

ILLINOIS VALLEY COMMUNITY COLLEGE

CETLA: Center for Excellence in Teaching, Learning, and Assessment

Accessing Your IVCC Computer Accounts

A Guide for Faculty

System	Username	Default Password	Change Password	Reset Password
On Campus Computers Includes access to your U: drive—a secure place to store your work on the IVCC Network.	first_last name	Must make an appointment with CETLA	Change password by pressing ALT/CTRL/DEL and clicking Reset Password.	Call (815) 224-0555, the IT Help Desk
Email http://www.ivcc.edu/outlook	first_last name	Same as Network	Change password is in the Options area.	Call (815) 224-0555, the IT Help Desk
Blackboard http://ivcc.blackboard.com	K-NUMBER	7 digit Colleague ID number	Change password is in Tools > Personal Information.	Reset my clicking Forgot Your Password? Link on Login page
Web Advisor http://webadvisor.ivcc.edu	K-NUMBER	Use 'I'm New to Web Advisor' link.	You will be required to change password on first login.	Use 'What's My Password' link.
Faculty Web Pages http://www.ivcc.edu/cms	Last name	Emailed from Bob Hunter upon account creation	If you are logged in where your name is in the upper right hand corner, there is a menu. Click on settings and then fill in the password. Click on the button at the bottom of the screen to save it.	Call (815) 224-0555, the IT Help Desk
Voice Mail Dial IVCC at (815) 224-2720 and press * anytime during the greeting. Follow prompts.	Your extension	12345	Log into Voicemail -Press 4 for set-up -Press 3 for personal settings -Press 1 for password change -Follow prompts	Call (815) 224-0555, the IT Help Desk





Illinois Valley Community College
Assessment Center



Online
Learning



Peer
Tutoring



Student
Help Desk



Illinois Valley Community College

Adjunct Faculty Development

New Adjunct Faculty Orientation

New Adjunct Faculty Orientation is offered at the start of the fall and spring semesters, generally the Saturday before classes begin. During this orientation session, new adjunct faculty will be briefed on Human Resources procedures and resources, introduced to teaching at IVCC, and will have the opportunity to access and ask questions about technology resources. Information about orientation will be sent via email and mail to all new adjunct faculty.

Adjunct Faculty In-Service

The Adjunct Faculty In-Service is an evening event, generally a day or two before the semester begins. During this event, adjunct faculty have the opportunity to network, learn about a teaching and learning topic, and meet with division personnel. Information about in-service will be sent via email prior to the start of each fall and spring semester.

Adjunct Faculty Development Academy (AFDA)

AFDA is a year-long program of events covering teaching and learning topics. All faculty are welcome to participate in this event. Adjunct faculty who complete the full series of events are eligible for additional compensation. Historically, AFDA sessions have been offered on Saturday mornings. For the 2019-2020 academic year, the Learning Resources/Center for Excellence in Teaching, Learning, and Assessment (CETLA) staff will be assessing the need for weekend, evening, and online completion options for AFDA events. Stay tuned to the CETLA website for more information – www.ivcc.edu/CETLA

Center for Excellence in Teaching, Learning, and Assessment (CETLA)

CETLA is a comprehensive one-stop support shop for all IVCC faculty. CETLA is located in room 321 in the E building. The space offers all faculty access to a copier, printer, computers, and the CETLA staff who can assist with any instructional need. CETLA is staffed Monday through Friday and faculty are welcome to access CETLA if staff are not present; use your IVCC ID to unlock the door.

Learning Resources Division

The Learning Resources division encompasses these areas of faculty and student support:

- Assessment Center
- Assessment of Student Learning
- Center for Excellence in Teaching, Learning, and Assessment (CETLA)
- Disability Services
- Jacobs Library
- Online Learning
- Peer Tutoring
- Student Help Desk
- Writing Center

All faculty are encouraged to collaborate with and seek support from all departments within Learning Resources. For assistance, connect directly with an area coordinator or contact the division assistant by calling 815-224-0480.

The Learning Resources team is committed to supporting all faculty and students.

If you need assistance with teaching, learning, or technology, contact Patrice Hess, Director of Learning Resources, patrice_hess@ivcc.edu, 815-224-0462, or visit the division office, room 208 in the E building on the Oglesby Campus.