

# Guide for New Faculty

[www.canisius.edu/newfaculty](http://www.canisius.edu/newfaculty)

## Welcome to Canisius College!

### Overview

This guide is a quick reference for new faculty, full-time and part-time, at Canisius College. Although maintained by the Center for Online Learning & Innovation, here you'll find links to resources from various offices that may be helpful during your first semester at Canisius.

#### Technology Tools



#### Canisius Links

Here are some additional resources worth bookmarking or entering into your phone's contact list:



The [Department of Public Safety](#) is Canisius College's security and law enforcement division. It's a good idea to add their phone number to your mobile phone.

**Public Safety:  
716.888.2330**

Here are additional helpful Canisius links:

The [Academic Calendar](#).

[The Dome](#): our faculty & staff newsletter. You will also receive a copy of Dome headlines in your email.

Course catalogs:

- [Catalog.canisius.edu/undergraduate/](http://Catalog.canisius.edu/undergraduate/)
- [Catalog.canisius.edu/graduate/](http://Catalog.canisius.edu/graduate/)

[Campus Ministry & Mission and Identity](#). The foundations of our form of education.

[Adjunct Faculty Handbook](#)

[Canisius College Policies](#)

#### Resources for Teaching

Log in to MyCanisius ([my.canisius.edu](http://my.canisius.edu)), and in the lefthand menus are links to nearly everything you'll use day-to-day.

The Quick Technology Guide for Faculty & Staff covers all the IT essentials for faculty.

## Quick Technology Guide for Faculty & Staff

Also helpful are:

[Center for Online Learning & Innovation](#): here to help you with technology for teaching, learning, research, and projects. See the COLI on-campus training, meetup, & event calendar there.

[Canisius College ITS](#): information on hardware, accounts, printing, wi fi, and other technology on campus.

Book a virtual or in-person session with COLI to discuss your specific questions related to teaching with technology:



Training, Tutorial, and Documentation Resources for commonly Used Tools

- [Desire2Learn Self-Paced Training](#)
- [Google Apps for Education](#) Resources
- [Web Conferencing \(Zoom\)](#)

If you need to arrange training on the use of classroom technology, please contact the Media Center, ext. 2590. Information on each classroom can be accessed from the Media Center's "What's in My Classroom?" page at [canisius.edu/classrooms](http://canisius.edu/classrooms).

In rooms controlled by a Touch Panel, enter the code **63520** to begin using the equipment. If you encounter any problems with classroom technology, please call **the ITS Help Desk** at ext. 8340 for assistance.

Some faculty prefer to bookmark quick links to various resources on their PC or mobile device:

- [d2l.canisius.edu](http://d2l.canisius.edu): Desire2Learn, the learning management system. This is linked in the portal, but this link takes you there directly.
- [exchange.canisius.edu](mailto:exchange.canisius.edu): Exchange, faculty/staff email. This is linked in the portal, but this link takes you there directly.
- [drive.my.canisius.edu](http://drive.my.canisius.edu): Google Drive (and other Google Apps). This is linked in the portal, but this link takes you there directly.
- [canisius.edu/classrooms](http://canisius.edu/classrooms): What's in My Classroom will show you what technology is built into each classroom and what each classroom looks like.

Adjunct Office Suite

## Slide Deck: Basics for Teaching at Canisius

### View your rosters:

Via MyCanisius

- Log into [myCanisius](#) using your user name and password
- Under "FACULTY SERVICES" select "My Course Roster"
- Select the roster to view from the drop-down list
- Once your roster finishes loading, scroll down to see information and pictures of your students
- To print a list of your students, click on the green "Export Roster to Excel" button and follow the prompts

In D2L, you can also [download a simple roster in .csv format](#).

### View your teaching schedule with room assignment

- Log into [myCanisius](#) using your user name and password
- Under "FACULTY SERVICES" select "My Teaching Schedule"
- Select the term and click on "Submit"
- You may print your teaching schedule by clicking the print icon at the top of that window

### Canisius College Identification Cards

[Canisius College ID cards](#) are essential for students, faculty and staff. For example, you use an ID card to print through the public printers.

To obtain an ID card visit [Public Safety](#) in the basement of Bosch Hall.

For those in the Wehle School of Business, there are syllabus templates you can use to format your syllabi:

- [Graduate Syllabus Template Ver - 8-24-2016.doc](#)
- [Undergraduate Syllabus Template 8-24-2016.doc](#)

### Development Opportunities

[Events, Opportunities, and Resources](#) at the Faculty Development Community

[Resources for Teaching Online](#)

[Pedagogy Primer Podcast](#)

### Community-Based Learning

As part of your course, your students can be [women and men for others in the Buffalo Community](#).

### Links to add to your syllabi

Remember that you can rely on many resources provided by the College to help your students. Put links in your syllabus so your students know where to go for reference, support, and guidance!

- Canisius Code of Academic Integrity:
  - Undergraduate: <http://catalog.canisius.edu/undergraduate/academics/academic-policies/code-academic-integrity/>
  - Graduate: <http://catalog.canisius.edu/graduate/academics/academic-policies/#academicmisconducttext>
- The Griff Center for Academic Engagement: <http://www.canisius.edu/griff-center/>
- Accessibility Support Services Office: <https://www.canisius.edu/student-experience/student-support-services/griff-center/accessibility-support>
- Tutoring Center: <https://www.canisius.edu/student-experience/student-support-services/griff-center/tutoring-services>
- Writing Center: <https://www.canisius.edu/academics/office-academic-affairs/academic-institutes-and-centers/canisius-college-writing-center>
- Quick Technology Guide for Students: <https://wiki.canisius.edu/x/p4AAAQ>

Adjunct faculty not otherwise assigned office space by their department or program may use the Adjunct Office Suite, Old Main 411.

Please contact COLI (716.888.8353) for the access code.



Provides basic and practical directions, tips, and other insights for teaching in Higher Education. The series is produced primarily for Canisius College faculty, but also may help professors or instructors elsewhere.

We try to have at least one new episode each month. You can also find and subscribe to us on [Apple Podcasts](#), and [Google Podcasts](#).