

School of Nursing

NEW FACULTY ORIENTATION w Instructional Designer

Washburn -

- Attend Washburn New Faculty Orientation
 - FERPA

School of Nursing -

- New faculty orientation with Associate Dean – Review New Faculty Orientation Manual
- Program orientation with Program Director & faculty leaders

Online Learning Orientation

- Review handbook

D2L -

- Share: <http://d2l.washburn.edu>
- Attend D2L C-TEL training
- Complete online Faculty Training in D2L
- Complete managing your D2L classroom with Linda and orientation to course
- Provide D2L Bootcamp and Advanced D2L handbooks
- Add to default course shells:
 - School of Nursing
 - School of Nursing Course Template
 - Faculty TeamSteps Training
 - If Undergraduate -
 - BSN Score Card
 - SimChart Orientation – Faculty – Amy White

Office 365 -

- Share: <http://outlook.washburn.edu>
- Overview training w/ Linda
- Provide Office 365 handbook
 - E-mail Signatures
- Calendars
 - Add School of Nursing
 - Add Whiting 357
 - Add PC 207

- If Graduate faculty
 - Add SON Grad Zoom
- HELP DESK - Request full permissions on above calendars
- Office 365 Groups
 - Add School of Nursing (includes adjuncts)
 - Add SON Grad Ed or SON UEC
 - Add SON Faculty and Staff (does not include adjuncts)

Zoom

- Overview training w/ Linda
- Provide Connect w/ Videoconferencing handbook

Remote Desktop

- Overview w/ Linda
- Provide handout

S: Drive

- Overview w/ Linda
- School of Nursing Policy & Procedures Handbook
S://Nursing/Handbooks & Manuals/SON Policy & Procedures Manual
- Administrative – Directories
S://Nursing/Administrative/Directory Faculty Staff
- Faculty Forms
S://Nursing/Faculty Tools-Administration
- Travel Forms
S://Nursing/Administration/Travel
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My Washburn

- Overview w/ Linda
 - Entering Grades
 - Class Roster
 - Student Information
 - Pay Stub

Phone

- Provide information from IT
<http://www.washburn.edu/its/training/Skype/index.html>

Copy Machine

- Orientation w/ Linda
 - How to copy
 - How to fax
 - How to scan

My Faculty Center

- Overview w/ Linda
- Complete Assessments:
 - Teaching & Learning
 - D2L
 - Technology
 - Scholarship

Evaluation Process

- Explorance Blue Evaluations (<http://washburn.bluera.com/washburn>)
- Mid-Term Feedback
- Online Course Peer Review Process

Strength Finders

- Complete Strength Finders

Washburn Services & Resources

- C-TEL
 - Magna Commons –
 - Login to My Washburn
 - Click on Faculty
 - Scroll down. Instructions for accessing are in the C-TEL section.
 - <https://www.magnapubs.com/site-license/registration.html?v=magna775>
- ITS
 - <https://washburn.edu/its/its-training.html>
 - Banner 9
 - Excel 2016
 - Hoonuit - <https://washburn.edu/its/Hoonuit.html>
 - MyWashburn
 - MyWashburnTech

- Office 365
- Password Management
- PowerPoint 2016
- Read&Write
- Skype for Business
- Word 2016
- WUAPPS
- Eduroam - <http://washburn.edu/its/wireless/eduroam.html>