


Campus E-Update

August 1, 2017
Faculty/Staff

Submit

your **announcement** by 8:30 a.m. Tuesday to be included in that day's Campus e-Update.
Example: events, FYIs, and campus notices

Submit

your **great news**
Example: remarkable or noteworthy accomplishments, achievements, or special recognitions

[Announcements page](#) is updated daily. The Campus E-Update is emailed on Tuesday.

Announcements

DocuSign Update

The following forms are available in DocuSign:

Under the BHSU-RC Tab
Room Rental Agreement

Under the Budget Tab
Budget Carry Over Request

Under the Finance Tab

Lodging Direct Bill Authorization
Athletics/Student Activity Travel Advance Request
Individual Travel Advance Request
Delayed Travel Reimbursement Request
Out-of- State/International Travel Request

Banner Finance Tab Access Request
DocuSign Document Approval Form.

Under the Travel Tab

Lodging Direct Bill Authorization
Athletics/Student Activity Travel Advance Request
Individual Travel Advance Request
Delayed Travel Reimbursement Request
Out-of-State/International Travel Request

Under the Shared Templates Tab

All of the above

Are you interesting in using the forms located in DocuSign but aren't sure how they can be accessed?

Do you need to create a template or learn how to send a "one-time" document? Donna Vanden Hoek-Wiles and Anita Haeder are available every Tuesday and Thursday from 2:30 pm to 3:30 pm, during the summer, in the Executive Conference Room in Woodburn Hall. They are also available by appointment to work with you at your desk. Contact them by phone or email - Donna.VandenHoek@bhsu.edu (6512) or Anita.Haeder@bhsu.edu (6566)
--Submitted by Anita Haeder on 2017-07-31

Student Early Access to D2L Courses

The AAC has approved a recommendation to allow students to access their courses in Desire2Learn (D2L) 30 days prior the official start date of a semester. This began with the 2014FA term. [The 30-day access window for Fall 2017 began July 21, 2017.](#)

Instructors should not make any assignments due prior to the first day of the term. The specific purpose for this access is to ease the startup process for students. Once the semester begins, the students can focus on the course itself, and not on resolving technical or procedural issues. Campuses will monitor instructor compliance.

Two factors determine when a student can access a course in D2L:

1. The start date has been reached
2. The course has been activated by the instructor

The start dates of courses are automatically changed in D2L to 30 days prior to the first day of the semester. Instructors control when students actually can access their courses by when they activate them. That being the case, student support service offices (IT, registration, advising, etc.) will direct any student questions about lack of early access to a course to the respective instructor.

To activate your course:

1. Select Edit Course from the upper right Navigation Bar
2. Select the Course Offering Information link
3. About half-way down the next screen is a "Course is active" option
4. Click on the box beside that option
5. Scroll to the bottom of the page and click on Save

6. You must activate every course every semester before students can access them

Thank you!!

Terry Hupp 6038

Anne Stevens

--Submitted by Terry Hupp on 2017-07-31

BHSU Campus Activities App is Live!

We have launched our BHSU Campus Activities App! *You can find this app through the App Store or Google Play Store by searching BHSU Campus Activities.* This app contains important information about resources that BHSU offers as well as activities that are going on around campus.

Once you download the app, all you should need to do is request access. This app will help faculty and staff better assist students by keeping them informed about what is happening on campus.

--Submitted by Erica Whitiker on 2017-07-31

Donations Needed for Student Pantry

Dear colleagues, the University Honors Club will be hosting a food drive in September for our BHSU Student Pantry, but we are in need of donations to continue serving students until that time. Do you have any food, personal care, or household items you might donate? Please contact me (Courtney.HuseWika@bhsu.edu), or donations can be taken directly to the pantry (in the hallway of the ROTC entrance of Humbert Hall) or dropped off in Janette Hettick's office. Thank you for your kindness.

--Submitted by Courtney Huse Wika on 2017-07-31

Kickstart Your Wellness Qualifications with a Health Screening

The three wellness qualifications are beneficial to you no matter the health plan that you choose and not just for the obvious health benefits! Get started on your wellness qualifications now by scheduling an **On-site Health Screening** today.

StayWell representatives will be on campus 8/29/17 - 8/30/17 and again on 10/17/17 - 10/19/17 from 8:30 AM - 4 PM to complete the health screening portion of your wellness requirements.

Please note participants must register for their on-site screening at least 2 weeks in advance to better assess expected participation. You can register at the new benefit site at: <https://benefit.staywell.com/My%20Account/Login?item=/&user=extranet\Anonymous&site=Production+StateSD>

--Submitted by Kasey Salazar on 2017-07-25

Residence Life Wants You...

... to help with move-in!!

As August 18th draws closer, we're getting more and more excited to welcome our new

students to campus! As we have in the past, we'd like you, or your organization to share in that welcome with us by helping our new students move into the residence halls. This year move-in is from 8:00am to 2:00pm, we will have 3 shifts:

8:00am - 10:00noon

10:00am - 12:00pm, and

12:00pm - 2:00pm

We would like to repay your kindness with a free meal in the Hive. **If you would like to help out that day, please let me know via e-mail (john.ginther@bhsu.edu) with your name/group name and number of people you will have.** We will meet at the Hive at 8:00 am, 9:45am and 11:45am to get hall assignments, and go from there.

Please feel free to wear your BHSU Green and Gold or your organizations t-shirt.

Thanks again for helping our new students get acclimated to BHSU and Spearfish. I'm looking forward to working with you all this year.

BHSU Residence Life

--Submitted by John Ginther on 2017-07-18

Events

BHSU Sustainability Weekly Bike Ride

Grab your bike and helmet and meet at the Yellow Jacket Statue outside the Young Center for a weekly bike ride Wednesday, Aug. 2 at 6:30 pm. All abilities are welcome. Rides will last one to two hours and will be canceled in the event of rain.

--Submitted by Katie Christy on 2017-07-31

5th Annual Jacket Ride for Veteran Scholarships

Plan to join us for an amazing ride through the Black Hills Monday, Aug. 7. 100% of Jacket Ride registration fees go to Veteran Scholarships. Registration begins at 10:30 a.m. at the Joy Center. Lunch provided by Elite Events.

Guthmiller

Kanda.Guthmiller@Bhsu.edu (6335)

--Submitted by Kanda Guthmiller on 2017-08-01

News Releases

[Incoming freshman wins BHSU Selfie Day Contest](#)

Black Hills State University freshman, Kirsten Chester, was moving cross country to Spearfish, when she saw online that she was the winner of the BHSU Selfie Day Contest.

[BHSU will have a presence at Rapid City Thursday Nights Aug. 3](#)

Community members will notice a special attraction while enjoying Rapid City Summer Nights and the Main Street Square Summer Concert Series Thursday, Aug. 3. Black Hills State University will board the Black Hills Party Pedaler's 11-seat bike to showcase the University's presence in Rapid City.

[Science research becomes summer job for BHSU students](#)

The Black Hills State University science labs are buzzing this summer as more than 20 students conduct research with faculty mentors. Rather than getting a typical summer job, the students working in the BHSU laboratories are gaining academic knowledge and skill

[BHSU students named to spring 2017 Dean's List](#)

The Office of Academic Affairs at Black Hills State University in Spearfish, S.D. has released the Dean's List for the spring 2017 semester. A total of 686 students maintained a grade point average (GPA) of 3.5 or higher while taking at least 12 credit hours.

BHSU in the Media

BHSU earns STARS rating for sustainability. Read the [AASCU newsletter](#)

Science research becomes summer job for BHSU students. Read the [Rapid City Journal](#) and [Telezkope articles](#)

Students named to BHSU Dean's List. Read [The Bismark Tribune](#), [Forest Lake Times](#), and [Billings Gazette articles](#)

Around the Region: Plankinton, Burke and Platte. Read [The Daily Republic article](#)

New BHSU soccer coach Mike Greco sees program as 'diamond in the rough'. Read the [Black Hills Pioneer article](#)

Kenadi Jean Weis Foundation. Read the [Black Hills Parent article](#)

Freeman Chautauqua programs feature diverse group of experts: Dr. John Glover. Read the [Freeman, S.D. Courier article](#)

Hundreds create Spearfish fence art. Read the [Rapid City Journal article](#)

CAMPUS CALENDAR

Check out upcoming events on the [Campus Calendar](#)

YELLOW JACKET NEWS

Check out scores, upcoming games and other news at [BHSU Athletics](#)

BHSU.edu/news
