# In-Person Training Schedule

**go.iupui.edu/1T1K**

Thursday, August 16, 2018  
8:30 a.m. - 12:30 p.m. • IT Building, Room 152  
535 W Michigan St, Indianapolis, IN 46202

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
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<tbody>
<tr>
<td>8:30 - 9:00 a.m.</td>
<td><strong>Check-in, Registration, and Breakfast</strong></td>
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<tr>
<td>9:00 - 9:05 a.m.</td>
<td><strong>Welcome and Introductions</strong></td>
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<td>9:05 - 9:35 a.m.</td>
<td><strong>Being a TA: What’s in it for you and your students?</strong></td>
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<td>9:35 - 9:45 a.m.</td>
<td><strong>Coffee Break</strong></td>
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| 9:45 - 11:00 a.m. | **Breakout Sessions**  
  PRIMARY INSTRUCTORS AND RECITATION LEADERS  
  STEM disciplines  
  Non-STEM disciplines  
  LAB INSTRUCTORS  
  Biological Sciences  
  Physical Sciences  
  Engineering and Technology  
  GRADERS                                                  |
| 11:00 - 11:15 a.m. | **Coffee Break**                                                        |
| 11:15 a.m. - 12:15 p.m. | **Teaching Inclusively at IUPUI**                                      |
| 12:15 - 12:30 p.m. | **Final Comments and Evaluations**                                     |

# Online Canvas Course

**go.iupui.edu/1T1L**

Self-enrolling Canvas course available August 1st – August 31st

- **Getting Started with Canvas**  
  - Set-up/access your Canvas course  
  - Learn about Canvas tools (syllabus, assignments, and SpeedGrader)
- **Introduction**  
  - Introduction to the online modules  
  - Deadlines and requirements for completions  
  - Contact information for course instructors
- **FERPA and Grading**  
  - Maintaining confidentiality of student records  
  - How to grade fairly  
  - Knowledge Check Quiz
- **Academic Integrity**  
  - Types of academic misconduct  
  - How to report academic misconduct  
  - How to promote academic integrity  
  - Knowledge Check Quiz
- **Unlawful Harassment**  
  - What constitutes unlawful harassment  
  - IUPUI student rights  
  - How to report harassment  
  - Knowledge Check Quiz
- **Campus Safety**  
  - Campus emergencies including:  
    - Severe weather  
    - Building evacuations  
    - Active shooter  
    - Medical emergencies  
    - Preventing/managing violence in the classroom  
  - Knowledge Check Quiz
- **Final Badge Quiz**  
  - Complete final quiz to receive digital badge