



TEXAS SOUTHERN UNIVERSITY

## My Faculty Portal *User Guide*

### General Overview

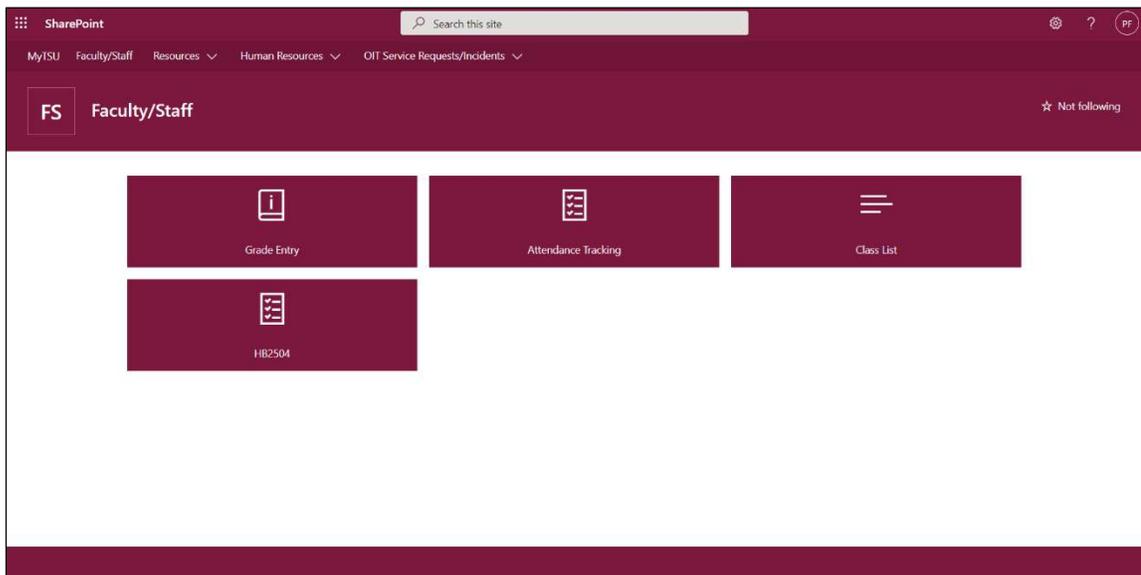
1. Navigate to MyTSU portal landing page, click ‘Resources’



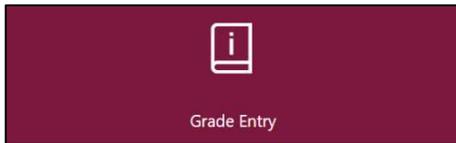
2. Choose “Faculty/Staff”

“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.

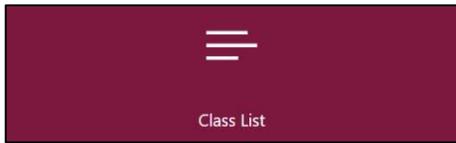
4. Choose “**Attendance Tracking**” tile.



- 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.

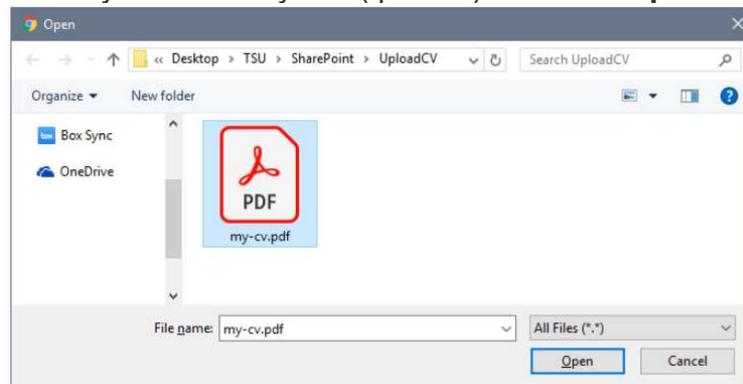
○ Steps:

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.

Contact a representative, faculty chair, or college dean at your respective TSU College/School for detailed explanation.

*[www.tsu.edu/academics](http://www.tsu.edu/academics)*

Technical support is available 24/7 by emailing IT Service Center: ***[itservicecenter@tsu.edu](mailto: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.”

