Advising and Evaluations on theHub
Quick Reference Guide

For videos explaining the advising and course evaluation systems in detail please visit http://hamp.it/hubguide

Getting Started

1. Go to thehub.hampshire.edu and log in.
2. Click “Faculty”
3. Click “Academic Records/Evaluations”
4. This will bring you to the Home tab.

Tabs: What’s Where?

Home: The home tab contains a list of your current and upcoming classes. We will be adding features to this tab this fall, such as to-do lists, notifications and other information, so stay tuned on updates to the Home tab.

Advisees: Look here to view an advisee’s academic records, sign contracts, pass forms and other paperwork required for the academic program.

Courses: The courses tab is where you view course rosters/waitlists as well as view and write course evaluations for students.

Workload: This tab takes you to the “old” hub so will look a little different. This section summarizes committee & course workload for the entire college, adjusted by FTE.

For Help with theHub email thehub@hampshire.edu or call 413-559-5718.
# theHub: Guide to Icons

## Advising
Icons in the Advising Tab indicate your relationship to the student.

<table>
<thead>
<tr>
<th>Prospective... (LIGHT BLUE)</th>
<th>Current... (DARK BLUE)</th>
<th>Past... (WHITE)</th>
</tr>
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<tbody>
<tr>
<td><img src="image" alt="Committee Chair" /></td>
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<tr>
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## Course Evaluations
Icons next to the link to write or view a course evaluation indicate the status of that evaluation.

- ![Eval Pending](image)
- ![Eval Finalized](image)
- ![Eval Finalized and Proofread](image)
- ![Eval Not Yet Received](image)
- ![Eval Not Yet Received](image) (may not be required depending on enrollment status, course term, etc.)
- ![No Eval](image)
- ![Incomplete](image)
- ![Withdrawn](image)
- ![Midterm - Concerns Expressed](image)