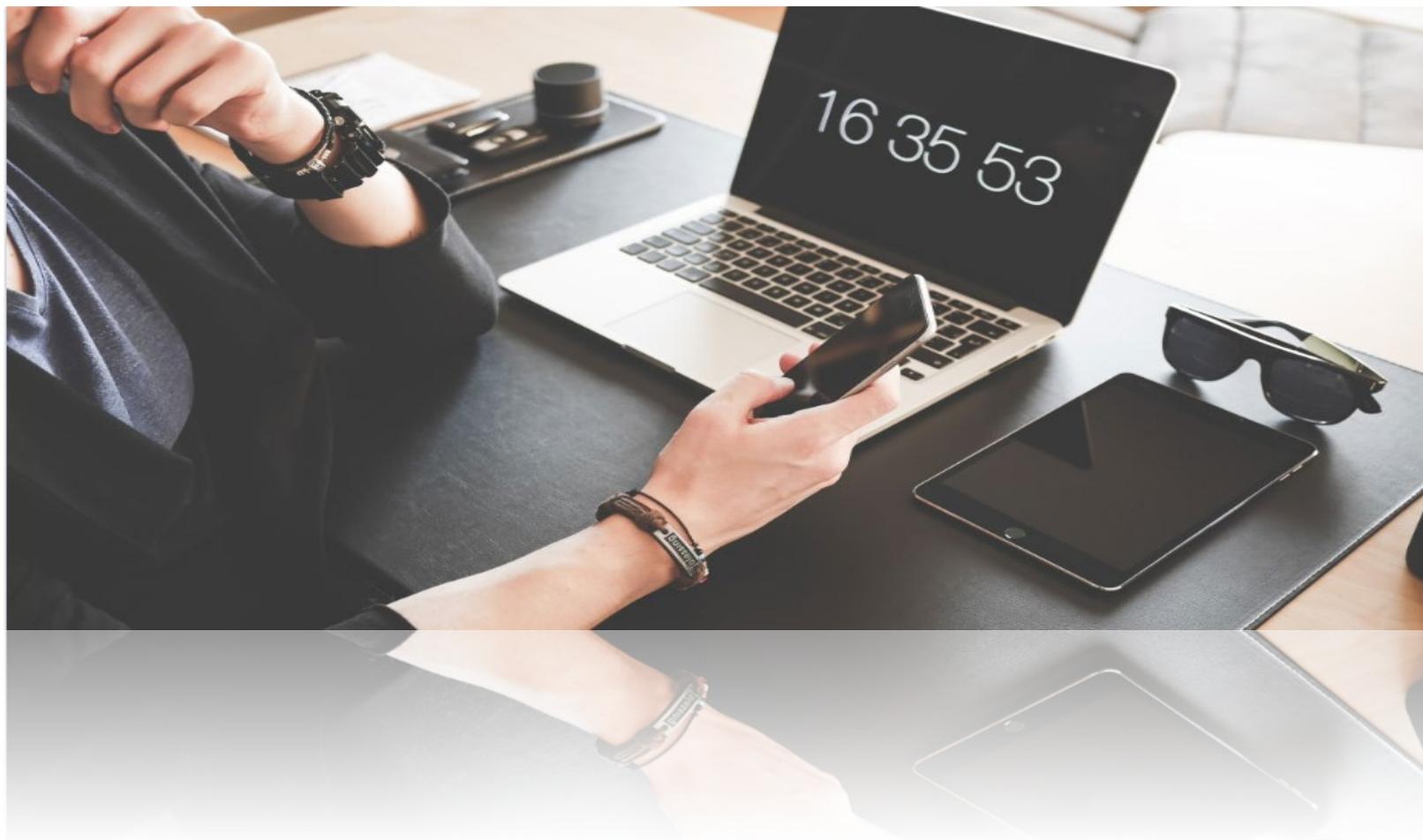


# Orientation to Technology at Conestoga



This document is maintained by the [Educational Technology Officer](#) in Teaching and Learning.  
Suggestions for revisions should be submitted via email directly to the [Educational Technology Officer](#).

## Communications Practices

Conestoga supported services are [the only appropriate method of communication with students and other employees](#). Correspondence should be responded to within **two business days**.

### Universal Launchpad

Use [the IT website](#) as your universal launchpad to college portals and services. [If you use browser bookmarks](#), you can add this site.

### Identification

At Conestoga, we use a few ways to identify our employees. These are:

- An employee number:** A seven digit number, usually the same as a **Contract Number**.
- A Condor ID**
- An email address**
- A ONEcard**

### Condor ID and Email

Your [Condor ID and default password](#) will be emailed to the personal email you provided the college during the hiring process. This information can also be [found in the Employee Portal](#).

Once you have your Condor ID, **discontinue using your contract number to access college services**. Use your [Condor ID and secure password](#) to sign in to all services.

Conestoga emails are formed by combining the [Condor ID](#) and the [@conestogac.on.ca](#) suffix.

Condor ID  
  
jsmith@conestogac.on.ca  
Email

### ONECard

[Request your official identification card online](#). Use this to prove employment status, borrow equipment or purchase items on campus..

### Account Recovery

Set up your [Condor ID Password Recovery](#). This will help access your account if it ever becomes locked.

## Signature

As per the [Staff Handbook](#), emails must have an appropriate signature. Learn [how to add a signature in Outlook email](#).

Example:

**Jane/John Smith, B. Ed., M. Ed., Ph.D.**

Communications Professor, School of Language and Communication Studies  
Conestoga College Institute of Technology and Advanced Learning  
299 Doon Valley Drive  
Kitchener, ON

**Office:** A2101 (Ext. 1234)

**Availability:** Monday 10:00 – 12:00, Thursday 11:00 – 1:00 or by video chat by appointment.

## Password Changes

**Passwords expire every 90 days.** You will [receive an email notification](#) a week in advance. Make sure your password meets the [secure password criteria](#).

## Voicemail

Learn [how to set up your voicemail](#). Part time employees are not issued voicemail, unless requested.

## Suggested Mobile Apps

Download these apps to your iOS or Android devices.

- **Conestoga Mobile Safety**
- **Honk Mobile Parking**
- **Brightspace Pulse** (eConestoga)
- **Microsoft Outlook**
- **Microsoft OneDrive**

## Document Storage

**Portable USBs or hard drives** pose a loss or theft risk. Please avoid using these. If you require one, it should use encryption software, available through the [IT Support website](#).

Use [your O365 OneDrive](#) as your personal document storage location. Some departments or programs use either [SharePoint or the S: Drive](#) for shared departmental storage.

### Suggested Practices

Organize your OneDrive content in alignment with the organization of your eConestoga courses, usually week by week. [Learn how to share content](#) with your colleagues, coordinators or Chair, as requested.

## Portals

### The Employee Portal

The [Employee Portal](#) allows access to administrative components of employment, such as:

- Contracts
- Timetables
- Course Outlines
- Attendance lists
- Absence reporting
- Accommodation letters
- Electronic test booking
- Grades entry

Please ensure the privacy or encryption of any information retrieved from the Employee Portal.

### The Student Portal

The [Student Portal](#) allows registration for **internal workshops and professional development opportunities**, such as:

- The Conestoga Faculty Orientation Program
- Individual workshops
- Workshop series, and
- Yearly conferences

Room numbers are listed in the Employee Portal, [once registration has occurred](#). Workshops listed as “Offsite” are usually virtual workshops. The organizer will reach out with more information.

## eConestoga

**eConestoga is the college's web-based learning management system (LMS),** which runs on the D2L Brightspace platform. It is used to develop, deliver, and manage course materials and optionally administer student assessments such as quizzes and file submissions.

### Course Shells

**An eConestoga course shell is built automatically for all full-time courses delivered at the College** and the system handles all enrollment functions.

A course shell will contain a variety of content and tools, depending on previous deliveries.

You are free to determine which of eConestoga's capabilities you would like to incorporate, **as long as the minimum course standards are met.**

### The Essential Elements

The [Essential Elements](#) are the **minimum course standards**, and aim to provide students with:

- a **Course Information** module, which includes the Instructional Plan,
- an **Evaluation** module, including instructions and rubrics or marking schemes,
- modules with **week-by-week information**, including all instructional materials, and
- **grades** posted for each evaluation.

These standards aim to provide consistency for students and faculty in using eConestoga.

### The Instructional Plan

**The Instructional Plan is the detailed outline for how a course will be delivered.** Other institutions may call this a syllabus.

An Instructional Plan ensures:

- evaluations have been distributed in a way that allows for marking and feedback,
- students can anticipate and prepare for the key concepts being delivered each class,
- the date for each evaluation is clearly communicated from the start of the semester.

A customized Instructional Plan should be uploaded to each course.

### Sandboxes

Every faculty member is provided with a **Sandbox** course shell within eConestoga. This is a space where you are encouraged to test the platform's tools and experiment with content before populating your student facing course shells each semester.

### Faculty Support

[Visit the Faculty Support area in eConestoga](#) to search for instructional plan template, guides, and training videos to support your use of eConestoga.

## 21<sup>st</sup> Century Teaching and Learning

### Classrooms

Conestoga has made every effort to standardize equipment within classrooms and meeting rooms. Room set up could vary at some locations as new equipment becomes available.

There are three main classroom types: **Standard**, **BYOD**, and **Active Learning**. [Learn more about each classroom type.](#)

### Projectors

Each classroom has similar podium controls for the projector. [Learn how to use the podium controls.](#)

Some classrooms have interactive projectors, which **turn your projected screen into a tablet**. [Learn how to use interactive projectors.](#)

### Computers

Conestoga uses Windows 10 computers, with [a standardized image](#). Sign into computers with your [Condor ID and secure password](#).

To protect your privacy and security by **log off or lock your computer** before leaving it. Use the keyboard shortcut **Windows Key + L** to lock a computer.

Visit the [Downloads](#) page on [the IT Support website](#) to explore additional licensed software available to faculty and students.

### Device Use in Learning

The [Student Guide](#) states, "**Electronic devices may be used for learning or instructional purposes**. Professors or technologists may request devices be put away when a safety issue or distraction occurs. Devices used for accommodations are always welcome."

[Review some tips and best practices to support a device friendly classroom.](#) Identify and explain any safety concerns about using devices, particularly if you teach in a workshop.

### The Tech Bar at the Library

At the Tech Bar, you can:

- [Borrow hardware and equipment to use in class;](#)
- [Get troubleshooting and tech support from knowledgeable staff;](#)
- [Access online learning through LinkedIn Learning.](#)

Tech Bar services are **available to all employees and students** and can be accessed at any of the three core campuses – Doon, Cambridge and Waterloo.

## Bring Your Own Device (BYOD) Programs

Many programs at Conestoga require students to bring their own devices. Learn more about [supporting a device friendly learning environment](#).

[Check the list of BYOD programs](#) to verify whether a course is BYOD.

## eTexts

Many programs at Conestoga use [eTexts \(digital textbooks\)](#) to provide improved access to textbooks. Access to eTexts is delivered through eConestoga.

[Check the list of eText programs](#) to verify whether a course will use an eText.

## Open Education Resources (OERs)

Many programs at Conestoga use [Open Educational Resources \(OERs\)](#) instead of textbooks to improve access and cost of educational materials.

OERs also supplement course materials. At any time, you can [look through OER collections by subject](#), and use these to supplement your textbook or course materials.

## Device Use in Assessments

The [Student Guide](#) states that "**Unauthorized devices** in a testing situation will result in an academic offence and a mark of zero."

**Remind students of expectations for academic integrity before delivering a test.** Clarify what devices are authorized and the manner in which they will be used.

## Preparing for your First Class

### Before Class

- Familiarize yourself with your [classroom setup](#) and the [podium controls](#).
- Fill out your [Instructional Plan](#), and post it in your course.
- [Consider best practices when presenting in a classroom or lab](#).
- Review and adjust any available course materials. [Make sure they are fully accessible](#).
- Make sure all materials are posted in your course.

### Setting Up

- Distribute name tents**, asking students to fill in their name and preferred pronouns.
- Sign in** to the podium's PC or [connect your laptop or tablet](#).
- Turn on the projector.**
- Open a browser.
- Go into your eConestoga course.
- Download or pre-load the links to instructional materials for your class.
- Expand what you're presenting to full screen. Zoom in if needed.

### Orienting Students to your Course

Many of your students may be brand new. You may need to use part of the first class to:

- Explain how they should communicate and collaborate with you and with each other** (by email or eConestoga course mail, and the OneDrive),
- Co-create expectations about appropriate behaviours and device use,**
- Download the Brightspace Pulse app** to students' mobile devices
- [Tour the eConestoga course](#), finding the **Course Outline** and **Instructional Plan**.

## Once You're Ready

### Bring in Active Learning Strategies

Once you are comfortable, try incorporating some of these strategies in your teaching.

Whole Group Activities	Small Group Activities	Individual Activities
<a href="#">Brainstorming</a>	<a href="#">Think, Pair, Share</a>	<a href="#">Individual Reflections</a>
<a href="#">Discussions</a>	<a href="#">Concept Mapping</a>	<a href="#">Journals or Discussion Posts</a>
<a href="#">Post-It Parade</a>	<a href="#">Inquiry Based Learning</a>	<a href="#">Post It Parade</a>
<a href="#">Dotmocracy</a>	<a href="#">Case Studies</a>	<a href="#">KWL Charts</a>
<a href="#">Snowball</a>	<a href="#">Think Alouds</a>	<a href="#">One Minute Papers</a>
<a href="#">Quescussions</a>	<a href="#">Respond, React, Reply</a>	
<a href="#">Jigsaw</a>	<a href="#">Social Annotation of Texts</a>	

### Bring in Apps

Faculty often experiment with fun and educational technologies to support and engage their learners. These might include

- [Bringing mobile devices into the learning experience](#),
- [Using varied and engaging presenting strategies](#)
- [Collecting feedback and improving retention using live polling or quizzing](#),
- Facilitating group work using collaborative documents and workspaces,
- Meaningfully and thoughtfully [incorporating video and video lessons](#),

Check the [Tech for Teaching page](#) on Teaching and Learning's website to find out about new recommended apps.

## Support Contacts

### IT Services

The IT Service Desk provides support to all employees and students on:

- [Condor IDs, passwords](#), and [account recovery](#),
- [classroom and lab hardware](#),
- [software downloads](#), and
- [college issued devices](#).

[Visit the IT Support website](#) or email [itsdesk@conestogac.on.ca](mailto:itsdesk@conestogac.on.ca), for **24/7 email support**.

### The Online Learning Centre (OLC)

The Online Learning Centre offers support for eConestoga, including:

- building content,
- the Essential Elements of a course,
- discussions, assignments and rubrics,
- quizzes and grades.

[Visit the Faculty Support site](#) or email [econestoga@conestogac.on.ca](mailto:econestoga@conestogac.on.ca) for help. Upcoming trainings are posted in the **Announcements** area within eConestoga.

### Teaching and Learning

The Educational Technology Officer provides support to Conestoga faculty on:

- creating accessible and engaging course materials,
- teaching within BYOD, eText or OER programs,
- bringing apps and mobile devices into the classroom learning experience,
- developing any aspect of your capacity for teaching with tech.

[Visit the Tech for Teaching website](#) or email [teachingandlearning@conestogac.on.ca](mailto:teachingandlearning@conestogac.on.ca) for help.

### The Library

The Library provides support to all Conestoga employees and students on:

- [finding course material, like images, videos and OERs](#),
- [device troubleshooting support from Tech Tutors](#)
- [learning new software or apps](#),
- [workshops, online guides](#), and [consultations on copyright topics or course materials](#).

[Visit the Library's website](#) or email [lrcinfo@conestogac.on.ca](mailto:lrcinfo@conestogac.on.ca) for help.

### The Bookstore

The Bookstore provides support for all Conestoga employees and students on:

- [eText programs](#),
- [digital access codes](#) for publisher resources.

[Visit the Bookstore's website](#) or email [bookstore@conestogac.on.ca](mailto:bookstore@conestogac.on.ca) for help.