

# Just In-Time Teaching Information- New Faculty Orientation

This document provides some information for newer instructors that might be helpful in getting started next term. If you need further assistance, contact your director or chair.

## Obtaining a Ryerson Online Identity and One-Card

For NEW employees it's easy to get your OneCard:

1. Call the HR Client Services 416-979-5000 x5075 to get your employee number.
2. Activate your account at [www.ryerson.ca/accounts](http://www.ryerson.ca/accounts) and wait 24 hours.
3. Print your OneCard form at <https://hr.cf.ryerson.ca/onecard>.
4. Take the print out along with one piece of government issued photo ID to the OneCard office Jorgenson - 02.

For existing employees requiring a REPLACEMENT card (i.e. lost card, name change, job change):

1. Print your OneCard form at <https://hr.cf.ryerson.ca/onecard>.
2. Take the print out along with one piece of government issued photo ID to the OneCard office Jorgenson - 02.
3. There is a \$30.00 replacement fee for lost cards or stolen cards and a \$10.00 fee for a legal name change.

CHANG SCHOOL INSTRUCTORS - visit Heaslip House Reception and request a Staff Photo ID form

## Course Outlines - Required Elements

All courses need to have a course outline prior to the first class.

Many day programs post these on Blackboard rather than printing them.

Course outlines *must* include (see Policy 145 for more detail):

- Course name, course number, semester and year
- Prerequisites and exclusions
- Professor's name, contact information, office hours
- Method of posting grades
- Use of email instruction for faculty communication
- Course calendar description
- Course objectives and focus
- Topics and schedule of topics
- Type of teaching methods
- Outside class activities, if any
- Requirements for submission of work
- Plagiarism detection tools used (Academic Integrity Office has a proper statement) and deadlines for choosing not to be included in use of these tools
- Field placement and technology requirements
- Policy on use of electronic equipment in class
- Policy on missed work
- Medical documentation/notification for missed work

We have included a detailed document on course outlines in your orientation package. For even more details see the university policy at <http://www.ryerson.ca/senate/policies/pol145.pdf>

## Ordering Textbooks

Textbook orders are usually made before the end of the term prior to the class in question. For example, instructors typically order their books in early December for use during the January term. If you are new faculty starting in September, chances are your director or chair ordered textbooks for you, however, it's best to confirm this to avoid any problems. If you or your department did not order your text, you can do so by contacting Gilbert Ha at the bookstore at

[facultyorderingbooks@ryerson.ca](mailto:facultyorderingbooks@ryerson.ca) or [gha@ryerson.ca](mailto:gha@ryerson.ca)

Textbook Ordering Form: <http://campusstore.ryerson.ca/t-textbookordering.aspx>

One-Stop Course Readings: Collaboration between Campus bookstore and Library to better facilitate the development of your course reading requests.

- Requests for Custom Course Manuals (reprotext & print course packs) can be sent to [reserve@ryerson.ca](mailto:reserve@ryerson.ca). Please use the [Custom Course Manual Order Form](http://campusstore.ryerson.ca/images/document/CustomManualOrderFormFront2.pdf). (<http://campusstore.ryerson.ca/images/document/CustomManualOrderFormFront2.pdf>)
- E-reserve and digital Course Readings items can be added directly into Blackboard via Ares OR sent to [reserve@ryerson.ca](mailto:reserve@ryerson.ca)
  - Print Reserve, please complete the [Print Reserve form](https://library.cf.ryerson.ca/forms/reserve/index.cfm) and bring the materials to the Library Circulation Desk. (<https://library.cf.ryerson.ca/forms/reserve/index.cfm>)
- The deadlines for all Course Readings submissions for 2013-2014 can be found here <http://library.ryerson.ca/services/reserve/faculty/custom/deadlines/>
- For questions about the status of your Course Readings request please contact: Risto Leivat at the Campus Bookstore (Print Custom Course Manuals)  
Email: [r2leivat@ryerson.ca](mailto:r2leivat@ryerson.ca)  
Phone : 416 979-5000 ext. 7366

## Ordering Your Blackboard Website

Normally you would order your webpage as soon as you receive your course assignment. You can order the website by going to [my.ryerson.ca](http://my.ryerson.ca) and clicking on the "Request a my.ryerson Course Shell" link. If you need assistance in setting up your site once it is ordered, you can go to the Blackboard walk-in-clinics.

## Blackboard Training

### Walk-In-Clinic

CCS Blackboard specialists will be available in LIB-B99 every Wednesday from 2:00 PM to 3:00 PM to provide Blackboard assistance to the faculty members. No registration is needed. You can get personal assistance by emailing [courses@ryerson.ca](mailto:courses@ryerson.ca) or by looking at the resources provided at <http://www.ryerson.ca/courses/>

### Podium Access

Each classroom has a podium that allows access to the projector and media equipment. You can also access the internet. Get podium training through the following site: <http://www.ryerson.ca/ccs/resources/mediaservices/>

You must have your One Card authorized to use the classroom technology. Get it authorized by visiting KHE-227.

### Service Opportunities

Your chair should be able to provide you with a list of committees that you may be able to join during the term. If you are looking for teaching related service opportunities, let us know at the LTO.

### Where do I get:

#### Photocopies

Each department has a photocopier that you can use; however, this can be expensive for the department. For large jobs, send your materials to the university copier. To do this, you must go to your departmental assistant (DA) and ask for a copy form. The DA will fill out a copy request and will either 1) take your copies to be sent to the copier or 2) give you the form to walk over to the lobby of 105 Bond Street. It is usually a good idea to give at least three working days for copying to be completed (more at mid-term and final exam times). If you are a CE instructor, stop at the front desk of the Heaslip House on Victoria Street. They can give you the necessary forms to take to Bond Street.

#### Scantron Forms

Order scantron forms for multiple choice questions by going to [my.ryerson.ca](http://my.ryerson.ca). Under Self-Serve click the "Manage My Online Resources: Self-serve password change and resource requests" link. Once there, go to the link marked "Test Response System" and follow the instructions. You can pick these forms up at 105 Bond Street in the Copy Center about three days after ordering them.

## Class Lists

Class lists are provided by going to [my.ryerson.ca](http://my.ryerson.ca) and going into RAMSS link. You will find your course listed there. To the left of the title of your course you will find a small ICON



Clicking on this icon will give you a list of the students in your class.

## My Room Number

If you are in the day school, the RAMSS link on [my.ryerson.ca](http://my.ryerson.ca) will list the room number prior to the first day of class. The location should also appear on the class schedule you received from your department. Always check the day before class because sometimes rooms are changed without letting the instructor know!

If you are in CE, often the room number will be listed prior, but sometimes rooms are not available until your first night of class. Check at the front desk of Heaslip House on Victoria Street when you arrive.

## My Section Number

For Day Faculty this appears on your course schedule and also on RAMSS. For CE Faculty, this appears in your contract.

## What do I do if I have a problem in class?

That depends on the problem.

If it is about **classroom management**, most often faculty speak to their director, CE director or Chair from their school or department. If you are not sure what to do, the LTO can help direct you ([erickam@ryerson.ca](mailto:erickam@ryerson.ca)).

If there is a **problem with the technology in class**, there is a phone on the wall in each class and the number for media services is 4444 (it will be taped to the phone).

If there is a problem that **requires security**, their number is 80 for emergencies or 5040 if it is not an emergency.

If your **classroom is locked**, call 416-979-5000 x5040 from your cell or another open room.

## Opportunities for Professional Development in Teaching

Check out our website [www.ryerson.ca/lt](http://www.ryerson.ca/lt) .

We have many great programs to assist you in your teaching.