Using The Duck

DUCK stands for Digital University Campus Kiosk. It contains student academic records, faculty schedules, and grade submission forms.

There are two ways to use the DUCK. It is not necessary to login to view class schedules or course descriptions, or to look up a student or faculty member in the directory. It is necessary to login to view class rosters and to post grades (see Personal Access/Login later in this handout). In either case, to access the DUCK, you must be connected to the Internet.

**Viewing class schedules, course descriptions, and using the directory**

Open Internet Explorer or your choice of browser.

Navigate to http://duck.clayton.edu

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Course Catalog

To view course descriptions from the Clayton State University Academic Catalog, click on the "Course Catalog" hyperlink.
Click on the letter corresponding to the Course ID (e.g., click on "H" to locate the description of HCMG3101).

Scroll down and click on the Course Title.

The catalog description will be displayed, as shown below.

**Intro to Health Systems Mgmt.**

**HCMG 3101**

This course is designed to introduce the student to the application of principles of management to health systems organizations. Field-based experience will allow the student to apply principles of organizational theory and behavioral aspects of management across a variety of health care settings. All parts of the Regents’ must be successfully completed prior to enrolling in the course.
Schedule
To view the course schedule, click on the "Schedules" hyperlink.

You may view the entire schedule booklet or filter your view by course name, course ID, department/program, or faculty.

**Summer 2009**
**Schedule Booklet**
**By Course Name**
**By Course ID**
**By Department/Program**
**By Faculty**

**Spring 2009**
**Schedule Booklet**
**By Course Name**
**By Course ID**
**By Department/Program**
**By Faculty**

To view the schedule by Course ID (e.g., HCMG3101), click on the "By Course ID" hyperlink under the desired term (e.g., Summer 2009).

Scroll down and click on the letter corresponding to the Course ID (e.g., Click on "Sections which start with H" to locate the schedule for HCMG3101).
Scroll down and locate the schedule for the course.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Section</th>
<th>Credits</th>
<th>Days</th>
<th>Time</th>
<th>Building</th>
<th>Room</th>
<th>Instructor(s)</th>
<th>Currently Enrolled</th>
<th>Max Seats</th>
</tr>
</thead>
<tbody>
<tr>
<td>83321</td>
<td>30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>H. Harvey</td>
<td>29</td>
<td>30</td>
</tr>
</tbody>
</table>

Clicking on the hyperlinked course name will display the Clayton State University Catalog course description. Clicking on the hyperlinked Instructor name will display the directory entry for that professor, including department, phone, office location, email and web addresses.

**Directory**

To locate contact information for a student, faculty, or staff member, click on the "Directory" hyperlink.

You may either browse the Directory by department or Search by Last Name or E-mail Address.

To browse by department, click on the department hyperlink.
Contact information for the selected department and individual staff members will be displayed, as shown below.

Note: Clicking on a web address will take you to the selected website; clicking on an email address will open a pre-addressed MS Outlook message.

**Center for Instructional Development**
Telephone Number: (678)-468-4190
Web Page: [http://clayton.edu/cid](http://clayton.edu/cid)
FAX Number: 678-468-4199
Office: University Center - 142.

- **Lou Brackett**
  - Title: Instructional Designer
  - Telephone Number: (678) 468-4195
  - Office: University Center-138
  - E-mail: LouBrackett@clayton.edu
  - Web Page: [https://cid.clayton.edu/lou Brackett.Default.html](https://cid.clayton.edu/lou Brackett.Default.html)

- **James Fries**
  - Title: Technical Support Specialist
  - Telephone Number: (678) 468-4190
  - Office: University Center-144
  - E-mail: JamesFries@clayton.edu

- **Alisa Kirk**
  - Title: Administrative Specialist
  - Telephone Number: (678) 468-4190
  - Office: University Center-144
  - E-mail: AlisaKirk@clayton.edu

- **Jill Lane**
  - Title: Director
  - Telephone Number: (678) 468-4190
  - Office: University Center-142.
  - E-mail: JillLane@clayton.edu
  - Web Page: [https://cid.clayton.edu/id/JillIndex.htm](https://cid.clayton.edu/id/JillIndex.htm)

To search the Directory by last name, type the Last Name in the Search field, then press Enter.
Note: You may search for students, faculty, or staff members.

Search

*Search by e-mail address, student last name or employee first or last name*
Personal Access/Login

For personal access to THE DUCK, you must login to the Swan:

Go to www.clayton.edu.
Click on the Swan Portal login.
Enter your network user name and password.
Click on the DUCK icon.

The Main Menu is divided into sections, some of which are for student use and some of which are for faculty use. Click on Faculty Services to print class rosters, enter final and midterm grades, or to search for a student by name, among other things.
Faculty Services

This menu is visible only to faculty.

Faculty Services

- List Of Classes
- List of Advisees
- Search for Student by Name
- Term Selection
- CRN Selection
- Faculty Detail Schedule
- Faculty Schedule by Day and Time
- Final Grades
- Summary Class List
- Mid Grades
- New Student Mathematics Placement
  - **NEW** Automated Mathematics placement for new students.
- Math Placement Master List
  - **NEW** Orientation Student Math Placement Master List
- Curriculum, Advising and Program Planning (CAPP)
- Clayton Academic Referral
  - Submit a referral to the CARE program, to provide academic support for a student
- Math 0099 COMPASS Testing Eligibility
- View/Release Holds
  - Release holds from students/advisees assigned to you.
- Role Selection
  - Choose Faculty or Advisor role. Only affects View/Release Holds.
List of Classes
Click on the "List of Classes" hyperlink.

Select the desired term from the dropdown menu, and click on the Submit button.

Select the Term for processing then press the Submit Term button.

A table listing your assigned courses will be displayed, as shown below.

To view the course roster for a specific section, click on the hyperlinked CRN.

The course roster, including email addresses, links to student records, WebCT Vista passwords, registration status, midterm grades, prerequisites, and majors will be displayed. It is important that you use your course roster to check attendance at the beginning of the semester and to report "no-shows." It is also a good idea to check the roster throughout the semester for withdrawals.

Downloading a Course Roster to Excel
You may wish to import your course roster into Excel for use in a gradebook.

Right click on "Comma Separated List of Students," and select "Save Target As."

Select the desired "Save in" location on your hard drive, and change the file name so that you can tell one class from another.

The file type should remain "Text Document."
Click on the Save button.

When the download is complete, click on the Close button.
Open MS Excel. Open the file that you just saved. You will probably have to change the "Files type" to All Files or Text Files.

When the Text Import Wizard appears, click on the Next button.
Select Tab and Comma as the delimiters, and then click on the Next button.

Click on the Finish button.
After viewing or editing the file, you will want to save it as an Excel Workbook file.

![Save As dialog box](image.png)

**Entering Midterm and Final Grades**

Midterm and Final grades should be entered for each student according to the timeframe announced by the Registrar via email each semester.

To enter midterm grades, click on the Mid Grades link; to enter final grades, click on the Final Grades link.

Select the student’s grade from the drop down list. Once you have selected the correct grade, use the TAB key to move down the roll. **Do not try to use the arrow button or the mouse to move down the roll.** Be sure to enter a grade for each student. Click on the Submit button to submit the changes.

It is a good idea to print a copy of the grades after the submission for your records. **NOTE:** If you decide to assign an incomplete, you must submit the appropriate paperwork to your dean or department head. Please check with him or her for more information.

**Releasing Holds**

As an advisor, you may need to release a Must See Advisor hold on students that you advise. You can do this at the bottom of the student's record.