

LINDENWOOD

UNIVERSITY

LEARNING ACADEMY



CONTENT

Celebration of Teaching Day

Ally Course Accessibility Tool
in Canvas

MS Copilot - A New LU Resource

Accountability- A HPT Training

CEL

Tech Tips
How to Reset Your Password

Highlighted Professional
Development Opportunities

RISE

RIGOR | INCLUSIVENESS | SUPPORT | ENGAGEMENT

Celebration of Teaching Day February 13

All faculty are invited to attend Celebration of Teaching Day on February 13. Join us in learning about RISE, teaching and learning, EdTech and in celebrating the wonderful work our educators do! To view the sessions, download a printable schedule, and register, please visit [the Learning Academy Calendar](#). If you plan to participate in lunch, be sure to register for the *lunch* session **no later than February 5th**. For additional questions, please refer to [the FAQ email](#) or send a note to [Erin Morris](#) or the [Learning Academy](#). We hope you can join us for opportunities to learn and build community with one another!

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Ally Course Accessibility Report Tool in Canvas - A Quick Way to Improve Course Accessibility

Wondering how accessible your course is for your students, but unsure how to assess your course materials quickly? Try using the Ally Course Accessibility Report Tool in Canvas!

To enable the tool in your course navigation, simply go into your Canvas course shell and select “Settings” from the course link menu. At the top,

select “Navigation” and locate the “Ally Course Accessibility Report” tool from the list. Clicking on the three dots next to it allows you to “enable” it for the course navigation. Don’t forget to click “Save” at the bottom after enabling it.

The Ally Course Accessibility Report Tool can now be located in the Navigation menu for the course, and will give you a quick overview of how accessible your course materials are, as well as suggestions for actions to improve each item’s score.

Have more questions about this tool? Reach out to Lindenwood [LX Design Services](#).

Lindenwood Learning Academy



Microsoft Copilot AI A New Resource for Lindenwood

Lindenwood University has recently acquired Microsoft Copilot with Data Protection, a new AI tool for full-time faculty and staff use. Copilot is powered by the OpenAI GPT-4 large language model (LLM) and can generate text, code, and images based on your queries and prompts.

Please note that using Microsoft Copilot with Data Protection is governed by Lindenwood University's **Use of Generative AI in Employment Policy**. Please refer to the policy for guidelines on acceptable and prohibited Generative AI use cases.

To access Microsoft Copilot with Data Protection, sign in to <http://copilot.microsoft.com> with your Lindenwood University account. You can access it directly via the URL above, as part of the Microsoft Bing search engine, or in the Microsoft Edge browser. The preferred browser for Copilot is Microsoft Edge, which is available for both desktop and mobile devices.



Streamlining your Work with Microsoft Copilot

Use your LU credentials to log into LinkedIn Learning and learn how MS Copilot can perform a wide variety of tasks and help you streamline your entire workflow, from generating ideas and summarizing data to solving common work problems such as planning itineraries, scheduling, and communicating with coworkers. Follow along with Jess as she explains how to boost your productivity using Copilot, beginning with a quick primer on how chat AI tools function, then diving into how to put them to work for you. By the end of this course, you'll be ready to perform robust online searches, generate ideas, compose text, automate your work, fact-check the results, and more.

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Accountability - How to Get the Results You Want A HPT Training

Accountability has a negative connotation for many, but it does not have to! Some see accountability as a means of blame-shifting or a form of punishment when it is implemented improperly. You will begin to see the positive side of accountability and how it affects the results you are seeking to achieve. Two aspects need to be considered when analyzing this topic: personal accountability and joint accountability. Bustin says, "accountability starts with knowing who you are, what you want, and what you don't want" (p. 14). Once you are accountable to yourself, you can start being accountable to others and your organization.

The Oz Principle's definition of accountability is a "personal choice to rise above one's circumstances and demonstrate the ownership necessary for achieving desired results to see it, own, solve, and do it" (p. 47, Connors, Smith, & Hickman, 1994). Personal accountability involves the idea of "continually asking what else can I do to rise above my circumstances and achieve the results I desire"? (p. 47, Connors, Smith, & Hickman, 1994).

Reflection Exercise

Complete this **5 Choices Worksheet** to help you resolve your accountability challenges. Feel free to use this worksheet with various real-life scenarios in both your personal and professional life.



Learning Academy Challenge

The first employee to email their response to the reflection exercise above **wins a wireless Bose portable speaker!**

Email reflections to the
Lindenwood Learning Academy

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CENTER FOR ENGAGED LEARNING

The Center for Engaged Learning (CEL) is pleased to welcome **Emily Huey** as Lindenwood University's next Director of Career Development. Emily will provide leadership and strategic direction for the Career Development department, which offers comprehensive career planning services to undergraduate students, graduate students, and alumni. In addition, she will collaborate with her team of career strategists, as well as the manager of service learning and responsible citizenship and the manager of global student mobility, to advance CEL's mission of guiding students in Real Experience.



Emily herself brings a wealth of experience to the position, as well as a student-centered spirit. She received her Bachelor's degree in Fashion Merchandising and her Master's degree in Workforce Education and Development, both from Southern Illinois University – Carbondale. In addition to working as a consultant in merchandise analytics and planning, she has shared her experiences as a faculty member and director of career development at Stevens – The Institute of Business and Arts and most recently at Fontbonne University. At Fontbonne she secured a major grant from the Post Secondary Equity Network and Complete College America, developed an Employer and Community Partner Council, and introduced new software platforms to aid career development and student engagement. Please join us in welcoming Emily to the Lindenwood family!

Emily Huey joins just in time for the **Spring Career and Internship Fair**, which is scheduled for Thursday, February 22, from 2 to 5 PM in the Evans Commons. In the past, we have had over 100 employers representing a wide variety of sectors that draw students from all of our colleges. CEL invites faculty, instructors, and staff to encourage students to attend. For example, some have given extra credit or made attendance a class assignment. Other faculty members have even taken their students to attend the Career and Internship Fair as a class. All students who attend are required to sign in at the Fair and Career Development staff will be able to help confirm participation. Prior to the Fair, students will be given opportunities to get ready through pop-up events that help students with resumes and professional attire. The ever-popular “**Suits for Success**” will be in the LARC Grove on Thursday, February 15. For more information, please contact career services: CareerServices@lindenwood.edu.



TECH TIP

**Forgot Your Password?
No Problem!
Here's How To Reset It In A Jiffy!**

Lindenwood has a Self-Service Password Reset Portal that you can use to reset your password. You **CANNOT** use this if you have never signed in before and don't have your Microsoft Authenticator setup. If this is the

case call or email Lindenwood's help desk at 636.255.5100 or helpdesk@lindenwood.edu to get your password reset.

To use the self-service password reset port go to <https://passwordreset.microsoftonline.com/> and follow the steps. We also have instructions on Lindenwood's site on how to reset your Lindenwood password.

Learning Academy Professional Development Highlights

Culture Connection, Cohort 8

Culture Connection is a 6-week PLC hosted by the Learning Academy. You will learn where we have been, where we are going, and what it looks like to be an employee at Lindenwood University. You will hear from university leaders and Q2 Champions throughout these 6 sessions. These sessions are highly recommended for newly hired faculty and staff. Please contact the [Lindenwood Learning Academy](#) if you wish to register for these sessions.

Dismantling Racism: Creating a Culture of Equity

February 14, 10-11 a.m.
Lindenwood Learning Academy, LARC
09

This interactive workshop will review current events regarding anti-racism along with the harms of racism in today's society. Training participants will discover campus resources and

Lindenwood Employee Campus Tours

February 21, 3-4 p.m.
LARC 10

Join Lindenwood's Student Ambassadors for an hour long tour of Lindenwood's campus. Employees will learn about Lindenwood's historic past, the location of important buildings and

anti-racist strategies to apply what they learned to their environment. Keela Ross will be leading these sessions.

Dismantling Racism sessions can be logged in HealthCheck360 to achieve Pride Points and Lifestyle Rewards. Employees can upload proof of attendance under "Complete a Wellness Activity".

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their functions, and other information that will help employees put our Students First. The tour will help to orient employees to Lindenwood's unique culture and ensure that staff are knowledgeable of locations of important campus functions, buildings and areas. Dress for the weather and walking.

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Training Calendar

Visit our Website

Lindenwood Learning Academy

LARC 09 & 10
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