

# UConn School of Social Work NEW HIRE FLYER

A step-by-step guide to get you started strong at the UConn School of Social Work!



## COMPLETE YOUR PAPERWORK IN PAGE UP

You'll receive an email from the Page Up system with items that need your attention.

Contact Iris Strong ([iris.strong@uconn.edu](mailto:iris.strong@uconn.edu)) with questions.

## OBTAIN THE MASTER SYLLABUS FOR THE COURSE YOU ARE TEACHING AND BEGIN WORKING ON COURSE MATERIALS

You'll receive a copy of the master syllabus of the course you will be teaching via email from the program director, faculty course lead, or program assistant.

\*\*Please note that your [HuskyCT \(Blackboard\)](#) course site will not yet be available.



## ORDER AN INSTRUCTOR DESK COPY OF THE COURSE TEXTBOOK/S

All instructors are eligible for one free instructor desk copy, provided by the publisher, of each textbook adopted for their course. We recommend making these requests as soon as possible, as there may be processing and shipping delays.

Please refer to the 'How to Request a Desk Copy' guide.

## OBTAIN YOUR NETID & UCONN EMAIL; CREATE PASSWORDS FOR BOTH

- [Activate your NetID](#) once your hiring is complete.
- Sign into your [UConn Email](#) account. Be sure to log in through [Office 365](#). (\*Office 365 is the platform for faculty.)

Contact [UConn ITS](#) ([techsupport@uconn.edu](mailto:techsupport@uconn.edu)) for assistance.

## REQUEST YOUR HUSKYCT SITE & BEGIN BUILDING YOUR COURSE; ATTEND ADJUNCT ORIENTATION & GET YOUR UCONN ID!

- [Request your HuskyCT site](#). Once EdTech has created your site, you'll be able to begin building your course. Contact [HuskyCT](#) ([huskyct@uconn.edu](mailto:huskyct@uconn.edu)) with questions. \*\*If you've taught the course before and would like your content from a previous section copied over, or, someone wants to share their course materials with you, [HuskyCT](#) can also help with this.
- Information about Adjunct Orientation will be emailed to you when available!
- Be sure to [request your Husky One Card \(UConn ID\)](#). Contact the [One Card Office](#) (860-486-3129) with questions.



### Important Contacts:

Rachel Schwartz - MSW Program Director - [rachel.schwartz@uconn.edu](mailto:rachel.schwartz@uconn.edu)  
Paula Nieman - BSW Program Director - [paula.neiman@uconn.edu](mailto:paula.neiman@uconn.edu)  
Chelsea Lebron - MSW/BSW Program Assistant - [chelsea.lebron@uconn.edu](mailto:chelsea.lebron@uconn.edu)

CENTER FOR EXCELLENCE IN TEACHING AND LEARNING

# Educational Technologies

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## HuskyCT Support

**Blackboard is the Learning Management System (LMS) used at the university.**

Instructor use of the system is optional but we host over 4000 HuskyCT sites a semester, most of which are used for face-to-face classes. Fully online classes use HuskyCT as well. The use of HuskyCT is so widespread in fact, that students expect to see a HuskyCT site for each class they are taking and are worried when they don't. A recent survey revealed that the most common uses of HuskyCT for traditional classes is sending announcements, posting content and posting grades. Many instructors use HuskyCT for the submission of assignments, o

### HuskyCT Getting Started

[HuskyCT Login](#)

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[About HuskyCT](#)

[Request a HuskyCT Site for your Course](#)

[Request a Content Restore \(form\)](#)

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OK

[Request a Section Combine](#)

[Request a "Non-Class" Site \(form\)](#)

[Add Content Basics](#)

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## HuskyCT How To

[Assignments and Safe Assignments](#)

[Blogs, Journals, Wikis](#)

[Collaborate Web Conferencing](#)

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[HuskyCT Adding Content/Building Your Site](#)

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[Personal and Notification Settings](#)

[Rubrics](#)

[Student Resources for HuskyCT](#)

[Student View](#)

[Tests, Surveys, Pools and Respondus](#)

[Users and Groups](#)

### NEED MORE INFORMATION OR HELP?

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