



PROCEDURE FOR ESTABLISHING A TEACHING CIRCLE 2022-23

Step 1: [REGISTER YOUR TEACHING CIRCLE](#)

- x Use the link above to register your Teaching Circle
- x Teaching Circles must register each academic year (either it is an existing TC or new TC)
- x Facilitators should review the Reflective Practice Teaching Circle Facilitator Guidelines
- x After reviewing the guidelines, the facilitator will use the link above to register!

Step 2: ENROLL MEMBERS

- x After registering your Teaching Circle, you will receive an Enrollment Link by email to distribute to your members
- x Facilitators should share this link with all members to enroll including the facilitator
- x For questions, or if you do not receive your link, please contact Meigan Robb (mrobb@iup.edu)

FAQs

HOW DO I ADD A NEW MEMBER WHO JOINS MY TEAM?

New members can be added to Teaching Circles throughout the academic year. Facilitators will need to send them the Teaching Circle Member Enrollment Link so they can officially join.

CAN I JOIN MORE THAN ONE TEACHING CIRCLE

Colleagues who would like to participate in more than one Teaching Circle will need to enroll separately for each.

CAN A TEACHING CIRCLE LIMIT THE NUMBER OF MEMBERS?

Facilitators may limit the number of members in their Teaching Circle. Once the Teaching Circle has filled, they should send a message to those colleagues who are interested in joining but who cannot be accommodated at this time.

HOW CAN I FIND A TEACHING CIRCLE TO JOIN?

A [list of registered Teaching Circles and facilitator information](#) is updated and maintained on the CTE website weekly. Contact a facilitator to join any OPEN teaching circle.