

New Part-time Faculty Orientation



- Welcome

Foothill College, 12345 El Monte Road, Los Altos Hills, CA 94022 | foothill.edu



Introduce yourself

- Name
- Department
- Classes you will teach



Housekeeping and Logistics

- Classroom assignments – where is your class?
- Keys – do you have the ones you need?
- FHDA email address
(lastnamefirstname.fhda.edu)
- Office location, phone number



Field trip I

- Staff Identification
- Textbooks
- Parking Permits



Field Trip II

- Classroom technology – how to use?
 - NEED HELP? 408-864-TECH (8324) or x8324 from campus phones
- Classroom Emergencies – 911
- Foothill Website: Faculty and Staff Tab
- MyPortal
- Course Management Systems (CMS)



MyPortal

File Edit View History Bookmarks Tools Help

MyPortal | Foothill-De Anza... x First-Time Login Guide x print screen on pc - Googl... x +

https://myportal.fhda.edu/cp/home/displaylogin

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MyPortal

Secure Login MyPortal is your secure gateway to a variety of online services provided to Foothill-De Anza Community College District students and employees. Get connected and explore!

Campuswide ID:
(No dashes or spaces)

Password:

Login

[What is my campuswide ID?](#)
[I don't know my password.](#)

Please Note! Beginning on February 20th, 2014 we will be asking everyone to change passwords to help protect your personal information. Please watch our [new tutorial video](#) for more details.

What's Inside?

- Academic Records
- Account Balances
- Class Rosters
- Financial Aid Status
- Grades
- Personalized Announcements
- Placement Test Results
- Registration Tools
- Student Parking Permits
- Transcripts and more!

First Time Logging In?
See the [First-time Login Guide](#) for step-by-step instructions on setting up your account.

Having problems?
Go to the [MyPortal FAQ page](#)

Guest Parking
Guest parking is available for those without a MyPortal account at both [Foothill](#) and [De Anza](#) colleges.

Foothill College
Upgrade. Advance.

De Anza College

FOOTHILL-DE ANZA
Community College District



Course Outlines of Record (CORs)

- What are they?
- Why are they so important?
- Let's look at an example



Greensheets/syllabi

- Name and Number of your course
- Your contact info
- Office hours are obligatory
- Grading policy, attendance policy***
- Required text and materials (including ISBN #)
- Course requirements, including due dates*
- Disability accommodation statement
- Student learning outcomes for course. (SLO's)
- Final exam schedule: <http://www.foothill.edu/reg/examsched.php>



GREENSHEETS: NICE TO HAVE

- Description of course
- Pre-requisites, co-requisites and advisories
- Schedule of topics
- Schedule of lab experiments and lab policies
- A&R dates, dropping vs. W, repeatability
- Guidelines for papers and other assignments
- A statement about your expectations regarding academic integrity.



HELP! My students need HELP!

- TLC The Learning Center – Katie Ha
- Ion Giorgiou STEM Success Center Eric Reed
- Student Health Services



The first day

- Calling roll
- Adding, dropping/waitlists
- How do you start your classes ?



Protect yourself/protect your students

- Students contacting each other
- Locking doors
- Disruptive students? What to do.



FOOTHILL COLLEGE

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