Communications and Information

E-mail

UNIV 101 Instructor List-Serv

Primary source of communication to instructors from University 101 Programs staff

- Sent to instructors each Wednesday during the fall semester
- Contains important information for instructors, peer/graduate leaders, and/or students
- Includes events/opportunities, a resource spotlight, and tips for teaching

Additional E-mails*

Content specific e-mails regarding the following information and topics will also be sent

- Dan - Institutional, departmental, and course administration information
- Dottie - Transitions and First-Year Reading Experience
- Kevin - Faculty development events/resources, course evaluation, weekly list-serv
- Tricia - Peer & Graduate Leaders
- Catherine - Campus Partner Presentations, TutorTrac, Beyond-the-Classroom Funds
- Elise - Course administration, student registration, and dual employment

*emails will be sent to the e-mail address indicated on your Request to Teach Form

Resources

Transitions

Printed annually and provided during spring trainings.

Faculty Resource Manual

Each instructor is provided a hardcopy at the TEW and each Graduate Leader is provided a copy at training. The FRM is also available on SharePoint. (Instructors will be notified when the FRM is updated)

Peer Leader Toolkit

All Peer Leaders are provided a specialized training & support manual at spring training. It will be the primary resource utilized in their EDLP 520 course. (Required course for all first time peer leaders)

Alcohol and Other Drugs Training

All Peer and Graduate Leaders will be trained in facilitating conversations about alcohol and drugs by staff from the Department of Student Life and the Office of Student Conduct.
Self Service Carolina [https://my.sc.edu](https://my.sc.edu)

Where Instructors Can Find
- Class Rosters
- Student Information

Where Instructors Can Post
- Final Course Grades
- Syllabus and office hours

Blackboard [https://blackboard.sc.edu](https://blackboard.sc.edu)

Where Instructors Can
- Communicate with Students
- Post Announcements and Assignments
- Manage Grade Book
- Access *The State* Newspaper

Add Peer/Graduate Leader as a TA
- Login
- Under Users and Groups Tab

Need Assistance?
UTS offers trainings every summer
OR contact (803) 777-1800
bbsupport@sc.edu

University 101 Programs Website [www.sc.edu/univ101/](http://www.sc.edu/univ101/)

Where Instructors Can Access
- Useful information about University 101; e.g. important dates & information about events
- TutorTrac, SharePoint, Campus Resource Guide, and apply for BTC Funds

TutorTrac

Where Instructors Can
- Schedule Campus Partner Presentations
- Access will be granted in the spring

SharePoint Intranet

Where Instructors Can Find
- Sample lesson plans, assignments, activities, and syllabi
- Faculty Resource Manual in Word and PDF
- Minutes from faculty meetings, workshops, and BCC
- Syllabus building resources

How to Access
- Use network username (may need ds\ preceding it)
- Network password will grant access
*(All instructors, graduate leaders, and peer leaders have access)*

Campus Resource Guide

Where Instructors Can
Find up-to-date information about resources for first semester students and University 101 Instructors

Beyond-the-Classroom Funds
- Choose from approved list of activities
- Up to $10/attendee available per class

Websites

Beyond-the-Classroom Funds
- Choose from approved list of activities
- Up to $10/attendee available per class