Continuing Education
Community Services & Support
Faculty Guide

Welcome to the School of Continuing Education at Mohawk College. We are happy to have you join our team. The information listed below will help guide you as you familiarize yourself with some of Mohawk's systems and procedures. Use the checklist below to ensure you have everything you need to get started.

Start of Term Checklist

Onboarding	
	Met with Program Manager – discussed teaching opportunity including start date and compensation
	Part Time Personal Information Form - received and return
	Direct Deposit Form - received and return
	Employee ID number - received and recorded for my records ID #:
	MyMohawk log-in - received and successful logging in
	Copy of the course textbook received (if applicable)
	Contract: understand when I can expect my employment contract including CAAT Pension Plan Enrollment Form
	Payroll: understand when I will be paid
	Contact List: know who to contact when
	Configured my email accounts
	OneCard Staff Identification
In-class/Blended Instructors	
	Purchased Parking Pass
	Printing/Photocopying Procedure
	Classlist
	Classroom: how to lookup your room number
	Smart Key/Classroom Technology
	Class cancelations: who to contact
	Arranged on-site meeting prior to 1st class to be shown classroom/technology (if you wish)
	Health & Safety
	Exams
	End of term Grading Procedure
eLearn Instructors: Distance Ed/Blended delivery	
	Able to login and find my course
	Reviewed introductory resources to help me get started
	Classlist
	CTL - Contacts who can assist with course setup
	Imported content from previous course/master shell – see eLearn course setup
	Updated Learning Plan, Instructor Info, Assignment Due dates etc.
	Activated Course: once your course setup it must be activated in order for it to be accessible to students
	Exams
	End of term Grading Procedure

OntarioLearn Instructors
Login Information received from Karen Bacher
Able to login and find my course
Reviewed introductory resources to help me get started (distributed by Karen Bacher)
Setup email forwarding
CTL - Contacts who can assist with course setup
Master course has been updated and is ready to be rolled forward
Exams
End of term Grading Procedure

Department Contacts

Lynn Coleman – Program Manager - Determines program and course offerings each term. - Will discuss any development and teaching assignments with faculty. - Available to discuss any academic or student related concerns.	905-575-1212 ext 4078 lynn.coleman@mohawkcollege.ca
Ashley Wood– Program Support Officer - Your contact for things regarding payroll, contracts, textbooks and new hire questions. - Guides and ensures student grades are submitted on time. (3 weeks following your course end date) - Available to answer/redirect any questions you may have.	905-575-1212 ext 3602 ashley.wood@mohawkcollege.ca
Becky Braun – Program Secretary - Supports our students with registration and any concerns they may have. - Arranges appointment with Lynn.	905-575-1212 ext 3244 | Fennell Campus Rmi124 rebekah.braun@mohawkcollege.ca
CE Academic Office Staff are here to support all CE students and faculty; Monday-Thursday 8:30 am – 7:00 pm. Friday 8:30 am - 4:30 pm	**General line 905-575-2220**
IT Help Desk - Resets your MyMohawk, email, or eLearn password - Assists in the classroom if a computer or projector is not working	905-575-2199 helpdesk@mohawkcollege.ca
Security - Unlock your classroom - Assist you with safety, security and emergency situations - Police, Fire, Medical call 911	905-575-2003 (Fennell Campus) Dial 55 from college phones Fennell Room C103

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MyMohawk - mymohawk.mohawkcollege.ca

Mohawk's student/staff portal. This is where you will find student, employee, payroll, human resources information etc.

MohawkID: your 9-digit student ID number
Password: The first time you login your password is your birthdate in the MMDDYY format, or the last 6 digits of your student ID.
Having trouble? Contact the helpdesk:

Phone: 905-575-2199   Email: helpdesk@mohawkcollege.ca
Toll Free: 1-800-601-8445   In Person: Fennell Campus – Room C118

For more information on how to use MyMohawk, please click here.

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Textbooks

Contact us if you require an instructor copy of the textbook used in your upcoming course.
Students purchase textbooks online at mohawk.bookware3000.ca/Course/campus or on campus:
Fennell Room C066

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Contracts

Contracts are distributed and accepted digitally through MyMohawk. Once our system is 'up-and-running' for the intake, I will contact you with instructions on how to acknowledge your contract. You will receive a contract for each individual course that you are teaching.
In-class - contracts are distributed a week or so prior to the course start date
Online/Fieldwork - contracts are released 28 days into the course once enrollment data is secure.

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Payroll

Continuing Education contracts are paid out in lump sum on the pay date that follows the course end date. Our support officer with share these date with you when we reach out about accepting your contract.

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Parking

Paid parking is in effect at all campus locations.
- Single day/evening parking can be purchased at payment machines in designated lots. Click here for a Fennell Campus Parking Map. ($6)
- Semester Permits can be purchased online at parking.mohawkcollege.ca, or the Parking Office i130 ($36)

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OneCard

You can order your OneCard (your staff identification card) online by following the step-by-step instructions on the OneCard website.

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How to locate your classroom:

Visit our WhereEnCampus Portal to find your classroom location.

1.) Go to: http://whereencampus.mohawkcollege.ca/
2.) Find Continuing Education on the left hand size
3.) Click All Courses
4.) Type your course title in the search box to find your room number

Note: if your room is locked when you arrive, please call Security 905-575-2003 they will unlock the door for you electronically.

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Classroom Technology

You will require a **SMART Key** to unlock the technology cabinet. Contact us if you need to request one.
If you would like to come to campus prior to your class starting, we would be more than happy to walk you through the classroom technology.

Using the Equipment:

- Using your smart key, unlock the cabinet. Keep the door open during your lesson.
- If the hard drive is located in the cabinet, turn it on. If a hard drive is not located, walk over to the computer screen (on podium) and press the 'on' button that is located on the right side of the screen (this will be on the side not the front).
- To log into the computer, type in the user ID and password and password that is taped to the podium i.e. ufe-f118-proj (this will be different for every room), or, you may login using your Mohawk domain login which is ADMIN*your ID#* and password.
- If you would like to project the computer imagine on the projector screen, locate the EPSON remote control that is in the tan coloured cabinet drawer. Point the remote at the projector unit (located on ceiling) and press the red 'on' button. If the projected image does not appear, click on the 'computer' button on the remote to change the mode.
- When your class is over, shut off the computer and projector. To turn off the projector, point the remote at the projector and press the 'on/off' button twice. Do not forget to lock the cabinet and take your smart key.

Having trouble?
- Make sure the computer screen icon on the back of the podium is lit up, if not click it. Then hit the windows key and the p key on the keyboard at the same time and select *duplicate*. If it still is not working turn it off and then turn back on.
- For assistance call 905-575-2199 for the IT helpdesk.

Helpful information about SMART **classroom technology** can be found here.

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Printing/Photocopying

The majority of material should be posted on eLearn so students have the option of printing this material themselves or reviewing it from their laptops. For material that needs to be printed (such as tests) please submit a digital or hard copy to your department CE Secretary a few days prior so we can have them readily available before your class. Documents can be picked up in the CE Office room i124
Monday - Thursday 8:30 – 7:00, Friday's 8:30-4:30. During exam time please provide the material two weeks in advance as the print room will be receiving numerous requests.

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Classlist

Instructors can pull up their classlist(s) in Fast Suite or eLearn (Communication dropdown, classlist). Use this tool to view the number of students registered in your course as you approach the course start date.

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Guest Speakers

If you have invited a guest speaker to one of your classes please inform our office a few days prior, as we will arrange complementary parking and a small thank you gift (if available). Please indicate if this speaker is a Mohawk Alumni.

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Absence, Class Cancellations

If you are ill and your class is to be cancelled contact your department Secretary and Support Officer. If you have not been able to connect with them please call the CE front line 905-575-2220. We will post a sign on the classroom door. As well, you should inform your students by sending an email to your class list.

College Campus Closure

Phone the closure information line at 905-575-2444 for an up-to-date message on the status of the college campuses.

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Health & Safety

Instructors are encouraged to review college Emergency Procedures
Active Threat Video
SAM - Mohawk's Safety App can be downloaded to warn you when there is a direct thread to safety on campus.

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Center for Teaching & Learning:

CTL provides services in areas such as eLearning, curriculum development, course design, and teaching and learning professional development. CTL staff are available to support you with the design of your course, suggesting ways to improve student engagement, creating interactive content, integration of technology, to enhance the overall quality of the learning experience.

CTL Front Desk	ctl@mohawkcollege.ca Room A227, Fennell
Jeff Rankine – Educational Technology Specialists and the Learning Technologies Technician - Advises and assists faculty in developing content and optimizing online learning environments within eLearn. Jeff can provide best practice and tips and tricks using tools such as Quizzes, Rubrics, Dropboxes, Discussions, etc.	905-575-1212 ext 4031 jeffrey.rankine@mohawkcollege.ca
Lauren Soluk - Curriculum Development Specialists - Assists faculty with lesson plans, rubric/assessment development, blended/online course design, active learning strategies and more!	905-575-1212 ext. 2308 lauren.soluk@mohawkcollege.ca

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eLearn - elearn.mohawkcollege.ca

Mohawk's Learning Management System - Faculty and Students use this portal daily as a teaching and learning tool for course development, delivery and management. You may meet with your Program Manager for an introduction to eLearn. Jeff Rankin is our department's eLearn Specialist: 905-575-1212 ext. 4031 jeffrey.rankine@mohawkcollege.ca

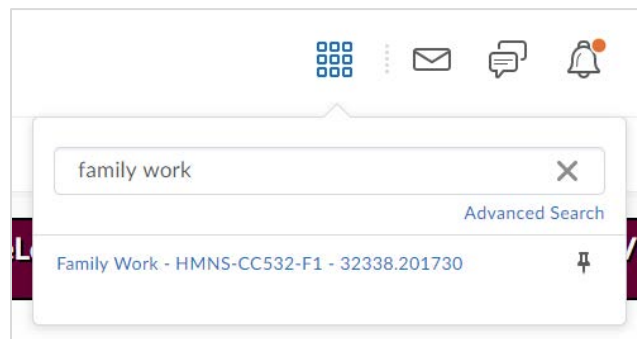### How to use eLearn:

Instructor can log in directly by going to https://elearn.mohawkcollege.ca/ and logging with their Mohawk

College email address and email password.

* Mozilla Firefox / Google Chrome are the recommended browsers for eLearn@Mohawk.

    a. On the right side of the window click on the ⠿ cube, search for your course, and click on the course name.

2. If you need more information on using eLearn, you can visit our eLearn Information and Tutorials webpage.

eLearn Course setup

Here are a few resources to introduction to the eLearn platform as well as some guides to assist you in getting your semester's courses up and running:

Faculty eLearn Support

Information and Procedures for New eLearn Instructors

Setting up your eLearn Course: Made Easy!

Configuring a New Course in eLearn@Mohawk

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OntarioLearn - www.ontariolearn.com

Another online platform in which Mohawk delivers courses. Student's from other colleges are able to pickup our courses through this portal. Mohawk's OntarioLearn Coordinator – Karen Bacher will contact you with your account access and resources to help you get started.

Karen Bacher – Ontario Learn Coordinator - Your contact if you or your students have questions regarding courses delivered on Ontario Learn.	905-575-2706 karen.bacher@mohawkcollege.ca
OntarioLearn Technical Support: - Technical Assistance is available 24 hours per day, 7 days per week	1-800-695-5008 Online Chat www.ontariolearn.com/help

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Staff Email Accounts

If you would like to add your Mohawk email to your mobile device, click here for instructions

If you have another email account that you check more often, you can setup email forwarding on your Mohawk/Ontario Learn accounts. Click here for instructions

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Accessible Learning Services

Some student are identified through Accessible Learning Services to have a Confidential Academic Accommodation Plan (CAAP). These plans outline academic accommodations, educational practices, systems and support services designed to accommodate functional challenges due to a disability. Examples:
- Alternative testing accommodations: extra test time; testing in a separate room; etc.
- Computerized note taking
- Interpreter
- Memory aid
- Presentation guide

When presented with a CAAP, faculty are encouraged to connect with Accessible Learning Services regarding the Assignment Extension accommodations and teaching strategies. Faculty can contact the Accessibility Counsellor listed on the students Confidential Academic Accommodation Plan or Accessible Learning Services email: als@mohawkcollege.ca phone: 905-575-2211.
Visit the ALS website for resources.

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End of Term Grading Procedure

Faculty are required to enter final grades into the Fast Suite system on MyMohawk and in OntarioLearn (if applicable). Grades are due as soon as possible, no later than three weeks following your course end date.
Click here for step-by-step instructions: Fast Suite System | OntarioLearn
Karen Bacher will connect with OL instructors each term with respect to grade entry

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Exams

Rebecca Weylie - Exam Coordinator	905-575-2154
- Coordinates and schedules invigilated exams for students taking online courses (eLearn and OntarioLearn) - Students can book their exams using their MyMohawk: Information & Instructions click here - In-class exams will take place on the last day of the course. Details regarding possible proctors, special room requirements should be communicated one month in advance to exams@mohawkcollege.ca - Students who are unable to make a scheduled exam session may choose to proctor. Proctoring guidelines can be found click here	rebecca.weylie@mohawkcollege.ca Student's may contact Rebecca at: exams@mohawkcollege.ca

Academic Honesty Policy

Visit this link for information and resources to prevent plagiarism, as well as penalties to be imposed for academic dishonesty by students.

FAQ:

- Continuing Education does not have a Reading Week like the full time area
- Blended courses – the percentage of online vs face-to-face session will vary for each individual course, dependent of your course content. If you would like to review and discuss your course, please connect with the Program Manager.