



- Syllabus and Weekly Plan completed and uploaded to Canvas (**Required**)
  - Please also send your department coordinator a copy
  - Visit the [Teaching Resources page on Inside.artcenter.edu](#) for the syllabus template and samples, or contact [chris.balaschak@artcenter.edu](mailto:chris.balaschak@artcenter.edu)
- Add content to your [Canvas course site](#) and make it visible for the students (**action required**)
  - Visit <http://citl.artcenter.edu/dtl/> or contact [dtl@artcenter.edu](mailto:dtl@artcenter.edu)
- Familiarize yourself with the library's services for faculty (liaison program, reserve course material, digitize content, etc.)
  - Visit <http://lib.artcenter.edu/faculty-services> or contact [mario.ascencio@artcenter.edu](mailto:mario.ascencio@artcenter.edu)

## inside.artcenter.edu (College Portal)

- Access Inside.artcenter.edu using Art Center credentials (Contact [helpdesk@artcenter.edu](mailto:helpdesk@artcenter.edu) for help with log-in)
- Check course enrollment using the student roster, accessible from the Inside Dashboard and used to take weekly attendance online
- Review course schedule, location, and meeting times on Inside Dashboard (Contact department coordinator for help with scheduling)

## CLASSROOM SUPPLIES, PRINTING, AND COPYING

- Check with department coordinator for procedures and codes to use when charging items, printing and copying
  - Classroom materials can be purchased at the Student Store (Hillside Campus)
  - Copy Center staffed at Hillside and South Campus ([copycenter@artcenter.edu](mailto:copycenter@artcenter.edu))
- Contact the Campus Student Store to order textbooks and student supplies [studentstore@artcenter.edu](mailto:studentstore@artcenter.edu)

## CLASSROOM AND REMOTE TECHNOLOGY AND SET-UP

- Zoom license and Tech Support / Audio Visual Department ([AV@artcenter.edu](mailto:AV@artcenter.edu))
- Problems with Audio / Visual Technology (projector, mac mini, laptop connectivity, etc.)
  - Contact [helpdesk@artcenter.edu](mailto:helpdesk@artcenter.edu) | ext. 2390
- Problems with Classroom Set-up (chairs, tables, whiteboards, lights, etc.)
  - Contact [facilitieshelpdesk@artcenter.edu](mailto:facilitieshelpdesk@artcenter.edu) | ext. 2307

## FACULTY SPACES AND SERVICES

- Faculty Lounges are located on Hillside and South Campus
- Faculty Dining Room (FDR) is an open space for faculty at the Hillside Campus
- Grab and go and pre-order food options are available in at both Hillside and South Campus using the Everyday App.
- Campus maps with locations identified are available on ArtCenter.Edu or Inside.ArtCenter.Edu

## QUESTIONS?

Chris Balaschak, Director, Center for Innovative Teaching and Learning [chris.balaschak@artcenter.edu](mailto:chris.balaschak@artcenter.edu)

