Checklist for New Faculty

Getting Started

• Attend New Faculty Orientation

• Attend Freshmen Faculty Forums
  o Watch the Canvas organization or your email for announcements about the different forum opportunities.

• How to get settled on campus
  o Get ID card at Centennial 107
  o Get email account set up – IT Help Desk

  ▪ Accounts and Passwords

  o Register laptop, tablet, phone – IT Help Desk
  o Find S Drive
  o Keys to office – Department Admin
  o Parking – Department Admin

Teaching Information

• Order books for class – check with Department Admin and then work with the bookstore
  o S&T Store Resources

• Complete FERPA Training – gains you access to Joe’SSS and Blackboard – Registrar
  o Training for JoeSS

• Learn the classroom location for your classes – Registrar
  o All Things Registrar Video Resources

• Complete classroom walk-through – contact Angie Hammons for all of the following needs (hammonsa@mst.edu)
  o Work with EdTech to understand what classroom technology is available and how best to use it.
  o Request specialized software for course – EdTech
  o Learning Technologies that are available for use – EdTech
    ▪ LMS
    ▪ Tegrity
    ▪ Respondus
- Clickers – TurningPoint
- Google Apps
- Turnitin
- Qualtrics
- FlipSnack
- Scoop.IT

- **Office of Undergraduate Studies**
  - Syllabus information
  - Academic Integrity resources
  - Advising Resources

- **End of Course Evaluations**
  - FAQs
  - How to get the results

**Student Success**
- **Student Success**
  - LEAD Sessions
  - Student Success Center
  - MASH

**Faculty Information**
- **Library** resources
  - Meet with your library liaison

- **Faculty Governance**

- **Work Authorization**
  - H1-B Visa Petitions
  - Permanent Residence