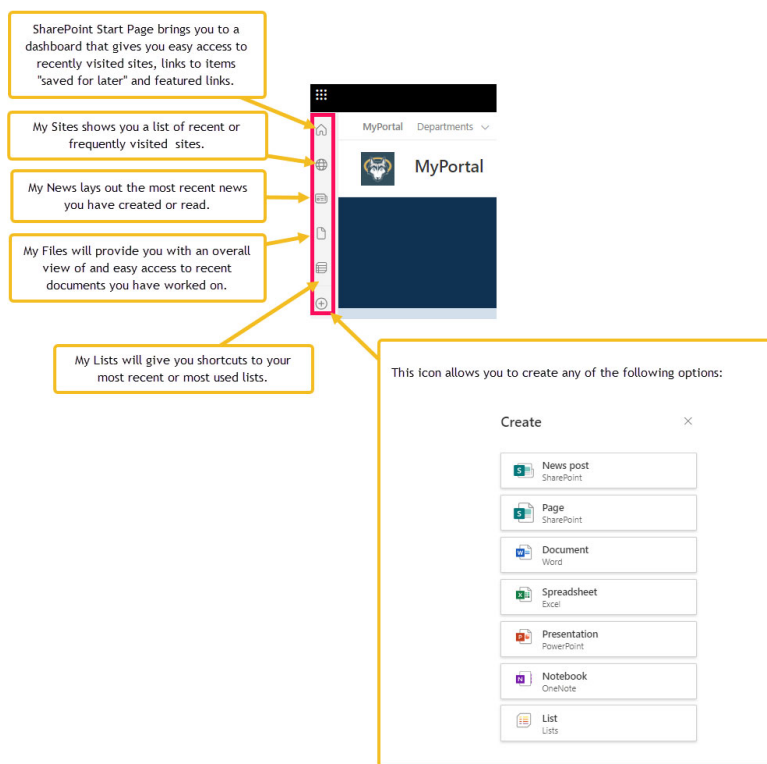




Welcome to the tutorial on how to navigate the FranU myPortal. The layout is very simple to use.

There is only one landing page for students, faculty and staff. However, your particular view will be different depending on what you have permissions to see. For instance, there are some quick links that are used by everyone on campus while others are used only by students or only by faculty and staff. Everyone on campus will see common quick links but additional links are separated by permissions.

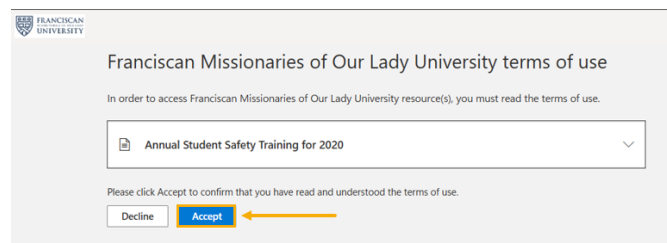
One of the features myPortal offers is the ability to reach your personal files or even create them!



Please note this feature is not affected by myPortal and cannot affect myPortal. This information was included for your knowledge only. The tutorial begins on the following page.

Important!

You will need to confirm that you have read and understood the terms of use before logging into myPortal!



This is an overview of the main page of the FranU portal.



MyPortal
Not following

Wolf Tracks

Continue to Self-Service Dashboard

myAnnouncements

May Hours For St. Francis Hall
St. Francis Hall will be open Monday-Friday from 7:00am-5:00pm for the remainder of May 2024.

myEvents

Mass on Campus, St. Francis Hall, La Verne Chapel
Wed, May 15, 12:20 PM

myResources and Links

Campus Map	IT Support	Library Outlines
Monthly LMS	Office 365 Dashboard	Outlook
Software Forms	Undergraduate Final Exam	Student Onboarding
Book an Appointment	Book a Study Room	Event - (For School of ...)
Canvas LMS	Handshake	LRC Tutoring
Student Handbook	Virtual Bookstore	

PA Open House
Join the PA open house on May 22 from 4:00pm-6:00pm in St. Francis Hall, Room A101. Register here ...

Book Club Meeting
Don't miss the First Book Club meeting on Thursday, May 30th at 4:00 in the University Library.

Free Online Tutoring with Pear Deck
Pear Deck has partnered with Pear Deck, an online tutoring service to provide tutoring in virtually any subject ...

Mass on Campus, St. Francis Hall, La Verne Chapel
Wed, May 22, 12:20 PM

PA Open House
Wed, May 22, 4:00 PM

Mass on Campus, St. Francis Hall, La Verne Chapel
Wed, May 29, 12:20 PM

Mass on Campus, St. Francis Hall, La Verne Chapel
Wed, May 29, 12:20 PM

Test Anxiety???
Tame That Overwhelming Feeling!
A few tips & tricks can help you feel at ease and tackle those tests with no problem.

Pre-test

- Get a good night's sleep
- Don't eat a heavy meal before the test
- Arrive at the test location early to avoid rushing
- Read the test instructions carefully and ask for clarification if needed

Test Day

- Take a deep breath before the test
- Read the questions carefully and take your time
- Don't panic if you don't know an answer
- Stay focused and don't let other students distract you

Post-test

- Take a break after the test
- Don't dwell on questions you got wrong
- Remember that the test is just one part of your overall performance

Fun Fact: Mouth breathing is effective in reducing test anxiety. Here's a one-minute breathing exercise.



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- Our Core Values**
- Service:** The privilege of reaching out to meet the needs of others.
 - Reverence & Love for All of Life:** Acknowledging that all life is a gift from God.
 - Joyfulness of spirit:** An awareness of being blessed by God in all things.
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 - Justice:** Striving for equity and fairness in all relationships with special concern for those most in need.

Countdown to Fall 2024 Graduation

214 19 53 05

The past is my heritage, the present, my responsibility, the future - my challenge.

This tutorial will show you how to navigate the menu bars and departmental links.

1. Navigation

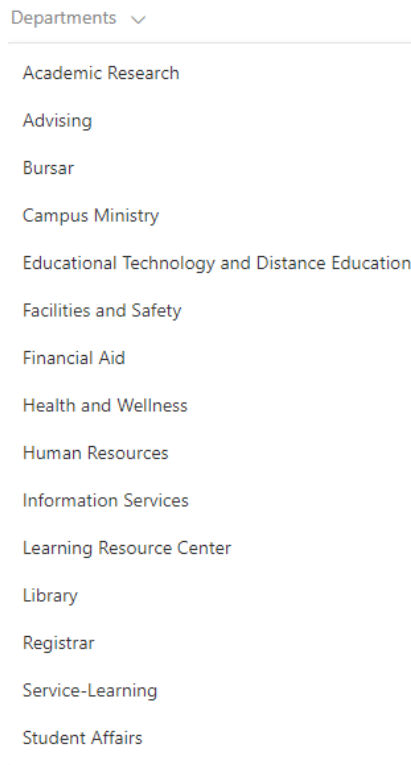


1

MyPortal

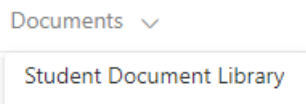
The **MyPortal** text located on the navigation bar will bring you back to the main landing page no matter what page or department you are viewing.

2



The **Departments** tab will allow you to select a department to choose which department you wish to visit.

3



The **Documents** tab will allow you to view documents for multiple departments.

4 Community ▾

- CITE
- Graduation
- Institutional Research & Effectiveness
- Lab Safety Team
- REACH

The **Community** tab will allow you to select a community site to visit. Community sites are for groups of documents or a depository for information that may not necessarily be considered a department.

5 Academic Calendars ▾ Acade

- 2023-2024 Academic Calendar
- 2024-2025 Academic Calendar

The **Academic Calendars** tab will house the most current academic calendars plus one year.

6 Academic Catalog ▾

Academic Catalog

The **Academic Catalog** is a link to the Academic Catalog on the FranU.edu website. This will be accessible no matter what page you are on in the portal.

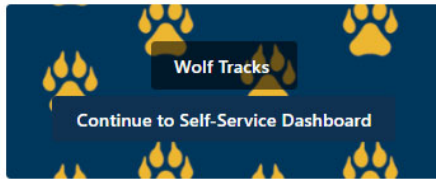
7 Emergency Information ▾

Emergency Numbers

The **Emergency Information** tab is a dedicated place for emergency contact information.

Your view will be slightly different depending on whether you have logged in as Faculty/Staff or as a student.

You will only see links, announcements and events that you have permissions to view. Links are shown as blue tiles and are in alphabetical order. The only exception is Wolf Tracks, which is shown above the other links. The Wolf Tracks link is within the words “**Continue to Self Service Dashboard**”.



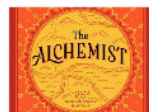
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myEvents

+ Add event



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Wed, May 15, 12:20 PM



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Wed, May 22, 12:20 PM



PA Open House
Wed, May 22, 4:00 PM



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Wed, May 29, 12:20 PM



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Wed, May 29, 12:20 PM



Book Club
Thu, May 30, 4:00 PM

myResources and Links

Book an Appointment	Book a Study Room	Campus Map
Exit - (For School of ...)	GivePulse	Handshake
IT Support	Library Databases	LRC Tutoring
Moodle LMS	Office 365 Dashboard	Outlook
Softdocs Forms	Student Handbook	Student Onboarding
Undergradua Final Exam..	Virtual Bookstore	

Below the 3 columns shown above, you will see the same basic information that you can find on the digital displays located across campus. The information will rotate with available flyers in the same manner.

Test Anxiety???

Tame That Overwhelming Feeling!
A few tips & tricks can help you feel at ease and tackle those tests with no problem

Pre-test

- Spread out your study time
- Try different practices: graphs, highlights, index cards, concept maps, small group study sessions
- Practice the 80/20 rule: Spend 80% of time studying new material & 20% reviewing
- Test yourself to help de-stress yourself and get a good night's sleep!

Test Day

- Get up early for breakfast, power and/or medication
- Answer easy questions first, your first instinct is usually correct
- Read the questions carefully, mark key words/phrases & budget your time
- If you're feeling anxious: relax your body, deep breathe, use positive self-talk & stay confident!

Post-test

- Reflect on what worked and what didn't
- Connect with your instructor if you are unsure about your grade or just needed some feedback
- Get extra help: The LRC offers free tutoring for many courses as well as academic coaching
- Stay Positive! Don't let an exam stop you in your tracks, let it inform your next steps

Fun Fact: Mindful breathing is effective in reducing test anxiety. Here's a one minute breathing exercise

Below the flyer carousel, the FranU mission statement and our core values are displayed

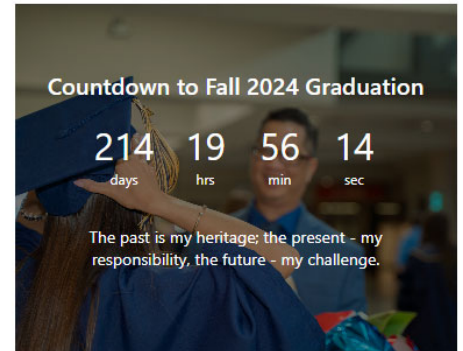
You will also see a countdown to the next graduation. We hope it will serve to encourage seniors to push that little bit extra to get to the most exciting day they will ever have at FranU!

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2. Navigation of Department or Community Pages

Remember you can use the words "MyPortal" to navigate back to the main MyPortal landing page. You can also use the other tabs in the navigation bar to navigate to other departments community sites or document libraries.

MyPortal Departments Documents Community



Student Affairs

Remember that no matter what page you navigate to in the department you are in, you can always click the name of the department (or the wolf head) to get back to the **department's** main page.



Student Affairs is committed to building student success through a variety of holistic services, programs, and advising that enhance FranU's Franciscan Catholic mission and complement the academic curriculum.

Links and Resources are now shown as buttons near the top of the page.

Links and Resources

Book an Appointment	Academic Coaching (Learning...	CCAMPIS Program	Disability Services
Faculty Resource Guide	Franciscan Student Life & Servant...	FranU Off-Campus Housing	Handshake Faculty and Staff...
Mental Wellness First-Aid Kit	Mascot Requests	Counseling Services	Student Advocacy
Student Affairs FAQs	Student Handbook	Vocational Discernment & Career...	Voter Registration

Information about the department or community site will be shown here. This information may change over time so check back often.

Our staff strives to serve as trusted resources, helping to connect you with information regarding your campus experience, your extracurricular interests, and discovering — and planning for your future.

Stop by and learn more about how we can help you make the most of your collegiate experience!

Our office hours are from 8:30am-5:00pm Monday-Friday. Feel free to contact Student Affairs directly for further information.

Contact Information
Building Location:
St. Francis Hall
5414 Brittany Drive
Baton Rouge, LA 70808
Phone: (225) 526-1625
studentaffairs@franu.edu

Contact information is shown at the bottom of the main department landing page.

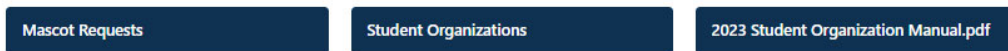
Some departments are comprised of smaller sections housed under one main name. For example, Student Affairs houses:

- Campus Ministry
- Counseling
- Disability
- Franciscan Student Life and Servant Leadership
- Student Advocacy
- Student Connections and Engagement
- Student Organizations
- Vocational Discernment and Career Development

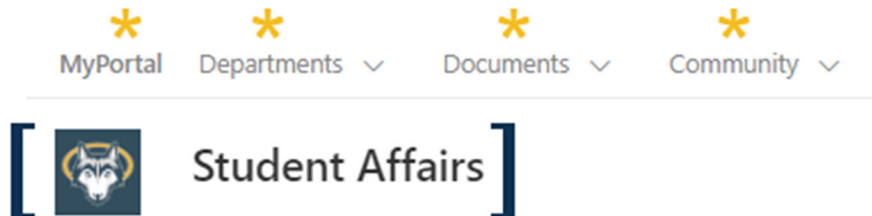
On some of the pages, you will see a way to navigate back to a section header that you are in. See below:



Links and Resources



The same navigation rules apply as described earlier. The main navigation bar will take you to the main landing page, other departments, documents or community pages. The departmental or community main page can be reached by using the site name (or the wolf head).



3. Navigation of Document Libraries

The screenshot shows the MyPortal interface. At the top, there are navigation tabs: MyPortal, Departments, Documents, and Community. Below this is a header section with the MyPortal logo and name, and a 'Not following' status. A toolbar contains options like Sync, Add shortcut to OneDrive, Pin to Quick access, Export to Excel, Automate, and All Documents. The main content area is titled 'Student Document Library' and features a table with columns for Department, Category, Subcategory, Name, Summary, and Document Type. The table is filtered to show documents from 'Academic Affairs', specifically 'Academic Calendar' and 'Undergraduate Final Exam Schedule'. Two callout boxes with yellow arrows point to the navigation tabs and the table headers, providing instructions on document sorting and access.

MyPortal Departments Documents Community

MyPortal Notice the same navigation options as shown throughout the tutorial. ☆ Not following

Sync Add shortcut to OneDrive Pin to Quick access Export to Excel Automate All Documents

Student Document Library

Documents are sorted by department, then by category, subcategory (if warranted), then by name. Most documents can be accessed via links on one of the department, community pages or on the main landing page but the document library is where they are stored.

Department...	Category	Subcategory	Name	Summary	Document Type
Department/Group : Academic Affairs (2)					
Category : Academic Calendar (1)					
Academic Affairs	Academic Calendar		Academic Calendar 2024-25.pdf	This document is the FranU Academic Calendar for 2024-2025.	Information
Category : Undergraduate Final Exam Schedule (1)					
Academic Affairs	Undergraduate Final Exam Schedule		Undergraduate Final Exam Schedule.pdf	This document lists the schedule for the undergraduate final exams.	Information
Department/Group : Academic Research (2)					
Department/Group : Advising (10)					
Department/Group : Educational Technology (10)					

If you have any questions or notice information that needs to be corrected or updated, please request corrections via email at portal@franu.edu.