Faculty Affairs News 183 Jan. 11, 2022

Microsoft Teams in Canvas

Teams Class and Teams Meeting features are now available for use in Spring courses. As course instructor, you will be able to create a Teams class and Teams meetings from within your Canvas course. OIT will no longer create Teams classes at the beginning of the semester. Please review the training resources prior to utilizing Teams features in Canvas.

Teams for Teaching in Canvas Workshops

CRTLE, CDE and OIT are offering workshops at the following times.

Two Session Options:
Wednesday, January 12, 10:00 am - 12:00 pm
Thursday, January 13, 9:00 am - 11:00 am

RSVP here

These workshops will help you learn how to use the new features and effective teaching stratigies for online/remote teaching.

Resources for Online/Remote Teaching

Due to the spike in COVID-19 cases with the omicron variant faculty have been asked to move on-campus and hybrid courses to online/remote delivery from January 18 through February 4. Please publish your courses in Canvas no later than January 18.

Resources are available on the Faculty Affairs webpage. There is a 3 page guide to resources available here.

Human Resources

In December, Human Resources launched a new website. Be sure to visit https://www.uta.edu/hr/ for the latest updates.

Updating Personal Information in UTShare

The Office of Human Resources reminds faculty to review and update your personal details via UTShare at least annually, or whenever changes occur. Your participation in keeping this information up to date ensures the university has accurate information for the online UTA directory, emergency contacts and demographics for federal, state and university reporting compliance.

To review and update your personal details:

- Log in to UTShare.
- From the Employee Self Service Portal, click on your Personal Details tile.
- Use the left-hand navigation to review and update your personal information.

    Additional information and instructions are available on the Human Resources webpage.

Upload Your Spring Syllabus

It is that time of year again! Please upload your syllabus files into Canvas. Give the system about an hour or so to sync up and you should be able to see the syllabus link on your faculty web profiles.

Please confirm that each section of your courses have syllabus links on your web profiles.

- New this year - Texas law requires including the cost of textbooks and other required materials including software. This new law also requires the syllabus to be posted 30 days before the start of classes.
- Remember, you can post a draft syllabus now, and update it later! You can watermark it as a draft.

Do you know…

That the UT Regents named Jennifer Evans-Cowley Ph.D. as the sole finalist for the presidency at UT Arlington.

Academic Calendar

Jan. 17 Registration ends for Spring Term - Regular Session / Martin Luther King Jr. Holiday

Jan. 18 Late Registration / First day of classes

Jan. 19-21 Late Registration

Feb. 2 Census date

Mar. 14-20 Spring Vacation

Apr. 1 Last day to drop classes

The full academic calendar is available in the Registrar's webpage.

Upcoming Events

View more **upcoming events** on our Faculty Affairs website.

OIT Corner

PowerPoint Live

Teams has a built-in feature that allows the sharing of a PowerPoint presentation in a meeting while giving the presenter access to slide notes, notation tools, and other presentation controls. Find out how to use PowerPoint live by reading this article.

ServiceNow Updates

In December, OIT launched an updated ServiceNow catalog, making it easier for users to submit requests. Please update your bookmarks: https://uta.service-now.com/

New State-Mandated Cloud Service Requirements

Beginning Jan. 1, 2022, cloud applications and services that create, store, process or transmit state agency data will require certification from the state. This change was enacted under Senate Bill 475. If you use a cloud application or service that requires a new contract or renewal, submit your paperwork early. For additional details, visit the OIT News Site.

If you have difficulty accessing the content in this announcement, please report accessibility issues to Faculty Affairs, facultyaffairs@uta.edu or (817) 272-7422.

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