



New MyKU

Navigation (Faculty)

Find cards

SORT BY A-Z

- applications
- faculty
- faculty self service
- favorites
- links
- resources
- to-do

Applications

- D2L
- Outlook
- Office 365
- ESS

Faculty Self Service

- Dashboard
- Advising
- Class List
- Course Catalog
- Grade Entry
- Schedule

Favorites

Add quick links
Create links to your most important pages.

ADD NEW LINK

Resources

- Campus Map
- Shuttle Tracker
- Dining Menus
- Housing Services
- Vehicle Services
- KU Campus Store

To-Do List

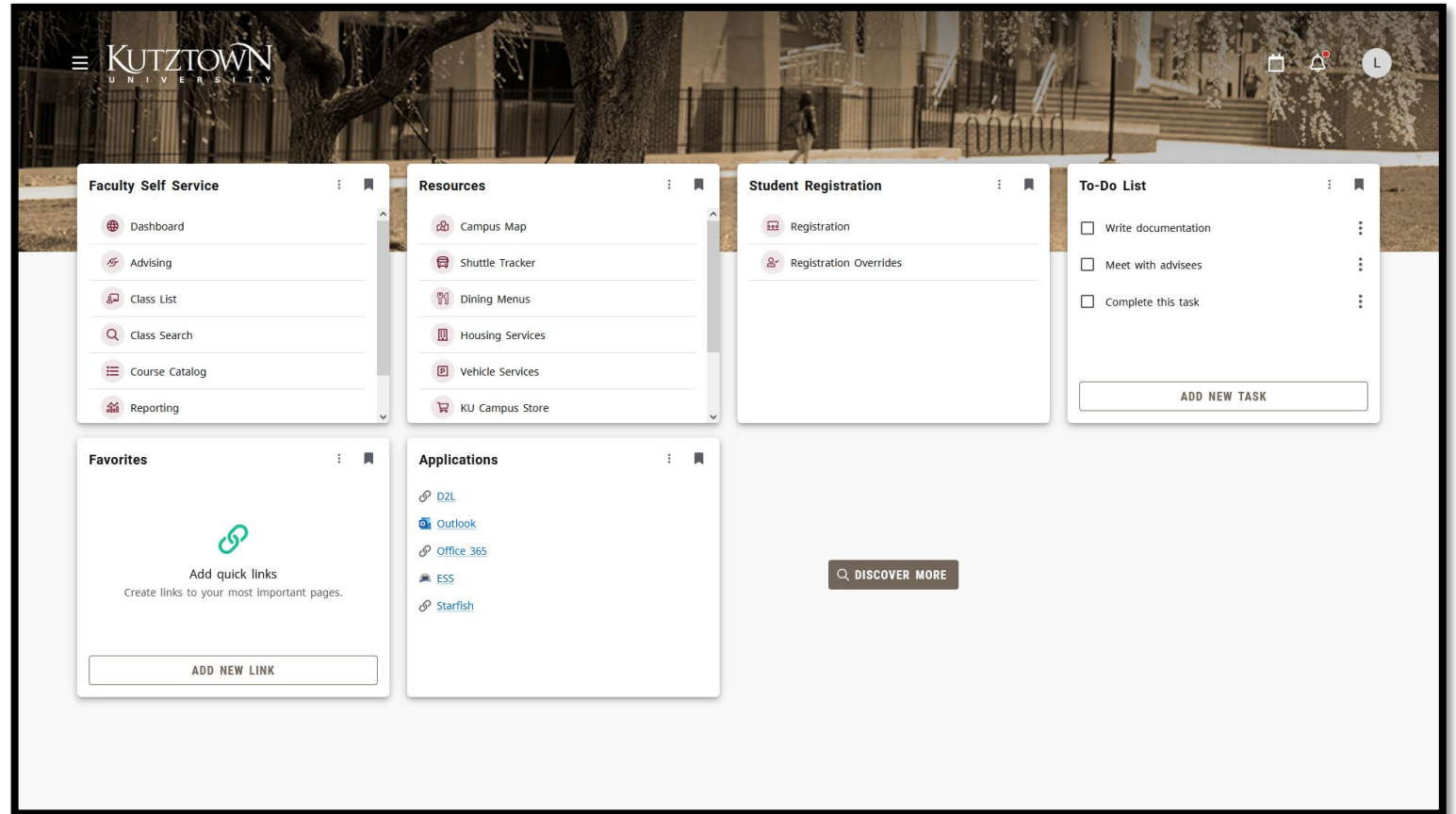
Experience

Homepage

After logging into Experience, you'll see a series of cards.

Each of these cards contains information relevant to you as a faculty member at Kutztown University.

The cards displayed will be dependent on your role and will be updated as new functionality is deployed.

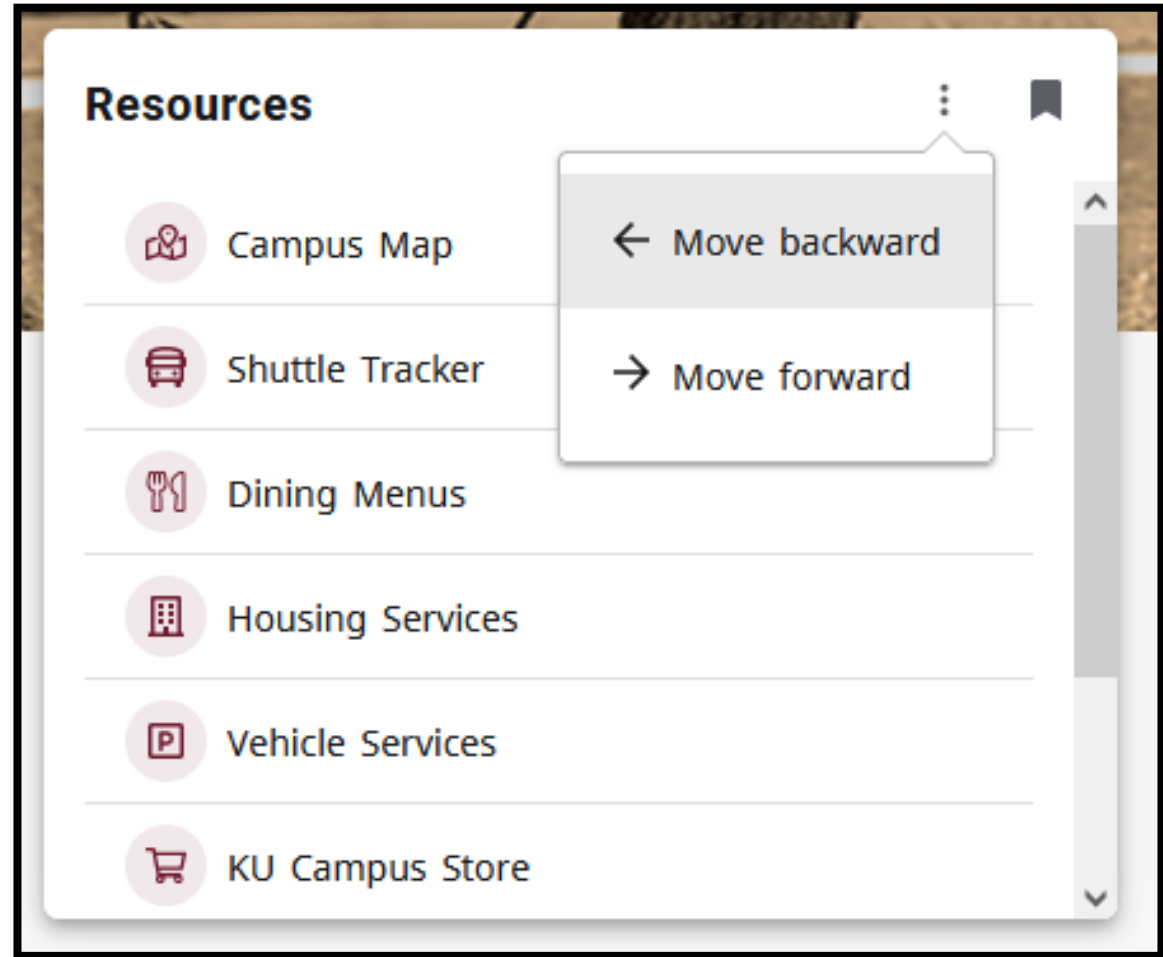


Customization

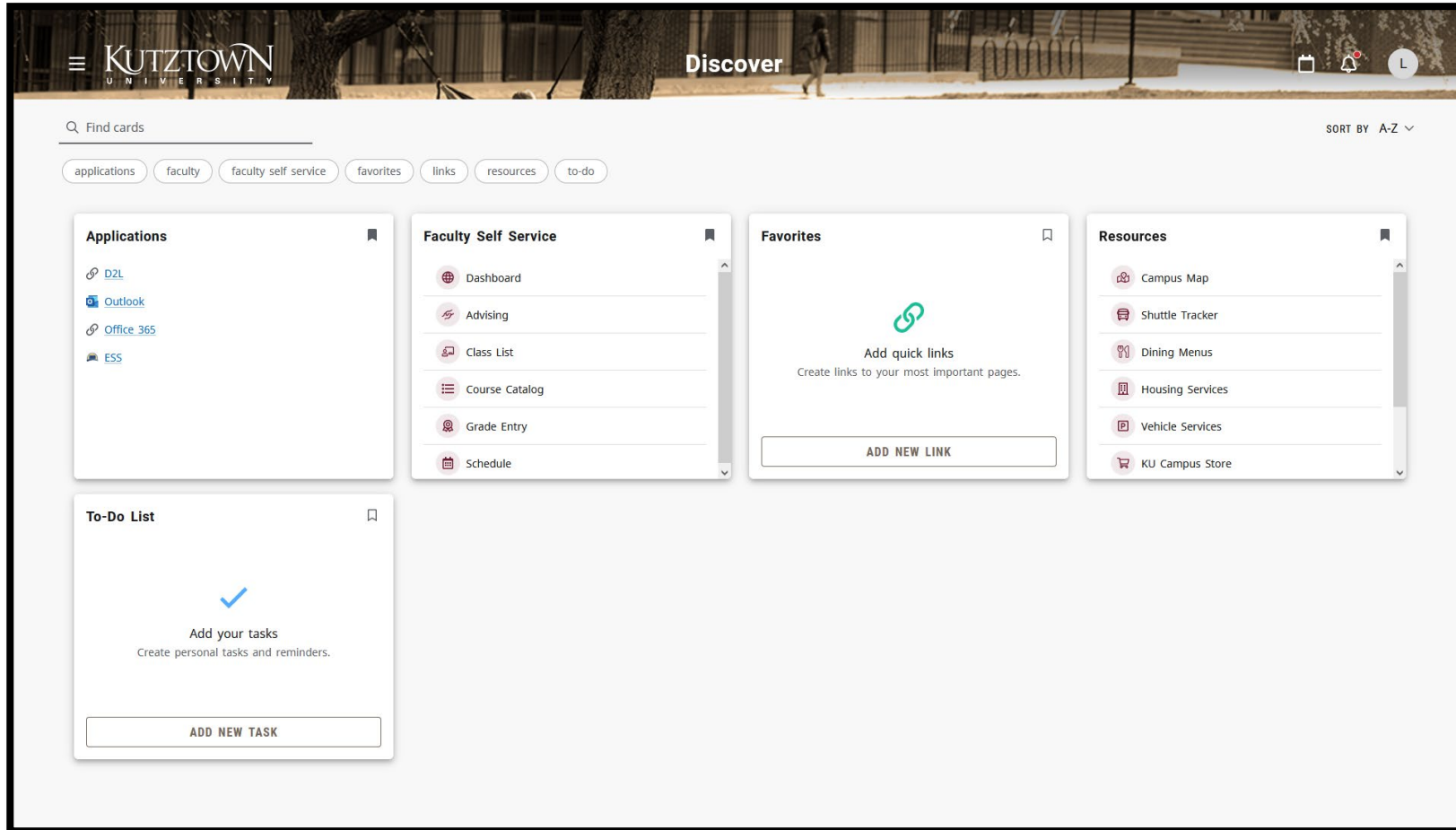
Cards can be customized by clicking and dragging.

You can shift the position of the cards by clicking on the **three vertical dots** in the corner of a card and moving it backward (left) or forward (right).

Cards can be removed from your homepage by clicking on the **bookmark** icon.



Discover



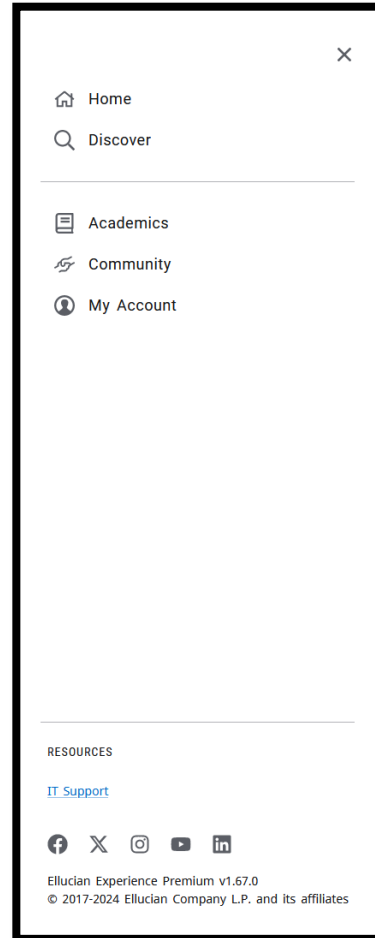
To add cards to your homepage, including cards you've removed, click on the **DISCOVER MORE** button.

From the Discover page, you can search for more cards. Use the terms below the search bar to filter by category and click the bookmark icon to add a card to your homepage.

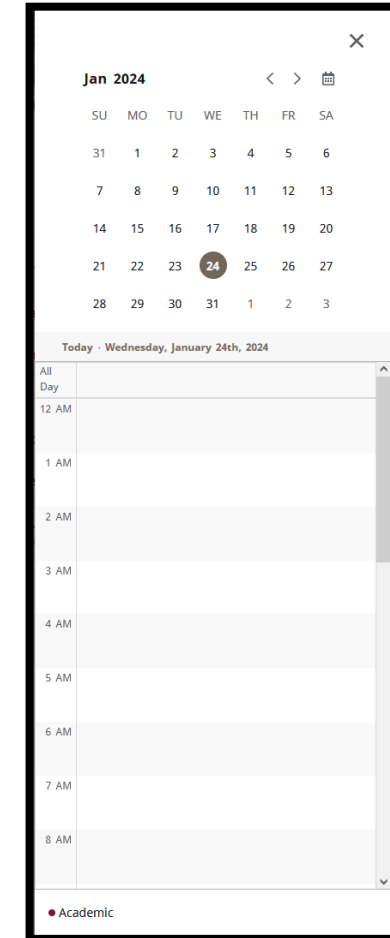
Navigation (1/2)

Use the **hamburger menu** on the top left to filter your cards.

A link to the KU IT homepage can be found towards the bottom of the menu.

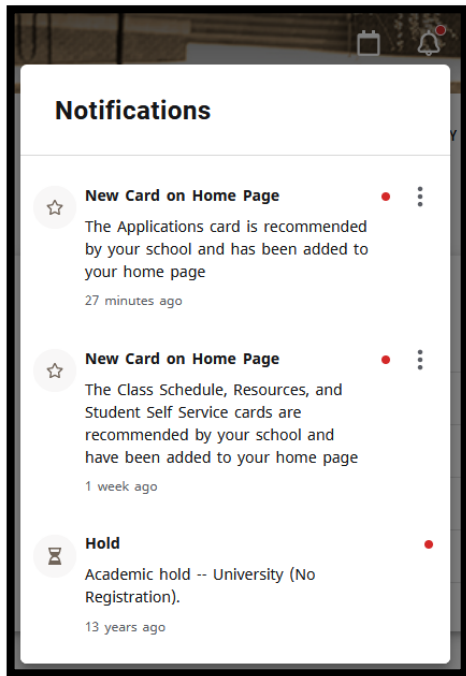


Use the **calendar** icon in the top-right to view upcoming events from the University calendar.

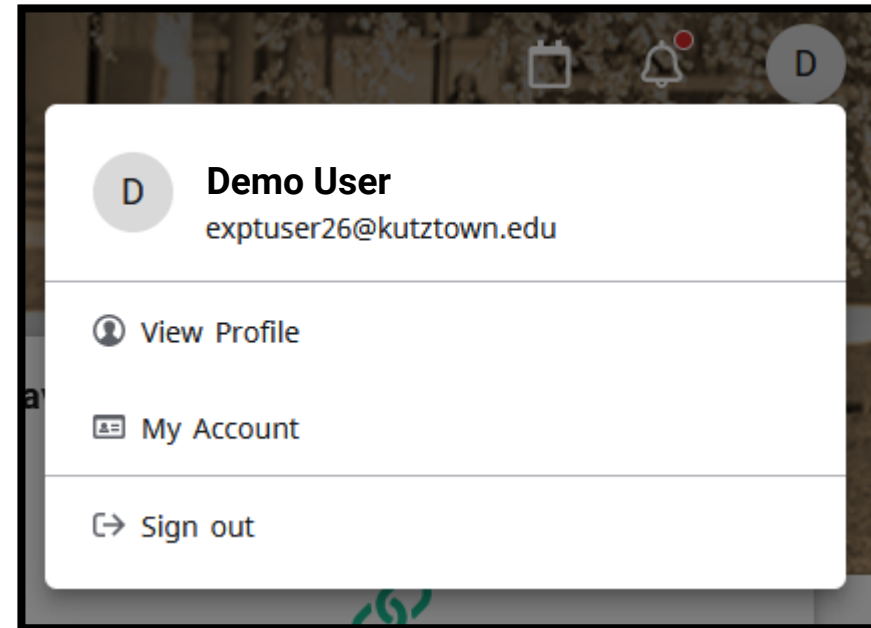


Navigation (2/2)

- Click on the **bell icon** to view notifications, including information about changes to Experience.



- Click on your image (or initial) in the top-right to view your profile and account or sign out of Experience.



Profile

Your **Profile** in Experience is read-only and displays basic information about your account.

KUTZTOWN UNIVERSITY Profile

Details My Account

Demo User

Personal Details

STATUS	Instructor	ACTIVE	PHONE
	Advisor	ACTIVE	
EMAIL	SCHOOL ADDRESS		

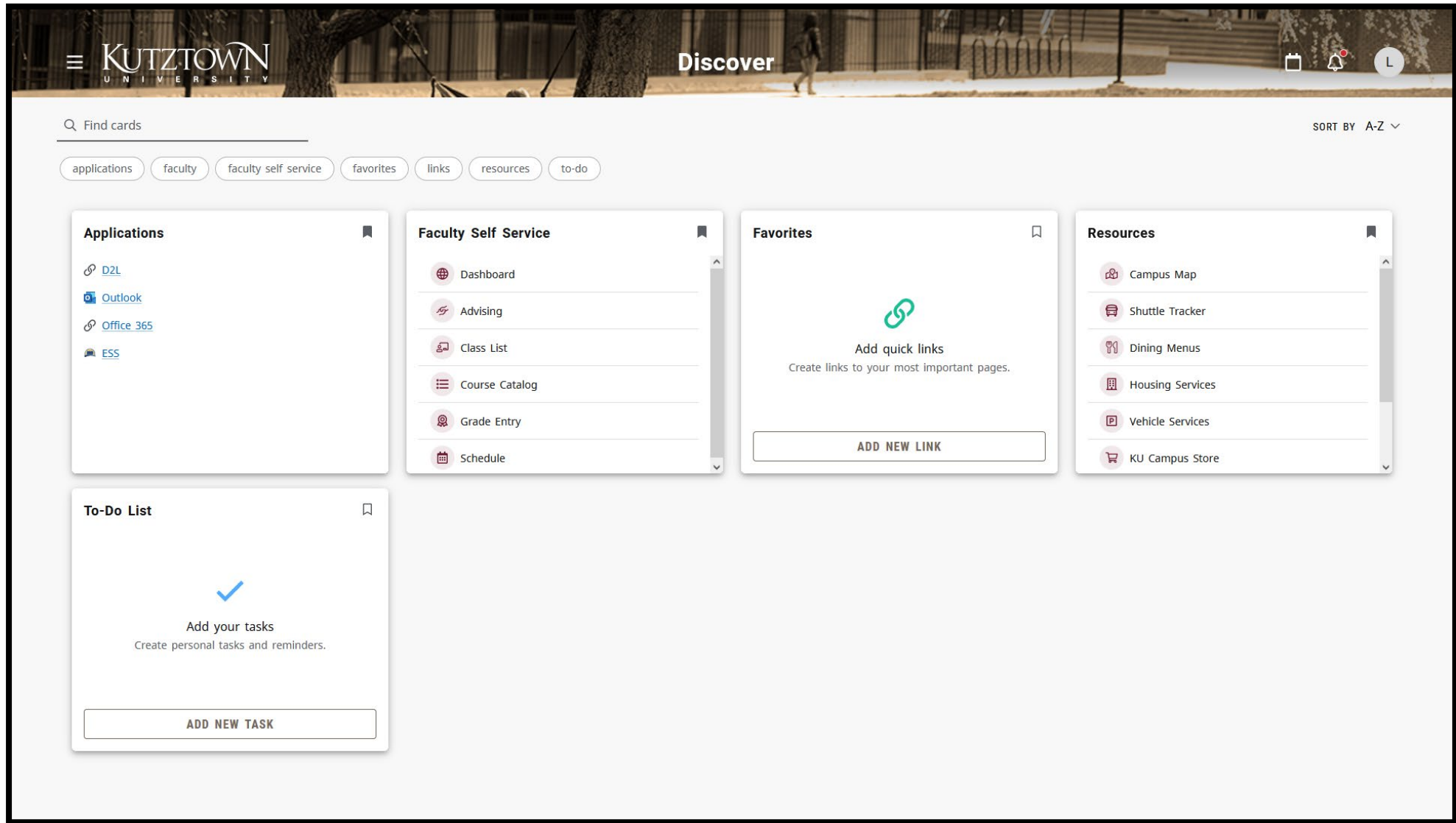
School ID

Settings

🌐 LANGUAGE English (USA) ▾

📄 PRIVACY [Elucian Company L.P. Privacy Policy](#)

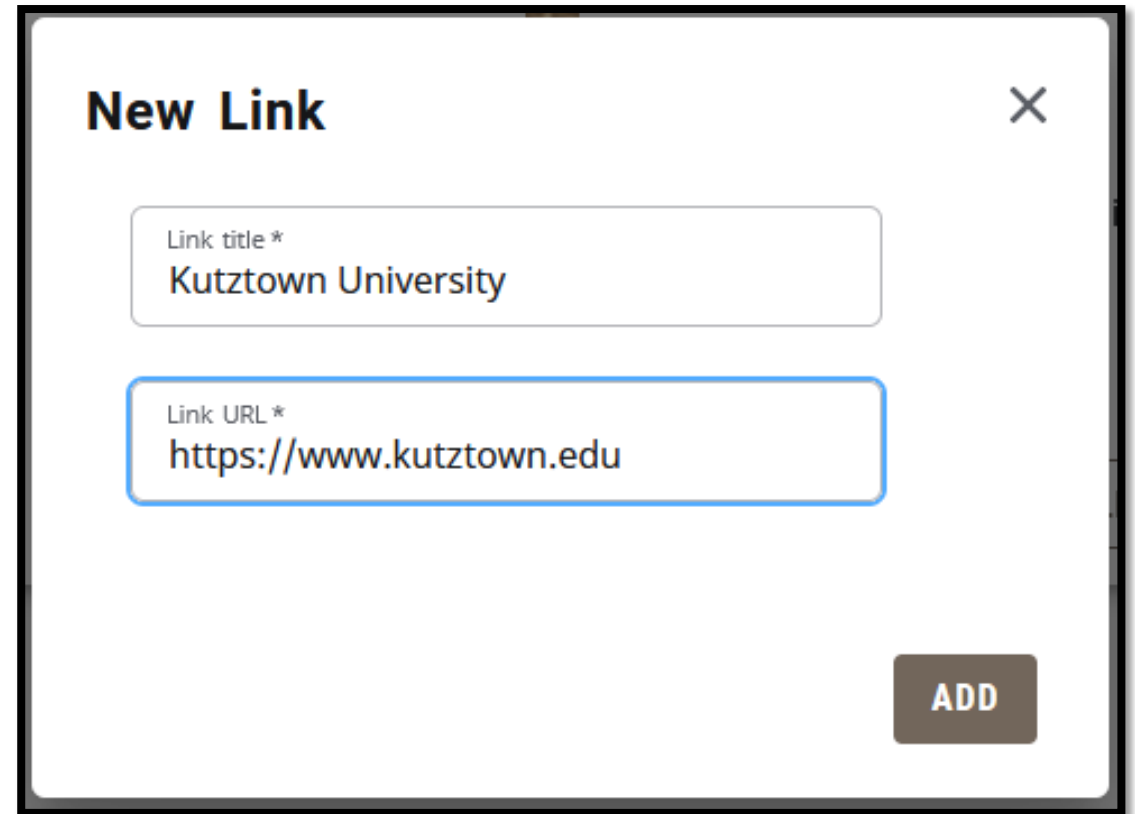
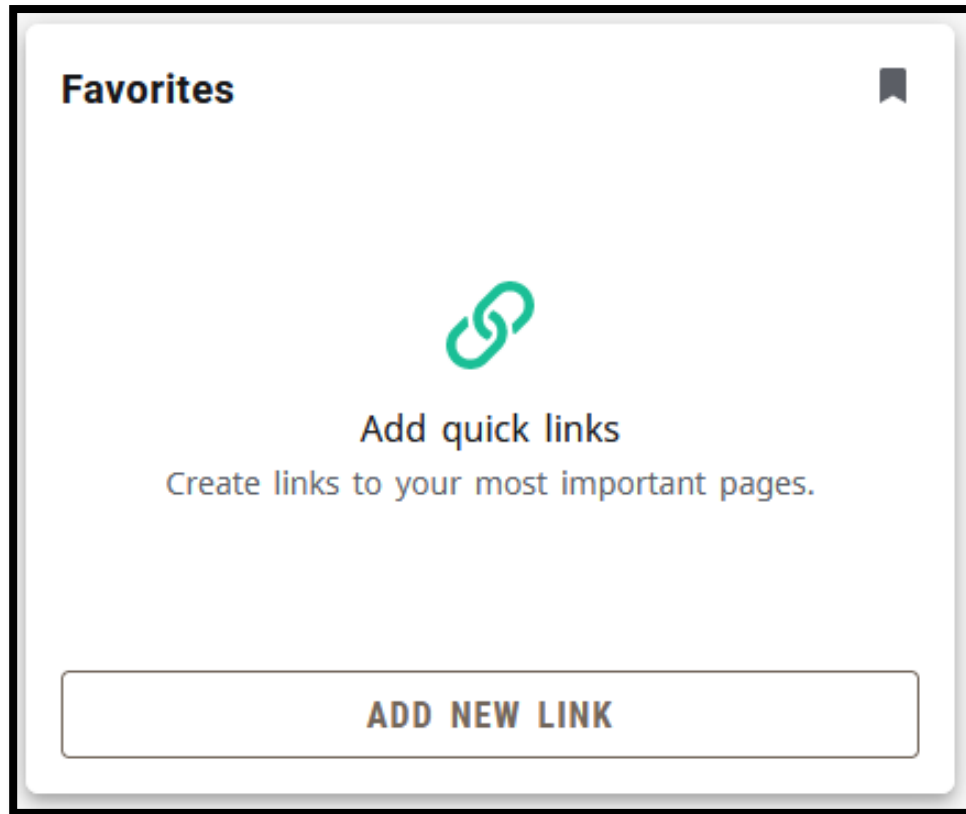
SHARE USAGE DATA ⓘ



Cards

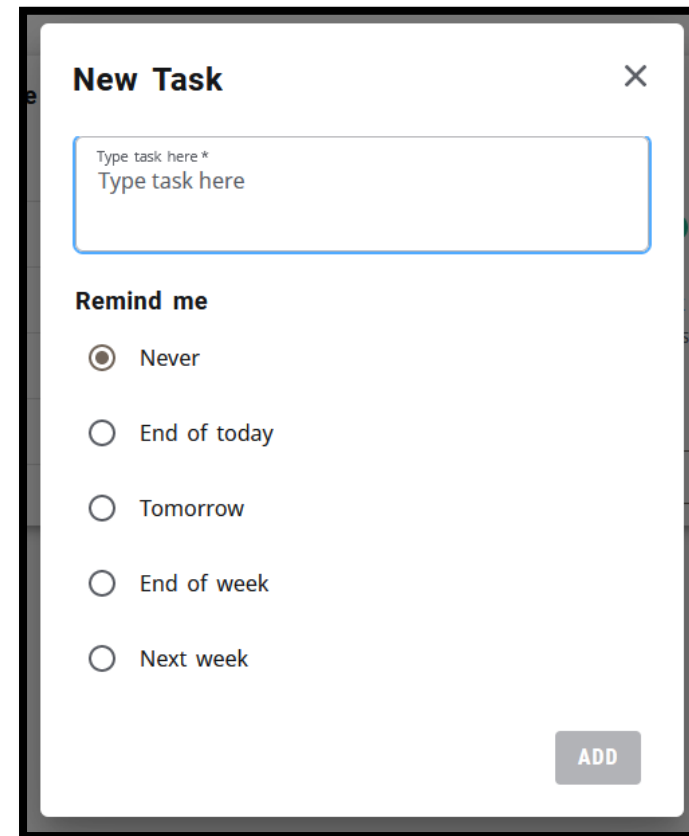
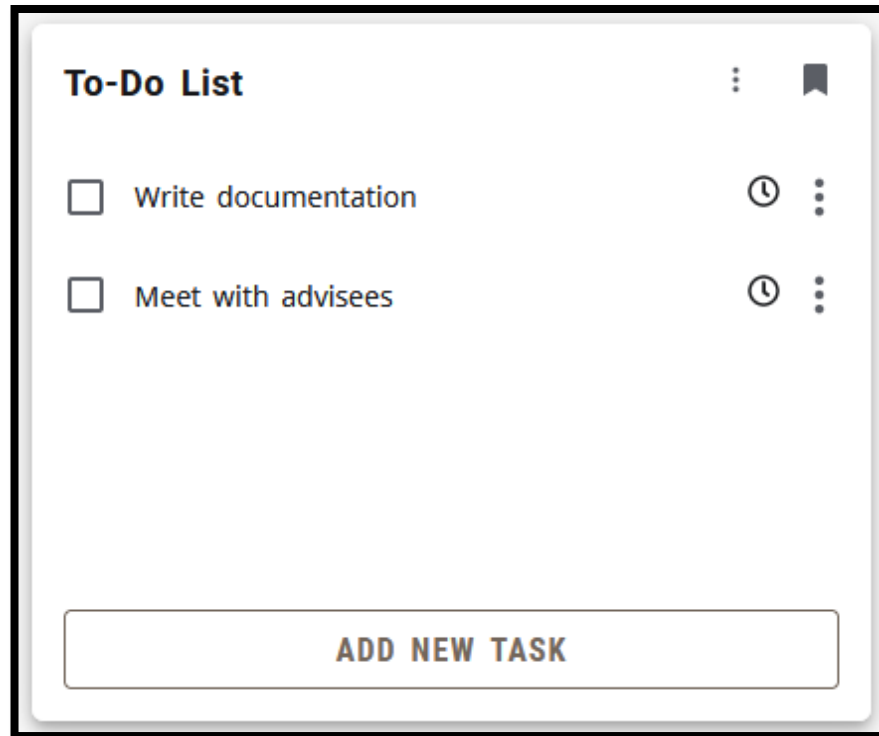
Favorites

The **Favorites** card allows you to add custom links to your homepage.



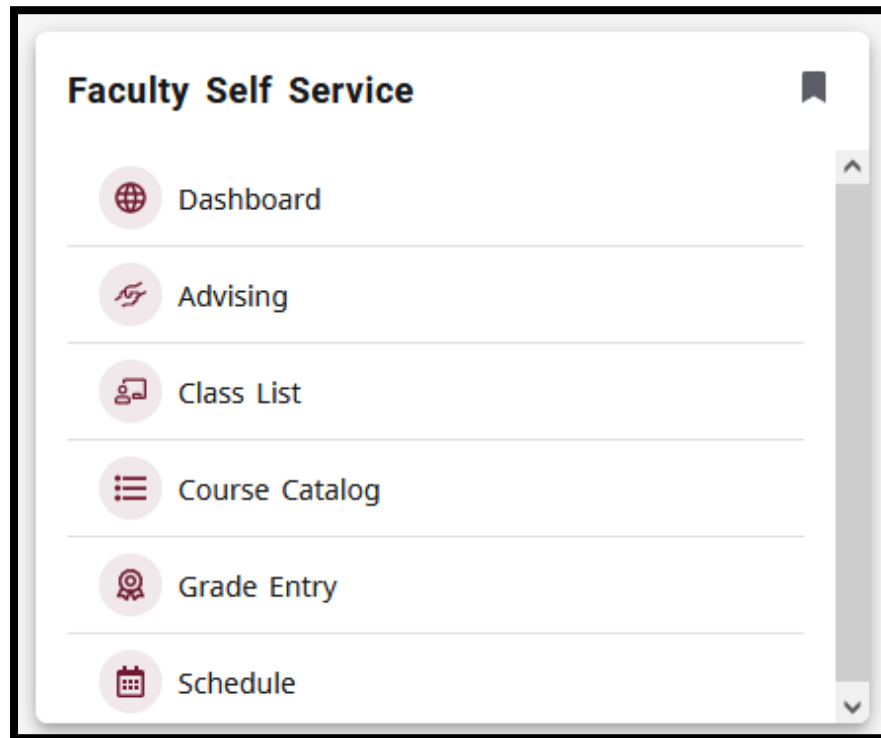
To-Do List

The **To-Do List** card is used to track personal tasks and reminders. Click **ADD NEW TASK**, enter a description, and pick a reminder interval to add an item, then click the checkbox next to the task to dismiss it.

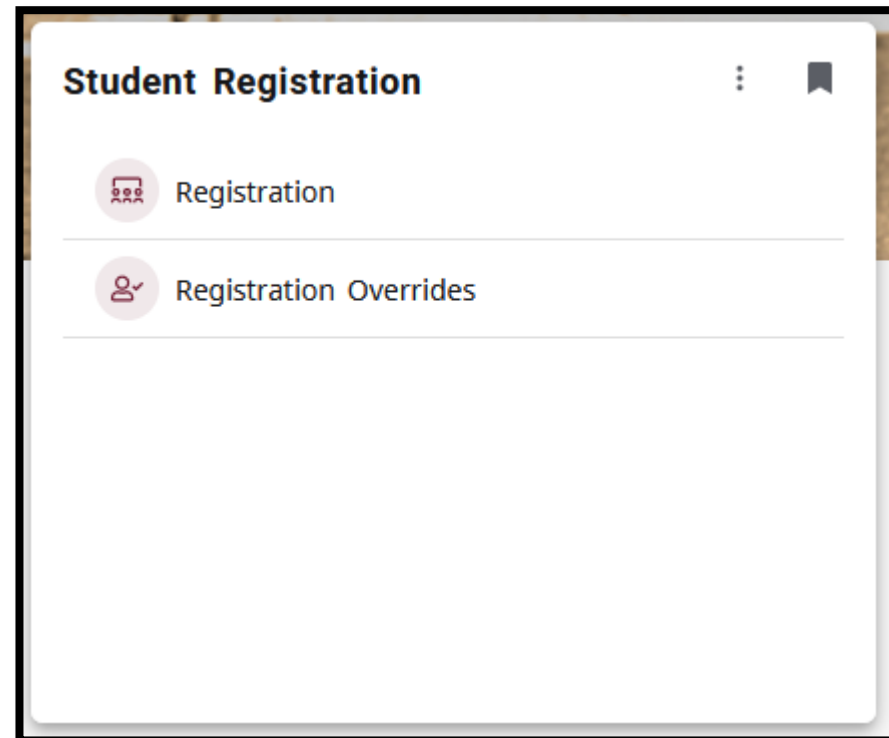


Faculty Self Service and Registration

The **Faculty Self Service** card contains links to frequently-used faculty tools.

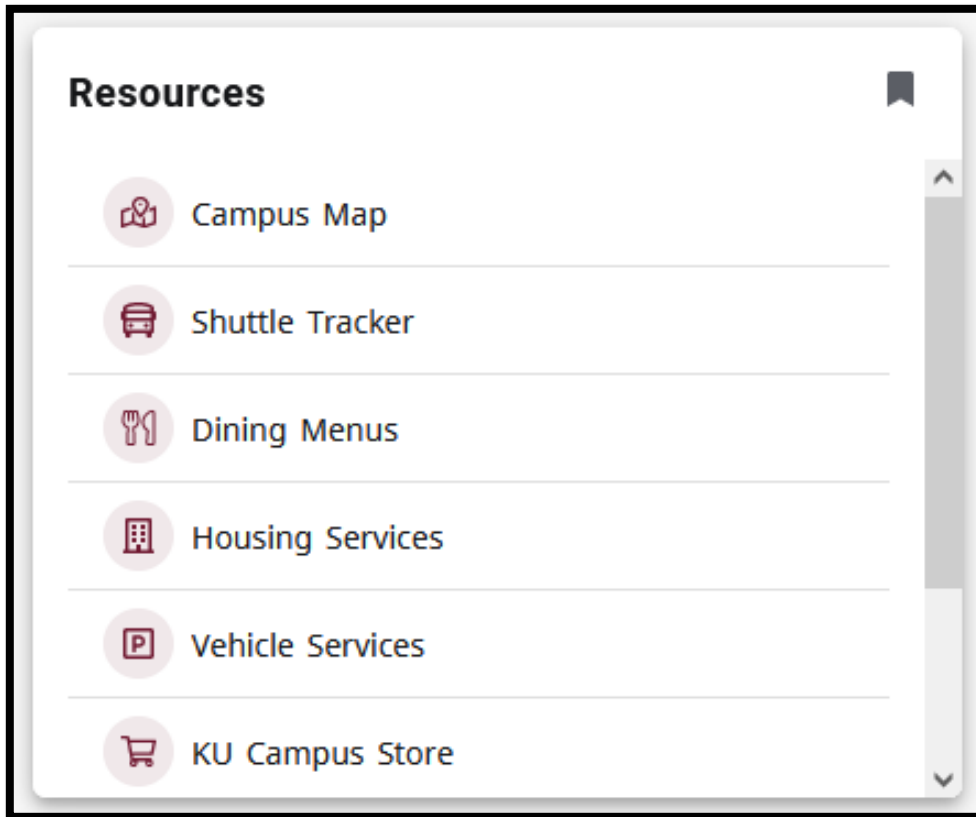


The **Student Registration** card contains links to tasks related to student schedules.

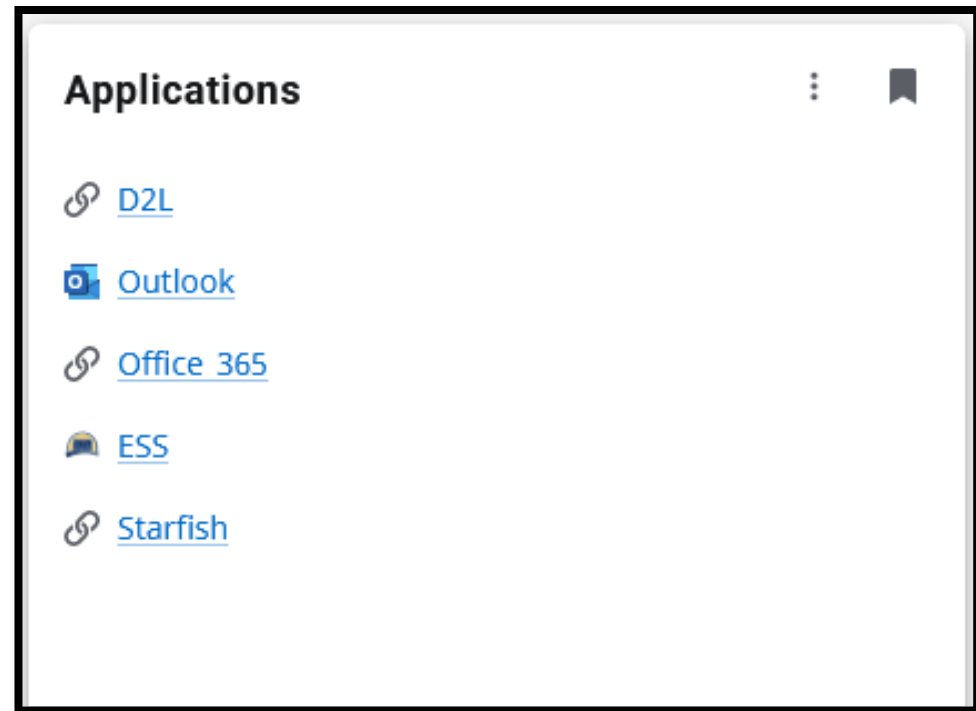


Resources and Applications

The **Resources** card contains general information about Kutztown University.



The **Applications** card contains frequently-used resources. Your applications can vary depending on your role in Banner.



Faculty and Advising Services



Hello Demo User

Faculty Account

This is the entry page for Banner Faculty. From here, you can navigate to the following pages:

Classes

- [Class List](#)
- [Course Catalog](#)
- [Courses Taught](#)
- [Faculty Detail Schedule](#)
- [Faculty Week at a Glance](#)
- [Registration](#)
- [Registration Overrides](#)

[Advising](#)

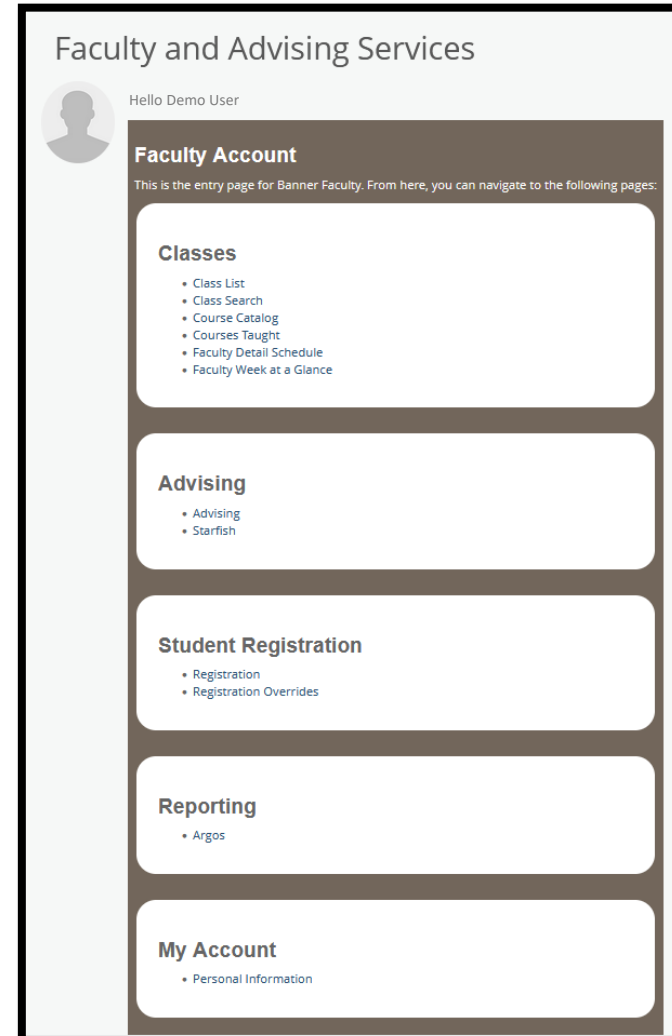
Banner

Dashboard

Clicking **Dashboard** in Experience will direct you to the **Faculty and Advising Services** portal in Banner.

From this portal, you can perform a variety of tasks associated with class management and advising.

From the **Classes** section, you can view your class lists and schedule, as well as some registration tools.



Registration Tools (1/2)

The registration tools under **Student Registration** provides access to registration overrides, active assignments, and assignment history.

Faculty and Advisors • Registration Overrides

Student and Advisee ID Selection

i Enter the ID of the Student or Advisee you want to process or enter partial names, student search type or a combination of both. Then select Submit.

Term
Select ▼

Student or Advisee ID OR Last Name First Name

Search Type Students Advisee Both

Submit

Registration Tools (2/2)

Faculty and Advisors • Assignments

Assignments

Active Assignments Assignment History

The following classes have active (not rolled to Academic History) students. The class syllabus and office hours may also be maintained.

Course: Managerial Accounting - 40004 - ACCT 122 - 0

Associated Term	CRN	Status	Schedule Type
Winter 2024(202340)	40004	Active	Lecture
Instructional Method	Campus	Available for Registration	Credits
Online 100% (should this be "D	Kutztown Online Campus	10/29/2023 to 04/08/2024	3.000
Syllabus	Office Hours	Roster	Detail Schedule
Add	Add	Class list not available	Display
Grade Mode	Course Level		
Academic Forgiveness	Undergraduate		
Pass/Fail			
Standard			
Satisfactory/Unsatisfactory			
Conversion			

Active Assignments **Assignment History**

The following represents your class assignments, both past and present.

Assignment History

Associated Term	CRN	Course	Course Title	Credits	Course Level	Campus	Instructional Method	Open for Registration	Status
Fall 2024	30007	ACCT 121	Financial Accounting	3.000	Undergraduate	Kutztown Campus	Face to Face	Yes	Active
Spring 2024	10402	CPSC 343	Operating Systems	3.000	Undergraduate	Kutztown Campus	Face to Face	Yes	Active
Spring 2024	10403	CPSC 343	Operating Systems	3.000	Undergraduate	Kutztown Campus	Face to Face	Yes	Active
Winter 2024	40004	ACCT 122	Managerial Accounting	3.000	Undergraduate	Kutztown Online Campus	Online 100% (should this be "D	Yes	Active

Advising

The link under **advising** will take you to the Advisee Search page, where you can find a specific advisee and view information about them. Advisees are grouped by term and can be found by Student ID, KU email address, or name.

The screenshot shows a web interface for 'Advisee Search'. At the top left, there are navigation links for 'Advising' and 'Advisee Search'. The main heading is 'Advisee Search'. Below this, there is a search area with a dropdown menu for 'Term' set to 'Fall 2024 26-AUG-2024 - 14-DEC-2024'. Underneath, there are radio buttons for 'View advisee listing, or search by', with 'Student ID' selected. A text input field for 'Student ID' is present. At the bottom left, there are two buttons: 'View Profile' and 'View My Advisee Listing'. On the right side, there is a 'Getting Started' button and a text box titled 'Advisee Search' containing instructions on how to use the search page.

Advising • Advisee Search

Advisee Search

Change term, search for a student, or view your advisee listing

Term
Fall 2024 26-AUG-2024 - 14-DEC-2024

View advisee listing, or search by

Student ID
 Student Email
 Student Name

Student ID

[View Profile](#) [View My Advisee Listing](#)

Getting Started

Advisee Search

Use the Advisee Search page to select the term for which you would like to search for a specific advisee to view their student profile information. You may also click View My Advisee Listing to see all advisees assigned to you in the selected term.