

School of General Arts & Sciences

Faculty Check List

Please contact Cristina Sad at cristina.sad@flemingcollege.ca at the School Office if you did not tick one or more of the check boxes below

- I know my employee ID and Fleming email address.
- I know how to access my email from home.
- I know where the School Office is (B3325) and I have introduced myself.
- I have informed/mailed the School Office if I require an office space and a key.
- I know my duplicating/photocopy account number. I also know how to submit material to duplicating.
- I have set up parking at the Information Booth.
- I have requested a copy of my course's textbook from the Publisher.
- I have access to D2L (Desire 2 Learn).
- I have logged into the Portal and I am familiar with its environment.
- I know how to access my timetable, schedule and class rosters (class rosters are only *available mid-August*).
- I know how to access the General Arts & Sciences Affinity website. I have checked the Faculty Resources tab.
- I know who my coordinator is, where his/her office is located and how to contact him/her.
- I have signed up for Orientation at Frost or at Sutherland campus.
- I have a copy of my course outline(s).
- I know where my classroom is, the technology available and how to use it.
- I have access to the shared drive where my course material is.
- I have completed the GAS Profile spreadsheet and submitted it to Cristina Sad.