

Teaching and Learning Services

Contract Instructor Orientation

Winter 2025

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!

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

Introductions

- **Lindsay Richardson** (she/her)
(LindsayRichardson@cunet.carleton.ca)
 - Educational Technology Supervisor, TLS
- **Morgan Rooney** (he/him)
(MorganRooney@cunet.carleton.ca)
 - Educational Development Coordinator, TLS



Riv.zcache.com

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



Teaching and Learning Services

[BOOK A 1-ON-1 CONSULTATION →](#)

[TLS SUPPORT PORTAL →](#)

WHO WE ARE



EVENTS AND PROGRAMS



TEACHING, LEARNING
AND PEDAGOGY



Support for the term

Looking for support teaching your term classes on campus or online? We're here to help, whether you are teaching face-to-face on campus, synchronously or asynchronously online, HyFlex, or in a blended approach.

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

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)

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

Group Questions

6:20-7:00pm

Group Questions

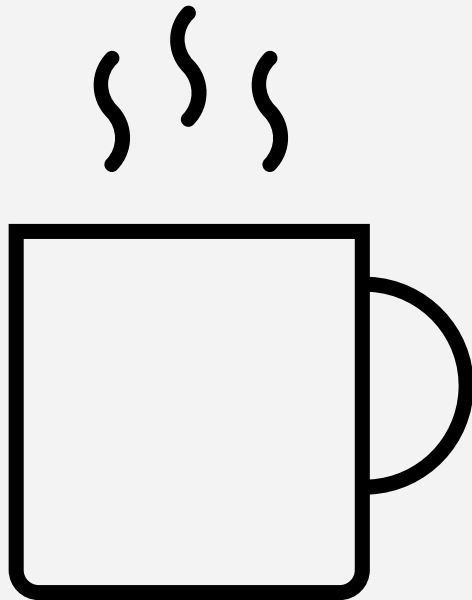
- Time to share!
- What issue(s) did your group discuss?
- What solution(s) or suggestion(s) did your peers offer?



martech.org

Break Time!

- Please be back in 20 mins



General Inquiries:

tls@carleton.ca

Brightspace Support:

tlssupport.carleton.ca

Zoom & All Other Ed

Tech Support:

tlssupport.carleton.ca

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



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

Wrap Up

8:10-8:30pm

Parting Tips

- “Top tips” from TLS facilitators



steelbone.co.uk

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

MULTI
DAY

Drop-In Sessions: Teaching & Learning Support

📅 Nov 26, 2024 – Apr 30, 2025

DEC
10

Approaching Challenging Teaching Situations

🕒 3:00 PM – 4:30 PM

DEC
12

Immersive Learning Community of Practice Meeting

🕒 10:00 AM – 11:30 AM

DEC
10

Contract Instructor Orientation – Winter 2025

🕒 5:30 PM – 8:30 PM

DEC
11

Alternative Grading, Assessment, and Ungrading

🕒 2:00 PM – 3:30 PM

FEB
05

Winter reading group facilitated by Kahente Horn-Miller

🕒 10:00 AM – 12:00 PM

TLS webpage

carleton.ca/tls

Course Consultation

Request form:

tlssupport.carleton.ca

Brightspace Support

tlssupport.carleton.ca