

# DeVry University - Houston

## Faculty Orientation Manual

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# GENERAL INFORMATION

## Mission and Purpose

The mission of DeVry University is to foster student learning through high-quality, career oriented education integrating technology, science, business and the arts. The University delivers practitioner-oriented undergraduate and graduate programs onsite and online to meet the needs of a diverse and geographically dispersed student population.

DeVry University seeks to consistently achieve the following purposes:

- *To offer applications-oriented undergraduate education that includes a well-designed liberal arts and sciences component to broaden student learning and strengthen long-term personal and career potential.*
- *To offer practitioner-oriented graduate education that focuses on the applied concepts and skills required for success in a global economy.*
- *To provide market-driven curricula developed, tested, and continually improved by faculty and administrators through regular outcomes assessment and external consultation with business leaders and other educators.*
- *To continually examine the evolving needs of students and employers for career oriented higher education programs as a basis for development of additional programs.*
- *To promote teaching excellence through comprehensive faculty training and professional development opportunities.*
- *To provide an interactive and collaborative educational environment that strengthens learning, provides credentialing opportunities, and contributes to lifelong educational and professional growth.*
- *To provide student services that contribute to academic success, personal development, and career potential.*
- *To serve student and employer needs by offering effective career entry and career development services.*

## **Accreditation and Approvals**

DeVry University is accredited by The Higher Learning Commission and is a member of the North Central Association (NCA), [www.ncahlc.org](http://www.ncahlc.org). NCA is listed by the U.S. Department of Education as a recognized accrediting association.

The most recent information on the status of programmatic accreditation, as well as state approvals to operate, is available in DeVry's academic catalogs, current editions of which are available via [www.devry.edu/uscatalog](http://www.devry.edu/uscatalog).

## **Systems Login Information:**

### **Log on for all computers on the DVUADMIN domain (Offices and Instructor Stations) my.devry.edu and the DeVry Commons (thedevrycommons.com):**

Example login for Professor Charles Xavier:

Username: DVUADMIN\ D#

Default Password: \$1\$CX3100 (notice the capitalized initials CX)

Domain: DVUADMIN

### **To check DeVry e-mail**

Log on to: <http://webmail.devry.edu>

Username: D#

Password: same password you use to log into the DVUADMIN domain and my.devry.edu

### **Log on for DevryU.net**

Username: D#

Current Default Password: devryu

For issues regarding these two sites (including password resets), please call:

my.devry.edu (OSS Portal)

1-877-784-1997

[Helpdesk@devry.edu](mailto:Helpdesk@devry.edu)

Your first point of contact is:

Amynah Mithani (eCollege Systems Admin.)

713-973-3136

[amithani@devry.edu](mailto:amithani@devry.edu)

If Amynah is not available then please contact:

devryu.net (eCollege)

1-800-594-2402

[Helpdesk@devryu.net](mailto:Helpdesk@devryu.net)

### **Attendance (DSAMS)**

Log on to: <https://login.salesforce.com/>

Username: DSI@dsams.devry.com (example: D99999999@dsams.devry.com)

Password: Active Directory Password - same password you use to log into the DVUADMIN domain and my.devry.edu

### **Vital Source**

To create your Vital Source account, follow the Shell instructions located under the "Syllabus" tab.

For any issues regarding this site please call:

Vital Source

1-855-200-4146

Available 24/7

**Contact your Program Dean or the Academic Administrative Assistant (TBD), if you have questions or need further assistance.**

## DeVry Computer & Email Policy

- All DeVry Faculty and employees are required to use DeVry email for any and all DeVry related correspondence. If you cannot login to your DeVry email, please contact the IT Help Desk to have your password reset.
- ECollege must list DeVry email address – the use of personal email addresses with course shells is prohibited. (If your eCollege account lists your personal email address please contact your Program Dean ASAP so that it can be changed to your DeVry email address.)
- All classroom, lab, and faculty workroom computers are updated nightly at midnight and everything but the program files are deleted from the computer at this time – for this reason please do not save anything to the classroom, lab or faculty workroom computers. DeVry recommends that you purchase a flash drive to save your files to.
- If you require additional software or special configuration of computers in the labs you must notify the Lab Manager at least one week in advance. Installation of software is scheduled around classes that use the computer labs and as such we cannot make changes without advance notice.
- Note: Students are not allowed to disconnect lab computers from the Ethernet network connection and connect their personal computers.

### DeVry Houston Help Desk Information

#### Hours Available

Monday – Thursday	8:00am – 8:00pm
Friday	8:00am – 7:00pm
Saturday	8:00am – 2:00pm
Sunday	Closed

#### E-Mail

[Hou-ServiceDesk@devry.edu](mailto:Hou-ServiceDesk@devry.edu) or visit <http://hou-servicedesk.devry.edu:8080>

#### Help Desk Phone Numbers

713-973-3086 IT

Jimmy Farned	Metro IT Manager	713-973-3090	<a href="mailto:ifarned@devry.edu">ifarned@devry.edu</a>
Vincent Trinh	Technical Support Specialist II	713-973-3088	<a href="mailto:vt Trinh@devry.edu">vt Trinh@devry.edu</a>
Sean Sharkey	DVUC Technical support Specialist I	713-973-3095	<a href="mailto:ssharkey@devry.edu">ssharkey@devry.edu</a>
Charles Leonard	DVUC Technical Support Specialist I	713-973-3089	<a href="mailto:cleonard@devry.edu">cleonard@devry.edu</a>

## **Faculty Development Website**

The Houston Campus Faculty members have developed a resource website for all instructors teaching within the Houston Metro.

Faculty Development Website      <http://tdeslauriers.com/extra/fdc>

## **Houston Campus Copy Center**

- The Houston Campus Copy Center is open from 9:00 am to 6:00 pm, Monday through Friday.
- Walk-ins are welcome for small requests (i.e. under 50 pages).
- For larger and complex requests, please submit a Remedy Ticket and include as much detail as possible, such as
  - Number of copies/prints needed
  - Color or black & white
  - Specifications
    - Single/double-sided
    - Laminated
    - Hole-punched
    - Stapled
    - Binded
  - Paper choices
    - Paper color
    - Paper dimensions (i.e. letter, legal)
    - Paper weight (i.e. plain, cardstock)
  - Any additional specifications
  - Requested date needed by
  
- If you are unable to submit a Remedy ticket, please email your request to [hou-servicedesk@devry.edu](mailto:houston.servicedesk@devry.edu). An IT Team member will create a Remedy ticket on your behalf so that you may track your request. You may also submit a request by filling out the form in person, located in the IT Department – Room 201.
- For very large copy/print jobs (i.e. over 500 pages), please provide at least 48 hours' notice.
- During the first two weeks of each session, regular copy/print jobs will be completed within 48 hours due to eBook printing; any other time copy/print jobs will be completed within 24 hours.
- The Copy Center provides copying/printing services for the entire Houston Campus – as such, requests are processed on a first come, first serve basis. Rush requests will be processed if possible but will NOT take precedence over requests already submitted.
- Professors will be contacted for picking up their completed copy/print requests. Professors also have the option to have their completed requests delivered to their Main Campus mailbox.

## FERPA Requirements

The Family Educational Rights and Privacy Act (FERPA) is federal legislation that we all must abide by in our dealing with students. To ensure compliance with the Act, all DeVry employees and contract adjuncts are required to complete an online training course. The FERPA training course must be completed each year.

As a condition for receiving teaching assignments, please follow the attached instructions and provide a certificate of completion to the Academic Administrative Assistant (TBD) at

## Accessing FERPA through Skillport

### Step 1: Login into my.devry.edu

User name: your D#

Password: same as your system login

\*This same login is also used to log into Webmail, the DeVry network computers, and DSAMS\*

DeVry University

Welcome to my.devry.edu

Login Resources & Help

JOIN THE CONVERSATION AND  
MAKE SOME  
*connections*

Username: D01013742

Password: [masked] Login

Forgot your password? [Click here](#)  
Problems logging in? [Click here](#)

Join fellow students, faculty and alumni on:

facebook. twitter. LinkedIn. YouTube

This secure site provides world-class Intranet services along with single-sign on access to the Student Information System.

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NOTICE: Access to the requested electronic information and sites is restricted to authorized personnel and such information is made available only for legitimate business purposes. Information regarding employees and students is to be held in strictest confidence and its use and disclosure is protected by law and corporate policy. Misuse or wrongful disclosure of such information will subject offending employees and students to discipline up to and including discharge of an employee or expulsion of a student. Any misuse or wrongful disclosure should be reported immediately to the Legal Department in Downers Grove. Accessing this information will be deemed to indicate your understanding of and consent to abide by these terms and conditions. In New York, DeVry University and its Keller Graduate School of Management operate as DeVry College of New York. In Calgary, Alberta, DeVry University operates as DeVry Institute of Technology. DeVry University is accredited by the Higher Learning Commission of the North Central Association. [www.ncahlc.org](http://www.ncahlc.org)

**Step 2:** click on Staff Tools on the Menu

The screenshot shows the DeVry website home page for Thomas Des Lauriers. The header includes the DeVry logo, the user's name, and navigation links for Site Map, Help, and DeVry Commons. A blue navigation bar contains links for My Home, Staff Tools, Helping Students, Reports, and Resource & Department Center. The main content area is titled "My Home" and features several sections: "Safety" with a red fire alarm pull station image and a "Siren: Emergency Contact" link; "Broadcast Messages" and "System Announcements" both stating "There are no announcements"; "Academic Calendars" with a clock image and links to US Undergraduate, US Graduate, Chamberlain, and Canadian calendars; and "My Websites" with a list of external links including Career Voyages, FAFSA, Google Scholar, and various student aid resources. A "Go to Top" link and copyright information for DeVry Educational Development Corp. and SunGard Higher Education are at the bottom.

**Step 3:** Select Complimentary Courses from the menu

The screenshot shows the DeVry website "Staff Tools" page for Thomas Des Lauriers. The header and navigation bar are identical to the previous page. The "Staff Tools" section is highlighted in the navigation bar. The main content area includes: "Open My Oracle Applications" with a link to "Open My Oracle Applications/Oracle E-Business Suite"; "Courses, Software & Hardware" with links to "Apple Store for Education" and "Complimentary Courses"; and "Find Your Advisor" with a search form for a student's finance advisor. The search form includes a text input field labeled "Enter Student DSI", a "submit" button, and a "Search for a Student's Finance Advisor" label.

## Step 4:

From the Skill Soft main page, click on “Catalog” from the menu bar.

The screenshot shows the SkillPort website interface. The navigation bar includes 'Home', 'Catalog', 'Books24x7 & Videos', and 'KnowledgeCenter'. The 'Catalog' menu item is highlighted. Below the navigation bar is a search area with the text 'SEARCH-and-LEARN™' and a search bar. The search bar contains the text 'Search for' and 'Search'. The 'Category' dropdown is set to 'All' and the 'Language' dropdown is set to 'English (US)'. Below the search area is a 'Shortcuts' sidebar with links to 'My Plan', 'My Favorites', 'My Report', 'Books24x7', 'KnowledgeCenter', 'User Guide', 'Making Time for Training', 'SkillPort Flash Tour', 'FAQs', 'Download Instructions', and 'Change Password'. The main content area is divided into three sections: 'My Plan', 'My Favorites', and 'My Report'. The 'My Plan' section contains a table of learning events:

Learning Event	Due	Assigned
<a href="#">DeVry Code of Business Conduct and Ethics</a>	06/30/2009	<input checked="" type="checkbox"/>
<a href="#">AIT Campus DVUC Field</a>	n/a	<input checked="" type="checkbox"/>
<a href="#">New Manager Orientation Program</a>	n/a	<input checked="" type="checkbox"/>

Below the table is a button labeled 'Add New Folder to My Plan'. The 'My Favorites' section contains the text 'You currently don't have any items in your favorites.' and a link 'Click here to learn how to Add Favorites.'. The 'My Report' section contains the text 'Course Completions: 3', 'Courses Started: 1', and 'Learning Programs Started: 0'. Below this is a button labeled 'Take me to summary view of report ...'. The 'DeVry Code of Business Conduct and Ethics' section contains the text: 'The course is already located in your My Plan, which is where you should be accessing it from. If you have completed the course previously, you will be prompted to either hit 'Continue', 'Restart', or 'Cancel' when you launch the course. Make sure to hit 'RESTART'. If you have never completed this course previously you will not be given this option and should continue as normal.'



## Step 5:

Click on “DeVry Custom Courses.”

The screenshot shows a web browser window displaying the SkillPort website. The address bar shows the URL: <http://devry.skillport.com/?selectedTab=1>. The page header includes the SkillPort logo, a welcome message for Tiffany (Dec 15 2009, Logged In: 9:42 am), and navigation links for Customize, Help, Log Out, and Site Map. The main navigation bar has tabs for Home, Catalog, Books24x7 & Videos, and KnowledgeCenter. Below this is a search bar with the text "SEARCH-and-LEARN™" and "Search Tips". The search bar includes a search input field, a "Category:" dropdown menu set to "All", a "Language:" dropdown menu set to "English (US)", and a "Search" button. The main content area is divided into two columns. The left column, titled "Shortcuts", lists various user options like "My Plan", "My Favorites", "My Report", "Books24x7", "KnowledgeCenter", "User Guide", "Making Time for Training", "SkillPort Flash Tour", "FAQs", "Download Instructions", and "Change Password". The right column, titled "Information", lists various course categories, each with an "Add to My Plan" link. The categories listed are: My Assignment >>, DeVry Custom Courses, Business Skills Curricula, Business Certifications, Desktop Curricula, Desktop Certifications, IT Professional Curricula, IT Professional Certifications, Express Guide View, Test Prep View, Legal Compliance Curricula, Workplace Compliance Curricula, and New Hire Curricula. The Windows taskbar at the bottom shows the Start button, several open applications (Inbox - Microsoft O..., Internet Explorer, Document1 - Micro...), and the system tray with the time 9:44 AM.

## Step 6:

Click on “FERPA” from the Information menu.

The screenshot shows the SkillPort website interface in a Windows Internet Explorer browser window. The address bar displays the URL: <http://devry.skillport.com/?selectedTab=1&pathinfo=%2F%5Fassignments%2Fg5%2Fg00000004&rpathinfo>. The page header includes the SkillPort logo, a welcome message for Tiffany dated Dec 15, 2009, and a login time of 9:42 am. Navigation links for Customize, Help, Log Out, and Site Map are present. A main navigation bar contains Home, Catalog, Books24x7 & Videos, and KnowledgeCenter. Below this is a search section titled "SEARCH-and-LEARN™" with a search bar and filters for Category (All) and Language (English (US)).

The main content area is divided into two columns. The left column, titled "Shortcuts", lists various user resources such as My Plan, My Favorites, My Report, Books24x7, KnowledgeCenter, User Guide, Making Time for Training, SkillPort Flash Tour, FAQs, Download Instructions, and Change Password. The right column, titled "Information", lists various courses and services, each with an "Add to My Plan" link:

- My Assignment >> DeVry Custom Courses >>
- DeVry Code of Business Conduct and Ethics
- Employee Sexual Harassment Awareness
- AIT Campus DVUC Field
- AIT Online
- AIT Graduate
- FERPA
- AIT Presenter
- Student Services
- Senior Instructional Design Training
- Instructional Designers & Copy Editors
- Online Curriculum Managers
- Registrar Services
- Online Student Finance Level II
- Advanced Academics Inc.
- OCPM Courses

The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 9:46 AM.

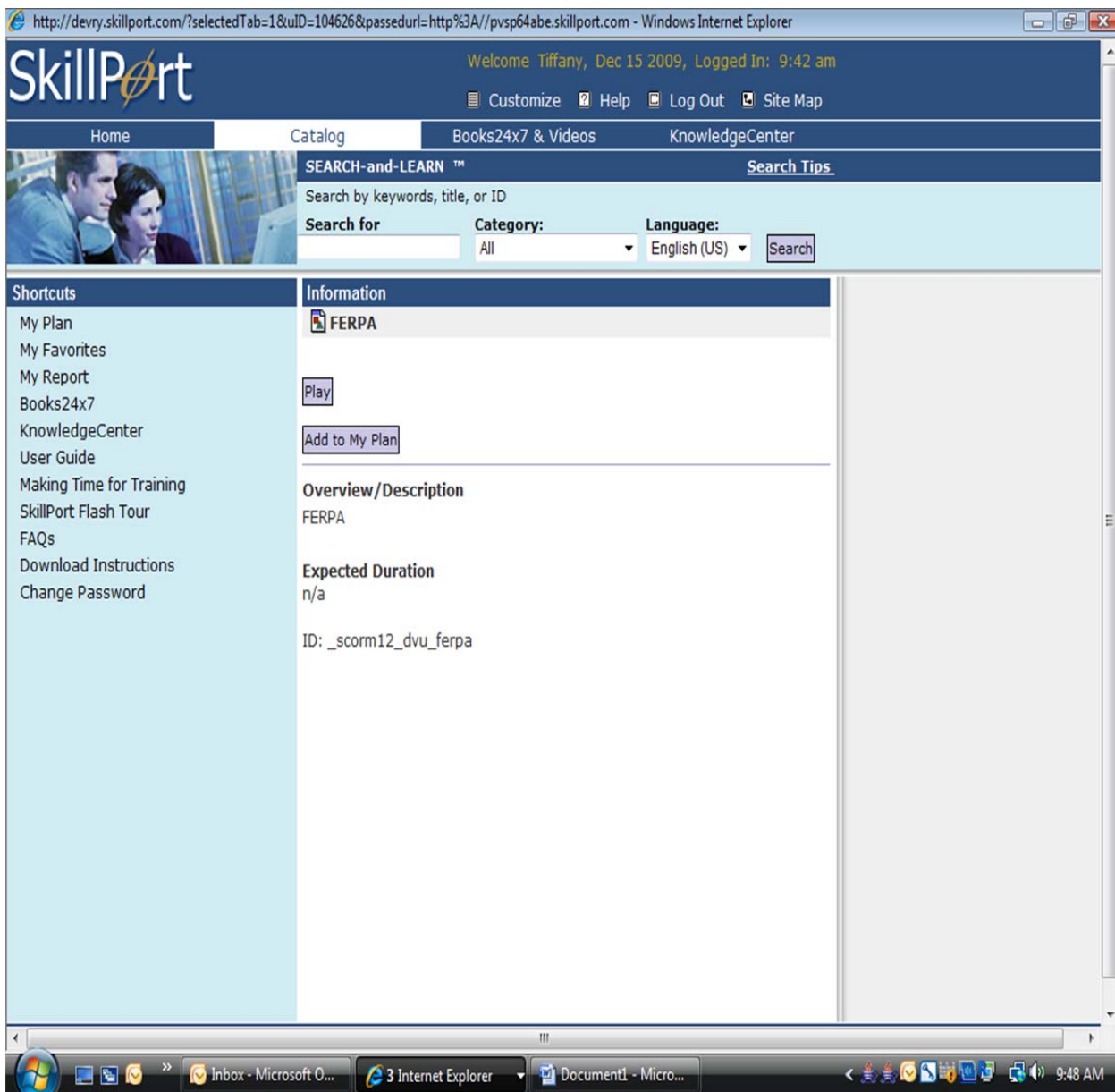
## Step 7:

Click on **“Play.”** This will lead you through the entire course.

**NOTE:** Once the course is complete, you can follow Steps 8-9 to print out your certificate of completion and fax or email to HR.

Email:

Fax:



The screenshot shows a Windows Internet Explorer browser window displaying the SkillPort website. The address bar shows the URL: <http://devry.skillport.com/?selectedTab=1&uiD=104626&passedurl=http%3A//pvsp64abe.skillport.com>. The website header includes the SkillPort logo, a welcome message for Tiffany (Dec 15 2009, Logged In: 9:42 am), and navigation links for Customize, Help, Log Out, and Site Map. Below the header is a navigation menu with Home, Catalog, Books24x7 & Videos, and KnowledgeCenter. A search bar is prominently displayed with the text "SEARCH-and-LEARN™" and "Search Tips". The search bar contains the text "Search by keywords, title, or ID" and has fields for "Search for", "Category:" (set to "All"), and "Language:" (set to "English (US)"). A "Search" button is located to the right of the search fields. On the left side of the page, there is a "Shortcuts" menu with links to My Plan, My Favorites, My Report, Books24x7, KnowledgeCenter, User Guide, Making Time for Training, SkillPort Flash Tour, FAQs, Download Instructions, and Change Password. The main content area displays "Information" for "FERPA" with a "Play" button and an "Add to My Plan" button. Below this, there is an "Overview/Description" section for FERPA, an "Expected Duration" section with the value "n/a", and an "ID: \_scorm12\_dvu\_ferpa". The Windows taskbar at the bottom shows the Start button, several open applications (Inbox - Microsoft O..., Internet Explorer, Document1 - Micro...), and the system tray with the time 9:48 AM.

## Step 8:

Once the course is complete, go back to the Home Page. From here you will click on “My Report.”

The screenshot shows the SkillPort website interface. At the top, the user is logged in as Tiffany on Dec 15, 2009, at 9:42 am. The navigation menu includes Home, Catalog, Books24x7 & Videos, and KnowledgeCenter. A search bar is present with a search button. On the left, a 'Shortcuts' menu lists various options including 'My Report'. The main content area is titled 'My Plan' and contains a table of learning events:

	Learning Event	Due	Assigned
<a href="#">GO&gt;</a>	<a href="#">DeVry Code of Business Conduct and Ethics</a>	06/30/2009	<input checked="" type="checkbox"/>
<a href="#">GO&gt;</a>	<a href="#">AIT Campus DVUC Field</a>	n/a	<input checked="" type="checkbox"/>
	<a href="#">New Manager Orientation Program</a>	n/a	<input checked="" type="checkbox"/>

Below the table, there is a 'My Favorites' section with the message: "You currently don't have any items in your favorites." and a link to learn how to add favorites. The 'My Report' section shows the following statistics:

- Course Completions: 3
- Courses Started: 1
- Learning Programs Started: 0

A button labeled "Take me to summary view of report ..." is located below these statistics. The 'DeVry Code of Business Conduct and Ethics' section provides instructions on how to access the course, noting that it is already in the user's My Plan and that users should hit 'RESTART' if they have completed the course previously.

The Windows taskbar at the bottom shows the system clock at 9:58 AM and several open applications including Internet Explorer and Microsoft Office.

## Step 9:

Go under the **“Completed”** menu and the **“FERPA”** course should show under this menu. From this menu you will click on the **paper icon** and this will pop up your certificate, you can then right click and print.

**NOTE:** If the course shows under the **“Started”** menu, this means you have not finished the course.

http://devry.skillport.com/?myplan=0&myfavorites=0&myreport=1&companyNews=0&shortcut=1&selected - Windows Internet Explorer

My Favorites  
My Report  
Books24x7  
KnowledgeCenter  
User Guide  
Making Time for Training  
SkillPort Flash Tour  
FAQs  
Download Instructions  
Change Password

**Date range to report on:**

No date range to include in report  
 Show results between:

Start Date: January 01 1990  
End Date: December 15 2009

Use Started Date  
 Use Last Access Date  
 Use Completed Date  
(Optional) Specify a date range to narrow the results

Submit

[Print-friendly version](#)

**Learner Records Progress Report** Login Name: d01052681  
Learner Name: Fieramusca, Tiffany

**COMPLETED**

Course Title	Course ID	Started	Completed	Current Score	Controls
<a href="#">DeVry Code of Business Conduct and Ethics</a>	_scorm12_dvu_lc001e	11/12/2008	11/13/2008	70	GO>
<a href="#">Employee Sexual Harassment Awareness</a>	lch_01_a01_lc_enus	03/11/2009	04/07/2009	65	GO>
<a href="#">FERPA</a>	_scorm12_dvu_ferpa	11/12/2008	11/12/2008	100	GO>

Course Completions: 3

**STARTED**

Course Title	Course ID	Started	Last access	Current Score	Controls
<a href="#">TestPrep Final Exam: HRCI/PHR Certification Program</a>	FE0007_eng	03/11/2009	03/11/2009	-	GO>

Courses Started: 1

**LEARNING PROGRAMS**

Windows taskbar: Inboxes - Microsoft O..., Internet Explorer, Document1 - Micro..., 10:00 AM

## **Mailbox and Faculty Workroom**

- The Faculty Workroom (Room 209K) is located on the second floor near the faculty offices.
- Computer stations are provided for all faculty members to use.
- Faculty mailboxes and a notice bulletin board are located in the Faculty Workroom; visiting faculty and adjunct faculty member mailboxes are assigned each session – as such all items left in the mailboxes will be destroyed at the end of each session.
- Storage file cabinets are also located in the Faculty Workroom – you may request that a storage drawer be assigned to you from the Academic Administrative Assistant (TBD).
- Please be sure to send any large copy jobs to the onsite Copy Center rather than using the Faculty Workroom copier.

## **Textbooks and Vital Source Information**

- Please request the instructor textbook for your course at least two weeks before the start of your class.
- The desk copy request form is located on the DV Faculty Interface.
  1. Go to: [Dvfaculty.custhelp.com](http://Dvfaculty.custhelp.com)
  2. Enter your DSI number and password
  3. Select the tab: Ask a Question/Provide Feedback
  4. Select the College that you teach in
    - a. New Faculty Training (DO NOT USE THIS ONE)
    - b. Liberal Arts and Science
    - c. Business and Management
    - d. Health and Chamberlain
    - e. Engineering and Technology
    - f. Other/Faculty Not Teaching (This is for PAs, PDs, OCMs, etc.)
  5. Select Course Materials/Records
  6. Fill out the desk copy request form
  7. Click Next
  8. Click “Finish Submitting Question”
- Instructor resources can be accessed on the textbook publisher’s website.
- Courses which use eBooks may not have a hard copy of the text available from the publisher. In such cases the instructor’s eBook can be printed in the Copy Center. Please allow 24 hours for completion.

- Note: All students should have access to their eBooks through Vital Source by the end of the first week of classes. If a student cannot access their eBook please have the student call the Vital Source help line.
- Any problems with the bookstore or if Vital Source shows a different textbook than the one listed in your course shell should be reported to the Academic Administrative Assistant (TBD) and your Program Dean immediately. Please DO NOT instruct your students to purchase the book elsewhere.

### **Classroom Changes/Reservations**

If you would like to change classrooms or reserve a classroom for use you **MUST** do so in advance and post a notice on the door of the classroom you were scheduled to use as well as notify the Student Central front desk staff. Classroom scheduling and reservations are handled exclusively by:

Connie Martinez (Scheduler) 713-973-3157

[cmartinez@devry.edu](mailto:cmartinez@devry.edu)