Central Administration/Academics

**Winter A 2018**

**REMINDERS**:

* Winter A Term Dates - December 3-February 17
* December 9 is the last day to add/drop a class without penalty.
* For online courses, grades will be due Tuesday, February 19, 2018.
* Term TTA dates for online faculty: you will receive TTAs on December 13 for return to Natasha Martina by December 16.
* E-mail using NAU system and D2L email is preferable for student communications
* Mandatory use of MyLabs (see the recorded webinar with Travis Brink on MyNAU)
* Manual attendance for online courses with Pearson MyLabs (Faculty Portal) is no longer required.
* At-Risk Reports (contact from DSS) or notification of campus personnel; complete an at-risk report for students making a “posting for attendance” and delete posting if possible.
* Use gradebook for classes with a D2L course shell.
* Post office hours in the course news/ announcement (days/ times you are available for synchronous communication via email, course room, chat room, Skype, Join.me, ZOOM).
* Final exams: February 11-17.
* Grades for ground courses are due 48 hours after the last class meeting.
* Grades for online courses are due on Tuesday, February 19, 2018. Please submit by 5:00 p.m., MT, to identify and resolve potential issues. For courses with a D2L component, please post your grades in D2L and the Faculty Portal. All course grades, for a class, must be submitted to the Faculty Portal at the same time.
* Faculty Portal will close on Tuesday, February 19, at midnight MT.
* Campuses will be closed December 24 and 25 and January 1 in observance of the holidays.
* If grade calculation errors occur, contact your supervisor.
* Quarter break: February 18 – March 3,2019.
* Students receiving an incomplete get four (4) weeks to complete all pending course work. All student work to resolve an incomplete must be submitted by March 19, 2019.
* Fall pay schedule for NAU undergraduate adjunct faculty: Teaching and Learning Calendar  
  11 Week Courses – 6 Installments: 1/11/2019, 1/25/2019, 2/8/2019, 2/22/2019, 3/8/2019 and 3/22/2018.
* Note: full-time, non-faculty, NAU employees may only teach one course (graduate or undergraduate) per calendar year.

**HELPFUL RESOURCES**:

* Winter 2018-19 Online Teaching and Learning Expectations (MyNAU)
* Master syllabi (MyNAU)
* Faculty Lounge (D2L)
* Webinar Schedule (MyNAU, Department: Faculty, Teaching and Learning Calendar)
* Assessment Matrix (MyNAU)
* System Assessment Guide (MyNAU, PDF)
* Winter 2018-19 Online Faculty Support Directory (MyNAU)
* TurnItIn (D2L directions to activate)
* Smarthinking (MyNAU, PDF)

**Additional Resources**

* Faculty Orientation *Faculty 101 - Intro to NAU - (DEMO COURSE)*  
  <https://training.national.edu/d2l/home>  
  Username:  Demo.Student  
  Password:  Showcase
* Online Resource Center for students  
  <http://online.national.edu/>  
  Username: demo  
  Password: Test1234
* TEAMS3 access for all faculty using D2L for teaching is activated. **Google Chrome** browser works best for simultaneous access of TEAMS3 and D2L – using different tabs.

<http://webapps.national.edu/TEAMS/> (NAU user name and password)

* Teaching4Learning webpages (NAU username and password)  
  t4l.national.edu/ (NAU username and password

## FACULTY LINKS/CONTACTS:

* **Desire2Learn Access Page:** <http://online.national.edu/>
* Outlook Webmail:<http://outlook.com/national.edu> (national\username; password)
* Password Change: <https://reset.national.edu>
* Faculty Tech Support (FreshService): <https://support.national.edu>/
* Curriculum Tech Support:  [curriculumsupport@national.edu](mailto:curriculumsupport@national.edu)
* Student Tech Support: 1-800-548-0602; [uservices@national.edu](mailto:uservices@national.edu)
* MyNAU: <https://mynau.national.edu/> (Log in requires the entire email address/password)
* Faculty Portal:  <https://mycampus.national.edu/> (Log in requires the entire email address/password)
* *Online Incomplete application:* [*http://webapps.national.edu/NAU.Forms/Incomplete/IncompleteForm.aspx*](http://webapps.national.edu/NAU.Forms/Incomplete/IncompleteForm.aspx)

D2L FACULTY TRAINING TUTORIALS (viewing require Flash Player):

* Session 1: *Overview of D2L, and Basic Usage:*   
  <https://flash.national.edu/view.html?file=New_Faculty_D2L_Orientation_Session_1.mp4>  (12 minutes)
* Session 2: *Maneuvering in D2L, Serving Students*: <https://flash.national.edu/view.html?file=New_Faculty_D2L_Orientation_Session_2.mp4>  (22 minutes)
* Session 3: *D2L How To:*   
  <https://flash.national.edu/view.html?file=New_Faculty_D2L_Orientation_Session_3.mp4> (24 minutes)