LMS Top Five Ways You Can Use eCourseware this Fall
Faculty Sandbox
Course
elearn.memphis.edu
Login Information:

Username: faculty
Password: faculty
1. Track Attendance
1. Track Attendance

Manage Quizzes

- New Quiz
- Edit Categories
- More Actions

- Bulk Edit

<table>
<thead>
<tr>
<th>ACTIVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTIVITY FOUR: Create A Quiz</td>
</tr>
<tr>
<td>Always Available</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Class Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>8-24 Attendance</td>
</tr>
<tr>
<td>Always Available</td>
</tr>
</tbody>
</table>

Daily Password Quiz
1. Track Attendance

Weekly Discussions
1. Track Attendance

Polling and Software Tools
1. Track Attendance

Intelligent Agent
2. Go Paperless
2. Go Paperless

Course News and Updates
2. Go Paperless

Syllabus and Course Schedule

Course Syllabus

Course Information

COURSE DESCRIPTION
A brief statement describing the nature of the course.
2. Go Paperless

### Instant Notifications

- **Content** - content item updated
- **Discussions** - new post in a forum, topic, or thread that I subscribed for notifications
- **Dropbox** - Dropbox folder due date or end date is 2 days away
- **Grades** - grade item released
- **Grades** - grade item updated
- **News** - item updated
- **News** - new item available
- **Quizzes** - quiz end date is 2 days away
2. Go Paperless

Course Resources

Getting Started (Template)

Add dates and restrictions...

Remind students of the purpose of this course. Describe this module as it relates to instructions for getting started in the course.

New  Add Existing Activities  Bulk Edit

A. Course Overview

B. Course Syllabus

C. Weekly Schedule and Assignments

D. Meet the Course Instructor

E. How to Be Successful in this Course
3. Streamline Communication
3. Streamline Communication

Class Announcements

Week 2 News and Updates

8 Lessons Learned from Teaching Online
3. Streamline Communication

**Discussions List**

Filter by: Unread

**Discussions**

- Hide Topics for Discussions

**Topic**

**Introductions**

Add instructions here for students to introduce themselves to the class.
3. Streamline Communication

Chat List

Search For:

- Delete
- Chat Title
- Personal chat

New Chat

Synchronous Chat
3. Streamline Communication

Course Knowledgebase

General Questions

- Subscribe
- Hide Description

This is an open discussion forum for general questions about this course and classmates as well.

Start a New Thread

Filter by: Unread Flagged

1 items shown.

Question about weekly discussions
4. Manage Progress
4. Manage Progress

Getting Started

Start Date  Due Date  End Date
Add start date...  Add due date...  Add end date...

Release Conditions

Create  Browse

Update  Cancel

Add a description...

New  Add Existing Activities  Bulk Edit
4. Manage Progress

Getting Started

Start Date  Due Date  End Date
Add start date...  Add due date...  Add end date...

Release Conditions

Create  Browse

Update  Cancel

Add a description...

New  Add Existing Activities  Bulk Edit

Content Release

THE UNIVERSITY OF MEMPHIS
Center for Innovative Teaching and Learning
5. Leverage Course Data
5. Leverage Course Data
5. Leverage Course Data

### Login History Progress

<table>
<thead>
<tr>
<th># Logins (Last 30 Days)</th>
<th>Last Accessed Course</th>
<th>Last Accessed System</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>12/12/2014</td>
<td>8/11/2015</td>
</tr>
</tbody>
</table>

**Aug 11, 2015**

- Absent period: 5
  - 1 Sessions

**Aug 5, 2015**

- Absent period: 5
  - 1 Sessions

**Aug 4, 2015**

- Absent period: 0
  - 1 Sessions
5. Leverage Course Data

Track Access to Content

- Content
  - 39% Visited: 9 / 23
  - 48% Visited: 11 / 23
Connect with Us

Events
memphis.edu/instructionalimpact/events

UofM Online on Google Plus
Search “UofM Online” and click “Request to Join.”

UM3D Toolkit
Visit blogs.memphis.edu and enter your email to subscribe.
Questions?
Getting Support

**Instructional Support:**
UM3D: Instructional Impact  
um3d@memphis.edu  
901.678.2783

**Technology Support:**
ITS Trainers  
umtech@memphis.edu  
901.678.8888
John Doe
Assistant Director
University Relations

University Center
705 Lambuth Boulevard
Jackson, TN 38301

731.425.1234
731.425.5678
jdoe@memphis.edu
memphis.edu/uc

John Doe
Assistant Director
University Relations

University Center
705 Lambuth Boulevard
Jackson, TN 38301

jdoe@memphis.edu
o: 731.425.1234 | f: 731.425.5678
memphis.edu/uc
For Faculty or Staff Use:
Tom Tiger
Title | Optional Secondary Title
Department Title if needed

The University of Memphis
100 Administration Building
Memphis, TN 38152

901.678.1234 | memphis.edu

For Faculty Use ONLY:
Tom Tiger
Faculty Member, Name of College

The University of Memphis
100 Administration Building
Memphis, TN 38152

901.678.2234 | memphis.edu

For Lambuth Use Only:
Tom Tiger
Title | Lambuth Campus

The University of Memphis
123 Lambuth Boulevard
Jackson, TN 38301

731.425.1234 | memphis.edu/lambuth

For Athletic Use ONLY:
Tom Tiger
Insert Title Here | Optional Secondary Title

The University of Memphis Athletics
123 Athletics Building
Memphis, TN 38152

901.678.1234 | gotigersgo.com
Guidelines for Use

- The signatures below are provided for use by all faculty and staff.
- Official signatures are not for student use.
- Content within the signature can be edited, but no additions (i.e. "Think before you print") can be made. The template cannot be altered.
- You can choose to include a cell or fax number instead of a website, or an email address instead of a mailing address, for example. A title can extend to two lines, but the text to the right of the logo (between the lines) must be limited to the 4 lines as shown.
- Digital versions of handwritten signatures can be added to the top of signature card.
- Requests for exceptions to the signature card can be submitted to the Vice President of External Relations.
If using mobile device that does not support HTML signatures, use the text portion. See example below:

Tom Tiger
Title | Optional Secondary Title
Department

The University of Memphis
100 Administration Building | Memphis, TN 38152
901.678.1234 | memphis.edu
Social Media Icons

• The icons shown currently link to the UofM's social media. If you would like to change these to represent your department or college platforms, please contact nelloyd@memphis.edu and include your social media links. A custom signature will be created for you.
• Additional buttons are available for YouTube, LinkedIn, etc. Action buttons such as Apply Now, Buy Tickets, Make a Gift, etc. can be created upon request.
• Icons must retain the same shape and blue color.
• Including social media icons is optional.
• The icons should link to University, College or Departmental accounts only.
Guidelines for Composing an Email

To ensure a consistent brand image, please follow these guidelines when creating an email:
  • The email background should be white
  • Type should be Calibri font, black text and between 12-16 pt font size
  • Additional text within the signature area is prohibited

For additional support, contact nelloyd@memphis.edu or 901.678.5016.

Visit memphis.edu/emails Signatures
SHOW YOUR TRUE BLUE COLORS

WEAR TIGER BLUE ON FRIDAYS!

Dr. Brennan Berg (BA ‘05, MS ‘07), Assistant Professor of Sport and Leisure Management, says, “There’s only 1 color for me: Tiger Blue.”
The Office of Legal Counsel
New Faculty Orientation
Four Pieces of Legal Advice

Issue Spotting
Find and follow the rules
The Modified Miranda Warning
Call for Help
Issue Spotting

You aren't expected to know precisely what the law is, but you should recognize when legal issues arise and call for help.
Issue Spotting - High Risk Issues

Any allegation of discrimination
Personnel matters
Disability accommodations for students
Sexual harassment/sexual misconduct
Academic Misconduct
Find and Follow the Rules

UofM Policies and Procedures
http://umwa.memphis.edu/umpolicies/index.php

Faculty Handbook
http://www.memphis.edu/aa/resources/facres/facultyhandbook/index.php

Office for Institutional Equity
http://www.memphis.edu/oie/
Find and Follow the Rules

Disability Resources for Students
http://www.memphis.edu/drs/

Office of Student Conduct
http://www.memphis.edu/studentconduct/

And also check school and departmental handbooks!
The Modified Miranda Warning

“Everything you say can and will be used against you in any forum possible.”

This includes everything you write EVEN EMAIL. During the litigation process, the plaintiff can request every scrap of paper and all electronic data relating to the dispute. Something carelessly scribbled down can and will be used in the case.
Call for Help

If you spot an issue you think might be a legal one, call.
You don’t have to face these issues alone.
Office of Legal Counsel

201 Administration Building
Tel: (901) 678-2155
Melanie Murry, University Counsel
Latosha Dexter, Deputy University Counsel
Billy Mueller, Assistant University Counsel

http://www.memphis.edu/legal/