



Campus Solutions 9.2 Upgrade Delta Guide

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Contents

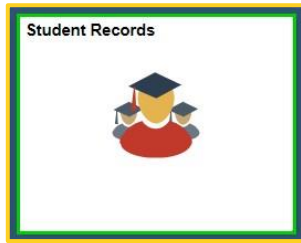
| | |
|---|----|
| 1. LSUHSC Homepage | 2 |
| 2. LSUHSC Homepage Header Icons | 8 |
| Navigational Bar Change | 8 |
| 3. The NavBar | 10 |
| 4. Using the Navigator | 12 |
| 5. Refresh..... | 13 |
| 6. Remote Mobile Device Users | 13 |
| 6.1. LSUHSC Homepage – Small Screen Device | 14 |
| 6.2. The Remote Access Toolbar - All Devices Connected Remotely | 18 |
| 6.3. LSUHSC Homepage Header Icons – Small Screen Devices | 18 |
| 7. Appendix – All..... | 21 |
| 7.1. Administrative Staff Tiles: | 21 |
| 7.2. Faculty Tiles: | 21 |
| 7.3. Student Center Tiles: | 22 |

Welcome to the Campus Solutions (CS) 9.2 Upgrade Delta Guide! The PeopleSoft **FLUID Enabled** User Interface (UI) has come to Campus Solutions! FLUID is a modern, responsive UI that allows the PeopleSoft screen to be scalable and function on phones, tablets, and desktops screens without limiting element visibility. It has new functionality providing users a Navigational Bar (NavBar) for more intuitive navigation, role-based Homepages for easier access, and a modern, mobile-friendly interface. Although the look and feel of basic navigation has changed, the business pages you know and utilize have basically stayed the same, with the exception of color schemes and navigational breadcrumbs. This guide will assist you in navigating the new layout and aid you as you conduct your daily activities in the system.

1. LSUHSC Homepage

The **LSUHSC Homepage** provides access to the **FLUID** tiles for which you have access. Users click these tiles to access various transactions or modules within the system. Tile availability is dependent on your user access. This example shows the **LSUHSC Homepage** and tile availability for a **Campus Solutions Administrator**.





To access a module, such as Student Records, the Administrator would click the Student Records tile.

The Student Records Collection displays, starting with the Maintain Schedule of Classes screen. The data entry fields on the screens are the same as in the previous version of Campus Solutions, as shown in the examples of the Maintain Schedule of Classes screens below. Exceptions are the new screen no longer has the breadcrumb navigation across the top, and navigation to other items related to the chosen FLUID tile will display on the left of the screen. This list of related items is called Activity Guide Navigation. It is different from NavBar navigation (which is discussed later in the document) in that it only displays navigation to some of the more commonly used items, as delivered by Oracle, to the FLUID tile that was selected.

New Screen:

A screenshot of a web application interface. The top navigation bar is dark blue with a home icon, a flag icon, and a help icon. The main header is "Student Records Collection". On the left, there is a vertical menu with several items: "Maintain Schedule of Classes" (highlighted in green), "Student Program/Plan", "Student Grades", "Quick Enroll a Student", "Enrollment Summary", and "Class Roster". The main content area is titled "Maintain Schedule of Classes" and contains a search form. The search form includes a "Find an Existing Value" button, a "Search Criteria" section with various dropdown and text input fields (Academic Institution, Term, Subject Area, Catalog Nbr, Academic Career, Campus, Description, Course ID, Course Offering Nbr, Academic Organization), a "Case Sensitive" checkbox, and "Search" and "Clear" buttons. At the bottom of the search form, there are links for "Basic Search" and "Save Search Criteria".

Previous Screen:

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The screenshot shows the 'Maintain Schedule of Classes' search page. The breadcrumb trail is: Favorites > Main Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes. The page title is 'PS9CSTRN WEBRCB1'. Below the title, there is a 'New Window | Help' link. The main heading is 'Maintain Schedule of Classes' with a sub-heading 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a 'Find an Existing Value' button. Below this is a 'Search Criteria' section with a dropdown arrow. The search criteria include: Academic Institution (dropdown with 'LSUSH' entered), Term (dropdown), Subject Area (dropdown), Catalog Nbr (dropdown with 'begins with'), Academic Career (dropdown), Campus (dropdown with 'begins with'), Description (dropdown with 'begins with'), Course ID (dropdown with 'begins with'), Course Offering Nbr (dropdown), and Academic Organization (dropdown with 'begins with'). There is a 'Case Sensitive' checkbox. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

Faculty Self-Service

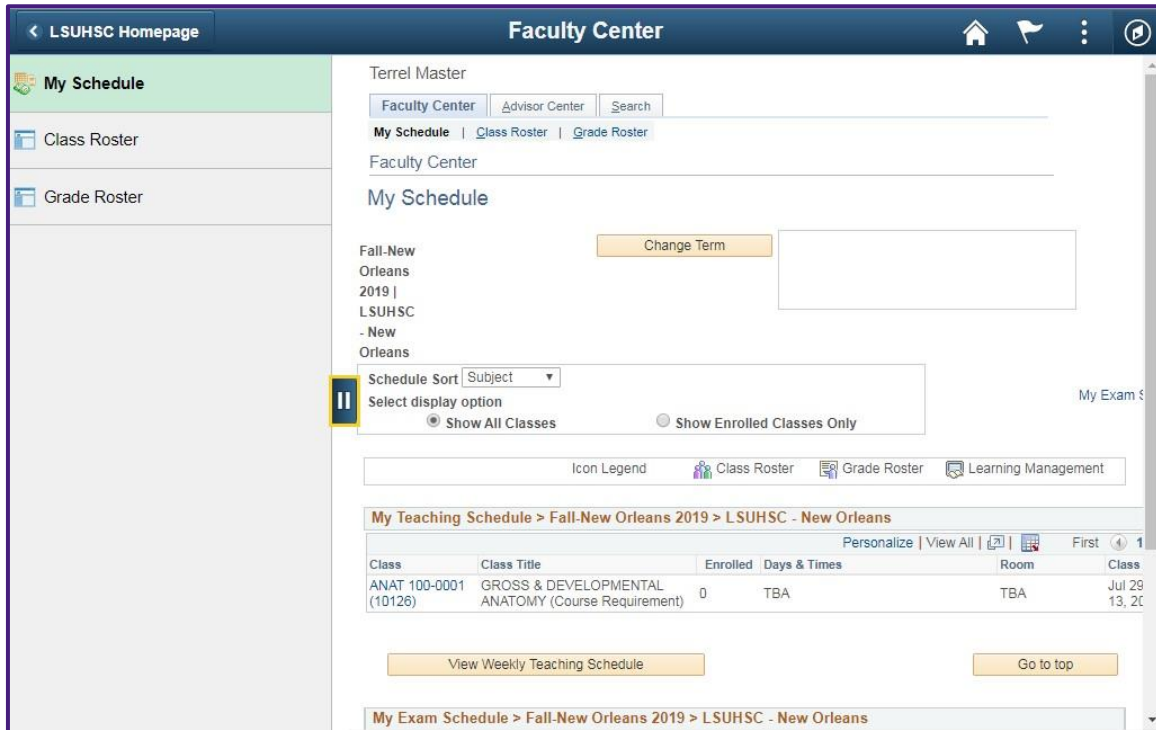
With the exception of a change of color scheme, and navigation, the data fields are the same as they are in the current system. To access My Advisees, faculty will click the My Advisees tile; to access the Faculty Center, click the Faculty Center tile.


This example shows the *LSUHSC Homepage* for *Faculty Self-Service*.



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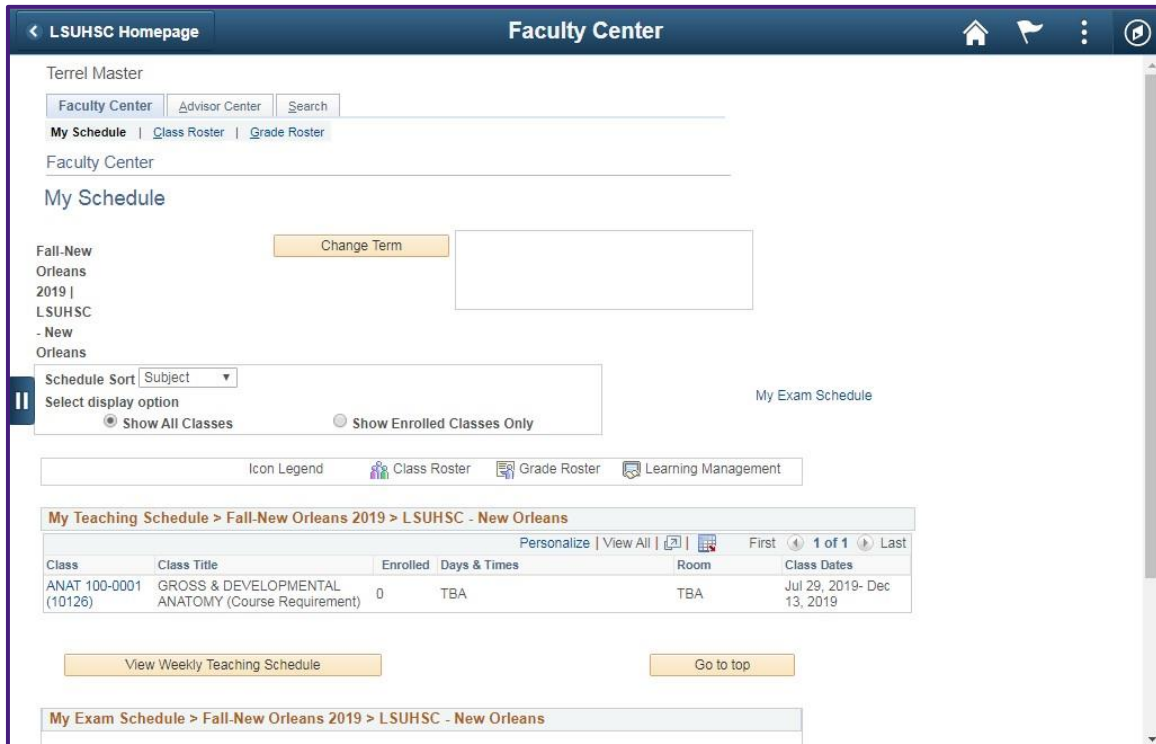
An example of the new Faculty Center user screen, after choosing the Faculty Center FLUID tile, is shown below.



The *Activity Guide Navigation* area on the left can be hidden by clicking the blue tab  in the middle of the screen.

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Below is an example of a screen where the *Activity Guide Navigation* area is hidden.



Student Self-Service

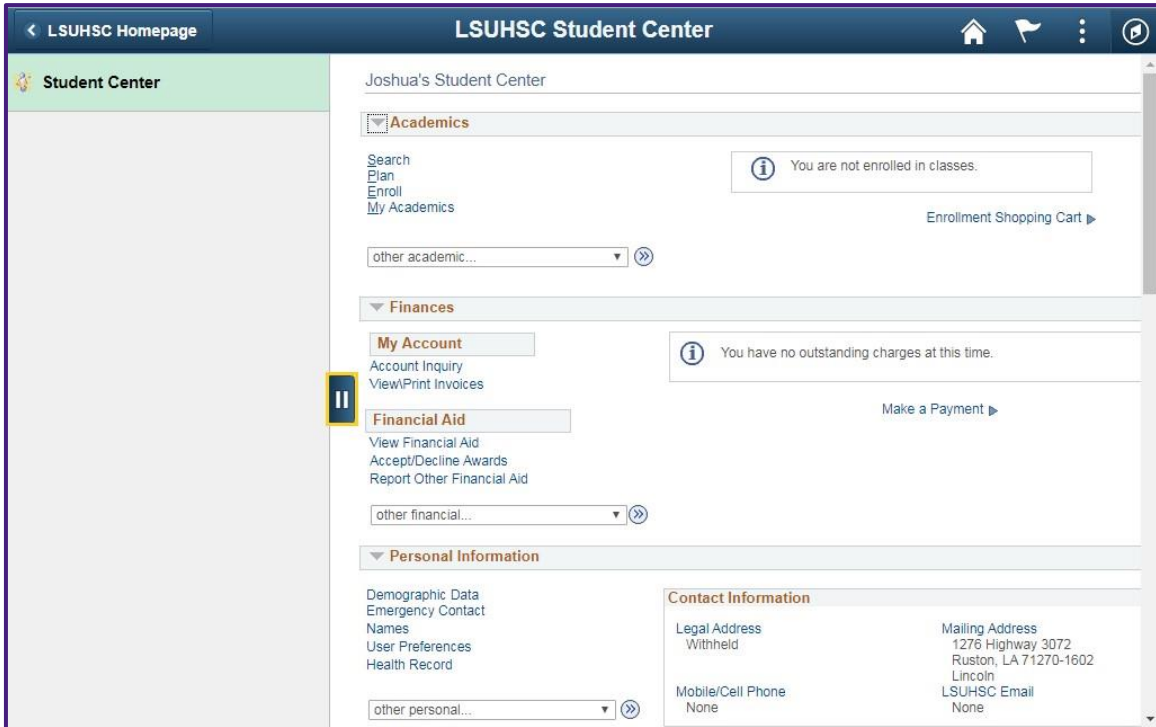
This example shows the *LSUHSC Homepage* for *Student Self-Service*.



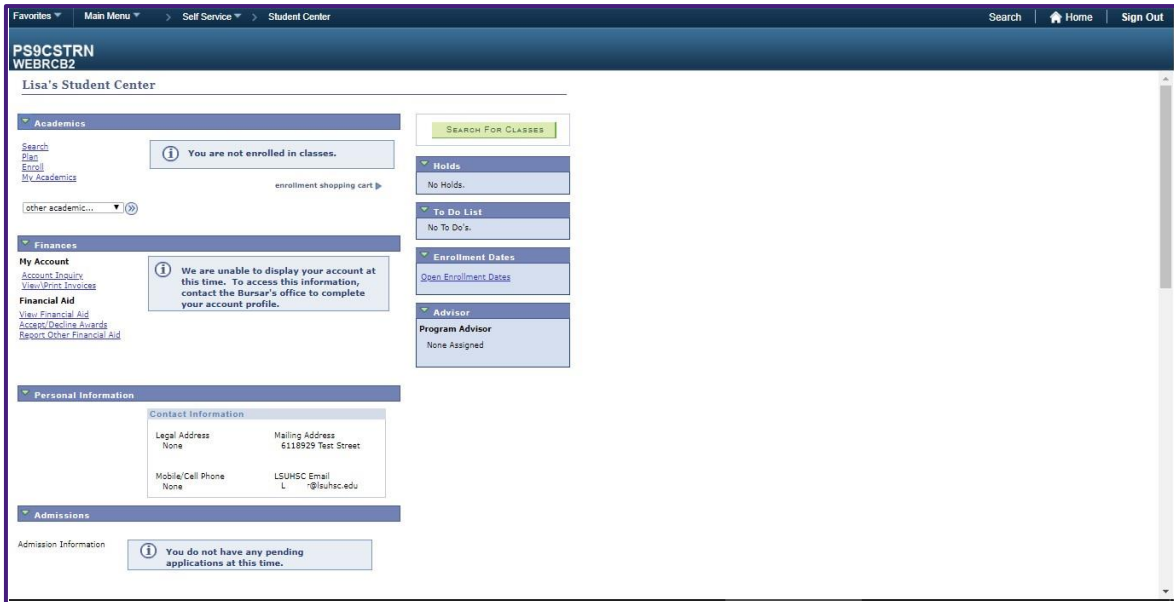
By clicking the *Student Center* tile, the student will be taken to a page with the *Activity Guide Navigation* area on the left and the Student Center information on the right. With the exception of a change of color scheme, and navigation, the data fields are the same information they would have received if they had accessed the *Student Center* via the current system's Classic Menu.

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New Screen:











Previous Screen:



2. LSUHSC Homepage Header Icons

Please note, as of April 2021 the Navigational Bar has changed to look like what is shown in the table below, however, the functionality is still the same.

Navigational Bar Change


| Pre Upgrade | After Upgrade |
|---|--|
| <p>On Login</p>  |  |
| <p>After navigating to a Classic Menu</p>  |  |
|  <p>The Notification Flag – This feature is not currently being used. The functionality will be added some time in the future and will notify users of any Actions or Alerts that require their attention</p> |  <p>The Notification Flag is now in the shape of a bell. As with the flag, this feature is not currently being used.</p> |
|  <p>NavBar – Click to access navigational options.</p> |  <p>NavBar - The look of the NavBar icon has changed; however, the functionality is still the same. Click to access the navigational menu.</p> |

On Login





After navigating to a Classic Menu




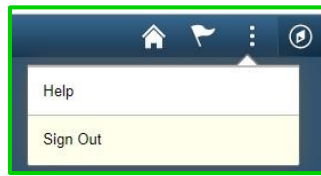
- a.  **Home** – The Home button in the FLUID Header can be clicked to return to the LSUHSC Homepage regardless of where the user is in the system or what module is being used (i.e., Faculty, Student or Administrative Staff) with the one


exception being on the Edit Favorites panel. On that panel the user must click Edit Favorites first for the Header Icons and the Home choice to display.

- b.  **Add to Favorites** - A quick navigation only seen on a screen that displays a Classic Menu to add a page to My Favorites.

- c.  **The Notification Bell** – This feature is not currently being used. The functionality will be added some time in the future and will notify users of any Actions or Alerts that require their attention.

- d.  **Actions List** – Click to see a list of options for the current window such as Help and Sign Out:

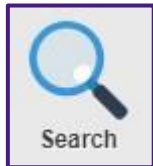


- e.  **NavBar** – Click to access navigational options described below.

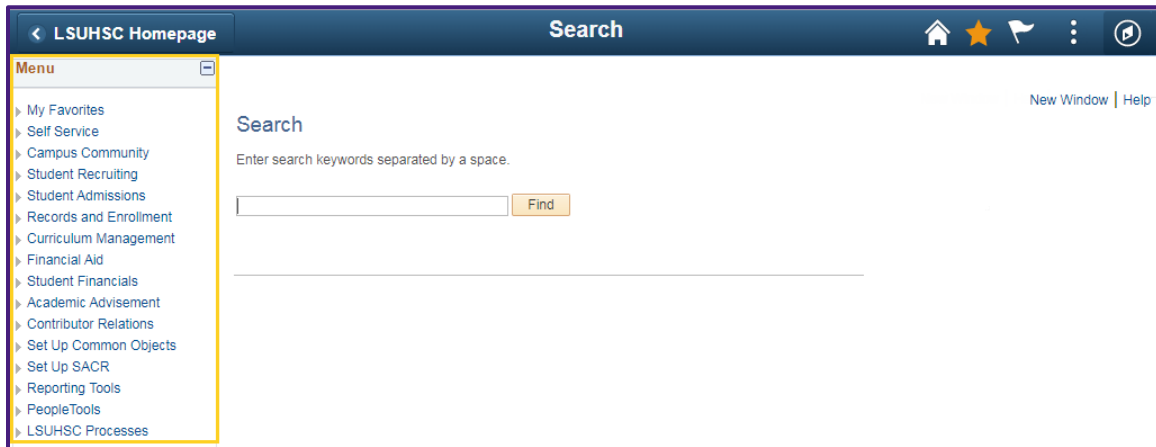


3. The NavBar

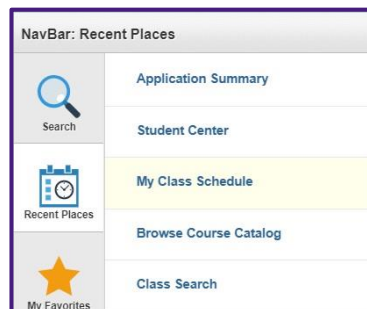
The **NavBar** contains three options (i.e., My Favorites, Recent Places and Navigator) for navigating the system, a Search option, and some users will see a Worklist option as well depending on their user ID access. You can choose which navigational option works best for you. The three navigational options will open within the **NavBar**, while the Search option opens in a new page.



Search - allows you to navigate directly from your search results to the action you are looking for. The item used for the search must have a minimum of two characters. You can also narrow your search results by using multiple words such as 'Class Roster' as your search parameter. Search will also take you directly to the menu that resembles the Current Classic Menu. This menu will display on the left side of your screen.



Recent Places lists the five most recent pages you have viewed in the system.

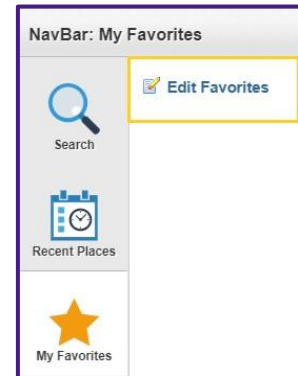




My Favorites displays your *previously* saved favorites. The **My Favorites** shown under the new **NavBar** come from any **My Favorites** you added in the current system. Click the **My Favorites** option to *edit or add* favorites as needed.

A list of previously created favorites will list when you open **My Favorites**. An **Edit Favorites** option is also available allowing you to remove favorites that are no longer needed and add new favorites to the list.

Click the **Edit Favorites** to access a menu that will allow the addition of a new favorite to the list.



From the **Edit Favorites** panel, click **My Favorites** and then **Add to Favorites**.



From the **Add to Favorites** panel, enter the **panel name** for the favorite you wish to add and then click **OK**. The newly added favorite will now display in **My Favorites**.

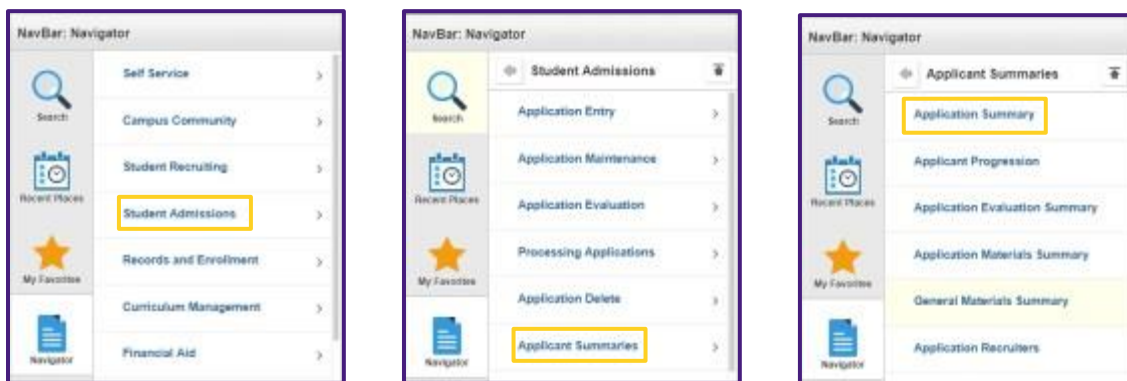
4. Using the Navigator





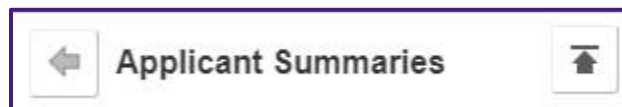
Navigator is the new way to navigate through the full menu of items for which you have access. *It is similar to starting from Main Menu in the current system.*

Navigator menus are used to move from page to page, but unlike the old menus they do not display the breadcrumb trail at the top of the page. Instead you can use the menu items that will display on the right of the screen.

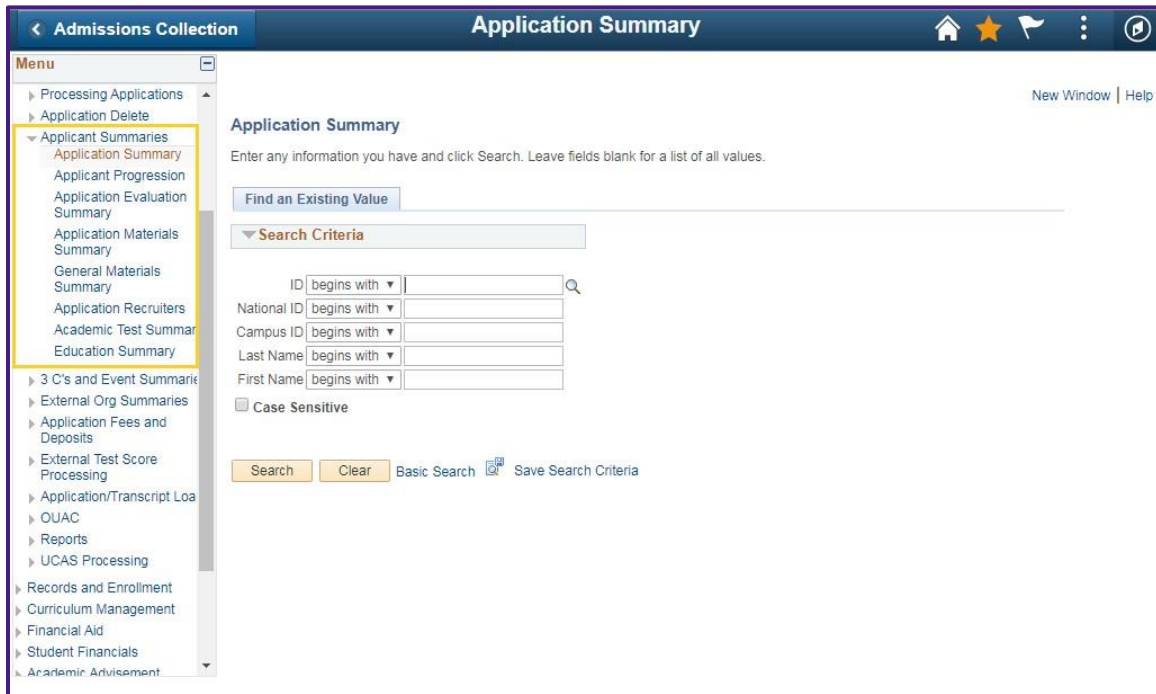
To move from screen to screen using Navigator, click a module name (e.g., Student Admissions) and all items to which you have access to for that menu will display. You can continue to drilldown until you reach the page you need. In this example, the user drilled down to reach the **Application Summary** screen.



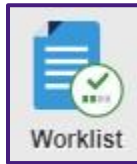
As you click a module name, it moves to the top of the menu list. To the left of the module name is a **Back**  arrow that will take you back to the previous menu. The **Up**  arrow to the right of the module name takes you to the Navigator Main Menu/Home screen, where navigation begins.



After clicking Application Summary, the Application Summary screen displays. The menu similar to the Classic Menu displays on the left and can be utilized for additional navigation.



Worklist



At this time, access to the Worklist is limited to certain users.

5. Refresh



The Refresh icon is at the bottom of the home screen and is used to refresh the screen.

6. Remote Mobile Device Users

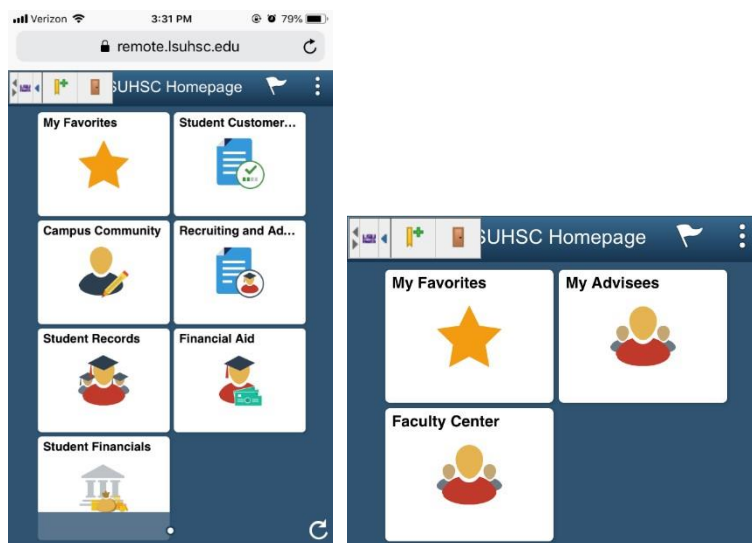
When accessing *Administrator, Faculty or Student Self-Service* remotely from a mobile device such as a smartphone or tablet, log in via <https://remote.lsuhs.edu>. The screens and menu items basically work the same as if you were on a desktop computer, however, there might be some minor differences depending on device type, operating system, and screen size and/or screen orientation.

Large screen mobile devices with screens 10 inches and above (i.e. Microsoft Surface, Samsung Galaxy Tabs, iPad Pro, etc.) will appear the same as if accessing from a desktop computer on campus, with the exception of needing to log on and off to the remote LSU session. Below are some of the most notable changes when using a small screen mobile device. **NOTE: Please be**

aware that depending on the mobile device that you are using, your screen may appear slightly different than the ones you will see in this section of the document. There may also be a difference when holding your device landscape versus portrait mode.

6.1. LSUHSC Homepage – Small Screen Device

The **LSUHSC Homepage** will show the tiles that you have access to, just as when on a desktop; however, depending on screen size, the tiles may display in a more compact manner. This example shows the **LSUHSC Homepage** and tile availability for a Campus Solutions Administrator (on the left) and a Faculty member (on the right) in portrait mode on an iPhone. To access a module, the Administrator or Faculty member would click the desired tile.

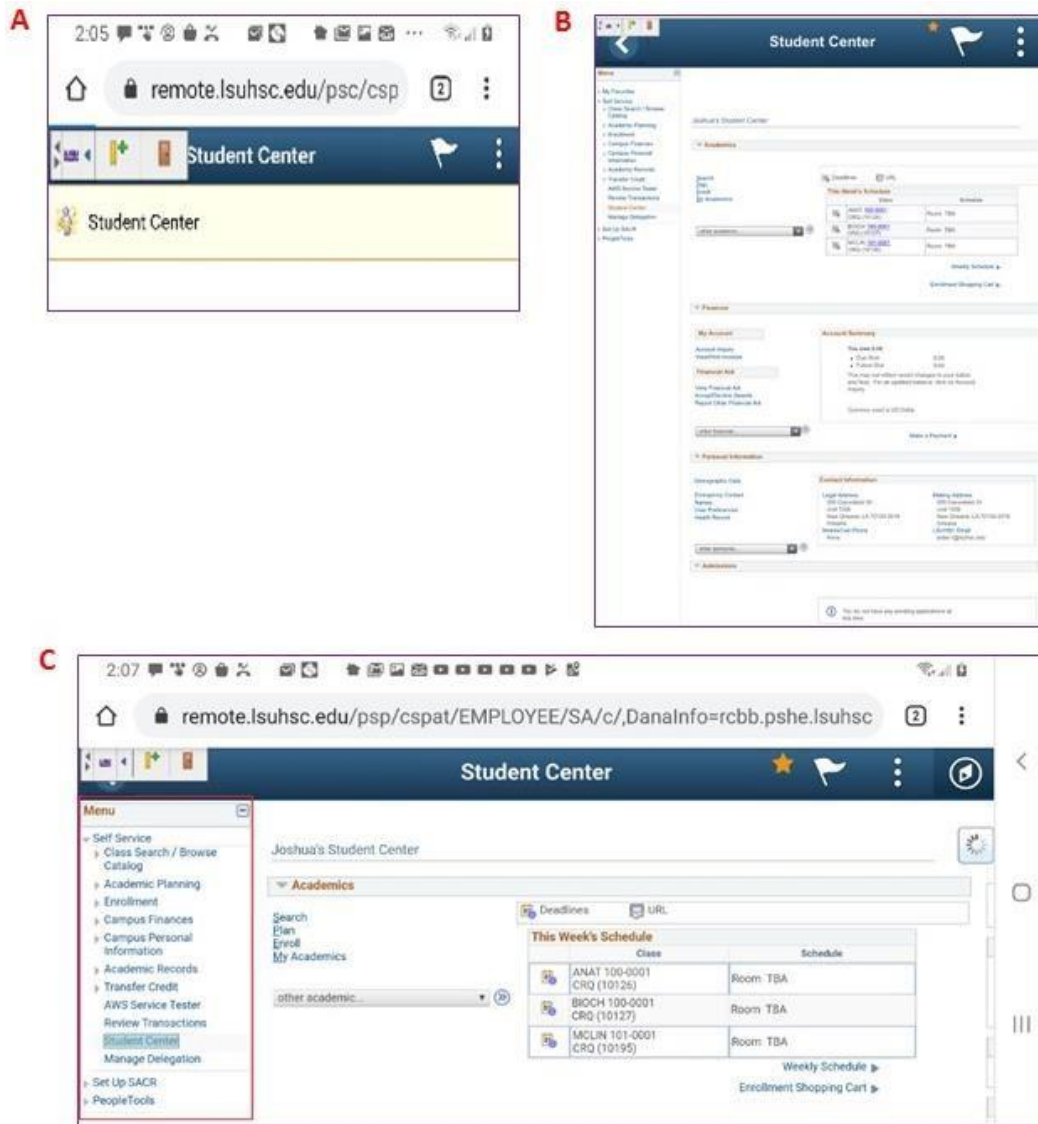


When a tile is selected a second screen with the choice of menu items for that tile will show next. Below is an example of a LSUHSC Homepage for a student. In this example, the student chooses Student Center via the small screen mobile device while in portrait mode:



A. The menu of items they have access to from the Student Center Tile appears. **B.** The student clicks on the Student Center menu item and the Student Center screen appears. **C.** The student rotates the phone to landscape mode for a larger view of the screen.

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The data entry fields on the screen are the same as the desktop version of the screen. As with the desktop version, navigation to other items related to the chosen menu item will display on the left of the screen.

Reminder: Depending on screen size and orientation (portrait vs landscape) of the mobile device, you may need to scroll left to right, up and down or zoom in and out to see all of the information on the screen. Below is the screen in portrait mode scrolled left to right:

Left side of screen:

PeopleSoft Campus Solutions 9.2 Upgrade

Student Center

Joshua's Student Center

Academics

Search
Plan
Enroll
My Academics

other academic...

Deadlines URL

| This Week's Schedule | | |
|-------------------------------|----------|--|
| Class | Schedule | |
| ANAT 100-0001 CRQ (10126) | Room TBA | |
| BIOCH 100-0001 CRQ (10127) | Room TBA | |
| MCLIN 101-0001 CRQ (10195) | Room TBA | |

Weekly Schedule ▶
Enrollment Shopping Cart ▶

Finances

My Account

Account Inquiry
View/Print Invoices

Financial Aid

View Financial Aid
Accept/Decline Awards
Report Other Financial Aid

Account Summary

You owe 0.00.

- Due Now 0.00
- Future Due 0.00

This may not reflect recent changes to your tuition and fees. For an updated balance, click on Account Inquiry.

Currency used is US Dollar

Right Side of same screen:

Student Center

Joshua's Student Center

Academics

Search
Plan
Enroll
My Academics

other academic...

Search for Classes

Academics

Schedule

Room TBA

Room TBA

Room TBA

Weekly Schedule ▶
Enrollment Shopping Cart ▶

Finances

My Account

Account Inquiry
View/Print Invoices

Financial Aid

View Financial Aid
Accept/Decline Awards
Report Other Financial Aid

Account Summary

You owe 0.00.

- Due Now 0.00
- Future Due 0.00

This may not reflect recent changes to your tuition and fees. For an updated balance, click on Account Inquiry.

Currency used is US Dollar

Holds

Student Health Req.

Details ▶

To Do List

No To Do's.

Enrollment Dates

Open Enrollment Dates

Advisor

Program Advisor

None Assigned

NOTE: The My Favorites tile displays a blank screen initially on a remote device when clicked, when there are no favorites already saved. This will happen for everyone: Administrators, Faculty, and Students. In order to get off of the blank page and back to the previous screen, you must click on the BACK button on your remote device.

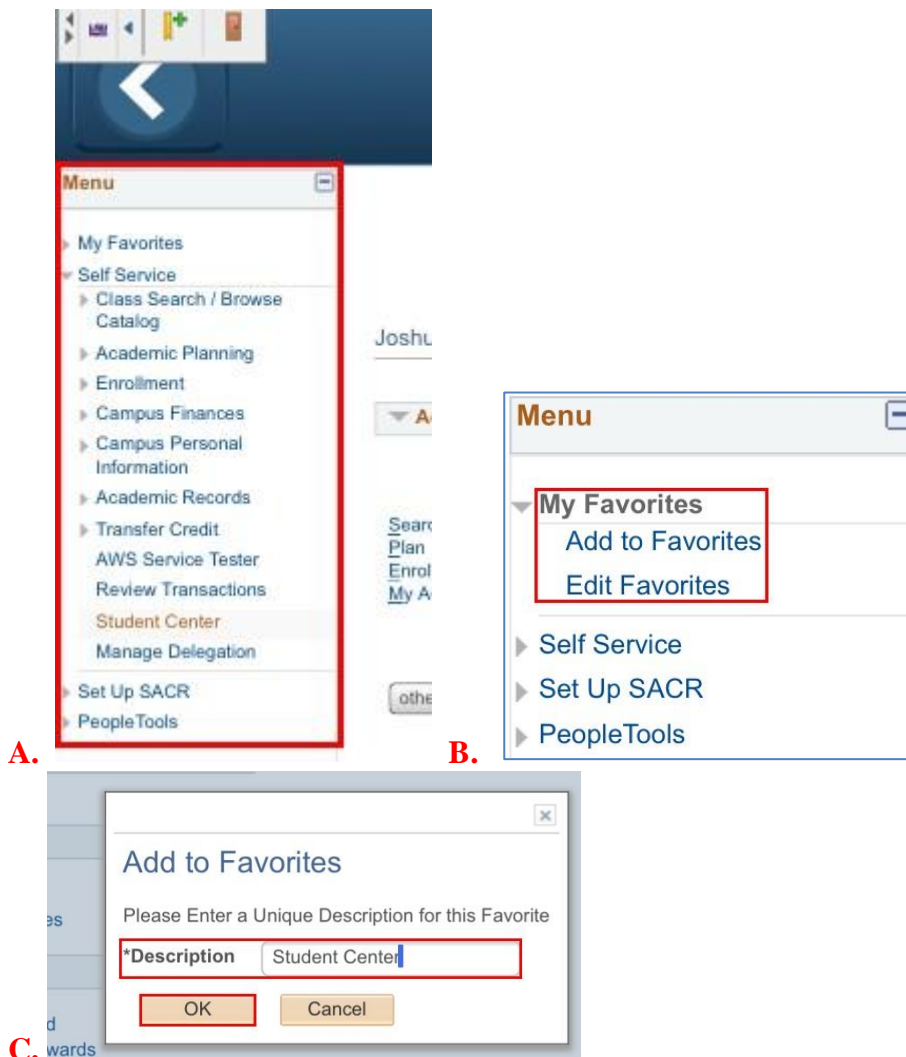


In order to add a favorite on a remote device from the **LSUHSC Homepage**, click on the desired tile, navigate to a page, and then choose **My Favorites** from the left menu. In this example, Student Self Service is used.

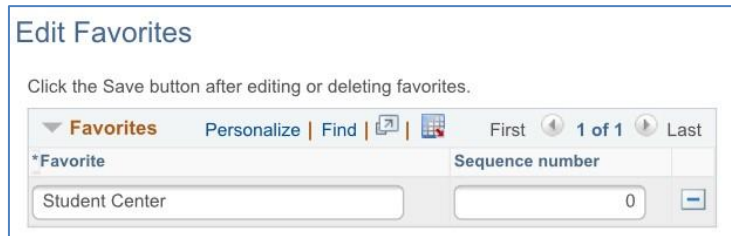
Click the **Student Center** tile, and click the Student Center menu option. Navigate to the desired page. The page will display with a menu on the left side of the screen with **My Favorites (A)**. Click on **My Favorites**, the options to **Add to Favorites** or **Edit Favorites** will appear **(B)**. Click the **Add to Favorites** link to *add* the page to favorites. A small **Add to Favorites** box will appear **(C)**. Enter a description and click **OK**.

Or

Once navigated to the desired page, click on the yellow star on the blue bar at the top, then enter a description and click **OK**.



An **Edit Favorites** option is also available allowing you to remove favorites that are no longer needed and add new favorites to the list.



6.2. The Remote Access Toolbar - All Devices Connected Remotely

The remote Access Toolbar will display at the top of the window. You can move it from left to right or right to left by clicking the **Reposition Toolbar** icon.



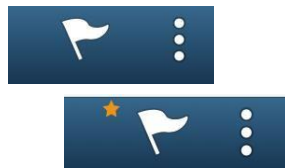
The **Remote Access Toolbar** has now moved from the right side to the left side.





6.3. LSUHSC Homepage Header Icons – Small Screen Devices

The icons at the top of the page will differ depending on if you're on the Homepage or a chosen menu screen.

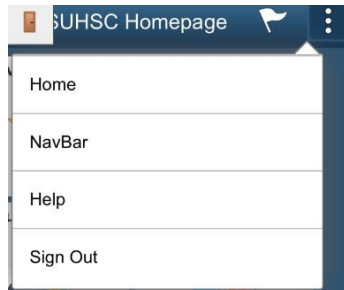
**On Login
(Homepage)**





After navigating to a Menu

NOTE: The  Home – The Home button that is shown when using a desktop is not available when using a small screen (i.e. smart phone) mobile device. Since the Home button is not available on the Menu Bar on small screen devices, to return to the Home Screen click the Actions List icon , then select Home.

The Action List also shows other functions you can perform depending on the screen you are on. For example, it is used to open NavBar navigation and to Sign Out of PeopleSoft. Help is shown in the list of menu options when on the Homepage screen but is not active at this time.



NavBar

The NavBar icon  that is used on the desktop version of FLUID is not used when accessing the application remotely on a small screen device. As mentioned previously, you select NavBar from the Action List icon  and the NavBar menu will appear:



Please refer to section [3. The NavBar](#) of this document for more information on using the NavBar icons.

Add to Favorites



The “Add to Favorites” star icon can be clicked to add screens to My Favorites, only after one has been previously created. **You can also add or edit a favorite from a data screen by using the My Favorites menu on the left when shown.**


The Notification Flag

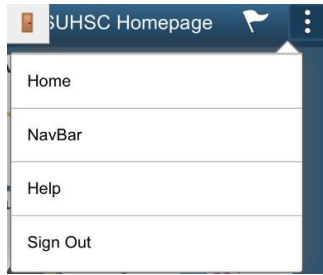


This feature is not currently being used. The functionality will be added some time in the future and will notify users of any Actions or Alerts that require their attention.


Sign Out

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Once you have finished using Campus Solutions, you must click the Action List to sign out of PeopleSoft. Click the Actions List icon 



, then select Sign Out option.








Click the Log Off icon to exit the Remote Access Portal. 

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7. Appendix – All

The following is a list of the Collection Menu items that is found under each Fluid Tile



7.1. Administrative Staff Tiles:

| TILE: | My Favorites My Favorites  | Campus Community Campus Community  | Student Records Student Records  | Student Financials* Student Financials  | Student Customer Service Student Customer Service  | Recruiting and Admissions Recruiting and Admissions  | Financial Aid Financial Aid  |
|------------------|---|---|---|--|---|---|---|
| MENU Under Tile: | Edit Favorites | Checklist Management – Person | Maintain Schedule of Classes | AP Refunding Support | Student Services Center | Maintain Applications | Assign Awards to a Student |
| | | Communication Management | Student Program/Plan | AP Refunding | Application Summary | Education | View Award Activity |
| | | Person Comment Entry | Student Grades | Third Party Contract Support | Enrollment Summary | Test Results | Maintain Student FA Term |
| | | | Quick Enroll A Student | View Accounts | View Financial Aid Status | | View Packaging Status Summary |
| | | | Enrollment Summary | Collections | View Customer Accounts | | |
| | | | Class Roster | <i>*Note there are additional choices under each Student Financials item listed</i> | Communication Summary | | |

7.2. Faculty Tiles:

| | | | |
|-------------------------|--|--|---|
| TILE: | My Favorites My Favorites  | My Advisees My Advisees  | Faculty Center Faculty Center  |
| MENU Under Tile: | Edit Favorites | Notify Selected Advisees | My Schedule |
| | | Notify All Advisees | Class Roster |
| | | My Advising Notes | Grade Roster |
| | | *NOTE: My Advising Notes is a future functionality and is not available at this time. | *NOTE: Advisor Center and Search can be accessed from the tabs on the center of the screen once the Faculty Center Tile is accessed:  |

7.3. Student Center Tiles:

| | | |
|-------------------------|---|--|
| TILE: | My Favorites  Favorites | My Student Center  Student Center |
| MENU Under Tile: | Edit Favorites | Student Center |