Teaching and Learning Services

Contract Instructor Orientation

Summer 2024

Instructions:
1. Please mute mic
2. To contribute, raise a virtual hand or add your question/name to the chat
3. When recognized, enable mic & webcam, then ask your question

Take a moment to introduce yourself via the chat!

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Carleton University acknowledges the location of its campus on the traditional, unceded territories of the Algonquin nation.

Introductions

- **Wanda Beyer** (she/her) (WandaBeyer@cunet.carleton.ca)
  - Manager, Instructional Designers, TLS

- **Maristela Petrovic-Dzerdz** (she/her) (**MaristelaPetrovicDzerdz@cunet.carleton.ca**)
  - Educational Development Facilitator, TLS

- **Lindsay Richardson** (she/her) (LindsayRichardson@cunet.carleton.ca)
  - Educational Technology Supervisor, TLS

- **Morgan Rooney** (he/him) (MorganRooney@cunet.carleton.ca)
  - Educational Development Coordinator, TLS

Hello
my name is

Rlv.zcache.com

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Agenda

5:30-5:45 – Introductions

5:45-6:00 – TLS Overview & Resources

6:00-6:20 – Small Group Discussions

6:20-7:00 – Group Questions

7:00-7:20 – Break

7:20-8:10 – Group Questions, con't

8:10-8:30 – Parting Tips & Wrap Up

dare.org

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Teaching and Learning Services

What we can offer you:

Connect with your teaching community

Participate in workshops and training sessions

Use online resources to help you learn

Consult with our team

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Key Resources Available to You:

- **Online Orientation Resources page** (carleton.ca/tls/events-and-programs/orientations)

- **Find a Teaching Mentor** (carleton.ca/tls/events-and-programs/programs)

- **TLS Events page** (carleton.ca/tls/events-and-programs/events)

- **TLS Training Programs** (carleton.ca/tls/events-and-programs/programs)

- **One-Stop Shop:** Course Consultations, Educational Technology Support, and more (tlssupport.carleton.ca)

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Course Design Fundamentals Workshops

- Revisit the foundational principles of course design

- Workshops usually offered multiple times a year
  - Next cohort: May 13 – June 3
  - Enroll any time: carleton.ca/tls/events-and-programs
  - Individual workshop registration: carleton.ca/tls/events-and-programs

- Flexible structure (attend workshop when it suits you)

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Core CDF Workshops

1. Designing Learning Experiences from Scratch (May 13)
2. Learning Outcomes: Blueprints of Course Design (May 15)
3. Assessment Fundamentals (May 22)
4. Learning Effectively with Multimedia Instruction (May 27)

Elective CDF Workshops

- Incorporating Effective Online Activities and Communication Strategies into your Course (May 29)
- Incorporating Activities into Smaller Lecture Classes (N/A)
- Incorporating Activities into Larger Lecture Classes (June 3)

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Course Design Fundamentals Program

Complete 5 CDF workshops (4 core and 1 elective)
- To **complete** the workshop, you will:
    1. Attend the workshop
    2. Submit the post-workshop activity where you will apply the principles and strategies you learned in the workshop in the context of your course
    3. Receive a constructive feedback from lead facilitators

+ Submit a Reflection Paper

carleton.ca/tls/events-and-programs/programs/

↳ **Letter of Completion**

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Small Group Discussions

6:00-6:20pm

Small Group Discussions

- Breakout Rooms (20 mins)
- Chat with your peers
- **Topic**: what aspect(s) of teaching your upcoming course is giving you the most concern?
- Prepare to report back with a short list of your group's top 3-5 concerns

chronicle.brightspotcdn.com

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Group Questions

6:20-7:00pm

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Group Questions
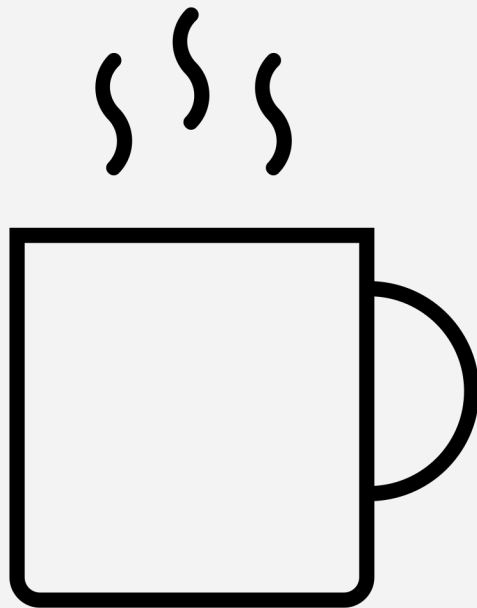
- Time to share!
- What issue(s) did your group discuss?
- What solution(s) or suggestion(s) did your peers offer?

martech.org

Break Time!

- Please be back in 20 mins

General Inquiries:
tls@carleton.ca

Brightspace Support:
Phone: 1-877-325-7778
tlssupport.carleton.ca

Zoom & All Other Ed Tech Support:
tlssupport.carleton.ca

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Group Questions, con't

7:20-8:10pm

Brightspace Training

- **Asynchronous Option:**
  - Sign up for the "Brightspace Basics Online" course (use the "Discover" tool on Brightspace)
  - Work through the training modules
  - Complete the Feedback Survey to confirm your completion
  - One-time payment of $120, paid three times a year

D2L
BRIGHTSPACE
D2l.com

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Group Questions

- Let's hear some other issues / questions your group discussed!
- What issue(s) did your group discuss?
- What solution(s) or suggestion(s) did your peers offer?

martech.org

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Wrap Up

8:10-8:30pm

Parting Tips

- "Top tips" from TLS facilitators

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Use the **Resources Available**:

- [Online Orientation Resources](#)
- [Teaching Mentors](#)
- [Teaching Resources & Tips](#)
- [Teaching Online & Hyflex](#)

Key Take-Away

Key Contacts:

- TLS (tlssupport.carleton.ca)
- Resources for You/Students (carleton.ca/tls/events-and-programs/orientations)
- CUPE 4600 (info@cupe4600.ca)

Key Take-Away

For **EdTech**:

- Use Carleton-supported EdTech tools (e.g., Brightspace, H5P, Zoom)

- **Intentional Tech**: let your Learning Outcomes drive the decisions around tech

Key Take-Away

Upcoming Workshops

APR 23	Empowering All Learners: Designing for Diversity to Break Learning Experience Barriers	🕐 10:30 AM — 12:00 PM		

APR
23 — Empowering All Learners: Designing for Diversity to Break Learning Experience Barriers
🕐 10:30 AM — 12:00 PM

APR
24 — InspirED 2024: CU Teaching Innovation Symposium
🕐 9:00 AM — 4:00 PM

APR
30 — The Ottawa-Carleton 3rd Symposium on Science Education
🕐 8:30 AM — 4:00 PM

APR
30 — Community Engaged Pedagogy – Community of Practice
🕐 2:00 PM — 3:30 PM

MAY
01 — Wooclap for Student Engagement – a community of practice
🕐 9:00 AM — 10:30 AM

MAY
02 — Carleton Indigenous Learning Bundles Community of Practice
🕐 10:00 AM — 11:30 AM

MAY
07 — Discover How to Design Inclusive Courses that Minimize the Need for Accommodations
🕐 1:30 PM — 3:00 PM

MAY
08 — Lesson Planning 101
🕐 10:30 AM — 12:00 PM

MAY
09 — Student Engagement with Wooclap
🕐 1:00 PM — 2:30 PM

MAY
13 — CDF Workshop: Designing Learning Experiences from Scratch
🕐 1:00 PM — 4:00 PM

MAY
14 — Teaching and Learning with 3D Scanning
🕐 9:30 AM — 11:00 AM

MAY
14 — Spotlight on AI – with Danielle Manley
🕐 1:00 PM — 2:30 PM

MAY
15 — CDF Workshop: Learning Outcomes as Blueprints for Design
🕐 10:00 AM — 11:30 AM

MAY
21 — Designing Inclusive and Authentic Assessments with UDL-Based Techniques
🕐 10:00 AM — 11:30 AM

MAY
22 — CDF Workshop: Assessment Fundamentals
🕐 10:00 AM — 11:30 AM

MAY
27 — Spotlight on AI – with Don Myles and Julie McCarroll
🕐 1:00 PM — 2:30 PM

MAY
29 — CDF Workshop: Incorporating Effective Online Communication and Engagement Activities into Your Course
🕐 1:00 PM — 2:30 PM

MAY
30 — Experiential Learning Hub (ELH): XR Orientation and Exploration
🕐 1:30 PM — 3:30 PM

TLS webpage
carleton.ca/tls

Course Consultation
Request form:
tlssupport.carleton.ca

Brightspace Support
tlssupport.carleton.ca

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Reserve Questions

Questions

- In advance of this session, you had the chance to review materials provided on the carleton.ca/tls/events-and-programs/orientations website

- For the second half of our session, we'd like to see what other questions you have about:
    1. Policies & Procedures
    2. Resources for You/Students
    3. Online Teaching, Ed Tech
    4. F2F, HyFlex Teaching
    5. Your Union (CUPE 4600)
    6. Other

- **To participate**, just type "question" or "comment" in the Chat menu, or raise a real or virtual hand, then enable mic/webcam when called upon to contribute

cdn.psychologytoday.com

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Issues We Could Explore

- How can I do XXX in Brightspace?
- What do I do for course readings/textbooks?
- What should be / has to be in my syllabus?
- How do I deal with requests for accommodations (LoAs)?
- What do I do if I think I have an academic integrity case on my hands?

- What's Brightspace? Where do I get started?
- What benefits do I have as a CUPE 4600 member? How do I access/take advantage of those?
- I teach in XXX department. What student services are most relevant for my students?
- Should I do a 'regular' exam online, or a take-home? When do I have to decide?

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Issues We Could Explore

- What do I do about ChatGPT / AI Chatbots?
- What suggestions do you have for ways to make sure students are engaging with weekly lessons?
- I want to have my students do XXX… do we have any ed tech tools to help me to do that?

- What ed tech tools do you think are mostly likely to help me in the current moment/situation?
- What does a good communications strategy for an online course look like?
- What are your top tips for first time instructors & instructors ?
- I'm overwhelmed and don't know where to begin… help!

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