

Getting Started: A Guide for New Faculty

Welcome to Cambrian College!

This short guide will help you get started on your course preparation, plus direct you to other resources available to you. If you have not already done so, please download the [Faculty Handbook](#). Pay particular attention to pages 9 to 12, which provide a very helpful checklist.

Planning Your Course

You are able to get started right away with your course development! The checklists below will help you prioritize and create your To Do list!

- Review the [Semester Start Checklist](#) to get started in planning for the new semester.
 - Review the [Course Development Checklist](#) for an overview of the major steps and considerations involved in developing a new course.
 - The resources above explain how to create (or read) a Course Outline and Syllabus, and contain information on Course Design, Creating Assessments, and Lesson Planning. They also include helpful templates to share with your students, so you don't need to start from scratch.
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Cambrian Outlook (Email) Account

All Cambrian faculty, staff, and students are provided with an Outlook email account. Your login details (username and default password) are included in your hire letter from Human Resources.

- [Outlook Web App URL](#)
 - *To log into your email, follow the [instructions from IT](#).*
 - Use only your Cambrian email address to communicate with students.
 - Check your email regularly. Important messages from students and the College will be sent there.
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Signing into myCambrian

myCambrian is the online portal for faculty, staff, and students to access important information related to their courses and to Cambrian. It contains information on your courses, details of your employment, and other services and supports offered at Cambrian.

- [myCambrian URL](#)
 - To log into myCambrian, follow these [instructions from IT](#).
 - To reset your myCambrian password, review the [instructions from IT](#).
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Checking Course Information in myCambrian

The Faculty Dashboard shows essential information about your courses, including links to Moodle, eGrades, course lists, and other important items.

- Click the Faculty Tab in myCambrian to see a list of your courses for the current term.
- Beside each course, you can access the following:



- **eGrades:** Set up your eGrades template and enter all marks for graded assessments.
- **Moodle:** Cambrian's online Learning Management System containing course content.
- **Course Outline:** Course information about topics, learning outcomes, graded assessments, textbooks, etc.
- **Syllabus:** Create your syllabus in the ATB tool or note that it is posted in Moodle.
- **CRN (Course Reference Number) Schedule:** See your course's scheduled dates, times, and delivery method.
- **Class List:** Lists all students enrolled in your course with emails and photos, if available.
- **Email Class:** If you have [Outlook configured](#) with your Cambrian credentials, you can email your class using this button. If not, [send a Moodle Announcement](#) or click 'Class List' and download an Excel or CSV file listing your students' emails.

Accessing Your Moodle Course

Moodle is the name of Cambrian College's Learning Management System (LMS). It is an online learning platform where faculty can set up and deliver courses. Students use Moodle to view course materials, participate in discussions, complete assessments, and more.

- Sign into [myCambrian](#). Open the Faculty Dashboard and click the Moodle icon shown to the right of your course.
- If your course has no content, ask your *Chair* or *Department Support Officer* if there is content that can be copied over.
 - If there is content, fill out the form to [copy existing content](#) to your Moodle course.
- Review the [Quality Criteria for Digital / Online Learning](#) to ensure your course is fully accessible and inclusive.
- Complete the [Contract Faculty Orientation](#) Moodle course for more information on Moodle. If you don't have access to Moodle yet, check out the [Moodle instructional videos](#) on the Teaching and Learning Innovation Hub website.

Accessing eGrades

Cambrian's eGrades portal is an electronic grade book that allows faculty to set up their grade template and enter marks for students. These marks are submitted to the Enrolment Centre at the end of each semester or course end date. Faculty and students can view eGrades through myCambrian. eGrades provides students with in-progress grades, providing crucial information for academic advising so that students can make informed choices towards their academic career.

- Sign into [myCambrian](#). Open the Faculty Dashboard and click the eGrades icon next to your course.
- You must set up a grade book in eGrades for each CRN you are teaching.
- Click 'Create/View Evaluation Plan' to set up your grade book from scratch
 - You may be able to 'Copy an Existing Template' if the course code and all assessments were identical in a previous delivery.

- Click 'Add/Edit Marks' to enter grades once you've graded an assessment and have marks to enter. You must enter all grades for all assessments in your course and should enter marks regularly.
 - Complete the [Contract Faculty Orientation](#) Moodle course for more information on Moodle. If you don't have access to Moodle yet, check out the [eGrades Page](#) on the Teaching and Learning Innovation Hub website.
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Using Your Cambrian Licensed Zoom Account

- See the [Zoom FAQ for Faculty & Staff](#) for more information on accessing and using Zoom.
 - Set up virtual meetings for your class using only your Cambrian licensed Zoom account.
 - For classes, use a meeting created with your Cambrian Zoom account.
 - Consider scheduling your class as a [recurring meeting](#), so your classes have a single link.
 - [Cambrian Zoom URL](#)
 - *Sign in using SSO which uses your Cambrian email address (e.g., first.last@cambriancollege.ca)*
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Important Contacts

Teaching & Learning Innovation Hub

- Visit us in Room 1271
- [Hub Website](#)
 - General teaching inquiries: teaching@cambriancollege.ca
 - Looking to reach a specific person? [Contact a member of the Hub Team here.](#)

I.T. HelpDesk

- [HelpDesk Portal](#)
 - I.T. HelpDesk Phone: 705-566-8101, ext. 7370
 - On-Campus: Room 2165A
 - Hours: Monday to Friday @ 8 AM to 4:30 PM EST