

FACULTY -- 'MYHAVEN'

The screenshot shows the myHaven faculty portal interface. At the top, there is a login section with fields for 'User Name:', 'Password:', and a 'Login' button. Below this is a navigation bar with tabs for 'Home', 'Admissions', and 'Alumni'. The main content area is divided into several sections:

- myHaven Home:** A sidebar with links for 'Welcome', 'Campus Announcements', 'myHaven Help', 'Events Calendar', and 'Campus Resources'.
- Quick Links:** A sidebar with links for 'Lock Haven Home Page', 'University Email', and 'PASSHE News'.
- Welcome:** A main section with a heading 'Welcome' and a question mark icon. It contains text explaining what myHaven is and its purpose.
- Campus Resources:** A section with a heading 'Campus Resources' and a question mark icon. It contains a sub-section 'Technical Items' with a link to 'Information Technology Accepted Use Policy' and a link to 'Go to Main Screen'.
- myHaven Help:** A section with a heading 'myHaven Help' and a question mark icon. It contains several sub-sections: 'Access to myHaven', 'I Forgot My Password', and 'Moving Around Within myHaven'. The 'Automatic Logout Due to Inactivity' section is circled in blue.
- Events Calendar:** A section with a heading 'Events Calendar' and a question mark icon. It displays the current month as '< October 2011 >'.

Blue arrows point from the 'myHaven Help' section to the 'Access to myHaven' and 'Automatic Logout Due to Inactivity' sections. Another blue arrow points from the 'Automatic Logout Due to Inactivity' section to the text below the screenshot.

There is an automatic logout from the system. After 20 minutes of inactivity, the system will log you out.

FACULTY TAB

The screenshot shows the myHaven portal interface. At the top, there is a navigation bar with the myHAVEN logo and a welcome message for Jill R. Mitchley. A yellow banner contains a "PLEASE NOTE" about the portal's construction. Below this is a horizontal menu with tabs: Home, Faculty, Student, Academics, Student Finances, Campus Life, Employee Info, and My Pages. The Faculty tab is circled in blue, and a blue arrow points from it to the text below. The main content area is divided into several sections: a left sidebar with "myHaven" navigation links and "Quick Links"; a central "Welcome" section with a "PLEASE NOTE" and "Campus Resources"; and a right sidebar with "myHaven Help" and "Events Calendar". The "myHaven Help" section lists navigation methods like Tabs, Navigation bar/menu, Navigation path (bread crumbs), Buttons, and Links. The "Events Calendar" shows the current month as November 2011.

This page is displayed upon login. It contains general information about the portal.

Not all features, i.e. Campus Announcements and Events Calendar, contained on this page will be available for use upon initial implementation.

From this page, choose the “**Faculty**” tab near the top of the page. This is where you will find information needed for student advising.

Welcome back **Jill R. Mitchley** ([Personal Info](#) | [Logout](#))

*** PLEASE NOTE *** Jenzabar's Internet Campus Portal is under construction and is available to a limited number of individuals for future rollout.

[Home](#) | [Faculty](#) | [Student](#) | [Academic](#) | [Student Finances](#) | [Campus Life](#) | [Employee Info](#) | [My Pages](#)

You are here: [Faculty](#) > [Advisor Information](#)

Faculty

Faculty Information

Advisor Information

- [Advisee Roster](#)
- [Course Overrides](#)

[Add a Page](#)

[Context Manager](#)

Quick Links

My Pages

- [Lock Haven Home Page](#)
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Faculty

Advisee Roster

[Set Options](#)

Search for Advisee(s)

You must select a year and term if you select one of the following Advisee Status options: 'Currently Registered', 'Need Advisor Approval', 'Need Registration Clearance', 'New Students' and 'Not Yet Registered'. Selecting one of the other Advisee Status options will not allow you to specify a year and term. Additionally, the options where no year and term is available will not display the Registration Clearance column.

[» Show My Advisees](#)

Advisor: ▾

Advisee Status: ▾

ID:

Last Name:

First Name:

Program: ▾

Term: ▾

[Advanced Search](#)

Course Overrides

[Set Options](#)

Students may be authorized to register for a course even if the course is full or if the student does not meet a requisite or has a schedule conflict. Click on a course to view authorizations or to add authorizations for that course.

Term: ▾

Department:

This area of the screen contains the portlets, i.e., applications or functional areas. When you select a portlet's title, the portlet will fill this area of the screen. To revert to multiple portlets in this area, click on the grouping header in the sidebar.

Breadcrumbs – use this information to return to previous pages. Do not use the browser's back button.

Sidebar – the information listed on the side of the page is a **portlet** on the page

Choose "All" for Advisee Status and enter the student's ID if known to look up information on an individual student.

ID is the fastest retrieval method.

Using the correct spelling of the first and last name is the second fastest method to retrieve a student's name.

Always read the screen.

Course Overrides ----- Override section capacity, prerequisites and section requirements – department chair and designated back-up only

*** PLEASE NOTE *** Jenzabar's Internet Campus Portal is under construction and is available to a limited number of individuals for future rollout.

You are here: Faculty > Faculty Information

Faculty

Faculty Information

- **Course Section Tasks**
- Grade Entry
- Facility Schedules

Advisor Information

Add a Page

Context Manager

Quick Links

My Pages

- Lock Haven Home Page
- University Email
- PASSHE News

Faculty Information

Edit page Printer Friendly

Course Section Tasks

Course List for Jill R. Mitchley

[View More Options](#)

[View My Faculty Schedule](#)

Fall	Course	Title	Go Directly To
	GNED369-03	Internship Study Abroad: Brazil	Select Area ...

This drop-down box lists each of the functions below.

Grade Entry

Setup

[View Course List](#)

Facility Schedules

To Search for Facility Schedules, click on the Course Facilities Search link

[Course Facilities Search](#)

*** PLEASE NOTE *** Jenzabar's Internet Campus Portal is under construction and is available to a limited number of individuals for future rollout.

You are here: Faculty > Faculty Information

Faculty

Faculty Information

- **Course Section Tasks**
- Grade Entry
- Facility Schedules

Advisor Information

Add a Page

Context Manager

Quick Links

My Pages

- Lock Haven Home Page
- University Email
- PASSHE News

Faculty Information

Edit page Printer Friendly

Course Section Tasks

Course List for Jill R. Mitchley

Search Options

Term: FA 2011

Program: All

Course Code:

[View My Faculty Schedule](#)




















































[View Courses](#)

FA 2011	Course	Title	Catalog	Program	Go Directly To
	GNED369-03	Internship Study Abroad: Brazil	UG11	Undergraduate	Select Area ...

Course Section Tasks is a portlet. By selecting Course Section Tasks, this function takes the entire right-hand side of the page.

Course Details
Class List
Grade Entry
Textbooks

SAMPLE ADVISEE ROSTER – Currently Registered (FA 2011)

Advisee Roster for: Jill R. Mitchley (41 advisees)						
 E-mail Selected Student(s)		 E-mail All Advisees		 Export to Excel		
Ar - Je Ke - Sl Sm - Wa Next Page -->						
<input type="checkbox"/> FERPA Restrict	Name	Student ID	Classification	Needs to Register?	Advisors	
<input type="checkbox"/>	Arlick, Sarah L  	00000724286	Continuing Education		Mitchley, Jill R.   Primary Advisor	
<input type="checkbox"/>	Benninghoff, Kelley M.  	00000728841	Continuing Education		Mitchley, Jill R.   Primary Advisor Eisley, Gerald E., Jr.   Major1 Advisor	
<input type="checkbox"/>	Brownson, Taneeka J.  	00000660476	Continuing Education		Mitchley, Jill R.   Primary Advisor Eisley, Gerald E., Jr.   Major1 Advisor	
<input type="checkbox"/>	Casale-Faubion, Maria C.  	00000670382	Continuing Education		Mitchley, Jill R.   Primary Advisor Eisley, Gerald E., Jr.   Major1 Advisor	
<input type="checkbox"/>	Chacanas, Ryan M.  	00000723082	Continuing Education		Mitchley, Jill R.   Primary Advisor Eisley, Gerald E., Jr.   Major1 Advisor	
<input type="checkbox"/>	Coder, Katelyn M.  	00000722243	Continuing Education		Mitchley, Jill R.   Primary Advisor	
<input type="checkbox"/>	Conigliaro, Josephine M.  	00000284185	Continuing Education		Mitchley, Jill R.   Primary Advisor	
<input type="checkbox"/>	Couturiaux, James T.  	00000662361	Continuing Education		Mitchley, Jill R.   Primary Advisor	
<input type="checkbox"/>	Cowher, Mitch H.  	00000648857	Continuing Education		Mitchley, Jill R.   Primary Advisor	
<input type="checkbox"/>	Domisch, Ewa M.  	00000729705	Continuing Education		Mitchley, Jill R.   Primary Advisor	

Exporting to Excel

Sorting: There may be some rows with merged cells in the excel document. Simply remove those rows or exclude them when sorting. If you don't, you will get a message that the sort cannot be performed due to merged cells. Other possibilities: delete the first line which is simply a report header. Select the whole document and unmerge. You may also want to use the "center and merge" button available in excel.

If you want to see the gridlines, be sure to choose "view gridlines" in excel. For Office 2010, select the 'View' tab and put a checkmark in the Gridlines box.

Advisor Information

- [Advisee Roster](#)
- [Course Overrides](#)

[Add a Page](#)

[Context Manager](#)

Quick Links

My Pages

- [Lock Haven Home Page](#)
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- [PASSHE News](#)

Advisee Roster - Advisee Details

Set Options

[Advisee Roster](#) > Advisee Details

Student Test

Academic Details | **Biographical Details**

No Photo Available

ID:
00000123456

[Contact](#)

[Info](#)

Program: Undergraduate

Classification: First Time Freshman

Enrolled Date: 01/01/2000

Planned Grad: FA 2008

Max Credits: 17.5

Advisor:
 Jerry Easley - Primary Advisor
 Laura C. Bird - Academic Advisor
 Boise P. Miller - Academic Advisor
 Jill R. Mitchley - Minor2 Advisor

Academic Status: Good Academic Standing

Degree: Bachelor Sci Hlth/PhysEd

First Major: Mathematics

Second Major: Physics

Second Concentration: Applied Physics Nanotech

SubProgram: Main Campus

[Academic History](#)

Holds

Code	Type	Begin Date
REVA	Bursar, Active Student -- Absolute Hold Registration	04/13/2011

Tools and Information

Academic Records

- [Academic History](#) - Academic History = Exams/Test Scores
- [Course History](#) - Course History-similar to academic record, transcript
- [GPA Projection](#)
- [Grade Report](#)
- [Unofficial Transcript](#)

Registration

- [Add/Drop Courses](#)
- [Student Schedule](#)
- [Advanced Course Search](#)

Advising

- [Course Needs](#)
- [Degree Audit](#)

Note: There are two tabs for the student – Academic Details and Biographical Details

- [Advisee Roster](#)
- [Course Overrides](#)
- [Add a Page](#)
- [Context Manager](#)

Quick Links

- **My Pages**
- [Lock Haven Home Page](#)
- [University Email](#)
- [PASSHE News](#)

Set Options

[Advisee Roster](#) > Advisee Details

Student Test



ID:
00000123456

[Contact](#)

[Info](#)

Academic Details | **Biographical Details**

Cell/Mobile Phone: **Active:** 03/11/2011 -

E-mail, Home: TrackJACK13@aol.com
Active: 10/11/2011 -

E-mail, LHU IT Assigned: geisley@lhup.edu
Active: 06/01/2000 -

Local Address: Robinson 521
Lock Haven, PA 00000
Active: 01/02/1999 -

Permanent Address: *** Test Student ***
*** Test Student ***
*** Do Not Remove ***, PA 00000-0000

Permanent Address: 570-484-3111

Local Address: 570-484-3111
Active: 01/02/1999 -

Cell/Mobile Phone: 570-555-1212
Active: 03/11/2011 -

Birth Date: 01/01/1990

Marital Status: Unknown

Gender: Female

Ethnicity: Unknown/Unstated

» [Residence Info](#)

Holds

Code	Type	Begin Date
REVA	Bursar, Active Student -- Absolute Hold Registration	04/13/2011

Tools and Information

Academic Records

- [Academic History](#)
- [Course History](#)
- [GPA Projection](#)
- [Grade Report](#)
- [Unofficial Transcript](#)

Registration

- [Add/Drop Courses](#)
- [Student Schedule](#)
- [Advanced Course Search](#)

Advising

- [Course Needs](#)

CROSS-REFERENCE WITH CURRENT ADVISING INFORMATION



- HOME
- Faculty Information
- Main
- Student Advising
 - Select Student
 - Academic Record
 - Biographical
 - Degree Audit
 - GPA Projection
 - Grades
 - Registration Clearance
 - Advisee Registration
 - Student Schedule
 - Transfer Evaluation
 - Graduation Audit
 - Gen Ed Overlays
- Biographical
- Class Lists
- Schedule of Classes
- Faculty Schedule
- Faculty Schedule
- Grade Entry
- Textbook Entry



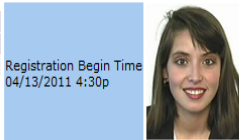
Student Advising

Current Option Settings		
Program	Session	Year
UNDG	FA	2011
<input type="button" value="Set Options"/>		

WARNING: Once you have entered this Web location, the location is open to anyone using this machine until you do a menu action of "File/Close" ("File/Quit" for Mac users) to close the browser. If you are accessing this site from a public area, be sure to close the browser before leaving the machine.

Please do NOT release address or telephone information.

Type in a student ID and press Get Name		
Or press Name Lookup to search for a student		
Student ID	Student Name	Registration Begin Time
123456	Test, Student	04/13/2011 4:30p
<input type="button" value="Get Name"/>		<input type="button" value="Name Lookup"/>



show photos
 Excel output
 currently registered
 new students
 not yet registered

[Home](#) | [Faculty](#) | [Student](#) | [Academics](#) | [Student Finances](#) | [Campus Life](#) | [Employee Info](#) | [My Pages](#)

You are here: Faculty > Advisor Information

Faculty

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Advisee Roster

[Advisee Roster >](#)

Search for Advisee(s)

You must select a year and term if you select one of the following Advisee Status options: 'Currently Registered', 'Need Advisor Approval', 'Need Registration Clearance', 'New Students' and 'Not Yet Registered'. Selecting one of the other Advisee Status options will not allow you to specify a year and term. Additionally, the options where no year and term is available will not display the Registration Clearance column.

Advisor: Mitchley, Jill R. ▾
Advisee Status: Currently Registered ▾
ID:
Last Name:
First Name:
Program: Undergraduate ▾
Term: FA 2011 ▾

 [Advanced Search](#)

Course Overrides

Students may be authorized to register for a course even if the course is full or if the student does not meet a requisite or has a schedule conflict. Click on a course to view authorizations or to add authorizations for that course.

Term: FA 2011

STUDENT ADVISING-Current	myHaven
Select Student	Faculty > Advisor Information > Advisee Roster
Academic Record	Faculty > Advisor Information > Advisee Roster > Select the advisee > Under the 'Tools and Information' section, then 'Academic Records' subsection > Course History OR Unofficial Transcript
Biographical	Faculty > Advisor Information > Advisee Roster > Select the advisee > Biographical Details
Degree Audit	<p>Faculty > Advisor Information > Advisee roster > Select the advisee > Under the 'Tools and Information' section, then 'Advising' subsection > Course Needs OR Degree Audit</p> <p><i>Note: Course Needs provides better information than the Degree Audit. Course Needs give the number of credit hours and the list of courses not yet met. Degree Audit does not give the number of credit hours to complete and it gives the unmet courses in paragraph form rather than in the list.</i></p>
GPA Projection	Faculty > Advisor Information > Advisee Roster > Select the advisee > Under the 'Tools and Information' section, then 'Academic Records' subsection > GPA Projection
Grades	Faculty > Advisor Information > Advisee Roster > Select the advisee > Under the 'Tools and Information' section, then 'Academic Records' subsection > Grade Report OR Course History OR Unofficial Transcript
Registration Clearance	Faculty > Advisor Information > Advisee Roster > Advisee Status > Not Yet Registered > choose the correct term (the term for which the students are not yet registered) > there will be a registration clearance column with a "Grant" button if the student has not yet been cleared; if the student has already been cleared but hasn't registered yet, there will be a "Remove" button.
Advisee Registration	Faculty > Advisor Information > Advisee Roster > Select the advisee > Under the 'Tools and Information' section, then 'Registration' subsection > Add/Drop Courses
Student Schedule	Faculty > Advisor Information > Advisee Roster > Select the advisee > Under the 'Tools and Information' section, then 'Registration' subsection > Student Schedule
Transfer Evaluation	Faculty > Advisor Information > Advisee Roster > Select the advisee > Under the 'Tools and Information' section, then 'Academic Records' subsection > Unofficial Transcript

Graduation Audit	The degree audit will be used for this purpose. It provides information about what is complete and what is incomplete.
Gen Ed Overlays	<i>Reporting capability in progress</i>
View a Student's Registration Time	Faculty > Advisor Information > Advisee Registration Times

FACULTY INFORMATION- Current	myHaven
Biographical	To the right of your login, choose ' <i>Personal Info</i> '
Class Lists	Faculty > Faculty Information > Course Section Tasks > Select the course and section > then in the drop-down box under 'Go Directly To' > choose Class List
Schedule of Classes	Faculty > Advisor Information > Course Schedules > Course Search
Facility Schedule	Faculty > Faculty Information > Facility Schedules
Faculty Schedule	Faculty > Faculty Information > in the Course Section Tasks portlet > View My Faculty Schedule
Grade Entry	Faculty > Faculty Information > Course Section Tasks > Select the course and section > then in the drop-down box under 'Go Directly To' > choose Grade Entry OR Faculty > Faculty Information > Grade Entry
Textbook Entry	Faculty > Faculty Information > Course Section Tasks > Select the course and section > then in the drop-down box under 'Go Directly To' > choose Textbooks

Other Information

“Change is never easy for some.” – This is a quote from a faculty member who previewed this system prior to roll-out. I believe some of us can relate to it, but we also realize that we live in an ever-changing world and need to make changes on a regular basis.

Academic History – This provides exam/test scores, not all course work taken by the student.

Browser’s back button – Do not use the web browser’s back button. Use the breadcrumbs or the sidebar or the back button that is provided on selecte applications.

Calendars – You are free to use ‘My Calendar’ under the ‘My Pages’ tab. It does not import/export into Outlook. Other calendars are not yet configured for use.

Changes are still being made to myHaven. What you see one day may be slightly different the next.

Current advising system will no longer be available as of February 1, 2012.

Degree Audit format – This degree audit is different from the curent advising system’s degree audit. However, it does provide the same information such as courses needed and courses completed. *Suggest using Course Needs instead of Degree Audit.*

Events – Not yet configured for use

ID Pictures – *coming soon*

Overlays – *reporting capability in progress for faculty; students can obtain this information in their portal*

Override, what is this? Override is for department chairs and their designated back-ups to override section capacity, section restrictions/requirements, and course requisites.

Portlet = Application

Set Options is not the same as Set Options on the current advising system. Currently, that is used to set the session and year. On myHaven, set options may be available for each portlet and is specific to that portlet's set-up for you as the user, i.e. on the advisee roster portlet, set options allows you to set the number of advisee names that are listed on a single page.

Setting the session and year – Set Options on each portlet/application is not used to set the session and year. When a session and year are required, there will be a drop-down box on that application to make a selection.

Speed of the system – Yes, we realize the system is slow at times. This is being investigated and the reason you still have access to the current advising system.

Transfer Credit Evaluation – Use the unofficial transcript. This list of transfer courses provides details such as where the course transferred from, the other college's course number and title, and LHU's equivalency.