor
View a student's program(s)	Main Menu > Records and Enrollment > Career and Program Information > Student Program/Plan
View a student's groups	Main Menu > Records and Enrollment > Career and Program Information > Student Groups
View a student's enrollment status	Main Menu > Records and Enrollment > Enrollment Summaries > Enrollment Summary
View a student's transcript	Main Menu > Records and Enrollment > Transcripts > Transcript Request
View/update student degree information	Main Menu > Records and Enrollment > Graduation > Student Degrees
View/update student's honors and awards	Main Menu > Records and Enrollment > Graduation > Honors and Awards

Process	Navigation
View/input a student's transfer credits	Main Menu > Records and Enrollment > Transfer Credit Evaluation > Transfer Credit Summary
See if a transcript has been received	Main Menu > Records and Enrollment > Transfer Credit Evaluation > External Education
See if a student has submitted their graduation application	Main Menu > Records and Enrollment > Career and Program Information > Student Program/Plan
See if a student has graduated	Main Menu > Records and Enrollment > Graduation > Student Degrees
Find a student's GPA and number of credits taken	Main Menu > Records and Enrollment > Student Term Information > Term History
Curriculum Management	
View the catalog description for a course	Main Menu > Curriculum Management > Course Catalog > Browse Catalog
Find available courses for a specific term	Main Menu > Curriculum Management > Schedule of Classes > Class Search
Look up a class roster	Main Menu > Curriculum Management > Class Roster > Class Roster
View a student's attendance	Main Menu > Curriculum Management > Attendance Roster > Attendance Roster by Student
Financial Aid Information	
See how much financial aid the student has been awarded	Main Menu > Financial Aid > Awards > View Term Award Summary
Student Financial Information	
See how much money the student owes	Main Menu > Student Financials > View Customer Accounts

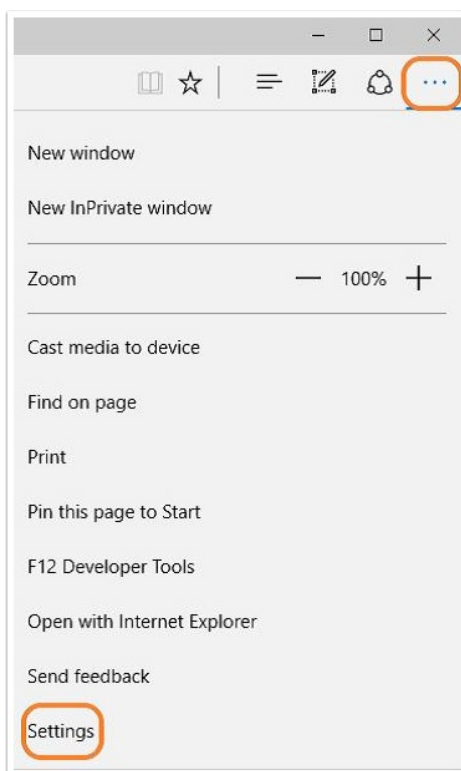
Clearing Browser Cache for Popular Browsers

Purpose: Use this as a reference for how to clear browser cache for popular browsers.

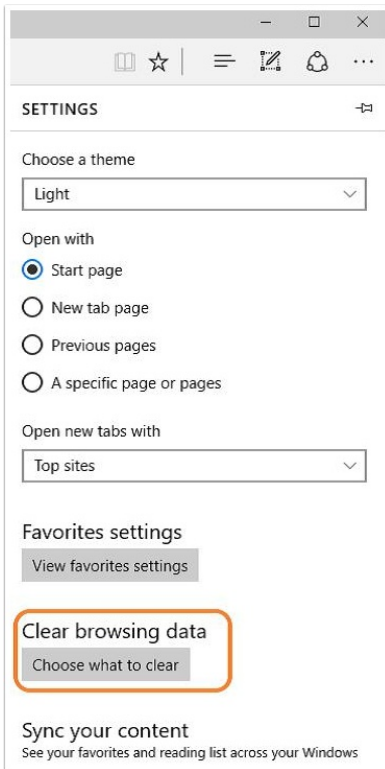
Audience: Campus Solutions Staff

Microsoft Edge - Windows 10

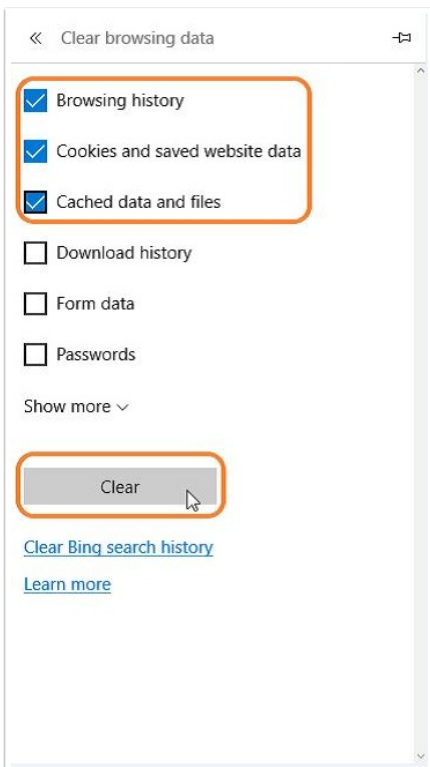
1. Click on the ellipsis in the upper right corner of the Edge browser window and click Settings.



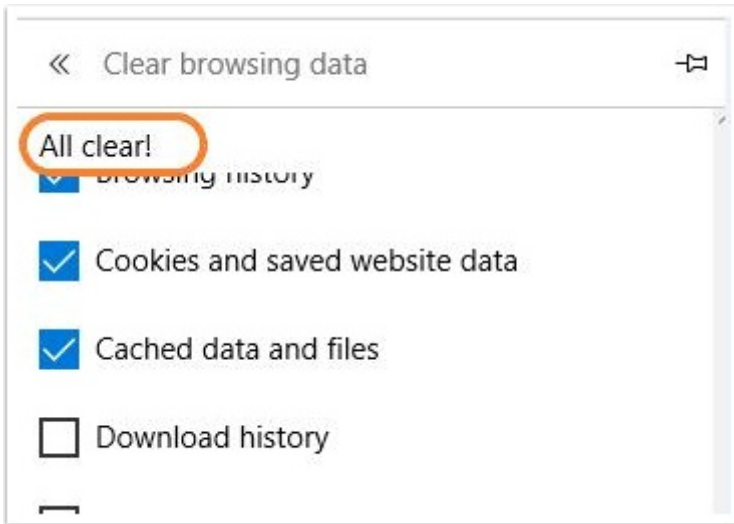
2. Click or tap on the Choose what to clear button.



3. Be sure that **Browser history**, **Cookies and saved Website data**, and **Cached data and files** are checked and then click or tap the **Clear** button.



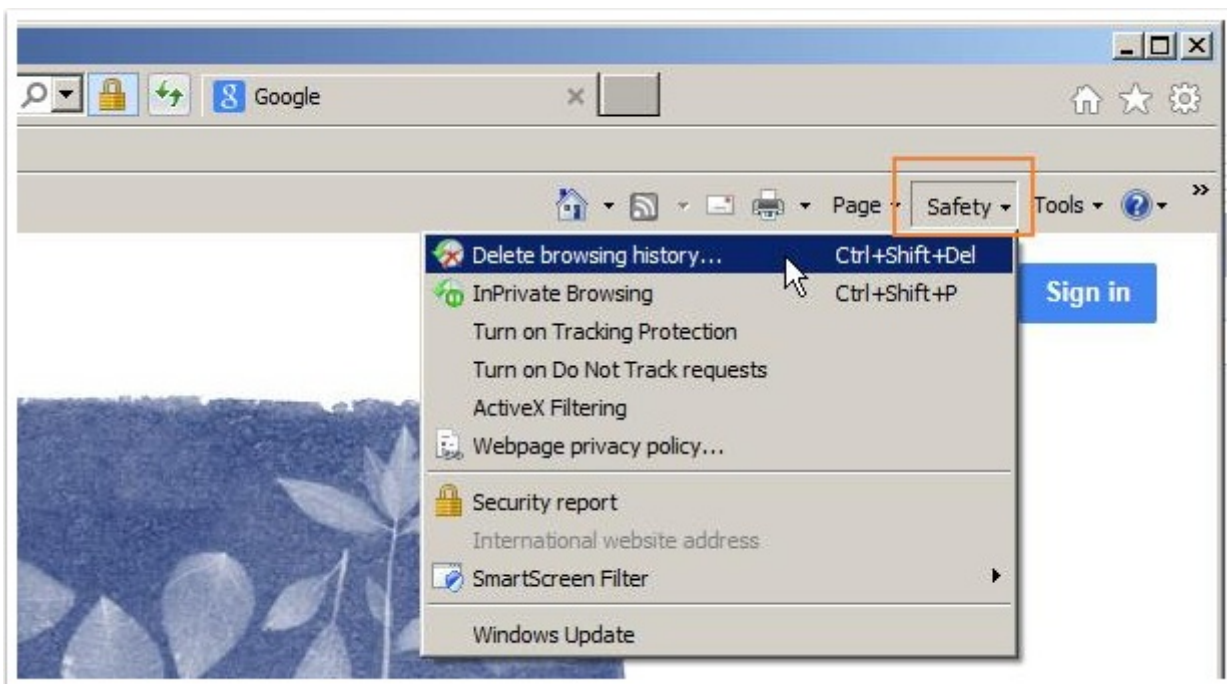
4. **All Clear!** will be displayed briefly when completed.



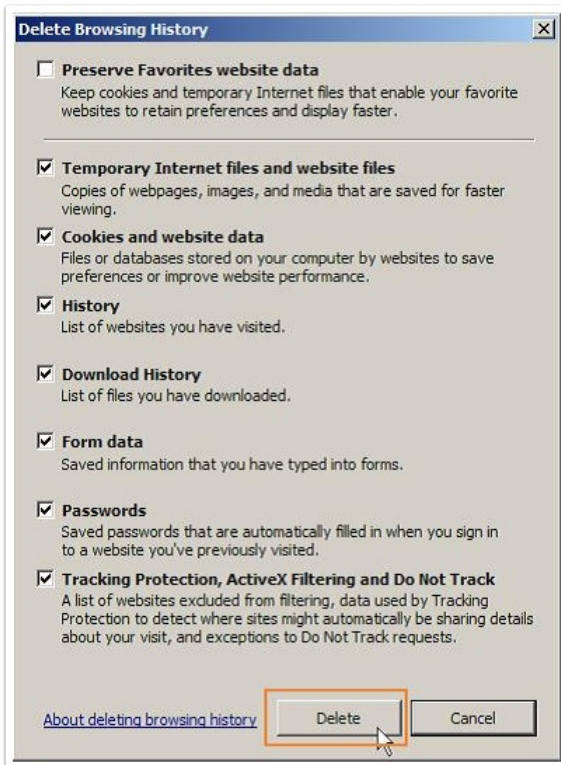
5. Close all browser windows and restart Edge.

Internet Explorer 10 and 11

1. From the Safety menu, choose Delete browsing history... Hit Alt if menu is not visible.



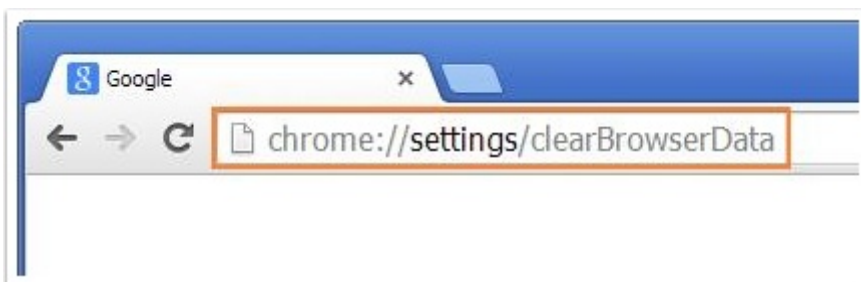
2. In the Delete Browsing History window, uncheck **Preserve Favorites Website data** and be sure that all other check boxes are checked as shown below.



3. Click **Delete**. Close all browser windows and restart IE.

Google Chrome

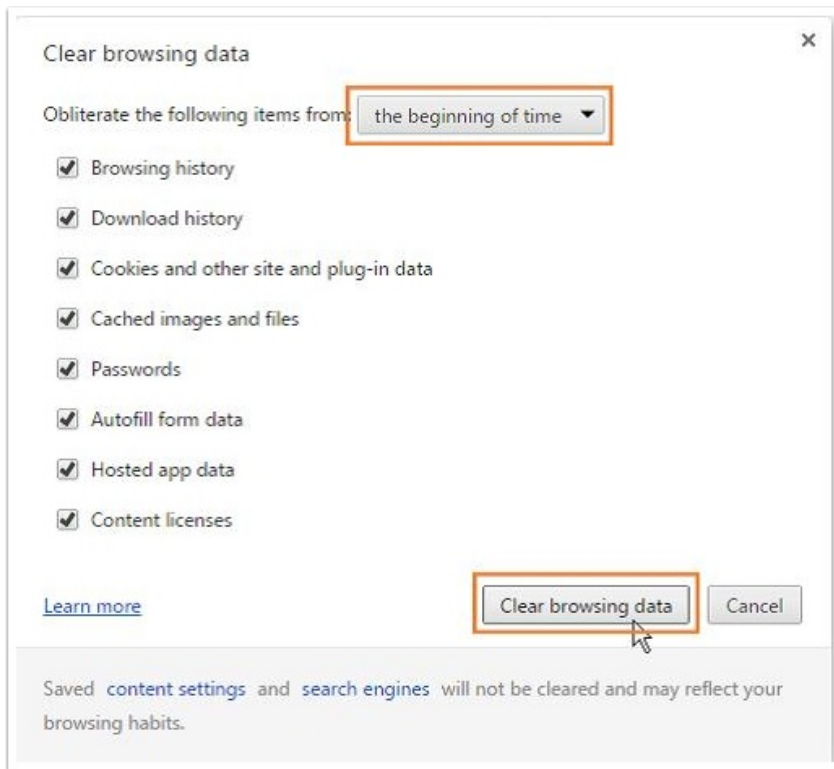
1. In the Chrome address bar, enter: `chrome://settings/clearBrowserData`



2. Be sure that at least the following are checked in the Clear browsing data window:

- ? Browsing history
- ? Download history
- ? Cookies and other site and plug-in data
- ? Cached images and files

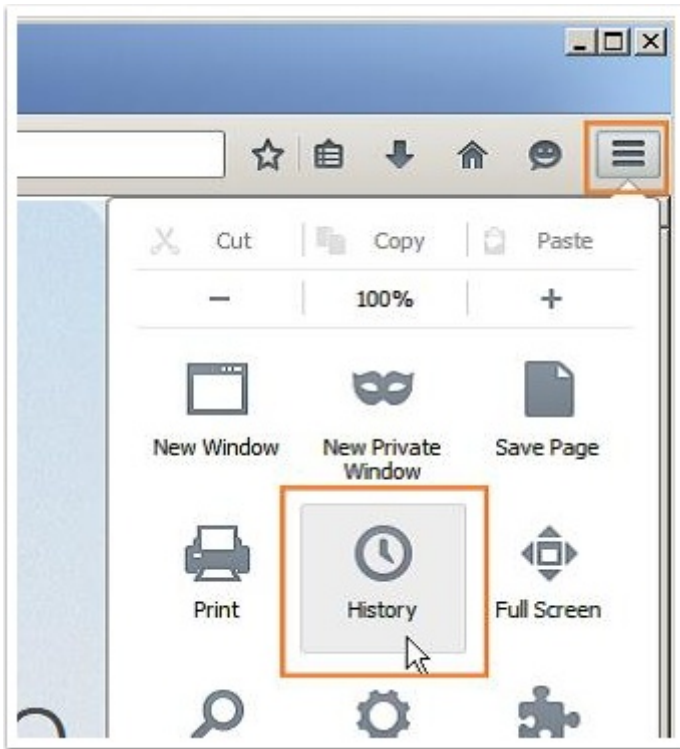
3. Choose the **beginning of time** from the drop-down menu.



4. Click **Clear browsing data**. Close all browser windows and restart Chrome.

Mozilla Firefox

1. From the Open Menu Panel or from the top left menu (hit **Alt** if you don't see the menu), select **History** and then select **Clear Recent History**.



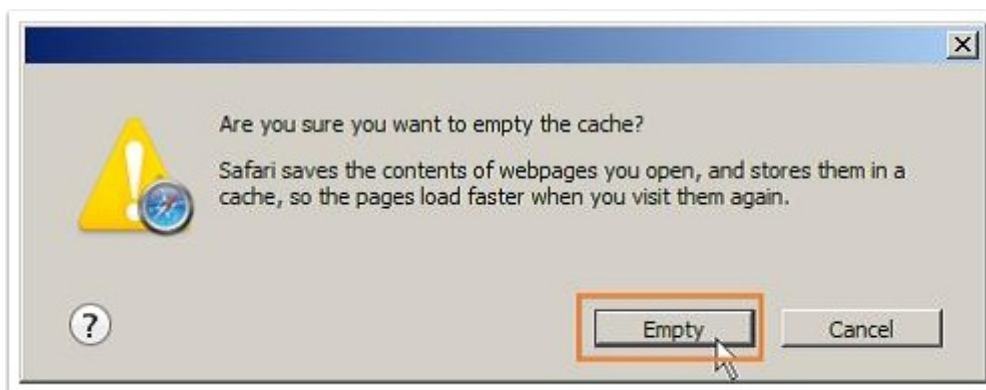
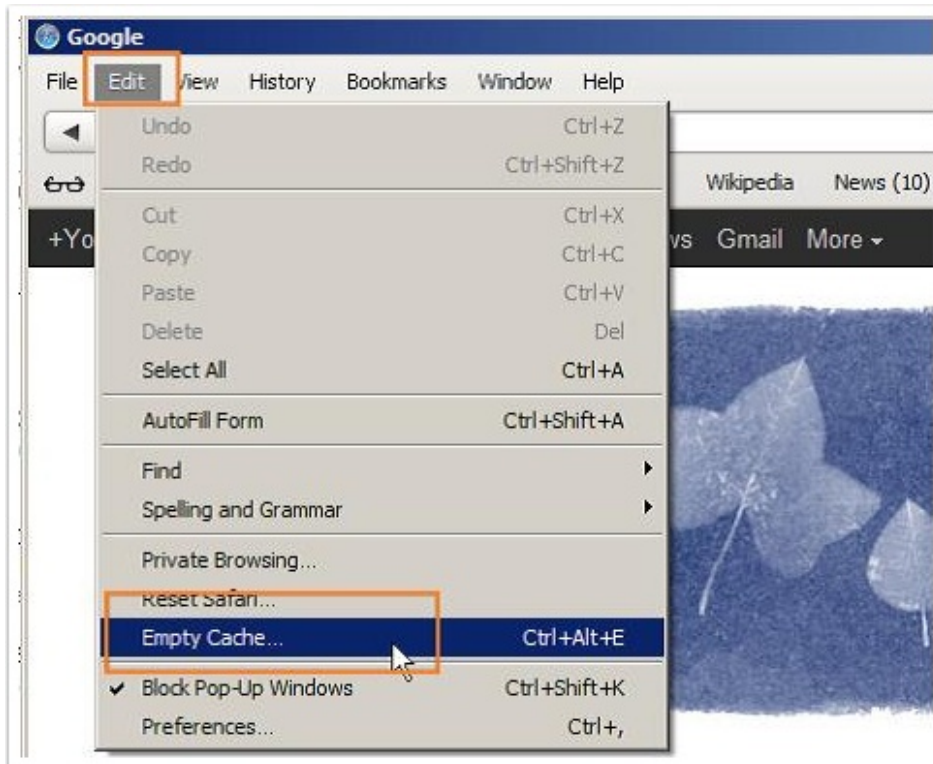
2. From the Time range to clear, select **Everything**. Click the **Details** down arrow to choose which elements of the history to clear.



3. Click **Clear Now**. Close all browser windows and restart Firefox.

Safari 5.1.7 (Windows)

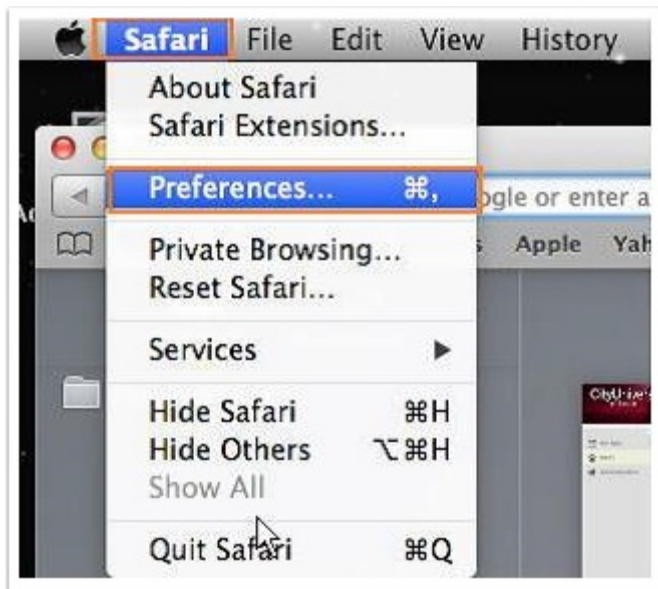
1. From the top left menu (hit Alt if you don't see the menu), select Edit and then Empty Cache...



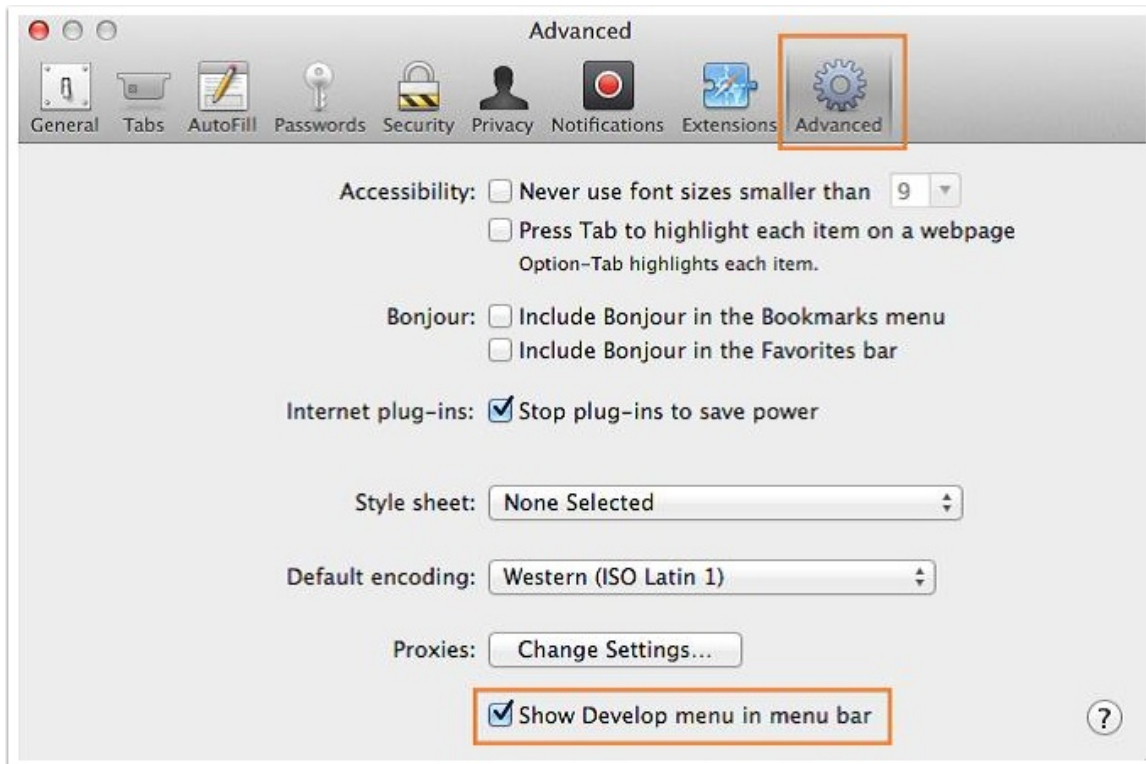
2. Hit Empty on the warning box. Close all browser windows and restart Safari.

Safari (Mac)

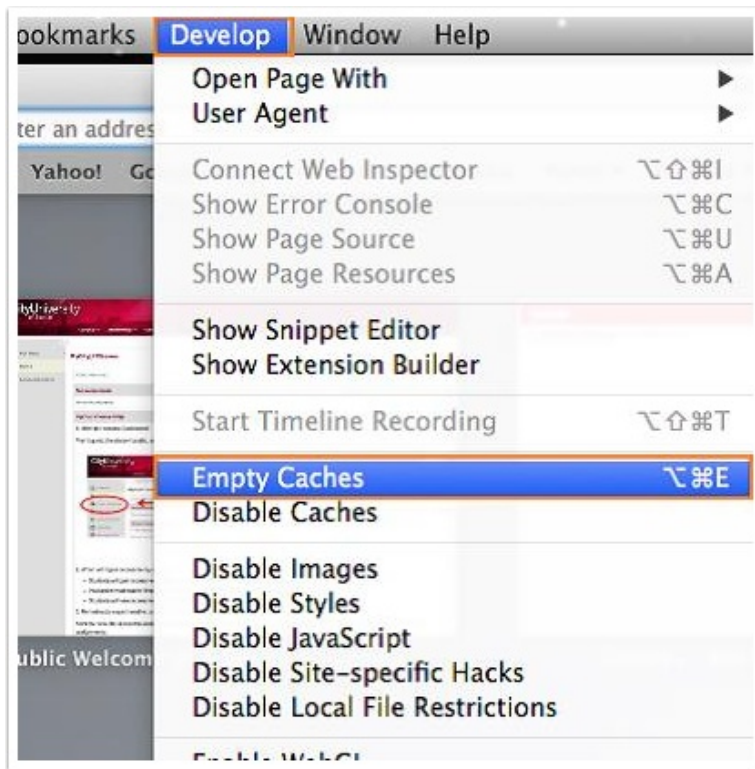
1. Open Safari. Click on Safari on the top left menu and select Preferences.



2. Select the Advanced tab and then check Show Develop menu in menu bar.



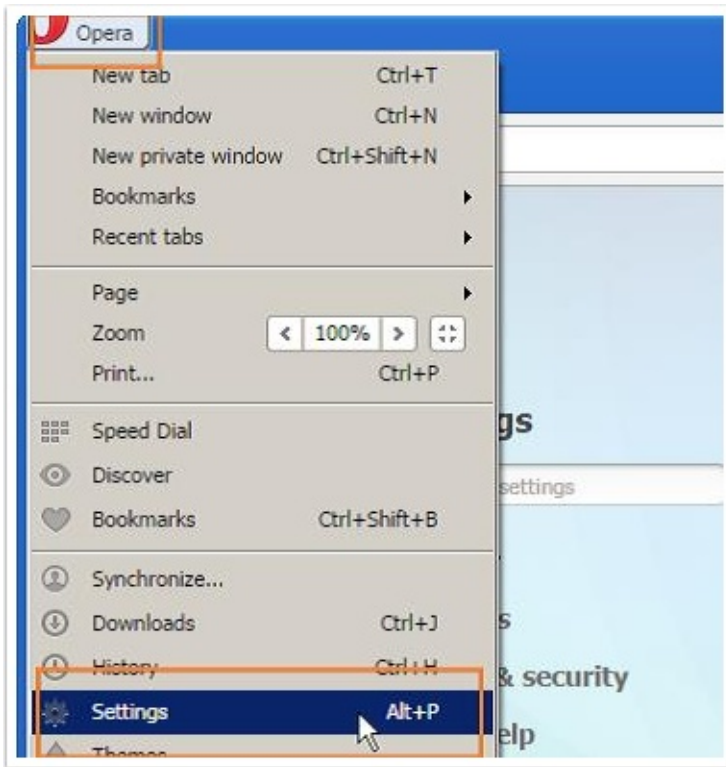
3. Close the Preferences window.



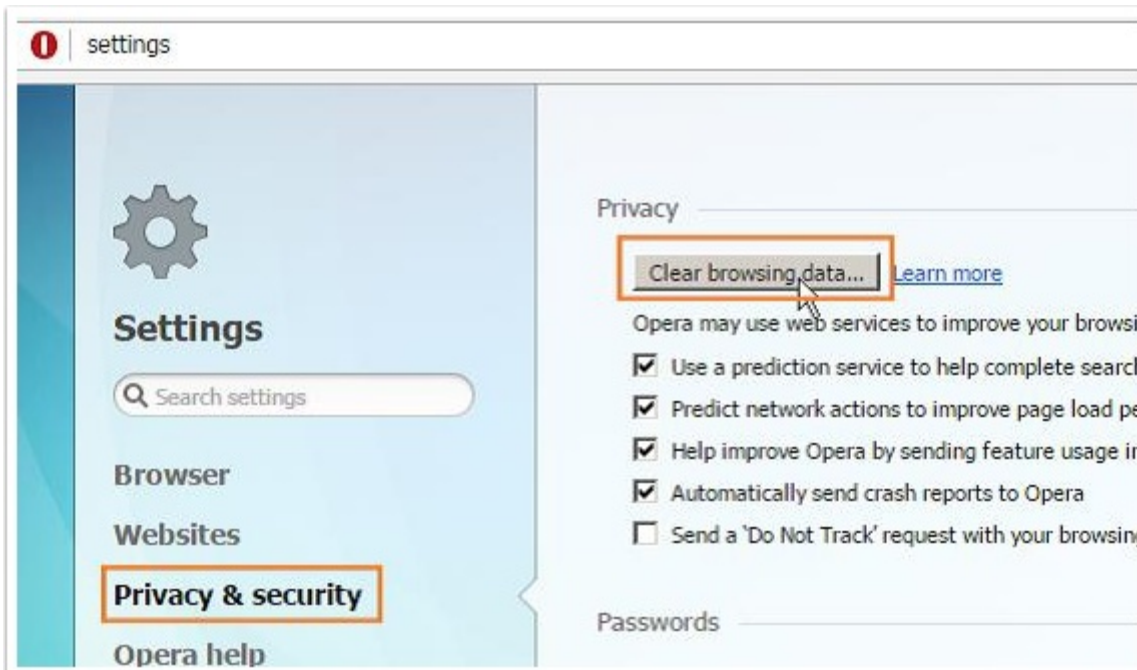
4. Select **Develop** from the top menu and then select **Empty Caches**. Close all browser windows and restart Safari.

Opera

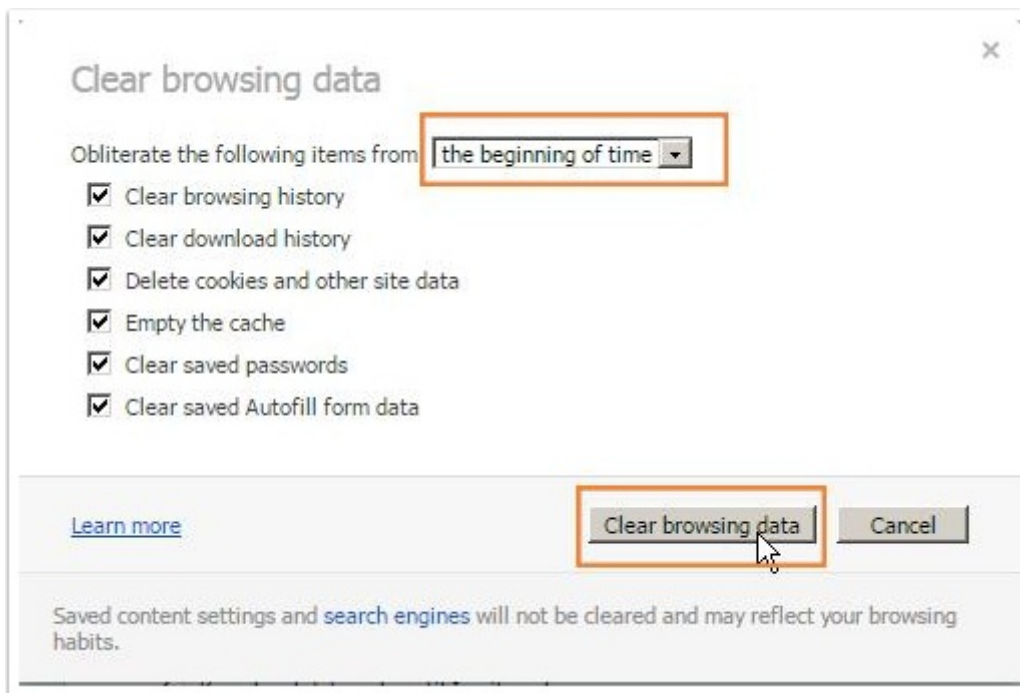
1. From the Opera menu on the top left, select **Settings**.



2. Select Privacy & Security and then click Clear browsing data...




3. Choose the Beginning of time from the drop-down menu.




4. Click Clear browser data. Close all browser windows and restart Opera.

Apple iOS

 **Note:** *These settings apply to the latest version of Mobile Safari for iOS. You may need to contact Apple support for earlier versions.*

1. Open Settings.
2. Tap Safari.
3. Tap **Clear History and Website Data** then confirm. Close all browser windows and then restart browser.

Android

 **Note:** *The steps below may vary depending on the model of your device and what browser you use.*

1. Go to Settings > Choose Apps or Application Manager.
2. Swipe to the All tab.
3. Find your browser in the list of apps. Tap **Clear Data** and then **Clear Cache**. Close all browser windows and then restart browser.

Fundamentals: Navigating PeopleSoft Videos

Using the Main Menu Video

Purpose: Video explaining how to use the Main Menu

Audience: All Staff

One of the primary ways to navigate PeopleSoft is to use the **Main Menu**.

The main menu is best described as a cascading menu. As you select menu items, submenus dynamically display. Submenus often contain submenus of their own.

The menu items displayed in PeopleSoft's main menu are different per user. The content of your menu depends upon your level of security. Your menu will provide navigation to each of the pages you have permission to work with. The greater your level of security, the more populated your menu.

Video 1 of 6.

[Using the Main Menu Video](#)

Using Breadcrumbs Video

Purpose: Video explaining how to use breadcrumbs within PeopleSoft

Audience: All Staff

When you navigate to a page, the navigation path is displayed next to the main menu. This is called a **Breadcrumb trail**. In addition, each submenu that makes up the breadcrumb trail can be selected to display the items within that submenu.

Video 2 of 6.

[Using Breadcrumbs Video](#)

Using Favorites Video

Purpose: Video explaining how to use favorites within PeopleSoft

Audience: All Staff

The Favorites menu is another navigation option in PeopleSoft. PeopleSoft Favorites are similar to the favorites/bookmarks you create in web browsers; they act as a shortcut to some navigation. You can favorite any page you access frequently. Once a page is added to Favorites, you can navigate right to that destination without navigating the menu system.

Video 3 of 6.

[Using Favorites Video](#)

Using Navigation Pages Video

Purpose: Video explaining how to use the navigation pages within PeopleSoft

Audience: All Staff

Use navigation pages to view and select various folders and links.

Video 4 of 6.

[Using Navigation Pages Video](#)

Navigating Within a Component Video

Purpose: Video explaining how to navigate within a component in PeopleSoft

Audience: All Staff

When working with a PeopleSoft application, you are entering or viewing data in a component page. There are several ways to navigate between pages in a component.

Video 5 of 6.

[Navigating Within a Component Video](#)

Working With Browsers Video

Purpose: Video explaining how to work with browsers within PeopleSoft

Audience: All Staff

PeopleSoft is a web application and must be accessed via a web browser, such as Chrome or Firefox . There are many browser-related issues that affect your PeopleSoft experience and this video will introduce you to a few.

Video 6 of 6.

[Working With Browsers Video](#)

Fundamentals: Using Search Pages Videos

Understanding Search Pages Video

Purpose: Video explaining the use of search pages in PeopleSoft

Audience: All Staff

When you open a page or component, a search page appears prompting you for the search keys needed to locate the data. This topic describes how to effectively use search pages.

Video 1 of 4.

[Understanding Search Pages Video](#)

Searching with Criteria Video

Purpose: Video explaining how to search with criteria within PeopleSoft

Audience: All Staff

Each search page is supplied with particular search keys that can be used to help you specify the data for which you are searching. This video will introduce you to searching with criteria.

Video 2 of 4.

[Searching with Criteria Video](#)

Using Operators Video

Purpose: Video explaining how to use operators in PeopleSoft

Audience: All Staff

Operators enable you to conduct a search on limited amounts of information, such as first letters for names, descriptions, or IDs.

Video 3 of 4.

[Using Operators Video](#)

Using Wildcards Video

Purpose: Video explaining how to use wildcards in PeopleSoft

Audience: All Staff

A **wildcard** is a special symbol that stands for one or more characters. This enables you to select multiple files with a single specification.

Video 4 of 4.

[Using Wildcards Video](#)

Fundamentals: Working With Grids Videos

Recognizing Page Controls Video

Purpose: Video explaining how to recognize page controls in PeopleSoft

Audience: All Staff

Page controls include several types of data entry fields , designed to offer different ways to enter and maintain information. Recognizing each type of data entry field helps you to use the system more efficiently.

Video 1 of 2

[Recognizing Page Controls Video](#)

Identifying Grid and Scroll Area Components Video

Purpose: Video explaining how to identify grid and scroll area components in PeopleSoft

Audience: All Staff

On some pages, you may want some of the fields to repeat in order to enter multiple rows of data. For this purpose, PeopleSoft uses **grids** . With grids, you have the ability to add, edit, and view multiple occurrences of data for a group of fields on one page.

Video 2 of 2

[Identifying Grid and Scroll Area Components Video](#)

Fundamentals: Adding and Updating Data Videos

Understanding Effective Dating Video

Purpose: Video explaining effective dating in PeopleSoft

Audience: All Staff

Effective dating is defined as capturing data over a period of time. In PeopleSoft, effective-dated rows are rows within tables used to display historical data, show changes in data over time, and store future data.

Three categories of effective-dated rows include:

1. Current rows
2. Future rows
3. History rows

Under each row are actions in the form of a button. Actions determine whether the rows of an effective-dated table can be retrieved or modified.

Video 1 of 5.

[Understanding Effective Dating](#)

Adding a New Value Video

Purpose: Video explaining how to add a new value in PeopleSoft

Audience: All Staff

The first action type in PeopleSoft is **Adding a New Value**, including the **Add** button. Adding a New Value is adding an **initial set** of new data into PeopleSoft.

An example of a **New Value** is adding a new person to the system and having the system provide a unique employee ID to that person. A non-example is adding a new address to that person's record. Adding a new address is entering supporting information, **NOT** adding a new value.

Video 2 of 5

[Adding a New Value Video](#)

Using Update/Display Video

Purpose: Video explaining how to use update/display in PeopleSoft

Audience: All Staff

The second action type in PeopleSoft is Update/Display, including the **Update/Display All** button.

The default when entering a page is Update/Display. With Update/Display, you can either update or display information about a high-level key. To update information, insert a new row of data for the high-level key by using the insert button (insert a new piece of paper to the file folder).

The only restriction when using this action type is when you enter or review a row of data within the system; the effective date must be greater than the date on the current row.

Video 3 of 5

[Using Update/Display Video](#)

Using Include History Video

Purpose: Video explaining how to use include history in PeopleSoft

Audience: All Staff

Similar to the Update/Display action type, Include History will allow the user to review not only Current and Future rows of information, but also History rows of data.

Video 4 of 5

[Using Include History Video](#)

Using Correct History Video

Purpose: Video explaining how to use correct history in PeopleSoft

Audience: All Staff

Correct History is the last of action types. When choosing this option, users can view, change, and insert rows of data no matter what the effective date is.

Video 5 of 5

[Using Correct History Video](#)