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**Covid-19 Health and Safety Precautions:**

**Keeping our DePaul community safe is of utmost importance in the pandemic. Students, faculty and staff are expected to (1) wear a mask as required at all times while indoors on campus; (2) refrain from eating and drinking in classrooms; (3) keep current with their COVID-19 vaccinations or exemptions; (4) stay home if sick; (5) participate in any required COVID-19 testing; (6) complete the online Health and Safety Guidelines for Returning to Campus training; and (7) abide by the City of Chicago Emergency Travel Advisory.**

**By doing these things, we are Taking Care of DePaul, Together.**

**The recommendations may change as local, state, and federal guidelines evolve.**

**Students who do not abide by the mask requirement may be subject to the student conduct process and will be referred to the Dean of Students Office. Students who have a medical reason for not complying with any requirements should register with DePaul’s Center for Student with Disabilities (CSD).**

**INTRODUCTION TO PITCHING**

**Autumn 2021**

SCWR 240 (Previous course number: DC 288)

Mondays: 5:45 – 9:00 pm

Classroom: #209; 14 East Jackson (Loop Campus)

Instructor: Christopher Parrish

Virtual Office Hours: Tuesdays 10:00 am – 4:15 pm (Please make appointment via Bluestar 24 hrs. in advance)

Office: CDM #450A (Until further notice, my office hours will be via Zoom.)

Office Phone: (312)362-5815. (My calls to this number will go to voicemail. Please email me with any questions or please set up a meeting via Bluestar.)

Email: [cparris6@depaul.edu](mailto:cparris6@depaul.edu)

Course Description:

This course focuses on creating an inventory of new material for future writing projects by developing and pitching stories for studio and independent films, as well as cable, streaming, and network television series. Students will analyze the vital role of pitching in the entertainment industry and build a foundation towards mastering professional pitching techniques.

Prerequisites:

SCWR 100 or SCWR 101

Course Outcomes: Students will generate pitches for two feature films, two television pilots and one web series.

Type of Instruction:

In class pitches, screenings, readings and discussions

Attendance:

Since the majority of what you will be graded upon are your pitches and in class activities, it is imperative you attend class and arrive on time. With online classroom learning as an option for some weeks, watching your classmates’ pitches and submitting feedback is mandatory.

Professor’s Email: [cparris6@depaul.edu](mailto:cparris6@depaul.edu) (Expect a response within 12 hours)

Course Changes:

Depending on time factors, the assignments, lectures and screenings may require alterations or rescheduling. Such changes, if any, will be announced in class. **For example, depending on class size, students will will take turns giving their presentation, via a video recording, to be posted on D2L for critique and grading by the instructor and peers.**

Course Management System:

D2L

Required Textbooks:

* Good in a Room: How to Sell Yourself (and Your Ideas) and Win Over Any Audience by Stephanie Palmer, ISBN13: 978-1400156726

Required viewings will vary depending on pitch assignments and provided by professor.

Learning Objectives:

Upon successful completion of this course students will be able to:

* appraise the merits of their story ideas before beginning the development process
* select projects for development that suit their interests and skills as well as the market
* create well-developed individual pitches for multiple projects
* revise their pitches based on feedback from the professor and their peers
* evaluate the work of their peers and formulate helpful feedback

Course Objectives:

Students will learn and practice the craft of verbally pitching their own original motion picture projects, as well as projects based on existing motion picture franchises.

Students will learn and practice the craft of verbally pitching their own television projects, as well as television projects based on existing series.

Students will gain insight into current industry opportunities, trends and demands.

Students will develop and craft their own personal creative “brand” by identifying and exploring themes, personal experiences and their own unique perspectives.

Learning Domain Description:

SCWR 240: Introduction to Pitching is included in the Liberal Studies program as a course with credit in the Arts and Literature domain. Courses in the Arts and Literature domain ask students to extend their knowledge and experience of the arts by developing their critical and reflective abilities. In these courses, students interpret and analyze particular creative works, investigate the relations of form and meaning and through critical and/or creative activity to come to experience art with greater openness, insight, and enjoyment. These courses focus on works of literature, art, theater, or music as such, though the process of analysis may also include social and cultural issues. Students who take courses in this domain choose three courses from such choices as literature, the visual arts, media arts, music and theater. No more than two courses can be chosen from one department or program.

Learning Outcomes:

1. Students will be able to explain, in well-written prose, what a work of art is about and/or how it was produced.
2. Students will be able to comment on the relationship between form and content in a work.
3. Students will be able to assess the aspects of their subject and put those qualities into words, using, when appropriate, specialized vocabulary employed in class and readings.
4. Students will be able to contextualize a work of art. They will be able to do so with respect to other works of art in terms of defining its place within a broader style or genre. They will also be able to contextualize a work of art in terms of contemporaneous aesthetic, social, or political concerns, discussing how these might shape the work’s reception and how that reception might differ amongst various peoples and historical periods.

Written Assignments:

No late work will be accepted with the exception of a documented medical emergency. **DO NOT EMAIL YOUR ASSIGNMENTS TO ME. THEY WILL NOT BE GRADED. ALL ASSIGNMENTS (WRITTEN AND VIDEO) MUST BE SUBMITTED ON D2L. SUBMISSIONS MUST BE AS PDFs (WRITTEN) AND QUICKTIME FILES (VIDEO) ONLY.**

Withdrawal Drop Dates:

Tuesday, September 14, 2021 – Deadline to add classes to Autumn Quarter 2021 schedule **(11:59 DEADLINE.)**

Tuesday, September 21, 2021 - Last day to drop Autumn Quarter classes with no penalty (100% tuition refund if applicable and no grade on transcript.)

Tuesday, September 21, 2021 – Last day to select pass/fail option for Autumn Quarter 2021 classes

Wednesday, September 22, 2021 – Grades of “W” assigned for Autumn Quarter dropped on or after this day

Tuesday, October 26, 2021 – Last day to withdraw from Autumn Quarter 2021 classes

Grading:

(3 Minutes) Grab Bag 3 Card Pitch & Bullet-points 5%

(5 Minutes) Web Series Pitch & Treatment 5%

(5 Minutes) 3-2-1 Indie Movie Pitch & Treatment 5%

(7 1/2 Minutes) I.P. Freelance TV Episode Pitch & 10 Episode

Loglines & Treatment 7.5%

(7 1/2 Minutes) I.P. Movie Sequel/Prequel/Spinoff Pitch

& Treatment 7.5%

(7 1/2 Minutes) I.P. TV Series Reboot/Spinoff/Film Franchise

Adaptation & Treatment 10%

Quiz 10%

(10 Minutes) First Original TV or Movie Pitch & Leave Behind 15%

(10 Minutes) Final Original **ONLINE** TV or Movie Pitch & Leave

Behind 15%

“Executive Notes” of Peer Group’s First Original TV or Movie Pitch 10%

Class Participation / Peer to Peer Evaluation Forms 10%

**ALL ASSIGNMENTS WILL INCLUDE A RUBRIC POSTED ON D2L.**

Grading System:

A: 93% – 100%;

A-: 92.9%% - 90.00%

B+: 89.9 – 88%

B: 87.9% - 83%

B-: 82.9% - 80%

C+: 79.9% - 78%

C: 77.9% - 73%

D+: 69.9% - 68%

D: 67.9% - 63%

D-: 62.9% - 60%

F: 59.9% - Lower

Course Schedule:

Week #1 Monday, September 13th:

Introductions. Syllabus Review.

Lecture: And here’s the pitch!

Key Elements of a Movie Pitch vs. Key Elements of a TV Pitch

30 second - 1 Minute Elevator Pitch/Cold Call

MOVIE: Genre, Tone “This Meets This” or “It’s BLANK set on a BLANK,” Logline, Main Character Goal and Obstacle

TV: Format, Tone, Logline, Main Character and His/Her Reoccurring Conflict

5 Minute Returned Call or Meet & Greet Pitch

MOVIE: Why This Movie is Uniquely You, Genre, Tone/Netflix Queue, Logline, Set Pieces aka Tentpole Moments, Broad strokes of Protagonist’s Character Arc (including Goal and Obstacle)

TV: Why This TV Show is Uniquely You, Format, Tone, Logline of Series, Theme Exploring, Brief Main Character(s) Broad strokes, Reoccurring Conflict of Series, Logline of Series

10 – 15 Minute Sit Down Pitch

MOVIE: Why You Chose Them to Pitch, A Little About You, Genre, Tone/Netflix Queue, Logline, Setting, 3 Act Structure (50% spent on Act One/35% on Act Two/15% Act 3), Set Pieces Pointed Out as You Pitch, Increasing Obstacles, Character Arcs – The Changing Need and The Changing Want

TV: Why You Chose Them to Pitch, A Little About You, Format, Audience Timeslot, Tone/Companion Piece, Logline, Theme Explored, Setting/Sets, Characters (ideally keep it to 4 main), Continual Source of Tension/Conflict, Pilot, One sentence loglines of future episodes, Series Arc, First Season Arc, “Episode 100?”

**TIME PERMITTING**: Classroom Student Presentation: Pitch Your Favorite Movie or TV Show in (1 Minute)

Week #2 Monday, September 20th:

Lecture: More Pitching Do’s & Don’ts

Proper protocols, Meeting and Reading the Room, Dressing Casual but not Too Casual, Casual and Less Casual Conversation, Energy Levels, Taking Yes for an Answer, Expecting the Unexpected During Your Pitch

Lecture: Writing a “Leave Behind” –aka- “One Pager” and Why They’re Important

Pitch Visual Props: Pros and Cons

Classroom Student Presentation: 3 Card Grab Bag (3 Minute) Pitch Presentation

Classroom Exercise #1: (TIME PERMITTING) Collaborating with a partner, create a 3 Minute Pitch and Leave Behind of an existing web series (reality series ok ex. Comedians in Cars Getting Coffee)

**Homework Assignments:** Web Series Pitch and Leave Behind (5 Minutes)

**Reading**: Chapters 4 - 8

Week #3 Monday, September 27th:

Classroom Student Presentation: Pitch Your Favorite Movie or TV Show in (1 – 3 Minutes)

**Lecture: Hierarchies of TV and Film Pitches**

\* TV Network Executive Hierarchy

\* Studio Executive Hierarchy

\* Agency/Management Hierarchy

Classroom Student Presentation: Web Series Pitch (5 Minute)

**Homework Assignment(s)**: 3-2-1 Indie Movie (5 Minute) Pitch & Leave Behind. (Use ONLY 3 Main Actors, 2 Locations and 1 “Hook” (ex. A QUIET PLACE “You can’t make noise or the aliens will hear and kill you”) Post your Leave Behind on D2L before the beginning of the next class.

**Selected students record your pitches on Quicktime and post on D2L. Due at beginning of next week’s class.**

**Reading**: Chapters 11 - 13

Week #4: Monday, October 4th:

Lecture: Exploring the TV Market. What’s in play for the new season? What’s DOA? Where can you find the info? Is there a way to work in TV without an agent? Do I need to live in LA to work in TV?

Classroom Student Presentation: 3-2-1 Indie Movie Pitch & Leave Behind (5 MINUTE)

**Homework Assignment**:

I.P. Freelance TV Episode Pitch (of a series currently running new episodes) with Treatment and & 10 Episode Loglines (7 1/2 Minutes).

Post your Loglines and one 1 page Treatment based on a logline on D2L at the beginning of next class.

**Selected students record your pitches on Quicktime and post on D2L. Due at beginning of next week’s class.**

**Reading**: Chapters 20 - 24

Week #5: Monday, October 11th:

Lecture: Catching a Shark: Approaches Toward Finding and Landing an Agent

Classroom Student Presentation: I.P. Freelance TV Pitch & Treatment (7 1/2 Minutes)

**Homework Assignments**:

I.P. Movie Sequel/Prequel/Spinoff (7 1/2 Minute Pitch) & Leave Behind. Post your Leave Behind on D2L at the beginning of next class.

Watch and post questionnaires for classmates’ Quicktime video pitches.

**Selected students record your pitches on Quicktime and post on D2L. Due at beginning of next week’s class.**

**Reading**: Chapters 27 - 30

Week #6: Monday, October 18th

Lecture: Drumming Up Writing Assignments & Creating Your Own Package

Classroom Student Presentation: Movie Sequel/Prequel/Spinoff & Treatment (7 1/2 Minute Pitch).

**Homework Assignments**:

I.P. TV Pitch: Reboot/Spinoff/Adaptation of a Hit Studio Movie into a TV Series (7 1/2 Minute Pitch) and Treatment. Due at the beginning of next class.

Watch and post questionnaires for classmates’ Quicktime video pitches.

**Selected students record your pitches on Quicktime and post on D2L. Due at beginning of next week’s class.**

Take Home Quiz. **DUE ON D2L AT BEGINNING OF NEXT CLASS.**

Week #7: Monday, October 25th

**TAKE HOME QUIZ DUE ON D2L**

Lecture: Protecting Your Material

Classroom Student Presentation: I.P. TV Pitch: Reboot/Spinoff/Adaptation of a Hit Studio Movie into a TV Series (7 1/2 Minute Pitch).

**Homework Assignment**: Group Alpha: Prepare Your First 10 Minute Original Movie or TV Series Pitch & Treatment. **DUE NEXT CLASS**

Watch and post questionnaires for classmates’ Quicktime video pitches.

**Selected students record your pitches on Quicktime and post links on D2L. Due at beginning of next week’s class.**

Week #8: Monday, November 1st:

Lecture: Discovering Your Brand and Selling It

Classroom Student Presentation: Group Alpha: YOUR FIRST 10 MINUTE ORIGINAL MOVIE or TV SERIES PITCH & TREATMENT

Group Beta: Perform as “Executives”

**Homework Assignment**: Group Beta: Prepare First 10 Minute Original Movie or TV Pitch. **DUE NEXT CLASS**

Week #9: Monday, November 8th

Classroom Student Presentation: Group Beta: YOUR FIRST 10 MINUTE ORIGINAL MOVIE OR TV PITCH & TREATMENT

Group Cappa: Perform as “Executives”

**Homework Assignment**: Group Cappa: Prepare Your First 10 Minute Original Movie or TV Pitch and Leave Behind. **DUE NEXT CLASS**

Week 10: Monday, November 15th

Classroom Student Presentation: Group Cappa: YOUR FIRST 10 MINUTE ORIGINAL MOVIE OR TV PITCH

Group Alpha: Perform as “Executives”

**Homework Assignment**: GROUPS ALPHA, BETA AND CAPPA: Prepare Your Second 10 Minute Original Movie or TV Pitch and Leave Behind. **(DUE MONDAY, NOVEMBER 22nd ON D2L BY 5:45PM)**

Week 11: **(NO ONLINE CLASS)** Monday, November 22nd

**ALL RECORDED Online Student Presentations (ALPHA, BETA and CAPPA) DUE BY 5:45PM**

**Group Alpha provide “Executive Notes” to Group Beta**

**Group provide “Executive Notes” to Group Cappa**

**Group Cappa provide “Executive Notes” to Group Alpha**

**ALL EXECUTIVE NOTES FOR ALL GROUPS DUE FRIDAY, NOVEMBER 26th BY 5:45PM.**

**Changes to Syllabus**

This syllabus is subject to change as necessary during the quarter.  If a change occurs, it will be thoroughly addressed during class, posted under Announcements in D2L and sent via email.

**Online Course Evaluations**

Evaluations are a way for students to provide valuable feedback regarding their instructor and the course. Detailed feedback will enable the instructor to continuously tailor teaching methods and course content to meet the learning goals of the course and the academic needs of the students. They are a requirement of the course and are key to continue to provide you with the highest quality of teaching. The evaluations are anonymous; the instructor and administration do not track who entered what responses. A program is used to check if the student completed the evaluations, but the evaluation is completely separate from the student’s identity. Since 100% participation is our goal, students are sent periodic reminders over three weeks. Students do not receive reminders once they complete the evaluation. Please see <https://resources.depaul.edu/teaching-commons/teaching/Pages/online-teaching-evaluations.aspx> for additional information.

**Academic Integrity and Plagiarism**

This course will be subject to the university's academic integrity policy. More information can be found at https://resources.depaul.edu/teaching-commons/teaching/academic-integrity/Pages/default.aspx.

**Academic Policies**

All students are required to manage their class schedules each term in accordance with the deadlines for enrolling and withdrawing as indicated in the [University Academic Calendar](https://academics.depaul.edu/calendar/Pages/default.aspx).  Information on enrollment, withdrawal, grading and incompletes can be found at: <http://www.cdm.depaul.edu/Current%20Students/Pages/PoliciesandProcedures.aspx>

**Incomplete Grades**

### An incomplete grade is a special, temporary grade that may be assigned by an instructor when unforeseeable circumstances prevent a student from completing course requirements by the end of the term and when otherwise the student had a record of satisfactory progress in the course. All incomplete requests must be approved by the instructor of the course and a CDM Associate Dean. Only exceptions cases will receive such approval. Information about the Incomplete Grades policy can be found at <http://www.cdm.depaul.edu/Current%20Students/Pages/Grading-Policies.aspx>

**Students with Disabilities**

Students seeking disability-related accommodations are required to register with DePaul’s Center for Students with Disabilities (CSD) enabling them to access accommodations and support services to assist with their success. There are two office locations:

* Loop Campus – Lewis Center #1420 – (312) 362-8002
* Lincoln Park Campus – Student Center #370 – (773) 325-1677

Students who register with the Center for Students with Disabilities are also invited to contact Dr. Gergory Moorhead, Director of the Center, privately to discuss how he may assist in facilitating the accommodations to be used in a course. This is best done early in the term. The conversation will remain confidential to the extent possible.

Please see <https://offices.depaul.edu/student-affairs/about/departments/Pages/csd.aspx> for Services and Contact Information.

**Proctored exams for OL courses (if applicable)**

If you are an online learning student living in the Chicagoland area (within 30 miles of Chicago), you will need to come to the Loop campus to take an exam. Online learning students outside of the Chicagoland area are required to locate a proctor at a local library, college or university. You will need to take the exam within the window your instructor gives. Students should examine the course syllabus to find exam dates and the instructor's policy on make-up exams. Detailed information on proctored exams for online learning students can be found at <http://www.cdm.depaul.edu/onlinelearning/Pages/Exams.aspx>

**Online office hours for OL courses (if applicable)**

Faculty should be accessible to online students via phone, email and/or Skype.

1. How to use Bluestar to Make Appointments: <https://offices.depaul.edu/depaul-central/student-resources/Pages/BlueStar.aspx>
2. CDM Acadmic Advising: <https://www.cdm.depaul.edu/Student-Resources/Pages/MeetOurStaff.aspx>
3. University Academic Advising: <https://resources.depaul.edu/student-success/advising/Pages/default.aspx>
4. CDM SCA Tech Support Email: [scaavsupport@depaul.edu](mailto:scaavsupport@depaul.edu)
5. University Tech Support: https://offices.depaul.edu/information-services/support/Pages/default.aspx
6. Dean of Students Office: <https://offices.depaul.edu/student-affairs/about/departments/Pages/dos.aspx>
7. Incomplete Request: <https://www.cdm.depaul.edu/Student-Resources/Pages/Grading-Policies.aspx>
8. Tutoring and Study Help: <https://resources.depaul.edu/student-success/tutoring/Pages/default.aspx>
9. University Counseling Services: <https://offices.depaul.edu/student-affairs/about/departments/Pages/ucs.aspx>
10. University Financial Aid Office: <https://www.depaul.edu/admission-and-aid/financial-aid/Pages/contact-us.aspx>
11. University Student Success Resources: <https://resources.depaul.edu/student-success/Pages/default.aspx>
12. The Vincentian Assistance Fund: <https://offices.depaul.edu/mission-ministry/scholarships-grants-awards/Pages/Vincentian-Assistance-Fund.aspx>

**Academic and Technical Student Resources**

## Succeeding as an Online Student

[A collection of crowdsourced tips](https://resources.depaul.edu/student-success/success-strategies/Pages/default.aspx) from DePaul students, faculty, and staff include information on finding computer and internet access, staying organized, communicating with instructors, participating effectively in group work, and creating a productive work environment.

## D2L Tutorials

For help navigating and use D2L, visit the [student tutorials and guides to using D2L](https://resources.depaul.edu/student-success/technology/Pages/desire2learn.aspx). The tutorials and guides provide instructions for doing things such as starting a thread in a Discussion and submitting to a Submission folder.

## Students with Disabilities

Students seeking disability-related accommodations are required to register with DePaul's [Center for Students with Disabilities](http://offices.depaul.edu/student-affairs/support-services/for-specific-populations/Pages/students-with-disabilities.aspx) (CSD), enabling you to access accommodations and support services to assist in your success. You can inquire via email at [csd@depaul.edu](mailto:csd@depaul.edu) or via phone: +1 (312) 362-8002 or +1 (773) 325-1677.

Students are also invited to contact me privately to discuss your needs and how I may assist in facilitating the accommodations you will require during this course. This is best done early in the term and our conversation will remain confidential.

For information on accessibility issues related to D2L, visit the [accessibility section of the D2L website](https://www.d2l.com/accessibility/).

### Additional Accommodations

This course may include instructional content delivered via audio and video. If you have any concerns about your ability to access and/or understand this material in its default format, please notify me within the first week of the course so accommodations can be made.

## Technology Support

For technical support by email, email [helpdesk@depaul.edu](mailto:helpdesk@depaul.edu). To submit an online ticket, [visit the DePaul service portal](https://depaul.service-now.com/sp). For technical support by phone, call DePaul's Help Desk at +1 (312) 362-8765. The Help Desk operates on Central Standard Time and its hours are as follows:

Monday – Thursday: 8 a.m. to 8 p.m.  
Friday: 8 a.m. to 5 p.m.  
Saturday: 8 a.m. to 4 p.m.  
Sunday: Closed

The Help Desk is closed during all University holidays.

For DePaul software information, visit the [Student Success Technology guide](https://resources.depaul.edu/student-success/technology/Pages/default.aspx).

[DePaul Writing Center](https://condor.depaul.edu/writing/)

Writing Center tutors can meet with you online. Writing Center Tutors work with writers on many different projects across disciplines. In each appointment, Writing Center tutors will work with you to collaboratively set an agenda focused on one, two, or three specific topics for revision.

[DePaul Library](https://library.depaul.edu/Pages/default.aspx)

You can use [Ask a Librarian](http://library.depaul.edu/get-help/ask-a-librarian/Pages/default.aspx) to discuss questions with a librarian via instant messaging. The library also provides [Research Guides](http://library.depaul.edu/get-help/Pages/Research-Guides.aspx) for any field in which you need to conduct research.

## Counseling Services

[University Counseling Services](http://studentaffairs.depaul.edu/ucs/) are operating on a virtual basis and counselors are available for support, crisis management, consultation and community referrals.

If you would like to be contacted by a counselor please leave a message with University Counseling Services: +1 (773) 325-7779. Their front desk staff are working remotely and will answer your call directly. If they are taking another call, leave a message and your call will be returned within a business day.

In case of an urgent or life-threatening emergency, please call Public Safety +1 (773) 325-7777, 911, or Advocate Illinois Masonic Behavioral Health Services Crisis Line (if you are in Chicago).

## Office for Academic Advising Support

The [Office for Academic Advising Support](http://offices.depaul.edu/academic-advising-support/Pages/default.aspx) (OAAS) is open for online advising appointments.

Any student who is undeclared or thinking about changing or adding a major or minor is welcome to meet with an OAAS advisor via Zoom to discuss your options and interests. Please email [AdvisingSupport@depaul.edu](mailto:AdvisingSupport@depaul.edu) for assistance scheduling an appointment or with any other advising question.

## Career Center

The [DePaul Career Center](https://resources.depaul.edu/career-center/Pages/default.aspx) offers a range of career services, available virtually, including personal career advising, career-skills workshops, mentoring, networking, and job and internship opportunities.

## Dean of Students

The [Dean of Students Office](http://studentaffairs.depaul.edu/dos/) provides many services to help students adjust to college. They also have resources for students who experience difficult situations, such as illnesses or family issues, and they offer support options for a variety of circumstances.

The Dean of Students Office is accessible for live questions, referrals and assistance via [a virtual office using Zoom](https://depaul.zoom.us/j/325676547). The virtual office will be staffed Monday-Friday from 9 a.m. to 5 p.m. (CST). You can also request an appointment by calling 773-325-7290 or by emailing [deanofstudents@depaul.edu](mailto:deanofstudents@depaul.edu). In cases of emergency, please call the Department of Public Safety at 773-325-7777.

## DePaul Central

[DePaul Central](https://offices.depaul.edu/depaul-central/Pages/default.aspx) provides services to help student manage registration, academic planning, financial aid, and payment processes.

Use their services by calling +1 (312) 362-8610, emailing [finaid1@depaul.edu](mailto:finaid1@depaul.edu) or [dpcl@depaul.edu](mailto:dpcl@depaul.edu), or by joining the DePaul Central Zoom Lobby for assistance from 9 a.m.-12 p.m. (CST) (10 a.m. - 12 p.m. on Wednesdays).

[Monday, Tuesday, Thursday, Friday Zoom Lobby](https://depaul.zoom.us/j/98062663745)  
[Wednesday Zoom Lobby](https://depaul.zoom.us/j/91420509488)

Please also see DePaul Central's [step-by-step instructions](http://offices.depaul.edu/depaul-central/student-resources/learning-center/Pages/default.aspx) on how to use [Campus Connect.](http://campusconnect.depaul.edu/)

## Policies

* [Academic Integrity](http://academicintegrity.depaul.edu/)
* [Academic Calendar with Add/Drop Dates](https://academics.depaul.edu/calendar/Pages/default.aspx)
* [Undergraduate Student Handbook](https://catalog.depaul.edu/student-handbooks/undergraduate/)
* [Graduate Student Handbook](https://catalog.depaul.edu/student-handbooks/graduate/)

**D2l Student Settings**

This page contains instructions for customizing and managing notifications in D2L, and adding a profile picture to D2L.

## Get Course Notifications

Notifications from D2L can help you to stay connected to your courses and on track with course work. You have a few options for receiving and managing notifications in D2L. You should select the option for receiving and managing notifications that will work best for you.

### Get Course Notifications via the Pulse App

The Pulse app provides an easy view of course calendars, readings, assignments, grades, and announcements. The Pulse app will also allow you to receive push notifications from your courses. The Pulse app sends push notifications for all types of D2L activity; for example, a push notifications is sent when a News item is published, a new grade is updated, a new item in Content is published, and feedback is published via a Submission folder.

#### Instructions for Downloading and Using the Pulse App

1. In the top right of D2L, select your name to open the menu.
2. Select **Notifications**.
3. Select **App Store**, if you have an iOS device, or **Google Play**, if you have an Android device.
4. Follow the on-screen instructions to install the app on your device.
5. On your device, open the Pulse app.
6. Search for and select **DePaul University** as your institution.
7. Log in with your Campus Connect user ID and password. You will see a list of your classes.

### Get Course Notifications via Email

When subscribing to notifications via email, you select the notifications that you receive. Instant notifications are the recommended type of notifications, and you can further determine the items you would like to be notified of via email.

#### Instructions for Subscribing to Instant Notifications via Email

1. In the top right of D2L, select your name to open the menu.
2. Select **Notifications**.
3. Navigate to the "Instant Notifications" section.
4. In the "Email" column, select the items you would like to trigger notifications via email. (If a box is already selected, then you are already to subscribed to that type of instant notification.)
5. Select **Save**.

## Add a Profile Picture

Adding a profile picture can enable a greater sense of community among course participants. When you add a profile picture, it will appear next to your name in the Classlist and in Discussions.

#### Instructions for Adding a Profile Picture to D2L

1. In the top right of the course homepage, select your name to open the menu.
2. Select **Profile.**
3. The user profile page will open. Select **Change Picture**.
4. A pop-up box will appear. Select **My Computer.**
5. Select **Upload**.
6. Select the image from your computer.
7. Select **Choose.**
8. The image name should be displayed. Select **Add.**