

From: [University Wide Notices](#)
To: [University Wide Notices](#)
Subject: University-Wide Notices for 1/3/18
Date: Thursday, January 3, 2019 4:37:41 PM
Attachments: [image006.png](#)

University Wide Notices

Here is a list of today's notices:

- [Staff Center Offering: Communication Skills Workshops](#)
- [Staff Center Offering: Steps to Learning Program](#)
- [Staff Center Offering: Office 365 Apps Exploration Sessions](#)
- [Regular meeting of the Emeriti Association Board of Directors](#)
- [Job Posting\(s\) for January 4, 2018](#)
- [Last Chance to Give Feedback on the D2L: Brightspace Demonstration and Pilot](#)

To view our University Wide Notice (UWN) Procedures, please click [here](#).

Staff Center Offering: Communication Skills Workshops



Adaptive Schools Learning Community

Presented by: Jody Gardei, Staff Training & Development

The third Thursday of the month

January 17
February 21
March 21
April 18

Time: 3:30 to 4:30 pm

Location: University Center room 203 (Founders' Room)

Are you looking for a way to **improve your communication skills**? If so, this is the learning community for you.

The learning community will meet for one hour per month. The purpose is to provide an opportunity for participants to develop communication and collaboration skills. The focus for this year will be on the skills of pausing, paraphrasing, and posing questions. In the words of Carolyn McKanders "If you don't know what to do, paraphrase your butt off!" This one skill alone can make a huge impact on organizational culture and relationships.

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The monthly sessions will be designed using [Adaptive Schools engagement strategies](#). Participants

will have an opportunity to practice their facilitation skills if they desire to do so. This is a great opportunity to practice in a psychologically safe environment!

Everyone is welcome; no need to have attended the Adaptive Schools Foundations Seminar. Learn more about the Adaptive Schools Foundations Seminar on the [Thinking Collaborative website](#).

Register on the [Staff Center Events site](#) (Google Chrome works best). Email sctd@ferris.edu if you have trouble registering for a session.

Anyone with a disability who needs special accommodations to attend this event should call 231-591-2112 at least 72 hours in advance.

[Back to top](#)

Staff Center Offering: Steps to Learning Program



A New Path – A New Year – A New You!

Offered by: Jody Gardei, Staff Center for Training & Development

Get started on your new year's resolutions! Invest in your health and development when you find a partner and make a plan to walk and learn at least once per week next semester.

- **The program begins on January 14th and runs until May 10, 2019.** –
- **Inside track walking hours: 6:00 to 7:30 am and 11:00 am to 1:00 pm.** Use of the track is free during these hours when you walk with your partner and show your Steps to Learning card at the desk.

Learn more about how the program works on the [Steps to learning website](#).

Getting started is easy!

1. **Find a walking and learning partner.**
2. **Register on [Steps to Learning program registration site](#).**
3. Schedule time on your calendar to walk with your partner.

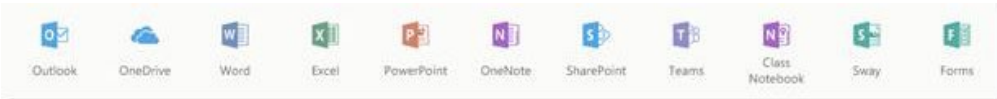
Anyone with a disability who needs special accommodations to participate in this program or anyone who works from an off-campus location should sign up for the program and contact Jody Gardei at 231-591-2112 or sctd@ferris.edu to discuss alternative options.

[Back to top](#)

Staff Center Offering: Office 365 Apps Exploration Sessions

Office 365 Learning Community

Facilitated by: Jody Gardei, Staff Center for Training & Development



Meeting Dates and Topics for Spring 2019:

- January 30 – Planner
- February 27 – OneNote
- March 27 – SharePoint Online
- April 24 – OneDrive

Day of the Week: Wednesday

Time: 11:00 AM to 12:00 PM

Location: Alumni building, room 121

Whether you are prioritizing your everyday tasks, collaborating with coworkers, or managing projects, Office 365 has tools to help!

The Staff Center is hosting a monthly Office 365 Learning Community to explore the different tools available in Office 365 and the potential uses. This is the perfect opportunity for you to **learn how Office 365 can help to organize your work and simplify your workflow.**

Register on the [Staff Center Events site](#) (Google Chrome works best). Email sctd@ferris.edu if you would like to be invited to all six meetings.

Anyone with a disability who needs special accommodations to attend this event should call 231-591-2112 at least 72 hours in advance.

[Back to top](#)

Regular meeting of the Emeriti Association Board of Directors

Dear University Community,

The regular meeting of the FSU Emeriti Association Board of Directors will be held on Monday, January 7 at 10 am in Prakken 114. Guests are welcome to attend.

Anyone with a disability that needs special accommodations to attend this event should contact Mary Kay Maclver at (231) 591-3739 at least 72 hours in advance.

MaryKay Maclver
Associate Director for Advancement and Prospect Management
Alumni Association Liaison to the Emeriti Association
The Ferris Foundation
(231) 591-3739 | ferris.edu/giving

[Back to top](#)

Job Posting(s) for January 4, 2018

Click on this link to go directly to the Electronic Employment System: <https://employment.ferris.edu/>

To access via the Ferris Home Page at: www.ferris.edu , click Employment (under Campus Resources), click FSU Electronic Employment System - Job Postings.

NOTE: Please Read the next section carefully.

NEW Postings for this week.

This week's job postings are available:

- In the Electronic Employment System. The link above will take you to the postings page, please follow the above instructions to access postings in the Electronic Employment System.
- In MyFSU. **INTERNAL POSTINGS**, positions that are ONLY available to currently employed FSU employees can be viewed in **MYFSU**. Log into the system, click on the **Employee** tab and locate the **Employment Postings** portlet. The job titles will appear as link(s). Click on the Job Title to view the position details and apply for the available position(s).

Application assistance is available in the Electronic Employment System for individuals needing additional assistance. There is a [Help](#) link located in the top left corner of the system. To apply for any positions in the Electronic Employment System, you must complete or have completed the on-line **Application**.

Applicants requiring accommodation or additional assistance in the application process should contact the Office of Human Resources at 231-591-2150 or email fsujobs@ferris.edu.

If you have questions regarding this transmittal, please call Mandi Sterly @ ext.2667, Jennifer Saladin @ ext. 3878, or Jennifer Wallace @ ext. 2485.



Jennifer R.K. Wallace | Senior Human Resource Specialist

Ferris State University | Office of Human Resources | Pronouns: she/her/hers

420 Oak Street, Prudden 150 | Big Rapids, MI 49307-2020

Phone: (231) 591-2485 Fax: (231) 591-2978 | [FSU Job Opportunities](#)

[Back to top](#)

Last Chance to Give Feedback on the D2L: Brightspace Demonstration and Pilot

We need to turn off the survey for Desire2Learn's demonstration and pilot of Brightspace by January, 18, 2019.

Faculty members have said they want to make the decision about the future of the LMS and Blackboard. Only TEN faculty members (7 represents two colleges) have completed the survey as of today.

Please watch one of the three demo recordings below. The demonstration is 60 minutes and the rest of the time is question and answer.

Demonstration Recordings from Thursday, November 8, 2018

- **11:00** - Brightspace demonstration - ([Watch the recording of this demo.](#))
- **2:00** - Brightspace demonstration - ([Watch the recording of this demo.](#))
- **4:00** - Brightspace demonstration - ([Watch the recording of this demo.](#))

After watching one of the demonstration videos above, please take the Brightspace [Feedback Survey](#).

ePortfolio

There was a special request for Desire2Learn to demo the ePortfolio functionality and it was recorded so anyone else who is interested could watch it. ([Watch the recording of this demo.](#))

Pilot Brightspace

If you want to play in the Brightspace sandbox, please Email JackieHughes@ferris.edu to request access. If you want to try to export a course from Blackboard Learn and import it into Brightspace, the instructions are below.

Export a Common Cartridge course package from Blackboard

1. In a Bb course's Control Panel, expand the Packages and Utilities section and select Export/Archive Course.
2. Select Export Common Cartridge button located on the right.
3. Select the check box for the Common Cartridge version 1.2.
4. Select Submit.
5. Refresh the screen and when the CommonCartridge file appears, click the drop-down and select Open. This will save the .imscc file to your computer.

Import the Common Cartridge course package into BrightSpace

Desire2Learn has created a short instructional video on how to import your Bb course. ([Watch the recording.](#))

Jackie Hughes, Instructional Technology Coordinator
FERRIS STATE UNIVERSITY | eLearning

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Activator * Positivity * Responsibility * Maximizer * Developer

[Back to top](#)