



Student Training: An Introduction to Blackbaud Enrollment Management System (BEM)

ACADEMIC AFFAIRS

PURPOSE

Brescia University is upgrading its Student Information System (SIS) to the cloud version. The new version is called “Blackbaud Enrollment Management” or BEM.

Beginning **March 1, 2023**, Brescia students will no longer use “Netclassroom” to access their degree audits, schedules, or register for new classes.

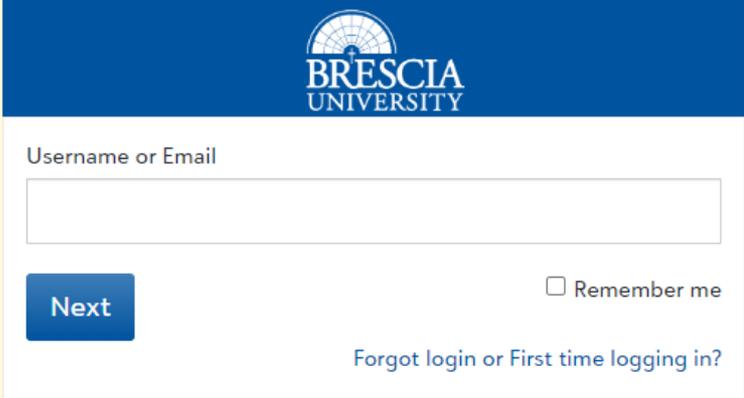
THE PLAN

In this video, we will cover:

- How to login to Blackbaud Enrollment Management (BEM)
- How to view your schedule
- How to view your degree requirements

Logging in to BEM

- ❖ Enter the BEM URL: bem.brescia.edu
- ❖ Login using your Office365 login and password (this is your Brescia email login and password).



The screenshot shows the login interface for Brescia University. At the top, there is a blue header with the university's logo and the text "BRESCIA UNIVERSITY". Below the header, the label "Username or Email" is positioned above a text input field. To the left of the input field is a blue button labeled "Next". To the right of the input field is a checkbox labeled "Remember me". Below the input field and button, there is a link that reads "Forgot login or First time logging in?".

Student Home Page

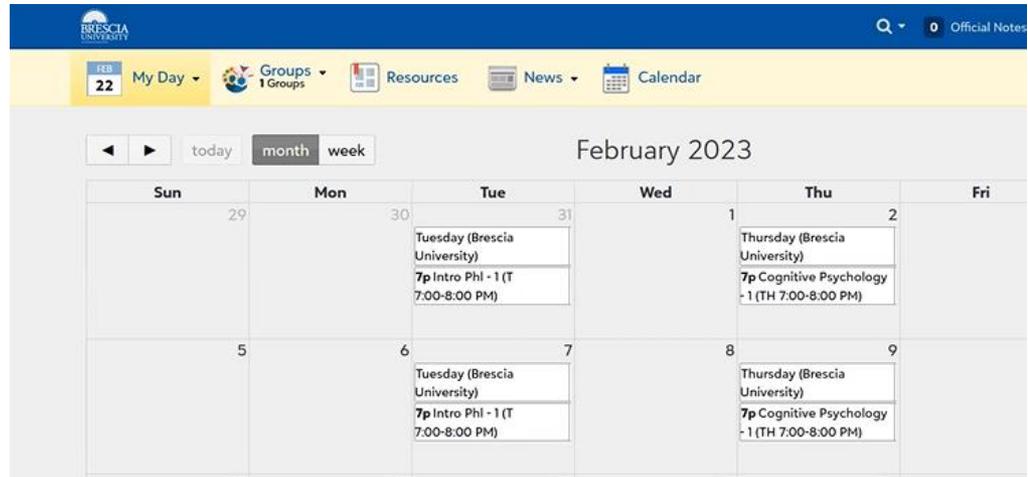
The screenshot displays a web browser window with the following elements:

- Browser Tab:** Student : My Day
- Address Bar:** <https://brescia.mycampus-app.com/app/student#studentmyday/schedule>
- Navigation Bar:** Includes the Brescia University logo, a search icon, and notification counts for 'Official Notes' (0) and 'Messages' (0). A user profile for 'Billing TestStudent' is also present.
- Secondary Navigation:** A row of icons and labels for 'My Day', 'Resources', 'News', and 'Calendar'. The 'My Day' icon shows 'EED 22'.
- Primary Navigation:** A row of icons and labels for 'Progress', 'Schedule', 'Assignment Center', 'Class enrollment', 'Conduct', 'Requirements', and 'Checklist'. The 'Schedule' icon is highlighted.
- Student Schedule Section:**
 - Title:** Student schedule
 - Navigation:** Left and right arrow buttons.
 - Date:** Wednesday, February 22, 2023
 - View Options:** 'today', 'month', and 'week' buttons.
 - Message:** There is nothing scheduled for this date.

Alert!

When the student views “Schedule” in the home page, this view is a calendar view of the student’s schedule.

Example of “Schedule” tab in “Month” View



Alert!

When the student views “Progress” in the home page, this view is a listing of courses the student is currently registered for and is sorted by selected terms.

Example of
“Progress” tab
view (Listing of
courses by
term)

The screenshot displays the 'Progress' tab in the Brescia University LMS. The top navigation bar includes the university logo, a search icon, and a notification count of 0. Below this, a secondary navigation bar shows the date 'FEB 22', 'My Day', 'Groups' (with 1 group), 'Resources', 'News', and 'Calendar'. The main navigation bar features 'Progress' (selected), 'Schedule', 'Assignment Center', 'Class enrollment', 'Conduct', 'Requirements', and 'Checklist'. The 'Courses' section is active, showing a 'Term' filter with 'Mod 3 Session' selected. Two course cards are visible: 'Cognitive Psychology - 1 (TH 7:00-8:00 PM)' and 'Intro Phil - 1 (T 7:00-8:00 PM)'. Both are for the 'Mod 3 Session' at 'Brescia University'. Each card lists assignments: 'Due Today', 'Assigned Today', and 'Active', each with a circular progress indicator.

Brescia University

FEB 22 My Day Groups 1 Groups Resources News Calendar

Progress Schedule Assignment Center Class enrollment Conduct Requirements Checklist

Courses

Term: Mod 1 Session Mod 2 Session INT Session **Mod 3 Session**

Cognitive Psychology - 1
(TH 7:00-8:00 PM)
Mod 3 Session | Brescia University

Assignments

- 0 Due Today
- 0 Assigned Today
- 0 Active

Intro Phil - 1 (T 7:00-8:00 PM)
Mod 3 Session | Brescia University

Assignments

- 0 Due Today
- 0 Assigned Today
- 0 Active

Choosing all terms you want to view

Courses

Term: Mod 1 Session Mod 2 Session **INT Session** Mod 3 Session

Intro Fiction - 1 (MW 6:00-7:00 PM)
INT Session | Brescia University

A yellow arrow points upwards from the 'INT Session' tab to the course listing.

Brescia University

My Day Groups Resources News Calendar

Progress Schedule Assignment Center Enrollment Conduct Requirements Checklist

Courses

Term: Mod 1 Session Mod 2 Session INT Session **Mod 3 Session**

Cognitive Psychology - 1 (TH 7:00-8:00 PM)
Mod 3 Session | Brescia University

Intro Phil - 1 (T 7:00-8:00 PM)
Mod 3 Session | Brescia University

Assignments

- Due Today
- Assigned Today
- Active

Assignments

- Due Today
- Assigned Today
- Active

A yellow arrow points downwards from the 'INT Session' tab in the previous screenshot to the 'Mod 3 Session' tab in this screenshot.

Courses

Term: Mod 1 Session Mod 2 Session INT Session **Mod 3 Session**

Soc Issues Div - 1 (W 6:00-7:00 PM)
Mod 1 Session | Brescia University

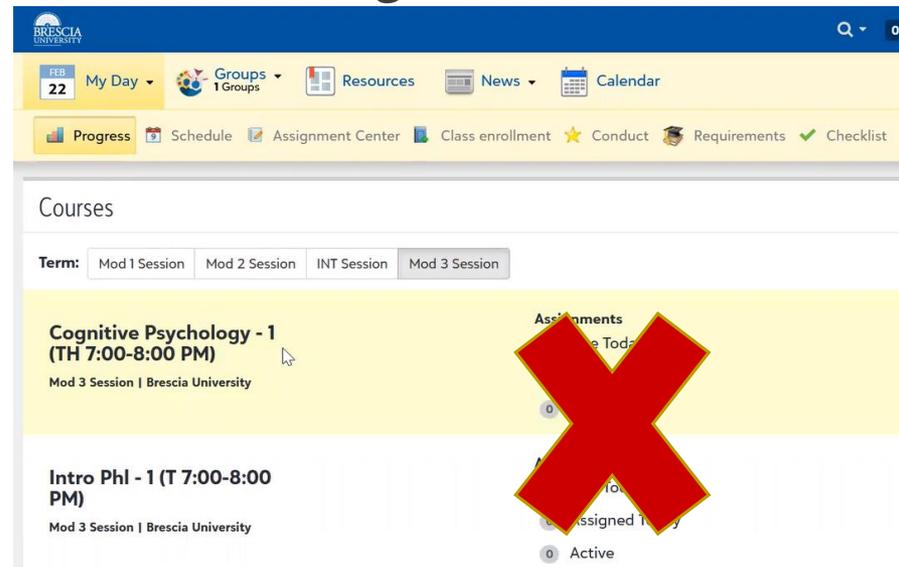
Social Psych - 1 (M 6:00-7:00 PM)

A yellow arrow points downwards from the 'Mod 3 Session' tab in the previous screenshot to the 'Mod 3 Session' tab in this screenshot.

All Sessions Selected

Alert!

Students should note that the list of courses in the “Progress” tab view shows options for “Assignments: Due Today, Assigned Today, or Active”. This does NOT accurately work-IGNORE this. This is designed only for schools who use the Learning Management System in this same program and Brescia does not do so at this time. Please check MOODLE for your assignments.



The screenshot displays the Brescia University Learning Management System (LMS) interface. At the top, there is a navigation bar with the university logo, a search icon, and a notification icon. Below this is a secondary navigation bar with tabs for 'My Day', 'Groups', 'Resources', 'News', and 'Calendar'. A third navigation bar contains tabs for 'Progress', 'Schedule', 'Assignment Center', 'Class enrollment', 'Conduct', 'Requirements', and 'Checklist'. The main content area is titled 'Courses' and features a 'Term:' dropdown menu with options for 'Mod 1 Session', 'Mod 2 Session', 'INT Session', and 'Mod 3 Session'. Two course entries are visible: 'Cognitive Psychology - 1 (TH 7:00-8:00 PM)' and 'Intro Phil - 1 (T 7:00-8:00 PM)'. Both courses are listed as 'Mod 3 Session | Brescia University'. To the right of each course entry, there are assignment status indicators: 'Assignments Due Today' for the first course and 'Assigned Today' for the second. A large red 'X' is overlaid on the right side of the screenshot, specifically covering the assignment status indicators for both courses.

Viewing Degree Requirements

In BEM, the degree requirements begin with an overview. The screen will show the Degree and Major. It will also show credits complete, credits in progress, and credits needed.



Viewing Degree Requirements (continued)

- ❑ You will have the option to “Expand All” or “Collapse All”

[Expand all](#) [Collapse all](#)

⊕ Degree: **Associate of Science**
You have **27.00** credits needed to fulfill your degree requirements

⊕ **Other coursework**
You have **8** courses that do not fulfill or have not been assigned to a degree requirement

Viewing Degree Requirements (continued)

- When students select “Expand All”, all requirements are displayed at once.

Viewing Degree Requirements (continued)

- When students select “Collapse All”, requirements are displayed individually by selecting specific requirements/areas.

Expand all Collapse all

Degree: **Associate of Science**
You have **27.00** credits needed to fulfill your degree requirements

Other coursework
You have **8** courses that do not fulfill or have not been assigned to a degree requirement

Degree: Associate of Science You have 27.00 credits needed to fulfill your degree requirements		in progress
<input type="checkbox"/> Language and Literature		0 of 3 requirements complete
<input type="checkbox"/> Eng 101 Writing I	On track	3.00 credits required
<input type="checkbox"/> Eng 102 Writing II	⚠ Not started	3.00 credits required
<input type="checkbox"/> Public Speaking	⚠ Not started	3.00 credits required
<input type="checkbox"/> Religion and Philosophy		0 of 1 requirements complete
<input type="checkbox"/> Fine Arts		0 of 1 requirements complete
<input type="checkbox"/> Appreciation	⚠ Not started	3.00 credits required
<input type="checkbox"/> Natural Science and Mathematics		0 of 1 requirements complete
<input type="checkbox"/> Social and Behavioral Sciences		0 of 1 requirements complete
<input type="checkbox"/> Electives		0 of 1 requirements complete
<input type="checkbox"/> Major: Engineering Technology You have 31.00 credits needed to fulfill your major requirements		

Status of Requirements

— Physics II Lab

☐ Related Subject Requirement

⊕	CS 110	✓ Complete	3.00 credits required
⊕	Mth 211 Calculus I	✓ Complete	4.00 credits required
⊕	Mth 212 Calculus II	On track	4.00 credits required
⊕	Mth 213 Calculus III	⚠ Not started	4.00 credits required

2 of 4 requirements complete

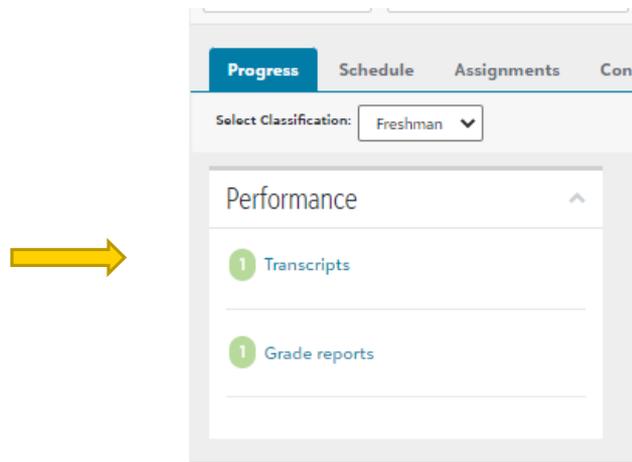
Complete=Complete
On Track=In Progress
Not Started=Unfulfilled/Not Started/You
Still Need to Take It

Failed Classes-you must use Transcript

Note: To see courses you have failed, you must view your transcript. You cannot see it by choosing the “Requirements” tab.

This is different than the previous system, where you could see the failed courses listed at the bottom of the degree audit.

To view your transcript, select “progress” from the home screen and “Transcripts” from the Performance icon:



Major GPA

Please understand that students must submit their Application for Diploma at least one year in advance to registrar@brescia.edu.

Students should also be mindful to calculate their major GPA to ensure they've met the required 2.5 in the major to graduate. BEM does not automatically calculate the major GPA. This will be done after grades are submitted at the end of the term for graduates.

Integrated Studies Majors

Please know that the major requirements look differently in the new system. For example, Integrated Studies Majors will see only one course required for their major (IS499). That is because the system doesn't include the concentration area courses in that calculation. Be sure to check your concentration areas to learn of your other major requirements.

Example:

-  Major: **Integrated Studies(BS)**
You have **3.00** credits needed to fulfill your major requirements
-  Major Subject Requirements
-  Concentration: **IS PSY 18**
You have **6.00** credits needed to fulfill your concentration requirements
-  Concentration: **IS SW 27**
You have fulfilled all requirements for this concentration
-  Concentration: **Electives IS 120**
You have fulfilled all requirements for this concentration

For help moving forward...

We will send out instructions on how self-registration will happen in the new system soon. We will host a live Q & A session for students mid-March. Stay tuned!

- ☐ Contact your academic advisor
- ☐ Email registrar@brescia.edu

Thank you!

