New MyKU
Navigation (Faculty)
Experience
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.
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.
The **Favorites** card allows you to add custom links to your homepage.

**Favorites**

*Add quick links*

Create links to your most important pages.

**New Link**

- **Link title**: Kutztown University
- **Link URL**: https://www.kutztown.edu

**ADD NEW LINK**
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

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.
Registration Tools (2/2)

The following classes have active enrolment. The class syllabus and office hours may also be maintained.

**Course:** Managerial Accounting - 40004 - ACCT 122 - 0

- **Course Information:**
  - Associated Term: Winter 2024/2023/24
  - Instructional Method: Campus
  - CRN: 40004
  - Status: Active
  - Schedule Type: Lecture
  - Credits: 3.00
  - Start Date: 01/29/2023
  - End Date: 04/28/2024

- **Assignments:**
  - Active Assignments
  - Assignment History

- **Active Assignments:**
  - Course: Financial Accounting
  - Credits: 3.00
  - Course Level: Undergraduate
  - Campus: Kutztown Campus
  - Status: Active

- **Assignment History:**
  - Course: Managerial Accounting
  - Credits: 3.00
  - Course Level: Undergraduate
  - Campus: Kutztown Online Campus
  - Status: 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.