

**BAKER UNIVERSITY
SCHOOL OF PROFESSIONAL AND GRADUATE STUDIES**

MY BAKER PORTAL

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Introduction to My Baker Portal

My Baker Portal is a convenient online source you can use to manage your Baker account and to access Baker tools and resources.

My Baker Portal provides a secure environment where you can:

- Access sensitive information regarding your account
- Correspond with faculty, staff, and students
- Access frequently used forms and documents
- Use Baker resources and tools

This guide will familiarize you with the basic tools you will need to navigate My Baker Portal.



Creating an Account

To use [My Baker Portal](#), you must create a new account. To create a new account, visit the [Baker University website](#) and click on **Portal**.

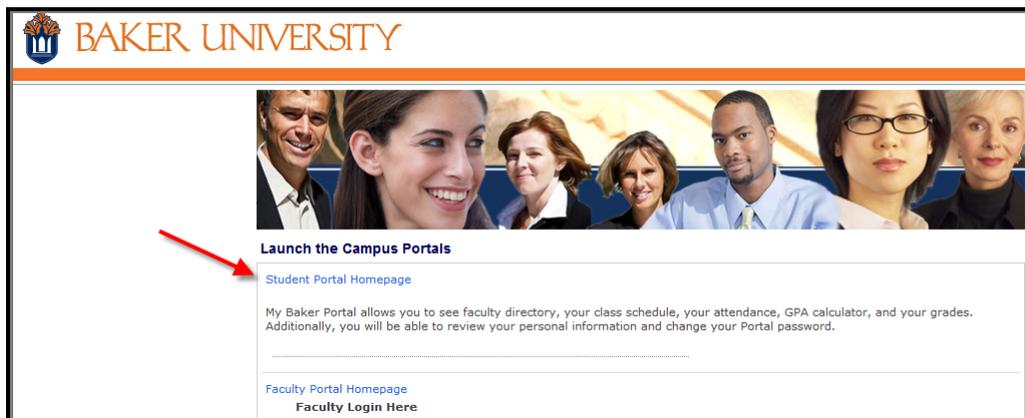
The screenshot shows the Baker University homepage. At the top left is the Baker University logo with the text "BAKER UNIVERSITY" and "Own Confidence" below it. To the right of the logo are five small portrait photos of people. Below the header is a navigation bar with orange tabs for "Academics", "Baker Life", "Admissions", "Alumni", and "Resources". The main content area is divided into two columns. The left column is titled "Explore Baker University" and contains four vertical boxes for different schools: "College of Arts & Sciences | BALDWIN CITY", "School of Professional & Graduate Studies | KC METRO | TOPEKA | WICHITA", "School of Nursing | TOPEKA", and "School of Education | GRADUATE & UNDERGRADUATE". The right column is titled "News & Events" and contains a list of news items with blue links: "University's MBA program featured in business magazine", "Founders Week planned for Feb. 8-11", "Theater students honored at festival", "Baker University's MBA program ranked No. 1 in enrollment", and "School of Nursing instructor honored". Below the news items is a red arrow pointing down to the "Portal" link in the footer. The footer contains a horizontal menu with links for "About", "Schools", "News", "Calendar", "Giving", "Jobs", "Contact Us", "Bookstore", "Help Desk", and "Athletics". On the right side of the footer are social media icons for Facebook, YouTube, and Flickr. A large blue box on the right side of the page contains the text "Together we can achieve the extraordinary." and a "Give Confidence" button.



Click on the link to **Graduate & Working Adult Campuses**

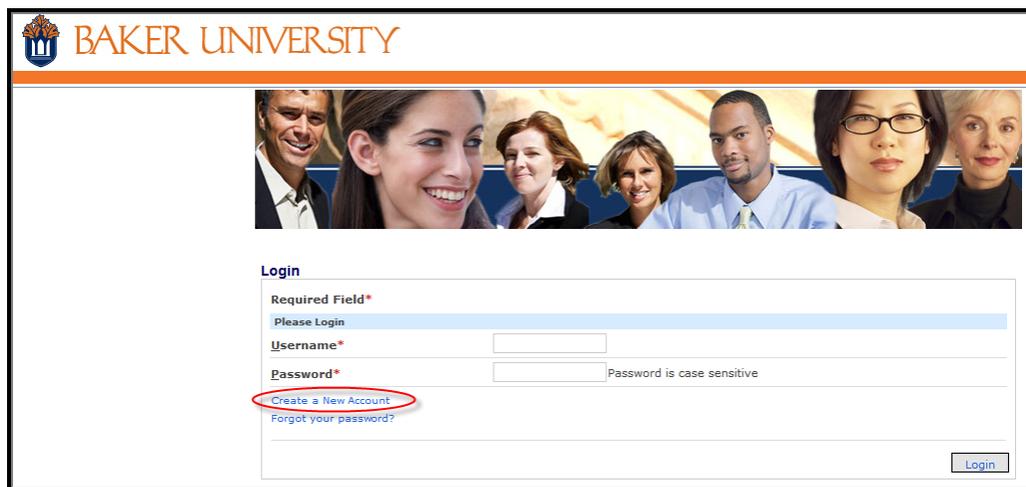


Click on the link to the **Student Portal Homepage**.



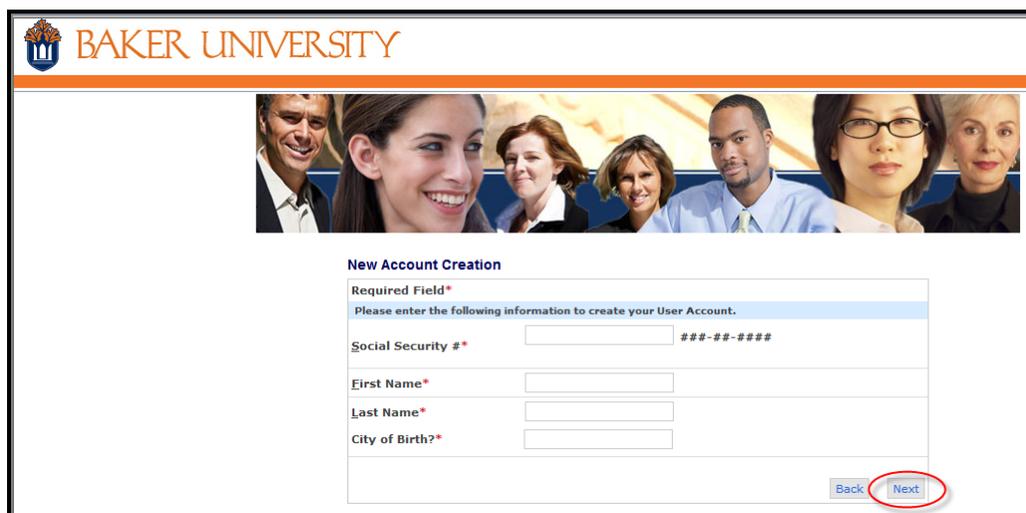


Click on the link to **Create a New Account**.



The screenshot shows the Baker University login page. At the top left is the Baker University logo and name. Below the header is a banner image of a diverse group of people. The main content area is titled "Login" and contains a "Required Field*" section with a blue bar that says "Please Login". Below this are input fields for "Username*" and "Password*", with a note "Password is case sensitive" next to the password field. A red circle highlights the "Create a New Account" link below the password field. There is also a "Forgot your password?" link and a "Login" button at the bottom right.

To create an account, you will need to submit your Social Security Number, first and last name, and your place of birth. After entering in the requested information, click **Next**.



The screenshot shows the Baker University "New Account Creation" page. At the top left is the Baker University logo and name. Below the header is a banner image of a diverse group of people. The main content area is titled "New Account Creation" and contains a "Required Field*" section with a blue bar that says "Please enter the following information to create your User Account.". Below this are input fields for "Social Security #*" (with a mask ###-##-####), "First Name*", "Last Name*", and "City of Birth?*" (with a dropdown arrow). A red circle highlights the "Next" button at the bottom right, next to a "Back" button.



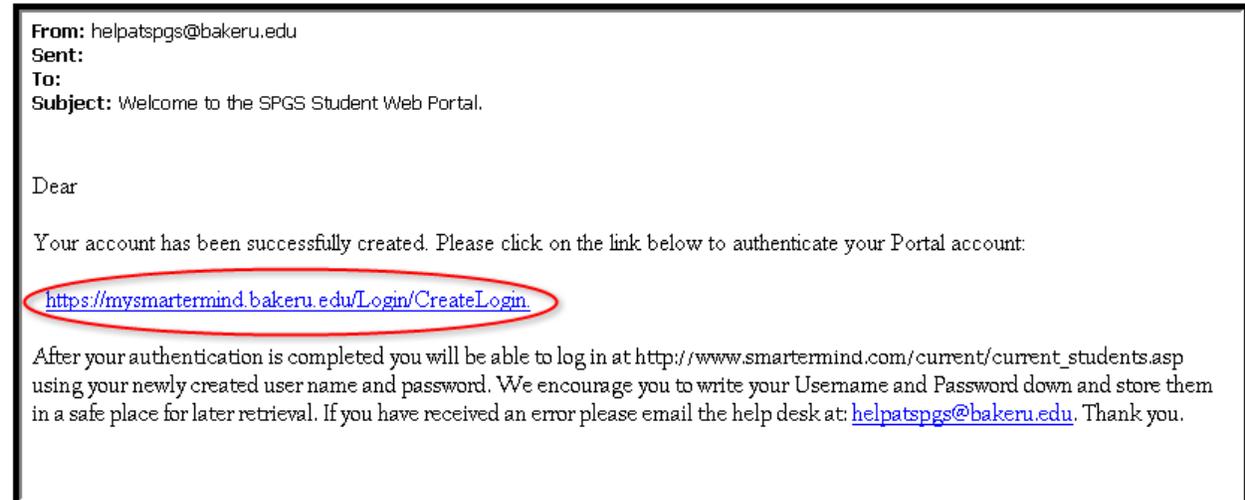
Once you have submitted your information, you will be asked to verify your email address. Click **Yes** to verify your email address. If you have a question about your email address, contact the [Baker University Technology Help Desk](#) by email or by calling 785-594-4544.

An automatic confirmation email will be sent to your Baker email account. Close your internet browser so the account can refresh when you log in the next time.

Reopen your internet browser and access your Baker email account. Refer to the [Accessing Baker Email](#) section of this guide for information on logging in to your Baker email account.

Activate Your Account

You will receive an email like the one below. Click on the **confirmation link** in the email to activate your [My Baker Portal](#) account.



Make sure to write your username and password down and store them in a safe place for later retrieval.



Logging in to My Baker Portal

Visit the [Baker University website](#) and click on **Portal**.

BAKER UNIVERSITY
1858
Own Confidence

Academics Baker Life Admissions Alumni Resources

Explore Baker University

College of Arts & Sciences | BALDWIN CITY

School of Professional & Graduate Studies
KC METRO | TOPEKA | WICHITA

School of Nursing
TOPEKA

School of Education
GRADUATE & UNDERGRADUATE

News & Events

University's MBA program featured in business magazine
Founders Week planned for Feb. 8-11
Theater students honored at festival
Baker University's MBA program ranked No. 1 in enrollment
School of Nursing instructor honored

Together we can achieve the extraordinary.

Give Confidence

E-mail | Blackboard | Portal

About | Schools | News | Calendar | Giving | Jobs | Contact Us | Bookstore | Help Desk | Athletics

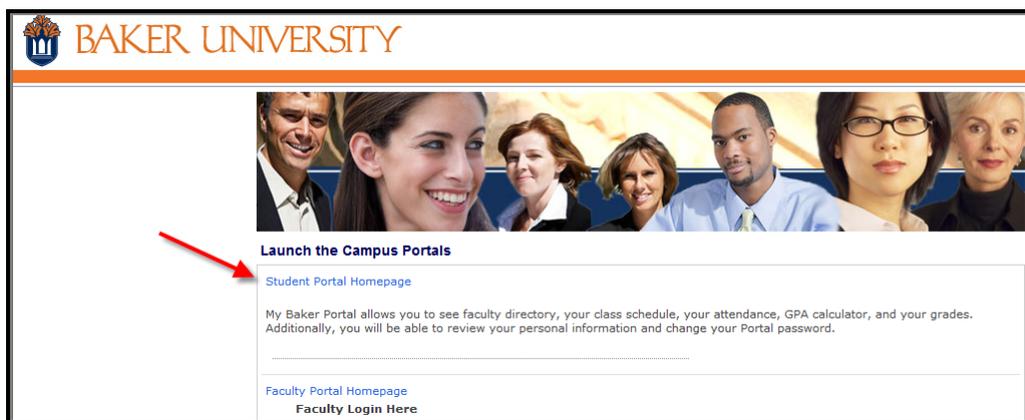
Facebook
YouTube
Flickr



Click on the link to **Graduate & Working Adult Campuses**.



Click on the link to the **Student Portal Homepage**.



Enter your username and password and click **Login**. You might want to add the My Baker Portal login page to the Favorites list stored in your web browser, so you can easily access the login page in the future.





If you have forgotten or misplaced your **password**, click on the **Forgot your password?** link. You will need to provide your username in order to retrieve your password.

If you have forgotten or misplaced your **username**, contact the contact the [Baker University Technology Help Desk](#) by email or by calling 785-594-4544.

Make sure you have the following information available:

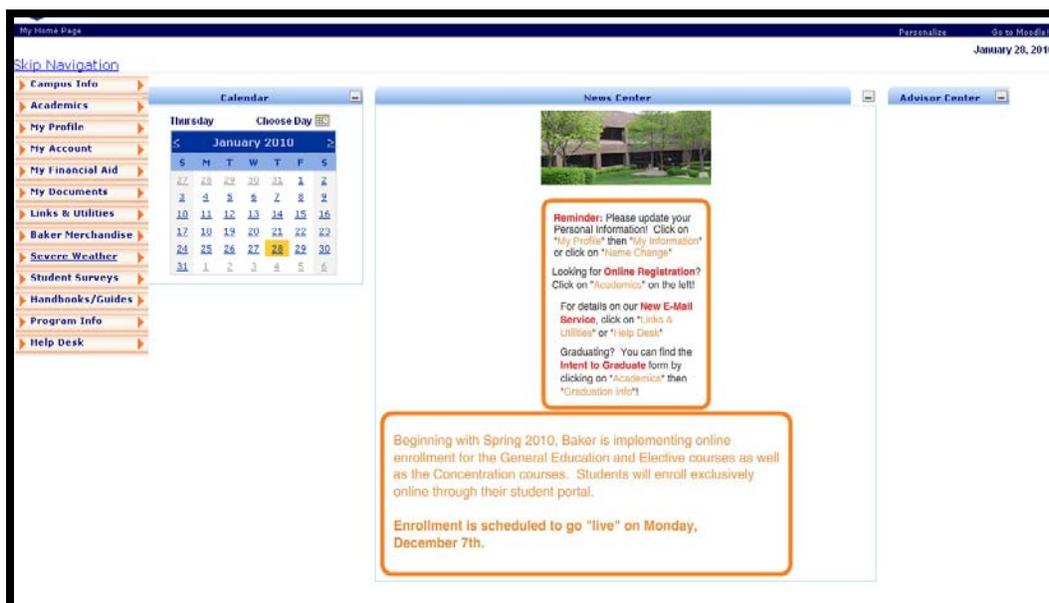
Your full first and last name

Date of birth

Street address

The Baker Information Technology staff will contact you with your username and instructions on how to proceed with the reactivation of your account. Remember to allow 24 hours for the request to be resolved.

Once you have successfully logged in to your My Baker Portal account, you should see the Student Portal Homepage:





Accessing Baker Email

Baker provides an email account for each student. To access your Baker email account through My Baker Portal, start from the Student Portal Homepage, click on **Links & Utilities** to reveal the drop down menu, and then click **My E-Mail**.

The screenshot displays the My Baker Portal interface. On the left is a navigation menu with categories like Campus Info, Academics, My Profile, My Account, My Financial Aid, My Documents, and Links & Utilities. The Links & Utilities menu is expanded, showing options such as Blackboard, Moodle, My E-Mail (highlighted with a red arrow), Faculty E-Mail, and various account management links. In the center is a calendar for January 2010, showing the date 28th highlighted. On the right is a News Center section with a photo of a building and a reminder to update personal information. Below the news center is a large orange-bordered box containing text about online enrollment starting in Spring 2010.

Reminder: Please update your Personal Information! Click on "My Profile" then "My Information" or click on "Name Change"

Looking for **Online Registration**? Click on "Academics" on the left!

For details on our **New E-Mail Service**, click on "Links & Utilities" or "Help Desk"

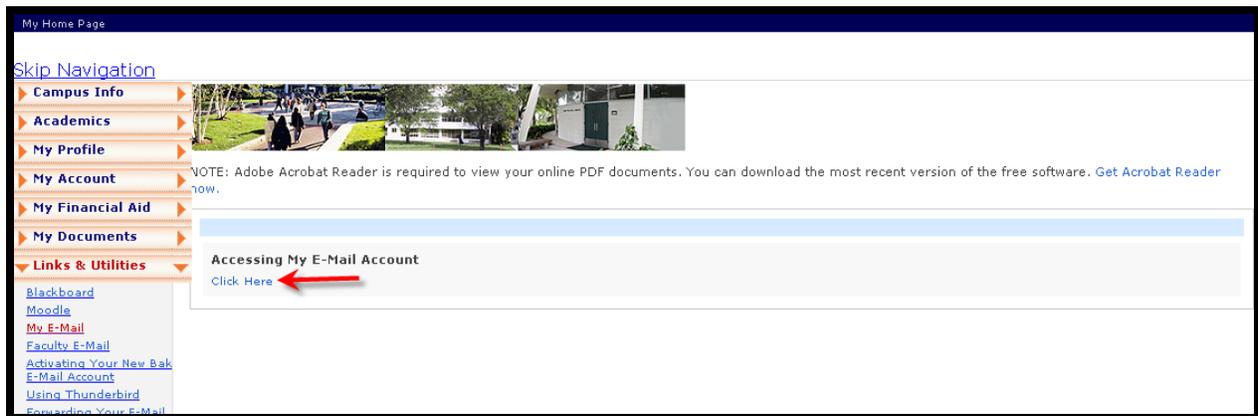
Graduating? You can find the **Intent to Graduate** form by clicking on "Academics" then "Graduation Info!"

Beginning with Spring 2010, Baker is implementing online enrollment for the General Education and Elective courses as well as the Concentration courses. Students will enroll exclusively online through their student portal.

Enrollment is scheduled to go "live" on Monday, December 7th.



Click on **Accessing My E-Mail Account**.



Click on **Graduate & Working Adult Campuses (E-Mail ending in @stu.bakeru.edu)**.





Sign in using your **Windows Live ID and Password.**

Microsoft®
Outlook Live Beta

Outlook Live

[More about Windows Live ID](#)

[Privacy Policy](#)

Sign in

Windows Live ID: (example555@hotmail.com)

Password: [Forgot your password?](#)

Remember me on this computer (?)

Remember my password (?)

Use enhanced security

If you have forgotten or misplaced your **username**, contact the contact the [Baker University Technology Help Desk](#) by email or by calling 785-594-4544.

Make sure you have the following information available:

Your full first and last name
Date of birth
Street address

The Baker Information Technology staff will contact you with your username and instructions on how to proceed with the reactivation of your account. Remember to allow 24 hours for the request to be resolved.



Accessing Moodle

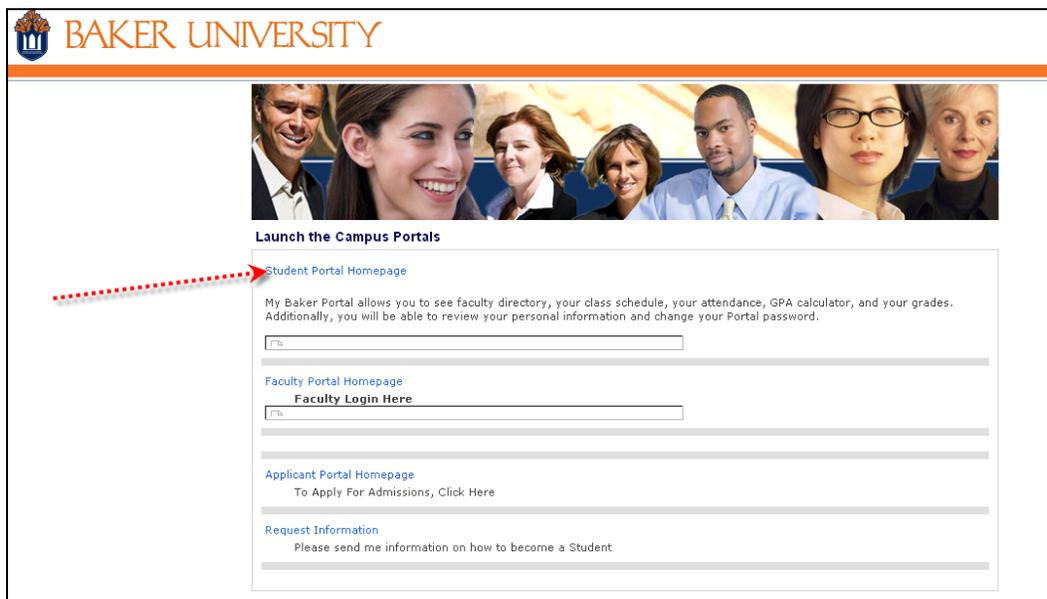
You will need to login through MyBaker Portal to access your course in Moodle.

To get to MyBaker Portal, go to <http://www.bakeru.edu/> and select the link for **Portal** at the bottom of the page.

The screenshot shows the Baker University website homepage. At the top left is the Baker University logo with the text "BAKER UNIVERSITY" and "Own Confidence" below it. To the right of the logo are five small portrait photos of people. Below these is a navigation bar with orange background and white text: "Academics", "Baker Life", "Admissions", "Alumni", and "Resources". Under "Academics" is the heading "Explore Baker University" followed by four colored boxes: "College of Arts & Sciences | BALDWIN CITY" (orange), "School of Professional & Graduate Studies | KC METRO | TOPEKA | WICHITA" (blue), "School of Nursing | TOPEKA" (yellow), and "School of Education | GRADUATE & UNDERGRADUATE" (green). Under "Admissions" is the heading "News & Events" followed by a list of news items with blue links: "University's MBA program featured in business magazine", "Founders Week planned for Feb. 8-11", "Theater students honored at festival", "Baker University's MBA program ranked No. 1 in enrollment", and "School of Nursing instructor honored". To the right of the news items is a large blue banner with the text "Together we can achieve the extraordinary." and a button that says "Give Confidence" with a right-pointing arrow. Below the banner and news items is a footer with links: "E-mail | Blackboard | Portal" (with a red arrow pointing to "Portal") and a small blue icon. At the very bottom is a horizontal line with a series of small links: "About | Schools | News | Calendar | Giving | Jobs | Contact Us | Bookstore | Help Desk | Athletics". On the right side of the footer are social media icons for Facebook, YouTube, and Flickr.



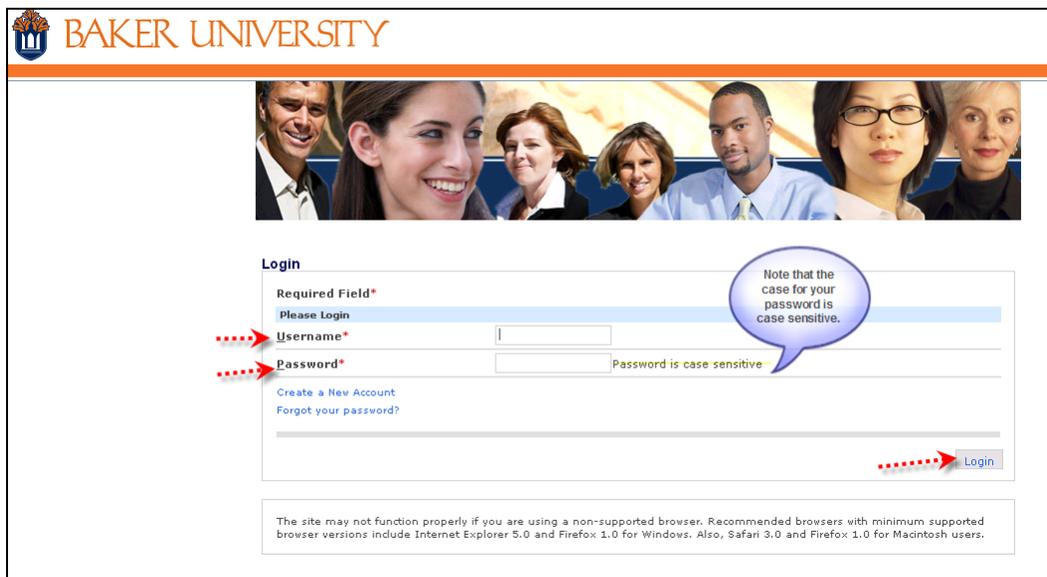
Click on **Student Portal Homepage**.



The screenshot shows the Baker University website header with the logo and name. Below the header is a banner image of diverse students. A section titled "Launch the Campus Portals" contains several links and input fields. A red dotted arrow points to the "Student Portal Homepage" link. Below this link is a text box explaining the portal's features and a text input field. Other links include "Faculty Portal Homepage" with a "Faculty Login Here" link and input field, "Applicant Portal Homepage" with a "To Apply For Admissions, Click Here" link, and "Request Information" with a "Please send me information on how to become a Student" link.

Enter your **username** and **password**. **Note:** the password is case sensitive.

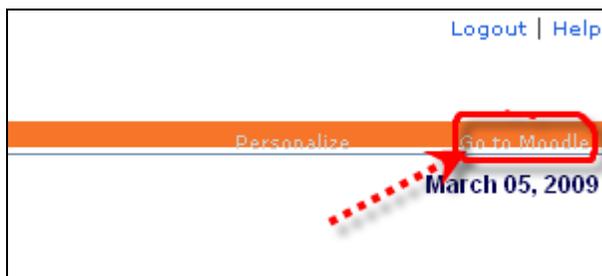
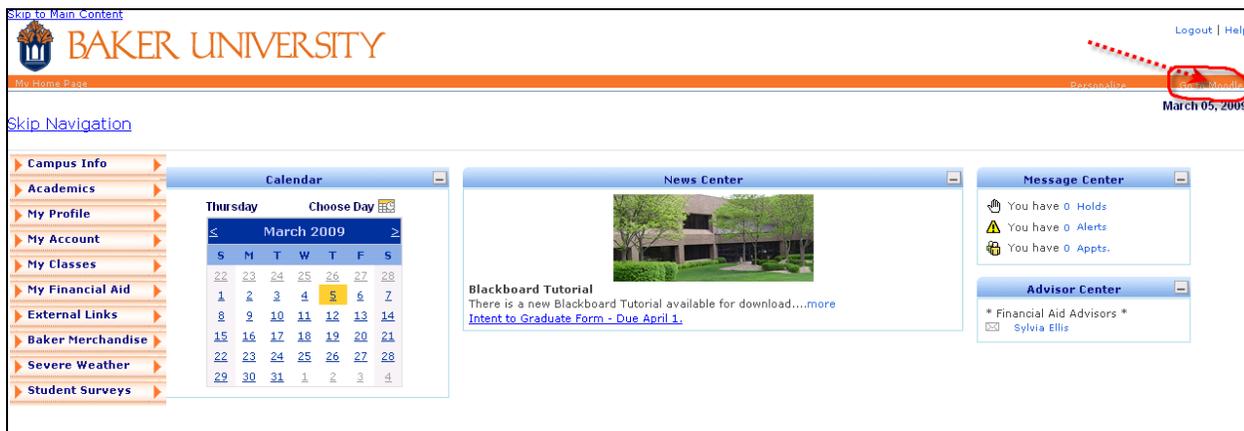
Then Click **Login**.



The screenshot shows the Baker University login page. It features the same header and banner as the previous page. Below the banner is a "Login" section with a "Please Login" heading. There are two input fields: "Username*" and "Password*", both with red dotted arrows pointing to them. A blue speech bubble next to the password field contains the text "Note that the case for your password is case sensitive." Below the input fields are links for "Create a New Account" and "Forgot your password?". A "Login" button with a red dotted arrow is at the bottom right of the login section. At the bottom of the page, there is a disclaimer about browser compatibility.

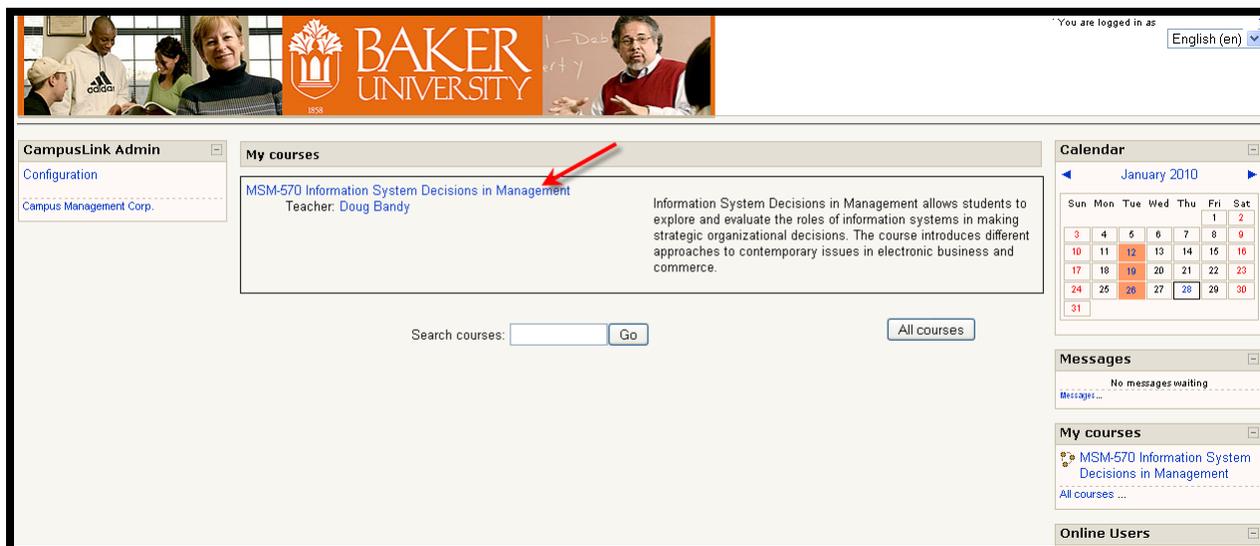


In the upper right-hand corner of your portal welcome screen click **Go to Moodle**.



Once you have clicked on **Go to Moodle** in the upper right-hand corner of your **MyBaker Portal** you should automatically be dropped into Moodle.

Click on your course name to enter the course.





Accessing Grades

My Baker Portal provides a secure environment in which to view your grades for the courses you have completed.

To access your grades, start from the Student Portal Homepage, click on **Academics** to reveal the drop down menu, and then click **My Grades**.

Skip to Main Content

BAKER UNIVERSITY

My Home Page

Skip Navigation

- Campus Info
- Academics**
 - View Attendance
 - Transcript
 - Your Class Schedule
 - GPA Calculator
 - My Grades
- My Profile
- My Account
- My Classes
- My Documents
- External Links

My Calendar

Tuesday Choose Day

August 2008

S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

To view your grades, select the appropriate term by clicking on the drop down arrow.

Skip to Main Content

BAKER UNIVERSITY

My Home Page

Skip Navigation

- Campus Info
- Academics**
 - View Attendance
 - Transcript
 - Your Class Schedule
 - GPA Calculator
 - My Grades
- My Profile
- My Account
- My Classes
- My Documents
- External Links

My Grades

Here you can view all grades that have been posted for courses you have completed.
If the option to view your grades is not visible, click on the 'Transcript' link under 'Academics' to view your unofficial transcript.

View by Enrollment: 3/24/2008 Masters of Liberal Arts

Filter Grades by Term: SPGS Spring II Semester 2008

Grades

Course Title	Course Start/End Date	Credits Attempted	Credits Earned	Final Grade
Window/planet Earth	3/24/08 to 5/5/08	3.0	3.0	A

Term GPA 4.00 Cumulative GPA 4.00



Student Schedule Information

My Baker Portal allows you to view your current and past class schedules.

To access your schedule, start from the Student Portal Homepage, click on **Academics** to reveal the drop down menu, and then click **Your Class Schedule**.

Skip to Main Content

BAKER UNIVERSITY

My Home Page

Skip Navigation

- ▶ Campus Info
- ▼ Academics
 - View Attendance
 - Transcript
 - Your Class Schedule
 - GPA Calculator
 - My Grades
- ▶ My Profile
- ▶ My Account
- ▶ My Classes
- ▶ My Documents
- ▶ External Links

My Calendar

Tuesday Choose Day

August 2008						
S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6



You can view your schedule two different ways: either click on **Schedule Report** to view a detailed class schedule, or click on **List** to view a condensed class schedule.

My Class Schedule

Your current class schedule is displayed below. Click on a class title below to view the details for each class.

NOTE: Adobe Acrobat Reader is required to view your online PDF documents. You can download the most recent version of the free software. [Get Acrobat Reader now.](#)

View by Term:

View by: Week

Mon	
6:00p	HUM5500 Daugherty
6:30p	
7:00p	
7:30p	
8:00p	
8:30p	
9:00p	
9:30p	
10:00p	

If you click on **Schedule Report**, you will need to download Adobe Acrobat Reader to view the report. You can download the most current version of the software for free at the [Adobe website](#).

Viewing a **Schedule Report** allows you to see your complete class schedule, including your courses, course times, dates, locations, and instructors.

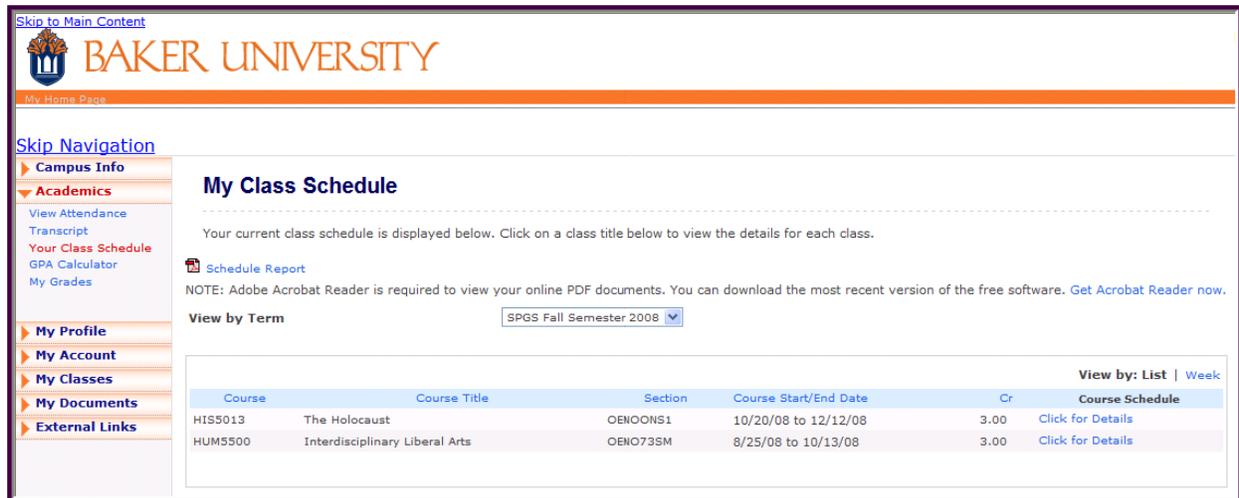
Student Schedule

8/12/2008
3:58:38PM

Student Name:		Program Version:		Enroll Status:										
ID:	Academic Advisor:	Start Date:												
Weekday	Start Time	End Time	Campus	Building	Room #	Course	Section	Description	Instructor	Audit	Credits	Date Start	Date End	Delivery M.
Term: 08FA - SPGS Fall Semester 2008						6.00 Credits								
M	6:00 PM	10:00 PM	Overland Park			HUM5500	OENO7 3SM	Interdisciplinary Liberal Arts	Daugherty, Anne	No	3.00	08/25/08	10/13/08	Onground
U	8:00 PM	12:00 AM	Overland Park			HIS5013	OENOO NS1	The Holocaust	Burgard, Karen	No	3.00	10/20/08	12/12/08	Online
Term: 08SU2 - SPGS Summer II 2008						3.00 Credits								
			Overland Park			LIT5107	ON	Contemp Fict:women	Specht, Christine	No	3.00	07/07/08	08/16/08	Online
Term: 09SP - SPGS Spring Semester 2009						3.00 Credits								
U	4:00 PM	12:00 AM	Overland Park			ART5125	OENOO NS1	World Cinema	Daugherty, Anne	No	3.00	01/05/09	01/25/09	Online



If you click on **List**, the screen will allow you to see a shortened version of your class schedule including your courses and course dates.



The screenshot shows the Baker University My Class Schedule page. At the top, there is a navigation bar with the Baker University logo and the text "BAKER UNIVERSITY". Below this is a "Skip Navigation" section with a list of menu items: Campus Info, Academics (expanded), My Profile, My Account, My Classes, My Documents, and External Links. The Academics menu includes links for View Attendance, Transcript, Your Class Schedule (highlighted), GPA Calculator, and My Grades. The main content area is titled "My Class Schedule" and contains a message: "Your current class schedule is displayed below. Click on a class title below to view the details for each class." Below this message is a "Schedule Report" icon and a note: "NOTE: Adobe Acrobat Reader is required to view your online PDF documents. You can download the most recent version of the free software. Get Acrobat Reader now." There is a "View by Term" dropdown menu set to "SPGS Fall Semester 2008". At the bottom, there is a table with columns: Course, Course Title, Section, Course Start/End Date, Cr, and Course Schedule. The table lists two courses: HIS5013 (The Holocaust) and HUM5500 (Interdisciplinary Liberal Arts). Each course has a "Click for Details" link.

Course	Course Title	Section	Course Start/End Date	Cr	Course Schedule
HIS5013	The Holocaust	OEN00NS1	10/20/08 to 12/12/08	3.00	Click for Details
HUM5500	Interdisciplinary Liberal Arts	OEN073SM	8/25/08 to 10/13/08	3.00	Click for Details



Faculty Directory

Before or during a class, you may need to contact your instructor. My Baker Portal contains a faculty directory you can use to access contact information for your instructors.

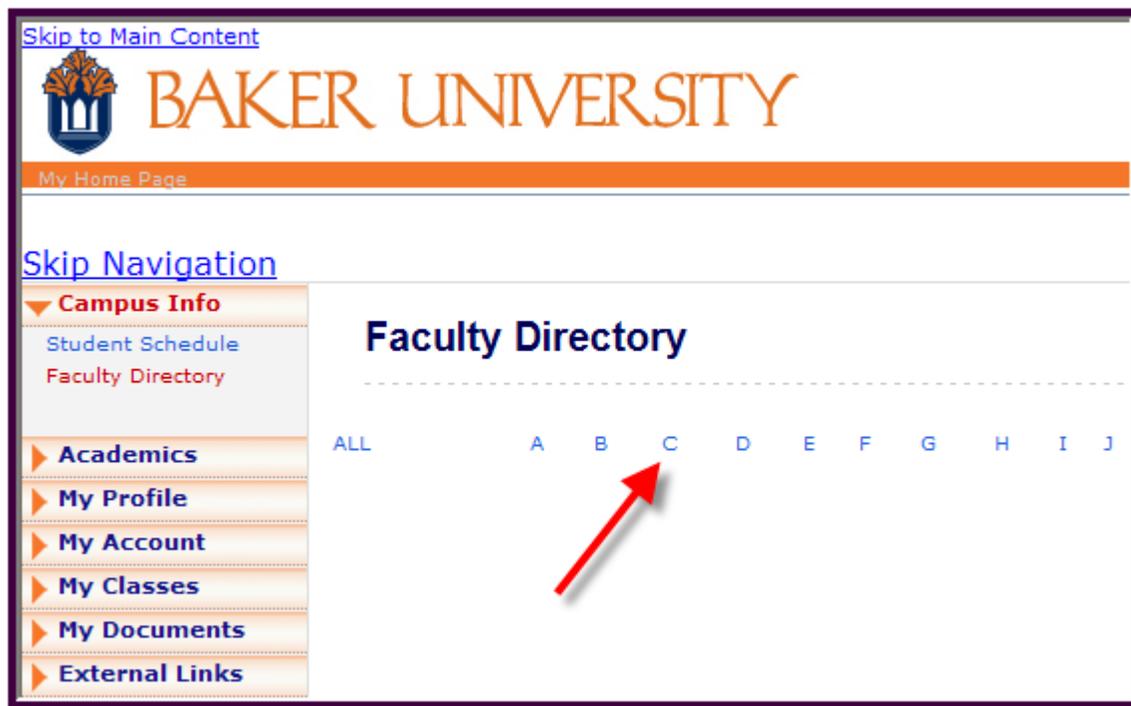
To access the faculty directory, start from the Student Portal Homepage, click on **Campus Info** to reveal the drop down menu, and then click **Faculty Directory**.

The screenshot shows the Baker University Student Portal homepage. At the top left, there is a link for "Skip to Main Content" and the Baker University logo. Below the logo is the text "BAKER UNIVERSITY" and "My Home Page". On the left side, there is a "Skip Navigation" section with a dropdown menu for "Campus Info". The "Campus Info" menu is expanded, showing "Student Schedule" and "Faculty Directory". A red arrow points to the "Faculty Directory" link. Below the "Campus Info" menu are other navigation options: "Academics", "My Profile", "My Account", "My Classes", "My Documents", and "External Links". On the right side, there is a "My Calendar" section. The calendar shows the date "Tuesday" and "Choose Day" with a calendar icon. The calendar is for "August 2008" and shows the days of the week (S, M, T, W, T, F, S) and the dates (27, 28, 29, 30, 31, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31). The date "12" is highlighted in yellow.



Click on the link of the letter that corresponds with your instructor's last name.

If you do not know your instructor's last name, check your course schedule. Visit the [Student Schedule Information](#) section of this guide for more information on viewing your course schedule through [My Baker Portal](#).





After you click on the letter that corresponds with your instructor's last name, click on the instructor's name from the list provided.

The screenshot shows the Baker University website's Faculty Directory. The header includes the Baker University logo and name. Below the header is a navigation menu with options like 'Campus Info', 'Academics', 'My Profile', etc. The main content area is titled 'Faculty Directory' and shows search results for the letter 'M'. The results are listed in a table with names and last names.

ALL	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
Search Results for M																				
													MacDougall, Donna							
													Majors, William							
													Malcom, Ron							
													Malone, Dee							
													Manies, Terry							
													Mann, Kristi							
													Mantz, Dean							
													Maristela, Cayetana							
													Markley, Kathy							
													Marney, Ron							
													Marszalek, Deb							
													Martens, Lynn							
													Martin, Stacey							
													Martinez, Nicole							

The instructor's email address will appear:

The screenshot shows the Baker University website's Faculty Directory. The header includes the Baker University logo and name. Below the header is a navigation menu with options like 'Campus Info', 'Academics', 'My Profile', etc. The main content area is titled 'Faculty Directory' and shows search results for the letter 'M'. The results are listed in a table with names and last names. The email address for Professor Baker is highlighted in a blue box.

ALL	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
Search Results for M																				
													MacDougall, Donna							
													Majors, William							
													Malcom, Ron							
													Malone, Dee							
													Manies, Terry							
													Mann, Kristi							
													Mantz, Dean							
													Maristela, Cayetana							
													Markley, Kathy							
													Marney, Ron							
													Marszalek, Deb							
													Martens, Lynn							
													Martin, Stacey							
													Martinez, Nicole							

Professor, Baker

Work Address

Email **bakerprofessor@spgsmail.bakeru.edu**

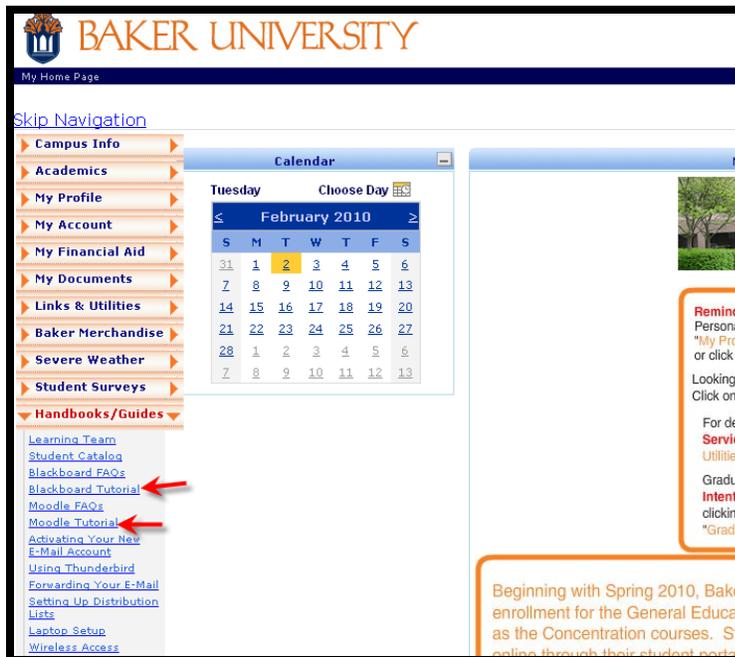


External Links to Frequently Used Documents/Sites

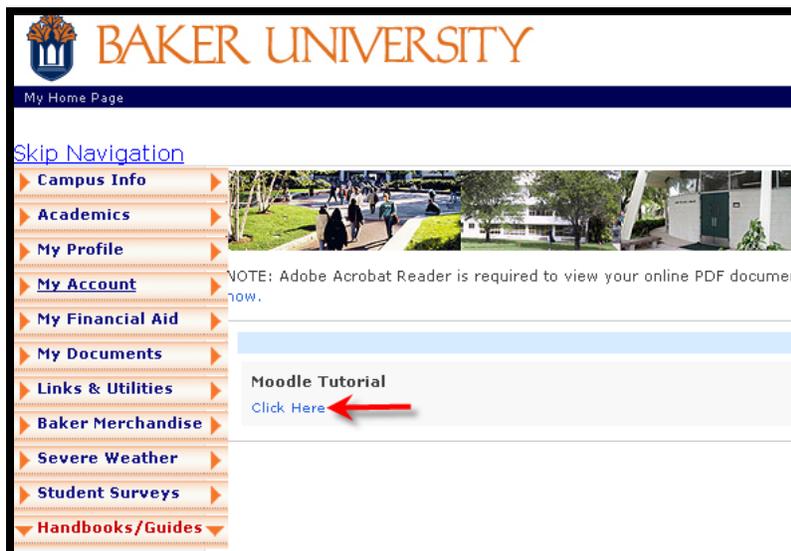
My Baker Portal offers access to frequently used forms and resources.

From the Student Portal Homepage, you can access the **Blackboard Tutorial** and the **Moodle Tutorial** by clicking on **Handbooks/Guides**.

From the drop down menu click on either the **Blackboard Tutorial** or **Moodle Tutorial**.



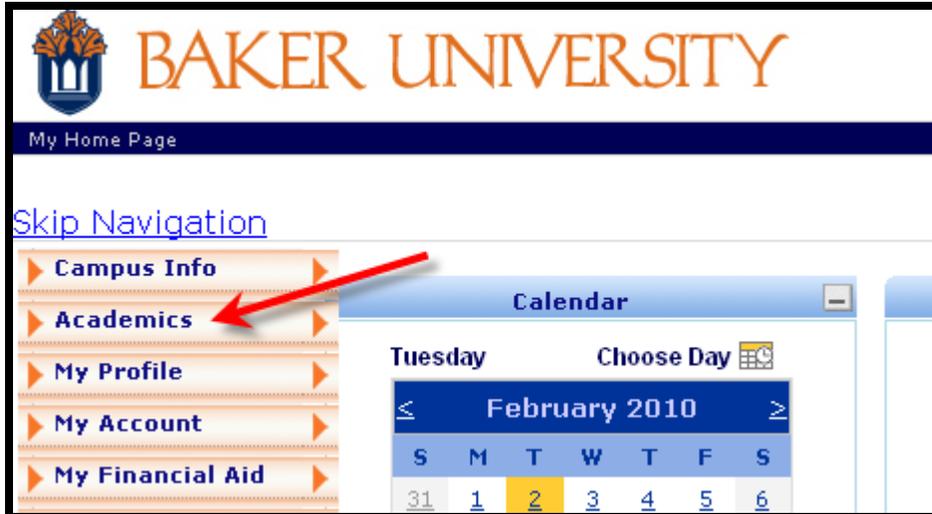
Next, **Click Here** to download the tutorial you've chosen.



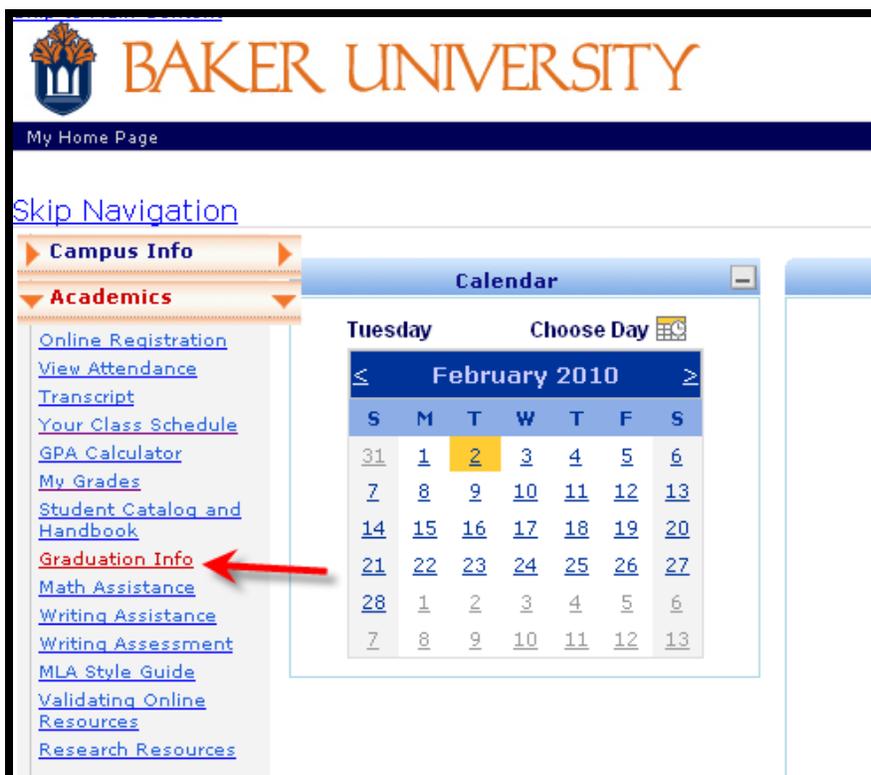


Intent to Graduate Form.

To fill out the Intent to Graduate Form, click the **Academics** link.

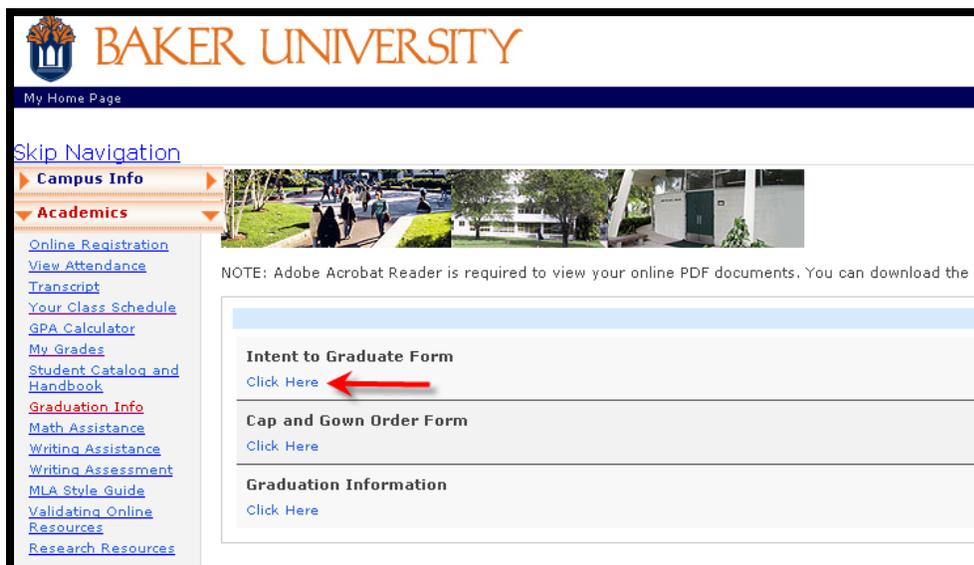


Click on **Graduation Info**.





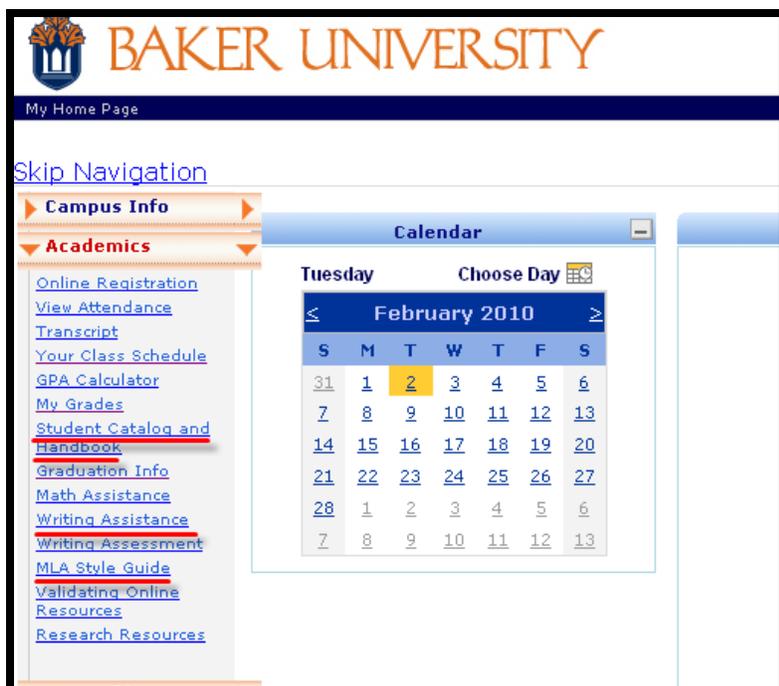
Access the **Intent to Graduate Form** by clicking on **Click Here**.



Make sure to fill out your Intent to Graduate Form before the due date listed.

To access additional forms and resources, such as the **Student Catalog and Handbook**, **MLA Style Guide**, and **Writing Assistance** click on the link to Academics from the Student Portal Homepage.

Click on the name of the document/site you wish to access.



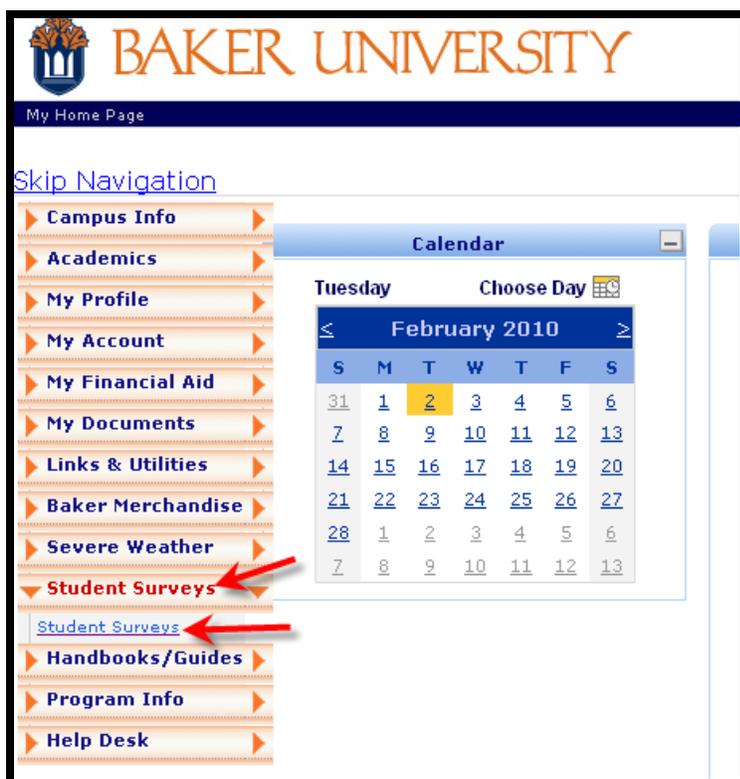


Accessing End of Course Surveys

My Baker Portal allows you to access the **End of Course Survey**, which gives students an opportunity to evaluate their classroom experience. You should submit an End of Course Survey at the end of every course.

To access the End of Course Survey, start from the Student Portal Homepage and click on **Student Surveys** to reveal the **Student Surveys** link.

Click on **Student Surveys**.

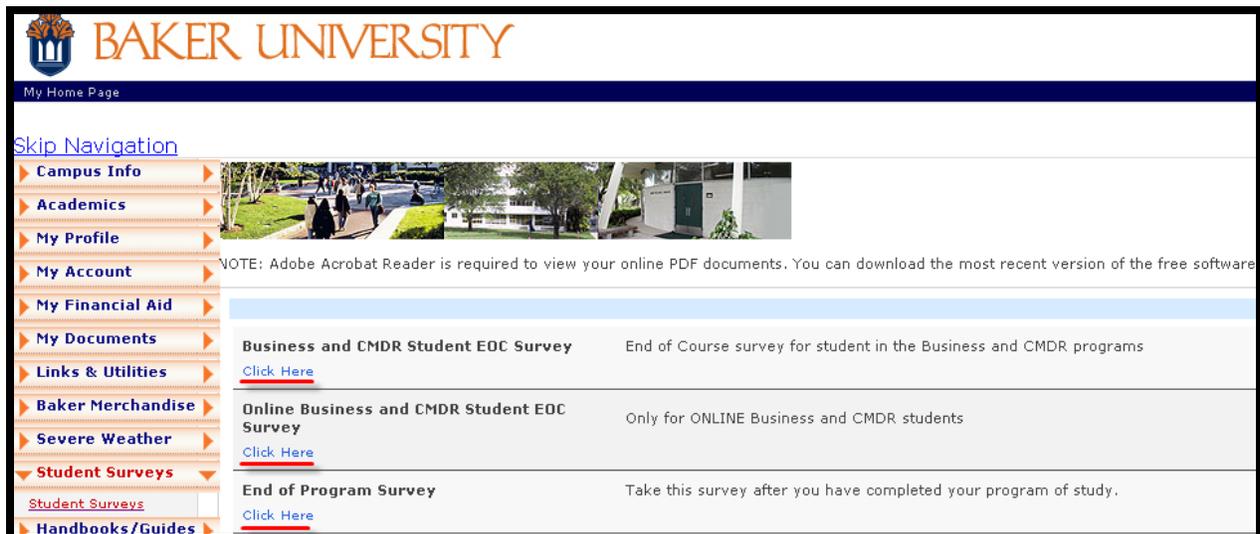


Notice that there are multiple versions of the End of Course Survey:

- **Business and CMDR Student EOC Survey** is for an **onground student**, or if you meet in a physical classroom building for your courses
- **Online Business and CMDR Student EOC** is for an **online student**, or if you meet electronically through Blackboard or Moodle for your courses
- **End of Program Survey** is completed after your have finished your program of study



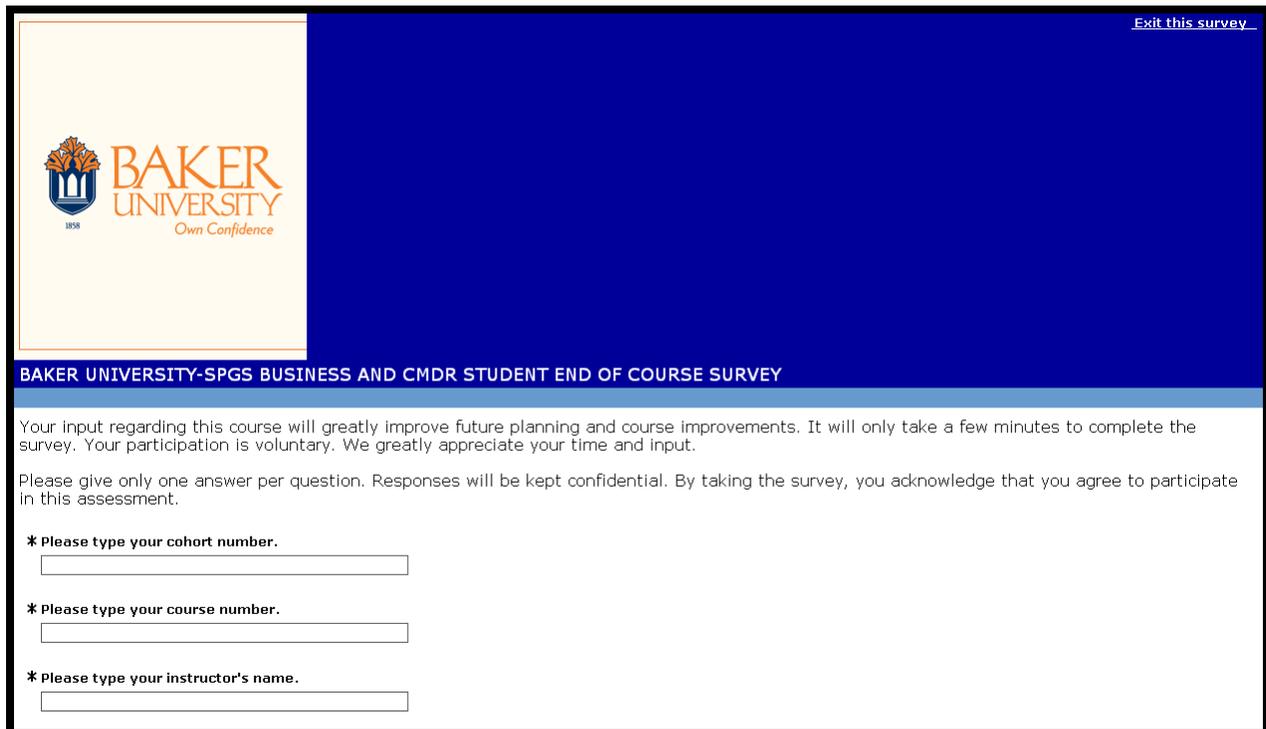
Choose which survey you need to fill out by clicking on **Click Here** below the title.



The screenshot shows the Baker University My Home Page. On the left is a vertical navigation menu with items: Campus Info, Academics, My Profile, My Account, My Financial Aid, My Documents, Links & Utilities, Baker Merchandise, Severe Weather, Student Surveys, Student Surveys, and Handbooks/Guides. The 'Student Surveys' item is expanded to show a table of survey options:

Business and CMDR Student EDC Survey	End of Course survey for student in the Business and CMDR programs
Click Here	
Online Business and CMDR Student EDC Survey	Only for ONLINE Business and CMDR students
Click Here	
End of Program Survey	Take this survey after you have completed your program of study.
Click Here	

When the screen refreshes the survey will appear.



The screenshot shows the survey page with the Baker University logo and the title "BAKER UNIVERSITY-SPGS BUSINESS AND CMDR STUDENT END OF COURSE SURVEY". The page contains the following text and form fields:

[Exit this survey](#)

BAKER UNIVERSITY-SPGS BUSINESS AND CMDR STUDENT END OF COURSE SURVEY

Your input regarding this course will greatly improve future planning and course improvements. It will only take a few minutes to complete the survey. Your participation is voluntary. We greatly appreciate your time and input.

Please give only one answer per question. Responses will be kept confidential. By taking the survey, you acknowledge that you agree to participate in this assessment.

* Please type your cohort number.

* Please type your course number.

* Please type your instructor's name.



Please fill in all the necessary information. When you are finished click **Done** at the bottom of the screen.

* 21. The assignments and activities improved my communication skills.

Strongly Disagree Disagree Neutral Agree Strongly Agree

* 22. The course was academically rigorous.

Strongly Disagree Disagree Neutral Agree Strongly Agree

* 23. The technology (PowerPoint, Blackboard/Moodle, electronic communications, etc.) enhanced learning.

Strongly Disagree Disagree Neutral Agree Strongly Agree

* 24. Typically, your class met for four hours between 6:00-10:00PM.

Yes

No

Comments.





Course Attendance Records

My Baker Portal allows you to access your attendance records for each course.

To view your attendance records, start from the Student Portal Homepage, click on **Academics** to reveal the drop down menu, and then click **View Attendance**.

The screenshot shows the Baker University My Home Page. At the top is the Baker University logo and name. Below is a dark blue navigation bar with "My Home Page" text. A "Skip Navigation" link is present. A "Campus Info" dropdown menu is open, showing "Academics" as the selected category. Under "Academics", a list of links is shown, with "View Attendance" highlighted by a red arrow. To the right, a "Calendar" widget displays "Tuesday" and "Choose Day" with a calendar icon. The calendar shows February 2010, with the 2nd of the month highlighted in yellow.

S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	1	2	3	4	5	6
7	8	9	10	11	12	13



To access your attendance record, specify the term and the week of attendance you would like to view. Your total hours of attendance will automatically display for the week you select.

[Skip to Main Content](#)

BAKER UNIVERSITY

My Home Page

Skip Navigation

- ▶ **Campus Info**
- ▼ **Academics**
 - View Attendance**
 - Transcript
 - Your Class Schedule
 - GPA Calculator
 - My Grades
- ▶ **My Profile**
- ▶ **My Account**
- ▶ **My Classes**
- ▶ **My Documents**
- ▶ **External Links**

View Attendance

Select an enrollment and term to view your attendance

View by Enrollment

View by Term

Weekly Attendance - Lorie Rziha

Weekly Attendance

Choose Week



GPA Calculator

My Baker Portal provides a GPA Calculator that allows you to view your total credits, total grade points, and cumulative Grade Point Average (or GPA) for courses you have completed.

The GPA Calculator also allows you to estimate your semester and cumulative GPA by calculating your GPA based on the grade(s) you expect to receive in your current courses.

To access the GPA Calculator, start from the Student Portal Homepage, click on **Academics** to reveal the drop down menu, and then click **GPA Calculator**.

The screenshot shows the Baker University My Home Page. At the top left is the Baker University logo. Below it is a dark blue bar with the text "My Home Page". Underneath is a "Skip Navigation" link. A dropdown menu is open under the "Academics" header, listing various links. The "GPA Calculator" link is highlighted in red, and a red arrow points to it. To the right of the dropdown menu is a "Calendar" widget showing a calendar for February 2010. The calendar is titled "Tuesday Choose Day" and shows the days of the week (S, M, T, W, T, F, S) and the dates (31, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13). The date "2" is highlighted in yellow.



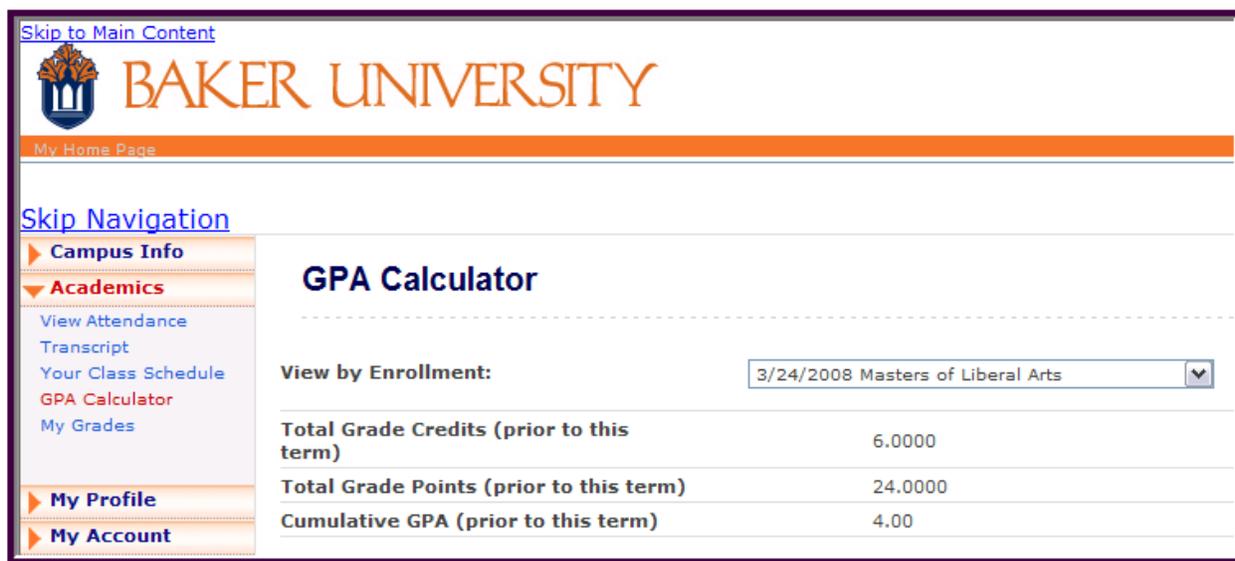
The top portion of the GPA Calculator page displays three items: 1) your Total Grade Credits, 2) Total Grade Points, and 3) Cumulative GPA.

The **Total Grade Credits** is the number of credit hours you have received based on the classes you have completed.

The **Total Grade Points** is based on the number of credits and the grades you have earned for the classes you have completed:

- Each grade is worth a different number of grade points.
- A = 4, B = 3, C = 2, D = 1, and F = 0 points.
- The **Total Grade Points** equals the amount of credit hours you have earned multiplied by the grade points you have received.

The **Cumulative GPA** is your GPA based on all the courses you have completed and the grades you have earned in those courses.



The screenshot shows the Baker University GPA Calculator interface. At the top, there is a navigation bar with the Baker University logo and the text "BAKER UNIVERSITY". Below the logo is a "Skip to Main Content" link and a "My Home Page" link. The main content area is titled "GPA Calculator" and features a "View by Enrollment:" dropdown menu set to "3/24/2008 Masters of Liberal Arts". The calculator displays the following data:

Total Grade Credits (prior to this term)	6.0000
Total Grade Points (prior to this term)	24.0000
Cumulative GPA (prior to this term)	4.00

On the left side of the page, there is a "Skip Navigation" menu with the following options: Campus Info, Academics (expanded), My Profile, and My Account. Under Academics, there are links for View Attendance, Transcript, Your Class Schedule, GPA Calculator (highlighted), and My Grades.



Estimate Your GPA

The lower portion of the GPA Calculator allows you to estimate your GPA based on the grades you input into the calculator.

Scroll down to the appropriate course or courses you want to use to calculate your estimated GPA. Each course will be labeled separately.

Enter Grades For SPGS Summer II 2008

To Estimate your semester and cumulative Grade Point Average (GPA), please select the grade you expect to receive in each course below.

Course	Course Title	Course Start/End Date	Credits	Grade	Grade Pts
LIT5107	Contemp Fict:women	7/7/08 to 8/16/08	3.00	none	0.00
Projected/Estimated Term GPA		N/A			

To estimate your GPA for the current term:

- Select the grade you expect to receive for the course from the drop down box next to each course listed.
- For instance, if you expected to receive a B in the course shown below, you would select **B** from the drop down box, and then click **Calculate GPA** to view your projected GPA.

Enter Grades For SPGS Summer II 2008

To Estimate your semester and cumulative Grade Point Average (GPA), please select the grade you expect to receive in each course below.

Course	Course Title	Course Start/End Date	Credits	Grade	Grade Pts
LIT5107	Contemp Fict:women	7/7/08 to 8/16/08	3.00	B	0.00
Projected/Estimated Term GPA		N/A			
Projected/Estimated Cumulative GPA		4.00			

Calculate GPA



After you click **Calculate GPA**, the screen will refresh with your estimated GPA. Notice that three items have changed:

- A.** The **Projected/Estimated Term GPA** has been calculated based on the grade you selected from the drop down box.
- B.** The **Grade Points** for the course have been calculated based on the number of credit hours for the course multiplied by the grade points received.
- C.** The **Projected/Estimated Cumulative GPA** has been calculated based on the grade you selected from the drop down box along with your GPA from completed courses.

Enter Grades For SPGS Summer II 2008

To Estimate your semester and cumulative Grade Point Average (GPA), please select the grade you expect to receive in each course below.

Course	Course Title	Course Start/End Date	Credits	Grade	Grade Pts
LIT5107	Contemp Fict:women	7/7/08 to 8/16/08	3.00	B	9.00

A Projected/Estimated Term GPA 3.00

C Projected/Estimated Cumulative GPA 3.67

Calculate GPA



Changing Student Information Records

My Baker Portal stores personal information that you have on file with Baker.

The **My Information** page stores personal information like your name, date of birth, student and enrollment identification numbers, and your student status. **My Information** also stores contact information, such as your address, phone numbers, and email addresses.

To access the **My Information** page, start at the Student Portal Homepage, click on **My Profile** to reveal the drop down menu, and then click **My Information**.

BAKER UNIVERSITY

My Home Page

Skip Navigation

- ▶ Campus Info
- ▶ Academics
- ▼ My Profile
 - My Calendar
 - Change Password
 - Name Change
 - My Information**
 - My Message Center
- ▶ My Account
- ▶ My Financial Aid
- ▶ My Documents

Calendar

Tuesday Choose Day

February 2010

S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	1	2	3	4	5	6
7	8	9	10	11	12	13



If you need to modify your personal or contact information, click **Edit** located on the bottom right-hand side of the page.

The screenshot shows the Baker University My Information page. The page title is "My Information" and it includes a navigation menu on the left with options like "Campus Info", "Academics", "My Profile", "My Account", "My Financial Aid", "My Documents", "Links & Utilities", "Baker Merchandise", "Severe Weather", "Student Surveys", "Handbooks/Guides", "Program Info", and "Help Desk". The main content area displays personal information for a user named Ima Test, including their title (Mrs.), first and last names, date of birth (1/28/1985), country (United States), address (8001 College Blvd, Overland Park, KS 66210), email (ajethome@hotmail.com), student ID (117679), enrollment ID (TE08104510), and student status (Active). A red arrow points to the "Edit" button at the bottom right of the form.

When you are finished making edits click **Save** in the bottom right-hand corner.

This screenshot shows the same Baker University My Information page, but with the form fields expanded for editing. The fields include dropdown menus for "Country" (United States) and "State" (Kansas), and text input fields for "Address", "City", "Zip Code", "Email", and "Second Email". The "Phone Numbers" section has input fields for "Home", "Work", "Other Phone", and "Mobile Phone". A red arrow points to the "Save" button at the bottom right of the form, next to a "Cancel" button.



Message Center

The Message Center contains information on past and current holds, alerts, and appointments.

To access the Message Center, go to the Portal home page and click on the link to the **Message Center** to reveal any holds, alerts, or appointments you may have.

- If you have a hold on your account, it may be because of a payment or other issue. Click on the **Holds** link to view any outstanding or past holds.
- If you have an active alert, click on the **Alerts** link to view your outstanding or past alerts.
- If you have an active appointment, click on the **Appointments** link to view your outstanding appointments.

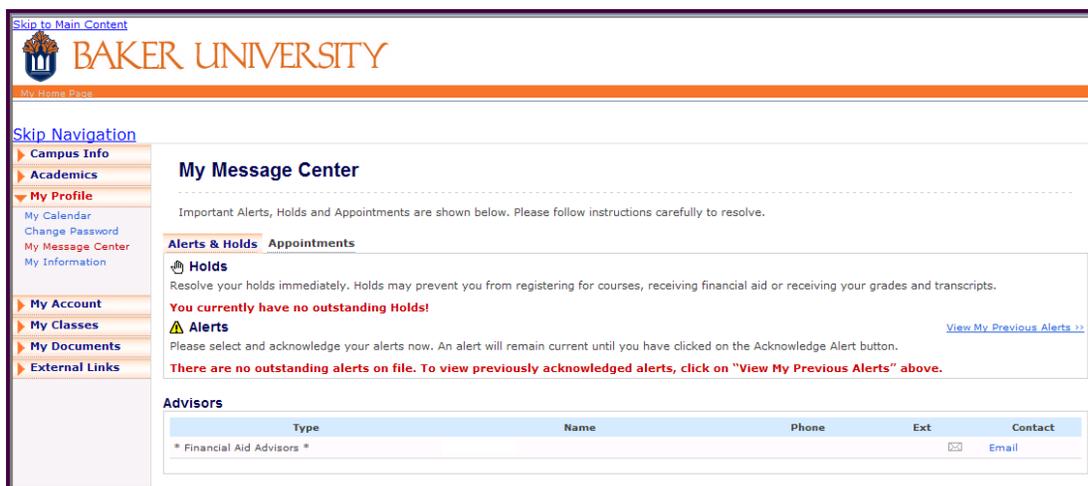
The screenshot shows the Baker University My Baker Portal. The top navigation bar includes the Baker University logo, the text "BAKER UNIVERSITY", and links for "Hello Imat", "Logout", and "Help". Below the navigation bar, there are links for "My Home Page", "Personalize", and "Go to Moodle!". The date "February 02, 2010" is displayed on the right. A "Skip Navigation" menu is on the left, listing various categories like "Campus Info", "Academics", "My Profile", "My Account", "My Financial Aid", "My Documents", "Links & Utilities", "Baker Merchandise", "Severe Weather", "Student Surveys", "Handbooks/Guides", "Program Info", and "Help Desk". The main content area is divided into three sections: "Calendar" (showing a calendar for February 2010), "News Center" (with a photo of a building and several text boxes containing reminders and announcements), and "Message Center" (which is circled in red and shows "You have 0 Holds", "You have 0 Alerts", and "You have 0 Appts."). Below the Message Center is an "Advisor Center" link.



To view an outstanding hold, alert, or appointment, click on the name of the item you wish to view.



The message will be displayed.





Downloading Anti-Virus Software

Baker University allows students to download Symantec AntiVirus free of charge through [My Baker Portal](#).

Your computer is subject to virus attack whether you are surfing the Internet or getting information from floppy disks, CDs, or a network. E-mail attachments are particularly vulnerable.

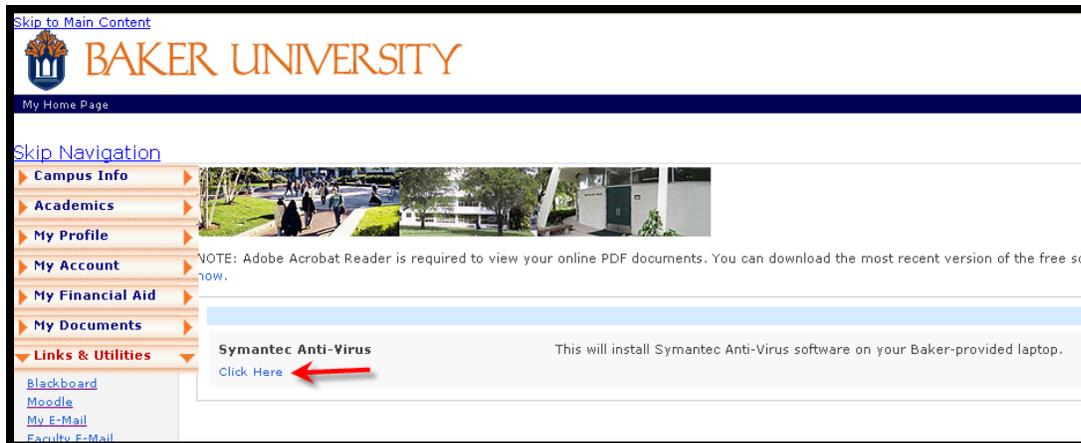
Symantec AntiVirus is one of the most popular and effective anti-virus programs on the market. This product offers the security of automatic protection against viruses, malicious ActiveX controls and Java applets, and other dangerous code. This program also offers automatic updating of new anti-virus definitions.

To download Symantec AntiVirus, go to the Student Portal Homepage and click **Links & Utilities** to reveal the drop down menu. Click **Symantec Anti-Virus** to start the download process.





To begin the download click on **Click Here**.



You may need to enter your username and password if prompted to access the Symantec AntiVirus download page.

Choose which operating system size you are using by clicking on **Click Here** under the corresponding size.

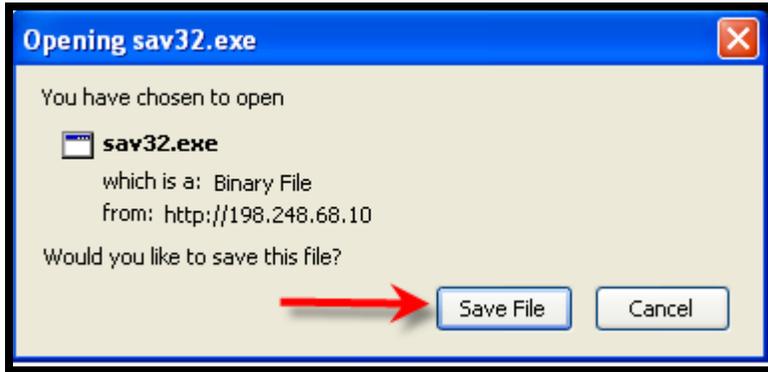
If you are not certain which system you are using contact the [Baker University Technology Help Desk](#) by email or by calling 785-594-4544.



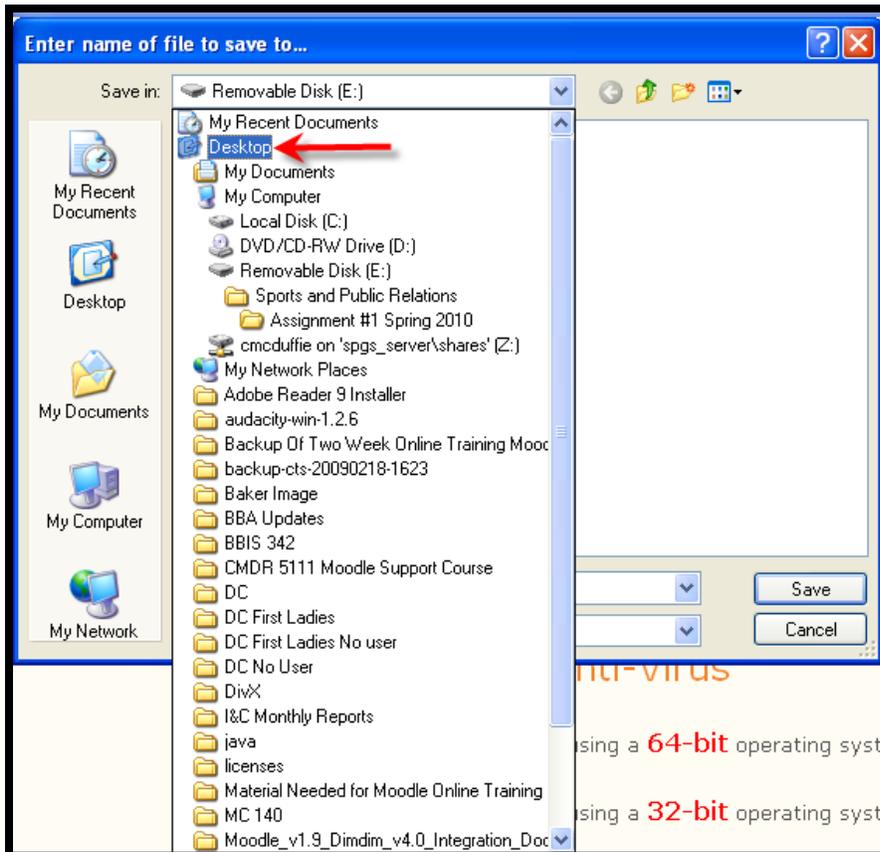
In order to download Symantec AntiVirus, you must use Internet Explorer version 4.0 or higher. You can download the most current version of Internet Explorer for free at the [Windows Internet Explorer](#) website.

If you need assistance downloading Internet Explorer, contact the [Baker University Technology Help Desk](#) by email or by calling 785-594-4544.

A pop-up window will appear. Click Save File.

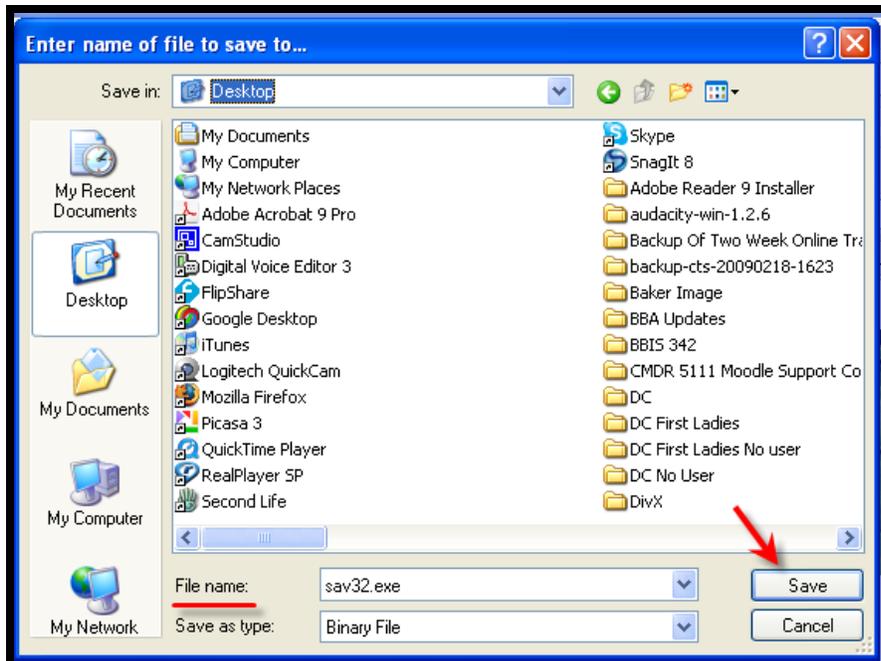


Choose where on your computer you will like to save the file (the desktop may be the easiest location to access).





After you've chosen the location check to make sure in the **File name:** section the name of the file appears. Then click **Save**.



Next, locate the file where you saved it. Double click on the file and choose **Run** when prompted.





Your web browser may require you to give the site permission to install the software. Make sure you configure your web browser to install the add-on. If your download does not automatically start, click on the message at the top of the screen and click **Install ActiveX Control**.

Follow the prompts to complete the download.



Accessing Unofficial Transcripts

You can view a copy of your unofficial transcript or you can request a copy of your official transcript through [My Baker Portal](#).

To view your transcripts, go to the Student Portal Homepage and click on **Academics** to reveal the drop down menu, and then click **Transcript**.

The screenshot shows the Baker University My Home Page. At the top is the Baker University logo and name. Below that is a navigation bar with "My Home Page". A "Skip Navigation" section contains two main categories: "Campus Info" and "Academics". The "Academics" category is expanded, showing a list of links: Online Registration, View Attendance, Transcript, Your Class Schedule, GPA Calculator, My Grades, Student Catalog and Handbook, Graduation Info, Math Assistance, Writing Assistance, Writing Assessment, MLA Style Guide, Validating Online Resources, and Research Resources. A red arrow points to the "Transcript" link. To the right of the Academics menu is a "Calendar" widget showing a calendar for February 2010. The calendar is titled "Tuesday Choose Day" and shows the days of the week (S, M, T, W, T, F, S) and the dates (31, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13). The date "2" is highlighted in yellow.



To view, save, or print a copy of your unofficial transcripts, click on **Unofficial Transcript** and follow the prompts to download a copy of your unofficial transcript.

To request a copy of your official transcript, click on **Official Transcript** and fill out the Transcript Request Form.

The screenshot shows the Baker University website interface. At the top left is the Baker University logo and name. Below it is a navigation menu with 'Campus Info' and 'Academics' sections. The 'Academics' section is expanded, showing a list of links including 'Online Registration', 'View Attendance', 'Transcript', 'Your Class Schedule', 'GPA Calculator', 'My Grades', 'Student Catalog and Handbook', 'Graduation Info', 'Math Assistance', 'Writing Assistance', 'Writing Assessment', 'MLA Style Guide', 'Validating Online Resources', and 'Research Resources'. The main content area is titled 'Degree Progress Audit' and contains the text: 'You may view a copy of your [Unofficial Transcript](#) or request a copy of your [Official Transcript](#)'. Both links are circled in red.



Accessing 1098 Tuition Statements

My Baker Portal allows you to access your 1098 Tuition Statements, which detail tuition and related fees during each tax year.

To access your Tuition Statement, go to the Student Portal Homepage, click on **My Account** to reveal the drop down menu, and then click **View 1098T**.

The screenshot shows the Baker University My Home Page. At the top is the Baker University logo and name. Below it is a navigation menu with categories: Campus Info, Academics, My Profile, My Account, My Financial Aid, My Documents, Links & Utilities, Baker Merchandise, Severe Weather, Student Surveys, Handbooks/Guides, Program Info, and Help Desk. The My Account menu is expanded, showing links for Student Account Login and View 1098T. A red arrow points to the View 1098T link. A calendar widget for February 2010 is also visible, showing the current date as Tuesday, February 2nd.

S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	1	2	3	4	5	6
7	8	9	10	11	12	13



To view or print your 1098T form, click the appropriate link.

[Skip to Main Content](#)



BAKER UNIVERSITY

My Home Page

Skip Navigation

- ▶ Campus Info
- ▶ Academics
- ▶ My Profile
- ▶ **My Account**
 - View 1098T
- ▶ My Classes
- ▶ My Documents
- ▶ External Links

View 1098T Popup

Use this page to view, then print your 1098T IRS forms. Click a 1098T form below to view it.

- [Tax year 2007 : Overland Park- Baker University](#)

A window containing your 1098T form will pop up, allowing you to view or print your form.

FILER'S name, street address, city, state, ZIP code, and telephone number		1 Payments received for qualified tuition and related expenses \$	CMB No. 1545-1574 2007 Form 1098-T	Tuition Statement
		2 Amounts billed for qualified tuition and related expenses \$		
FILER'S federal identification no.	STUDENT'S social security number	3 If this box is checked, your educational institution has changed its reporting method for 2007 <input type="checkbox"/>		
STUDENT'S name		4 Adjustments made for a prior year \$	5 Scholarships or grants \$	Copy B For Student This is important tax information and is being furnished to the Internal Revenue Service.
Street address (including apt. no.)		6 Adjustments to scholarships or grants for a prior year \$	7 Checked if the amount in box 1 or 2 includes amounts for an academic period beginning January - March 2008 <input type="checkbox"/>	
City, state, and ZIP code		9 Checked if a graduate student <input type="checkbox"/>	10 Ins. contract reimb./refund \$	
Service Provider/Acct. No. (see instr.)	8 Checked if at least half-time student <input type="checkbox"/>			
Form 1098-T (keep for your records)		Department of the Treasury - Internal Revenue Service		