TEACHERS NEW TO CIS: GETTING STARTED

1. **Initiate and use your University Internet Account.**
   New CIS teachers are required to activate their University Internet Accounts. This is essential in order to enter grades, access course materials such as Moodle course sites, and use other University services. Follow these steps to initiate your account:
   a. Fill out a University Human Resources Information Form available for download on the CIS Web site.
   b. Return the form to the CIS office for processing. You will then be officially entered into the University PeopleSoft system.
   c. Approximately two weeks later, you will receive your Internet ID (username, a.k.a X.500) from CIS, along with instructions to call U of M Technology Help at (612) 301-4357 for an initial password.
   d. Visit https://myaccount.umn.edu. The first time you log on you will be asked to provide a new password.

   **You are responsible for regularly monitoring your U of M email account.** CIS sends all notifications about student enrollment, professional development and field days, as well as other important information, to your U of M email address.

   To add your University email inbox to an email client you already use (Outlook, Apple Mail, or a mobile phone's email app, follow the steps outlined at http://it.umn.edu/services/all/messaging-calendaring/email/setup-guides/index.htm.

   A second option for managing your U of M email is to forward your account to one you access regularly:
   - From your Google inbox, select the small gear symbol in the upper right of your Google mail window (be sure to select the gear icon in the Google mail window and not in the browser toolbar).
   - In the dropdown menu, select Mail Settings.
   - From the tabs at the top, select Forwarding and POP/IMAP.
   - Click on Add a Forwarding Address, and follow the prompts.
   - Save your new settings by clicking on the Save Changes button at the very bottom of the Forwarding window.

   **Access your U of M inbox** through the web interface at http://mail.umn.edu or go to OneStop (www.onestop.umn.edu) and click on the Email button at the top right.

2. **Activate Moodle access.**

   Many of the CIS cohorts sponsor course-specific Moodle resource sites for teachers. After initiating your Internet Account (see #1 above), **follow these steps to activate your Moodle account** and be enrolled in the resource site for your cohort:
a. Go to https://ay14.moodle.umn.edu/ and click on Login in the upper right corner.

b. Enter your U of M Internet ID (username, a.k.a. X.500) and password. That’s it. Your Moodle account is active.

c. Send an email to Cynthia Tidball at tidba002@umn.edu to let her know that your account is active and ask to be added to the list of people with permission to enter the site. Be sure to include the subject you teach in your email. Cynthia will enroll you in the site.

Two ways to find your Moodle resource site:

- Go to https://ay14.moodle.umn.edu/. Click "login" in the upper right corner. Once you are logged in, your resource site will show up on your home page.
- Login to your MyU portal at http://www.myu.umn.edu. You will find links to any Moodle sites you have access to under the “My courses and teaching” tab. (NOTE: This access method may change in February 2015 with system upgrades.)

IF YOU ARE ASKED FOR AN ENROLLMENT KEY when you try to access the Moodle resource page for your cohort or if the resource site is not listed on your Moodle homepage or in your MyU Portal, be sure that you have completed steps a through c above.

3. Provide the CIS office with information about the sections you will be teaching.

CIS staff sends an email to all new and returning teachers with a link to an online survey asking you what and when you plan to teach in the following academic year. Please respond promptly.

You may not know with certainty the starting and ending dates of next year's courses, but please submit course information with the most accurate dates available at the time. When you do learn the official dates, or if you learn that you will have additional or fewer CIS sections than originally planned, be sure to inform Koleen Knudson (kknudson@umn.edu or 612-301-1853). Start and end dates determine when we contact you with student registration information and when your end-of-term student evaluations and grade rosters become available.

4. Participate in required student privacy rights trainings.

The University requires all new faculty and staff to complete three short online training modules about the Family Educational and Right to Privacy Act (FERPA). This act identifies the information that you can share with families about students enrolled in your CIS course for college credit. You will receive a notice from the University (not from CIS) along with a link to the tutorials shortly after you initiate your University email account.

5. Bookmark the College in the Schools, U of M One Stop, and Center for Teaching and Learning Web sites.

You will be returning to these Web sites repeatedly throughout the year to access resources, information, systems, and forms.

CIS: http://www.cce.umn.edu/CIS/
One Stop: http://onestop.umn.edu/faculty

From One Stop you can access online grading, human resources, your U email, and MyU, where you will find a link to a Moodle resource site for your course, if your cohort has such a site.
Center for Teaching and Learning: http://www1.umn.edu/ohr/teachlearn/index.html
The Center for Teaching and Learning offers many online workshops and tutorials, college teaching journals, teaching resources and support.