

Programs/ software/Web-based Tools

What is it?	What do I do with it?	Where can I get help?
Banner (Advancement)	Look up information about donors/potential donors. Enter contact reports regarding your communication with donors/potential donors.	University Development: Alan_Bowden@baylor.edu (8310)
Banner (Student)	Check information about awards before hiring student workers. (Requires additional access request, for more information see this website: http://www.baylor.edu/its/index.php?id=40036)	Information systems: Margaret_Lemon@baylor.edu (4560)
BearQuest	Request funding for special projects, construction or personnel items beyond what is in your budget. Review status of requests. Request new courses or changes to existing courses via Electronic Course Action System.	For funding requests: Stephanie_Kilgore@baylor.edu (8462) For course action requests: April_Edmond@baylor.edu (8826)
BearWeb	Employee Services: Update personal information (address, etc.). Check or print pay stub information. Approve electronic time cards. Student Services: Registration, Student Records, Financial Aid, Advisement, BearBucks, Dining Dollars.	For questions about payroll, contact the Payroll Office at (254)710-2217. For questions about benefits, contact the Compensation & Benefits Office at (254)710-2218. For questions about personnel issues, contact Human Resources at (254)710-8539. For questions about registration, contact the Registrars Office at (254)710-1814. For questions about student data, contact the Office of Academic Records at (254)710-1181. For questions about financial aid, contact the Office of Student Financial Aid at (254)710-2611

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Bearhaus	Get student data from application to graduation, e.g. number of majors, gender, ethnicity, number of applicants, etc.	IRT: Jacob_Price@baylor.edu (8836)
Box	Box provides faculty, staff and students with secure storage of files that includes mobile access. Online workspaces can be easily setup for collaboration and file sharing, with the ability to designate different levels of access	Electronic Library: Micah_Lamb@baylor.edu (1845)
Canvas	Baylor's Course Management System that has all courses loaded with student enrollments. Syllabi, course notes and important course information can be delivered to students via Blackboard. Also it provides communication functions between faculty and students.	Electronic Library: John_Lowe@baylor.edu (7362) Abigail_Gamble@Baylor.edu (3294)
Chair SIS	Look up student information: academic records, classes enrolled in, classes taken, contact information (e-mail, address, etc.) see grades for your majors. Look up course information: check enrollment, change instructor & max seats for your course prefixes. (Requires additional access request).	Information Systems: Margaret_Lemon@baylor.edu (4560)
ClassAct	On-Line application for scheduling classes - called ClassAct. To obtain access, contact Anna Kay Hollon Harris or Beverly Schlemmer in the registrar's office. Be prepared to provide names and BearIDs of the people in your office who will need access, and course prefixes for which they will need access.	Registrar's Office: Anna_Kay_Hollon-Harris@baylor.edu (8817) Dawn_Khoury@baylor.edu (8831)
Class Rolls	View and print your class rolls. Download class roll information to other programs (e.g. micrograde, excel). Create printable rosters with or without pictures. (Access to all class rolls for your prefix available with additional access request.)	Information Systems: Margaret_Lemon@baylor.edu (4560)

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Content Management System (CMS)	Baylor's in-house system for creating departmental web pages.	Internet services: Andrew Maddox@baylor.edu (4344) or http://www.baylor.edu/cms/index.php?id=93716 for a list of departmental consultants.
Exam Schedule	http://www.baylor.edu/registrar/index.php?id=84416	Registrar's Office Hannah King@baylor.edu (8827)
Course evaluations	View a summary of the course evaluations for the faculty in your department: http://www.baylor.edu/irt/index.php?id=89623	IRT: Charlotte Angeletti@baylor.edu (8899)
Fostering Student Success Deficiency/ Referral System	Report student deficiencies and refer students to the Foster Success Center for academic help.	Foster Success Center: Ronald English@baylor.edu (8986)
Grade Posting – during the semester	Use Canvas (previously Blackboard) to post grades during the semester – students can only view his/her individual grade.	Electronic library: John Lowe@baylor.edu (7362) Lance Grisby@baylor.edu (4553)
Grade Submission - Final semester grades	http://www.baylor.edu/its/index.php?id=46840 <ul style="list-style-type: none">• BearWeb - most preferred system• Blackboard - can be used to post final semester - only allows one posting but does allow Admin Assistant to help post final grades.• Canvas – most preferred system• Micrograde/Excel submission - large classes can use this approach to post final grades	<ul style="list-style-type: none">• Registrar, Records: Lesalawson@baylor.edu (1181)• Electronic Library: John Lowe@baylor.edu (7362) David Taylor@baylor.edu (1249)
Khalix (KLX)	View current and historical financial reports, track budgetary changes on a monthly basis, and submit financial information for the upcoming fiscal year during the annual budget prep process.	Budget Office: Christian Heger@baylor.edu (8617)

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Long distance	Check your long distance call activity: http://www.baylor.edu/its/index.php?id=40075	ITS: Janet_Knox@baylor.edu (3310)
PaymentNet	Review and enter notes about purchasing card purchases, print out monthly statements and transaction reports. https://www.paymentnet.jpmorgan.com	Procurement: Vel_Barnes@baylor.edu (8637)
Personal/ Professional Webpages	http://www.sites.baylor.edu Easy way to create a website to post vitas and research interest under a Baylor URL. The web address will be www.baylor.edu/Bear_id	Electronic Library: Lance_Grisby@baylor.edu (4553)
Registrar Reports	Request a report from the Registrar concerning students in your major: https://www.baylor.edu/content/login/index.php?id=59892&r=https%3A%2F%2Fwww.baylor.edu%2Fits%2Findex.php%3Fid%3D59892	Registration and Academic Records: Hannah_King@baylor.edu (8827)
Travel and Entertainment expense reports	Enter Expense report information. http://www.baylor.edu/travel/	Budget Office: Carmen_Nevarez@baylor.edu (8287)
Trax	Submit requisitions and vouchers, keep track of your budget at a detailed level (always up-to-date)	Trax Support (8704) or Help Line (4357) Trax Website: http://www.baylor.edu/traxhelp
Unified Advising System (UAS)	Academic advisement, what-if degree audits, advising notes. Website: http://www.baylor.edu/advising/index.php?id=57497	Information Systems: Margaret_Lemon@baylor.edu (4560)