


New Faculty Checklist 2021

	<p>1. Register for Teaching Academy (new faculty orientation) through this survey by Friday, August 6. NOTE: Consider signing up for a faculty mentor outside of your department in this survey as well.</p>
	<p>2. Review the Teaching Academy schedule. A complete agenda will be shared when you check in on the first day of the academy.</p>
	<p>3. Set up two-factor authentication for logging into UWEC systems through this form by Friday, August 6. You will need to select a device (mobile phone, tablet, landline) to complete part two of the login process. You must complete this step to access your course schedules and rosters. NOTE: For step-by-step instructions or to set up your account with a free token (similar to a key fob) instead of a phone, please visit the Duo Security page.</p>
	<p>4. Prepare to participate in face-to-face and online activities during Teaching Academy. You will need a laptop, tablet, or office computer.</p>
	<p>5. We are arranging for your keys to be delivered to lower campus on the first day of Teaching Academy for those who select this option in the registration survey. Work with your academic department associate (ADA) if you would instead prefer to pick up your keys before Teaching Academy. Bring your ID to pick up your keys.</p>
	<p>6. Bring a mask, your ID to pick up your key (if applicable), beverages, snacks, and a laptop/tablet and/or notepaper on the in-person days of Teaching Academy. Update on campus mask guidelines 8/5/21: Face masks are now required indoors for employees, students, and guests, regardless of vaccination status, on the UW-Eau Claire campus. For more information, visit: https://www.uwec.edu/coronavirus-updates/ Lunch, snacks, and bottled water will be provided.</p>
	<p>Review the following information:</p> <p>Masking: Face coverings are expected indoors for employees, students and guests, regardless of vaccination status, at UWEC beginning Monday, Aug. 9, 2021. This is in response to the CDC recommendations with regards to the growing case activity in our area.</p> <p>Vaccination: UW-Eau Claire will continue to offer free vaccinations. Vaccination is strongly encouraged; however, it is not required.</p> <p>Antigen testing: Individuals who have not been vaccinated should follow antigen testing protocols.</p> <p>Spaces and access: Effective Aug. 1, classrooms and other spaces will operate at full capacity as we will return to pre-pandemic guidelines. At this time capacity limits are not changing, events will still take place, and classes will remain as currently scheduled (including location and delivery method). The University continues to monitor conditions.</p> <p>Health status: The Blugold Protocol app has been retired, so you are asked to share your health-status with</p>

	<p>us differently. You can upload vaccine documentation (vaccine card, immunization record) through MyUWPortal following the directions on the associated Tip Sheet.</p> <p>The university's Frequently Asked Questions (FAQs) page will continue to be updated as fall semester approaches. This page provides guidelines for non-vaccinated and vaccinated individuals, information on scheduling an antigen test, what to do if you experience symptoms of COVID-19, and how to schedule an appointment to receive the COVID-19 vaccine.</p>
	<p>7. Create a Flipgrid introduction video for Teaching Academy. This will be an excellent resource for all of us as we meet each other at the Teaching Academy. This tool may also be an option to consider for your students to introduce themselves.</p> <p>Due by Wednesday, August 11.</p> <p>To record a brief video using Flipgrid:</p> <ol style="list-style-type: none"> 1. Access the page at https://flipgrid.com/028c9b45 2. Select the Enter your guest password option. 3. Enter this password: UWEC2021 4. You can accept the screen that asks for Permissions requested. <div style="text-align: center;">  </div> <ol style="list-style-type: none"> 5. Click on the Record a Response button to record a video. <p>Instructions for using Flipgrid can be found at the bottom of this page: https://static.flipgrid.com/docs/Student_Guide.pdf</p> <p>NOTE: If you do not have a webcam, you can download the Flipgrid app on your smartphone to record your video.</p>
	<p>8. Print the parking permit that was sent in your registration confirmation email for free parking in any Faculty/Staff (F/S) designated parking space in the Phillips, Hibbard (<i>currently under construction with estimated completion time sometime in August</i>), Human Sciences and Services (HSS), or Water Street lots. Do not park in G designated spaces, which require a permit. Refer to the campus map.</p>
	<p>9. Check out the Things to do before you get started website for filling out new hire paperwork and much more.</p>
	<p>10. Check out the FASTER website for campus and community resources.</p>
	<p>11. Check out the CETL website to sign up for the opening week programming offered by CETL.</p>
	<p>12. Watch for an email on how to sign up for a time to practice classroom technology with CETL staff.</p>