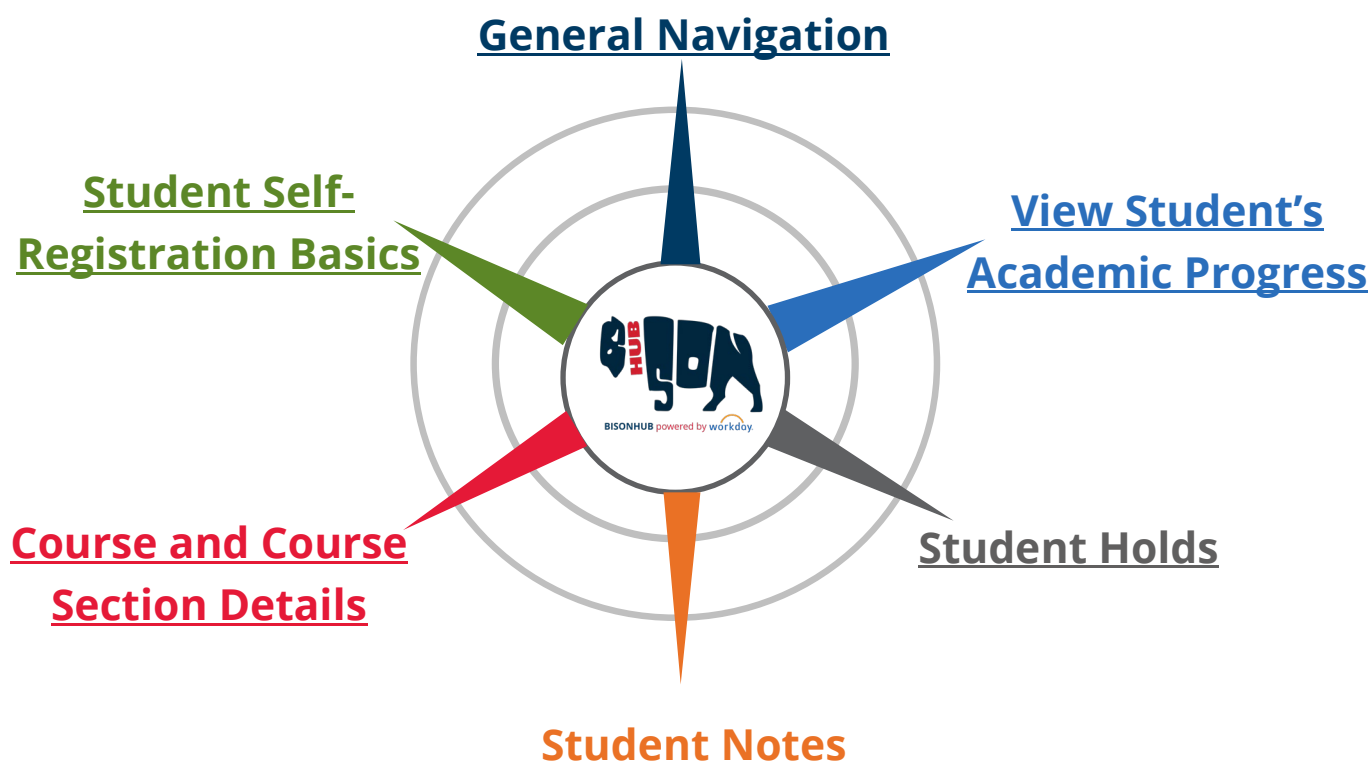


BisonHub 101 Quick Links – All Users (Faculty and Staff)

Students should refer to the student specific guide. Click [HERE](#).

All other users should click [HERE](#) to complete the BisonHub 101 course in BisonHub Learning that covers foundational skills for all users navigating and completing tasks in BisonHub. After completing BisonHub 101, users should complete the trainign courses specific to their academic areas.

The links below provide quick access to specific training material for reference as needed. Click the topic title to view available resources related to that topic.



Topic	Resource
<p>General Navigation</p> <p>Resources provide instructions on navigating the BisonHub homepage, My Tasks, updating search preferences, and the differences between an employee and</p>	<p>QRG - General Navigation for Faculty and Staff</p> <p>Video - General Navigation of BisonHub for Faculty and Staff</p> <p>Job Aid - My Tasks Process Flow</p> <p>Video – Configure Search</p>

<p>student record. These resources provide foundational knowledge for navigating BisonHub.</p>	<p>QRG - Employee Record vs Student Record Job Aid- Generate Reports Video – Accessing Custom Reports Video- Accessing Workday Standard Report Video- Filter Reports Video- How to Schedule a Report</p>
<p>View Student’s Academic Progress Resources provide instructions on how to view and interpret a student’s Academic Progress Report. The report displays a student’s progress towards their degree completion.</p>	<p>QRG - Academic Progress Report Video - Academic Progress Report</p>
<p>Student Holds Resources provide instructions on how to view if a student has a hold on their record which prevents the student from registering and include descriptions and resolutions for each type of holds.</p>	<p>Job Aid - Holds on Student Record Job Aid Video - Holds on Student Record</p>
<p>Student Notes Resources provide instructions on how to view notes made on a student record by staff and faculty members and how to add a note on the student record.</p>	<p>QRG - Advising Student Notes Job Aid - Student Notes</p>
<p>Courses and Course Section Details Resources provide instructions on how to view course sections and course section details within a specific academic period.</p>	<p>Job Aid - Find Course Sections Video - Find Course Sections Job Aid - View Course Section Details Video - View Course Section Details</p>
<p>Student Self-Registration Basics Resources provide an overview of student self-registration. This job aid allows all users to build general registration knowledge to support student questions regarding self-registration in BisonHub.</p>	<p>Job Aid - Registration Basics</p>