

Portal Training for Faculty - Course Description:

This course not only covers the major concepts of the portal, but also discusses exactly how the faculty can utilize it's features most efficiently. Faculty learn how the portal is used as the "One Stop" for Communication and Course Information. Faculty login to the portal with their own username and password to utilize their own courses to add Events, post Handouts, create Web Links, move handouts and web links to the Banks, send mail to Coursemates, use Attendance, post Announcements, create Tasks, open Forums, use Chat and design Groups.

Training Topics

- o Login
- o What is a Portal?
- o MyInfo
 - > Review personal info
 - > Check Email Address
 - > Change Password
- o What are Portlets?
- o One Stop for Communication
 - > Accessing Email
 - > Reviewing Announcements
 - > Calendar
 - Adding an Event (for a class – test)
- o My Homepage (Personalize)
- o Faculty Page
- o All My Courses
 - Handouts & Bank
 - Web Links & Bank
 - Coursemates
 - Attendance
 - Announcements (Reminders)
 - Task Manager (Homework)
 - Forums
 - Chat
 - Group Manager
- o My Faculty Tools
- o My Student Advising
- o Bulletin Boards/Groups
- o Signoff