



TEXAS SOUTHERN UNIVERSITY

My Faculty Portal *User Guide*

1. Navigate to MyTSU portal landing page, click '**Resources**'

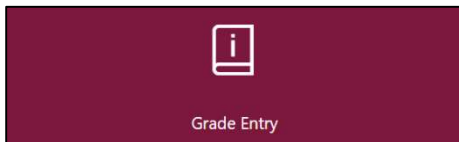


2. Choose "**Faculty/Staff**"

"**Faculty/Staff**" page will launch.

- Four (4) intuitive and adaptive tiles (shortcuts) will display, with sub-menus.

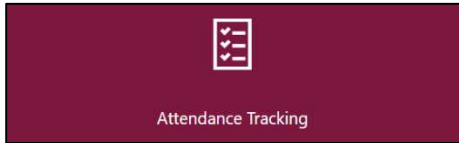
3. Choose "**Grade Entry**" tile.



- Access to
 - Midterm grades
 - Final grades
 - Drop-down feature with letter grade is an enhancement
 - Integrated calendar widget is included
 - Gradebook (not active, but available in upcoming releases)

NOTE: Faculty now have the option of using either Blackboard or MyTSU portal to enter grades. Then, the information is transferred to Banner database.

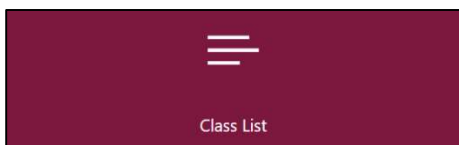
4. Choose “**Attendance Tracking**” tile.



- Use this page to take roll and enter attendance information for the students in a course
- Only courses which are open for attendance tracking are displayed
- View course and student details
 - Photo
 - Student Profile
 - Add note/comment regarding extended absence, if necessary
- Customize view to sort Course List or Roster by clicking on column header

NOTE: Faculty have the option to import/export list using the setting tools to generate a Microsoft Excel spread sheet for ‘**Grade Entry**’ and ‘**Attendance Tracking.**’

5. Choose “**Class List**” tile.



- View Course Reference Number (CRN) listing
 - All terms
 - Prior terms
- Customize view to sort Course by clicking on column header
 - Subject
 - Course title
 - CRN
 - Enrollment count
 - Status
 - Duration
 - Term

- View “Course Details”
 - Catalog
 - Course description
 - Syllabus
 - Attributes
 - Restrictions
 - Corequisites
 - Mutual exclusion
 - Fees

- Choose “**HB2504**” tile.



- What is HB-2504?
 - The Texas Legislature passed a bill designated HB-2504 that mandated that all public institutions of higher learning in the State of Texas make available to the public, certain information concerning academic programs.

 - These statutory provisions are now included in Section 51.974 of the Texas Education Code.
 - Texas Education Code 51.974 mandates that certain information,
 - ✓ including class syllabi,
 - ✓ instructor-of-record CVs and,
 - ✓ cost of attendance (if available)
 - must be readily accessible on the institution’s website
 - specifically, no more than three clicks from the main webpage and,
 - without password protection

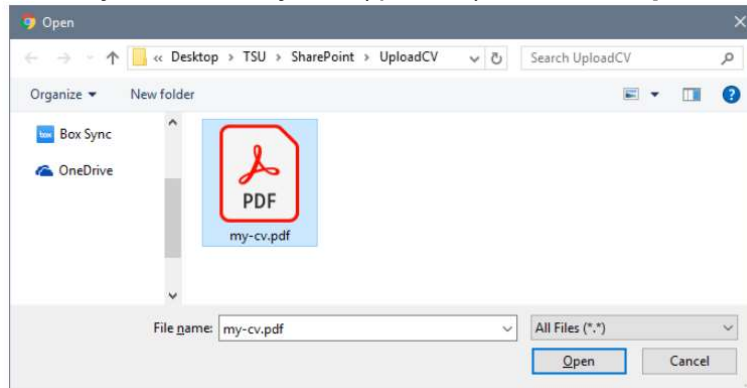
 - MyTSU Faculty portal streamlines the HB2504 process by automatically creating an intuitive submission tool for syllabus that can be submitted in three easy clicks and linked to a specific course.

 - Faculty can also create and submit curriculum vita information within their MyTSU faculty portal, to be included with course information and fully accessible online.

- Steps:
 1. Click on the tile, **Upload CV** or Upload Syllabi.



2. Click the **Upload** menu and click Files.
(Drag and Drop files is also available)
3. Select your CV or syllabi (.pdf file) and click **Open**.



4. That's it! An email confirmation will be sent to you once the file is viewable.

Technical support is available 24/7 by emailing IT Service Center:
itservicecenter@tsu.edu or submitting a case: ***http://itservicecenter.tsu.edu***

As always, we appreciate your support as we continue to improve the tools that ensure
“Excellence in Achievement.”

A horizontal banner with a white background on the left and a maroon background on the right. On the left, the TSU logo is displayed above the text 'TEXAS SOUTHERN UNIVERSITY Office of Information Technology'. On the right, the text reads: 'GET IT HELP The IT Service Center is open 24/7/365 for your convenience. To report an IT problem, go to: itservicecenter.tsu.edu To request assistance, Email: ITServiceCenter@tsu.edu Self-Service: http://ITServiceCenter.tsu.edu Call: 713-313-4357 or 713-313-HELP'.