

Instructions for using TheHub

TheHub serves as Hampshire College's online portal to all things administrative such as registration and records, class schedules, evaluations, divisional forms and more. Additionally, as an employee of the College you can keep your address information up-to-date, submit an IT trouble ticket, and, if appropriate, authorize your students' timecards. New features and navigation will be added through the "betahub." Look for "*Courses beta*" and "*Advising beta*" links to see the new functionality as it is being developed.

Getting to and Accessing TheHub

Open up your web browser and enter *thehub.hampshire.edu* (note: there is **no** www)

Click on *FACULTY*, log in using your HampNet login, and choose a menu option.

If you forget your login information, enter *password.hampshire.edu* in your web browser and follow the options for resetting your password. Remember, TheHub uses the same login as your email, Intranet, course web sites etc. Hampshire IT will never ask for your password by e-mail. Don't fall for phishing messages.

TheHub is unavailable on Tuesday evenings from 7:00PM to 9:00PM for regular maintenance and every morning from 3:00AM to 6:00AM for backups.

For security reasons, TheHub pages will not display your name and will time out after a period of inactivity. This is to deter others from using your session should you walk away from a computer without logging out. All pages on TheHub are secured with SSL, which encrypts all of the data transmitted to and from TheHub.

General tips

Most pages have a *Help* link for more information on features of TheHub. Many of these pages do not contain a scroll bar or a back button. Click the "x" in the upper-right hand window to close the window and return to TheHub.

Keep in mind that TheHub is an interface provide by Ellucian (Datatel) to the Colleague database. The look has been and will continue to be customized to a certain extent, and menus can change from time to time.

Getting Help for TheHub

If you have technical problems with TheHub, contact TheHub help desk at ext. 5718 during regular business hours. You can also reach the helpdesk by email at thehub@hampshire.edu.

For questions related to evaluations, registration and divisional policies, please contact the central records office at ext. 5421 or email centralrecords@hampshire.edu.

The Moodle faculty courseware system (course web sites) is not a part of TheHub. You must contact your school librarian for support for these sites.

Advising / Committees

In this section you can view your advisee's schedules, write evaluations, view and fill out Divisional forms, authorize your advisees for registration and more. The *Academic History/Schedule* link has a list of your advisees' classes, and is the best place to view their Five College grades. The best place to review your advisees' evaluations is under the *Academic Records/Evaluations* section *Advisor* link, selecting *View an advisee's academic records*. This section includes a summary of your advisees' Divisional work, and can show you which courses may be/were used to fulfill Divisional requirements. You can also see your advisees' CEL-1 activities here. You might also want to review the central records web site at www.hampshire.edu/centralrecords to see the instructions for students regarding course registration at Hampshire and the Five Colleges.

Instruction

The *Search for Classes* is the same search that students use. You must fill in a term and, to avoid a long wait, we recommend that you select a school from the drop-down menu. You may also search by faculty name, by a key word in the title or description, by distribution areas or by cumulative skills. You may also limit your search by days of the week and times, which should prove helpful to students when they are trying to complete their complete schedule of courses. On the Main Menu *Search for Classes*, you'll also see a link that students use to located times and descriptions for Five College courses. A cross-campus searchable catalog is located on www.fivecolleges.edu.

The *Academic Records/Evaluations* section is also used for writing and viewing Divisional forms and evaluations. It contains *My To-Do List*, which summarizes Division II and III proposals requiring your attention for signatures or writing evaluations. You can also access the same information through the individual *Division I, II and III Committees* links.

The *Instructor* links for the current and prior semester list your Hampshire and Five College students currently registered in courses, independent studies, or as teaching assistants. In this section you can write mid-semester evaluations, view student self-evaluations, write course evaluations for Hampshire students and submit grades for Five College students.

The *Class Roster* feature under the Instruction menu is designed to view class lists by term. During registration periods, you will be able to view the roster of students as they sign up and drop your class. Please note that this roster, not your Moodle course web site, is the most accurate and up-to-date information available for Hampshire students' registrations. If a student attending your class does not appear on the roster shortly after the end of the add/drop period, please inform the student and/or central records. You will be unable to submit an evaluation for Hampshire students, or a grade for Five College students, who do not appear on this list. Your roster includes the emails of each Hampshire student in your class. At the bottom of the roster is a feature that allows you download a list of students in the class. You can also use the *Courses beta* link to see your roster, and email students individually or all at once. Please note that there can be a delay in processing forms for Five

College registrations, independent studies, instructor permissions, or teaching assistants.
Your teaching assistants should not register for your course; there is a separate registration form available in central records.