

Inside my.northwood.edu



Is a community web space for Northwood students, faculty and staff. It serves as a single-source venue for communication, teaching and learning, access to key resources and services, and as access to individual academic and financial information. The site is organized and navigated through a series of tabs beginning with My Campus through Web Mail. This is a preview of the information and resources available within each Tab area.

The screenshot shows the my.northwood.edu website with a blue header and navigation tabs: My Campus, My Files, Prospective Students, Semesters 2010, WebAdvisor, and Web Mail. The main content area is divided into several sections:

- Tools:** Announcements, View Grades, Blackboard_Sync.
- Hot Links:** Omniquest, Northwood NEWS, Northwood Idea Ezine, System Outages, University Catalog, IT Acceptable Use, Password Self Service.
- Hot Spots:** Give us your Feedback, THE WALL STREET JOURNAL, Automotive News, THE CHRONICLE of Higher Education, Northwood NOW, GONORTHWOOD.COM.
- My Campus FYI:** Michigan Campus, Blackboard Outage, Campus Calendars, Upcoming Events (NU Individual Volleyball Camp, RA Training).
- Information Services & Tools:** Academic Links, Business Office, Disability Services, Learning Center Services, EXCEL, EXCEL Activity Validation Form, Study Abroad, Financial Aid Forms, Financial Aid Application, Bookstore, Dining Services, Student Life, Student Organization.
- Course List:** Courses Enrolled In (MAM_DC: Demo Course, MAM_DEMOCRS: Northwood Student Demonstration Course), Course Grade table.
- My Bookmarks:** Organization List (NU_BOFB: Business Office Forms Bank).

My Campus is the landing page or homepage for all users when they enter my.northwood.edu. It serves as the central location for University and course communications, information/services/tools, calendars, classes and organizations. Each column represents a more granular view of available resources to each user.

The **first (left) column** is representative of resources and information used by all Northwood faculty, staff and students.

This block shows a detailed view of the first column of the website interface, including the Tools, Hot Links, Hot Spots, and various news and feedback sections.

Tools contains links to Announcements posted in courses and organizations and Blackboard Sync a tool that allows students to populate their Facebook pages with course updates such as new announcements.

Hot Links are direct access to Omniquest information; Northwood NEWS press releases; the Northwood Idea online magazine; the System Outage calendar; the University catalog; the Information Technology Acceptable Use policy; and the Northwood Password Self-Service tool.

Hot Spots begins with a button students may use to provide feedback regarding the my.northwood site; one-click access to the *Wall Street Journal*, *Automotive News* and *Chronicle of Higher Education*; update your Northwood NOW! information to get all emergency notices released by the University to personal cell numbers and email addresses; keep up with your favorite sport teams and athletes.

The **second (middle) column** is location specific. The information that is populated within these modules is specific to the location/program of the student. (image represents Michigan campus student)

The screenshot displays the my.northwood.edu user interface. At the top, there is a 'My Campus FYI' section with a 'Blackboard Outage' notification and a 'Michigan Campus' label. Below this is the 'Campus Calendars' section, which includes a 'Schedule an Event' button and tabs for 'Student', 'Academic', and 'All'. The 'Upcoming Events' section lists three events: 'NU INDIVIDUAL VOLLEYBALL CAMP' on Tue, Aug 3, 2010, 'NU INDIVIDUAL VOLLEYBALL CAMP' on Wed, Aug 4, 2010, and 'RA TRAINING' on Mon, Aug 9, 2010. The 'Information Services & Tools' section features a 'Suggest a Link' button and a grid of links categorized into 'Academic Links', 'Business Office', and 'Campus Community'. The 'What You Should Know' section shows a video thumbnail for 'The Victory Issue' featuring Jon Montgomery, a gold medalist from the Vancouver Winter Olympics. The 'Athletic Schedules & Results' section shows two empty boxes indicating no events are scheduled in the next 3 days and no events were scheduled in the last 3 days.

The **My Campus FYI and Campus Calendars** modules display messages regarding important campus and university events. Refer to the My Campus FYI and My Campus Calendar regularly to stay up-to-date with campus and University events, activities and announcements.

Information Services & Tools is access to frequently referenced resources, services, information and tools for academics, business office and financial aid and campus community

What You Should Know is video highlights of recent or upcoming events.

Athletic Schedules and Results Stay up-to-date with your favorite teams, events and athletes.

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The third (right) column is user specific. It represents courses you are taking, grades being issued in those courses, any club or campus organization in which you are a member and a place to create your own personalized list of frequented web sites.

| Course | Grade |
|---|--------|
| MAM_ADPDEMO: ADP Student Demonstration Course | - |
| MAM_DC: Demo Course | - |
| MAM_DEMOCRS: Northwood Student Demonstration Course | - |
| MAM_TEST: AM Course | 92.85% |

Course List lists each course being taken. You can click the “gear” tool to rearrange the order of the class links and manage the display of information associated with each course, i.e. instructor, announcements and events.

The Grade module allows the student to view course progress. A number will represent the current assessment total or individual grade being shared by the instructor with each individual student. Click the number to view all assigned grades.

My Bookmarks allows students to create a convenient listing of their favorite websites. Click the “Gear” tool to create the list.

| Organization |
|-------------------------------------|
| NU_BOFB: Business Office Forms Bank |
| MI_CAC: Career Assistance Center |
| LIB_MM: M Matzke Lib Dev Org |

Organization List represents online spaces within my.northwood for any campus groups, clubs, committees, etc. that a student may be a member.

My.northwood.edu Banner

This image appears on every my.northwood.edu screen. The left margin houses the my.northwood and University logos,



the middle buttons are access to the

- My Campus screen (home)
- Helpdesk contact information and documentation for my.northwood (Help) and a
- Login or Logout button (changes pending your location—prior to or after logging in).

NOTE: It is important to ALWAYS LOGOUT of my.northwood to protect your personal information.

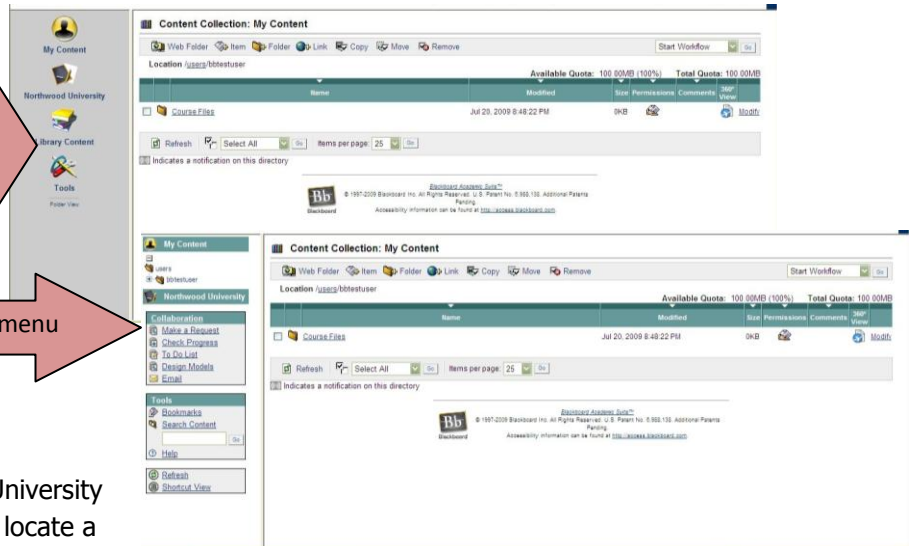
Inside my.northwood.edu

My Files

is a personal virtual (My Content area) storage space and institutional storage (see Northwood University on the My Files menu) space. Using the +Item tool papers, images, spreadsheets, etc. can be uploaded for storage within the user's My Content space. Files stored in My Files are accessible as long as there is Internet access.

Shortcut View of My Files menu - Click Folder View to change menu display

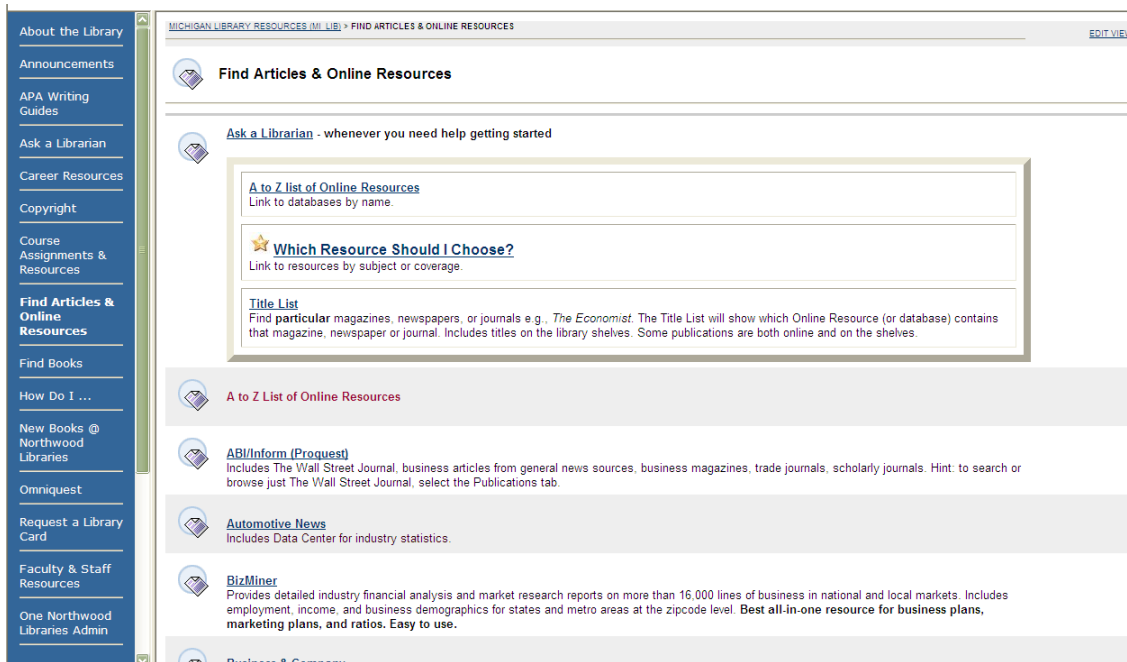
Folder View of My Files menu



NOTE: To easily manage access to a file/folder(s) located in the Northwood University institutional content area—Bookmark it; locate a file/folder from and select it (click in the radio button preceding the file/folder name), click Bookmarks (see Tools area on either menu view), complete the Bookmarks screen, click Submit. Return to collected files/folders through the Bookmarks link.

My Library

is access to electronic Northwood University Library research and reference collections, staff contact information, library services and resources.



Inside my.northwood.edu



is access to personal academic and financial information, resources and processes—such as reviewing your statement of account, financial aid award status and letter, ordering a parking permit, reviewing grades, class schedules and registering for classes.

WebAdvisor

[Logout](#) [Main Menu](#) [Contact Us](#)

Welcome

WebAdvisor gives students, staff, and the community access to our databases.

Select your point of entry to the right.



Interior Student View of WebAdvisor Menu's

WebAdvisor

[Main Menu](#) [Students Menu](#) [Contact Us](#)

CURRENT STUDENTS - WEBADVISOR FOR STUDENTS MENU

User Account

[What's my User ID?](#) [Address Change](#)

Financial Information

[View My 1098-T Forms](#) [Make a Payment](#)
[ADP/MRA Account Statement](#) [My Account Statement](#)
[My Account Summary by Term](#) [Bank Information \(U.S.\)](#)
[Florida Business Office](#) [Business Office Forms](#)
[Texas Business Office](#) [Michigan Business Office](#)
[DeVos Business Office](#) [ADP Business Office](#)

Financial Aid

[Financial aid status by term](#) [Financial aid award letter](#)
[Financial Aid Forms](#)

Registration

[Search for Sections](#) [Register for Sections](#)
[Express Registration](#)

Academic Profile

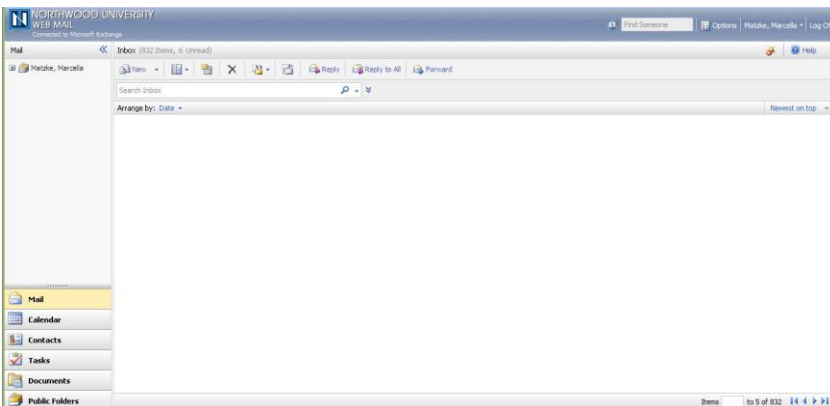
[My Parents](#) [Grade Point Average by Term](#)
[Transcript](#) [Test Summary](#)
[Transcript Request Status](#) [My profile](#)
[Transcript Request Form](#) [Schedule](#)
[Grades](#) [Excel Credit](#)

Communication

[My Documents](#) [Student Clearinghouse](#)



is access to your Northwood email account. Communications from the University and Faculty are regularly sent to this account. It is critical to check this account on a regular basis. When an email is sent via a course or organization that message is automatically sent to the student's Northwood email (Web Mail) account.



Get Technical Help from the Northwood University IT Helpdesk at 989.837.4421; toll-free at 877.209.4357; or helpdesk@northwood.edu