campuscruiser

CampusCruiser
QuickPaths for Users and Faculty

For use with Campus*Cruiser*™

Document Version 1
June 2013

CampusCruiser Computing Corporation

Error! Reference source not found.
This copy printed on 2013-Jun-20

Copyright

CampusCruiser Documentation: QuickPaths - For use with Campus*Cruiser*™

Copyright © 2013 CampusCruiser ("CC") All Rights Reserved.

Use of, copying, modifications to, and distribution of this software and its documentation without CampusCruiser's written permission can result in the violation of U.S. Copyright and Patent laws. Violators will be prosecuted to the highest extent of the applicable laws.

CC makes no representations or warranties about the suitability of the software, expressed or implied, including but not limited to the implied warranties of merchantability, fitness for a particular purpose, or non-infringement.

CampusCruiser
9 Law Drive
Fairfield, NJ 07004
Tel. (973) 244-7856
Fax. (973) 244-7859

CampusCruiser Computing Corporation

Error! Reference source not found.
This copy printed on 2013-Jun-20

Revision Record

V.	Date	Details
1	2013-Mar	First version.

CampusCruiser Computing Corporation

Error! Reference source not found.
This copy printed on 2013-Jun-20

Table of Contents

1. Introduction

This document is intended for users of Campus*Cruiser*™ products—as it introduces the newest User Interface design called *QuickPaths*.
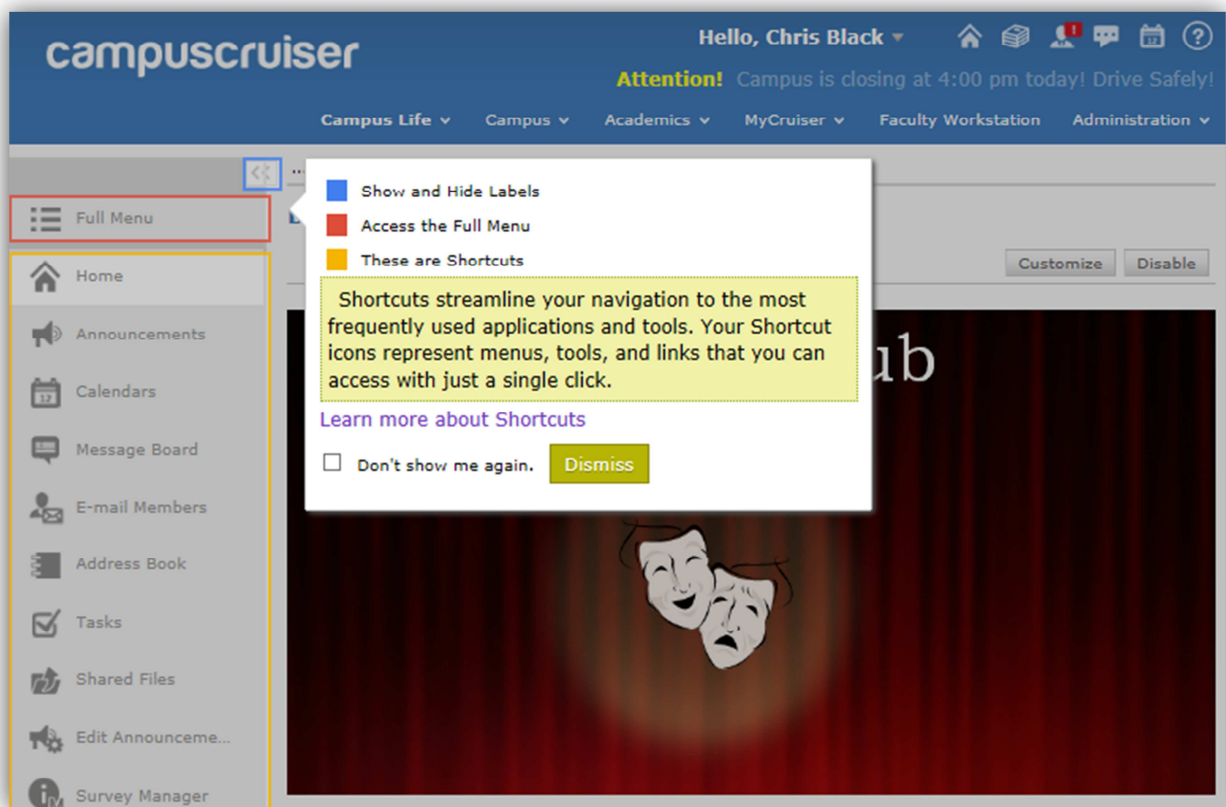
QuickPaths has been designed to use icons as primary interface elements. This new icon-based design provides you with a more visually pragmatic and organized experience. With *QuickPaths*, you will be provided with quick access to the most frequently used applications and tools.

While *QuickPaths* simplify your experience, the navigational framework and customization capabilities remain. *QuickPaths* is available throughout CampusCruiser Portal and LMS and extends to *CruiserMobile* as well.

This document will provide you with guidance and information on CampusCruiser's newest enhancements.

1.1 QuickPaths

The *QuickPaths*　user interface streamlines navigation and offers easy access　to your most regularly used applications and tools, through drag and drop menu item selections.

CampusCruiser Computing Corporation

Error! Reference source not found.
**This copy printed on 2013-Jun-20**

2. QuickBar

Your *QuickBar* is located in the upper right-hand corner of CampusCruiser's header. Your *QuickBar* allows you to access the key components of CampusCruiser. The *QuickBar* allows you to: navigate back to your homepage, access your Classes, Personal Tools and Help options.
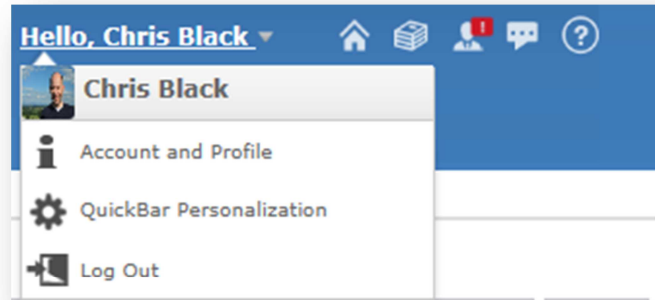
By default, five features are available on the *QuickBar*:

- **Home** takes you to your Cruiser dashboard.

- **My Classes** provides a list of all your registered courses.

- **Personal Tools** shows all of the personal tools available to you.

- **QuickChat** this feature is coming soon. Your campus will let you know when it is ready!

- **Help** provides support and other help functions, such as tips and best practices.

If your campus permits, **QuickBar Personalization** will be available. From the *QuickBar,* click on your user name and select **QuickBar Personalization**. The pop-up window displays all the available features you can place in your *QuickBar* to fit your individual needs. Simply drag any of the available features from the palette and drop it in one of the empty boxes at the top. To reorganize the *QuickBar* simply drag and drop into the preferred location. Once you've added the desired features, click the save button and your *QuickBar* is now personalized.
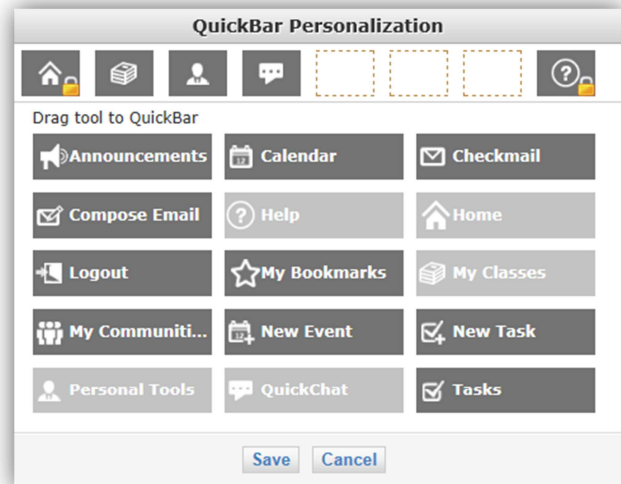
2.1 User Experience

The name of the currently logged in user is shown on the *QuickBar*. Once you have logged in, clicking on your name will display two options:

- Account and Profile – allows you to change your account settings and profile details .
- Log Out – logs you out of the CampusCruiser portal.

NOTE:
If QuickBar Personalization is permitted by your campus administrators you will also see QuickBar Personalization in this section—which allows you create some of your own links to Cruiser tools.
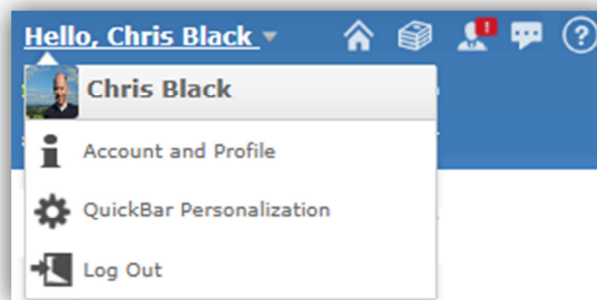
2.1.1 Home

The **Home** button will bring you back to your Cruiser dashboard. Additionally, QuickLinks to Campus favorites will be seen here. If *QuickLinks* have been customized,by your campus, when you click the home button, the *Quick Link* targets will be listed below your Home button.
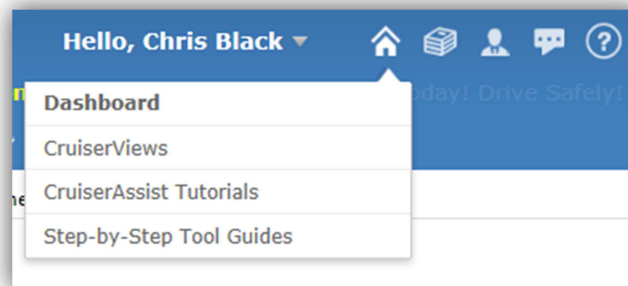
QuickLinks are convenient because they provide easy access to must-see targets to all users.

CampusCruiser Computing Corporation
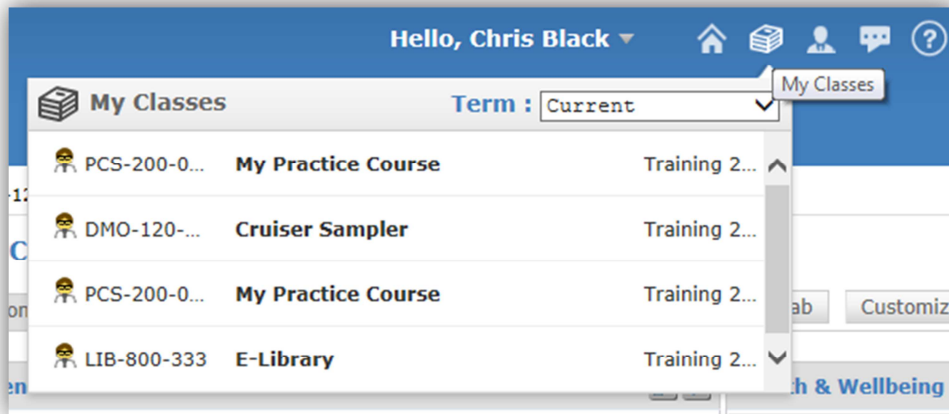
Error! Reference source not found.
This copy printed on 2013-Jun-20
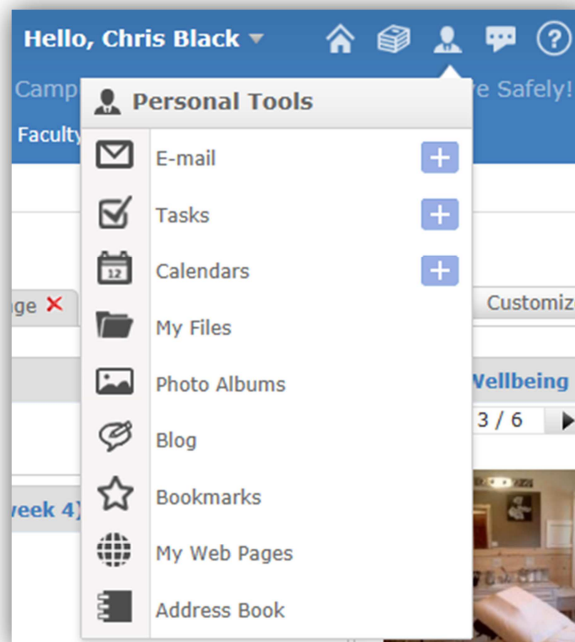
2.1.2 My Classes

The **My Classes** feature provides instant access to a list of your registered courses. Click on the course to go to the class homepage.

NOTE:
From the **Term** drop-down menu, you can select other terms and access more classes.

2.1.3 Personal Tools

This feature shows all of the personal tools available to you. Engage a tool by clicking on the menu item.

CampusCruiser Computing Corporation

Error! Reference source not found.
This copy printed on 2013-Jun-20

2.1.4 QuickChat

COMING SOON… This feature will provide you with presence awareness and instant messaging.
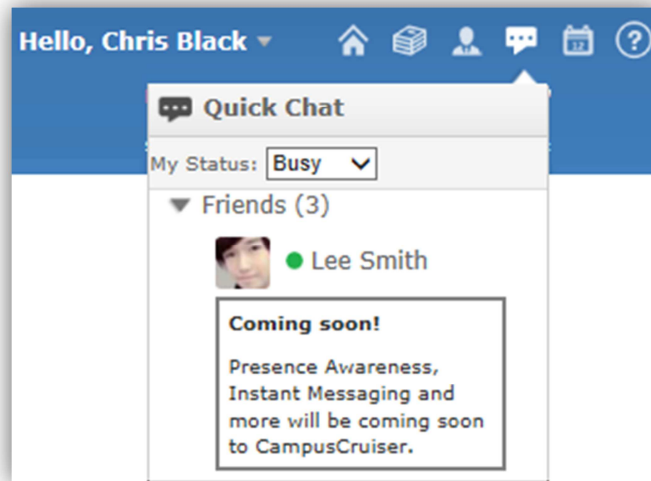
2.1.5 Help

The **Help** feature offers you standard support and help functions.

2.2 QuickBar Notifications

The following *QuickBar* features notify you of new information:

- *Personal Tools*
- *QuickChat*

If an item requires your attention a red alert box will appear over the icon.

2.2.1 Personal Tool Notifications

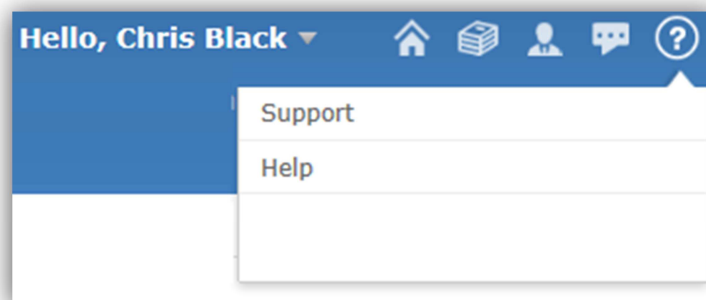Additional notifications are also available in *Personal Tools* for the following items:

- **E-mail indicator** - displays if new email has arrived after you last checked your mailbox. The number in the alert should indicate the number of new e-mails delivered since you last checked.
- **Calendar indicator** - indicates the number of events for today.
- **Tasks indicator** - shows the number of items due today.
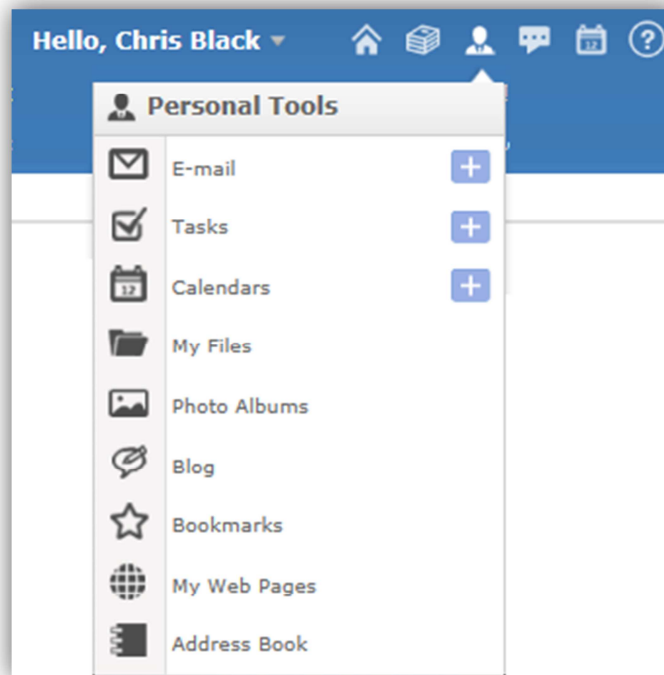
2.3 QuickBar Personalization

If your campus administrator has enabled QuickBar Personalization, users can personalize their QuickBar by making some of their favorite tools and features more easily accessible.
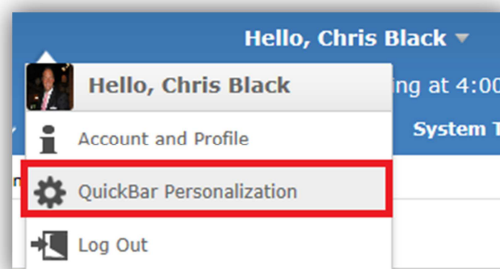
2.3.1 How to Personalize Your QuickBar

To personalize your *QuickBar:*

1. Mouse-over or click **User Settings** and click *QuickBar* **Personalization.**

CampusCruiser Computing Corporation

Error! Reference source not found.
This copy printed on 2013-Jun-20

- A pop-up window will display the *QuickBar* Palette.
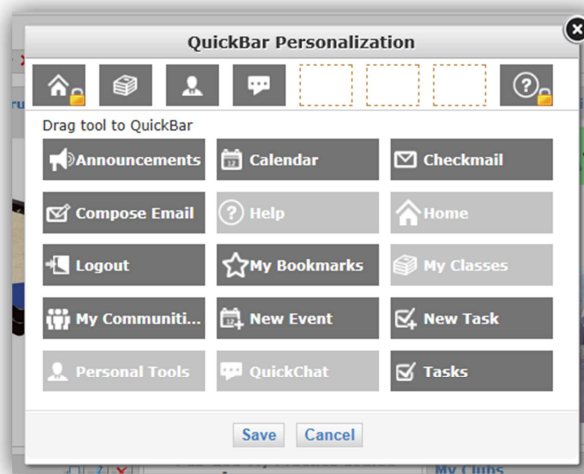
2. Click and drag any available feature's icon from your Palette into an empty slot.
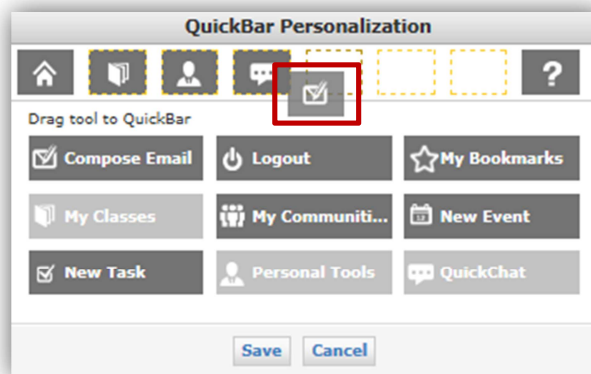
3. Once an item is assigned to your *QuickBar* it becomes faded on the Palette.

CampusCruiser Computing Corporation

Error! Reference source not found.
This copy printed on 2013-Jun-20
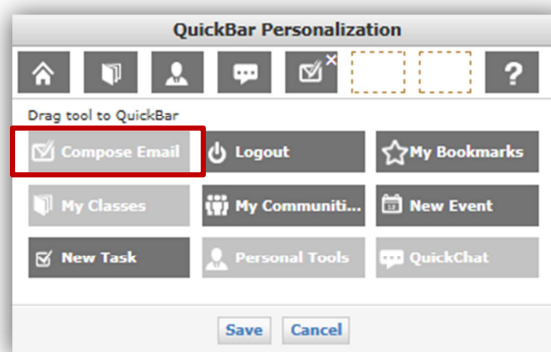
4. To remove an item from the Default *QuickBar*, mouse-over the icon and click the **X** in the top right corner.
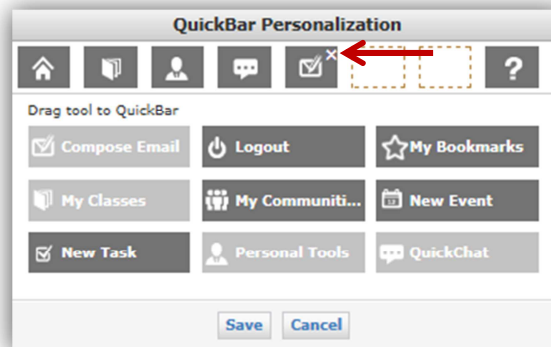
- The item will be available once again on the Palette.

5. To re-order your QuickBar items click and drag them into the desired order.

6. Click **Save** to confirm your changes.

- Click **Cancel** to abandon your changes.

CampusCruiser Computing Corporation

Error! Reference source not found.
This copy printed on 2013-Jun-20

3. Shortcuts

CampusCruiser uses *Shortcuts* to provide quick access to your frequently used applications and tools throughout the portal. Campus Admistrators can create unique *Shortcuts* for different communities. *Shortcuts* are icons representing a menu, feature, or tool users can access with just a single click.

CampusCruiser Computing Corporation

Error! Reference source not found.
This copy printed on 2013-Jun-20
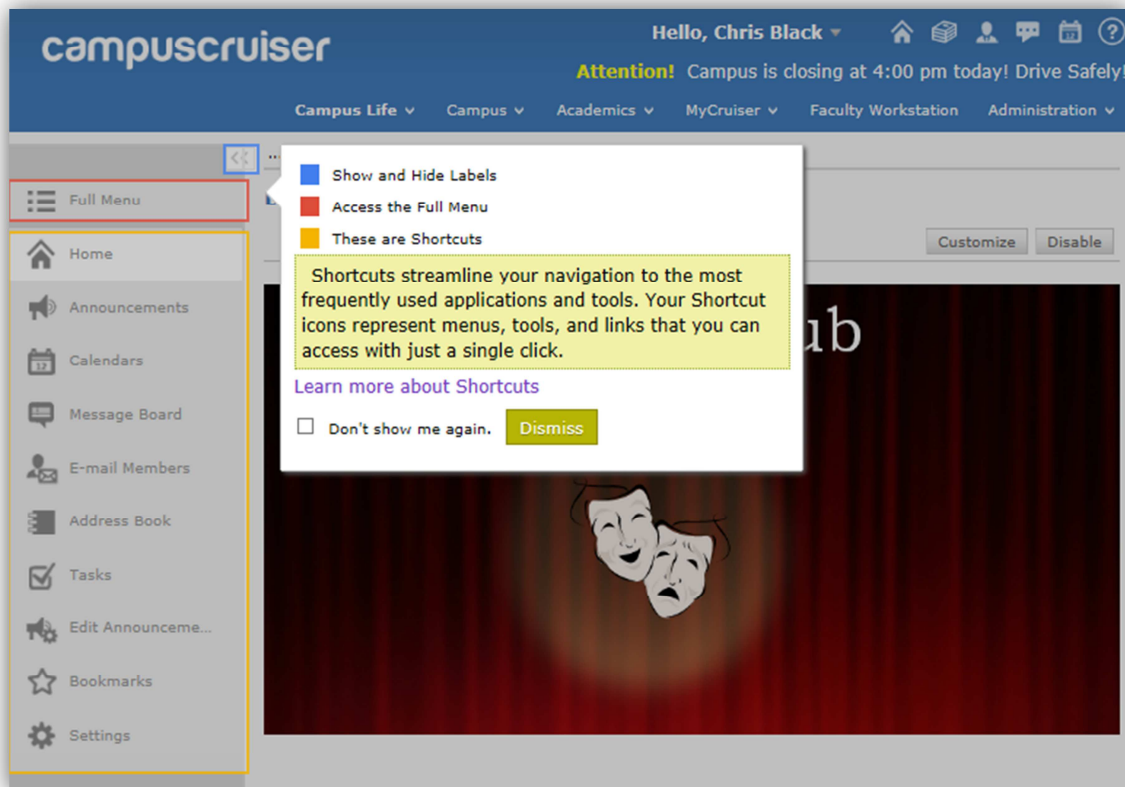
3.1 Shortcut Settings for Users

The redesigned *Shortcut Menu* gives you access to the most frequently used tools and applications. A new series of icons represent Shortcut links. If your campus permits, users are able to customize Shortcuts on their own from the *Settings* Shortcut link.
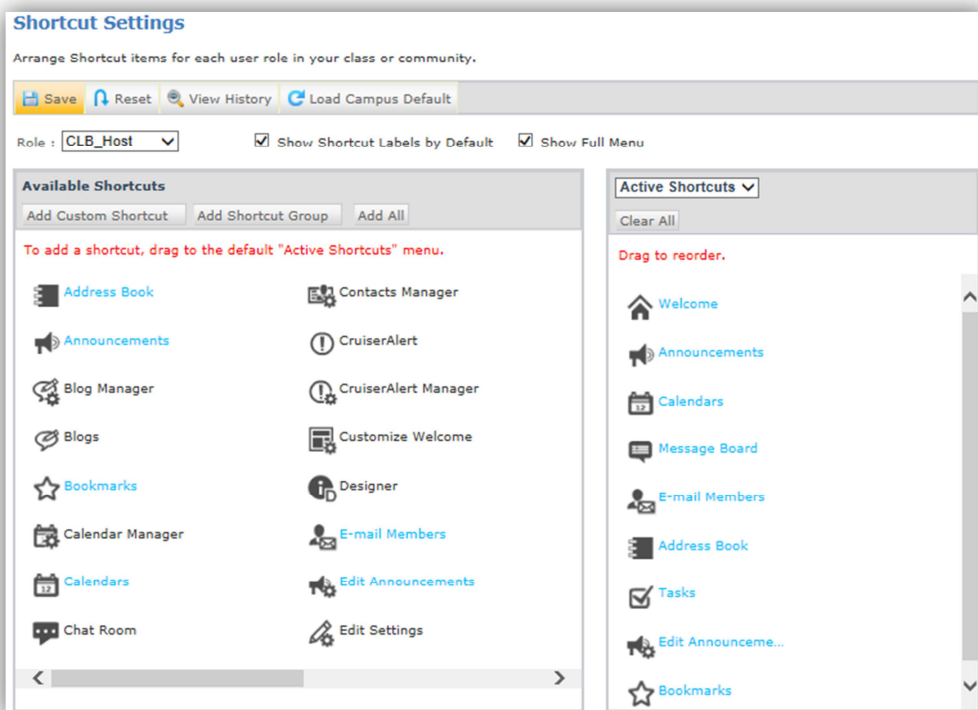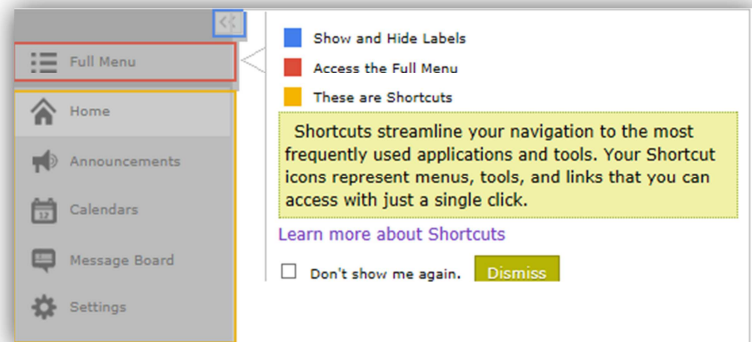
From the *Tool Bar*:

✓ **Save** or **Reset** your changes.

✓ View all changes made using the **View History** button.

✓ **Load Campus Default** with one click.

✓ Target settings for user **Roles** via the drop down menu.

✓ Opt to **Show Full Menu** of *Available Shortcuts* to users—with a checkmark.

From the *Available Shortcuts* panel:

➢ **Add Custom Shortcuts** for additional resources or links outside of CampusCruiser.

➢ **Add Shortcut Groups** to target specific communities and roles and create a customized *Active Shortcuts* menus.

➢ Easily drag and drop *Available Shortcuts* into the *Active Shortcuts.*

3.1.1 Access Shortcut Settings

To access the **Shortcut Settings** page:

1. Select the class/club/community/office/department where you wish to manage the Shortcut Settings.

2. Click the **Settings** shortcut from the menu on the left hand side.
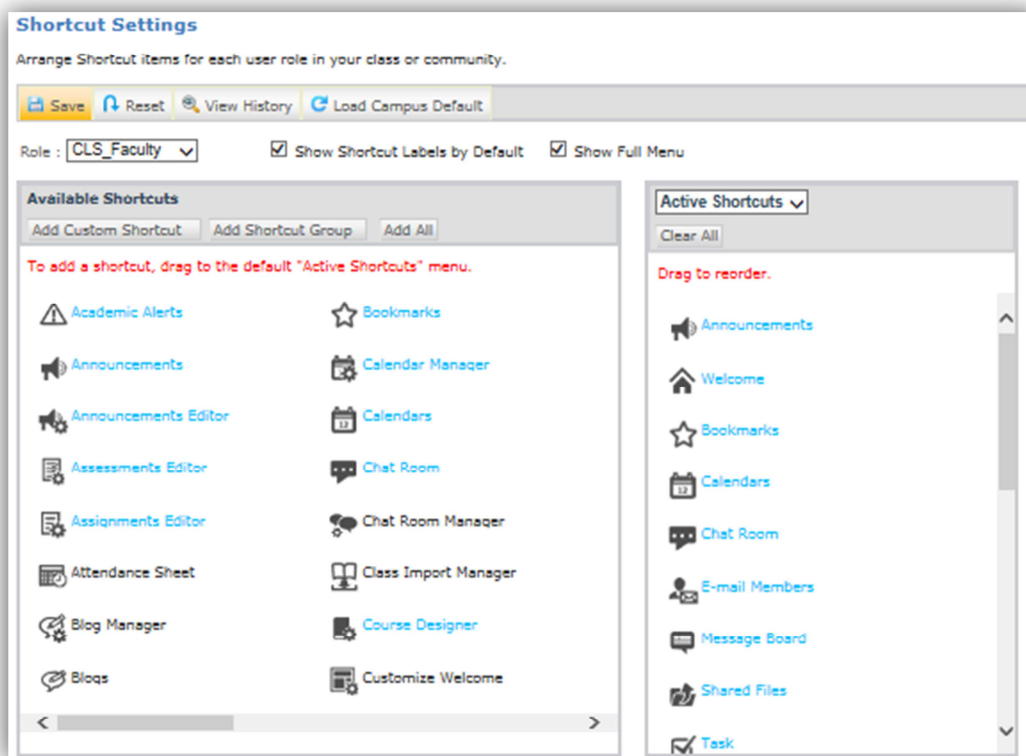
3.1.2 Shortcut Settings Options for Users

- **Save** – Confirms any changes made to the *Tool Bank* and *Active Shortcuts* for each role.

- **Reset** – Returns all shortcut configurations to your last saved settings.

- **View History** – Displays a detailed list of the changes made to *Shortcut Settings*.

- **Role** – Displays a drop-down menu that allows you to determine which user type sees which *Active Shortcuts*. Each role can have different Shortcuts menus.

- **Show Shortcut Labels by Default** – Allows option to show/hide the label of the tool items. If the button is NOT checked, users will only see the tool icon.

- **Show Full Menu** – Allows you the option to show/hide the Full Menu button. Users can click on the Full Menu to view and navigate to all of the *Available Shortcuts*. If this box is NOT checked, the button to show the full menu will not exist in the left side menu display.

3.1.3 Available Shortcuts Tool Bank for Users

Shortcut Settings allows you to determine which tools are available on the *Active Shortcuts* left side menu of the users' screen. You can choose to make these settings vary depending on the role.

Tool Bank Color Key:

Active Shortcuts - Items shown in **colored text** in the *Tool Bank* menu indicate they are already activated. **This color may vary, depending on the Shortcut Group selected.**

Available Shortcuts - Items shown in **black text** indicate the item is available to users, but is not an active shortcut. Available items **ARE** shown on the Full Menu.

Users are not confined only to the default Shortcuts; you can also create customized Shortcuts to applications outside the CampusCruiser Portal. The following buttons should be utilized as needed:

- **Add Custom Shortcut** - Prompts a dialog box for type, link name, and URL that allows new external links to be added to the tool bank (as a Custom Link Icon) for use in the *Active Shortcuts*.

- **Add Shortcut Group** - Allows administrators to group multiple Shortcut tools into a single move-able group, defined by a single icon that can be added to the *Active Shortcuts* in one action.

- **Add All** – Adds all *Available Tools*.

## 3.1.3.1 ADD CUSTOM SHORTCUT

To create a **Custom Shortcut**:

1. Access *Shortcut Settings*.

2. Click **Add Custom Shortcut** from the *Available Shortcuts Tool Bank*.

   - The Custom Link pop-up window will be displayed.

3. Enter the **Label** (or title) of the Shortcut.

4. Select the **Page Type** from the drop-down menu.

CampusCruiser Computing Corporation

Error! Reference source not found.
This copy printed on 2013-Jun-20

- **External** – Use *External* page type to enter the link URL, with optional support for additional Cruiser-supplied parameters.

- **Cruiser SSO** – Use *Cruiser SSO* page type to enter the custom link URL and gain access to your Cruiser-enabled Single-Sign-On applications.

5. Select the **Action** of the page being created from the drop-down menu.

- **Open in a new window** – The page will open in a new browser window or tab separate from the current page.
- **Open in current window** – The page will open in the current window of the portal.

6. Enter the **URL** of the custom link.

7. Click **Save** to confirm your settings and the new link will be added to the *Tool Bank.*

- To abandon your changes, click **Cancel** or the **X** in the upper right corner.
- If you have not accurately entered in the link information, a pop-up will provide you an alert.

8. Drag and drop the Custom Link from the *Tool Bank* panel to the *Active Shortcuts* panel.
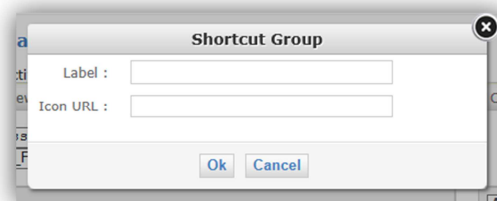
NOTE:
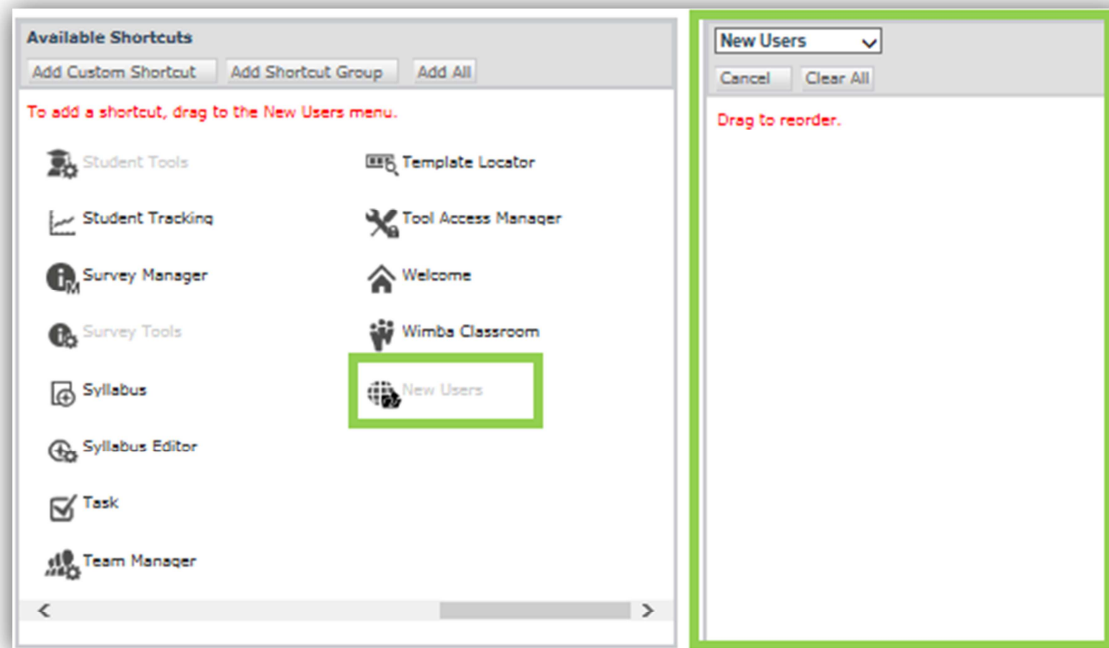*Custom Links* you created can be edited or deleted. Mouse-over the item for options.
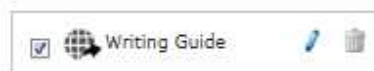
3.1.3.2 ADD SHORTCUT GROUP

To add a **Shortcut Group**:

1. Access **Shortcut Manager**.

2. Click **Add Shortcut Group** from the *Available Shortcuts Tool Bank.*

- The Shortcut Group pop-up window will be displayed.

3. Enter the **Label (or title)** of the Shortcut Group.

CampusCruiser Computing Corporation

Error! Reference source not found.
This copy printed on 2013-Jun-20

- The new Shortcut Group is displayed in the Available Shortcuts *Tool Bank*. The New Group also has been added to the Active Shortcuts panel.

4. Select the items to be displayed on the *Active Shortcuts* menu from the *Tool Bank.*

5. Click **Save.**

- To abandon these changes without saving, click **Reset** to return to your last saved settings.

Q: When I created a new Group for my Shortcuts, why did a new icon appear? Can I use it again?

A: There is no limit to how many different groups a tool can be in. You will be able to add multiple shortcuts into a group and easily assign this group to users as needed.

For example, in a new class you can replace the default Shortcut Menu with your New Group Shortcuts. Simply drag and drop the customized Shortcut Group from the *Tool Bank* panel into the *Active Shortcuts* panel.

3.1.3.3   ADD ALL

Add All is designed for your convenience. To make all items available to users, simply click the **Add All** button.

Remember to click **Save** to confirm the changes. To abandon changes, click **Reset** and all of your shortcut configurations will be returned to the last saved settings.

CampusCruiser Computing Corporation

Error! Reference source not found.
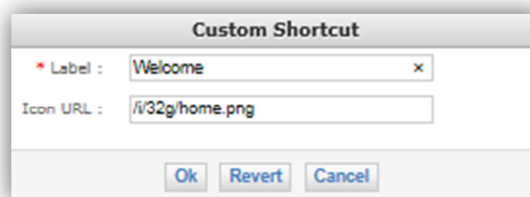This copy printed on 2013-Jun-20

3.1.4 Renaming Shortcuts

Tool labels (or titles) can be modified to your preference.

To edit the **Label** of a tool:

1. Mouse-over or double-click the shortcut icon in the *Tool Bank* panel.

2. Click the **Edit** button.
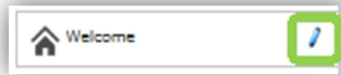
- A pop-up box will display the current Label.

3. Enter the new **Label**.

- To confirm changes, click **Ok.**
- To abandon changes, click **Cancel.**
- To revert back to the default Label, click **Revert.**

NOTE:
Some *System Tools* in the *Tool Bank* panel will only display the **Edit** button; these tools are standard in CampusCruiser; they can be renamed, but cannot be deleted.

3.1.5 Active Shortcuts Panel for Users

To activate Shortcut:

1. Click and drag an Available Shortcut from the Tool bank.

2. Drop the Shortcut into the location you would like it to appear.
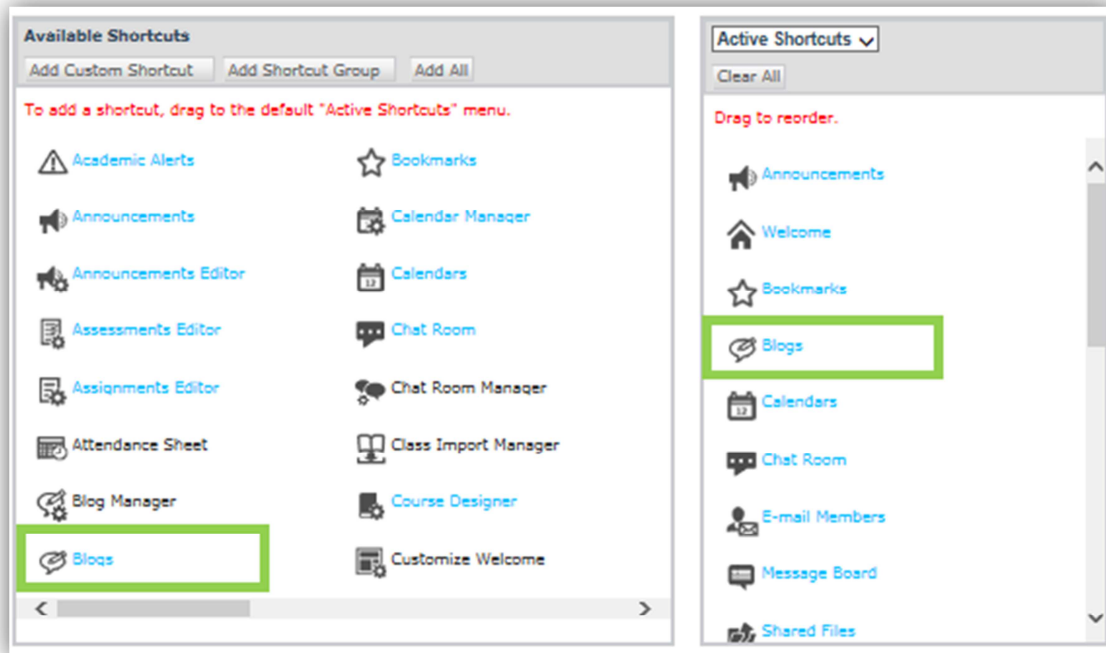
- The Shortcut will now be highlighted to indicate that it is now in use on the *Active Shortcuts* menu.

3. After you have added all the Available Shortcuts needed to the Active Shortcuts panel, click **Save.**

3.1.6 Remove Active Shortcuts for Users

Active Shortcuts can be easily removed from a Shortcut Group. A drop-down menu allows you to conveniently toggle through the *Shortcut Groups* list.

To remove *Active Shortcuts* from a *Shortcut Group:*

1. Access **Shortcut Settings.**

2. Choose the **Shortcut Group** to be edited from the drop-down menu.

3. Remove an individual active item by mousing over the item and clicking the **Delete** icon 🗑 .

4. Click **Clear All** remove all of the group's Active Shortcuts,**.**
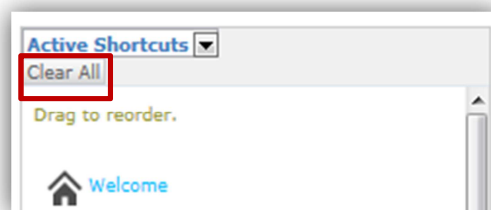
- All items will be removed from the *Active Shortcuts* panel and enabled as *Available Shortcuts* in the *Tool Bank*.

5. Click **Save** to confirm changes.

CampusCruiser Computing Corporation

Error! Reference source not found.
This copy printed on 2013-Jun-20

- To abandon these changes without saving, click **Reset**.

NOTE:
If you attempt to exit the Shortcut Settings page prior to saving your changes, a prompt will appear, **"Are you sure you want to leave without saving? Any unsaved changes made to the Active Shortcuts List will be lost."** Click "Ok" to exit without saving the changes, or "Cancel" to return to the Shortcut Settings and save the changes.