

THE UT CHRONICLES

The Official Newsletter of Drew University Technology



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FACULTY: REQUEST FALL COURSE RESTORES NOW!

The Fall 2020 course shells in Moodle have been created. In order to ensure that your Fall Moodle classes will be ready to go for the first day of classes, we are asking that all requests be made no later than July 20th.

If you're interested in getting started early and you're reusing content from a previous semester, please fill out a [Course Restore ticket](#).



TIPS FOR WORKING REMOTELY

Take Some Time Away

For many people right now, working and learning from home is re-defining our approach to many things. One thing you may hear a lot of people talking about is self-care. One aspect of self-care is actually taking the time to rest – whether you are physically ill or have scheduled a “mental health day”. To set an auto-reply on your email so people know you’re away, check section 1.7 in these [G Suite Learning Center instructions](#). Employees can find suggested text in the April 22 email from dvt@drew.edu.

Gmail Multiple Signatures Update



Last month, we highlighted a new Gmail feature that was expected to start rolling out on March 24. Google pushed that launch date back to April 22, so Drewids should start finding the option to save a new signature in their Settings over the next few weeks. Perhaps you could create a refined signature for use with professors and a more personal signature for use with classmates. [Learn more here](#).