

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 Jenny Prey at jprey@depaul.edu.

Technology Tools

- Obtain access to DePaul's Campus Connect system by contacting the Technology Support Center at 312-362-8765.
- Set preferred Email Address in Campus Connect at <https://campusconnect.depaul.edu>
- Obtain a DePaul email address. Submit full name and DePaul ID to Doug Murphy dmurphy@depaul.edu and cc SNL Online at snlonline@depaul.edu.
- Check access to Outlook Email.
 - Review Postini spam filtering tool.
 - Set up auto forwarding if you are not using DePaul email for your class. For assistance contact Doug Murphy at dmurphy@depaul.edu or Jim Janossy at jjanossy@depaul.edu.

For Faculty who have taught at DePaul, but are teaching for the first time at SNL Online

- Submit brief bio to Doug Murphy dmurphy@depaul.edu with cc to SNL Online snlonline@depaul.edu for the SNL website.
- Check access to courses at <http://oll.depaul.edu>, using Campus Connect credentials
 - SNL Faculty Technology (*Instructor Access*)
 - SNL_Faculty_Sandbox (*Instructor Access*)
 - Master version of course to be taught (*Student Access*)
 - Prior instructed version of course to be taught, if available (*Student Access*)
 - SNL_Faculty_Professional_Development (*Student Access*)
- Obtain access to Online Classroom (Online newsletter – employee benefit). For questions contact snlonline@depaul.edu.
- Read these documents:
 - Technology Tools and Access
 - Effective Teaching at SNL Online
 - SNL Online Instructor's Guide
 - SNL Online Organizational Chart
 - SNL Online Staff Introductions
 - SNL Online Faculty Code of Conduct
 - 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