Faculty Guide to the my.HTU Portal

Who Should Use this Guide?

This guide is meant for Faculty using the my.HTU portal at Huston-Tillotson University. This will outline the functions available to you.

Accessing my.HTU

When you first access the portal at http://my.HTU.edu, you are brought to the main public page. In the yellow log in bar area, enter your username and password.


Tabs and Pages and Portlets

After you log in, you will see your name in the yellow log in bar. Just below that are the tabs that you have access to. Use these tabs to navigate around the portal.

Click the Faculty tab to start.

This is the general Faculty Information area. Listed in the left margin are pages associated to this tab. Each page contains portlets, each serving a certain function, including posting or retrieving information. You will notice each portlet is also listed as a link in the left margin. You can click on these links, or click on the title in the title bar of each portlet to maximize it. However, it is not necessary to maximize each portlet before you use it.

Just below the tabs are the "breadcrumbs" you can use to navigate back through the pages and portlets.

Note: Using the Back arrow on your browser will cause the page to error out. Please use the page links and breadcrumbs to navigate.

Breadcrumbs   Portlet   Portlet Title

Pages
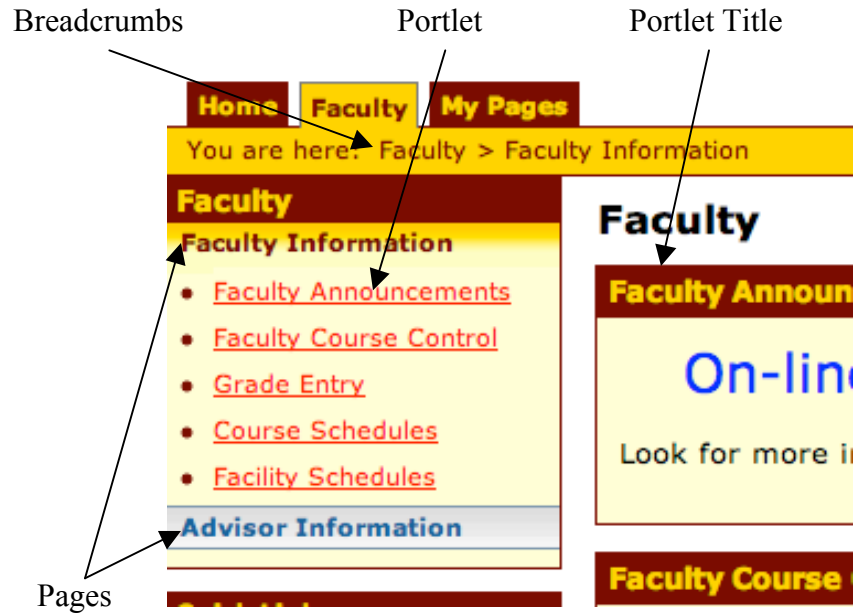
Using my.HTU

Below is an outline of the portlets you have access to and how to use them. Remember to use the breadcrumbs or links in the left margin to move to/from different areas.

Note: to the right of the Portlet title bar there is a small wrench icon (to the left of the question mark). This wrench allows you to customize and save your setting preferences for a particular area.

Faculty Information:
This page displays the Faculty Announcements, Faculty Course Control, Grade Entry, Course Schedules, and Facility Schedules portlets.

- Faculty Announcements – This portlet will be used to display announcements that are intended for HT Faculty.
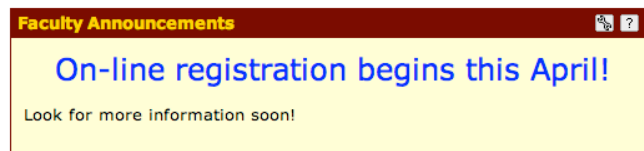
- Faculty Course Control – Use the Go Directly To drop down box to quickly go to Course details, Class List, Grading, or Textbooks area for each course.

Click on the Faculty Course Control portlet link in the left hand pane to view your course list for a specific academic term. Use the Term drop down box to quickly select the correct semester /year combination and also select the correct Program. After the correct search criteria have been selected click on the Search button to display the data. To view more detailed information click on the **View My Faculty Schedule** link. Click on the Printer Friendly to print the coure list information.

- Grade Entry – Entry of Midterm and Final grades will be completed in the Grade Entry area. Click on the Grade Entry portlet link and then click on View Course List. The next page will display the classes that you are teaching. Click on the Course that you would like to enter grades for and the Student List for that particular course will be displayed. Select the appropriate grade for each student and then click Save at the bottom of the page.

- Course Schedules – This portlet is used to search the Course Schedule for a specific Term with a number of various other search criteria (Term, Department, Course Number, Title, Course Code, Program, Method, Time, Faculty, Campus, Building, Section Status, and Min/Max Hours).

- Facility Schedules – Use this option to view room availability. Click Course Facilities Search. Select a Term, Campus, and Building. Click Retrieve Rooms. Then in the Room Search section select room or use the string search. The next page will display your results. Use the Position to Room drop down to quickly move to another room in the list.

Personal Info

In the log in bar next to your name, you will see this link **(Personal Info | Logout)**

Click Personal Info and then the Biographical Info area to view your address and profile information.

The Privacy Settings allows you to set which options will be available for viewing by others in the Campus Directory. You can also preview your my Info pop-up.

Under Account Info, you can set the preferred name you would like displayed.

Click the Custom Info area to add personalized information about yourself.
NOTE: Custom Info will be displayed in your my Info pop-up.