



October 2020



Be the HERO of
your own professional development...
Come get your CAPE on!

******Exciting Announcement******

2020 Southern Nevada Diversity Summit is October 2, 2020

The College of Southern Nevada is hosting the NSHE 2020 Southern Nevada Diversity Summit designed to provide timely and valuable information about the current and emerging challenges and successes in achieving diversity, equity, and inclusion efforts within the United States, Nevada, and NSHE.

The theme for the Summit is *“Knowledge to Action”*. The goal is to call us to action to make changes in our daily thoughts and behaviors that affect our area of influence and beyond.

Register today and see details at our website:

<https://www.csn.edu/2020-southern-nevada-diversity-summit>



**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	TechSmith Relay will allow faculty to record lectures,

	Presentation Slides: https://bit.ly/GettingStartedWithRelayAtCSN	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”

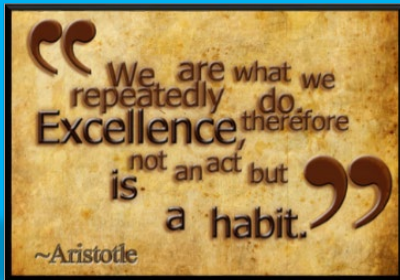


ONLINE COURSE TITLE	DATE	TIME	LOCATION
Audio File- The Power of Reputation: Strengthen the Asset that Will Make or Break a Career	Any	Any	CAPE Learning Library

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 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
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
Telecommuting Basics: How to Be Successful Working from Home	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



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 #2: – Be the “Expert”

CSN encourages you to continue to learn about the College and share the information with others.

WORKSHOP	DATE	TIME	INSTRUCTOR
Making Your Participation in Shared Governance More Meaningful and Effective for all Employee Groups (SE - Tier 3)	10/23/2020	1:00pm – 3:00pm	Jann Carson

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
Microsoft Technology Training – Teams 100	10/9/2020	10:00am – 11:00am	MS Teams Representative

Microsoft Technology Training – Teams 101	10/14/2020	2:00pm – 3:00pm	MS Teams Representative
Microsoft Technology Training – Teams Live	10/21/2020	11:00am – 12:00pm	MS Teams Representative
Events	11/13/2020	10:00am – 11:00am	MS Teams Representative
Microsoft Technology Training – Teams 200	10/23/2020	10:00am – 11:00am	MS Teams Representative
All about using Microsoft Stream	10/28/2020	1:30pm – 2:30pm	MS Teams Representative

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
Diversity, Inclusivity and Civility: Developing and Enhancing Students' Cultural Competence	Any	Any	Online
Is Your Online Instructional Content Accessible? How To Support Students with Declared & Undeclared Disabilities	Any	Any	Online
The Happiness Trifecta: What COVID - 19 Can Teach Us About Happiness and Mindfulness	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>

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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.

PEDAGOGY



WORKSHOP	DATE	TIME	Instructor
What the STEM Innovation and Impact Fund Can	10/9/2020	11:00am – 1:00pm	Kristen Dwyer
	10/16/2020	1:00pm – 3:00pm	Kristen Dwyer

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INTERNAL PROCEDURES & COMPLIANCE



WORKSHOP	DATE	TIME	Instructor
New Employee Orientation: Two Day Workshop (via WebEx)	10/21/2020	9:00am – 11:00am	Colton Jones
	10/22/2020	9:00am – 10:00am	Colton Jones

INFO & LINKS TO REQUIRED EMPLOYEE TRAINING



WORKSHOP	LINK	WHO IS REQUIRED
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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.

<p>NV State Training for Supervisors of Classified Employees</p>	<p>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.</p>	<p>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.</p>
<p>New - Screening Committee Training</p>	<p>NEW - Screening Committee Training Found within the CAPE PDP</p>	<p>Required for Faculty & Staff.</p>