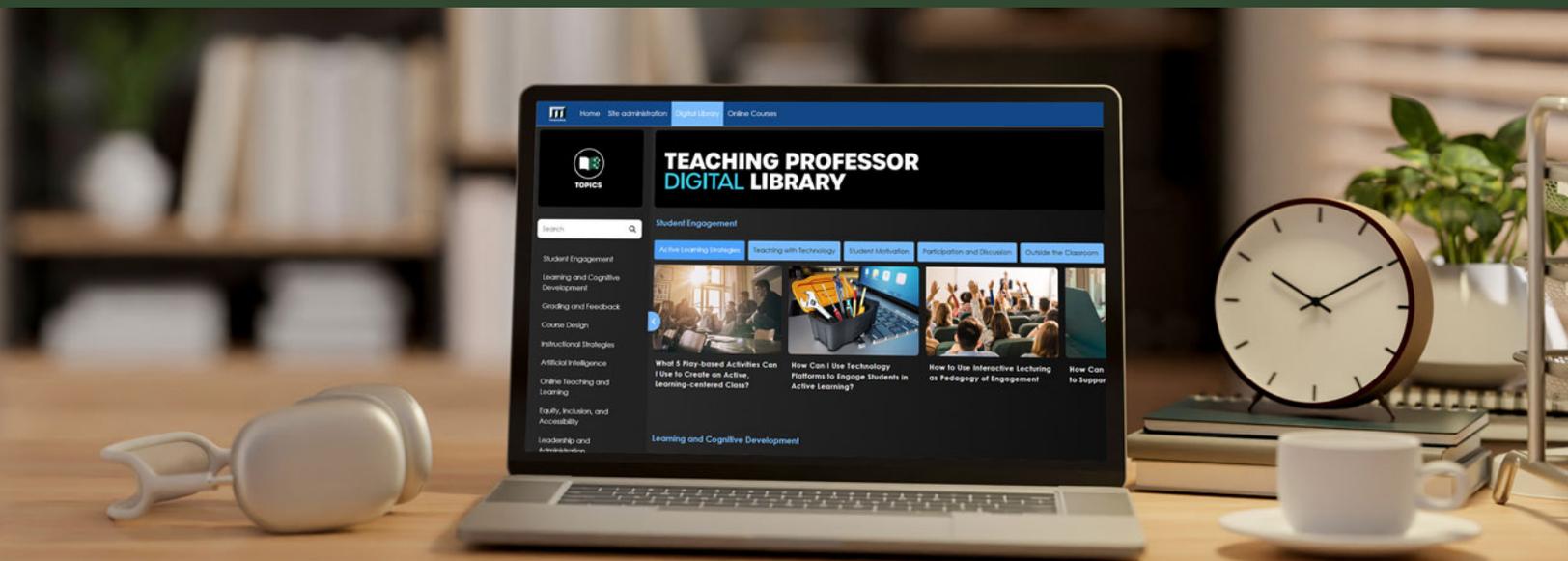


# Teaching Professor Digital Library User's Guide

February, 2026



# How This Guide Is Organized

**1 Getting Started**  
For Everyone

**2 Finding & Viewing Content**  
For Faculty

**3 Getting the Most Out of TPDL**  
For Faculty

**4 Supporting Faculty & Increasing Use**  
For Administrators

**5 Making Learning a Habit**  
For Everyone

## What Is the Teaching Professor Digital Library (TPDL)?

TPDL is a curated collection of 400+ short, expert-led professional development programs created specifically for higher education faculty and academic leaders. New programs are added regularly, and outdated ones are removed—so content stays current and relevant.

Most programs are short and practical—perfect for busy schedules. Articles and courses are also included with Premium access.

# 1 Getting Started

## Accessing the Library

### Step 1: Register as a member of your institutional subscription

Your on-campus subscription administrator has been sent the registration instructions to access content in the Teaching Professor Digital Library. Use the unique URL set up for your institution to join the team.

For customers connecting via an on-campus Learning Management System, contact your subscription or LMS administrator for access instructions.

### New Users

Email address \*

Password \*

Confirm Password \*

First Name \*      Last Name \*

Your personal data will be used to support your experience throughout this website, to manage access to your account, and for other purposes described in our [privacy policy](#).

### Step 2: Log in/Connect

Use the login method provided by your institution (username/password or automatic campus access).

Having trouble logging in?

- Click “Forgot password” to reset your account password
- Check your spam or junk folder—security filters sometimes block emails. The forgot password email will have a subject line of “Magnapubs.com: Password Recovery”

### Existing Users

Username or email address \*

Password \*

Remember me

[Lost your password?](#)

[Create an Account](#)

### Still stuck?

Contact Magna Customer Service:

[support@magnapubs.com](mailto:support@magnapubs.com)

800-433-0499 Ext. 2

Outside the U.S. and Canada please call

608-246-3590 ext. 2



Once you have registered and your password is set, you're ready to explore anytime.

# Welcome to Your Dashboard

## Navigation Bar

Click 'Home' at any time to return to your dashboard.

## Apps

Depending on your subscription level, you may not have access to all of the apps. Apps will appear gray if you don't have access.

The screenshot shows the dashboard interface. At the top is a navigation bar with links for Home, Site administration, Instructional Videos, Online Courses, Articles, and Mentors. The main content area is titled 'Dashboard' and features four app tiles: 'Instructional Videos', 'Monday Morning Mentor', 'Online Courses', and 'The Teaching Professor Articles'. Below these is a 'Recent Activity' section with a message: 'You're not enrolled in any courses. Once you're enrolled in a course, it will appear here.' At the bottom of this section are 'Manage courses' and 'Create courses' buttons. On the right side, there is a 'Your Profile' sidebar containing 'Upcoming events', 'Vimeo Sharing', and 'Admin Resources'. A 'Block Drawer' is also visible, showing an 'Edit mode' toggle and a blue arrow icon.

## Your Profile

Block Drawer  
Don't see your block drawer?  
Click on the blue arrow to open it.

Admin Resources



## Instructional Videos

Short, expert-led videos that deliver practical teaching strategies faculty can apply immediately.



## Online Courses

Self-paced, in-depth courses designed to build skills, confidence, and effectiveness in teaching.



## Monday Morning Mentor

A weekly, bite-sized professional development series that offers actionable insights to start off every week during the semester.

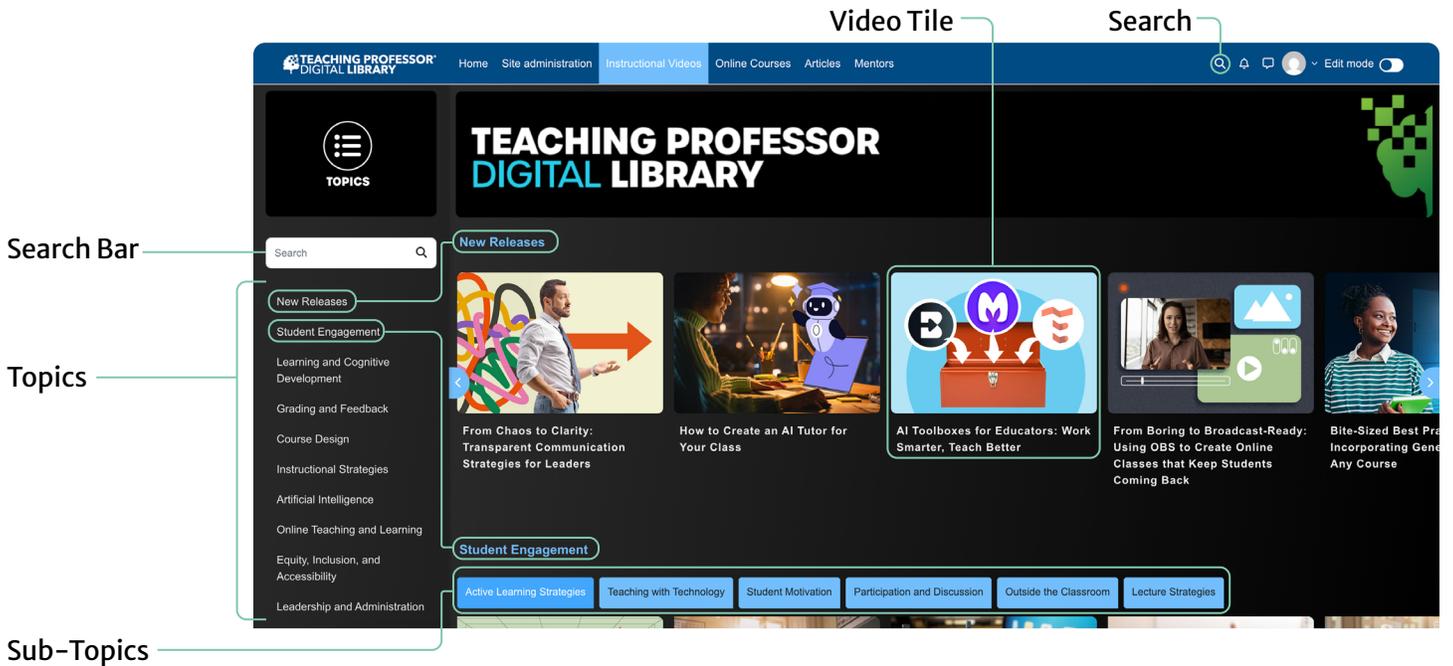


## The Teaching Professor Articles

Evidence-based articles that translate research and experience into practical guidance for higher education professionals.

# 2 Finding & Viewing Content

## Find What You Need



### 1. Browse by Topic

Select a topic on the left or scroll to find your selected topic area.

Choose new releases, topics, or product type.



Select one filter at a time for best results.

### 2. Search by Keyword

Use the Browse/Search bar to look up things like:

- Teaching challenges
- Course types
- Presenter names

### 3. Open & Watch a Video

Click on any video tile to open the program page.

# Program Page

Title of Program

How to Create an AI Tutor for Your Class

Course Settings Participants Grades Reports More ▾

▼ Presentation Collapse all

Collapse all

Completion ▾

How to Create an  
Tutor for Your Class  
*with*  
John Orlando, Ph.D.



If you pause a video and return later, note the timestamp so you can quickly resume if the video restarts from the beginning.

Volume  
Captions  
Settings  
Transcript  
Full screen

Program Handouts

Transcript  
Presenter bios  
and credentials  
are included in the  
transcript PDF

▼ Certificate

To receive a **Certificate of Completion**, be sure to watch at least 70% of the video, and then refresh the page.

🔒 Certificate of Completion

🔒 Not available unless: The activity How to Create an AI Tutor for Your Class is marked complete

▼ Resources

NOTE: Note Taking Guide not available for this program.

[View Supplemental Materials](#)

[View Transcript](#)

[Feedback Survey](#)



## Feedback Survey

There is a survey after each video. We would love to hear your feedback.

## Certificates & Documentation

Every program includes a Certificate of Completion  
Certificates are auto-issued once 70% or more of the program is viewed

Many faculty use them for:

- Annual reviews
- Teaching portfolios
- Professional development documentation

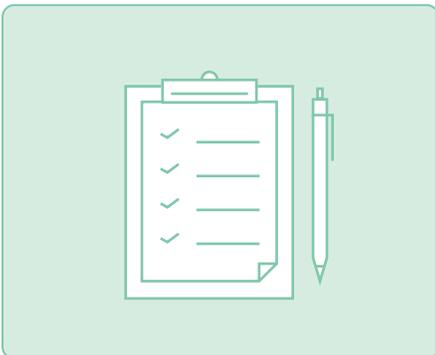
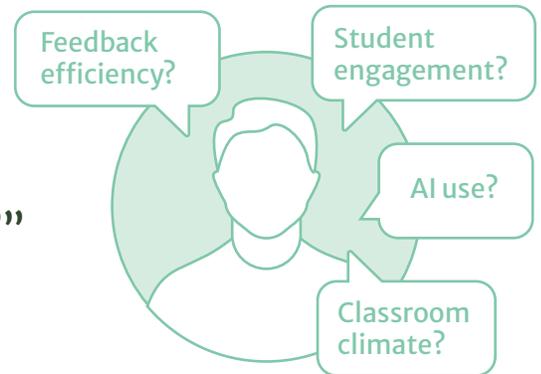
# 3

# Getting the Most Out of TPDL

## Where Should Faculty Start?

Ask yourself:  
“What’s one thing I want to improve right now?”

Start with one short video—not the whole library.

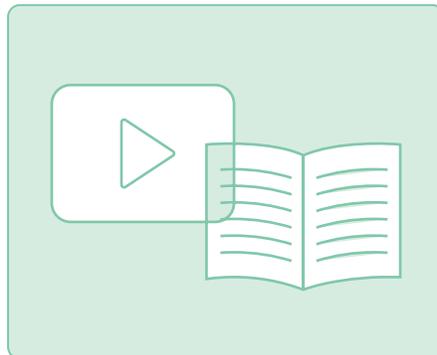


### Watch with intention

Download the handout or transcript

Jot down:

- One idea you already use
- One idea you want to try
- One idea worth sharing

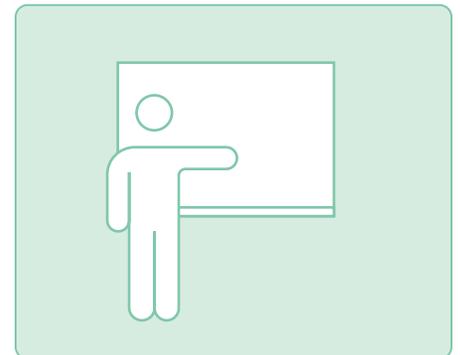


### Pair Videos & Articles

Get more value by:

- Watching a short video first
- Reading a related article after
- Reflecting on how it fits their teaching context

Think: Watch → Read → Try



### Apply immediately

Try one small change in your next class

Small changes add up faster than big overhauls.

# 4

## Supporting Faculty & Increasing Use

### Access Options

TPDL can be delivered via:



Username & password access  
Allows detailed usage reports



IP-authenticated access  
Campus-wide access; page-view reports only

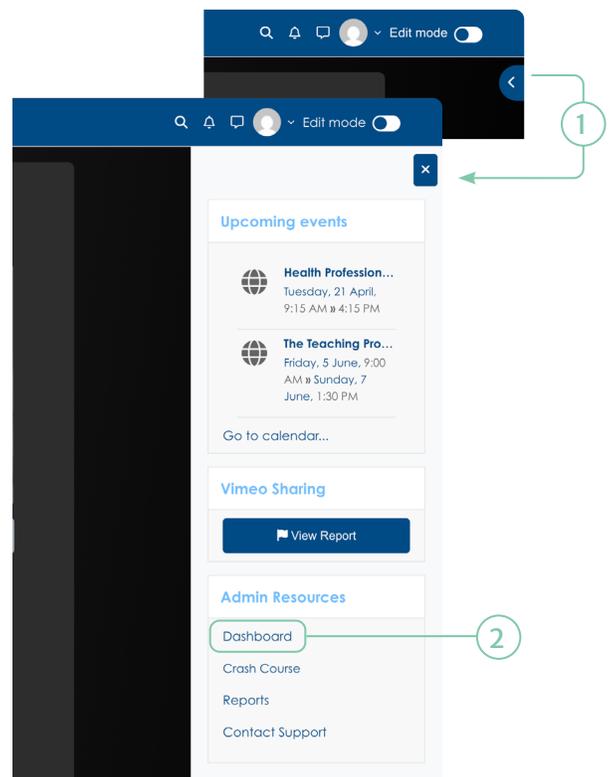


LMS integration  
Available at Advanced LTI and Premium levels

Usage reports are available through in-app reporting. Video support and a client administrator dashboard are also available to active subscribers.

**To Access the Admin Dashboard:**  
(for campus admins only)

1. Open the right-side block panel (if it's not already open), by clicking the pull-out tab near the top right of any page.
2. In the "Admin Resource" block, click on "Dashboard".



If you are the Admin for your campus and do not see the "Admin Resource" block, contact Customer Support to ensure these features are enabled for you.



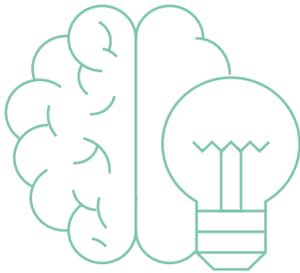
## Encouraging Faculty Participation

Effective strategies administrators use:

- Monthly or weekly “featured video” emails
- Incentives (coffee cards, bookstore credit)
- Recognition for milestone viewing (10+ programs)
- Curated playlists for specific initiatives



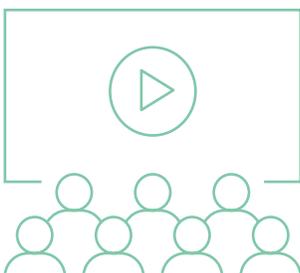
Faculty respond best when content is selected for them, not just available.



## Measuring Engagement

Many institutions use reflection questions instead of quizzes:

1. One practice you already use
  2. One practice you will try next
  3. One idea you'd recommend to a colleague
- No wrong answers
  - Encourages real reflection
  - Requires engagement with the content



## Using TPDL in Group Settings

Popular formats include:

- Lunch-and-Learns
- Department meetings
- New faculty onboarding
- Teaching circles or communities of practice

Videos can be:

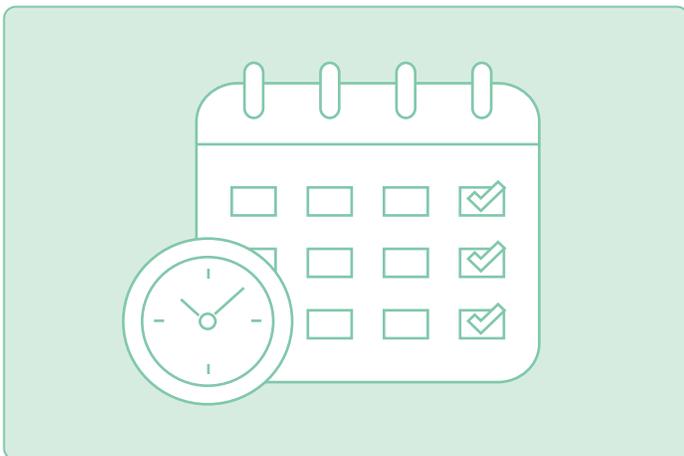
- Watched together
- Viewed ahead of time and discussed
- Shared securely via Zoom or Teams (institution-only access)

# 5

## Making Learning a Habit

### Start Small and Stay Consistent

Block 20 minutes per week on your calendar for professional learning and treat it like any other standing commitment



Use short programs for microlearning moments

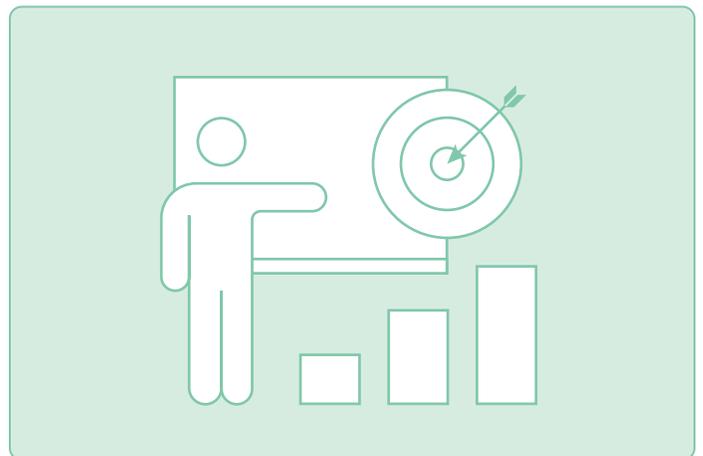
- Between-class breaks
- Quiet grading days
- End-of-term reflection
- New course prep



Consistency matters more than volume.

### Connect Learning to Real Teaching Goals

Learning sticks more easily when it's tied to an immediate need

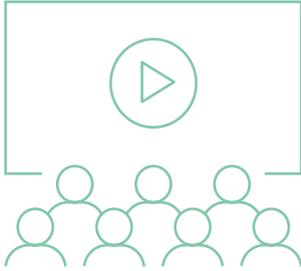


Pair one program with a specific teaching or leadership goal each term

- Improving student engagement
- Supporting inclusive classrooms
- Integrating AI intentionally



Start with what's challenging you right now, not what feels "nice to know."



## Learn Together as a Department or Team

Shared learning builds momentum and accountability.

Select one video per month to watch as a group

Use it as a discussion starter in:

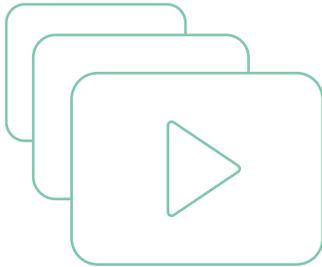
- Department meetings
- Teaching circles
- Staff or leadership retreats

Focus discussion on:

- One idea to try
- One idea to adapt
- One question it raised



Rotate who selects the content each month and send a monthly “recommended program” email



## Create Personal Learning Playlists

Faculty & staff can create their own informal learning paths by:

- Choosing a theme for the semester (e.g., feedback, engagement, AI, classroom climate)
- Watching 2–3 related programs over time
- Pairing videos with articles for deeper insight



Think of it as “just-in-time learning,” not a course to complete

## We Want Your Ideas

Magna welcomes feedback and ideas from administrators and faculty. Additionally, if you discover a creative way to use TPDL, we’d love to share it with others.

Contact Magna Customer Service:

[support@magnapubs.com](mailto:support@magnapubs.com)

800-433-0499 Ext. 2

Outside the U.S. and Canada please call

608-246-3590 ext. 2