



Center for Teaching and Learning Resource Guide for Faculty Spring 2019

Find teaching ideas, information on CTL events, and links to teaching and learning resources:

- [CTL website](#)
- [CTL Forum](#)
- [Events for Faculty](#)

ACADEMIC CALENDAR

Spring 2019			Fall 2019		
Jan 21	(M)	Martin Luther King, Jr. Day – University Closed – No Classes	Sept 2	(M)	Labor Day – University Closed – No Classes
Jan 23	(W)	First Day of Classes	Sept 4	(W)	First Day of Classes
Feb 18	(M)	President's Day – University Closed – No Classes	Oct 29	(T)	Friday Classes Meet
Feb 20	(W)	Monday Classes Meet	Nov 1	(F)	All Saints' Day – University Closed – No Classes
Mar 4-9	(M-S)	Spring Break – No Classes	Nov 11	(M)	Veterans Day – No Classes
Apr 18-22	(R-M)	Easter Recess – University Closed – No Classes	Nov 27-30	(W-S)	Thanksgiving Recess – No Classes
May 7	(T)	Snow/Study Day	Dec 11	(W)	Snow/Study Day
May 8	(W)	Snow/Study Day	Dec 12-18	(R-W)	Final Exam Week
May 9-15	(R-W)	Final Exam Week	Academic Center for Equity and Inclusion (ACEI) National Center for Faculty Development and Diversity (NCFDD) Claim your free membership. <ul style="list-style-type: none"> • Go to www.FacultyDiversity.org/join • Select "St. John's University" from the member list 		
May 18	(S)	Commencement – SI Campus			
May 19	(U)	Commencement – Queens Campus			
LYNDA.COM Lynda.com provides a large suite of online courses for learning a variety of software and other useful tools. These include Microsoft Word and Excel, Blackboard and WebEx. To obtain an account, send an email request to estudio@stjohns.edu .					

CLASS MEETING TIMES

Monday / Thursday	Tuesday / Friday	Wednesday	Saturday
7:30 AM - 8:55 AM	7:30 AM - 8:55 AM	7:30 AM - 10:20 AM	8:30 AM - 11:15 AM
9:05 AM - 10:30 AM	9:05 AM - 10:30 AM		
10:40 AM - 12:05 PM	10:40 AM - 12:05 PM	10:40 AM - 1:30 PM	11:30 AM - 2:15 PM
12:15 PM - 1:40 PM	12:15 PM - 1:40 PM		
* 1:50 – 3:15 PM	1:50 PM - 3:15 PM	1:50 PM - 4:40 PM	2:30 PM - 5:15 PM
3:25 PM - 4:50 PM	3:25 PM - 4:50 PM		
5:00 PM - 6:25 PM	5:00 PM - 6:25 PM		
7:10 PM - 8:35 PM	7:10 PM - 8:35 PM		
8:45 PM - 10:10 PM	8:45 PM - 10:10 PM		

***Common Hour** is a regularly scheduled block of time during which no classes are held and members of the University community are, therefore, available to participate in other activities. The goal is to promote involvement in the community life of the University.

[CAMPUS DIRECTIONS AND MAPS](#)

ESSENTIAL INFORMATION

EMPLOYMENT PAPERWORK

All of your employment paperwork (including your signed contract and I-9 Form) must be signed and delivered as soon as possible. Once your employment information has been entered into UIS, the University's information system, you will be able to:

- Obtain your StormCard (ID Card)
- Apply for a parking permit
- Use your email and computer password that is automatically generated
- Access MySJU, the University's web portal

Please check with your department secretary to ensure that paperwork has been sent to HR. If it has, then check with HR at ext. 2787 to see if your information has been entered into UIS.

ID CARDS

ID cards are issued in the Public Safety Office

Queens Campus: ROTC building outside of Gate 6, ext. 6257

Staten Island Campus: Spellman Hall room 116, ext. 4487

PARKING PERMIT

To apply for a "Faculty Parking Permit" online, go to [MySJU](#) click on [Login UIS](#) (see *login to UIS on page 3*).

"Handicapped" permits issued by a recognized authority will be honored on all St. John's campuses. If you require additional information call the Public Safety Office.

EMERGENCY SCHOOL NOTIFICATIONS AND UNIVERSITY CLOSING PROCEDURES

In the event it becomes necessary to close the University because of an emergency or hazardous weather conditions, notices of such a closing or a delayed opening will be available through:

- **Emergency text and voice message alerts** You must sign up for this service; to do so:
 - Log into UIS through [MySJU](#)
 - Go to "Personal Information" and "Update Your Emergency Information for Instant Messaging System"
 - Enter the phone number (cell or off-campus wired phone) that you want to receive the emergency alert, starting with area code and leaving out the hyphens.
- Calling **1-718-990-2000**
- The [St. John's homepage](#)
- Radio and television stations, including WCBS 880 AM and WINS 1010 AM

SECRETARIAL ASSISTANCE

In most cases, secretarial assistance for the photocopying of exams and other course materials is available in the office of the department which offers the course(s) you are teaching. It is important to hand in these materials **well in advance** of when you will need them, to give the staff ample time to prepare them.

Availability of Supplies

Whiteboard markers and other supplies you might need for class are available from the departmental secretary.

MAILBOXES

Queens campus

- St. John's College: provided for faculty in departmental offices
- School of Education: provided for faculty in departmental offices
- The Tobin College of Business:
 - Economics & Finance, Law, and Marketing: 3rd floor Bent Hall
 - Accountancy, Business Analytics & Information Science, and Management: 4th floor Bent Hall
- College of Professional Studies: second floor of St. Augustine Hall
- College of Pharmacy and Allied Health Professions:
 - Clinical Health Professions: in St. Albert Hall 114
 - Pharmaceutical Sciences and Pharmacy Administration and Public Health: in St. Albert Hall 164

Staten Island campus

- St. John's College: in DaSilva Academic Center on the 3rd floor
- School of Education (undergraduate): in DaSilva Academic Center on the 3rd floor
- School of Education (graduate): in DaSilva Academic Center on the 2nd floor

- The Tobin College of Business: in Spellman Hall
- College of Professional Studies: in Rosati Hall

FACULTY ABSENCES

If you become ill or must miss a class for any reason, contact your Chair as soon as possible. If it is a planned absence, contact your Chair ahead of time.

WAYS TO ORDER YOUR TEXTBOOKS AT THE CAMPUS BOOKSTORE

- Visit our **Follett Discover** site when you log into your MYSJU account under the BLACKBOARD tab.
- By phone at 718-969-6032 or if you are on campus dial x6247. Please ask for Joseph, our Course Materials Manager.
- Email Joseph directly at: textbooks@stjohns.edu or 0065txt@follett.com
- In person at the campus store during our summer hours.
- Send your order by interoffice mail or from home to the St. John's Campus Store, Marillac Hall, 8000 Utopia Parkway, Jamaica, NY 11439.
- You can fax your order to 718-969-1647.
- [Send your order](#) quickly and easily under this link.
- Consider adopting titles that are currently available for rental. Text Rental saves your students up to 80% off the original list price of a textbook.

RESOURCES ON TEACHING

This [site](#) explores some of the basic issues in teaching at the college level.

TEACHING AND TECHNOLOGY

HOW TO LOG INTO BLACKBOARD, MYSJU, & UIS

- **MYSJU Website:** Mysju.stjohns.edu
Username: First 7 letters of the Last Name then First Name Initial (Example: Jane Doe would be Doej)
Password: Same as your Email password or use the default which is **Sj(Storm ID Card Number)** (Make sure to use a Capital "S")
Note: IT doesn't provide the X# please retrieve it from your Pay Stub or login to MySju, click Blackboard, select your name, Settings, and Edit Personal Info.
- **UIS Website:** Stjohns.edu/UIS
Username: XNumber (Capitalize the X)
Password: Your default PIN aka PASSWORD is **Sj and the eight digits from your XID number** (Side Note: You can also log into MySju using the UIS password)
- **BLACKBOARD:** Now accessed from **MYSJU**; link will be towards the top of the page

HOW TO LOG INTO A CAMPUS COMPUTER, and STJ EMAIL

- **COMPUTER LOGIN:** For Any Campus Desktop Or Laptop
Username: First 7 letters of Last Name then First Name Initial (*If unsure of username log into UIS and select View Email from the Personal Information Tab*)
Password: *Current employees* use your **Email** password - *New employees* use default password: Sj(Storm ID Number) (Capitalize the "S")
Note: The Storm ID number is on your St John's ID card, if an ID is needed please go to the Storm Card office located in ROTC.
- **EMAIL:** Office365.stjohns.edu
Username: Use your Full Email (Username@stjohns.edu)
Password: Same As **COMPUTER LOGIN** password listed above
Note: It's recommended to access email from Outlook installed on your computer when On-Campus. For Off-Campus Access go to: Office365.stjohns.edu

EMAILING YOUR STUDENTS

Login to MysJU and click on "Access UIS" on the left-hand side of the page. Click on "Faculty and Advisors," then on "Summary Class List." Chose a semester and course. At the bottom of the list that will appear, there is an "Email Class" button. If you click on it, you will be brought to your email. All the students are listed under Bcc. Just add your email as the recipient, type your message, and send it. You can also email your students though Blackboard.

ACADEMIC EARLY ALERT SYSTEM

If you observe a student experiencing academic difficulty or dealing with other problems, you can flag the student for early intervention. Access the Early Alert System through [UIS](#) and click the "Faculty Services" tab, then click the "Detailed roster with Photo" button. If you are on [MySJU](#), use the "[UIS](#)" link. If you need immediate contact, call the University Freshman Center at 718-990-5858.

REPORTING GRADES

The timely reporting of mid-term and final grades is essential, so it is important to adhere to deadlines. Web grading is available and all faculty are required to use this convenience, which can be accessed through the faculty segment of UIS.

Mid-term grades are only sent to freshman.

Final grades are due within 72 hours of administration of the exam.

IT SERVICES

If you need information on using any IT services, contact the e-Studio at ext. 5000, estudio@stjohns.edu or visit them in St. Augustine Hall room 401 (Monday-Thursday: 8:30 am to 4:30 p.m., 4:30 to 6 pm by appointment, Friday: 8:30 am to 3 p.m.) or consult:

[Tech Guide for Full-time Faculty](#)

[Tech Guide for Adjunct Faculty](#)

Loaner laptops: Laptops are available for adjuncts on a semester basis. For information, send an email to estudio@stjohns.edu.

BLACKBOARD

Blackboard (Bb) is St. John's online course management system. It can be used as a supplement to traditional, in-classroom courses or to conduct and manage online courses. Bb makes course materials readily available to students any time they wish and allows faculty to include web links, video and audio, making courses more interactive for students. Bb course shells are automatically generated for all courses. Blackboard can be accessed at <http://bbprod.stjohns.edu> using your user name and password for MySJU.

[Useful Bb links](#)

[Blackboard FAQs](#)

[Log in to Blackboard](#)

[Blackboard Learn Videos](#)

[Blackboard App](#)

[Set Blackboard as the Default Home Page in MySJU](#)

[Make Blackboard Course Available to Students in Blackboard](#)

[Getting Started with the Grade Center](#)

[Sending Email to Your Entire Class in Blackboard](#)

[How to Reset a Grade Attempt](#)

[How to Hide Courses from the Course List in Blackboard](#)

[Post Your Syllabus to Blackboard](#)

[Steps to add users to Blackboard](#)

[How to access Chat Tool in Blackboard?](#) (see question 4)

[How to setup and Access VoiceThread in Blackboard?](#) (see question 15)

[Test Availability Options: Force Completion and Set Timer](#) (see question 16)

DIGITAL MEASURES ACTIVITY INSIGHT

Digital Measures is a tool for faculty to track in-and out-of-classroom instructional, research, creative, clinical and service activities. By adding your scholarly achievements to this comprehensive repository, Digital Measures will enable you to enter information once for various individual, department, college, and university uses — such as annual faculty activity reports; mid-tenure, tenure and promotion applications; vitae and bio-sketches for grant applications; accreditation self-studies and college bibliographies.

[Digital Measure LibGuide](#)

[How to Login to Digital Measures](#)

[FOR MORE INFORMATION VISIT CTL RESOURCES](#)

ADJUNCTS	NEW FACULTY	TEACHING	TECHNOLOGY
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