

# New Faculty Orientation

Wednesday August 23, 2017

8:15 a.m. – 12:30 p.m.

Beck Rooms, Walsh Library

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**8:15 a.m. – 9:00 a.m.      Breakfast**

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**9:00 a.m. – 10:00 a.m.      Welcome to the TLT Center**  
Overview of TLT Center and its services

*Paul Fisher, Associate CIO/ Renee M. Cicchino, Interim Director of Instructional Design/ Michael Souplos, Director of Digital Media and Web Development/ Eva Gale, Associate Director Media Services/ John Fernandes, Director for PC Support Services*

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**10:00 a.m. – 11:00 a.m.      Laptop Distribution/ Space 154 Activities**

*Irene Wang, Asset Management/ PCSS / Instructional Design Team*

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**11:00 a.m. – 11:45 a.m.      Top 5 "Must Know" Items for Getting Started!**

- What's New: Windows 10
- Tour of PirateNet (*Services and tools*)
- Tour of Outlook (*Accessing email, Office 365*)
- Tour of Blackboard (*Course creation process and course list, Roster*)
- Faculty Engagement (*Bb Tutorials and SHU tech help, PCSS, Technology Service Desk, Requesting media, Professional development workshops*)

*Bill Otskey, CTS Manager/ Instructional Design Team*

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**11:45 a.m. – 12:30 p.m.      For more information... (optional)**  
Setting Up Your Blackboard Courses  
One on One with an Instructional Designer/ Trainer

*Bill Otskey, CTS Manager / Instructional Design Team*

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