December 2020

Be the HERO of your own professional development…

Come get your CAPE on!

Upcoming Events

Spring 2021 Convocation Week is coming…

The start of the Spring 2021 school semester is near. Look for the Convocation schedule that will be released soon then you will be able to register for all available workshops.

Accessing Kognito Campus Mental Health Training

Counseling and Psychological Services (CAPS) has adopted an online conversation simulation, to help us learn to notice signs of distress, use techniques to discuss our concerns, and, if necessary, refer students to appropriate resources.

For instructions on accessing *Kognito Campus*, ***review the "Accessing Kognito Campus Mental Health Training" course in the CAPE My Learning Library.***

ONLINE RESOURCES for Working Remotely

TOOL	ACCESS	FUNCTION
Smarthinking 24/7 Online Tutoring	Students must access it through Canvas They cannot directly log into Smarthinking without being in Canvas	Free 24/7 tutoring services available to all CSN students
TechSmith Relay	Webinar Recording: https://csn.techsmithrelay.com/DI79 Presentation Slides: https://bit.ly/GettingStartedWithRelayAtCSN	TechSmith Relay will allow faculty to record lectures, message their students, also can do closed captioning.
WebEx	Go to https://csnedu.webex.com and click the sign-in link on the right and log in using your CSN credentials.	Meeting and collaboration tool for screen sharing, video, and call in features from anywhere in the world, with any device, at any time.
Microsoft Teams	Log into GoCSN and access via the "email" icon and your Office account or download the Teams application and log in using your CSN credentials.	Collaborative workspace for teams, departments, and groups for chatting, management of documents, and communications.
Office 365 Suite	Log into GoCSN and access via the "email" icon and search under all apps in your Office account.	Co-authoring of various documents, presentations. Content creation, file sharing, cloud storage. Free Office license for downloading on to 5 devices.
webStorage	Log into GoCSN and click on green webStorage tile.	This will allow employees to obtain access to their personal drives and departmental drive.
Microsoft Stream	Go to web.microsoftstream.com and login with your CSN email & password.	Microsoft Stream is a video-sharing service where Convocation and Diversity Summit workshops are recorded.
Printing Services	Go to csn.edu/csn-printing-services and Click on the "Printing Services" option.	Printing Services provides black and color copies for tests, study guides, charts, syllabi, handouts and anything else you may need.

PROFESSIONAL DEVELOPMENT PLATFORM

My Learning

https://go.csn.edu - **Look for the tile – "CAPE My Learning"**

ONLINE COURSE TITLE	DATE	TIME	LOCATION
Accessing Kognito Campus Mental Health Training	Any	Any	CAPE Learning Library
Audio File- The Power of Reputation: Strengthen the Asset that Will Make or Break a Career	Any	Any	CAPE Learning Library
Audio File - Small Acts of Leadership: 12 Intentional Behaviors that Lead to Big Impact	Any	Any	CAPE Learning Library
Book Summary in PDF – "Your Best Year Ever – A 5-Step Plan for Achieving Your Most Important Goals (also available in an audio file)	Any	Any	CAPE Learning Library
Bridge Learn: A Model for Designing Your Course	Any	Any	CAPE Learning Library
Bridge Learn: Author Training	Any	Any	CAPE Learning Library
Bridge Learn: Create Custom Report	Any	Any	CAPE Learning Library
Bridge Learn: Creating Checkpoints	Any	Any	CAPE Learning Library
Bridge Learn: Learning in Bridge – 5 Tips	Any	Any	CAPE Learning Library
Bridge Learn: Manage Courses	Any	Any	CAPE Learning Library
Bridge Learn: Manage Groups	Any	Any	CAPE Learning Library
Bridge Learn: Manage Live Trainings	Any	Any	CAPE Learning Library
Bridge Learn: Manage Programs	Any	Any	CAPE Learning Library
Bridge Learn: Managing Categories & Tags	Any	Any	CAPE Learning Library
Bridge Learn: Overview for Learners	Any	Any	CAPE Learning Library
Bridge Learn: Overview for Managers	Any	Any	CAPE Learning Library
Bridge Learn: Seven Course Design Wins for Bridge	Any	Any	CAPE Learning Library

Bridge Learn: What is Bridge?	Any	Any	CAPE Learning Library
Coping with On-the-Job Stress	Any	Any	CAPE Learning Library
CSN COVID-19 Employee Return to Campus Training	Any	Any	CAPE Learning Library
Dealing with Conflict - Managing Conflict	Any	Any	CAPE Learning Library
Dealing with Conflict - Understanding Conflict	Any	Any	CAPE Learning Library
Effective Communication	Any	Any	CAPE Learning Library
Effective Meetings	Any	Any	CAPE Learning Library
Generational Awareness - Learning to Better Communicate with Teammates from Different Generations	Any	Any	CAPE Learning Library
Goal Setting – Identifying Your Life Goals	Any	Any	CAPE Learning Library
Goal Setting and Achieving - A Path to Personal and Professional Growth	Any	Any	CAPE Learning Library
Group Dynamics – Leadership	Any	Any	CAPE Learning Library
Group Dynamics - Problem Solving	Any	Any	CAPE Learning Library
Group Dynamics - Virtual Groups	Any	Any	CAPE Learning Library
HIPAA Awareness Training	Any	Any	CAPE Learning Library
HR Forum on Returning to Campus - Supervisor Training	Any	Any	CAPE Learning Library
Is Your Grading Putting CSN Students First?	Any	Any	CAPE Learning Library
Listening Skills	Any	Any	CAPE Learning Library
Microsoft Excel Basics – Getting Started	Any	Any	CAPE Learning Library
Microsoft Excel Basics - Formulas and Functions	Any	Any	CAPE Learning Library
Microsoft Excel Intermediate - Displaying Data in Charts	Any	Any	CAPE Learning Library
Microsoft Excel Intermediate - Working with Data Tables	Any	Any	CAPE Learning Library
NEW – Screening Committee Training - Online	Any	Any	CAPE Learning Library

RUN. HIDE. FIGHT - How to Respond to an Active Shooter Situation.	Any	Any	CAPE Learning Library
Stress Management - Dealing with Stress	Any	Any	CAPE Learning Library
Team Dynamics – Diversity	Any	Any	CAPE Learning Library
Telecommuting Basics: How to Be Successful Working from Home	Any	Any	CAPE Learning Library
Time Management – Ending Procrastination	Any	Any	CAPE Learning Library
Time Management – Taking Advantage of Technology	Any	Any	CAPE Learning Library
Thriving Through Conflict	Any	Any	CAPE Learning Library
Understanding Diversity	Any	Any	CAPE Learning Library
Using Critical Thinking and Problem-Solving Skills at Your CSN Job	Any	Any	CAPE Learning Library
Using Management Basics to Lead Your Team	Any	Any	CAPE Learning Library
Verbal Communication	Any	Any	CAPE Learning Library
Video Conferencing Do's and Don'ts	Any	Any	CAPE Learning Library
What is Accessibility?	Any	Any	CAPE Learning Library
Written Communication	Any	Any	CAPE Learning Library
Working on a Team – Effective Collaboration	Any	Any	CAPE Learning Library

Service Excellence

Utilizing the *5 Guiding Principles* on a daily basis, creates a more engaging and supportive learning and working environment for students, faculty, and staff.

Guiding Principles #5: – Leave Them Feeling Valued

CSN encourages you to always ask if you have answered all of an employee's/student's questions.

WORKSHOP	DATE	TIME	INSTRUCTOR

Guiding Principles for Service Excellence for CLASSIFIED and ADMINISTRATIVE PROFESSIONALS (SE-Tier 1)	12/09/2020	9:00am – 11:00am	Colton Jones
Diversity 101 (IEC & SE-Tier 1)	12/10/2020	9:00am – 10:00am	Colton Jones

To view details or to register for a CAPE Training, go to:

https://go.csn.edu - Look for the lightbulb – "CAPE My Learning"

Additional workshops may be added throughout the month, so please check your My Learning dashboard for the most up-to-date information. All dates and times are subject to change.

TECHNOLOGY WORKSHOPS

WORKSHOP	DATE	TIME	INSTRUCTOR
Getting the Most Out of MS Teams: "Tools to Promote Interaction in Virtual Meeting."	12/11/2020	9:30am – 11:00am	Colton Jones
Microsoft Outlook Best Practices – There's More to Outlook than Responding to Email	12/15/2020	1:30pm – 3:00pm	Jann Carson

Go2Knowledge Online Courses

designed just for Higher Education and your professional development

Training topics include: At-Risk Populations, Campus Safety, Organizational Development, Student Success, Teaching and Learning, and Technology.

- Login through GoCSN and select the Go2Knowledge tile. Use your CSN email and a password you create. All CSN employees can access Go2Knowledge.

Go2Knowledge offers 100+ On-Demand Trainings with unlimited access 24/7 and offering new webinars every week.

With over 100+ On-Demand Trainings they are divided into 8 categories:

- **Teaching Online**
- **Technology & Online Learning**
- **Institutional Effectiveness**
- **Student Success**
- **Teaching & Learning**
- **Student Populations**
- **Campus Safety & Security**
- **Title IX**

WORKSHOP	DATE	TIME	LOCATION
Improving Student Retention: Data, Planning, Interventions & Assessment (3 - Part Workshop)	Any	Any	Online
Resilience Training for Frontline Workers: Building, Sustaining & Thriving during COVID - 19	Any	Any	Online
COVID-19 & Mental Health: Providing In-Person & Remote Services To Students In Distress	Any	Any	Online

Did you know…?
…you can obtain Microsoft Office 365 for FREE

As a CSN employee, you have access to download the **full suite of Microsoft Office 365** to a maximum of five of your personal digital devices FREE! Visit the OTS webpage today and begin using Word, Excel, PowerPoint, and more. https://at.csn.edu/buytech-software

DIVERSITY & INCLUSION

WORKSHOP	DATE	TIME	Instructor
Diversity 101 (IEC & SE-Tier 1)	12/10/2020	9:00am – 10:00am	Colton Jones

One Book, One College Program

CSN's One Book One College (OBOC) 2020 – 2021 selection is *"The Happiness Hypothesis: Finding Modern Truth in Ancient Wisdom" by Jonathan Haidt.* To learn more about how to participate in the Program and infuse the learning opportunities into your classroom or department, visit CSN One Book/One College. In addition, much information and many pedagogical resources can be found in the Canvas Course for OBOC.

To view details or to register for a CAPE Training, go to:

https://go.csn.edu - Look for the lightbulb – "CAPE My Learning"

Additional workshops may be added throughout the month, so please check your My Learning dashboard for the most up-to-date information. All dates and times are subject to change.

INTERNAL PROCEDURES & COMPLIANCE

WORKSHOP	DATE	TIME	Instructor
Sexual Harassment and Discrimination	12/04/2020	1:30pm – 5:00pm	Curtis Dorsey and Debbie Tanner
Prevention	12/09/2020	1:30pm – 5:00pm	Curtis Dorsey and Debbie Tanner
New Employee Orientation: Two Day Workshop (via WebEx)	12/09/2020	9:00am – 11:00am	Colton Jones
	12/10/2020	9:00am – 10:00am	Colton Jones

INFO & LINKS TO REQUIRED EMPLOYEE TRAINING

WORKSHOP	LINK	WHO IS REQUIRED
CSN COVID-19 Return to Campus - Program	Assigned to all employees and available in your required section in your CAPE MY Learning profile.	Required for all employees. This is a requirement to return to campus from telecommuting.
Harassment & Discrimination Prevention (Formerly known as Intersections)	Requires a personal logon that is sent to you via email from donotreply@lawroom.com with subject as: College of Southern Nevada	Required for all Non - Supervisory and Supervisory employees every 2 years. Please Save your certificate and Upload to the Checkpoint.
Active Shooter – IS-907	https://training.fema.gov/is/courseoverview.aspx?code=is-907	Required for ALL employees. Please Save your certificate and Upload to the Checkpoint.
420: Bridges | Taking Action (Campus SaveAct)	Requires a personal logon that is sent to you via email from donotreply@lawroom.com with subject as: College of Southern Nevada	Required for ALL employees. Please Save your certificate and Upload to the Checkpoint you have been assigned.
Emergency Management – IS-100.C	https://training.fema.gov/is/courseoverview.aspx?code=is-100.c	Required for Specified Leadership Positions. Please Save your certificate and Upload to the Checkpoint you have been assigned.
Emergency Management – IS-200.B	https://training.fema.gov/is/courseoverview.aspx?code=is-200.b	Required for all Supervisors and Floor Wardens. Please Save your certificate and Upload to the Checkpoint you have been assigned.

FERPA	https://csn.instructure.com/login/ldap	To access MYCSN, this course must be taken first. Required for employees who have contact with students & student records.
Hazard Communication & Global Harmonization System (HazCom & GHS)	https://capemylearning.bridgeapp.com/learner/courses/d881fa4a/enroll	Required for all faculty and staff. Click the link to access the Course in the CAPE Platform.
NV State Training for Supervisors of Classified Employees	https://at.csn.edu/sites/default/files/mandatory_trainings_neats_2015_updated_7.28.15.pdf Requires you to create an account with NV State.	Required for ALL supervisors of Classified Employees. This suite of 7 online classes must be taken every 3 years. Please Save your certificates and Upload to the appropriate Checkpoint you have been assigned.
New - Screening Committee Training	NEW - Screening Committee Training Found within the CAPE PDP	Required for Faculty & Staff.