

## New Faculty Orientation Checklist

Please check off these critical tasks in the Orientation to SNL Online as you complete them. These constitute Step 1 of the SNL Online New Faculty training process.

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

#### **Employment**

- Submit all paperwork for DePaul employment to [JennyPreyzprey@depaul.edu](mailto:JennyPreyzprey@depaul.edu)

#### **Technology Tools**

- Obtain access to DePaul's Campus Connect system from [tcc@depaul.edu](mailto:tcc@depaul.edu)
- Set preferred Email Address in Campus Connect at <https://campusconnect.??>
- Obtain a DePaul email address. Submit full name and DePaul ID to Doug Murphy [dmurphy@depaul.edu](mailto:dmurphy@depaul.edu) and cc Zoab Mirza [zmirza@depaul.edu](mailto:zmirza@depaul.edu)
- Check access to Outlook Email
  - o Review Postini spam filtering tool
  - o Set up auto forwarding if you are not using DePaul email for your class

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

- Submit brief bio to Doug Murphy [dmurphy@depaul.edu](mailto:dmurphy@depaul.edu) and cc Zoab Mirza [zmirza@depaul.edu](mailto:zmirza@depaul.edu) and Janine Komornick [jkomorni@depaul.edu](mailto:jkomorni@depaul.edu) for the SNL website.
- Check access to Blackboard courses at <http://oll.depaul.edu>, using Campus Connect credentials
  - o SNL Faculty Technology (*Instructor Access*)
  - o SNL\_Faculty\_Sandbox (*Instructor Access*)
  - o Master version of course to be taught (*Student Access*)
  - o Prior instructed version of course to be taught, if available (*Student Access*)
  - o SNL\_Faculty\_Professional\_Development (*Student Access*)
- Obtain access to Online Classroom (Online newsletter – employee benefit)
- Read these documents:
  - o Technology Tools and Access
  - o Effective Teaching at SNL Online
  - o SNL Online Instructor's Guide
  - o SNL Online Organizational Chart
  - o SNL Online Staff Introductions
  - o SNL Online Faculty Code of Conduct
  - o SNL Online Student Code of Conduct
- Review other documents for information about the SNL program
- Proceed through the steps 2, 3 and 4 of the SNL Online new faculty training process.