



Part-time Studies Instructor Resources

Your dedication and hard work help to ensure the excellence of service and standards that are part of the tradition at BCIT. Click on the links to find important information and resources for Part-time Studies instructors.

- [Part-time Instructors Handbook online \[PDF\]](#)
Please note that revision to the handbook will be completed for PTS Fall Term Start.
- [Internet-based Resources for PTS Instructors \[PDF\]](#)

OUTLOOK WEBMAIL FOR PTS INSTRUCTORS

All BCIT employees receive a personal @bcit.ca email address. [Learn about your Outlook webmail account.](#)

myBCIT INFORMATION FOR PTS INSTRUCTOR

A personal myBCIT account has been set up for you which includes your myBCIT email account, plus access to your Faculty Self-services portal. [Learn more about your myBCIT account.](#)

VIEWING YOUR CLASS LISTS

You can view who has registered for your course(s) in your [myBCIT faculty self-services \[PDF\]](#).

When on a BCIT campus and connected to BCIT_SECURE (wireless or ethernet) you can print your class rosters from Cognos web service ([reports.bcit.ca](#)). Log in using your AO# and myBCIT password. [Learn more about Cognos reporting \[PDF\]](#).

RESOURCES FOR INSTRUCTORS FROM THE LEARNING AND TEACHING CENTRE (LTC)

Instructional Materials Developers

The [Learning and Teaching Centre \[LTC\]](#) offers BCIT instructors various services in instructional design and education technology at no charge. Part-time instructors can get help with learning activities such as online courses, quizzes, exams, case studies, audio and video scripts, graphics, and multimedia.

The LTC instructional materials developers (IMDs) are experienced editors and writers who can help with the wordsmithing of your text. We'll ensure that your instructional materials are easy to understand, grammatically correct, and appropriate for your audience.

Here's a sampling of what we can do:

- copy editing for grammar, punctuation, and spelling
- stylistic editing for clarity, syntax, and flow
- editing for plain language
- establishing the appropriate tone and reading level for a specific student audience
- developing or organizing material
- ensuring consistency in terminology, organization, and voice
- ensuring sensitivity to cultural and gender inclusiveness
- matching visual and written content
- developing video scripts—"writing for the ear"

For more information or to request writing or editing services, please contact [Barb Adamski, IMD Coordinator](#) or call 604-454-2283.

Learning Hub – Educational Tech Support (ETS)

ETS supports faculty in their use of BCIT's educational technologies, mainly the Learning Hub for online courses. Services include technical support, consultation, drop-ins, one-on-one and group orientations and training, and new technology research and implementation.

An online guided tour for the Learning Hub can be found:

https://learn.bcit.ca/shared/Announcement_Files/ETS/NewToTheLearningHub.html

The Learning Hub online help: <https://lhc.bcit.ca/help/>

Contact Us:

Email: techhelp@bcit.ca [please include your BCIT ID#, course name and number]
Hours: Monday to Friday 7:30 am to 5:00 pm
Tel: 604-412-7444 option 2
Toll-free: 1-800-351-5533 option 2
Visit us: SE12-101 area

Professional Development Opportunities

Please visit the [Learning and Teaching Centre](#) website for instructional skills workshops schedule and other professional development opportunities for PTS instructors offered at BCIT.

ACCESS TO BCIT ELECTRONIC APPLICATIONS AND SERVICES

We are happy to announce a new change allowing returning PTS Instructors to be added to the Current Employee group at BCIT for a period of one year from the end date of their last PTS contracted course. New PTS Instructors to BCIT will be added to this Current Employee group after their 1st pay period. [Find out more about your electronic access to BCIT.](#)

BCIT SAFETY WISE

BCIT has a Safety Wise app that you'll want to download. It has a lot of useful features, such as push notifications in the event of a campus emergency. You can use it to call for help, report a concern, or just find your way around campus. Learn more in the [SafetyWise video](#). Then, [download the app](#). [Learn more about Safety on Campus](#).

HELP YOUR STUDENTS FIND THEIR DREAM JOB!

Remind your students to [register on eJOBS](#) to access full-time, part-time, and temporary opportunities from over 4,000 companies. Please urge them to [register](#).

ORIENTATION FOR PART-TIME STUDIES INSTRUCTORS

Each term BCIT contracts industry experts like you as part-time instructors who come to the Institute with knowledge and enthusiasm – the Orientation for PTS Instructors helps you to succeed, whether instructing in a classroom or online.

This important initiative has been developed to assist you to:

- be fully aware of the expectations and responsibilities as a PTS instructor [both administratively and instructionally]
- become familiar with the administrative processes and tools you must use for course outlines, final grades, etc..
- be knowledgeable about the services available that support your instruction and enhance your students' learning experience
- be familiar with the other services available to support students in their learning

During the Orientation, you will learn the basics of your role including how to create and post a course outline, strategies for keeping students engaged, Banner Gradebook/PTS Final Grades Entry basics and Classroom management, among many other administrative and student-centered practices.

The Orientation is presented online using BCIT's Learning Hub online course delivery system. Activities are spread over four weeks which includes facilitated participation online, as well as personal coaching and mentoring during the first two weeks of PTS term start. All the information you need is in one place; you will enter into online discussions with other part-time instructors, and complete a series of exercises to strengthen your administrative knowledge. The time commitment for participants is approximately 6 hours, and can be completed at your own pace from anywhere there is a stable internet connection.

The Orientation has changed its focus to primary online instruction to reflect the on-going institute response to the COVID-19 health emergency.

Please email pts!@bcit.ca to say that you're interested in participating!

BE INVOLVED, CONTRIBUTE, STAY IN TOUCH ON THE LOOP!

PTS instructors have the opportunity to interact with colleagues, join in conversations, and contribute to the decision-making process at BCIT through the LOOP - BCIT's online networking environment. Collaborate on documents, ask questions, voice your opinion or start a conversation of your own. [To get started, log onto the Loop, then follow the Part-time Studies Community.](#)

INSTRUCTOR RESOURCE CENTRES

Some centres are currently unavailable due to COVID-19 precautions.

Part-time Studies instructors have full access to the four BCIT 'all-schools' Instructor Resource Centres. Each centre is equipped with computers, printer, telephone and other office essentials (stapler, paper cutter, etc.). Additionally, there may be dedicated workspace reserved for part-time instructors within your school; please ask your program area.

There are three Instructor Resource Centres located on the Burnaby campus, and one downtown:

Burnaby:

NE1-202C 604.451.7008 - **unavailable**

NE1-306A **unavailable**

SE6-211 604.432.1132 - **limited capacity**

SE14-139 604.454.2239 [24/7 availability through the Eh!Pod] - **unavailable**

Downtown:

DTC-250 604.412.7609 - **limited capacity**

Please be respectful of others when using these facilities:

- Do not have lengthy telephone conversations when others are working in the room
- Tidy the area you have been working in before you leave
- Do not use the facilities for personal printing, web surfing, or as a lunch room
- Be aware that others in the room may be trying to concentrate on their work

All centres have secure card access; therefore, instructors must have an active BCIT Employee ID card to enter.

CHANGES TO PTS FINAL GRADES ENTRY

PTS Final Grades Entry has been updated so as to be compatible with new generation web browsers. Users must now save their entered grades before completing any attendance and/or failure reports. If the Final Grades are not saved, they will not be retained when the user returns to the main grades entry page.

A reminder that final grades for students registered in continuous entry courses should be forwarded to the program assistant either when the student has completed, or the course completion time has expired. [Click to download the PTS Final Grades Entry Reference Sheet.](#)

STUDENT LIFE EARLY ASSIST

Supporting Student Well-being

BCIT values its students and their well-being. **Early Assist** is a reporting system that provides BCIT faculty, staff and students an opportunity to identify students who may be struggling personally or academically, and offer them appropriate support and services at an early stage.

- [Make a report](#) if you recognize that a BCIT student may be having difficulties
- [Learn more about the Early Assist program](#)

RETIREMENT GUIDE FOR PART-TIME STUDIES INSTRUCTORS

If you contributed to the College Pension Fund, [find out what provisions your pension will cover.](#)

BANNER GRADEBOOK SET-UP AND MARKS ENTRY VIDEOS ON YOUTUBE

- [Banner Gradebook Set-up](#)
- [GradeBook Marks Entry](#)

PTS INSTRUCTOR TELEPHONE SUPPORT FOR IN-CLASS COURSES

- ITS support for evening classes - 604-412-7444 [Option 4]
- Facilities [spills, messes and other classroom issues for Bby campus] - 604-432-8777
- Learning Hub support [regular office hours only] - 604-412-7444 [Option 2]
- Academic and Employment Issues - please call your Program Lead directly.
- Student Association Liaison
- PTS Systems Tools - Banner Gradebook, PTS Final Grades Entry, etc. [regular office hours only]: [Robb](#) - 604-453-4058

BCIT INFORMATION MANAGEMENT POLICY

Please take a moment to familiarize yourself with BCIT [policy](#) and associated [guidelines](#) for *Acceptable Use of Information Technology* as well as the [policy](#) and associated [guidelines](#) for *Information Security*.

[View all BCIT policies.](#)

Best wishes for a successful term!

Robb York

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