

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 Support Center (TCC) at 312-362-8765 to obtain your Campus Connect password. TSC's hours of operation are M-Th 8am to 8pm, Fri 8am to 5 pm, Sat 10am to 4pm, Sun Noon to 4pm. The TSC 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 "D2L" 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.

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 competencies, 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.

2. To obtain a DePaul email account, please contact the SNL Senior Assistant Dean Doug Murphy at dmurphy@depaul.edu or at 312-362-5756.

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**Desire2Learn (D2L):**

All SNL Online courses are offered on the D2L course management system.

1. Please use your Campus Connect username and password to login to all D2L courses at <http://d2l.depaul.edu/>.
2. Please sign up for the D2L training course by emailing Megan Stemm-Wade at mstemm@depaul.edu. You will be enrolled as a student in the SNL D2L Training Course, and practice faculty tasks in the SNL Online Learning Area, so you learn both roles.
3. You can find videos and .pdf QuickGuides on teaching with D2L at <http://www.snlonline.depaul.edu/Faculty/facultyD2LTraining.asp>, and an overview of SNL Online courses at <http://www.snlonline.depaul.edu/Faculty/D2LOverview.asp>. For more extensive information about D2L go to <http://teachingcommons.depaul.edu/Technology/D2L/index.html>.

You can also contact Megan Stemm-Wade at mstemm@depaul.edu or at 312-362-8045. For additional D2L training, or DePaul's Faculty Instructional Technology Support at FITS@depaul.edu. For technical assistance such as problems accessing your course, please contact DePaul's Technical Support Center (TSC) 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, dropbox assignments, discussions, checklists and Gradebook 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.

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 or 312-362-5505.

If you need general assistance, please contact us at 312-362-8001 or snlonline@depaul.edu.