FAQs

1. **What are the training process for new faculty?**
   a. When a faculty member is identified to teach a course through TLC for the first time, the coordinator and the lead of the Pedagogy team should be informed. The contact information of the new faculty will be added to the mailing list so that they will be notified when a future faculty training/workshop is available.
   b. Campus Liaison should meet with the new faculty and give a brief orientation.
   c. The Faculty Training Manual (in the process of updating) is available on the TLC website for any new faculty members to review.
   d. The technologists on each campus (or whoever is the support of the video-conferencing classroom) will give their faculty members an orientation of how the classroom system works and get them familiarized with the equipment.
   e. It's also recommended to do a test call before classes start.

2. **Where can I find classroom dialing instructions?**

   The technologist who provides classroom support at your local institution should be able to provide you with a written document of dialing instructions. Be sure to be able to locate it in the classroom when your technologists gives your the orientation.

3. **What does a faculty need to do before class starts?**
   a. Class enrollment information: How many students have registered my class and what their contact information is.
   b. Contact information of all local and distant technologists, registrars, test proctors, campus liaisons, and the coordinator.
   c. According to where the enrolled students come from, check the TLC overall calendar and decide on the first day of class. **Notify all of your students, technologists, registrars, and the coordinator, at least one week before your first day of class.**
   d. In the initial email to all of your students, it might be a good idea to send them the syllabus and ask if they have obtained the right textbooks. Ask if the distant students have received login credentials to the host institution's LMS.
   e. Contact the coordinator if there is any questions or concerns.

4. **How do I find out who registered for my class? Dropped?**
   a. Registrars should send out information of students who enrolled to consortium courses from their home institutions to: TLC coordinator, instructors, and all other registrars, at least two weeks before the 1st day of class of the institution that starts the earliest.
   b. The enrollment information should also show up on each local LMS by the time classes start.
   c. When a student drops, the local registrar should send out a notification to the instructor and the TLC coordinator.

5. Will the distant students have access to the LMS of host institutions?

Yes.

When distant students register for a TLC course, their home registrars will send their information (name, address, social, birthdate, etc) to the host institution. The host institution is responsible to generate credentials and instructions for the distant students to log in to the LMS at the host institution. This should be done by the first day of class.

6. How do I submit grades for distant students?
a. They should show up on your local LMS with your local students. Instructors submit their grades the same way as for local students.
b. Registrars are responsible for sending grades of the distant students to their home institutions.

7. What are the orientation process for students?
a. Academic advisors on each campus should be able to describe the unique nature of a TLC course, especially for those who are connecting to the class.
b. Read "what to expect in a TLC classroom" and watch the orientation video.
c. Get in touch with the professor by email before classes start.

8. How to propose a new course to be offered through TLC?
a. If you already taught this course before at your local institution,
    i. talk to your Chair or Dean that you'd like to offer it through TLC.
    ii. if they approve, send a syllabus to the TLC coordinator.
    iii. the course information will be added to the proposal pool for future offerings.
    iv. it will be discussed at the nearest "TLC curriculum development" meeting.

b. If it will be the first time you teach this course at your local institution,
    i. follow the "new course approval" procedure at your local institution, get the course approved.
    ii. Follow the procedure listed in part a.