



Move From in line To On - line

What's Inside?

- **How Do I Log-In?**
- **How Do I Access My Student Records?**
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- **How Do I Search For Courses?**

The Student Portal Tutorial Project

From: Carmen Austin, Huizhen Ren, Carline Rucker and Dawn Sinnott

Introduction

In Fall 2005 students will be faced with a new system to access their personal information, along with the ability to communicate with faculty, professional staff and academic advisors and other students. Tinto's research has focused on student engagement as a defining attribute in students' success. College-student engagement can be increased with the use of web portals which present new and unique strategies for faculty, professional staff, and academic advisors to interact with students both on and off campus. CCP's new student Portal has the potential to increase the effectiveness of student engagement through the use of features such as discussion boards, groups, external links, calendar and tasks, as-well-as easy convenient access to all of students personalized academic and financial information. With this in mind, our project is to develop a tutorial for students on how to use the student portal and how to utilize the resources that will be available to them in the Fall 2005 semester.

What is the Portal?

The Portal is the students' gateway to campus (and other) information and institutional services. This gateway is the framework for the delivery of a consolidated, personalized presentation of the Institutional Web. These portal frameworks display many “channels” of information on a page or a group of pages. A “channel” may include “my favorite links”, “my course schedule”, “today's assignments”, "customized personal calendar”, and “my financial aid/status”.

Why is the Portal important?

The objective in consolidating important, personalized information in a single, convenient location is to allow quick-and-easy access to the information most useful to each individual student.

CCP's student Portal can deliver not only information but also “process”: in other words, an application that performs a function or transaction such as applying for financial aid, updating personal information, receiving and sending email. Portals can target

information and communication to reach specific groups, for example news updates for nursing students, broadcast department information, an instructor sending notification of a cancelled class to his/her students.

Who can access the Portal?

Anyone affiliated with the college who has a valid ID.

When will the Portal be available?

Fall 2005.

Research

The first component of our research was to understand how the portal works. The portal is a student's personalized web site where they can access information and institutional services from a single Internet location. The portal can be customized with only information the user needs. The portal will give student an access to academic services, chat room, and email and will be able to import personal email, communicate with faculty and classmate, stay informed, and have 24/7 anywhere access to the portal.

The second component was to investigate how other colleges and universities have informed their students on how the portal works.

The third component included meetings to determine the information and services that will be available to students through the portal and that would be beneficial to include in the student tutorial.

Timeline and Schedule

This project is scheduled for completion on August 1, 2005 with the delivery of 10,000 tutorial booklets to Student Services for distribution to Fall 2005 new and continuing students. At the time of this writing, May 3, 2005, this project is approaching its final editing deadlines. The following timeline and scheduled was adopted to monitor progress and keep this project on track.

Meeting minutes were kept for additional detail and clarification.

**Student Portal Tutorial Project
Timeline
Evaluation Plan
Budget**

The scope of the Portal Tutorial Project encompasses 10 primary objectives which cover conceptualization through delivery and dissemination, evaluation plan, and budget. This time table allocates sufficient time to develop each objective and deliver a completed project to coincide with the planned Fall 2005 launch of the new student portal, MY CCP.

Multiple formats are included in the plan to ensure that the tutorial can be shared with the campus community in a variety of environments.

The Portal Tutorial Project team will be working with the Portal Developers under the guidance of Dave Watters, project mentor, to make certain that the tutorial reflects all the important elements of MY CCP.

This is a flexible plan that will be continually revised and updated to meet changing needs.

Primary Objectives

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| <ul style="list-style-type: none"> ▪ Project Proposal ▪ Research ▪ Core Content and Design ▪ Content Development ▪ Design Development | <ul style="list-style-type: none"> ▪ Testing & Refinement ▪ Production ▪ Dissemination ▪ Evaluation Plan ▪ Budget |
|--|--|

Primary Objectives	Start Date	Due Date	Responsibility	Status	Notes
Project Proposal	10/27/04	12/17/04	Team Effort	In Progress	First meeting, began discussing scope of project and agreed to begin researching how other schools have introduced their Portal to students
Summary of Problem Purpose Statement Summary of Project	12/8/04	12/17/04	Carmen		

Advantage to Students					
Timeline Evaluation Plan Budget Plan for Sharing Results			Dawn		
Research Plan ▪ Accomplished Research ▪ Planned Research			Carline		
Compiling information into finished proposal			Huizhen		
College Presentation	12/8/04	1/14/05	Team Effort	In Progress	Each team member to present the section they developed. Total presentation ~ 10 minutes; individual presentation ~ 2 minutes each with time for Q & A
Research	10/27/04	1/30/05	9-Weeks		
Research	12/27/04	1/17/05	Team Effort	In Progress	<ul style="list-style-type: none"> ▪ Each individual to independently research how other institutions have introduced the new Portal to students. ▪ Present a list of hot links to the team ▪ Prepare a summary of the concept you felt was the best example of a tutorial/intro
Core Content and Design	1/17/04	2/28/04	6-Weeks		
Review research on other presentations	1/17/05	1/28/05		Completed	
Meet with Portal Committee to determine what student services will be offered in the initial rollout	1/31/05	2/28/05		Completed	<ul style="list-style-type: none"> ▪ Met with Dave Watters ▪ Met with Marvin Bright ▪ Attended campus portal information sessions ▪ Met with Jody Bauer
Review all presentation options	1/31/05	2/18/05		Completed	
Finalize tutorial model and	2/18/05	2/25/05		Completed with	

presentation style(s)				ongoing revisions	
Content Development - FAQs	2/28/05	4/1/05	5-Weeks		
How Do I Log In	Team			Completed	
How Do I Get My J Number	Team			Completed	
How Do I Access My Email	Huizhen			Completed	
How Do I File For Financial Aid	Carmen			Completed	
How Do I Register For a Course	Dawn			Completed	
How Do I Access My Student Records	Carline			Completed	
Design Development	2/28/05	4/1/05	5-Weeks		
Power Point Presentation				Completed	
Paper Presentation				In Progress	
HTML Presentation				In Progress	
CD Presentation					
Other					
Testing & Refinement	3/28/05	4/15/05	3-Weeks		
Testing by Portal Development Team				In Progress	
Student testing				Dawn will be helping students access Web for Students during registration week and specifically helping them search for courses. Will try out	

				our first module	
Testing by other College faculty, staff, administrators				In Progress	
Production	5/2/05	6/30/05			
Investigate all production opportunities				Completed	
<ol style="list-style-type: none"> 1. Final determination was to print a two-color brochure in-house. Color separated negatives will be done by the outside firm 701 Graphics. 2. Working on the possibility of a separate full-color cover also done by an outside firm. 3. All negatives to Frank by June 25, 2005 for an Aug 1 delivery deadline. 				In progress	
Dissemination	8/01/05	9/01/05			
Selected Student Support Areas					
New Student Orientation					
Evaluation Plan	10/27/04	9/30/05			
Project Acceptance by Leadership Institute				Accomplished	
Present scope of the plan to the Portal Development Team				Accomplished	
Present content and design elements to the Portal Development Team				Accomplished	

Present content development to Portal Development Team and to other relevant CCP offices i.e. Students Records and Registration to verify accuracy of information being provided to students				Accomplished	
Tutorial will be tested by: Portal Development Team Students Other interested CCP staff				Accomplished	
Budget					
Supplies for testing various media presentations	TBD			In progress	
Production Costs Working with Student Services				In progress	