

Getting started with the online Faculty portal

- 1) Go to the MyHesston page: my.hesston.edu. You can also access this page through the regular Hesston College (hesston.edu) webpage (click on **Faculty & Staff**, choose **My Hesston** from the options menu).

NOTE: When navigating within MyHesston, DO NOT USE THE “BACK” BUTTON. Rather, click on the menu selection that you would like to go back to.

The main MyHesston screen will look like this:

1

- 2) Login (1) with your User Name and Password to see the screens that are specifically for you.

2

3

- 3) Choose the **Academics** tab (2).
- 4) Choose **Faculty** from the box on the right (3).

Each box you see is called a **portlet**. These portlets give you the ability to see necessary information regarding your courses and grade entry.

- The **Course Control** portlet gives you the ability to see details about courses you teach, see a class roster and email students enrolled in the course, view and assign textbooks for the course (a feature we will not be using), and assign grades.

The screenshot shows a web interface for a faculty member. At the top, there are navigation tabs for 'Home', 'Academics - Rick', and 'My Pages'. Below this, a breadcrumb trail reads 'You are here: Academics - Rick > Faculty'. The main content area is titled 'Faculty' and contains two portlets: 'Course Control' and 'Grade Entry'. The 'Course Control' portlet displays a message: 'No courses match the given search criteria. Please change the search criteria and search again.' Below this message is a section titled 'Course List for Debra Roth' with two links: 'View Details' and 'View My Faculty Schedule'. A red arrow points to the 'View My Faculty Schedule' link, with the number '4' next to it. The 'Grade Entry' portlet displays a message: 'You are not authorized to use this portlet; It is only available to users in certain roles within the portal.' To the right of the main content area is a sidebar with a 'Printer Friendly' icon and a 'Faculty' section containing links to 'Academics Home', 'Course Control', 'Grade Entry', and 'Advisors'. Below this is a 'Quick Links' section with 'My Pages' and 'Hesston College Website'.

5) Click **View my Faculty Schedule (4)**.

The screenshot shows the 'Course Control - Faculty Schedule' page. At the top, there is a navigation bar with 'Course Control - Faculty Schedule' and a 'Printer Friendly' icon. Below this, a breadcrumb trail reads 'Course Control > Faculty Schedule'. The main content area contains a message: 'No courses match the given search criteria. Please change the search criteria and search again.' Below this message is a section titled 'Course Schedule for Debra Roth'. This section contains a form with two dropdown menus: 'Term:' set to '2011-2012 - Fall' and 'Division:' set to 'All'. There is a 'Search' button below the dropdown menus.

6) Choose the Term for the classes you want to see. There is no need to change the Division from “All.”

- Other divisions are:
 - UG – Undergraduate (most students have this division).
 - CS – Community Student (a senior citizen or high school student taking the course).
 - OC – Other College (a student enrolled at another local college taking the course).

7) Click **Search**.

You will see a list of the courses you are teaching for the specified term.

Course Control - Faculty Schedule

[Course Control](#) > Faculty Schedule

Course Schedule for Debra Roth

Term: 2011-2012 - Fall Division: All

Search

Course	Title	Cr Hrs	Seats Open	Status	Meets	Dates	Room	Method
SCS 080	College Reading	1.00	7/20	O	BY ARRANGEMENT	8/22/2011 - 12/15/2011	MAIN/SC	
SCS 165 A	Career Dvmpmt	1.00	13/20	O	MW 2:00 PM-2:50 PM	10/19/2011 - 12/15/2011	MAIN/SC/S8	
SCS 165 B	Career Developm	1.00	17/20	O	MW 3:00 AM-3:50 AM	10/19/2011 - 12/15/2011	MAIN/SC/S8	

8) Clicking on the **Course** number (5) will show you course details.

Course Details

College Reading (SCS 080) [Back](#)

Instructor(s): Roth, Debra [i](#) [e](#) [x](#);

2011-2012 - Fall, Undergraduate 1.00 Credit(s)
 Dept: SCS Clock Hours: 0.00
 Status: O (7 out of 20 seats)

Note: No note is available for this course.

Course Schedules

Day & Time	Date(s)	Location
BY ARRANGEMENT	8/22/2011 - 12/15/2011	Main, Smith Center

Course Description

No Course Description is available for this course.

> [Hesston College Online Bookstore](#)

[All courses in the SCS Department, Undergraduate Division](#)

Cross-listed Courses

Course	Title	Capacity	Enrollment	Waitlisted
	College Reading	20	13	0
Totals:		20	13	0

- **Status (6)** shows whether the class is still Open for enrollment (**O**) or closed.
 - **(# out of # seats)** indicates the amount of spots still available for enrollment.
- If the Registrar has entered a note for this class it will be seen in **Note (7)**.
- **Course Schedules (8)** shows the days, time and location the class meets and the semester dates.
- If the Registrar entered a **Course Description (9)**, it will be seen here.
- Clicking on **Hesston College Online Bookstore (10)** will take you to the Bookstore page on the main website.

- Clicking on **All courses in the **specific** Department, Undergraduate Division (11)** will show you all the other courses in the department for the specified term and allow you to view **Course Details**.
- **Cross-listed Courses (12)** show you other names this course is listed under the course catalog, the total enrollment **Capacity**, the current **Enrollment**, and the number of students **Waitlisted**.

9) Click on **Course Control** again.

Course Control

Course List for Debra Roth

Term: 2011-2012 - Fall Division: All

Search [View My Faculty Schedule](#)

Course	Title	Division	Go Directly To
SCS 080	College Reading	Undergraduate	Select Area ...
SCS 165 A	Career Dvmpmt	Undergraduate	Select Area ...
SCS 165 B	Career Developm	Undergraduate	Select Area ...

The **Go Directly To** drop down menu (13) for each of your courses allows you to view **Course Details**, **Class List**, **Textbooks** assigned for the class (a feature we will not be using), and do **Grade Entry**.

10) Choose the **Class List** option.

[Export to Excel](#)

Class List 2011-2012 - Fall | Undergraduate | SCS 080 | College Reading (13 students)

FERPA Restrict	Student	Student ID	Status	Email	Advisors	Cross-listed Course	Credits	Major	Class	Division
!	[Redacted]		C - Current	<input type="checkbox"/>	Daniel Miller		1.00	Aviation - Flight A.A.A.S.		UG
	[Redacted]		C - Current	<input type="checkbox"/>	Daniel Miller		1.00	Air Traffic Control A.A.A.S.		UG
	[Redacted]		C - Current	<input type="checkbox"/>	Debra Ann Roth		1.00	Deciding - General Studies A.A.		UG
	[Redacted]		C - Current	<input type="checkbox"/>	Debra Ann Roth		1.00	Liberal Arts and Sciences A.A.		UG
	[Redacted]		C - Current	<input type="checkbox"/>	Bryan Kehr		1.00	Athletic Training A.A.		UG
	[Redacted]		C - Current	<input type="checkbox"/>			1.00	General Studies A.A.		UG
	[Redacted]		C - Current	<input type="checkbox"/>	Debra Ann Roth		1.00	Computer Science A.S.		UG
	[Redacted]		C - Current	<input type="checkbox"/>	Daniel Harrison		1.00	Deciding - General Studies A.A.		UG
!	[Redacted]		C - Current	<input type="checkbox"/>	Bonnie Sowers		1.00	Nursing 3 year A.A.A.S.		UG
	[Redacted]		C - Current	<input type="checkbox"/>	David LeVan		1.00	Business A.A.		UG
!	[Redacted]		C - Current	<input type="checkbox"/>	Bonnie Sowers		1.00	Nursing 3 year A.A.A.S.		UG
	[Redacted]		C - Current	<input type="checkbox"/>	Debra Ann Roth		1.00	Deciding - General Studies A.A.		UG
	[Redacted]		C - Current	<input type="checkbox"/>	Bonnie Sowers		1.00	Nursing 3 year A.A.A.S.		UG

[Email Selected Students](#)

The view shows you:

- **FERPA Restrict** – Students who have indicated that their academic information should not be released to any outside sources.
 - If an outside source (parent, guardian, etc.) asks you for academic information for a student who is FERPA Restricted, direct him or her to the Registrar.
- **Student** – Student name

- **Student ID** – The ID number assigned to the student in the Jenzabar EX system.
- **Status** – The student’s most up-to-date enrollment status
- **Email** – The ability to send students an email.
 - Select the checkbox for the student(s) you want to email and click **Email Selected Students (14)**.
- **Advisors** – The student’s academic advisor.
 - You have the ability to email the advisor by clicking on the envelope icon to the left of the advisor’s name.
- **Cross-listed Course** – Another name for the course under which the student is enrolled for the course.
- **Credits** – The number of credit hours for the course.
- **Major** – The student’s academic major.
- **Class** – Would show the student’s classification (freshman, sophomore, unclassified).
- **Division** – The student’s academic division.
 - **UG** – Undergraduate (most students have this division).
 - **CS** – Community Student (a senior citizen or high school student taking the course).
 - **OC** – Other College (a student enrolled at another local college taking the course).

11) Choose the **Grade Entry** option.

Course Control - Update Student Grades

Course Control > Update Student Grades

SCS 080 College Reading - Update Student Grades

Student List for: Undergraduate 2011-2012 - Fall SCS 080 College Reading **15**

Instructors: Debra Ann Roth **16**

Cross-listed Courses:

Course Grading Type: Credit Hours Default Grade: Select... Set Default Grade

If the grading period is open and you have permission to enter grades, the default grade you select will be applied to students that have no grade and that have a grading type that matches the course grading type. Please note that the midterm grading type is not displayed on this screen, but if it is available, it is compared to the course grading type to determine whether or not to apply the selected default grade.

Default Last Date of Attendance: 7/27/2011 Set Default LDoA **17**

The default date you select will be applied to students that have no last date of attendance.

The Grading Type for students will only be displayed if it is different than the Course Grading Type. **18** **19**

FERPA Restr.	Student	ID	Grad?	Midterm Grade	Final Grade	Grading Type	Last Date of Attendance	Absences	Clock Hrs	Cross-listed Course	Class	Division
				Select...	Select...			0	0.00			UG
!				Select...	Select...			0	0.00			UG
				Select...	Select...			0	0.00			UG
				Select...	Select...			0	0.00			UG
				Select...	Select...			0	0.00			UG
				Select...	Select...			0	0.00			UG
				Select...	Select...			0	0.00			UG
!				Select...	Select...			0	0.00			UG
				Select...	Select...			0	0.00			UG
!				Select...	Select...			0	0.00			UG
				Select...	Select...			0	0.00			UG
				Select...	Select...			0	0.00			UG

Save Cancel **20**

- The **Student List for:** drop down menu (**15**) allows you to choose another of your courses from this screen for which to do grade entry.
- If you set a **Default Grade** (**16**), that grade will be set in the **Midterm** and **Final Grade** column for each student with no last date of attendance. Choose the letter grade from the drop down menu and click **Set Default Grade**.
 - You might use **Default Grade** if most of the students in the course got the same grade. You would then change the grades for the students who earned a different grade.
- If you set a **Default Last Date of Attendance** (**17**), that date will be set in the **Last Date of Attendance** column for each student with no last date of attendance. Click on the calendar icon to choose the date and click **Set Default LDoA**.
 - You could set the Last Date of Attendance to the last day of the semester, then change those who dropped the class prior to the last day of the semester for any reason.
- Use the drop down menu to enter the **Midterm** or **Final Grade** (**18**) for each student.

- Grade entry for Midterm and Final Grades will be opened by the Registrar during a specified time period. If you do not enter your grades within that window, you will have to do it manually through the Registrar.
- If a student drops the class for any reason, enter the **Last Date of Attendance** for that student.
- You can enter a student's **Absences** from class (19).
- Once you enter any information, click **Save** (20).

12) Click on the **My Pages** tab (21). This page shows portlets that display more pertinent, campus-wide information.

The screenshot shows a web portal with a navigation bar at the top containing 'Home', 'Academics', and 'My Pages'. A red arrow points to 'My Pages' with the number '21' next to it. Below the navigation bar, the breadcrumb trail reads 'You are here: My Pages > Personal > Main Page'. The main content area is titled 'Personal' and contains several portlets:

- My Bookmarks:** Includes an 'Add a Bookmark' button and a message stating 'There are no Bookmarks for this portlet.' with a 'Go to Main Screen' link.
- Announcements:** Displays 'You have no incoming announcements.' and a 'Show All Announcements' link.
- My Groups:** Displays 'You do not currently belong to any groups.' with links for 'Browse Groups' and 'Create New Campus Group'.
- My Calendar:** Shows a calendar for July 2011 with a grid of dates from 26 to 31. It includes an 'Add an Event' button and a 'Full Size Calendar' link.

 On the right side, there is a 'Personal' sidebar with sections for 'File Cabinet' (Main Page, My Bookmarks, My Calendar, Announcements, My Groups), 'Message Center' (Add a Page), and 'Quick Links' (My Pages, Copy Courses, Hesston College Website).

The **Bookmarks** portlet can be used by Administrators to create links to URLs and make them available to the entire Internet Campus Community.

- When you **Add a Bookmark**, you can set it to be displayed for a certain time.

- **Label** – The headline or title of the Bookmark.
- **URL** – Where you put the web link address
- **Set** – A grouping of bookmarks. You can **Add a Set** at any time.
- **Description** – A brief description of the content, displayed along with the link.
- **Start**
 - **Display now** will post the Bookmark immediately when you **Save**.
 - **Display later manually** to do the work to set up the bookmark now, but come back in later and post at your discretion. You would select **Display now** when you return to manually post the link.
 - **Display on** gives you place to choose a date and time for the Bookmark to automatically post.
- **End**
 - **No end date** means the Bookmark will stay until you manually take it down.
 - **End now** would be the radio button you check once you decide it's time to manually remove the Bookmark. Then **Save**.
 - **End on** gives you a place to choose a date and time for the Bookmark to automatically be removed.
 - **After end** allows you to decide if you want the Bookmark to just become inactive or be deleted once you remove it.

The **Calendar** portlet can be used for several purposes:

- Administrators can communicate internal or public events.
- Faculty members can communicate course events (based on permissions).
- Group members can communicate group events (based on permissions).
- Students can add their own personal events (that only they can see).

This portlet calendar will eventually become THE campus events calendar. The events calendar link on the main Hesston College page will link here.

You can subscribe to certain departments so you just see the events for departments for which you are subscribed.

The **Announcements** portlet displays:

- Announcements from Hesston College to communicate with the entire campus.
- Faculty announcements specifically to their class members (based on permissions).
- Campus groups communicating with their group members (based on permissions).

The **Groups** portlet lets you collaborate and communicate with with other users on topics of shared interest.

- Groups are created by administrators, but anyone can submit an application to create a group. Each application is reviewed by an administrator and, when approved, the group is created. The person who applied for the group is automatically made its leader.
- Each time a group is created, the system creates a context for the group in the Campus Groups sub-section of the Campus Life tab. The exact layout of each group's context is determined by a template that is managed by your portal administrator. Usually each context will include an instance of the Calendar portlet, an instance of the Forums portlet, and several others. The group's leader can also make changes to the context.
- Depending on the settings for the group, users may be able to proactively join, or they might have to wait to be added or invited by a group leader.

13) Click on **File Cabinet** (22) under **Personal** on the right.

The screenshot shows a web portal interface. At the top, there are navigation tabs: Home, Academics, and My Pages. Below the tabs, a breadcrumb trail reads "You are here: My Pages > Personal > Main Page". On the right side, there is a "Personal" menu with a red arrow pointing to "File Cabinet" which is labeled with the number "22". The main content area contains three portlets: "My Bookmarks" (with an "Add a Bookmark" button and the text "There are no Bookmarks for this portlet."), "Announcements" (with the text "You have no incoming announcements." and a "Show All Announcements" link), and "File Cabinet" (with a "Main Page" section containing links for "My Bookmarks", "My Calendar", "Announcements", and "My Groups"). At the top right of the main content area, there are links for "Edit page" and "Printer Friendly".

File Cabinet is used by faculty to store online assignments and tests (including their questions and sections), bookmarks, readings, and handouts.

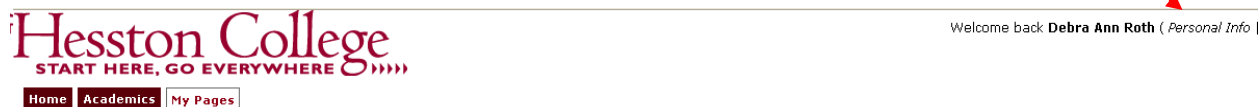
- The functions for moving course materials (either for storage or use) are in the portlets of the courses that use those materials. If you are in a course context, you can save course materials to the File Cabinet for future use and retrieve saved course materials from the File Cabinet to use in the course.




The tabs in the **File Cabinet** by which to organize your coursework are:

- **Coursework**
- **Bookmarks**
- **Handouts**
- **Readings**
- **Course Cartridges**
 - You can organize your documents into folders under each tab, but you cannot nest folders within folders.

14) Click on **Personal Info** (23).




This page (**My Info**) is similar to a profile and can be used to store and share personal information such as a picture, email address, and other information about yourself. Whenever you see the **My Info Popup**  icon, you are able to view the personal details which have been identified on that person's **My Info** page.

- As a faculty member, the information that is entered on **My Info** is displayed on your respective course information pages. Students are able to click on a link from one of your courses and view the information you entered on **My Info**.



The tabs in **My Info** are:

- **Account Info** allows you to enter your name and email address the way in which you want it to be seen by others.
- **Photo** allows you upload a photo of yourself that others can see.
- **Custom Info** can be use for any type of information that you would like to store, including Addresses, Web links, and Emails.
- **Biographical Info** is personal information stored in the Jenzabar EX system. You can submit changes to the system regarding your personal information – name, address, phone number, etc.
 - Click on the pencil icon  to edit the screens in which it appears.