

## Getting Started With TigerNet

This guide helps faculty users get started with the Jenzabar Internet Campus Solution (JICS) for Dakota Wesleyan University, now known affectionately on campus as TigerNet. TigerNet is what is called a *portal*, in that it provides convenient access to a wide variety of campus resources via a single web site and login. You may wish to set it as your browser home page.

The Jenzabar course management system (CMS) is one component of JICS and is accessed via the TigerNet portal.

To put this in the broader perspective, the vendor of our administrative computing systems and course management system is Jenzabar. TigerNet (JICS) is the interface that allows members of the DWU community to use these systems via a web browser.

### Your First Login to TigerNet

Log in by entering [bozeman.dwu.edu](http://bozeman.dwu.edu) into your browser Address window. You will see a screen that looks something like this:

The screenshot shows the Dakota Wesleyan University TigerNet Portal Homepage. At the top, there is a blue header with the university name and a navigation bar with links like "Sign In", "Portal Homepage", and "My Homepage". Below the header, there are several sections: "Login" with fields for "User ID:" and "Password:" and a "Sign In" button; "Announcements" with a "Calendar" for July 25, 2004; "Campus Resources"; and "Course Search" with a dropdown for "Term" (2003-2004 SUMMER) and input fields for "Course Code:", "Course Title:", "Faculty Last Name:", and "Course Description:". A "Search" button is at the bottom of the search section. The footer contains links for "Help", "About", "Contact Us", and "Privacy", along with the copyright notice "©2001-2004 Jenzabar, Inc."

This is the Portal Homepage. It is the public view of TigerNet. Anyone in the world who enters this URL into a browser can see this page.

We say that your view will look "something like" this, because the actual screen view will change constantly, as Announcements are added and the Calendar items change. Also, the system administrator may change the components of the screen from time to time.

You cannot customize your view of the Portal Homepage. Only a system administrator can customize this page.

Your Dakota Wesleyan ID number (which is under your picture on your university ID card) is your User ID, and your password is the last four digits of your social security number. Go ahead and log in now. If you have trouble logging in, contact the Information Systems Help Desk at x2697 or helpdesk@dwu.edu.

## Personal Homepage View

When you log into TigerNet, you are automatically taken to your personal home page (My Homepage). The first time you log in, before you make any changes to it, the screen will look like this:



We'll talk about adding content to your home page in a moment, but first, you need to know what the toolbars do. Some of these icons aren't visible to you yet.

## Standard Toolbars

TigerNet has standard toolbars that are visible on every screen. These help you navigate easily within TigerNet.

### Note:

You will see the term "portlet" used throughout this guide. Each individual tool or application or function within JICS (TigerNet) is called a "portlet" by Jenzabar. For example, the calendar tool is a portlet. The announcements tool is a portlet. The discussion forum is a portlet, etc.

In the upper left of the screen, you see a toolbar with verbal links and icons. More detailed information will be provided below. Click on:

- [Sign Out](#) to exit TigerNet. Clicking on this takes you back to the Portal Homepage.
- [My Info](#) to customize the personal information you make available through the portal.
- [Portal Homepage](#) to return to that screen at any time, if you do not wish to sign out.
- the E-mail icon to access your DWU e-mail account on Outlook.
- the Calendar icon to see your personal calendar in a pop-up window.
- the Bulletin Boards icon to see any discussion forums that have been set up for campuswide dialog.
- the Groups icon to access the space within TigerNet for any groups that you have joined. These are independent of the groups that you set up within your course.

In the upper right corner of the screen, you see the words [My Homepage](#) and one or more other words identifying the role(s) to which you have been assigned within TigerNet, such as [Faculty](#) or [Student](#). (Only system administrators have all the roles you see listed here. Do not be concerned if you see only one or two.) Clicking on these links will take you to those homepages. Each has an associated drop-down menu that will allow you direct

access to specific tools (or "portlets"). You see here the drop-down menu for someone with the role of a Faculty member.



**Note:**

All members of the DWU community are assigned one or more roles within Jenzabar, according to status (faculty, staff, student, etc.) and position functions. Persons who work with Jenzabar administrative systems on a regular basis – for example, those in admissions, financial aid, and fundraising – may have more specific roles than "Staff". Roles may also be assigned to prospective members of the campus community, such as student applicants and position candidates.

**Buttons**

Jenzabar also uses standard buttons for navigation purposes. You will see these located throughout TigerNet.



The **Minimize** button allows you to minimize the portlet for which this icon appears. Doing this creates more room on the screen for other portlets.



The **Restore** button takes you back where you came from. It essentially replicates the Back button in your browser. Use this button whenever you have it.



The **Maximize** button for a portlet allows you to maximize the portlet size on your screen and hide other portlets. Use the **Minimize** button to return to the previous view.



You will only see the **Edit** button for a portlet if you have edit rights to the portlet. Use this button to make changes. This is how you build out or customize your pages.



You see the **Info** button for selected portlets on your My Homepage pages, but not on course pages. Clicking on this button will give you development and copyright information about the portlet, and little else.



Clicking on the **Help** button for a portlet (not the word Help at the bottom of the page) will display helpful information about how to use the portlet. It is customized for that portlet.

**Customizing and Updating Your Personal Information**

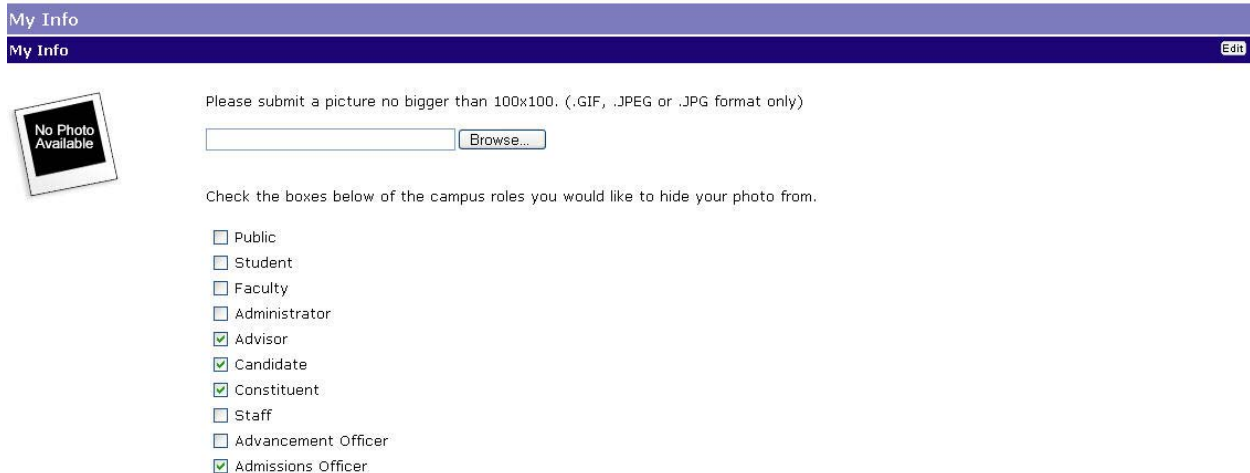
My Info allows you to customize the personal information that you make available within TigerNet. The categories of information within My Info are set by Jenzabar and cannot be customized, although you can elect not to enter info into this portlet. Click on My Info to edit any of the fields. For privacy reasons, we will not show a sample complete screen in this guide.

## **Name and Address**

You may update your name and address in Jenzabar by clicking on the [Edit](#) button in the Name and Address bar.

## **Picture**

You may insert a photograph if you wish. Click on the [Edit](#) button in the Picture bar to get this screen:



My Info Edit

My Info Edit

No Photo Available

Please submit a picture no bigger than 100x100. (.GIF, .JPEG or .JPG format only)

Check the boxes below of the campus roles you would like to hide your photo from.

- Public
- Student
- Faculty
- Administrator
- Advisor
- Candidate
- Constituent
- Staff
- Advancement Officer
- Admissions Officer

You can browse your desktop to select the photo. Note that the image must be in GIF or JPG format.

Note that you can select those roles to which you do NOT want the photograph to be visible. By default, the photo is made available to anyone logged in to Jenzabar. In this example, the roles of Advisor, Candidate, Constituent, and Admissions Officer have been selected to not see the personal photo.

The photograph, as it appears on the Jenzabar screen, will be slightly distorted. This is intentional and cannot be changed.

Click on [Save](#) or [Cancel](#) at the bottom of this screen (not visible in the example above) to return to the My Info page.

## **Office Hours**

Click on [Add](#) in the Office Hours bar to initially enter your office hours. This is the screen:



My Info Edit

Office Hours

Description:

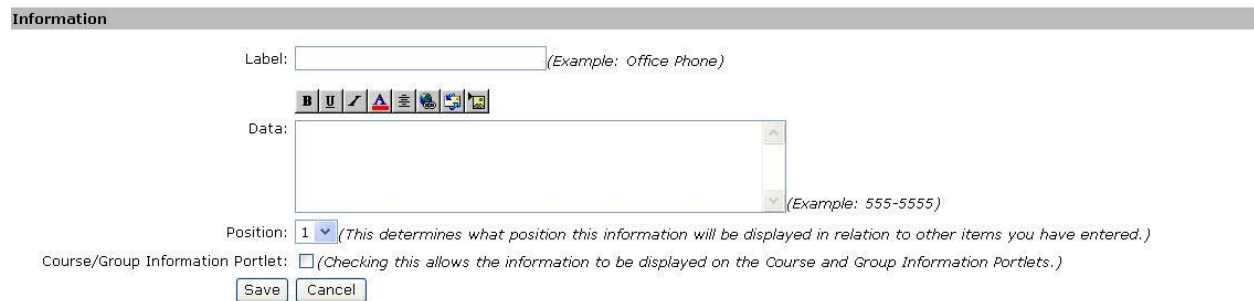
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Enter your office hours in the Description window and [Save](#) to return to the previous screen. Once you have entered office hours and saved, [Edit](#) and [Delete](#) buttons appear for this field. Use these to make changes.



### Other Information

Click on [Add](#) in the Other Information bar to add other personal information to the page. You will see this screen:



You can enter about anything you want into this field – your academic credentials, your IQ, your favorite TV show, your dog’s name – anything you want to share about yourself with others. Say, for example, you entered “Favorite Food” into the Label field and “Brussels sprouts” into the Data field, and hit the [Save](#) button. This is how it would look on your My Info page:



Notice now that you have the option to Add new information items, or to Delete the Favorite Food entry, or edit that entry if you ate a bad sprout and now want to change your Favorite Food to pickled beets.

The bar of icons immediately above the Data field allows you to customize the appearance of the information you enter into this field. The Position field below the Data field lets you determine the order in which you wish this information to appear. You also have the option of determining whether you wish this information to appear in the My Info portlet on your course web sites.

### Tid Bits

Tid Bits essentially replicates the Other Information fields. It allows you to enter other personal information and classify it according to set categories – Personal Biography, Family, Honors, Interests and Hobbies, and Personal Quote. The procedure for entering information is essentially the same as above under Other Information.

### Personalize Your Home Page

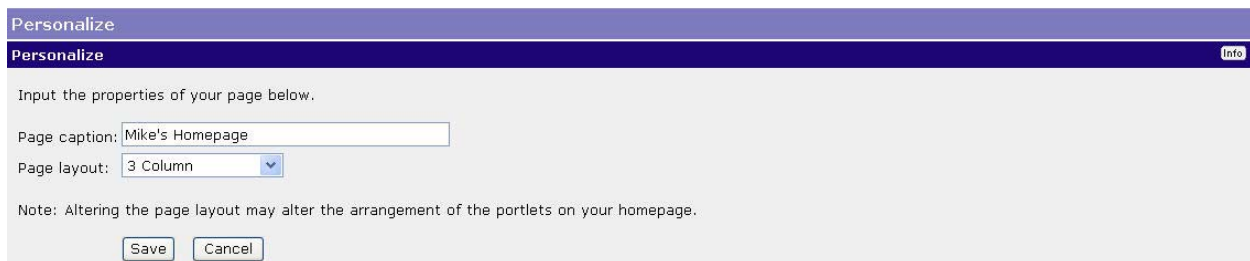
Click on [My Homepage](#) at the top of the screen to return to your personal homepage.

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Jenzabar provides one more way for you to customize your home page. Click on [Personalize](#). You will be taken to a screen that looks something like this:



You have two options here. One is to customize the appearance of your home page, the other is to customize the information that appears on the page. Click on [Page Properties](#) to see this screen:



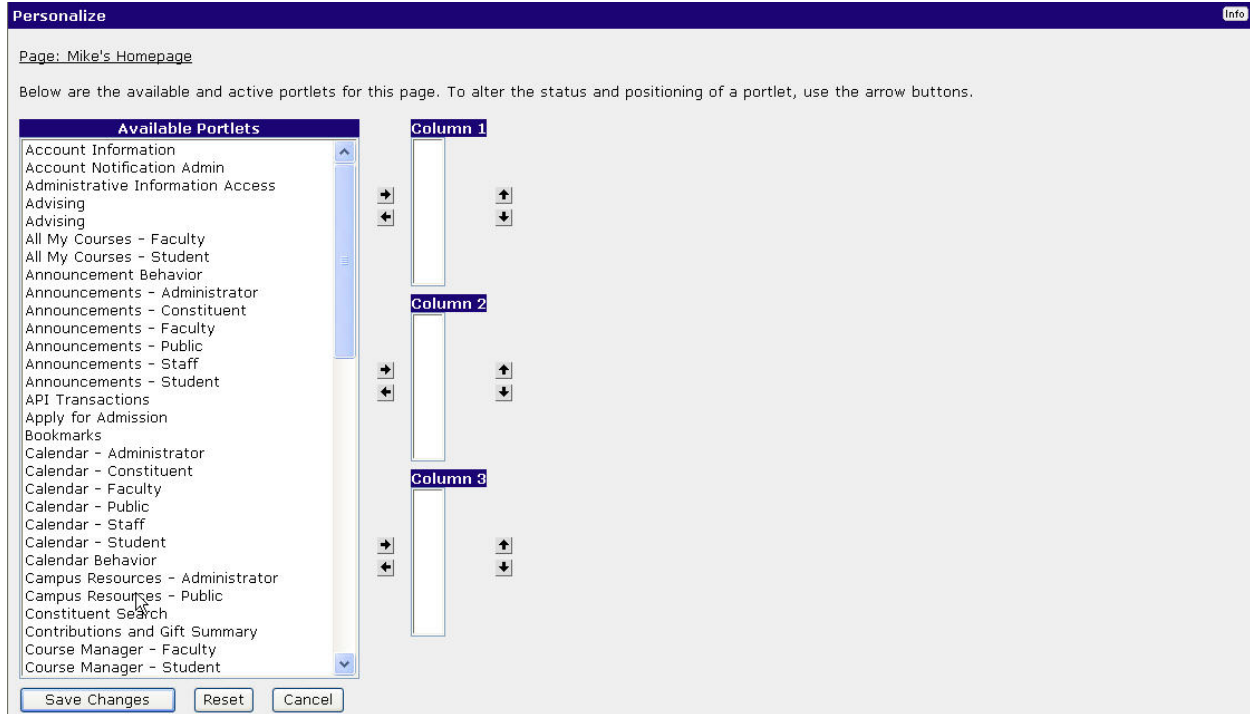
The original Page Caption was generated by default by Jenzabar, according to your first name as it appears in the system. Enter whatever you wish in this field. This is the text that appears under the row of icons in the upper left corner of your homepage. Feel free to be creative. No one will see this except yourself and those to whom you personally show it.

Page Layout gives you four different options for columns on your homepage – 1, 2, and 3 columns, and an optional “uneven” layout for the 2-column format. In the Uneven layout, the right column is twice the width of the left. Experiment to see which layout works best for you.

Click on Save to save these settings. You will not see the page columns until you add content to your page. That is the next step, adding page portlets.

Clicking on [Page Portlets](#) will take you to this screen. This one is really important, because it determines which portlets appear on your home page.

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Note that you will see only those portlets that are authorized for your campus role(s). In this case, Mike has a lot of roles, most likely more than you have.

### Note:

We strongly recommend that all faculty add the Administrative Information Access portlet to their home pages. This is the link to TE Web, which is the back-end administrative system. TE Web gives you access to class schedules and rosters, registration, advising, and other tools that you need as a faculty member.

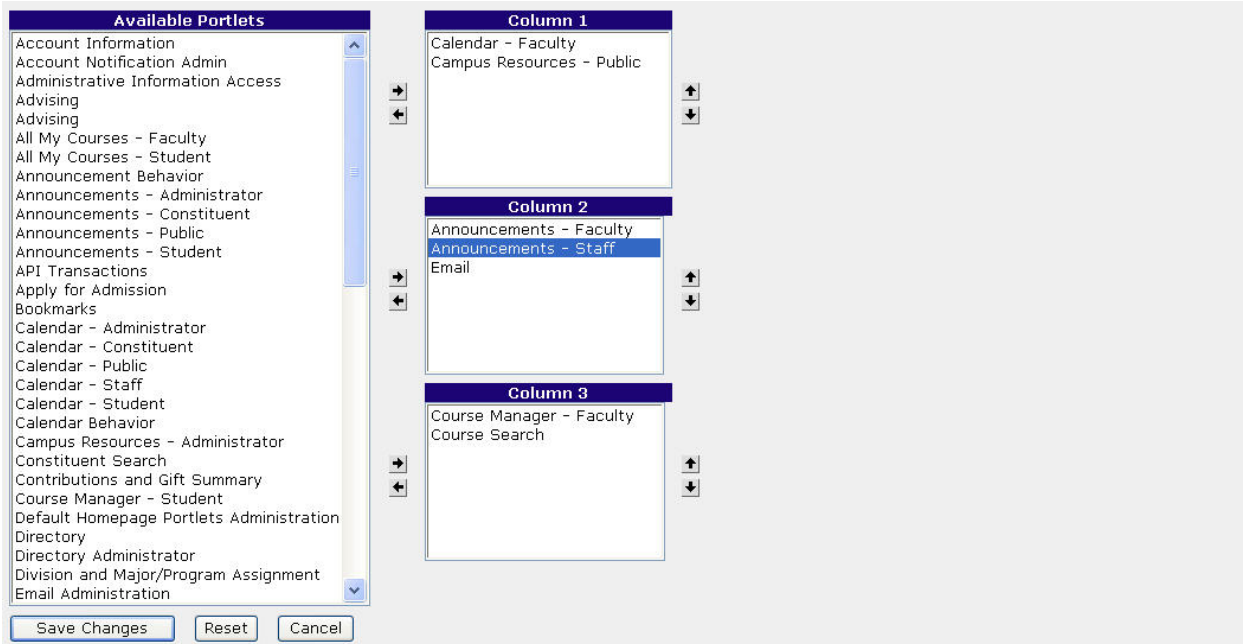
To add a portlet to your homepage, click on its name in the Available Portlets list, then click on the right arrow next to the column in which you wish to insert the portlet. *Very important:* you must click on the Save Changes button at the bottom of the screen in order to implement the new page layout.

You see all the portlets currently available to you. The Jenzabar upgrade will continue through much of the 2004-05 academic year. Information Systems will be adding new portlets to the system. Check this screen periodically to see if newly-added portlets are of interest to you.

To remove a portlet from your home page, reverse this process. Click on the portlet you wish to delete, to select it, then click on the *left* arrow for that column. Make sure that you click on the Save Changes button to complete the process.

Let's say that Mike selected these portlets for his homepage:

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His personal home page would then look like this (at least for Thursday, July 29):

The screenshot shows 'Mike's Homepage (Personalize)'. It features a navigation bar with 'Calendar - Faculty', 'Announcements - Faculty', and 'Course Manager - Faculty'. Below the navigation bar is a calendar for Thursday, July 29, 2004, with a time slot from 8:00 AM to 6:00 PM. To the right of the calendar are sections for 'Announcements - Staff' and 'Email'. At the bottom right is a 'Course Search' section with fields for 'Term', 'Course Code', 'Course Title', 'Faculty Last Name', and 'Course Description', and a 'Search' button.

### Note:

The screen shots included in this guide were fixed at a point in time shortly after JICS was installed at DWU. Screens as you see them may be somewhat different, as new portlets are activated and information is added to existing portlets. The screen shot immediately above is a good example, as no Campus Resources had been identified, and no Announcements had been posted.

Once you have personalized your information and page layouts in TigerNet, you are ready to move onto other portlets according to your campus roles. Other portlets in TigerNet will be the subject of their own guides.

If you need assistance, contact Mike Albright at x2638 or [mialbrig@dwu.edu](mailto:mialbrig@dwu.edu).