

To All Academic Chairs:

There have been a number of faculty who have expressed interest in web-enabling one or more of their courses. Our department, Instructional Technology, offers a two hour workshop that covers how to use our online course management system called Deire2Learn.

Would you please mention to the faculty in your department who have asked to web-enable a course to call me (451-4538) or send an email (baldwia@sunysuffolk.edu) to register for one of the following workshops?

Thursday, May 7 th	10:30a.m. – 12:30p.m. and 1:30p.m. – 3:30p.m.
Monday, May 11 th	1:30p.m. – 3:30p.m.
Thursday, May 14 th	10:30a.m. – 12:30p.m. and 1:30p.m. – 3:30p.m.
Monday, May 18 th	1:30p.m. – 3:30p.m.
Tuesday, May 19 th	10:30a.m. – 12:30p.m. and 1:30p.m. – 3:30p.m.

If one or more of the instructors are not able to attend, please have them contact me anyway and we will arrange another day and time that works best for them.

All workshops are held in the Delta room, located on the lower level of the Huntington Library.

Thank you,

Anne Baldwin
Instructional Technology
451-4538