Faculty Technology To-Do List

Pre-Semester Planning

Complete a WCU Personal Account Application form (new Faculty).

Attend D2L training (new Faculty) or schedule a one-on-one training session (d2l@wcupa.edu).

Copy Course Content from One Course to Another.

Request Combined Courses in D2L (if needed).

Attend myWCU training for access to class rosters and online grading (new Faculty).

Contact the Educational Technologist for instruction on Mediasite (lecture capture) and Clickers.

Visit the classroom you will be using during the semester to become familiar with the equipment in the room. Contact the IT Help Desk to schedule training (if needed).

Beginning of Semester

Activate Courses in D2L

Attend D2L Training or schedule a one-on-one training session (d2l@wcupa.edu).

View instructional videos / information on Presentation classrooms and Multimedia classrooms.

Email FAST (Faculty and Staff training) to schedule one-on-one training (if needed).

View the UPK online tutorials to refresh on tasks within myWCU.

Contact the Educational Technologist for help with Scantron test scoring (this service is available throughout the semester).

End of Semester

Submit grades in myWCU

Inactivate Courses in D2L

Helpful Links:

D2L

Digital Corner

IT Help Desk

FAST (Faculty and Staff Training)

UPK Online Tutorials