

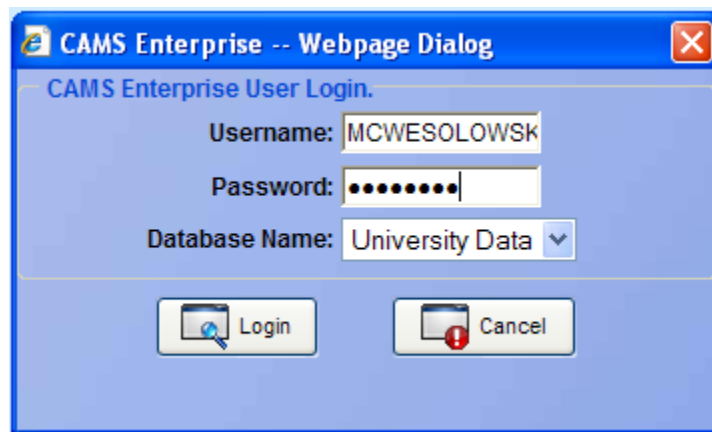
This tutorial will help Coordinators and other staff use CAMS to determine if your faculty are ready to teach an Online or Hybrid course, or if you need to have them sign up for more training.

Overview

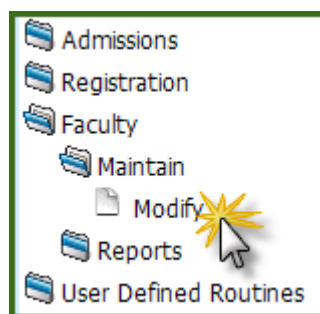
Faculty must have Blackboard Getting Started and HOT training in order to teach an Online or Hybrid course at Wilmington University. To check to see if a faculty member has sufficient certification, you can do a search in CAMS. The steps below will assist you in locating any certification information from CAMS.

Opening and Searching CAMS for Certification

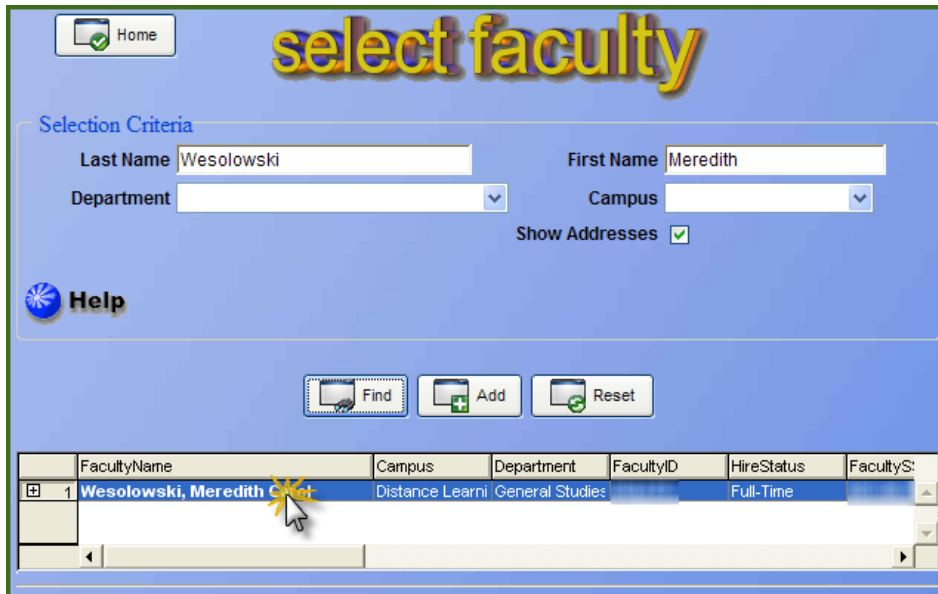
1. Log into CAMS by double-clicking on the CAMS icon on your computer desktop.
2. Type in your CAMS login information and click the login button. Your CAMS login information may be different from your email and Blackboard login information. Email helpdesk@wilmu.edu for assistance with your CAMS login information.



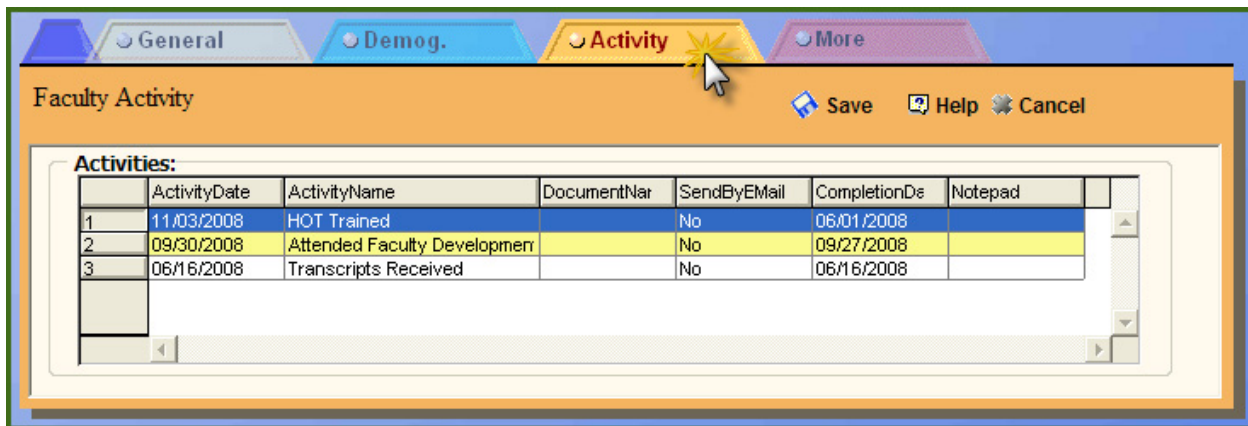
3. Click Agree when shown the FERPA notice (Family Educational Rights and Privacy Act notice).
4. You will be shown a list of folders you can use to search. To check on the Blackboard and HOT certification status for your faculty, click Faculty → Maintain → Modify.



- A new window will appear. Type in the last and first name of the faculty member you wish to search.



- Click Find (see above) and their record will appear. Double-click on the name (see above) and a new window will appear.



- Click the Activity tab (see above) and a list of all recorded certifications and activities will appear. Search for Bb Getting Started and HOT to determine if your faculty member is ready to teach an Online or Hybrid course.

For more information . . .

Additional support for Blackboard tools can be found at <http://esupport.wilmu.edu>, by clicking on the Help! button in Blackboard, at <http://www.wilmu.edu/instructionaltech/index.aspx> and in the User Manual linked from the *Control Panel* in Blackboard.