

Using The Duck

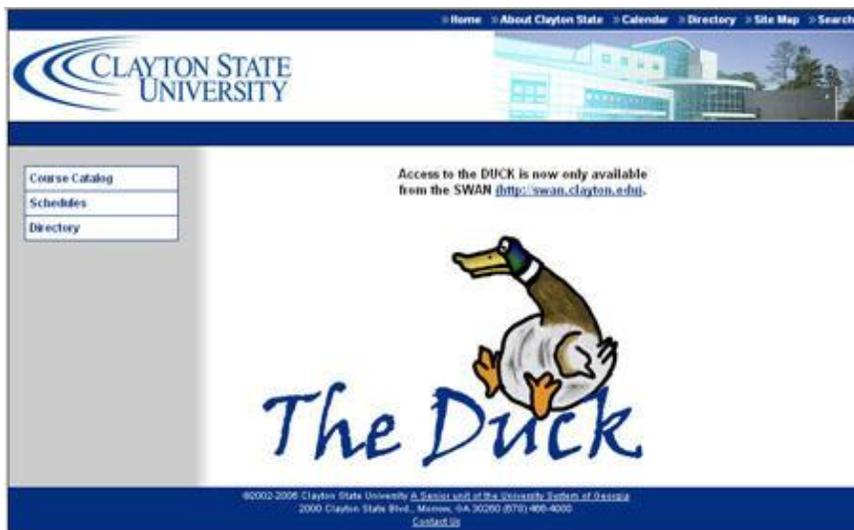
DUCK stands for Digital University Campus Kiosk. It contains student academic records, faculty schedules, and grade submission forms.

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>



Course Catalog

To view course descriptions from the Clayton State University Academic Catalog, click on the "Course Catalog" hyperlink.

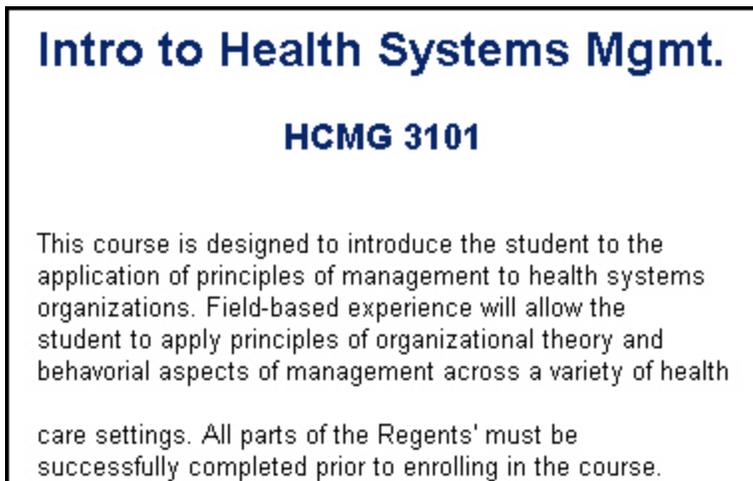
Click on the letter corresponding to the Course ID (e.g., click on "H" to locate the description of HCMG3101).



Scroll down and click on the Course Title.



The catalog description will be displayed, as shown below.



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).

 Sections which start with A (ACCT 2101 - AVMT 2214)
 Sections which start with B (BIOL 1107 - BUSA 4850)
 Sections which start with C (CHEM 1151 - CSCI 1301)
 Sections which start with D (DHYG 3100 - DSGN 2204)
 Sections which start with E (ECON 2105 - ENGL 4810)
 Sections which start with F (FINA 3100 - FSMG 1101)
 Sections which start with H (HCMG 3101 - HSCI 4800)

Scroll down and locate the schedule for the course.

<u>Intro to Health Systems Mgmt. - HCMG 3101</u>									
Location: Main Campus									
Session: Full Term									
Course Number	Section	Credits	Days	Time	Building	Room	Instructor(s)	Currently Enrolled	Max Seats
83321	90	3					H. Harvey	29	30

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.

Clayton State University
2000 Clayton State Blvd
Morrow, GA 30260

- [Athletics](#)
- [Budget & Finance](#)
- [Center for Academic Success](#)
- [Center for Instructional Development](#)
- [College Of Arts & Sciences](#)
- [College of Information and Mathematical Sciences](#)
- [College of Professional Studies](#)
- [Continuing Education](#)
- [Division of Student Affairs](#)
- [External Relations](#)
- [Georgia WebBSIT](#)
- [Institutional Research](#)
- [Library](#)
- [Office of Information Technology and Services](#)
- [Office of the President](#)
- [Office of the Provost and Vice President for Academic Affairs](#)
- [Operations & Planning](#)
- [School Of Business](#)
- [School of Nursing](#)
- [Spivey Hall](#)
- [Testing Center](#)

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)-466-4190
Web Page: <http://ctl.clayton.edu/cid>
FAX Number: 678-466-4199
Office: University Center - 142.

Lou Brackett
Title: Instructional Designer
Telephone Number: (678) 466-4195
Office: University Center-139
E-mail: LouBrackett@clayton.edu
Web Page: <http://cps.clayton.edu/brackett.Default.html>

James Fries
Title: Technical Support Specialist
Telephone Number: (678)-466-4190
Office: University Center-144
E-mail: JamesFries@clayton.edu

Alisa Kirk
Title: Administrative Specialist
Telephone Number: (678)-466-4190
Office: University Center-151
E-mail: AlisaKirk@clayton.edu

Jill Lane
Title: Director
Telephone Number: (678) 466-4190
Office: University Center - 142.
E-mail: JillLane@clayton.edu
Web Page: <http://ctl.clayton.edu/cid/Jill/index.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 em
ployee 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.

Select a Term: Spring Semester 2009 

Submit

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.

CRNS

CRN	CROSS-LIST	TIME	SUBJ	NUMB	SECTION	MAX	CURRENT	BLDG	ROOM
23731		-	OFFC	2213	90	25	8		
24713		-	OFFC	2333	90	1	1		

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

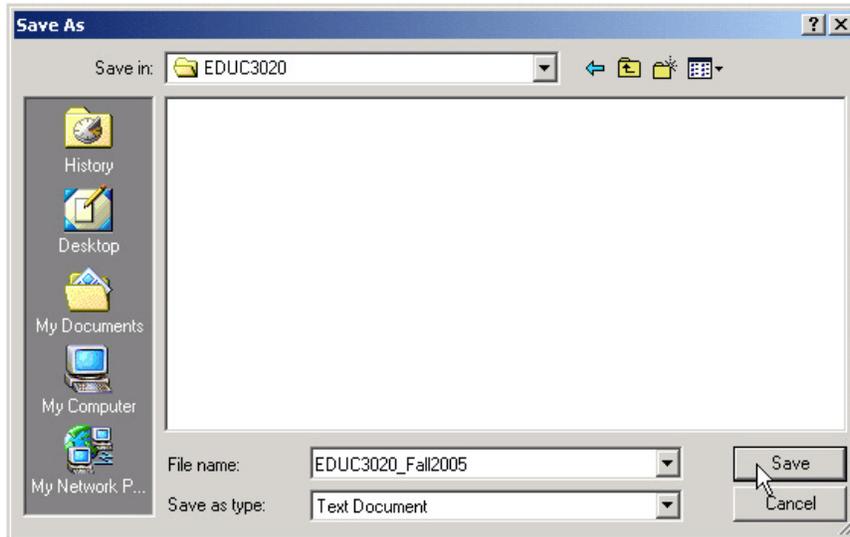
You may wish to import your course roster into Excel for use in a gradebook.

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

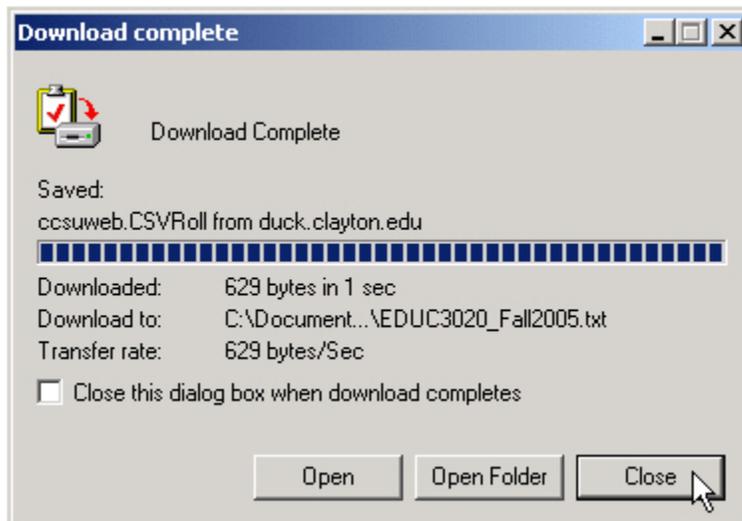
Select the desired "Save in" location on your hard drive, and change the file name so that you can tell one class from another.

The file type should remain "Text Document."

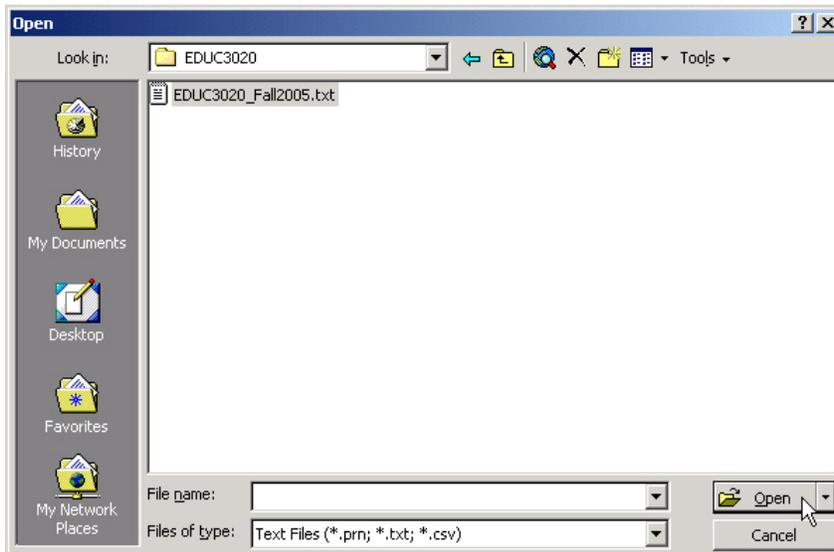
Click on the Save button.



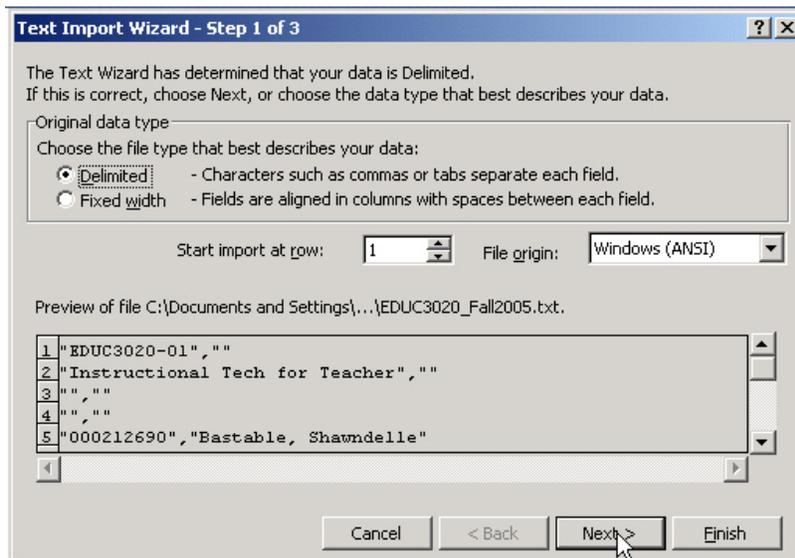
When the download is complete, click on the Close button.



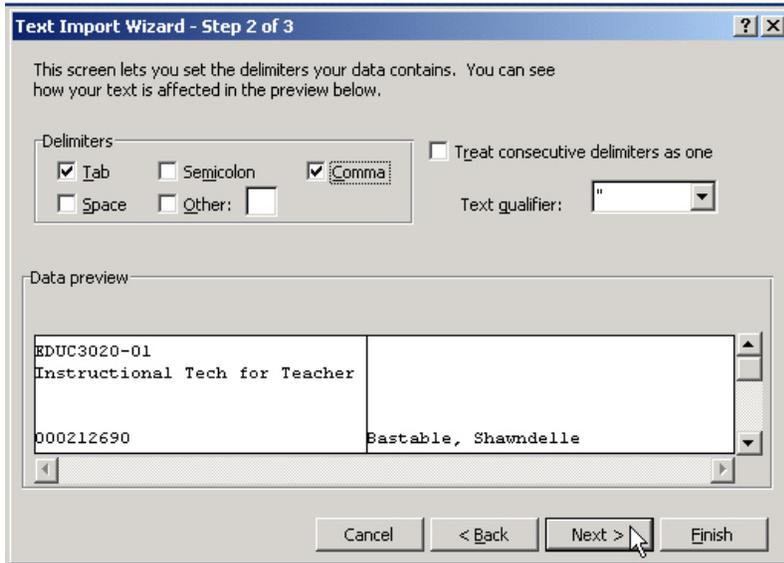
Open MS Excel. Open the file that you just saved. You will probably have to change the "Files type" to All Files or Text Files.



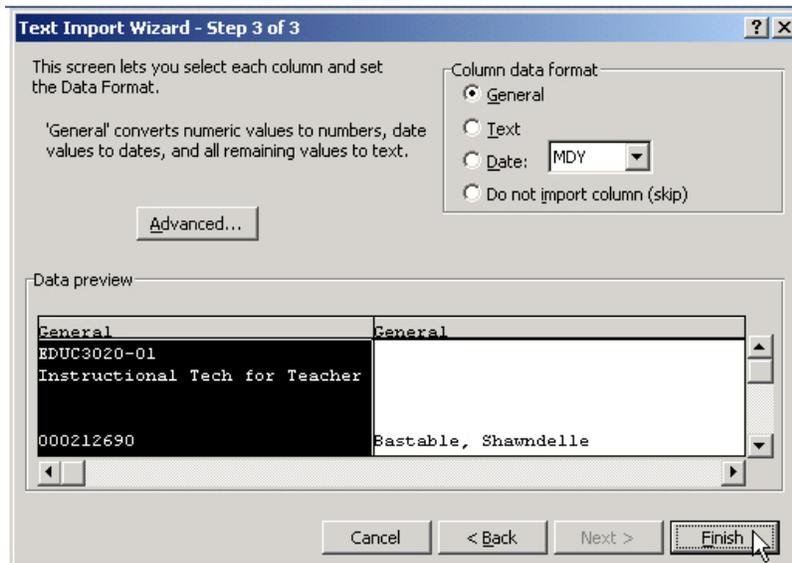
When the Text Import Wizard appears, click on the Next button.



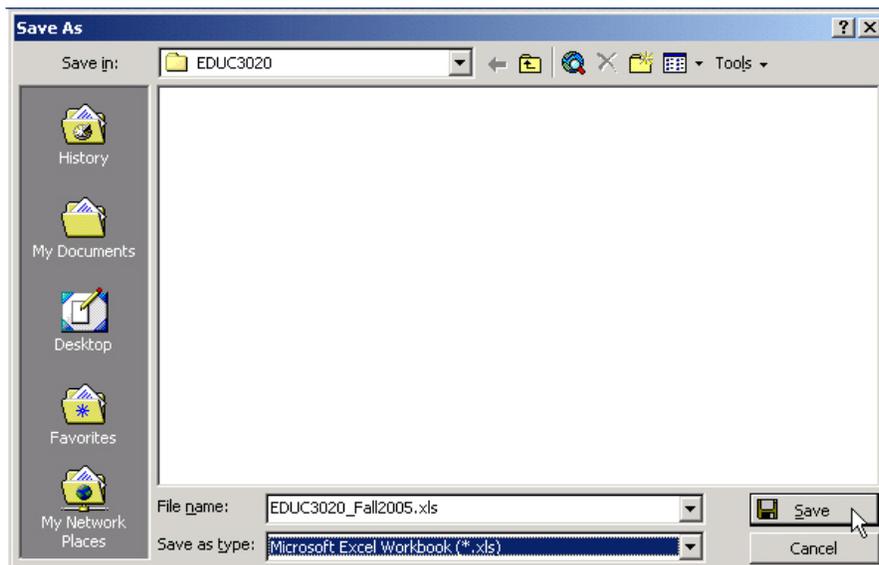
Select Tab and Comma as the delimiters, and then click on the Next button.



Click on the Finish button.



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



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.