



UNIVERSITY OF TORONTO
SCHOOL OF CONTINUING STUDIES

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



UNIVERSITY OF TORONTO
SCHOOL OF CONTINUING STUDIES

SUPPORTING INSTRUCTOR EXCELLENCE



Program and Administrative Team

We're here to help you

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



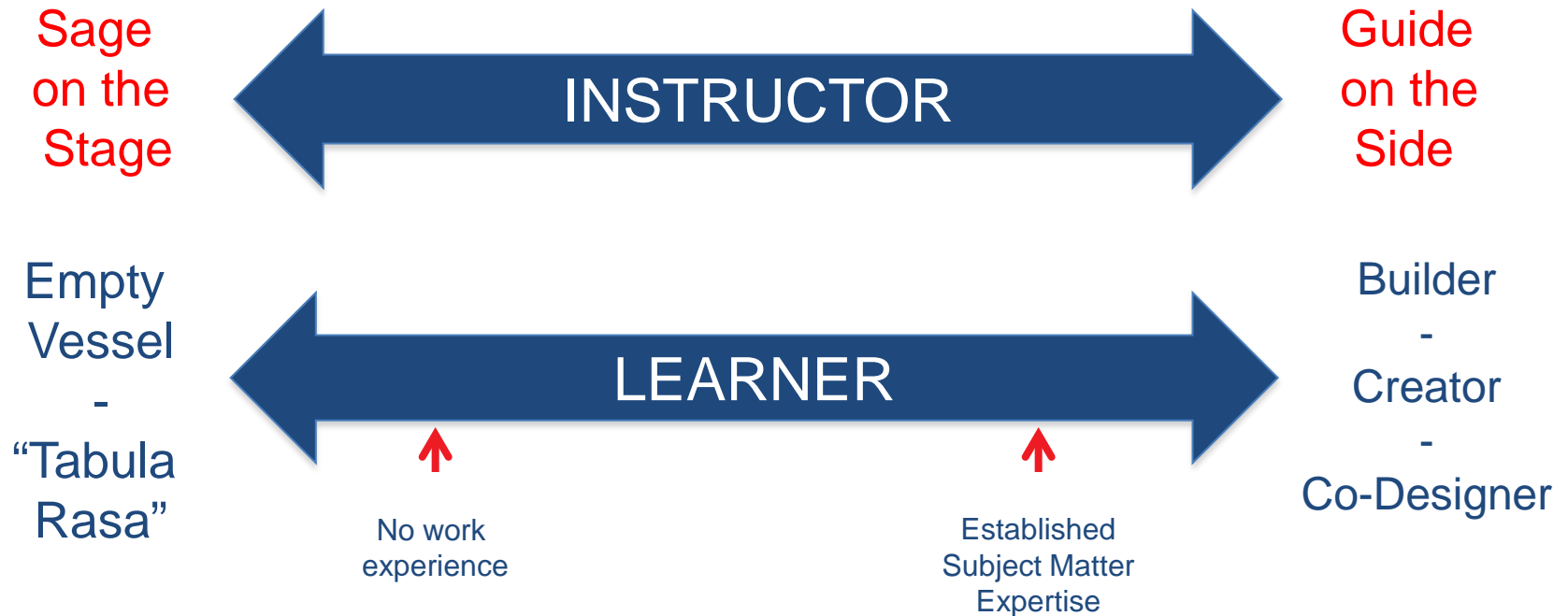
Our Instructors

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





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.



UNIVERSITY OF TORONTO
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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:

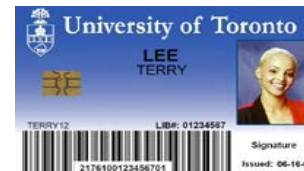
- The School's "My Access-Instructor" Account
- U of T Portal
- Blackboard
- [wireless](#) network on all campuses ([verify](#) UTORid)

Create:

- [@utoronto.ca](#) address

Obtain:

- **T-card** to use U of T libraries & computers





Administrative Overview

Setting Up Your UTORid



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

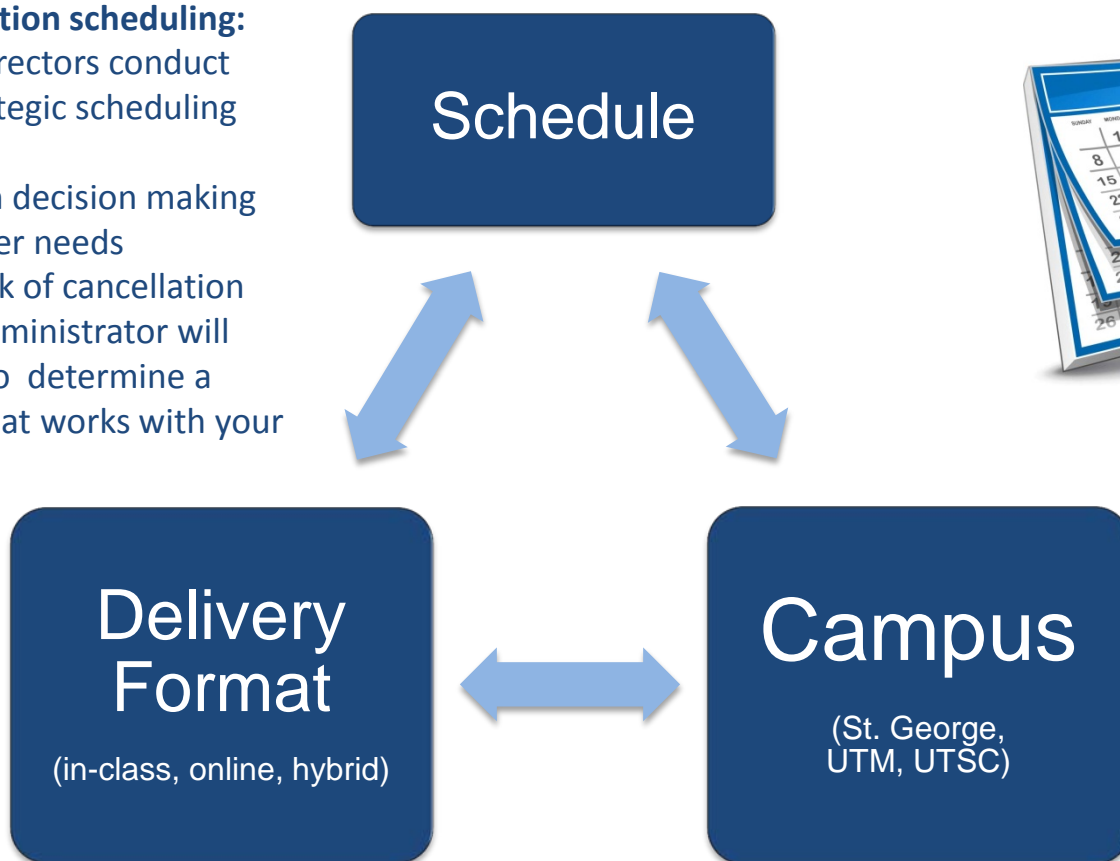


Administrative Overview

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





Administrative Overview

Teaching Contracts & Payment

Letter of Agreement or Contract

Mailed one month in advance

Payroll forms



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



Check your pay statements online - U of T Employee Self Service ([ESS](#)). 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



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

Instructor Access

Access course management information.

Instructional & Classroom Support

Access online courses and class material.

UofT Learning Portal — Instructor Login

Access this system to obtain your class list, attendance sheets, grades, and personal profile.

My Access — Instructor Login

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	SCS Class Administration System
Home	Welcome Amanda Winston BA, PMP
My Profile	Welcome to the SCS Class Administration System!
Course Management	To get started, just click on any of the links in the list below, or on the tabs above.
Timetable	My Profile
Important Materials	<ul style="list-style-type: none">• view and update your personal contact information• review your biography
Help	Course Management
Log Out	<ul style="list-style-type: none">• 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
	<ul style="list-style-type: none">• view a day-by-day schedule for your upcoming classes• view locations and times
	Important Materials
	<ul style="list-style-type: none">• 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

Administrative Overview

Learners' Course Evaluations

Mid-term Evaluations

- All New Instructors
- Provides Instructor & Program Director mid-point feedback from learners

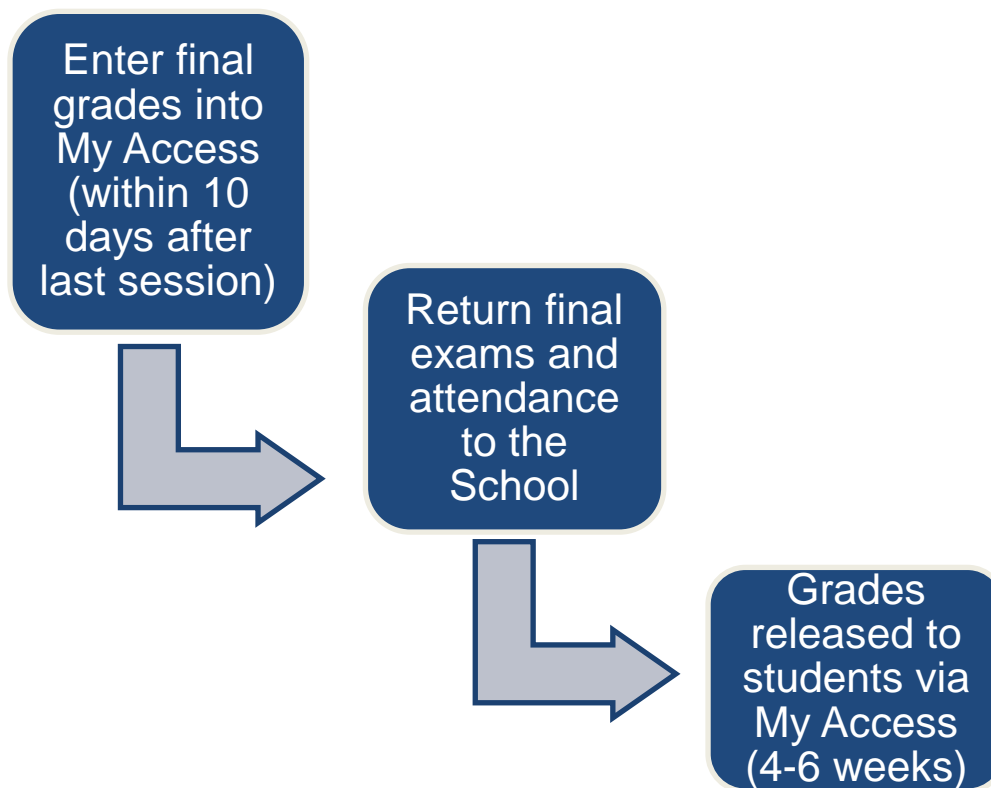
Course evaluations

- All courses
- Identify learner volunteer
- 2nd last class
- Results sent to Instructor & Program Director after course



Administrative Overview

After the Course: Final Grades





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

The screenshot displays the website for the University of Toronto School of Continuing Studies. The main navigation bar includes links for Home, Find a Course, Our Programs, How to Register, Student Resources, International Professionals, About Us, and Three Campuses. The current page is titled 'Instructional & Classroom Support' and features several sections: 'Course Management Resources' (including the Instructor Handbook, Administrative Guide for Course Management, Express Course Management Checklist, and Contact Details by Program Area), 'Blackboard' (with Blackboard Access), 'Forms/Templates for Instructors' (listing various request forms and pay forms), and 'Links to Resources/Services' (including Campus Maps/Parking, U of T Policies, and various codes of conduct and statements). A sidebar on the right contains 'How Do I ... ?' with links to find courses, obtain benefits, and register for courses, as well as a 'Spotlight' section and a 'Get a Course Catalogue' link.

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

Campus	Room Issues	AV Assistance	Emergencies & Campus Safety – CALL 911 OR
St. George Campus	Campus Police 416-978-2323	Use the classroom intercom on a Teaching Station OR call the A/V emergency hotline: 416-978-6543 or 416-978-0423	Campus Police Emergency 416-978-2222
University of Toronto Scarborough	Campus Police 416-287-7398	Use the classroom phone and follow the instructions (Mon-Fri to 8:30pm & Saturday 9am-6pm)	Campus Police Emergency 416-287-7333
University of Toronto Mississauga	Campus Police 905-828-5200	Use the white button at the teaching station OR call 905-569-4300	Campus Police Emergency 905-569-4333

[Program Area Contact Details](#)



OVERVIEW OF BLACKBOARD



Blackboard Learn

Tools & Features

Build STRUCTURE	Deliver CONTENT	Facilitate ENGAGEMENT	Design ASSESSMENTS	Invite FEEDBACK
Content Area	Item	Announcements	Quiz	Survey
Learning Module	Blank Page	Discussion Boards	Assignment	Discussion Board
Content Folder	File	Survey	Wiki	Assignment
Tool Link	Tool Link	Groups	Blog	Web Link
Web Link	Web Link	Chats	Journal	
Course Link	Course Link	Email	Rubric	
Sub-Header	Mash-Ups	Blackboard Collaborate	Grade Center	
Divider	Partner Content	Blog		



Teaching with Technology

Blackboard Training

Date	Time	Delivery Method	Location
Monday, August 31	5:00 pm to 6:30 pm	In-person	OISE 4151
Tuesday, September 1	5:00 pm to 6:30 pm	Webinar	Online
Thursday, September 3	12:00 pm to 1:30 pm	In-person	OISE 4151
Tuesday, September 8	5:00 pm to 6:30 pm	In-person	OISE 4151
Wednesday, September 9	10:00 am to 11:30 am	Webinar	Online
Thursday, September 10	3:00 pm to 4:30 pm	In-person	OISE 4151
Friday, September 11	2:00 pm to 3:30 pm	Webinar	Online



UNIVERSITY OF TORONTO
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Teaching with Technology

We're here to help

elearning@utoronto.ca



The School of Continuing Studies

[We've got a lot to learn \(video\)](#)