

All right, so I want to show you how to log into a few important tools here at Xavier.

Come to the Xavier website and click on My Xula in the top menu. If you're asked to log in, go ahead and enter your entire Xavier email address, not just the username, but the username plus the atXula.edu. Go ahead and click on Next, and when prompted, click on Work or School Account. Then go ahead and enter the password that you've set up. Once you do that, it'll take you through the the two-factor authentication process. I'm going to skip forward here, so we don't have to watch that.

And now you're in the My Xula portal. Everybody at Xavier has access to this. The staff version looks a little different than the faculty, which looks a little different than the student.

I'm going to show you access to two important tools under Academics and Learning.

Go ahead and click on Brightspace. This gets you into our learning management system, and here you'll see the courses that you're enrolled in, either as a student or most likely as an instructor. If you don't see anything under the pinned setting, click on all to see every course you've got, and after a few years, you will have a lot of them.

All right, we back out to the My Xula portal once again, and you're going to come down to the next menu item: Employee Services, Faculty and Staff. And the important one I want to show you today for teaching is Banner Faculty Self Service. Go ahead and click on that. You should not need to log in again, but you can see you can do a number of things related to your teaching here. If you click on Faculty Details Schedule, it'll take you to a tool where you can select the term, and then you can select the different courses that you are the instructor for, so that you can get the full details about each of those courses, and that's it.