BisonHub Training Plan

SPRING 2024

Find the role that most closely aligns with yours to view your BisonHub training plan.

Note: BisonHub training is based on role and not all employees will need training. All employees who provide **direct services** to students will use BisonHub and will require training.

Howard University Role	January	February	March	April
Student	Beginning January 2 Review **Student QuickGuide** on website *On-demand learning reinforcement*	February 21 **BisonHub Day & Student Exploration Sessions** *In-person session*	Beginning March 11 **BisonHub 101 for Students & Academic Plan** *On-demand training in Canvas*	Beginning April 1 **Registration Training** *On-demand training in Canvas* Beginning April 15 **Registration Rush** *Live support sessions*
Faculty	Beginning January 2 Review **Faculty QuickGuide** on website *On-demand learning reinforcement* Beginning January 22 BisonHub Preview Sessions hosted by Colleges/Schools *Live preview sessions*	Beginning February 21 **BisonHub 101** *On-demand training in WDLearning and live support sessions*		Beginning April 1 **BisonHub for Faculty** *On-demand training in WDLearning and live support sessions*
Administrators (includes Chairs, Deans, Program Coordinators & Managers, Academic Faculty Executives)	Beginning January 2 Review **Faculty & Staff QuickGuides** on website *On-demand learning reinforcement* Beginning January 22 BisonHub Preview Sessions hosted by Colleges/Schools	Beginning February 21 **BisonHub 101** *On-demand training in WDLearning and live support sessions*	Beginning March 11 **BisonHub for Administrators** *On-demand training in WDLearning and live support sessions*	

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	Live preview sessions			
Advisors (includes Office of Undergrad Study, Faculty Advisors, Professional Advisors, Graduate Program Directors, Academic Coordinators, and Research Advisors) *Note*: Content is targeted to student registration processes.	Beginning January 2 Review **Staff QuickGuide** on website *On-demand learning reinforcement* Beginning January 22 BisonHub Preview Sessions hosted by Colleges/Schools *Live preview sessions on basic functions not specific to Advisors*	Beginning February 21 **BisonHub 101** *On-demand training in WDLearning and live support sessions* Beginning February 26 **Advising Basics for ALL Advisors** *On-demand training* February 27 **Advising in BisonHub for Undergraduate and ACE Advisors** *Virtual Instructor Led Training*	Beginning March 11 **BisonHub Advising and Registration for ALL Advisors** *Virtual Instructor Led Training with on-demand learning reinforcement* Beginning March 25 **Open Labs for Registration** *Virtual Instructor Led Training*	Beginning April 15 **Registration Rush Support** *On-demand training in WDLearning and live support sessions*
Financial Aid	Beginning January 2 Review **Staff QuickGuide** on website January 30 & 31 **Financial Aid Packaging and Awards** for all FA staff *Virtual Instructor Led Training*	Beginning February 21 **BisonHub 101** *On-demand training in WDLearning and live support sessions*		
Student Records (Registrar's Office)	Beginning January 2 Review **Staff QuickGuide** on website *On-demand learning reinforcement*	February TBD **Student Records training** *Instructor Led Training* Beginning February 21 **BisonHub 101** *On-demand training in WDLearning and live support sessions*		

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Howard University Role	January	February	March	April
Student Finance (includes Bursar's office, cashiers, etc)	Beginning January 2 Review **Staff QuickGuide** on website *On-demand learning reinforcement*	Beginning February 21 **BisonHub 101** *On-demand training in WDLearning and live support sessions*		*Student Finance training will be delivered in May*
All other Student-facing employees (includes IT HelpDesk, Student Affairs, Executive Assistants, Academic Department Assistants, etc.)	Beginning January 2 Review **Staff QuickGuide** on website *On-demand learning reinforcement*	Beginning February 21 **BisonHub 101** *On-demand training in WDLearning and live support sessions*		
Non-Student facing employees (includes Facilities, HR, IT infrastructure)	*No BisonHub training needs anticipated*			