Dear colleagues:

I write to update you on various technology initiatives related to teaching/classroom and administration. I’m grateful for the guidance of our Faculty Technology Committee, Yvonne Troya, John Crawford, Rory Little, Dorit Reiss, Marlene Bubrick and Julia Jackson during this critical process.

**Kaleidoscope**
Kaleidoscope innovations continue to streamline internal processes for faculty, students and staff. Approximately 1,300 users have logged in to [Kscope.uchastings.edu](http://Kscope.uchastings.edu). Kscope solutions include PACE management, student employment hiring, adjunct faculty employment & onboarding, student org registration, online Financial Aid supplement forms/data integration, expense reports and reimbursements. Development continues in 2015 with invoice payments, Independent Consultant agreements and document management.

**Attendance Tracking**
The ABA site visit cited our lack of attendance records. In order to address that deficiency, we will ask every faculty member to submit an attendance report for each course taught at the end of the semester. You may use any method of attendance tracking that you like, but if you would like to use the electronic solution for taking attendance, SeatGen has a built in tool that allows you to do this. [Click here](http://Click here) for instructions.

To improve our attendance monitoring capability, we are working to use ID card scanners to record attendance. We have verified the basic feasibility with the test setup in classrooms F and K in a pilot project this summer. There are still some important issues to settle regarding the report and ID card format and the possible integration into the course records in Colleague, all of which can be resolved, perhaps before the Spring 2016 semester starts.

A separate email with more information regarding SeatGen and access to classroom layouts will be sent on August 10.

**Canvas**
We will be conducting a small pilot of less than 200 students who will be using Canvas this fall. We will also be mirroring Blackboard courses within Canvas and migrate content from fall 2014 or spring 2015 (whichever is the most current course taught by the faculty member). This migration will have no effect on what you load into Blackboard this fall and all content that has been uploaded into Blackboard in previous semesters as of April 2015 has been backed up. Look for additional announcements from IT and the Technology Committee on the status of implementing Canvas as our new learning management system.
**Clickers**
Please contact IT as soon as possible if you plan to use clickers in your course this fall. They will provide details where students can purchase clickers at a discount rate and other information on how to implement. Please put “clickers” in the subject line.

**PACE**
Students completed PACE (Professor and Course Evaluations) surveys for the second semester using Kscope; 3,300 PACE surveys were completed for Spring 2015. [Click here](#) for instructions on how to access PACE or contact Faculty Support for assistance.

**PayIt!**
Personal reimbursements are now processed in the College's Expense Management system, Pay It!. Reimbursement requests for college-related expenses are entered into Pay It! By the Faculty Support staff. If you are seeking reimbursement you must log into Pay It!, reviewing the reimbursement details, acknowledging the Electronic Agreement, and submitting for approval. Employees are expected to submit itemized receipts via original or email form before reimbursements are processed. Reimbursements will continue to be made via direct deposit. We have been very successful in migrating faculty -- 30 faculty members have now been trained. [Click here](#) for more information and instructions for accessing PayIt!.

**Student Employment**
The student employment process for hiring research assistants (non-work study) and student workers for on-campus positions are now processed via the Kscope portal. Faculty and staff are able to post vacant positions at [Kscope.uchastings.edu](#). Students apply by using online forms and uploading their CV, writing sample and additional application, if required. Once the student is selected, they will receive an email notification with instructions for completing HR employment/onboarding forms. The supervisor will receive an email notification when the student completes the forms and is ready to begin work. Please contact Faculty Support or the Academic Dean's office if you need assistance or training and [click here](#) to find step by step instructions.

We appreciate your cooperation as we continue to improve our internal processes and welcome any feedback you may have.

all best, Beth

[Signature]

Elizabeth L. Hillman
Provost & Academic Dean
Professor of Law
University of California Hastings College of the Law
hillmane@uchastings.edu
415.565.4682