

BisonHub Administrator Training Quick Links

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

All faculty and staff should complete [BisonHub 101](#) first which includes foundational skills for all users navigating and completing tasks in BisonHub.

Administrators should then complete the Administrator training course, click [HERE](#). 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.

[Program of Study and Grade Changes](#)



[Discipline Management](#)

[Reports and Analytics](#)

Topic	Resource
<p>Program and Grade Changes</p> <p>Resources provide an overview of the process for student program of study changes and grade changes.</p>	<p>Job Aid- Program of Study Change Process Flow</p> <p>Job Aid - Change Student Course Section Grade</p> <p>Video - Change Course Section Grades</p>
<p>Reports & Analytics</p> <p>Resources provide instructions for frequently used reports available to administrators.</p>	<p>QRG - Academic Leadership Reports QRG</p> <p>Job Aid- CM Course Schedule and Classroom Utilization</p> <p>Job Aid – Instructor Workload Dashboard</p> <p>Video – Recording of Instructor Led training</p>
<p>Discipline Management</p>	<p>Job Aid - Student Suspension Job Aid</p> <p>Job Aid- Student Dismissal Job Aid</p>

Resources provide instructions for disciplinary actions completed by administrators.	
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