

Preparing for the Semester

We don't need to remind you that the start of school is coming rapidly, but we did want to remind you about a few best practices regarding technology and provide information on the resources available to you.

Steps for a less stressful first day:

- Visit learning spaces that you use before the first day of class and become familiar with the equipment in the space.
 - ✓ [Learn how to use the instructional media technology](#) in large lecture halls, if you teach classes in a large venue.
 - ✓ Visit the Center for Teaching Excellence's (CTE) [Technology Enhanced Classrooms webpage](#) to review the technology available in your classroom(s).
 - ✓ Find out who has the keys to the learning spaces you use before you need access; get their contact information for future reference.
 - ✓ If you need podium keys to access peripheral devices in a classroom, contact the [Center for Teaching Excellence](#).
 - ✓ Know that SalukiTech is your first source for immediate help in the classroom. Contact SalukiTech at 618/453-5155 or salukitech@siu.edu.
 - ✓ There should be a "help information sticker" on the foot of the podium monitor. There may also be a local IT Administrator in your area; ask who manages the space for general and/or technology needs.
 - ✓ Power on the devices in the room to make sure they function properly and that you know how to use them.
- If you use your own device in the classroom, connect your device. Can you access Wi-Fi in the room or are the appropriate cables available in the room? Do you need an adapter to connect your device?
- Power on your computer and open the software you use regularly.
- Verify that you have access to your D2L shell, and it is updated. Contact [CTE](#) or the 24-hour D2L support available in D2L.
- Open files that you use regularly; make sure they open.
- [Request any software](#) that you need to teach, for your own device and for any classroom where you use the software.
- If you are off-campus, log into SIU's virtual private network (VPN) to ensure you have access. VPN is required to access the SIU network while off-campus. Request VPN access [here](#) or from SalukiTech.
- Log into your SIU account, to make sure you remember your username and password. You will also be required to authenticate your account with multifactor (DUO) if you haven't accessed your account recently. Multifactor authentication to log in to SIU accounts is required approximately every two weeks.

Remember SalukiTech is your single source for technology assistance: 618/453-5155 or salukitech@siu.edu. Contact CTE at 618/453-2258 or teach@siu.edu for assistance providing high-quality, engaging instruction with classroom technology, and/or adopting and using tools to manage your class activities and content.