FOA Orientation

Version 35

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First Time Teaching Tips

Week	Things you may want to know/do…

Before Week 1	Get your Onecard--- The OneCard is the official Seneca identification card.
	Get started with MySeneca--- Tutorials to help you get started with MySeneca.
	Set up Blackboard using **MySeneca Minimum Requirements** Checklist.
	Find teaching resources and ideas on The Teaching & Learning Centre space.
	Check course outline and submit addendum for approval.
	Visit campuses and classrooms. The password to unlock computer terminals in classrooms on campus is 2598.
	Seneca email domains are @myseneca.ca for students and @senecacollege.ca for employees.
	If you are experiencing difficulties setting up your email account or logging into Blackboard, please email the Service desk at servicedesk@senecacpolytechnic.ca, reach them by phone at 416.764.0411 or through live chat.
	For resources to help you navigate Faculty Centre, visit the Faculty section on the i3 help web page.
	Your **weekly teaching schedule** can be found in Learn@Seneca.
	    • i3 portal
	    • Faculty Centre
	Class roster can also be found in Faculty Centre. class roster tips (please note: Faculty Centre is best viewed using Internet Explorer or Firefox).
	Need office space? Employees are encouraged to use a hoteling space on campus. Please contact the office/admin co-ordinator in your school.
	Order Textbook---Please contact the office/admin co-ordinator in your school for details. Please also check the **Faculty Guide to Open Educational Resources and Other Alternatives for Textbooks.**
	Xerox machines are located at specific locations and floors at the various campuses for **scanning, and emergency photocopying/ printing**. Please send all your printing needs (course handouts, tests/quizzes and exams) to Print Shop. Please obtain the **printing PO number** from the office/admin coordinator in your school.
	Complete employee Mandatory Training Modules
	Learn about campus safety. Seneca Security can be reached by phone 416.764.0911, by email security@senecapolytechnic.ca. You may download Seneca SAFE App to connect with Security and Emergency Services during situations that require assistance.
	Transportation and Parking---
	    • There is a free shuttle between the Seneca campuses, but you need to show your Seneca OneCard
	    • Employee parking rate

Week 1-2	**Learn student names and faces.** Class Roster—click the Class Roster icon---click "include photos in the list"---follow the tips of viewing class roster. **Class list** may change in the first two weeks. Please check the class list after Day-10 and DNC day. Important Academic Dates **Take attendance** to track who is and who is not attending. **Give early feedback---**Have an assignment graded and returned **by week three.** **Need supplies?** Contact the office/admin co-ordinator in your school. **Meet your mentor!** Join the mentorship community the Faculty of Arts is providing for new or relatively new faculty members. Contact foa@senecacolege.ca. **Accommodations at the testing centre: Read all of the procedures online.** Let your students know your **office hours** and also post it on Blackboard. Lead student to **Learning Centre** if they need help to catch up with the course. Email to servicedesk@senecacpolytechnic.ca, by phone 416-764-0411 or live chat, if you have **IT issues.** Email to hr.help@senecacpolytechnic.ca if you have **HR related issues.** Here is the HR Client Group List. Check with the office/admin co-ordinator in your school whether you are added in the list-serve, if you don't **receive any emails from the school.**
During Semester	This is a good time to learn about Seneca Plans and Reports, Academic Policies and enroll in employee PD workshops. This will prepare you for the end of the semester and help you to meet student expectations. The results of each evaluation, along with meaningful feedback, must be provided to students **within 10 business days**, or prior to the date of the next assessments, whichever is soonest, to inform future graded assessments. **Take attendance** and contact Chair and coordinator if you have concerns about the attendance in your class. Keeping tracking students' **academic performance. C**ontact Chair and coordinator if you have concerns about particular students' academic performance. There is no class during **study week**. Please refer to the Important Academic Dates for the specific dates **Updating Grade Centre before study week.** Students **MUST** be given feedback on assessments worth a minimum of 30 percent of their final grade in a course one week prior to the last date to withdraw without academic penalty. Check the student list after **DNC date.** If you have issues needed to be resolved by **Student Conduct Office**, please connect with the coordinators. You may find more information here at this site Student Conduct. If you have **academic accommodation** questions, please contact the coordinators. You may find more information here at this site

	Accessible Learning Services and Personal Counselling Services. Prepare for Chair **class visit**. It's a great opportunity for your Chair/Manager to get to know about you! You will need to submit your **final exams** approximately 2/3 of the way through the term. The exam needs to be submitted follow department process and approved by the Chair. Details will be sent out from the office/admin coordinator in your school.
Wrap-up	Check your access to Grade Rosters – Grade Rosters will be available on Faculty Centre in Week 12. Enter final grades through online Faculty Centre **Tips.** Grade Submission Date, please check Academic Calendar/2024-2025. Submit a copy of your final grades and grades breakdown to the office/admin co-ordinator in your school. Look out for the communications from your school about teaching assignment and submission of addendum for next semester!
Stay Connected!	

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