BISONHUB QUICKGUIDE FOR FACULTY
Welcome to BisonHub!

Home returns to this page from anywhere

The top toolbar remains visible from all pages

Search for students by name to access student info and launch tasks

My Tasks displays new info and actions you must take

Menu lists new Student apps specific to your role (Faculty, Advising, Financial Aid, Student Finance)

Profile opens your Profile, Favorites, and My Reports

View All Apps opens the Menu linking to useful hubs

Menu

Apps   Shortcuts

Your Saved Order

- Teaching
- Advising Dashboard
- My Advisees
- Personal Information
- Absence
- Career
- Expenses
- Pay
- Performance

Add Apps   Edit

Welcome

List of three most recent My Tasks assigned to you

Awaiting Your Action

Self Evaluation: 2022-2023 Staff Administration Employee Evaluation
My Tasks - 2 month(s) ago

Go to My Tasks (1)

It's Wednesday, Octo...

View All Apps

Helpful suggestions and next steps

Timely Suggestions

Keep Your Home Contact Information Updated
We would like you to review your Contact Information and ensure it's up to date

Update Contact Info

Keep Your Work Contact Information Updated
We would like you to review your Contact Information and ensure it's

Update Contact Info

Announcements

workday.

List of Suppliers for Punchout Requisitions
Currently there are 10 Suppliers in Punchout Suppliers list as below....

Workday Security- New Request Process
The Workday Security Team has implemented a new way to submi...

Check Your Retirement Beneficiaries
Make your wish...
was the last tim...
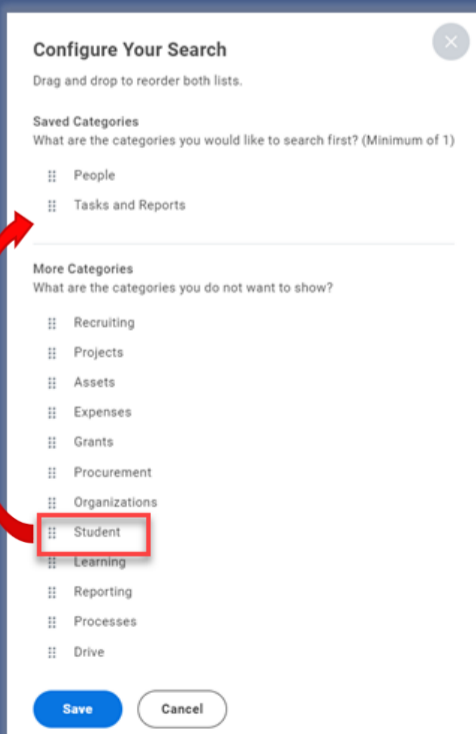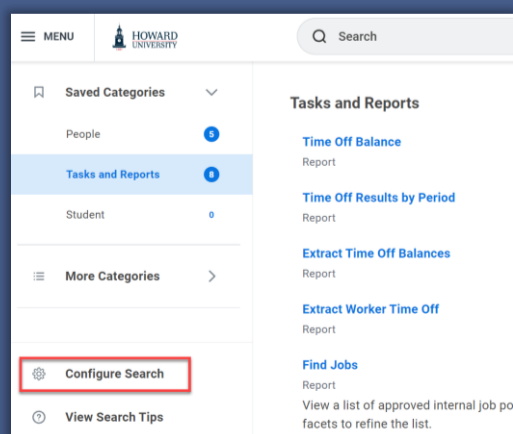
Announcements communicate timely news

WHAT'S NEW FOR FACULTY

SEARCH
To access student info, enter Student Name in the Search.

IMPORTANT NOTE! First, configure your Search for Student. Complete this *one-time set up action* to ensure Student results display in search options.

1. From the results page of any search, click **Configure Search** on the left.
2. Drag **Student** from bottom list and drop in *Saved Categories* section.
3. Click **Save.** Your preferred Student search options will be saved.

IMPORTANT FACULTY HOW TOS :
Teaching App New student related Apps specific to your role! Click Add Apps at bottom of menu panel to enter app name and click +.
Note: Apps are dependent upon security permissions. Use the WD Request form to request role-specific permission.
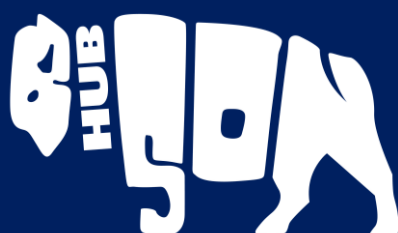
Key Faculty Business Processes
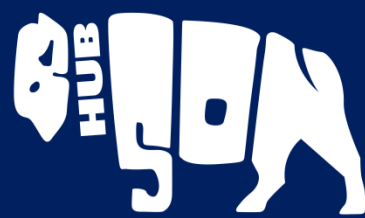Use **Search** to initiate these key business processes:
- **View My Teaching Schedule.** Click OK.
- **View Course Section Roster**. Select required course section.
- **Assign Student Interim Grade for Student Course Section**. Select required course section and student.
- **Assign Student Grades for Student Course Section**. Select required course section and student.

Learn more and access job aids and videos with step-by-step instructions for key tasks on **Workday Learning.**

List of actions you can initiate → Actions

Quick-launch Menu to personal, academic and financial info

Student | Howard University

- Summary
- Contact
- Academics
- Student Financials
- History
- Action Items and Holds
- Portfolio

Student Information

Student ID [redacted]

˅ Howard University

Student Status — Active
Class Standing — Sophomore
Primary Program of Study — Bachelor of Science in Human Performance

Your basic Howard Student info including Student ID, Class Standing and Program of Study

Account Activity

0.00 — Total Account Balance
0.00 — Due Now

View Statement

Overview of your financial account including balances

Academic Progress

28.1%

Bachelor of Science in Human Performance
9 Satisfied
of 32 Requirements

Overview of your progress toward your degree completion

Housing Assignment

Current Housing Status — Off Campus

Student Housing Info

STUDENT PROFILE TABS & STUDENT MENU ITEMS

Quick launch menu to personal, academic and financial info

Student | Howard University
Actions

- Summary
- Personal
- Contact
- Academics
- Student Financials
- History
- Action Items and Holds
- Portfolio

Summary includes an overview of the student's current academic & financial status

Personal and **Contact** includes info on the student and their Friends and Family

Academics includes info on current classes, academic planning, grades, and GPA

Student Financials includes info on charges and balances

Action Items and Holds includes important information on actions student must take and any current or previous holds to your account

For International Students Only! International includes info on bio-demographics and citizenship status / immigration info.

Apps for students accessible from the Menu

Menu ✕

Apps | Shortcuts

Your Saved Order ⇅

- Academics Hub
- Financials Hub
- Personal Information
- Career

HELPING YOUR STUDENTS: HOW DO I?
Helping Students use BisonHub Apps & Hubs

Academics Hub

Registration Appointments
The start date of your registration appointment
11/01/2023 9:00AM
2024 Spring

I want to...	Action to take
See my current classes	*Academics Hub > Overview > Current Classes tile*
Update my academic plan	*Academics Hub > Planning and Registration > My Academic Plan*
Register for courses	*Academics Hub > Planning and Registration > My Academic Plan* *Note: An available appointment must be open. You can also register from a Saved Schedule. Check your BisonHub Canvas Course for more info.*
Create or view saved schedule	*Academics Hub > Planning and Registration > Saved Schedules*
Find a course	*Academics Hub > Planning and Registration > Find Courses*
View my academic progress	*Academics Hub > Academic History*
Troubleshoot my registration	*Academics Hub > Planning and Registration > My Academic Plan*

Financials Hub

Financials Overview

Due Now — $0.00
Recent Payments

Financial Aid Awards

I want to...	Action to take
View my financial aid	*Financials Hub > View Financial Aid > enter Award Year and click OK*
Check my balance due	*Financials Hub > Overview or View Account Activity*
View my Satisfactory Academic Progress status	*Financials Hub > scroll down to Suggested Links and click SAP Status* *Note: It may display as Undetermined for the semester currently in process*
Pay my bill	*Financials Hub > scroll down to Suggested Links and click Make a Payment*
Print my statement	*Financials Hub > Statements and Documents > View Statement*