



LINDENWOOD  
UNIVERSITY

# DIGEST

EMPLOYEE NEWSLETTER

December 1, 2021

CAMPUS-WIDE NEWS BROUGHT STRAIGHT TO **YOUR INBOX.**

## GOOD MORNING

### LINDENWOOD LIONS!

#### Standardized Online Template

Starting Spring 2022, Lindenwood University will use a standardized Canvas template for all fully online courses. All courses that are offered, whether new or existing will adopt the LU online template available in Canvas Commons as '*LU All Courses Template.*' The new template will ensure a uniform experience for all students taking classes online at Lindenwood University and will provide consistency across courses within the new Colleges. This change has been reviewed and approved by Faculty Council and Deans Council.

#### LATEST NEWS

Be in the know!

[Read Campus News](#)

#### VOLUNTEER OPPORTUNITIES

**December 5** - Help spread holiday joy to our community at **Winterfest**. Last day for volunteer sign ups is December 1 EOD.

This [short video](#) shows how to import the template into your Canvas shell. Lindenwood Online will support faculty through this transition by providing resources and trainings which will be made available through the Learning Academy. Please email [Hannah Kohler](#), director, Lindenwood Online or [Dr. James Hutson](#), chairperson, Online Learning Committee with any questions or requests for support.

**December 6** - Come serve students breakfast at Late Night Breakfast. Contact [Jenna Biaji](#)

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## STAY CONNECTED

[Join LindenConnect](#)



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## Digest Holiday Schedule

Due to the upcoming holiday break, there will not be Digests sent on December 22 or January 5.

The final Digest of 2021 will be sent Wednesday, December 15 and the first Digest of 2022 will be sent Wednesday, January 12.

Please plan accordingly with any submissions. If you have already made a submission for those dates, please resubmit for a different date.

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## Final Grades for Full Length Courses



Final Grades – Full length courses 8/23/21-12/10/21

The deadline for final grades is Monday, December 13 at 5 p.m. The grade transfer from Canvas to CAMS will occur on Tuesday, December 14. Please make sure to enter all special grades (I, AF, N, AH, BH) in the faculty portal by the deadline. The last day to withdraw with a W grade was October 31. A student should receive an AF

grade if they attended but then stopped attending and did not officially withdraw before the October 31 withdraw deadline.

#### Final Grades – Second half 8 week courses 10/18/21-12/10/21

The deadline for final grades is Monday, December 13 at 5 p.m. The grade transfer from Canvas to CAMS will occur on Tuesday, December 14. Please make sure to enter all special grades (I, AF, N, AH, BH) in the faculty portal by the deadline. The last day to withdraw with a W grade was November 21. A student should receive an AF grade if they attended but then stopped attending and did not officially withdraw before the November 21 withdraw deadline.

Students who have these grades entered prior to the grade pull deadline (four-week, midterm, final) will be excluded from the Canvas to CAMS grade transfer process.

AH= Honors A

BH= Honors B

I= Incomplete

AF= Attendance Failure

N= Never Attended

1. Log into the Faculty Portal.
2. Select the appropriate term.
3. Select "My Courses" from the left menu.
4. Select the appropriate course ID.

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### Workday Assistant Makes Using Workday Easier

Workday Assistant helps you perform tasks by navigating and retrieving information located in Workday. If you want to schedule a day off, determine paid holidays, or find out when payday is, just type the question into Workday Assistant. Question marks are optional.



If Workday Assistant can help with your particular inquiry, the answer will display. To use Workday Assistant, simply click on the conversation bubble button in the lower-right corner on any screen in Workday.

Using Workday Assistant is optional, and you can still access all of Workday's processes and information as usual. The list of capabilities continues to grow, but for now, feel free to ask Workday Assistant any of the following and more:

- What can you do? You will see a list of everything Workday Assistant can do.
- Take time off? Workday Assistant will walk you through scheduling your time off.
- What is \_\_\_\_'s email address? Workday Assistant will tell you.
- Who is out this week? If you are a manager, a list of your direct reports with approved time off will display.
- Where are my tax forms? You will receive a link to your Tax Forms in Workday.
- Change my bank account? You will receive a link to your Payment Elections in Workday.

You can also use the new Workday for Microsoft Teams app to do quick tasks in Teams! This is an additional feature that adds to the Workday Assistant. In Microsoft Teams, click the Apps icon located in the left-side vertical toolbar. Select the Workday app. Click Connect to Workday! Then say hi and Workday will give you a list of tasks to get you started.

While Workday Assistant definitely makes using Workday easier, it is limited to providing information already contained within Workday. If you have questions regarding how much time off you earn or different policies, please reference the employee guidebook.

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## COVID-19 Vaccine Opportunities



The Department of Public Health offers free and convenient COVID-19 vaccinations at locations around St. Charles County. Appointments are required.

December 1

Pediatric Vaccination Event (ages 5-11), Siblings and Caregivers (all approved ages)

Family Arena, from 3 - 7 p.m.

December 7

Pediatric Vaccination Event (ages 5-11 only)

Middendorf-Kredell St. Charles Library, from 3:30 - 6 p.m.

December 8

Public Vaccination Event (open to all approved ages)

Family Arena, 4 - 7 p.m.

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### Qualitative Study Regarding COVID-Era Teaching

Kristen Levin, assistant professor, is currently conducting a two-phase case study, examining LU faculty's experience in virtual teaching prior, during, and post-COVID.

All faculty is encouraged to take part in a **brief survey** which will ask each respondent to share their experiences. The survey will take approximately 5 minutes to complete, and identities will remain confidential.

The goal is to uncover ways in which the faculty felt prepared and supported during the surge of online teaching, and to discover the types of resources and support which are needed to support faculty as we plan and implement virtual instruction.

If you have any questions please contact **Kristen Levin**. Thank you for your support in this project!

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### Request for Computer Science Projects

A primary part of computer science senior projects are "real world" group programming projects. In order to facilitate this, Associate Professor Stephen Blythe, would like to gather several potential projects from campus sources.

Some things to keep in mind:

- These would be student run projects, so there's no guarantee that the resulting program will work for you (or at all). In other words, don't suggest something that is "mission critical" in any sense of the phrase.

- Anything that involves significant personal or other security related data is not a good idea.
- Students will be getting college credit for this, so there is no need to pay anyone any money.
- You'll need to meet with students occasionally (at some points frequently) as the semester progresses.

As some project size guidelines, CAMS is essentially a programming project, but is far too large in scope to work with as a whole; however an individual module or two to "add in" to CAMS might be ok. Of course, security is a big issue with CAMS, so such a project would likely not be possible for other reasons. A project that simply keeps track of ticket sales is likely too small, but a project that kept track of open auditorium seats/locations, assisted with ticket

sales, and kept track of actual ticket redemption (i.e. attendance) could potentially work.

Projects to use in the class will be decided at the start of the Spring semester. Please send any idea(s) you may have to **Stephen Blythe** by Friday, January 14.

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**HAVE A STORY YOU'D LIKE  
TO SHARE OR AN EVENT  
YOU'D LIKE TO PROMOTE?**

**SUBMIT IT!**



**SUBMIT TO THE DIGEST**

To have your listing appear in the Digest, please fill out the **Project Request Form** (be sure to choose "Communications and Public Relations" for type of request) by 5 p.m. on Mondays. The Digest is sent every Wednesday. Submissions for the same story can be made every four weeks. All entries to the Digest are subject to editing prior to running.

**MORE INFORMATION**

# Q2 MOMENTS

In case you missed it, check out these [Q2 Moments](#) that were displayed at the Thanksgiving Lunch.

Take a moment to reflect on these stories and express gratitude for the colleagues we work with here at Lindenwood.

You all make this a great place to work, thank you!

-Q2 Team



[Submit Your Q2 Moment](#)

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LINDENWOOD  
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LEARNING ACADEMY

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## Host an event through the Learning Academy!

The Lindenwood Learning Academy is the campus hub for professional development event registration and promotion. When you work with the LLA to set up event registration, your event will appear on our Learning Events Calendar and will be promoted in the LLA Catalog and Lindenwood Digest when applicable. We are here to help you every step of the way! Fill out an [event submission form](#) to get started.

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## The Learning Log: Issue 23 - November 2021

The Learning Log is our monthly newsletter where we feature development content, learning opportunities and resources, recent events, Learning Academy highlights, and faculty and staff who are dedicated to developing professionally. In the **November issue**, we cover the following topics:

- LinkedIn Learning | Team Building
- Connect Through Conversations
- Professional Development Annual Goal
- Process Improvements
- Q2 Service Excellence Fellow
- Help Desk Submission Steps
- R.I.S.E. Project - INCLUSIVENESS
- R.I.S.E. Research

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### How to Do Your Best on Your Elementary Education Multi-Content Assessment (MOCA)

**December 2, 2-3 p.m.**

Pearson has developed a webinar titled “How to Do Your Best on Your Elementary Education Multi-Content Assessment.” This will be a one-hour live webinar that will cover resources available on the MEGA website and suggestions on how candidates may use those resources to do their best on the assessment. We encourage any of your elementary teacher candidates, regardless of where they might be in the process, as well as any elementary program faculty at your institution to take advantage of this resource. This event is open to all COEHS faculty/staff, adjuncts, and professional advisors.

[Register](#)



## FALL SEMESTER HOURS

### **LARC/LIBRARY SERVICES**

- Monday - Thursday: 8 a.m. - 10 p.m.
- Friday: 8 a.m. - 5 p.m.
- Saturday: 10 a.m. - 3 p.m.
- Sunday: 2 - 10 p.m.

### **EVANS COMMONS REC CENTER**

- Monday - Friday: 7 a.m. - 5 p.m.
- Saturday and Sunday: 10 a.m. - 3 p.m.

### **LU BOX OFFICE**

- Tuesday-Friday: 12 - 4 p.m.
- Saturday: 10 a.m. - 2 p.m.
- Sunday-Monday: Closed

### **STARBUCKS**

- Monday - Friday: 7:30 a.m. - 5 p.m.
- Saturday: Closed
- Sunday: 2 - 9 p.m.

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