

ECPS RESOURCES FOR INSTRUCTORS

Welcome to ECPS! Listed here are 5 main resources to assist you as an instructor in our department. Please become familiar with these resources as you plan your courses.

Where do I go if I want to find ECPS DEPARTMENTAL specific TEACHING RESOURCES? [ECPS Forms & Resources](#)

On our departmental website under Forms and Resources you will find the following information:

- ⇒ Course Syllabus Template (optional)
- ⇒ Keys & Building Access Forms
- ⇒ Safety Guidelines [note: you need to fill out the ECPS Safety Orientation Checklist]
- ⇒ Peer Review of Teaching information
- ⇒ Finance Forms (e.g., Direct Deposit Payroll Form)
- ⇒ Technology & Web Information
- ⇒ Instructor's Guide
- ⇒ Printing

What kind of information will I find in the ECPS INSTRUCTOR'S GUIDE? [ECPS Forms & Resources](#)

This guide will assist you in setting up your course and help you get started as an instructor at UBC.

You will find the following information in this instructor's guide:

- ⇒ **Getting started** with campus-wide login (CWL), email, library cards, HR and payroll, benefits and ECPS policies and procedures (e.g., grading rubrics, plagiarism policy, student absence)
- ⇒ **Administration** in ECPS such as building access, mail & fax information, photocopying.
- ⇒ **Teaching Duties** such as course evaluations, class lists and emails, grading, textbook ordering, faculty service centre information.
- ⇒ **Learning Technologies**—you will learn about IT services, Educational Technology Services and access to the Canvas platform.

Where do I POST GRADES, find my CLASS LIST and send EMAIL to students? [Faculty Service Centre \(FSC\)](#)

The Faculty Service Centre (FSC) will have a listing of all the courses for which you are an instructor. Here you can:

- ⇒ post grades (due 7 working days after your last class)
- ⇒ send an email to the class (or individual students),
- ⇒ download class lists
- ⇒ **Help Using FSC** can be found at: [FSC USER GUIDE](#)

What ONLINE platform do I use for hosting online classes or posting materials for face-to-face or blended classrooms? [CANVAS](#)

Canvas is UBC's Learning Management System where you can post your course materials, syllabus, submit course readings to the UBC Library (to be copyright compliant), make course announcements, send emails, etc.

- ⇒ Multiple Canvas training workshops are offered and [Canvas 101 training](#) is available anytime
- ⇒ For further resources see the [Canvas Instructor's Guide](#)
- ⇒ To use **Zoom** for your teaching you will need to get an account: [Zoom Account](#) You can also find a Zoom instructional guide at: [Zoom Instructor Guide](#)

Where else can I find useful teaching resources, courses or help? [Centre for Teaching, Learning and Technology](#) (CTLT)