Welcome!

Congratulations on becoming an Instructor with The Carpentries! This document will help you start teaching Carpentries workshops and answer any questions.

Where Do I Get Started?

I'm glad you asked! Here are a few things we recommend to everyone:

- **Review the Code of Conduct:** We are dedicated to providing a welcoming and supportive environment for all people. You agree to abide by our Code of Conduct by participating in this community.
- **Attend a Welcome Session!** Join members of the Core Team and community to learn about the organisation, ways to engage, and an opportunity to have your questions answered. These sessions are designed to provide Instructor Onboarding to help new Instructors prepare to teach Carpentries workshops.

How Do I Get Connected?

There are many ways for Instructors to connect and get information. You can sign up for these to ensure you are up to date with communications specific to Instructors.

- **The Carpentries #instructor Slack** (Join Link) (Slack Quickstart Guide)
- **Instructor Mailing Lists** (Instructor List)
- **Monthly Instructor Meeting** (Etherpad)
- **Instructor Blog** (Posts)
- **AMY** (https://amy.carpentries.org/)

Teaching Centrally-Organised Workshops

All Carpentries Lesson Programs (Data Carpentry, Library Carpentry, and Software Carpentry) offer workshops taught either in-person or online, by a team of trained Instructors.

As a certified Instructor, you have access to teaching any Carpentries workshops you are comfortable teaching. To see a list of upcoming Centrally-Organised workshops, sign into AMY with your GitHub credentials. You can review these instructions on how to use AMY and sign up for forthcoming teaching opportunities. *If you need help logging in to AMY, please email team@carpentries.org and include your GitHub username.*

As an Instructor, you must create a workshop website using the template provided. Once connected with the workshop host, the workshop administrator will provide you with the workshop slug to name your workshop website repository.

Teaching Self-Organised Workshops

As a Certified Instructor, you may also self-organise unlimited Carpentries workshops at no cost to you. Please complete the self-organised workshop form to notify us of your planned workshop so that we can add your workshop to our website and provide support (in the form of survey result links and AWS instances for Genomics workshops).

You must create the workshop website before completing the self-organised workshop form. Remember to create a workshop slug in the format of yyyy-mm-dd-site-online. The slug must match this format exactly to be accepted by AMY.

Once the form has been submitted, the Workshop Administrator will add the workshop to the upcoming workshops webpage and provide the survey links up to one week before the workshop. It is important to understand how The Carpentries Core Team use the workshop webpage to coordinate workshops.

Checkout

After attending Instructor Training, there are three steps to complete (in any order) before qualifying as a Certified Carpentries Instructor. Briefly, the three steps are:

1. Attend a Welcome Session. A 1-hour onboarding to the Instructor and global Carpentries community.
2. Complete a Teaching Demonstration. A 1-hour session where trainees demonstrate 5 minutes of participatory instruction and share feedback, with evaluation by a Carpentries Instructor Trainer.
3. Get Involved! Choose one more step to further your engagement with The Carpentries.

Additional Resources

- **Frequently Asked Questions about Workshop Coordination**
- **Checklist for Workshop Planning**
- **Welcome Tip Sheet**
- **Instructor Handbook**
- **Our Community Glossary**
- **The Carpentries Website**
- **Accessibility Support Request Form**
- **Accessibility Tip Sheet**
- **Etherpad to Signup for Teaching Demo**
- **Self-organised Workshop Request Form**
- **Centrally-organised Workshop Request Form**
- **Workshop Website Template**

Questions

If you have questions, please email our Workshop & Instruction Team at workshops@carpentries.org.

Citing and reusing this tipsheet

This tip sheet was adapted from an original by the Center for Scientific Collaboration and Community Engagement (CSCCE) under a CC BY 4.0 license doi: 10.5281/zenodo.4161782