

CNP

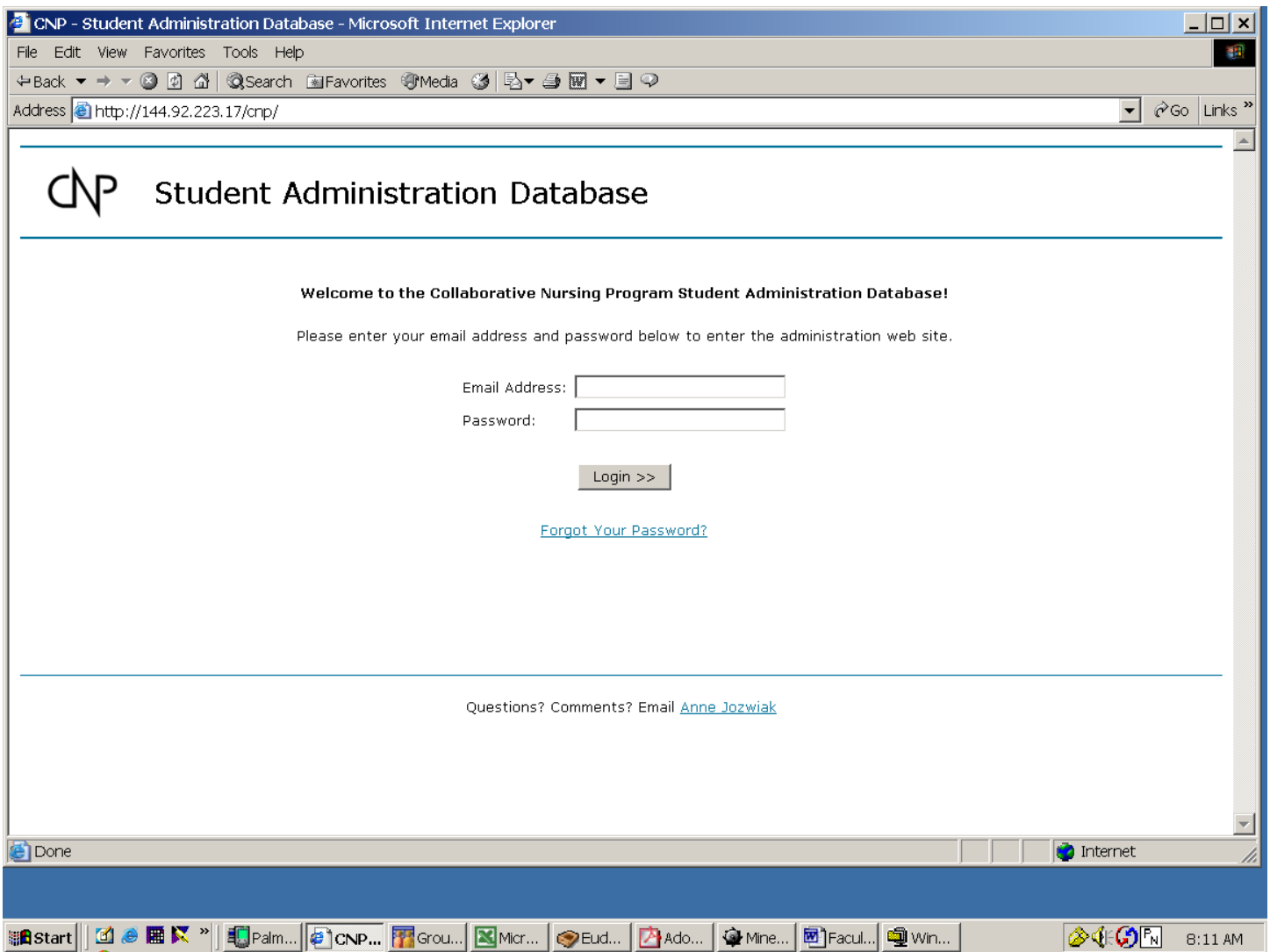
CNP

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BSN@Home
Faculty Database Manual

Compiled by Anne Jozwiak
UW-Madison School of Nursing

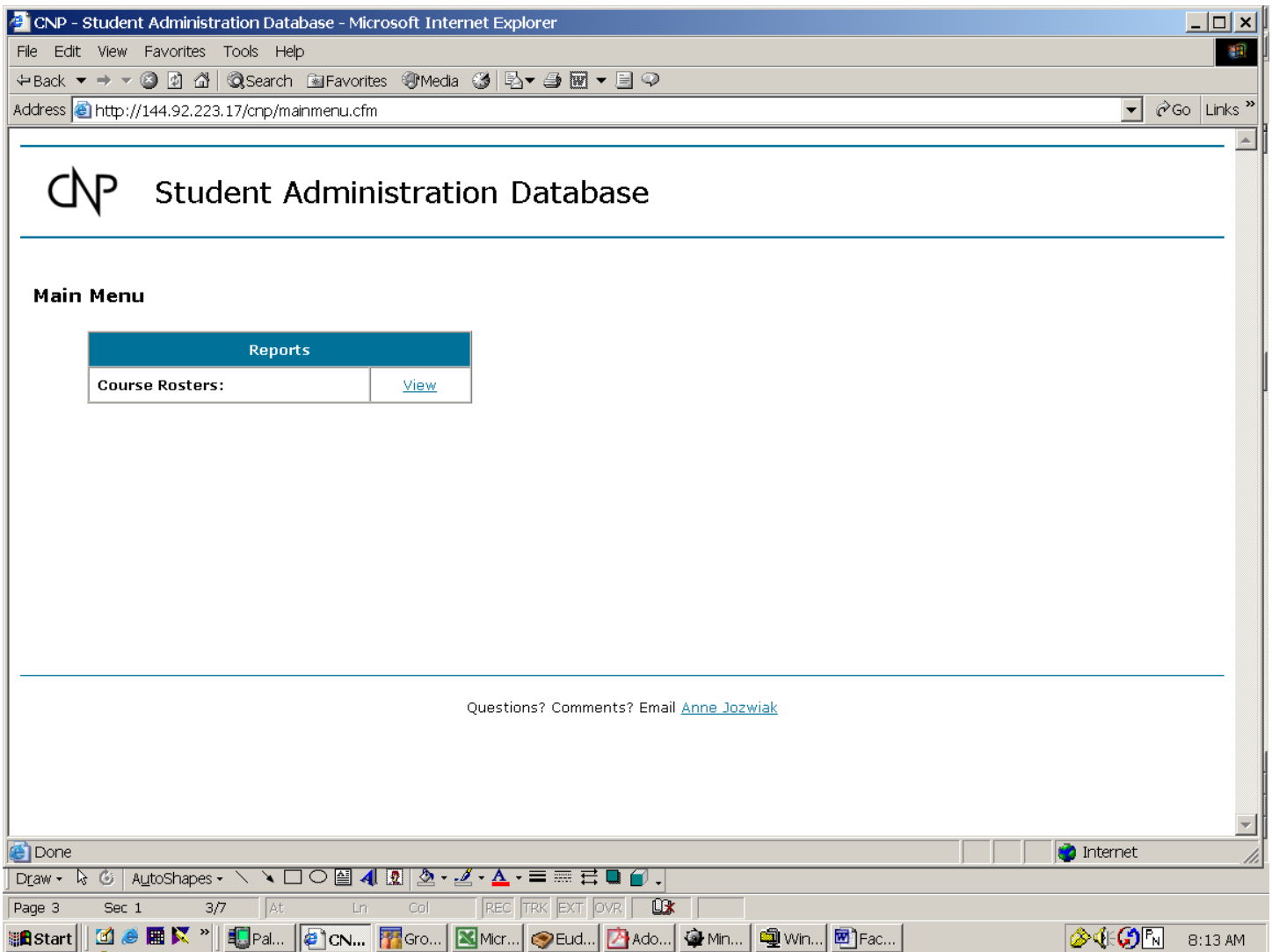
Log-on Screen



The web-based database works with either Netscape or Internet Explorer, but it works somewhat better with Internet Explorer.

Your site log-on address is http://academic.son.wisc.edu/bsnathome/faculty_content.html

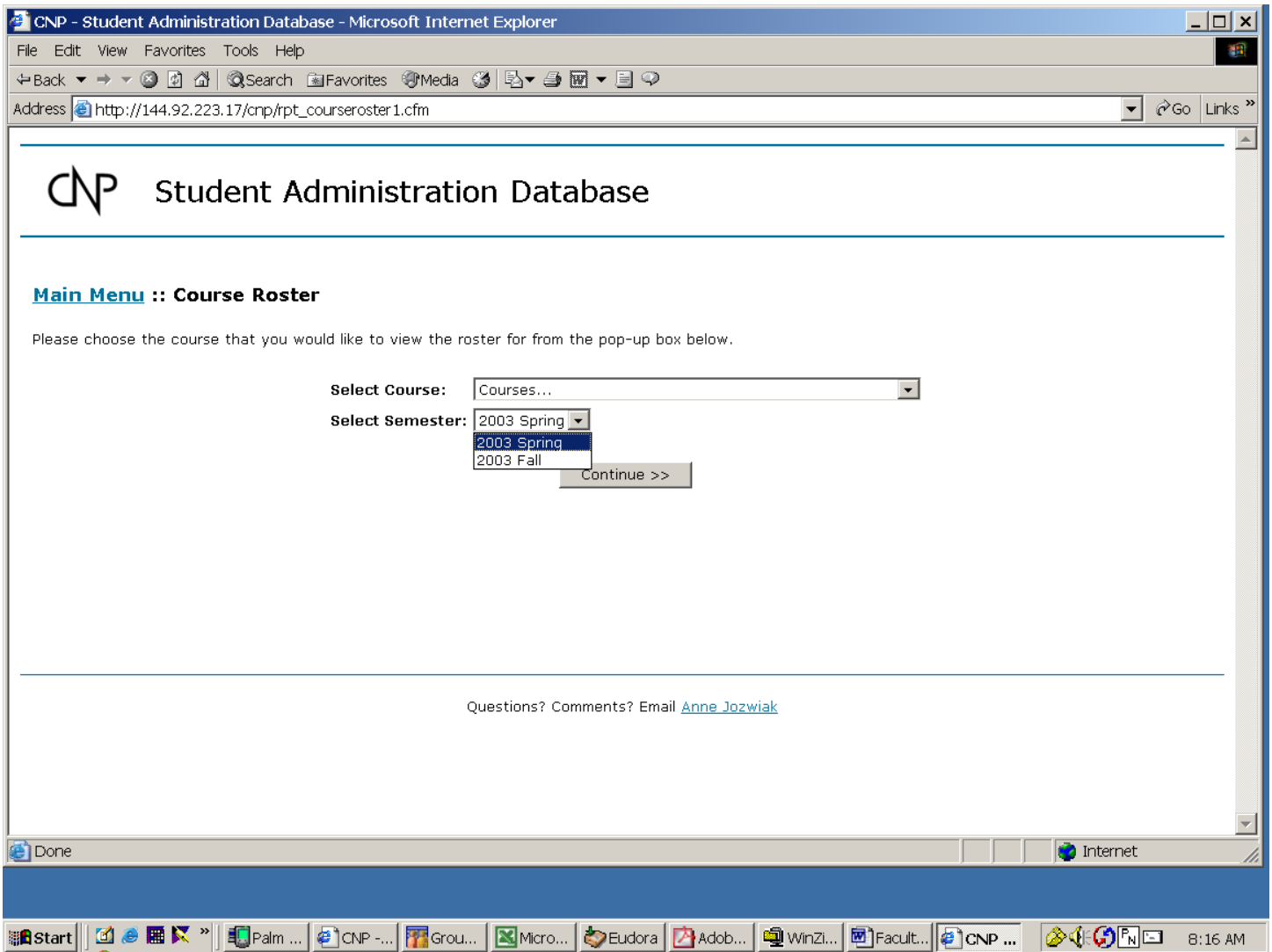
Main Menu



This is your main menu.

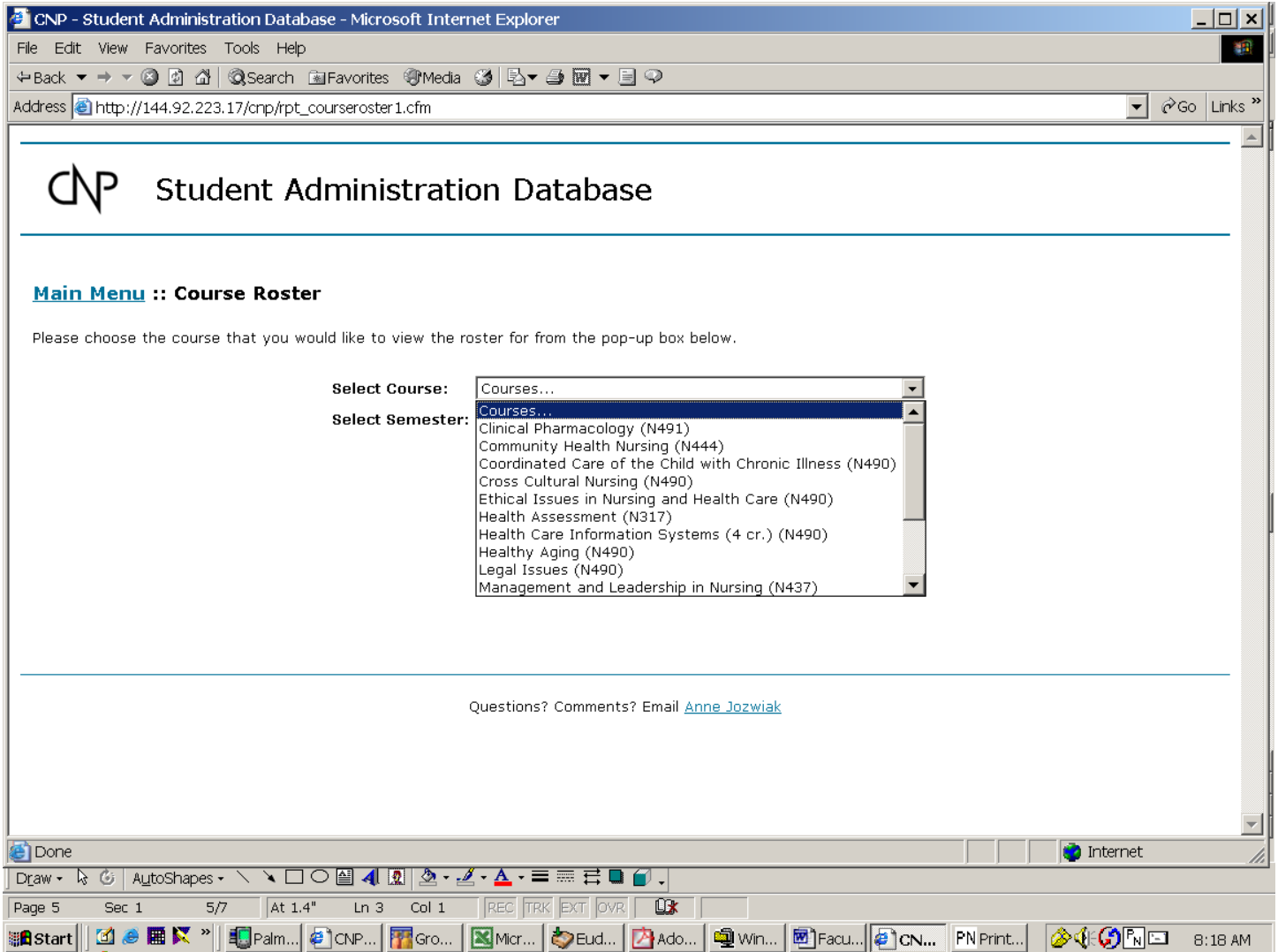
Note: If no activity takes place in the database for approximately 30 minutes, you will be timed out. When you next try to view a screen or enter data you will be taken back to the log-on screen and will need to log-on again.

Course Rosters



The report selection is Course Roster. You need to choose both the course and the semester you are interested in. As a rule, the Central Office will try to have both the current and up-coming semester active and available at the same time.

Course Rosters



Select the course you are teaching.

A course roster appears. At this point you can sort the roster alphabetically by clicking on “Name” or via Home Institution by clicking on “Home”. The screen can be printed. For best results, go into File, then Page Set Up. At this point change your page orientation to Landscape. You may also want to decrease your margins to .4” all the way around. You may also have to change printer properties to Landscape.

Course Rosters

CNP Student Administration Database

[Main Menu](#) :: [Course Roster](#) :: [Export to Excel](#)

N444 / Community Health Nursing (2003 Fall)

Instructor: Paula Brabec

Internet - Learning Innovations

Name	Address	Email	Phone
Brabec, Matthew	2409 Golf Rd. #2 Eau Claire WI 54701	brabecmm@uwec.edu	715-379-2
Brandt, Sarah	1528 Van Rd Green Bay WI 54311	SarahB@new.rr.com	920 338 22
Breeden, Yvonne	2614 Hwy. 32 Wabeno WI 54566	cyranch@ez-net.com	715473327
Brennan, Rhonda	10010 29th Avenue Pleasant Prairie WI 53158	Patrickshrt@aol.com	262-942-0
Christman, Jennie	8439 East Ridge Dr. Pleasant Prairie wi 53158	jenlc@wi.rr.com	262-948-3
Cloutier, Nancy	3116 Oneida Lake Road Harshaw WI 54529	kennancy@newnorth.net	715 282-6
Coplien, Laura	E13399 Cty Hwy W Baraboo WI 53012	terry@dwave.net	608-356-1702

Click on the student's email address in the "Email" cell of the report. You will be taken right to "New Message" in your email program.

Your second option is to "Export to Excel". At this point you may treat the data like any other spreadsheet.

Export to Excel

Tips:

First	Last	Address	City	State	Zip
Rae Malee	Baker	416 Second Ave. #1	Eau Claire	WI	54703
Julie	Beversdorf	5428 Arbor Court	Wausaw	WI	54401
Heidi	Brovold	P.O. Box 25	Nelson	WI	54756
Jodi	Drews	E11277 Junction Road	Wausau	WI	54403
Tanya	Endru	8598 Hwy E West	Pittsville	WI	54466
Tina	Etzel	S26 W36025 Hay Court	Dousman	WI	53118
Ruth	Fox	443 Deer Crossing Court	Hainesville	IL	60030
Helen	Frank	E6276 Hwy. 154	Reedsburg	WI	53959
Christine	Holtz	340 Military Ridge Drive	Verona	WI	53593
Heather	Marker	1144 W. Blodgett	Marshfield	WI	54449
Rachel	Merkel	7907 Fir Street	Hewitt	WI	54441-9038
Susan	Pickett	1810 Hwy KK	Mosinee	WI	54455
Kathryn	Rubino	5209 W. Wausau Avenue	Wausau	WI	54401
Gloria	Schneider	907 Belmar Place	Sturgeon Bay	WI	54235
Tricia	Solbjerg-Nielsen	3208 Graydon Avenue	East Troy	WI	53120
Kerri	Tuma	W4677 Ott Road	Black Creek	WI	54106
Don	Van Woert	S-10898 Weidner Rd.	Spring Green	WI	53588
Email		Phone	ID	Home	D.O.B.
bakerrae@uwec.edu		715-855-7280		UW-Eau Claire	02/10/1979
jules72@dwave.net		715-849-5483	439351040	UW-Oshkosh	05/21/1972
brovolhl@uwec.edu		715-673-4832	391744758	UW-Eau Claire	01/06/1974
ildrews@voyager.net		715-849-3361	392968542	UW-Oshkosh	01/27/1973
ltmapes@tds.net		715-884-6951	395926084	UW-Oshkosh	08/27/1973
tetzel@execpc.com		262-965-5571	396744343	UW-Milwaukee	03/07/1972
ruthafox@yahoo.com		847-543-0695	312789688	UW-Oshkosh	09/07/1959
dfrank@mwt.net		608-524-2503	3966027892	UW-Madison	05/27/1954
caholtz@students.wisc.edu		608-848-2007	482709267	UW-Madison	02/21/1955
hmarker@commplusis.net		715-389-2796	478884809	UW-Green Bay	11/20/1969
rachel.merkel@merkelco.com		715-387-3617	395969506	UW-Oshkosh	06/14/1971
		715-693-4069	396480072	UW-Oshkosh	07/01/1952
rubino@starband.net		715-842-2720	471606673	UW-Oshkosh	02/08/1950
schoolnurse@dcwis.com		920-743-2040	553826687	UW-Green Bay	05/16/1952
solbjerg@elknet.net		262-642-2663	478927569	UW-Milwaukee	08/06/1970
sunflower7@voyager.net		920-734-6758	398920931	UW-Green Bay	07/07/1976
vanwoert@voyager.net		608-546-3326	9018016270	UW-Madison	04/02/1955

In Excel, Email etc. continues out horizontally from this top half of the table.

To add rows and columns for your grade book, for example, use your cursor to highlight a few blank rows and columns to the right of your table. Then go to “Format” on the menu bar and choose cells. At the Border tab, choose, under Presets, both the Outline and Inside buttons. This will make your gridlines visible in the new fields.

Faculty CNP Database Instructions

If you have any questions or suggestions about the database or this manual, don't hesitate to contact Anne Jozwiak at the UW-Madison campus. Phone: 608-263-5171. Email: ajozwiak@wisc.edu