

Spring 2023 UConn School of Social Work Adjuncts' Orientation



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WELCOME!

Introductions –

Brenda Kurz – MSW Program Director; Paula Nieman, BSW Program Director;
Milagros Marrero-Johnson – Director of Strategic Programming; Chelsea Lebron –
Educational Program Assistant

GENERAL INFORMATION

- Please use your UConn email address and check it regularly. Your UConn email can be accessed here: <https://email.uconn.edu/>
- NetID vs. PeopleSoft
 - Your NetID is the primary login for university services, including library access, HuskyCT access, and email access. Your NetID can be found at: <https://netid.uconn.edu/> and must be activated with a new password for use.
 - UConn PeopleSoft ID: Your UConn ID number (often called your PeopleSoft number) is a seven-digit number specifically assigned to you. This number is used in the Student Admin system: <https://studentadmin.uconn.edu/> and can be found on your UConn ID card.
- Adjunct Faculty Webpage: <https://socialwork.uconn.edu/info-faculty-staff/>
- Office of Student Academic Services (OSAS): <https://socialwork.uconn.edu/current-students/>
- UConn Hartford ITS: <https://hits.hartford.uconn.edu/> (located in the School of Social Work Building, Lower Level | Room G02)
- [Field Education](#) – BSW & MSW information



FIRST PAYCHECK AND DIRECT DEPOSIT

- Paychecks are issued bi-weekly
- Your paychecks will be mailed to you until you set up direct deposit
- Direct deposit is available in <https://ess.uconn.edu/> (Core-CT) after your start date
- Link to 2023 Payroll Calendar: <https://payroll.uconn.edu/wp-content/uploads/sites/2008/2022/10/2023-Pay-Calendar.pdf>

MSW & BSW PROGRAMS - CONTINUED

- Please review the following email attachments & links:
 - Resource Guide
 - New Hire Flyer
 - MSW & BSW Student Handbooks
 - <https://socialwork.uconn.edu/msw-students/>
 - <https://socialwork.uconn.edu/bsw-students-2/>
 - Syllabus – Boilerplate language
 - EPAS (Educational Policy and Accreditation Standards) from CSWE (Council on Social Work Education)
 - SET (Student Evaluations of Teaching)

ROLE OF FACULTY ADVISORS

- Two Roles: Both Academic and Field
- Every matriculated student (both in field and not in field) is assigned an advisor at the beginning of the school year
- Oversees the student's academic and field performance for the year
- Works with students and instructors and possibly administration when there are challenges or difficulties
- Supports students in their professional development/career/graduate school decision-making

WHEN SHOULD I CONTACT THE FACULTY ADVISOR?

- Communication when concerned about students':
 - Frequent Absence, Repeated Tardiness
 - Late Papers or frequent requests for extensions
 - Lack of communication (e.g., no response to emails) and/or other unprofessional behavior
 - Behavior related to MH and/or disclosure of difficulty related to basic needs (housing, food, etc.)
 - Email the advisor as soon as a situation arises. If no response or if problems continue, email the appropriate Program Director
 - brenda.kurz@uconn.edu; paula.nieman@uconn.edu
 - Educational/Performance Review Committee & Consultations and Reviews

CAMPUS INFORMATION

- Mailboxes – 1st floor of SSW in Room 103 – Entry Code **2018**
- Adjunct Office – Room 217
- Parking
 - CT Science Center (permit), Convention Center (permit), or Street Parking (metered)
- Hartford Times Building (10 Prospect)
- UConn Library at Hartford Public Library
- ID ([Husky One Card](#)) – HTB Room 106 (Student Services)
 - 959-200-3743
 - Mon – Fri: 8:30am – 4:30pm or by appointment
 - Request online & have it mailed to you



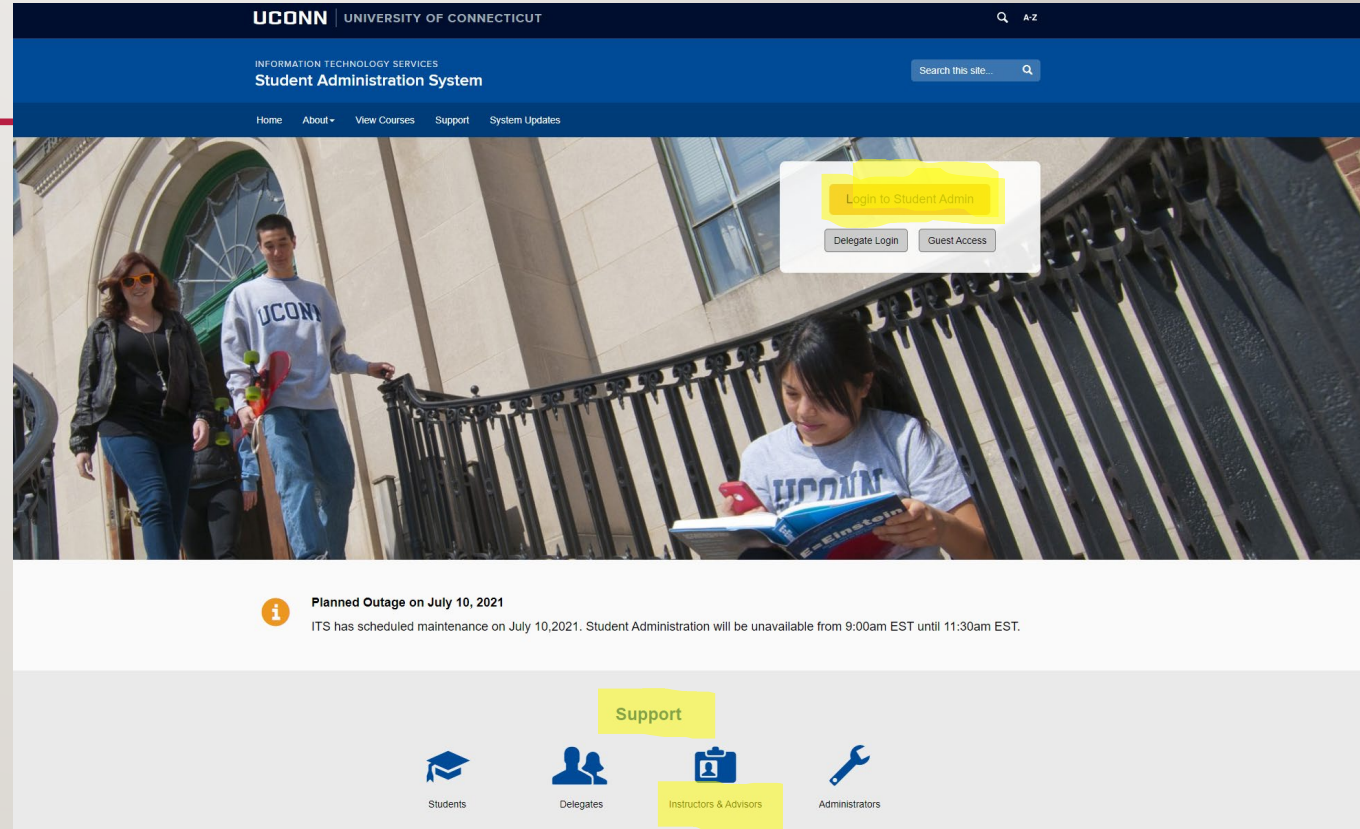
A woman in a dark blazer is standing and presenting to a group of students seated at long wooden tables in a modern classroom. The students are looking towards the presenter. A name tag on the table in the foreground reads 'Holly'. The room has a whiteboard, a projector, and large windows.

BRIEF STUDENT ADMIN & HUSKYCT OVERVIEW

(MILAGROS MARRERO-JOHNSON)

STUDENT ADMINISTRATION SYSTEM

- The PeopleSoft Student Administration (Student Admin) system is a collection of interactive course and enrollment information and tools, which students will use starting with the admissions stage and continuing through graduation. A main feature of the system is the online registration tool, which enables students and their advisors to plan and enroll in classes.



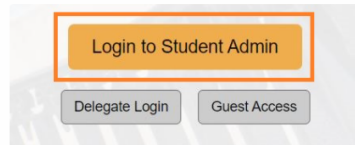
Instructors and Advisors Support

LOGGING INTO & OUT OF STUDENT ADMIN

Logging Into the Student Administration System

To log into the Student Administration System as an instructor or advisor,

1. Navigate to the [Student Administration System homepage](#).
2. Click the **LOGIN** button. The NetID Single Sign-On page will display.



3. Enter your alpha-numeric **NetID** and **NetID password**.
4. Click the **Login** button. You can click the **Need Help?** link for assistance.
5. You are now logged into the Student Administration System.



Instructor Login View

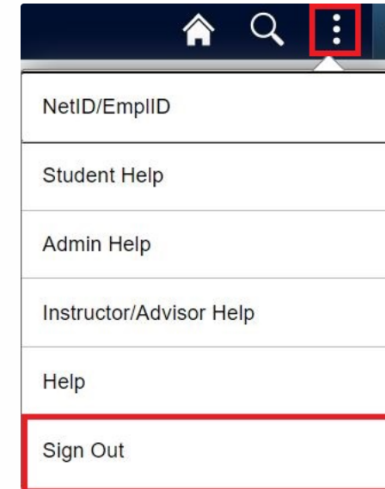
Be sure to
save to your
favorites

[Home | Student Administration System \(uconn.edu\)](#)

Logging Out of the Student Administration System

To log out of the Student Administration System,

1. Click the **Actions list** icon in the upper right-hand corner of the screen.
2. Click the **Sign Out** tab.



3. The **NetID Single Sign-On** Logout successful message will display.

SETTING COMMON FAVORITES – MY SCHEDULE, CLASS ROSTER & GRADE ROSTER

Setting Favorites

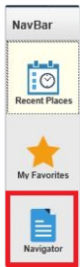
Instructors and advisors can add frequently-visited pages as favorites in the Student Administration System.

To set your favorites as an instructor or advisor,

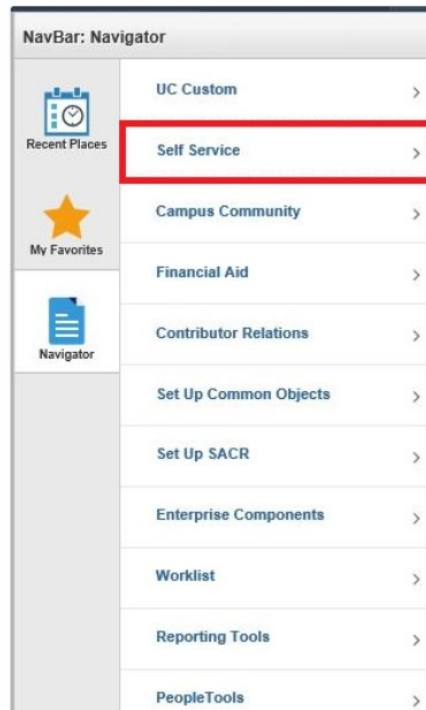
1. Log in to the Student Administration System.
2. Click the **NavBar** icon in the top right-hand corner.



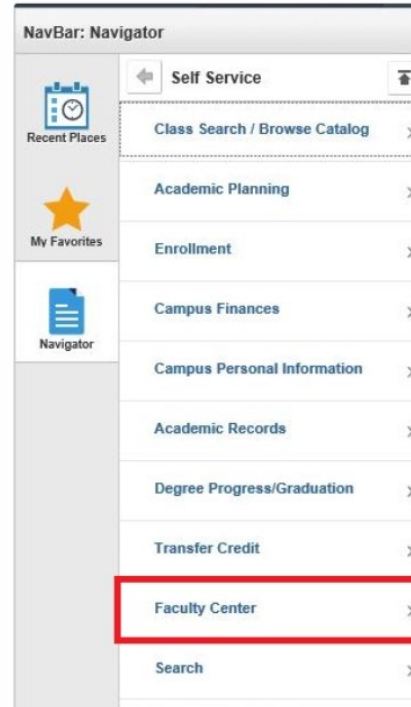
3. Click the **Navigator** button from the menu.



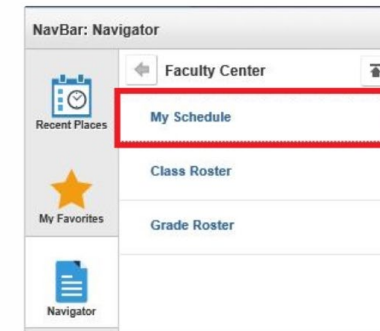
4. Click the **Self Service** tab.



5. Click the **Faculty Center** tab.



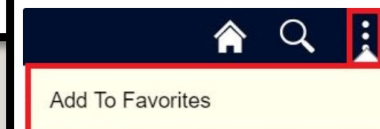
6. Click the **My Schedule** tab.



7. The Faculty Schedule will display within the browser for the current term.

8. Click the **Actions list** icon in the upper right-hand corner of the screen.

9. Click the **Add to the Favorites** tab.



10. Click the **Add** button.



11. Click the **OK** button.



VIEWING CLASS SCHEDULE

- Since you will have saved My schedule as a favorite, there will be less steps when you view your schedule.
- Please note the highlighted indicates:
 - Permission number
 - class
 - title
 - # of students enrolled
 - days & times class meets
 - room number
 - semester dates

NavBar: Navigator

Faculty Center

My Schedule

Class Roster

Grade Roster

My Schedule tab

6. The Faculty Schedule will display within the browser for the current term.

James Blackman

Faculty Center Search HuskyCT sections

My Schedule Class Roster Grade Roster

Faculty Center

My Schedule

Fall 2019 | University of Connecticut Change Term

Select display option

Show All Classes Show Enrolled Classes Only Shop UCONN Bookstore Textbooks

Icon Legend Class Permissions Nbrs Class Roster Grade Roster Safety Compliant Safety Non-Compliant

My Teaching Schedule > Fall 2019 > University of Connecticut

Personalize View All First 1 of 1 Last

| Permission Number | Class | Class Title | Enrolled | Wait Tot | Days & Times | Room | Class Dates |
|-------------------|------------|-------------------------------|----------|----------|----------------------|----------|---------------------------|
| 003 (8953) | PSYC 2300- | Abnormal Psychology (Lecture) | 50 | | MoWe 4:40PM - 5:55PM | MCHU 205 | Aug 26, 2019- Dec 8, 2019 |

View Weekly Teaching Schedule Go to top

7. Click the **Change Term** button to select a different term to view.

James Blackman

Faculty Center Search HuskyCT sections

My Schedule Class Roster Grade Roster

Faculty Center

My Schedule

Fall 2019 | University of Connecticut Change Term

Select display option

Show All Classes Show Enrolled Classes Only Shop UCONN Bookstore Textbooks

Icon Legend Class Permissions Nbrs Class Roster Grade Roster Safety Compliant Safety Non-Compliant

Change Term

8. Select a different term from the listing.

9. Click the **continue** button.

James Blackman

Faculty Center Search HuskyCT sections

My Schedule Class Roster Grade Roster

Faculty Center

Select Term View FERPA Statement

Continue

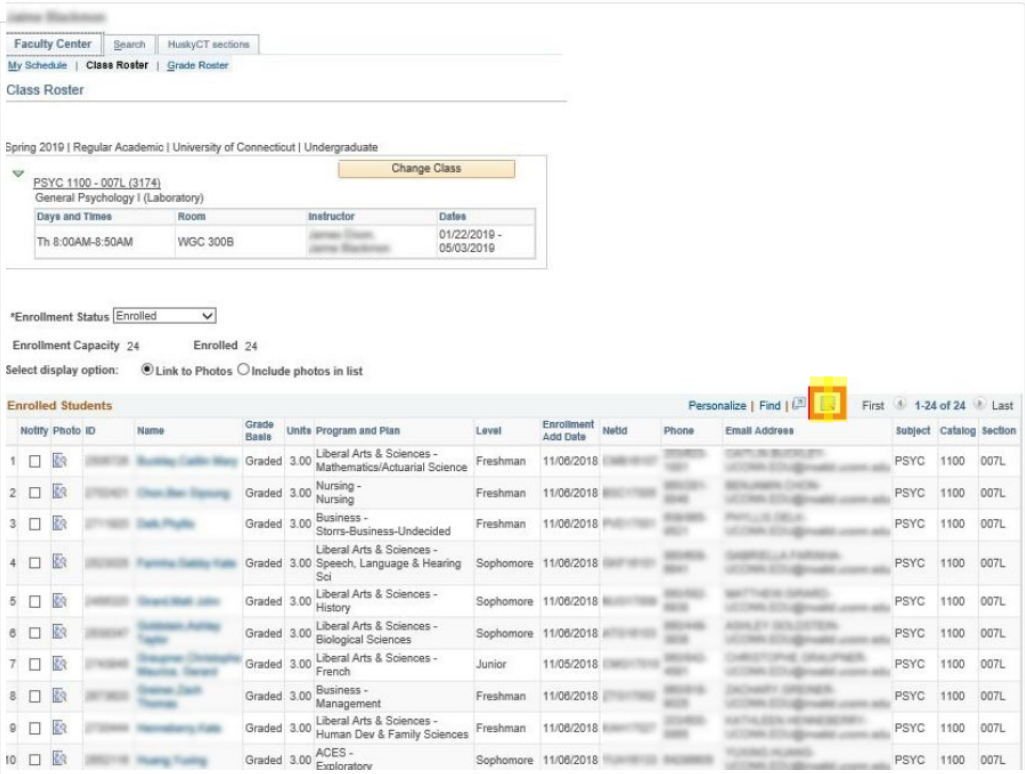
Select a term then select Continue.

| Term | |
|--|---------------------------|
| <input type="radio"/> Spring 2020 | University of Connecticut |
| <input type="radio"/> Fall 2019 | University of Connecticut |
| <input checked="" type="radio"/> Spring 2019 | University of Connecticut |
| <input type="radio"/> Fall 2018 | University of Connecticut |
| <input type="radio"/> Fall 2017 | University of Connecticut |

Continue

DOWNLOADING CLASS ROSTER

- 1) Log into Student Admin
- 2) Go to your Favorites bar and select Class roster
- 3) Ensure you are in the correct term
- 4) Click the grid icon located to the right of Find (see highlighted).
- 5) The roster will download as an Excel document in Chrome.



Class Roster

Spring 2019 | Regular Academic | University of Connecticut | Undergraduate

PSYC 1100 - 007L (3174)
General Psychology I (Laboratory)

Days and Times: Th 8:00AM-8:50AM | Room: WGC 300B | Instructor: James Christensen | Dates: 01/22/2019 - 05/03/2019

*Enrollment Status:

Enrollment Capacity: 24 | Enrolled: 24

Select display option: ☒ Link to Photos ☐ Include photos in list

Enrolled Students

| Notify | Photo | ID | Name | Grade | Units | Program and Plan | Level | Enrollment Add Date | NetID | Phone | Email Address | Subject | Catalog | Section |
|--------------------------|-------|--------|------------------------|--------|-------|--|-----------|---------------------|--------|--------------|------------------|---------|---------|---------|
| <input type="checkbox"/> | | 000001 | Buckley, Caitlin Marie | Graded | 3.00 | Liberal Arts & Sciences - Mathematics/Actuarial Science | Freshman | 11/06/2018 | 000001 | 860-486-4357 | 000001@uconn.edu | PSYC | 1100 | 007L |
| <input type="checkbox"/> | | 000002 | Chen, Ben Sheng | Graded | 3.00 | Nursing - Nursing | Freshman | 11/06/2018 | 000002 | 860-486-4357 | 000002@uconn.edu | PSYC | 1100 | 007L |
| <input type="checkbox"/> | | 000003 | Dick, Phyllis | Graded | 3.00 | Business - Storns-Business-Undecided | Freshman | 11/06/2018 | 000003 | 860-486-4357 | 000003@uconn.edu | PSYC | 1100 | 007L |
| <input type="checkbox"/> | | 000004 | Fanning, Caitlin Marie | Graded | 3.00 | Liberal Arts & Sciences - Speech, Language & Hearing Sci | Sophomore | 11/06/2018 | 000004 | 860-486-4357 | 000004@uconn.edu | PSYC | 1100 | 007L |
| <input type="checkbox"/> | | 000005 | Harvey, David John | Graded | 3.00 | Liberal Arts & Sciences - History | Sophomore | 11/06/2018 | 000005 | 860-486-4357 | 000005@uconn.edu | PSYC | 1100 | 007L |
| <input type="checkbox"/> | | 000006 | Hughes, Andrew | Graded | 3.00 | Liberal Arts & Sciences - Biological Sciences | Sophomore | 11/06/2018 | 000006 | 860-486-4357 | 000006@uconn.edu | PSYC | 1100 | 007L |
| <input type="checkbox"/> | | 000007 | Johnson, Christopher | Graded | 3.00 | Liberal Arts & Sciences - French | Junior | 11/05/2018 | 000007 | 860-486-4357 | 000007@uconn.edu | PSYC | 1100 | 007L |
| <input type="checkbox"/> | | 000008 | Johnson, David | Graded | 3.00 | Business - Management | Freshman | 11/06/2018 | 000008 | 860-486-4357 | 000008@uconn.edu | PSYC | 1100 | 007L |
| <input type="checkbox"/> | | 000009 | Johnson, David | Graded | 3.00 | Liberal Arts & Sciences - Human Dev & Family Sciences | Freshman | 11/06/2018 | 000009 | 860-486-4357 | 000009@uconn.edu | PSYC | 1100 | 007L |
| <input type="checkbox"/> | | 000010 | Johnson, David | Graded | 3.00 | ACES - Exploratory | Sophomore | 11/06/2018 | 000010 | 860-486-4357 | 000010@uconn.edu | PSYC | 1100 | 007L |

Please ensure any pop-up blockers are disabled in your browser to avoid download issues. If you are using a web browser that is having difficulty downloading the roster, please contact ITS directly at 860-486-4357 or via email at: techsupport@uconn.edu.

HUSKYCT COURSE REQUEST

- 1) Log into Student Admin
- 2) Go to My Schedule
- 3) Click on HuskyCT sections (top right tab)
- 4) Click on course
- 5) Hit submit
- 6) You will be notified by email when your HuskyCT site is available (usually one business day)

Milagros Marrero-Johnson

Faculty Center Advisor Center Search **HuskyCT sections**

HuskyCT sections

Request HuskyCT Classes Fall 2022 [Select a different term](#)

Check the box next to **each** section you want created in HuskyCT.

Your submitted request will be available in HuskyCT by 9:00 am the following business day.

| Include? | Subject | Catalog Nbr | Class Section | Course Component | Class Nbr | Description | Enrl Tot | Campus |
|-------------------------------------|---------|-------------|---------------|------------------|-----------|--------------------------------|----------|--------|
| <input checked="" type="checkbox"/> | SOWK | 3000 | H71 | LEC | 11641 | Social Work Prof. and Practice | 22 | HRTFD |

Submit You must press "Submit" to process your HuskyCT request.

After you click submit, use the **Restore HuskyCT Sections form** if you wish to have a previous HuskyCT section restored in one or more of your new sections.

HuskyCT Course Copy Request

Request Information

Name (Required)

Milagros Marrera-Johnson, MSW

NetID (Required)

mim04003

Email (Required)

milagros.marrera-johnson@uconn.edu

Request Type (Required)

☒ Course Restore (with option to also combine sections)

☐ Course Combine ONLY (no content to be restored)

☐ Create a new Non-Class Course (not to be used for copying content)

Course Copy Options

Course Copy Options

☐ Check If you want to restore the old announcements

☐ Check If you want to combine HuskyCT Sections

☐ Check If you want to copy content from a template or development course instead of a previous course

☐ Check If you are not listed as an instructor on the Source Course

☐ Check If this is a UConn Health Course

☐ Check If you would like a start date that is different from the default course start date

☐ Check If you would like to copy into an unofficial non-class course

☐ Check If you would like the new course to use the new Ultra Course View

Discussion Board Options (Required)

Your discussion board will be copied regardless of the option that you pick. This only controls whether or not replies to the starter posts are copied. These are usually student replies unless you have it configured differently. If unsure, do not change the default option.

☒ Include only the forums with no starter posts

☐ Include starter posts for each thread in each forum

Source Course Information

Use these instructions to parse your course ID: [Understanding Course IDs](#)

Semester (Required)

Winter

Year (Required)

Subject (Required)

AAAS

Catalog Number (Required)

Section Number (Required)

Target Course Information

Semester (Required)

Winter

Year (Required)

Subject (Required)

AAAS

Catalog Number (Required)

Section Number (Required)

Additional Information

User Comments

If you have other comments about this request, please input them here.

RESTORE HUSKYCT SECTIONS FORM

- You will then see this form when you click on Restore HuskyCT Sections
- Please complete the form thoroughly
- You will need the source course information if you will request copy content from a template or development course
- Hit submit at bottom of the form

UConn

HuskyCT

Login

Guest Login

Announcements

Library Reference Help

The **Ask a Librarian** service provides access to real-time help - finding books and articles; help using research databases; developing effective search strategies; or any other library or research questions. Available in your HuskyCT course or at <https://help.lib.uconn.edu>

Student Technology Training Course

Learn more about the devices you need and the IT services you will use by reviewing the Student Technology Training Course. Available to all students under "Useful Links for Students" on the Institution Page.

ITS TECHNOLOGY SUPPORT CENTER

Connectivity, Login Issues, Course/Enrollment Status, etc...

Homer Babbidge Library, Level 1
(860) 486-4357
[Open an ITS Service Ticket](#)

BLACKBOARD SUPPORT (INSTRUCTORS)

Assistance with HuskyCT Features & Tools.

CETL Educational Technologies
(860) 486-5052
Monday-Friday 9am - 4pm
edtech@uconn.edu
One on one appointments available in Rowe 422

BLACKBOARD SUPPORT (STUDENTS)

Blackboard 24/7

1-855-308-5616
[Chat with a Support Representative](#)
[Open a Bb Service Ticket](#)

[Blackboard Learn \(uconn.edu\)](https://uconn.edu)

HuskyCT is UConn's name for the Blackboard learning management system used. HuskyCT sites are used for face-to-face classes and fully online classes.

The use of HuskyCT is so widespread that students expect to see a HuskyCT site for each class they are taking and are worried when they don't.

Most common uses of HuskyCT:

- send announcements
- post content and
- post grades

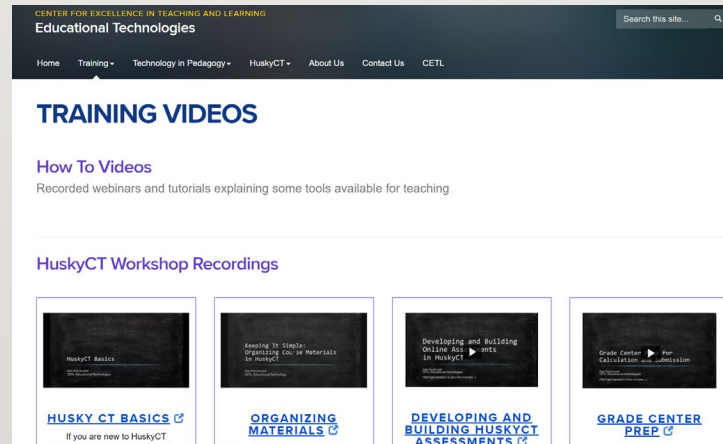
Instructors also use HuskyCT for

- online submission of assignments, discussions, and quizzes.

HUSKYCT SUPPORT



Training workshops - [FINS \(uconn.edu\)](https://fins.uconn.edu)



Training videos - [Training videos | Educational Technologies \(uconn.edu\)](https://trainingvideos.edtechnologies.uconn.edu)

CONSULTATION AND INQUIRY REQUEST

EdTech consultation request

Name *

NetID *

Department *

Campus *

Email *

Phone

Type of device *

☐ Windows

☐ Mac

Consultation and Inquiry Request - [Consultation and inquiry request | Educational Technologies \(uconn.edu\)](https://consultationandinquiryrequest.edtechnologies.uconn.edu)

ADDITIONAL RESOURCES

- See UConn.fins.edu for CETL trainings
- See facultystaff.uconn.edu for a variety of resources
- SSW Fall and Spring trainings and check-in plan for adjuncts (some by course as well – ask the course lead)(8/31, Oct, Dec, Jan, March, and April)

QUESTIONS

