

# DePauw Student Systems Guide for Faculty and Staff

An overview of online tools used to manage student records and support student activities at DePauw

February 12 2018

## For Students

		Purpose	Who to Contact
<b>Student Portal</b> (aka, e-Services)	<i>my.depauw.edu</i>	The Student Portal - Used by students for course registration and adjustments, reviewing course schedules, and tracking their academic progress. Also provides portal to view UB mailbox information, verify housing assignments, monitor University billing information, and find links to TigerTracks, CASHNet, FAMIS, Event Scheduling, and other resources.  The e-Services Bulletin Board is used by students to	HelpDesk helpdesk@depauw.edu
<b>Moodle</b>	<i>moodle.depauw.edu</i>	LMS (Learning Management System ) - An online environment where faculty post course materials and interactive resources to foster collaboration amongst students in a class. Also provides a portal to Library E-reserves.	Veronica Pejrl fits@depauw.edu
<b>Horizons</b>	Link to login from: <i>www.depauw.edu/academics/centers/hubbard</i>	Off-Campus Study portal - Enables students to identify and apply for DePauw off-campus opportunities including semester-long domestic and international study, and off-campus WT and Spring Extended Study Courses - includes risk management and international exchange.	Leslie Petiniot lesliepetiniot@depauw.edu
<b>TigerTracks</b> (aka, Handshake)	Link to login from: <i>www.depauw.edu/academics/centers/hubbard</i>	Career Services portal - Connects students with employers for jobs and internships. Used by students to sign up for on-campus interviews, to submit internships to apply for Extended Studies credit and the summer grant program, and to find on-campus student employment opportunities.	Emily Hall emilyhall@depauw.edu
<b>Alumni Online Directory</b> (aka, Alumni Gateway)	Link to login from: <i>www.depauw.edu/alumni</i>	Alumni portal - Connects students who have attended a mandatory Networking Etiquette workshop at the Hubbard Center with alumni who may be willing to mentor, share their professional experiences, provide career counseling, host interns, offer job shadowing experiences, etc.	Erin Mahoney Hubbard Center emahoney@depauw.edu  Deanna (Dee) Wendling Alumni Engagement deannawendling@depauw.edu
<b>Residence</b>	Link to login from <i>e-Services</i>	Student Housing system - Used by students to submit housing requests annually and by CLCD staff to manage housing assignments throughout the year.	Nicci Collosi nikkicollosi@depauw.edu
<b>CashNET</b>	Link to login from <i>e-Services</i>	Online Payment gateway - Used by students (and families) to manage their University financial account balances, pay bills, and arrange payment plans.	Lyndie Plummer Cash Receipts Office lyndieplummer@depauw.edu

## Coming for Students in Fall 2018

		Purpose	
<b>Campus Labs Engage</b>	--	Co-Curricular Experience Portal - Will be used by students to track and reflect on their activities as they progress through their Commitment Experience Pathway experiences. Will also enable students to check-in at events using swipe-card or mobile app.	--
<b>Alumni mentoring portal - TBD</b>	--	Alumni mentoring portal - Options are under review for a possible new resource for students to connect and engage with Alumni mentors.	--

## For Faculty and Staff

		<b>Purpose</b>	<b>Who to Contact</b>
<b>Student Success Collaborative (SSC)</b>	<i>depauw.campus.eab.com</i>	Collaborative Advising Platform - Used by faculty and advisors to monitor students' academic progress, and to schedule and document student advising sessions. SSC alerts advisors when students may in need of focused support and executes predictive analytics related to student success markers.	Julianne Miranda jmiranda@depauw.edu
<b>e-Services</b>	<i>my.depauw.edu</i>	Student Information System - Used by faculty to access class rosters, review academic records of their advisees, propose new courses, manage textbook lists, enter grades, maintain their faculty profile, conduct elections, review course evaluations, etc.  Used by staff to manage student financial accounts, the schedule of classes, course enrollments, student work-study, etc.	Registrar's Office registrarsoffice@depauw.edu  Lynda LaRoche helpdesk@depauw.edu
<b>Advocate / CARE</b>	--	Used by Dean of Students Office to document and manage student judicial and Title IX cases. A module within Advocate, CARE, is used to coordinate staff outreach to students needing direct or urgent assistance.	Jamie Stuckey jamiestuckey@depauw.edu
<b>Slate</b>	--	Admission and Recruiting Portal - Used by Admission staff and specific campus partners to coordinate marketing and communications with prospective students, manage recruiting events, evaluate student applications, and monitor recruiting analytics.	Stacy White stacywhite@depauw.edu
<b>PowerFAIDS</b>	--	Financial Aid Manager - Used by Financial Aid staff to maintain student financial aid information, track applications, analyze financial need, and assign and process financial awards.	Lara Lawrence laralawrence@depauw.edu

## For Everyone

		<b>Purpose</b>	<b>Who to Contact</b>
<b>Google</b>	<i>mail.depauw.edu</i>	DePauw's email and collaboration platform - Includes Gmail, Calendar, Drive, Google Docs, survey tools, Hangouts (video conferencing), and Google Earth, among others.	Lynda LaRoche helpdesk@depauw.edu
<b>Box</b>	<i>box.depauw.edu</i>	Online File Storage - Used to upload/download, organize, and share files online via a web browser or Box Drive. Each account provides a personal Box folder with unlimited storage. Departments, courses, programs and other groups can create specific 'group' Box folders to share documents between their members (similarly to the old U: drive).	Lynda LaRoche helpdesk@depauw.edu
<b>Event and Room Scheduling</b>	<i>e-Services Event Scheduling Module</i>	Used to reserve campus rooms and spaces for events, classes and meetings, to review the Planning Calendar to coordinate event scheduling and avoid conflicts with other activities, and to provide event descriptive information for publication in the University calendar.	Angie Battin abattin@depauw.edu
<b>FAMIS</b>	Link to login from <i>e-Services</i>	Ticketing System - Used by Facilities Management and the Information Services HelpDesk to receive, manage, and track requests.	Heather Patterson heatherpatterson@depauw.edu
Facilities Management Request		Used by Students to report or request help for technology-related issues and to request repairs or loft kits for their living units.	Candy Nichols andersonc@depauw.edu
Information Services Technology Request			Lynda LaRoche