New Instructor Orientation

August 2015
The School of Continuing Studies

- **Our Vision:** To be a global leader in university continuing education by enriching lives and transforming lifelong learning.

- **Our Mission:** To help people advance their learning, life, and career goals.

**Our Values:**
- Learners First
- Excellence
- Creativity
- Collaboration
- Inclusion
- Accountability
The School of Continuing Studies

- Proud School of the University of Toronto
- Non-degree non-credit continuing education
- 30,000 enrolments annually
- Tri-campus presence (St. George, UTM and UTSC)
- Global reach
- Partnerships with 17 Professional Associations recognizing 100+ courses
- Revenue-generating social enterprise
Welcome to the School’s Community of Instructors

• **600+ instructors**
  - Subject matter experts and professionals/practitioners, who bring a passion for teaching to our “classrooms”

• Meet Your Colleagues:
  - **Instructor Reception**
    - September 9th 5:30 – 7:30pm
  - **Excellence In Teaching Awards & Holiday Reception**
    - early December

• Learn With Us: **tuition waived for 1 course annually**
Our Courses & Programs

• The School offers more than **600 courses** and **80 certificates**, classroom-based & online, covering a vast range of interests and specializations:
  
  – Business & Professional Studies
  – English Language Program
  – Arts & Science
  – Languages & Translation
  – Creative Writing

• Over **1,600 course sections** offered during 3 semesters – fall, winter & spring/summer
### Program and Administrative Team

**We’re here to help you**

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibilities</th>
</tr>
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</table>
| **Program Director**   | ✓ Academic Guidance & Quality Assurance  
                          ✓ Program portfolio strategy: program innovation / renewal  
                          ✓ Relationship stewardship with professional associations  
                          ✓ Instructor recruitment  
                          ✓ Contract management |
| **Program Administrator** | ✓ Course administrative support  
                          ✓ Contract administration and payment  
                          ✓ Course / Classroom Resource Procurement  
                          ✓ General questions |
| **Digital Learning**   | ✓ Blackboard Support  
                          ✓ AQ Assurance - platform agnostic course / program design, learning technologies, etc.  
                          ✓ Instructor Support & Professional Development |
Our Instructors

Key Responsibilities

1. Teach the curriculum / facilitate learning
   • deliver on learner outcomes
   • communicate clear expectations & rubrics for assessment
   • innovate and bring curriculum to life (e.g. current cases, Canadian examples, etc.)
   • use course evaluations / learner feedback to enhance course for next semester

2. Manage the course and set positive tone
   • course outline – contract with learners – set / manage expectations

3. Engage learners and be responsive to learning styles / needs
   • use “instructional mix”: lecture, presentations (guest speakers), discussions, group activities, cases and opportunities to apply theory to practice, etc.

4. Be a role model – School’s Ambassador

5. Provide feedback to Learners
   • meaningful and constructive – throughout semester
Teaching Philosophy
A Learning Partnership

**INSTRUCTOR**
- Sage on the Stage
  - Empty Vessel - "Tabula Rasa"
  - No work experience

**LEARNER**
- Guide on the Side
  - Builder - Creator - Co-Designer
  - Established Subject Matter Expertise
Top Tips: Engaging Learners

1. Tap into professional / life experience of learners & address continuum of experience

2. Provide opportunities for learners to solve problems / apply learning

3. Provide frequent breaks in learning & ‘chunk’ content (15-20 minutes of attention)

4. Consider use of small groups and foster team environment

5. Develop strategies to deal with a variety of learners & variety of learning styles

6. Define / reinforce individual accountability for learning (input = outcome)

7. Engage learners in “active learning” in each class / module

8. Provide opportunities to synthesize concepts and learning

9. Give regular feedback

10. Use formative assessment to monitor learning
Academic Policies, Guidelines & Resources
to guide & support your work

• Copyright (pg 16-17)
• Standards of Behaviour – discrimination, disruptive behaviour, etc. (pg 29)
• Accommodating Learners with Disabilities (pg 30)
• Campus Safety (pg 27)
• Conflict of Interest (pg 38)
• Relevant U of T Policies (pg 41-42):
  • Code of Behaviour on Academic Matters (e.g. plagiarism)
  • Code of Student Conduct
  • Sexual Harassment
  • Use of the University of Toronto Name
  • Etc.
ADMINISTRATIVE OVERVIEW
Program Administration Team

We’re here to help you

✓ Basics: Setting up your profile, Scheduling, Contracts and payment
✓ Online platforms: My Access and Blackboard
✓ Before, During and After your course
✓ Learner Communications
✓ Instructor Resources
✓ Contact Information
Administrative Overview
Setting up your profile

UTORid – To Access:
• The School’s “My Access-Instructor” Account
• U of T Portal
• Blackboard
• wireless network on all campuses (verify UTORid)

Create:
• @utoronto.ca address

Obtain:
• T-card to use U of T libraries & computers
Instructor hired

Email: UTORid letter & instructions

Call for Secret Activation Key
416-978-2400

Activate UTORid and create email

Obtain T-card

T-Card Offices
• St. George
• UTM
• UTSC

If You Forget password
U of T Information
Commons Help Desk,
1st floor of Robarts Library

CONTACT YOUR PROGRAM ADMINISTRATOR
Administrative Overview

Course Scheduling

Course and Section scheduling:
- Program Directors conduct annual strategic scheduling process
- Data-driven decision making
- Meet learner needs
- Mitigate risk of cancellation
- Program administrator will reach out to determine a schedule that works with your availability

Delivery Format
(in-class, online, hybrid)

Campus
(St. George, UTM, UTSC)

Schedule
# Administrative Overview

## Teaching Contracts & Payment

<table>
<thead>
<tr>
<th>Letter of Agreement or Contract</th>
<th>Payroll forms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailed one month in advance</td>
<td></td>
</tr>
</tbody>
</table>

- **Return to Program Administrator with original signature before course start**

- **Payment processed 4 weeks after course start**
  - Payroll monthly instalments
  - Invoice at course end for vendors

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Check your pay statements online - U of T Employee Self Service ([ESS](https://www.ess.utoronto.ca)). Use UTORid to Login as “casual employee”.
Administrative Overview

The School’s Online Platforms

My Access

• The School’s Enterprise system

• Instructors, Students and staff have permanent profiles on this system

Blackboard

• U of T’s Learning Management System (LMS)

• Hosts a temporary course shell for each course section – accessible for duration of semester
# Administrative Overview

## My Access

- **Edit your personal information**
- **Track your courses and view timetables**
- **View room locations**
- **Print class lists and attendance sheets**
- **Send emails to learners**
- **Submit final grades and update attendance records**
Administrative Overview

My Access

1. Visit learn.utoronto.ca

2. Click Student/Instructor Login in the top right

3. Log in with your UTORid
Administrative Overview

My Access

SCS Class Administration System

Welcome Amanda Winston BA, PMP

Welcome to the SCS Class Administration System!

To get started, just click on any of the links in the list below, or on the tabs above.

My Profile
- view and update your personal contact information
- review your biography

Course Management
- view your proposed, in progress, completed and cancelled courses
- view and print class lists
- email learners in your class
- submit and review grades and attendance records

Timetable
- view a day-by-day schedule for your upcoming classes
- view locations and times

Important Materials
- view SCS and U of T documents
- view forms
- view announcements

Login to account
Administrative Overview

Before Course Start

Express Course Checklist

- Activate UTORid
- Return payroll and tax forms
- Return signed letter of agreement and tax forms
Administrative Overview

Before Course Start

- Submit textbook information and course outline
- Submit copyright clearance
- Submit AV request
- Submit photocopying request
- Request Smartroom training
- Upload materials to Blackboard
- Receive room location and AV confirmation
- Print class list and attendance sheet
Administrative Overview

First Day of Class

Check that learners attending match class list

Review Course Outline with learners

Make administrative announcements to learners

Direct all enrolment inquiries to your program administrator or Student Services:
Call 416-978-2400 (press 2)
Email learn@utoronto.ca
Administrative Overview

**During the Course**

- Report classroom and AV issues
- Report late arrivals/registrations
- Return all term work and grades to students
- File a copy of mid-term exam/assignment
- File a copy of final exam/assignment
Learners’ Course Evaluations

**Administrative Overview**

**Mid-term Evaluations**
- All New Instructors
- Provides Instructor & Program Director mid-point feedback from learners

**Course Evaluations**
- All courses
- Identify learner volunteer
- 2nd last class
- Results sent to Instructor & Program Director after course
Administrative Overview

After the Course: Final Grades

1. Enter final grades into My Access (within 10 days after last session)
2. Return final exams and attendance to the School
3. Grades released to students via My Access (4-6 weeks)
Administrative Overview

Communication with Learners

Pre-Course:
• Orientation email (My Access-Student, UTORid and Blackboard info, etc.)

Post-Course:
• Grade notification

At any time:
• Student Resources

Student Services:
Call 416-978-2400 (press 2)
Email learn@utoronto.ca
Administrative Overview

Instructor Resources

Instructional & Classroom Support webpage
- Instructor Handbook
- Administrative Guide for Course Management
- Express Course Checklist
- Department contact details
- Links to forms and resources

Instructor Resource Centres
- St. George Campus: 158 St. George Street, First Floor
- UTM: William G. Davis Building, Room 2117A
## Administrative Overview

## Emergency Contacts by Campus

<table>
<thead>
<tr>
<th>Campus</th>
<th>Room Issues</th>
<th>AV Assistance</th>
<th>Emergencies &amp; Campus Safety – CALL 911 OR</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>St. George Campus</strong></td>
<td></td>
<td>Use the classroom intercom on a Teaching Station OR call the A/V emergency hotline:</td>
<td>Campus Police Emergency 416-978-2222</td>
</tr>
<tr>
<td></td>
<td></td>
<td>416-978-6543 or 416-978-0423</td>
<td></td>
</tr>
<tr>
<td><strong>University of Toronto</strong>&lt;br&gt;Scarborough</td>
<td>Campus Police 416-287-7398</td>
<td>Use the classroom phone and follow the instructions (Mon-Fri to 8:30pm &amp; Saturday 9am-6pm)</td>
<td>Campus Police Emergency 416-287-7333</td>
</tr>
<tr>
<td><strong>University of Toronto</strong>&lt;br&gt;Mississauga</td>
<td>Campus Police 905-828-5200</td>
<td>Use the white button at the teaching station OR call 905-569-4300</td>
<td>Campus Police Emergency 905-569-4333</td>
</tr>
</tbody>
</table>

[Program Area Contact Details]
# Blackboard Learn

## Tools & Features

<table>
<thead>
<tr>
<th>Build STRUCTURE</th>
<th>Deliver CONTENT</th>
<th>Facilitate ENGAGEMENT</th>
<th>Design ASSESSMENTS</th>
<th>Invite FEEDBACK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Content Area</td>
<td>Item</td>
<td>Announcements</td>
<td>Quiz</td>
<td>Survey</td>
</tr>
<tr>
<td>Learning Module</td>
<td>Blank Page</td>
<td>Discussion Boards</td>
<td>Assignment</td>
<td>Discussion Board</td>
</tr>
<tr>
<td>Content Folder</td>
<td>File</td>
<td>Survey</td>
<td>Wiki</td>
<td>Assignment</td>
</tr>
<tr>
<td>Tool Link</td>
<td>Tool Link</td>
<td>Groups</td>
<td>Blog</td>
<td>Web Link</td>
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<tr>
<td>Web Link</td>
<td>Web Link</td>
<td>Chats</td>
<td>Journal</td>
<td></td>
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<tr>
<td>Course Link</td>
<td>Course Link</td>
<td>Email</td>
<td>Rubric</td>
<td></td>
</tr>
<tr>
<td>Sub-Header</td>
<td>Mash-Ups</td>
<td>Blackboard Collaborate</td>
<td>Grade Center</td>
<td></td>
</tr>
<tr>
<td>Divider</td>
<td>Partner Content</td>
<td>Blog</td>
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</tbody>
</table>
# Teaching with Technology

## Blackboard Training

<table>
<thead>
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<th>Date</th>
<th>Time</th>
<th>Delivery Method</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, August 31</td>
<td>5:00 pm to 6:30 pm</td>
<td>In-person</td>
<td>OISE 4151</td>
</tr>
<tr>
<td>Tuesday, September 1</td>
<td>5:00 pm to 6:30 pm</td>
<td>Webinar</td>
<td>Online</td>
</tr>
<tr>
<td>Thursday, September 3</td>
<td>12:00 pm to 1:30 pm</td>
<td>In-person</td>
<td>OISE 4151</td>
</tr>
<tr>
<td>Tuesday, September 8</td>
<td>5:00 pm to 6:30 pm</td>
<td>In-person</td>
<td>OISE 4151</td>
</tr>
<tr>
<td>Wednesday, September 9</td>
<td>10:00 am to 11:30 am</td>
<td>Webinar</td>
<td>Online</td>
</tr>
<tr>
<td>Thursday, September 10</td>
<td>3:00 pm to 4:30 pm</td>
<td>In-person</td>
<td>OISE 4151</td>
</tr>
<tr>
<td>Friday, September 11</td>
<td>2:00 pm to 3:30 pm</td>
<td>Webinar</td>
<td>Online</td>
</tr>
</tbody>
</table>
Teaching with Technology

We’re here to help

elearning@utoronto.ca
The School of Continuing Studies

We’ve got a lot to learn (video)