



Quick Start Guide for New Online Instructors

New online instructors are sometimes hired just before the semester begins (or even *after* the semester begins). This timing presents a real challenge, because there is a lot to do to get yourself and your online classroom ready for the semester — and it may not be feasible to complete the Teaching Online training course (AAU 020) before everything gets rolling. If this is your situation, you can use this *Quick Start Guide* to help you focus on the most critical tasks that will get you up and running as quickly as possible.

Key Pages to Bookmark

Academy of Art University **login page**: <https://www.academyart.edu/login>

Online Teaching Library: <https://wiki.academyart.edu/display/OTLIB/Home>


Quick Start Guide

1. Set up a phone date with your Teaching Coach.

(Contact your coach by posting a message in the Discussion for AAU 020: Teaching Online — see #7, below.)

2. Log In to the online learning system: <https://www.academyart.edu/login>.

3. Navigate through the online learning system: find...

- **Portal** (links to many useful resources — including the **Online Teaching Library**)
- **Mailbox** (internal messaging system)
- **Help Desk** page (24/7 user support)
- **Home** page — look for  (access to your classes, grades, profile, and more)

4. Learn how to document your time so you get paid (part-time instructors only):

- Click the **Workday** link on your Portal.
- Read the **Workday FAQ**.
- Review the Workday **Training Guides**.

5. Get set up for online teaching:

- Check the Help page to make sure your **computer and browser** are set up properly. (Click the tabs for *System Requirements* and *Browsers*.)
- Post an **online profile**, including a **bio** and a **photo**. (Click the *Profile* link under your name.)
- Download the **module calendar** from the Online Teaching Library (<https://wiki.academyart.edu/display/OTLIB/Module+Calendar>).

6. Learn how to use the Discussion

(this is the interactive part of the class — i.e., your online classroom)

- From your Home page, find **AAU 020: Teaching Online** and click the link for *Assignments, Exercises, and Discussions*. (Note: If you will be teaching an Art Experience class, you may need to select the regular semester — *not* the Pre College semester — to find the training link.)
- Review the **Announcements** at the top of the page.
- Scroll down to **Current Topics** and click into *TASK 1.2: Try out the discussion!*
- Watch both **orientation videos**, and then follow the instructions to practice making posts and comments.

7. Review the content of each of your online classes. (Links to various parts of the course are on your Home page — and on the class menu, once you enter a class). Check out:

- **Course Home/Syllabus** (review the grading breakdown & grading scale; make sure you have all the materials you will need)
- **Roster** (see a list of your students with links to their profiles; you can message your entire class from this page)
- **Outline** (provides module-by-module overview of course content, links to all the module pages, quizzes and exams, the assignments and discussions)
- Go through the **Module 1** of your course, including any associated media. Answer the progress questions and take the quizzes, if any. Make sure you're familiar with this content before the semester begins.
- Review the **Module 1 assignments** to make sure they are very clear. Talk with your teaching coach, if you need to clarify assignment directions.

8. Formulate and post your expectations and policies.

(Review **Module 5 of AAU 020: Teaching Online** and talk with your teaching coach.)

9. Get your class student-ready:

- Edit your *Welcome* topic and add an **icebreaker**.
- Make an **initial post** in the Welcome topic, greeting your students.

10. Get ready to teach:

- Familiarize yourself with **AAU Online Teaching Standards** and the **instructor absence policy** (in the Online Teaching Library).
- Review Modules 6 and 7 of AAU 020: Teaching Online to **learn about your day-to-day responsibilities** in your online class, including discussion participation, answering questions, critiquing and grading work.
- **Talk with your teaching coach** about any questions you might have.

11. **Go back and review the rest of the content of AAU 020: Teaching Online**, once you have settled in. (Don't miss **Module 3** which teaches you how to create and edit topics in your online Discussion.)
12. **Have a great semester!**