

Teaching and Learning Services

Contract Instructor Orientation

Fall 2026

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

- **Dr. Lindsay Richardson** (she/her)
(LindsayRichardson@cunet.carleton.ca)
 - (Acting) Assistant Director, Digital Learning (TLS)
 - CI, Dept of Psychology
- **Dr. Morgan Rooney** (he/him)
(MorganRooney@cunet.carleton.ca)
 - Educational Development Coordinator, TLS
 - CI, Dept of English



Rlv.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

Search

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)

Training Opportunity!

- The *Certificate in University Teaching*
- 10-week program
- Audience: experienced instructors
- Weekly 3 hr F2F meetings
- Cohort meets Thursdays @ 1-4pm (Sept. 22 – Dec. 1)
- Registration closes Sept. 8

Register
Online
Today!

Training Opportunity!

- *Preparing to Teach* certificate program
- 10-week program
- Audience: less experienced instructors (PhD, postdoc)
- Weekly 3 hr F2F meetings
- Cohort meets Tuesdays @ 1-4pm (Sept. 17 – Nov. 26)
- Registration closes Sept. 3

Register
Online
Today!

Training Opportunity!

- **NEW* Course Design Fundamentals* program
- Self-paced online (asynchronous) program
- Audience: any/all instructors
- Recordings + readings + worksheets
- 4 core modules + 1 of 2 electives + a reflection piece

Enroll via
Brightspace
“Discover”
feature

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

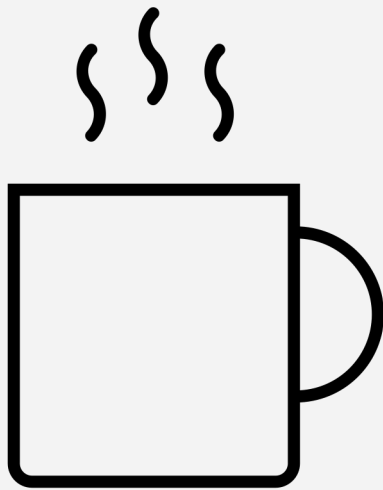
- Time to share!
- What issue(s) did your group discuss?
- What solution(s) or suggestion(s) did your peers offer?



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



Key Take-Away



Key Contacts:

- TLS (tlssupport.carleton.ca)
- Resources for You / Your Students (carleton.ca/tls/orientation)
- 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

TLS webpage
carleton.ca/tls

Course
Consultations

Brightspace
Support

AUG
18
5:30 PM

ONLINE EVENT
Contract Instructor Orientation Q&A
EVENT

FREE

SEP
02
1:00 PM

ONSITE EVENT | FUTURE LEARNING LAB FLL 481,
OTTAWA
**Start the Term Strong: Working
Effectively with Teaching Assistants**
EVENT

FREE

SEP
23
1:00 PM

ONSITE EVENT | FUTURE LEARNING LAB FLL 481,
OTTAWA
**Creating Your Teaching Statement
and Dossier**
EVENT

FREE

OCT
07
1:00 PM

ONSITE EVENT | FUTURE LEARNING LAB FLL 481,
OTTAWA
Designing Grading Rubrics
EVENT

FREE

OCT
08
2:30 PM

ONSITE EVENT | SA 601, OTTAWA
**Digital Storytelling as Authentic
Assessment**
EVENT

FREE

OCT
14
10:00 AM

BLENDED EVENT | FUTURE LEARNING LAB FLL 481,
OTTAWA
Assign2 for Written Assignments
EVENT

FREE

OCT
22
2:30 PM

BLENDED EVENT | FUTURE LEARNING LAB FLL 482,
OTTAWA
Elevating Teaching with Wooclap
EVENT

FREE

OCT
26
9:00 AM

ONSITE EVENT | FUTURE LEARNING LAB FLL 481, 482
& 483, OTTAWA
Prompt-A-Thon
EVENT

FREE

OCT
28
9:30 AM

ONSITE EVENT | FUTURE LEARNING LAB FLL 481,
OTTAWA
**Sustainable Teaching in Science:
Practical Strategies for Teaching...**
EVENT

FREE