

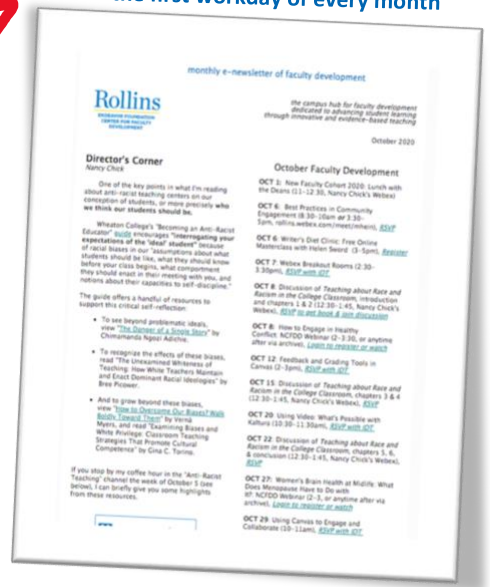
# Let the Endeavor Center Help You Spread the Word: Using the Campus-wide Faculty Development Events Calendar

If you want your faculty development workshops, lunch & learns, book discussions, etc., to be included in the regular faculty development communications sent to **all Rollins faculty<sup>1</sup>**, ...

**"This Wk in Faculty Development" email every Monday morning**



**Monthly faculty development newsletter the first workday of every month**

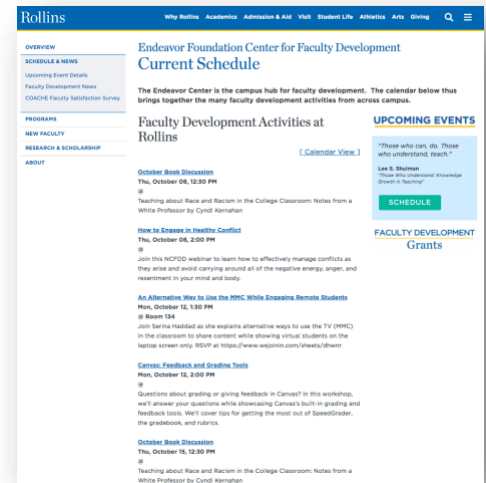


... enter them into the Campus Events Calendar filtered for faculty development.

**The Campus Events Calendar can be viewed with just faculty development events.**

October						
SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	1	2	3
4	5	6	7 2:30 PM - Values Breakfast Rooms 12:30 PM - October Book Discussion 2:00 PM - How to Engage in Healthy Conflict	8	9	10
11	12 1:30 PM - An Alternative Way to Use the HMC White Engaging Remarks 2:00 PM - Canvas Feedback and Grading Tools	13	14	15 12:30 PM - October Book Discussion	16	17
18	19	20 10:30 AM - Using Video: What's Possible with Kahala	21	22 12:30 PM - October Book Discussion	23	24
25	26 2:00 PM - Women's Brain Health at Middle West Does Menopause Have to Do with It?	27	28	29 10:00 AM - Using Canvas to Engage and Collaborate	30	31

**BONUS: The Campus Events Calendar automatically feeds all faculty development events onto the Endeavor Center's "Schedule" page.**



<sup>1</sup> All faculty -- full time and part time (including all adjuncts) from CLA, Holt, and Crummer.

# Easy Instructions

**Rollins**  
EST. 1888  
Rollins Faculty/Staff Calendar Event Request Form

Event ID: 144

**Event Details**

Event Name\*  
E.g. Modern Art Seminar

Summary\*  
Tell people why your event is amazing in a few sentences. This is what will show in search results.  
250 characters remaining

Full Description\*  
Tell people why your event is amazing in a few sentences. This is what will show in search results.

**Location & Time**

Choose by Location

Search & Select Locations

Locations You've Selected

Start typing to search

No Locations selected.

+ Add a Custom Location

Check Availability

Choose Date:  Repeat Weekly

Choose an Available Date

2025 - October

S M T W T F S

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

All Day (All Open Hours)

Do not publish the end date/time

Specify Publish Date/Time (UTC-05:00 Eastern Time (US & Canada))

Start: 0 : 00 AM

End: 0 : 00 AM

**Categories & Keywords**

Category

Start typing or use dropdown to choose a category

Keywords  
Enter keyword (e.g. Home, Away, etc.) and/or other

**Additional Information**

Department

None

Center Center

Dept. of Faculty

Human Resources

Instructional Design

Student Records

**Contact Information**

Full Name

John Doe

Phone Extension

(555) 555-5555 017

Email

email@address.com

**Pictures & Attachments**

Choose from library or Paste URL, text or uploaded file (20MB max)

\*This document is for internal and external use.

1. Sign in with your Rollins credentials via [Okta](#).

2. After you're signed in, go to [the form on this page](#).

If the link doesn't take you straight to the form, make sure you're signed in, and then click [the form link](#) again.

3. Fill out the form with the relevant information.

4. Under "Categories & Keywords," select "Faculty Development." ← *most important step!*

**Categories & Keywords**

Category

Start typing or use dropdown to choose a category

- Athletics
- Crummer Business School
- Faculty Development**
- Hamilton Holt School
- Health & Wellness

5. Click "Submit."

Your submission will then be approved by Marketing & Communications to appear on the calendar.

Events on this calendar then appear in the regular faculty development communications to all Rollins faculty.