

How-to Documentation for Classroom Teaching Workload Calculator:

The classroom teaching workload calculator was designed to allow instructors to fill in their course details and calculate the points related to their current teaching workload. This document lists the steps to follow to fill in the details of your courses.

Step 1: Fill in the Instructor Details on the Instructor Details worksheet

Instructor Details worksheet is designed to automatically pull in the data into the Points Calculator.

1. Fill in the instructor's name.
2. Pick the program from the dropdown list in the Program column (APBI, FNH, GRS, FRE, Other).
3. Pick the instructor's stream from the dropdown list in the Stream column (Educational Leadership, Research, Lecturer).

Note: If you need to add multiple instructors' names and have run out of space in the table, select the entire row and insert new rows (right click on the row number and click on 'Insert' from the menu).

Step 2: Open the Points Calculator Sheet to enter your course details

1. Instructor Details section will be automatically filled once the instructor's name is entered. Select the Instructor's Name from the dropdown list.

Note: This list will only include instructors entered on the Instructor Details sheet.

2. Enter the all information regarding your course in the Course Details sheet. Use one row per course section.

Note: To add an extra row or delete a row on the Points Calculator sheet, please use the buttons provided on the top left. Since the sheet is locked, normal row addition steps will not work.

- a. Enter Course name with Course Section
- b. Enter the number of students enrolled for the course
- c. Enter the number of instructors teaching the section listed.
- d. Depending on whether the instructors are teaching different parts of the course (pass-the-baton) or teaching the whole course together at the same time (co-led), select 'P' or 'C' from the dropdown list; if there is only one instructor, select 'N.A.' or 'NA'.
- e. % of course taught column will be filled in automatically based on the details entered in points c and d above.
- f. Select the course type from the dropdown list based on whether it is an undergraduate class (UG), graduate class (G) or combined undergraduate and graduate course taught using common lectures (C).
- g. Enter whether the course is a 1 or 2 term course.
 - i. For Hours mentioned in columns L to W on the Points Calculator Sheet, enter the details based on the following points:

Note: This data is based on hours per week. If a session takes place bi-weekly,

divide the total hours by 2. If you have irregular start/end dates for your course, calculate your hours per week equated to a teaching term total of 39 hours (for a 3-hrs/week course)

All primary contact hours in the form of lectures will fall under Weekly Lecture Hours. This includes lectures given during activities scheduled as Labs or Tutorials.

- ii. All weekly contact hours in the form of student-led seminars will fall under Seminar credit hours.

Note: This does not include student presentations held during regular lecture-based courses.

- iii. All weekly Instructor-led Lab hours need to be entered in Column N. If the labs are led by TAs, enter the hours in Column S.
 - iv. All weekly Instructor-led PBL Sessions need to be entered in Column O. If the PBL Sessions are led by TAs, enter them in Column T.
 - v. All weekly Instructor-led tutorial hours should be entered in Column P. If the tutorials are led by TAs, enter them in Column U.
 - vi. All weekly Instructor-led CBL Sessions need to be entered in Column Q. If the CBL Sessions are led by TAs, enter them in Column V.
 - vii. All weekly Instructor led Field-course hours need to be entered in Column R. If the Field component of a course is led by TAs, enter them in Column W.
3. All Directed Studies course credits need to be added up and entered as the total number of credits for the year. Do not add the separate Directed Studies courses as individual courses.
 4. For Credits associated with teaching release, such as a Canada Research Chair or Associate Dean, please enter the total credits of release and describe the rationale for teaching release in Column Z.

Step 3: Check your total points:

Your total number of points can be seen as a sum once you scroll down the Points Column (Column A) on the Points Calculator Sheet.

Notes for Program Directors:

- For program directors who wish to enter the data for multiple instructors, you may copy and paste the details from Column E to Z and add it to a new sheet.
 - Please note that Instructor Details needs to be filled manually on the Instructor Details Sheet. Once filled in, the instructor name can be copied and pasted in Column B.
- Slicers provided in the top left of the Points Calculator Sheet can be used for filtering out data based on a Program, Instructor Stream and/or Instructor name. This may make it easier to filter through the data according to your search requirements. The points total on the bottom of Column A automatically calculates based on the data you can see. Hidden rows will not be counted in this data.
 - You may also filter out the data for classes that have low enrollment. The small class size tag limits are <5 for Graduate and Combined Graduate/Undergraduate, and <12 for Undergraduate classes.