

## Access to Tools and Resources

Here is some important information about how to access tools and resources that you will need to teach for SNL Online.

### **Faculty Who are New to DePaul**

#### ***Campus Connect Login Information:***

Campus Connect is DePaul's portal and information management system, which you will use to access your student rosters and to enter grades. All of our systems are integrated with this data base.

1. Please call the Technology Contact Center (TCC) at 312-362-8765 to obtain your Campus Connect username and password. TCC's hours of operation are M-F 8am to 8pm, Sat 10am to 6pm, Sun Noon to 6pm. The TCC is closed during all university holidays.

When contacting the TCC, please inform the staff that you are a new instructor teaching for SNL Online. Because these credentials are how you will login to your online course (see "Blackboard" information below), it is very important that you obtain them as soon as possible.

#### ***Updating Your Email and Mailing Address on Campus Connect:***

You can access Campus Connect, the University portal, at <https://campusconnect.depaul.edu>.

1. Please verify and update your Demographic information, including your preferred email and mailing address on Campus Connect as soon as possible.
2. *Instructions:* After you login, please click on Demographic Portfolio (in the left hand navigation bar), and then update your information and check on 'Preferred'.

#### ***Meeting our Technical Specifications:***

You must have MS Office 2007, or 2003 and the free downloadable adaptor available from Microsoft, in order to teach for SNL Online. You also must have a computer system that meets our minimum Technical Specifications. These resources are available here:

[http://snlonline.depaul.edu/Current/Current\\_Technical\\_Assistance.asp](http://snlonline.depaul.edu/Current/Current_Technical_Assistance.asp).

***NOTE: If you are new to DePaul, you must also obtain access to the tools and resources below.***

### **Faculty Who are New to SNL Online**

#### ***Blackboard:***

All SNL Online courses are offered on the Blackboard course management system.

1. Please use your Campus Connect username and password to login to your Blackboard course at <http://oll.depaul.edu/>.

2. Please visit the Blackboard Resources page at <http://snlonline.depaul.edu/site/current/facultytechnologyresources.asp> for tutorials on how to use key features of the Blackboard system. For more information go to <http://www.itd.depaul.edu/website/faculty/TechnologyTools/Blackboard/default.asp>; you can sign up for training on the right hand navigation bar.
3. You can try out the different features in our LAS Faculty Sandbox course, which has been created for new faculty to learn the basic tools and the design of SNL Online courses.

You can also contact Zoab Mirza at [zmirza@depaul.edu](mailto:zmirza@depaul.edu) or at 312-362-5395 for additional Blackboard training. For technical assistance such as problems accessing your course, please contact DePaul's Technical Contact Center (TCC) at 312-362-8765.

### ***Reviewing Your Course:***

1. Please plan on spending a few weeks learning your online course, as there are many components. In particular you should review the modules, assignments, discussions and grade center design.
2. You will be contacted by our Instructional Design staff a few weeks before the start of the quarter; they can assist you with course content and design related issues.

### ***Accessing Your Course Roster:***

You can access your course rosters on Campus Connect at <https://campusconnect.depaul.edu/>. Most courses will have multiple rosters, one for each competence that students take. At the end of the course, you will assign grades for each competence; if students take two competences, you will assign two grades.

1. *Instructions:* After you login, please click on For Instructors, Access SNL Roster. This will give you a single, integrated roster.

### ***DePaul Email Account:***

All SNL Online adjunct faculty need to have a DePaul email account to facilitate communication. You can choose to use it, or auto-forward from it to your personal email account. You can select any email account for your class by updating the Demographic Portfolio in Campus Connect, as described above.

1. To obtain a DePaul email account, please contact the SNL Senior Assistant Dean Doug Murphy at [dmurphy@depaul.edu](mailto:dmurphy@depaul.edu) or at 312-362-5756.

### ***Books:***

You should soon be receiving instructions on obtaining desk copies of your course textbook(s).

1. For questions or further assistance with textbooks, please contact our Coordinator, Janine Komornick at [jkomorni@depaul.edu](mailto:jkomorni@depaul.edu) or 312-362-5505.

If you need general assistance, please contact us at 312-362-8001 or [snlonline@depaul.edu](mailto:snlonline@depaul.edu).