Checklist for New Faculty

- Attend New Faculty Orientation

- How to get settled on campus
  - Get ID card at Centennial 107
  - Get email account set up – IT Help Desk
    - Disclaimer about SSO
    - Disclaimer about when SSO becomes active
  - Register laptop, tablet, phone – IT Help Desk
  - Find S Drive
  - Keys to office – Department Admin
  - Parking – Department Admin

- Order books for class – check with Department Admin and then work with the Bookstore

- Complete FERPA Training – gains you access to Joe’SS and Blackboard – Registrar

- Learn the classroom location for your classes – Registrar

- Complete classroom walk-through
  - Work with EdTech to understand what classroom technology is available and how best to use it.
  - Request specialized software for course – EdTech
  - Learning Technologies that are available for use – EdTech
    - LMS
    - Tegrity
    - Respondus
    - Clickers – TurningPoint
    - Google Apps
    - Turnitin

- Student Success
  - LEAD Sessions
  - Student Success Center

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

- How to post your material online
  - Course availability
• Library resources
  o Course content
  o Research

• Governance

• End of Course Evaluations
  o How to get the results