ADJUNCT FACULTY ORIENTATION

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New Faculty Coordinators

WHO IS IN THE ROOM?

- Thanks so much for attending today!
- Please share your name and discipline

GOALS FOR ADJUNCT ORIENTATION

- Welcome our new adjunct faculty
- Familiarize new adjunct faculty with
  - LancerPoint
  - WebCMS
  - Important tips
  - Important resources and services on campus

WHAT CAN I DO THROUGH LANCERPOINT?

- Home Tab
  - Purchase parking
  - Show students how to sign up for RAVE Emergency Alerts
- Faculty Tab
  - Print rosters and add codes
  - View waitlisted students
  - Complete drop roster
  - Submit midterm grades (optional)
  - Submit final grades
  - Set up office hours to allow students to sign up for time slots through PCC Connect

WHAT IS WEBCMS?

- WebCMS is PCC's Curriculum Management System
- You can retrieve current course outlines through WebCMS
  - View the official course of record
  - Copy and paste Student Learning Outcomes (SLOs) onto the first page of your class syllabus
  - View suggested textbooks

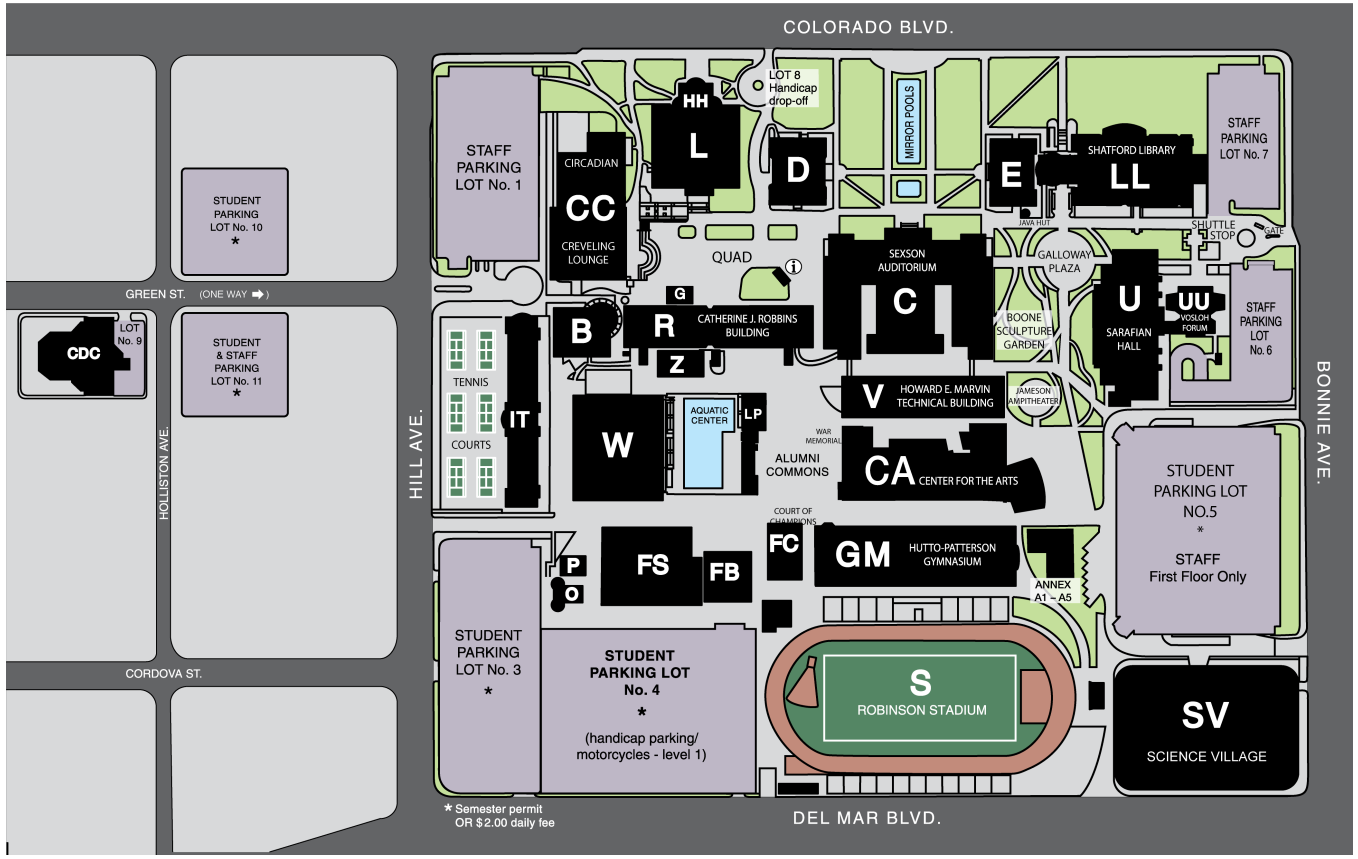
OTHER IMPORTANT TIPS

- Ensure your syllabus is for Pasadena City College
- Review your grade/ point breakdown: please note that attendance cannot be included in a course grade. You may, however, grade on participation with a clear rubric
- Treat your syllabus as an instructional tool to help students be successful. That is, explain to students what they *should* be doing instead of a list of "don't do…"
  - Instead of "Don't be late!!!"
  - Include "You are an important part of our classroom community, and your presence and contribution are valued."

WHAT IS CANVAS?

- Canvas is PCC's optional learning management system (LMS)
- Canvas allows instructors to
  - Communicate with students
  - Assign, collect, grade, and provide feedback of online assignments
  - Keep a gradebook
  - And much more! For more information on Canvas training, please go to http://online.Pasadena.edu/faculty/workshops/

STUDENT SERVICES AND RESOURCES TOUR



THANK YOU FOR ATTENDING!

- Please feel free to reach out for assistance:
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  - Cristina Salazar-Romo: cxsalazar@pasadena.edu