Faculty Resources August 2019

Faculty Teaching Support A-Z	Where to get further information
Attendance Take attendance for face-to-face courses in the "Automated Attendance Tool" channel on the Faculty tab of the portal;	Registrar's Office Video guides on the faculty tab of the poral.
Blackboard Learn (Learning Management System) All courses have an online presence in Blackboard https://concordia.blackboard.com/ Blog: celt.cuw.edu for Information and How-to's Schedule of Blackboard training sessions: http://bit.ly/BBLTraining Tutorials home page: http://bit.ly/BBL4instructors	Submit Blackboard Learn help requests for face-to-face courses to the Center for Excellence in Learning and Teaching (CELT) at celtsupport@cuw.edu or call 262-243-2358. Submit Blackboard Learn help requests for fully online and dual credit courses to the Office of Continuing and Distance Education (OCDE) at blackboardsupport@cuw.edu or call 262-243-4327.
Grades Post progress report and final grades directly on the portal. Blackboard is not the official repository of final grades.	"How do I post grades in the portal?" Document in the Adjunct Faculty Resources channel on the Faculty Tab of the portal. Contact the Registrar with questions.
Center for Excellence in Learning and Teaching (CELT) Can provide access to many resources for teaching and provides Blackboard support for face-to-face and blended teaching.	CELT channel on the portal CELT public website: www.cuw.edu/celt Includes list of current programs. Find current programs, register, and download reminder to your calendar on CUW Faculty Master Calendar on Faculty tab of portal.
Student Evaluations are done through **CourseEval** There is a great document in the channel that explains how to understand the reports you get following each term. 	CoursEval channel on the Faculty Tab Contact Registrar's Office with questions.
Library: Rincker Memorial (MQ), Zimmerman (CUAA) Services	Library Tab on the portal 734-995-7454 (CUAA) 262-243-4330(MQ)
Magna Publications Access to teaching and learning videos and articles for faculty by faculty. Includes subscriptions to Mentor Commons, Magna Commons, and Teaching Professor newsletter.	No sign in needed when accessing from a computer on the Mequon or Ann Arbor campus: https://www.magnapubs.com/

	Instructions for setting up an account are on the CELT channel on the faculty tab of the portal.
Qualtrics (online) Survey Tool Accounts connected to our enterprise license are available to all faculty and staff. qualtrics **EXPERIENCE MGMT**	Qualtrics Accounts Channel, Resources tab of the portal Elizabeth Evans 262-243-4283 Elizabeth.evans@cuw.edu
Faculty Research & Scholarship Support A-Z	**Where to get further information**
CITI (Responsible Conduct of Research Training for Faculty) All faculty must complete this online training. If you are doing human subjects research, you will also need "Biomedical Research Basic Refresher" or "Social Science and Behavioral Research Basic Refresher". You will need evidence of passing the latter to submit with IRB proposals. This is also available for graduate students.	Committee for Scholarship Integrity (CSI) Link on Research and Scholarship channel on the portal, Faculty tab Elizabeth Evans has how to for students.
Concordia Intramural Research Grant (CIRG) Internal grant awards for full-time faculty research projects**.** These grants are intended to function as seed money in obtaining additional funding from outside sources. Application window December 1 – February 1 for following year.	CIRG Grant Committee Beth Buckley 262-243-2766 Beth.buckley@cuw.edu
Concordia Intramural Teaching Grant (CITG) Internal grant for full-time faculty innovation in a course taught, including expenses and a faculty stipend. Also supports Scholarship of teaching and Learning (SOTL) projects. Application window is March 1 – June 1 for following academic year	Elizabeth Evans, CELT 262-243-4823 www.cuw.edu/celt Application in Forms Repository on the portal Resources tab and in CELT channel on portal Faculty tab
Digital Measures .::Digital Measures POWERED BY Tool for tracking faculty activities, accomplishments, and scholarship.	Faculty tab of the portal. Contact the Registrar with questions.
Faculty Scholarship Week Nov 5-8, 2019 Peer-reviewed presentation and poster opportunities each fall. • Deadline for Abstract submission is Friday September 13; notifications will occur by September 30 The poster session is **Wednesday, Nov 6** in the Terrace Room from 11:30-12:30 on the Mequon campus, at Ann Arbor in the Kreft Arts Recital Hall, posters available all day, snacks provided • Presentations will take place on **Tuesday, Nov 5, Thursday Nov 7, and Friday Nov 8 from Noon to 1:00pm in the Lakeshore Room,**	Faculty Scholarship Committee and Office of Research and Sponsored Programs Julie Dresen 262-243-2794 Julie.Dresen@cuw.edu

in the Lakeshore Room on the Mequon campus; lunch will be provided	
Grant Support Grant identification, writing support (pre-award process), post-award support, grant-writing workshops. Contact the OSP for any grant inquiries, as all research grants must be submitted through the OSP grant forward By Cazoodle Grant Forward funding database of grant opportunities from Federal, state, corporate and family foundations, and association sponsors. CUW/CUAA faculty can search this database to locate funding for scientific research, conferences, program funding, faculty development, training or scholarship grants, capital, equipment, and fellowships, or set alerts to track specific opportunities. Register to get emails when grants open in your areas of interest. Additionally, faculty members are encouraged to upload their CV into the database. Each word in your CV becomes a searchable term that the system will use to match funding based on your area of expertise. Cayuse 424 Cayuse 424 Proposal Creation Software	Office of Research and Sponsored Programs (ROSP) Julie Dresen 262-243-2794 Julie.dresen@cuw.edu See also Office of Research and Sponsored Programs (ROSP) channel on the portal, Faculty Tab or the CUW website
Institutional Review Board (IRB) Reviews research proposals involving human subjects **Animal Care and Use Committee (IACUC)** Reviews research proposals involving animals	Links on "Research and Scholarship" Channel on the portal Faculty tab.
Rincker Memorial (MQ) Zimmerman (CUAA) Services One-on-one support for online search strategies, InterLibrary loan requests, tools to identify journal metrics and impact, copyright fair use issues, use of citation management tools.	*Library Tab on the portal* 734-995-7454 262-243-4330
Qualtrics (online) Survey Tool Accounts connected to our enterprise license are available to all faculty and staff. Student research assistants can have accounts under the supervision of a Concordia employee. qualtrics •• EXPERIENCE MGMT™	Qualtrics Accounts Channel, Resources tab of the portal Elizabeth Evans, 262-243-4283 Elizabeth.evans@cuw.edu

Research Methodologist Assistance with all aspects of research: developing your question, choosing a method, data analysis and: • Brainstorming potential research projects • Developing research questions and/or hypotheses • Choosing appropriate research methodology techniques to address your research questions • Sampling and data collection techniques and set-up • Entering data into SPSS and/or how to run output on SPSS • Assisting with the proper way to write up statistical results • Writing for publication or presentation • Supports faculty members only; see below for support for students doing research	Angela Walmsley 262-243-2138 Angela.walmsley@cuw.edu Link to more information on the "Research and Scholarship" on the Faculty tab of the portal
Scholarship of Teaching and Learning (SoTL) Support CELT offers programs and books on "how to do" SoTL for faculty. SoTL Resources CELT website page at both campuses including journals to which you might submit articles. www.cuw.edu/celt www.cuaa.edu/celt	Center for Excellence in Learning and Teaching (CELT) www.cuw.edu/celt Elizabeth Evans 262-243-4283 Elizabeth.evans@cuw.edu Robert Hill at CUAA x7346, Robert.hill1@cuaa.edu
SPSS Statistics Program Version 24 Now available under an enterprise license to all employees with a Concordia computer through the Software Center. On your CUW computer, on the start menu in the lower left, enter "Software Center" into the search box. It should come up under the Programs header. Inside that program, you will see "SPSS Statistics 24" listed. Place a checkmark into the box and click Install Selected in the bottom right. The install takes between 5-10 minutes. Once finished, you should be able to go back to the search box and open it from there.	Contact Computer Support x2667 with questions.