

## Required Training for All Employees

- **New Employee Orientation** - This will be scheduled within the first two weeks that an employee starts at TCNJ. Topics covered will include personnel policies and procedures, health benefits, pension options, and performance evaluation procedures. The goal of this orientation will be for employees to become familiar with TCNJ's policies and procedures, especially the college's Code of Ethics and Affirmative Action Policy, and for employees to be able to ask any questions they have regarding their employment.
- **Diversity Workshop** - All employees must attend a half-day diversity workshop within their first year of employment. The workshop will engage participants in an examination of applicable policies, procedures, and ethics, and includes a discussion of current issues impacting diversity on college campuses.
- **Ethics Training** - By law, all New Jersey state employees must receive annual ethics training. The full orientation should be completed every third year while the ethics briefing should be completed on the off years. Both of these training modules are available online on the State Ethics Commission's website. New employees are given ethics information during orientation through the Office of Human Resources and advised they are to complete the training during the first 30 days of employment.
- **Canvas Overview** - This training is required by all faculty regardless of whether they will be teaching traditional or online/blended courses. This course will give an overview of the tools and features in Canvas and guide instructors through the process of creating their first course in Canvas. Participants will gain firsthand experience using the basic tools for setting up a course, including creating assignments, editing pages, grading with speed grader, building quizzes, and communicating with students.

## Office of Instructional Design Programs

- **Organizing with Modules in Canvas** - Learn how to create modules to organize your course content and allow you control over the flow of your course. Modules also can be used to create pre-requisite activities students must complete in order to move forward from one content area to the next. In this workshop, you'll learn how to build modules that work best for your organizational style, with course content arranged by unit, day, week, topic or outcome. This course is offered as an asynchronous online workshop using Canvas in order to give instructors practical experience in the Canvas environment.
- **Creating and Grading Assignments in Canvas** - Are you taking advantage of all of the advanced features in Canvas for grading and delivering feedback to your students? This workshop covers Speed Grader using Crocodoc, rubrics, video and audio. We'll also explore strategies for taking attendance with Roll Call. This course is offered as an asynchronous online workshop using Canvas in order to give instructors practical experience in the Canvas environment.
- **Learning Mastery in Canvas** - Discover how learning objectives can be embedded in rubrics and aligned with assignments using the Learning Mastery feature, a new Canvas tool for assessment. This course is offered as an asynchronous online workshop using Canvas in order to give instructors practical experience in the Canvas environment.
- **Snow Day Blues** - What options are available for keeping your class on schedule when there is a Snow Day? Canvas offers a number of solutions for making sure you don't fall behind. Join the Office of Instructional Design for a look at Canvas Conferences and Narrated PowerPoints.

- Best Practices Training - This training involves approximately 20 hours of training in best practices for online and blended learning. It is required for any instructor that wants to develop an online/blended course at TCNJ. This training is offered completely online.
- Quality Matters Rubric Overview - This course will give instructors an overview of the Quality Matters Higher Education Rubric (Sixth Edition) and walk them through the steps of conducting a self-review using the rubric. This course will be useful for instructors who are planning on developing an online/blended course at TCNJ. This course is offered as an asynchronous online workshop using Canvas.

### Department of Learning and Professional Development Programs

- Lion Learning Tracks - The Lion Learning Tracks are groupings of learning opportunities designed to assist employees in reaching their professional development goals. The learning tracks combine online and classroom instructor-led training, leading to a certificate of completion over a twelve- to eighteen-month period. The available learning tracks include:
  - [Administrative Professionals Track](#)
  - [Supervisor/Manager Track](#)
  - [President's Leadership Academy](#)
- Professional Development Courses - The Department of Learning and Professional Development runs various courses for faculty throughout the year on topics including: Google Apps, How to Deliver Presentations with Ease & Confidence, Retirement Planning, Socially Responsible Investing, Microsoft Excel, and Project Management.
- E-Learning with [Lynda](#) - TCNJ is pleased to make available to all students and employees free e-learning with Lynda. Lynda has a variety of online courses in programs in topics including: Business, Animation, Design, Web Development, and more.