

Subject: FW: Focus on Teaching: Introduction to Course Design and Teaching

Good afternoon,

This teaching resource message, available online here <http://bit.ly/XuqsUK>, is sent on behalf of [Teaching and Learning Services](#).

November 3, 2014 (Volume 5, Number 6)



FEATURED EVENTS



[Clarifying Expectations in Graduate Supervision](#) (GPS 409)

November 13, 10:00 -12:00 PM

Imagine preventing common mistakes and avoiding confusion when taking on new graduate students. Clarifying Expectations is about articulating roles and responsibilities in supervisory relationships before problems or miscommunications occur. In this workshop, we will discuss existing supervisory agreements, work together to set goals and outcomes, and focus on writing an agreement that suits your needs.

[Register](#)

Sign in to Minerva, click on the 'Registration for GPS Graduate Workshop' link and register for GPS 409



[Introduction to Course Design and Teaching Workshop](#)

December 11, 9:00am-5:00pm and December 16, 9:30am-1:00pm (1.5 days)

Would you like to design or redesign one of your courses and enhance your teaching skills? Join a group of fellow faculty members led by facilitators from Teaching and Learning Services to discuss strategies for course design and teaching that focus on enhancing student learning.

[Register](#)

UPCOMING EVENTS



[Safer Spaces Workshops](#)

SEDE, in collaboration with Teaching and Learning Services, First Peoples' House, and the Office for Students with Disabilities, offers Safer Spaces, a regular schedule of training for staff, faculty, and graduate students.

- [Safer Spaces: Sexual Orientation and Gender Identity](#)
November 4, 2:00-4:30 PM
- [Safer Spaces: Disability, Access, and Universal Design](#)
November 6, 2:00-4:30 PM
- [Safer Spaces: Indigenous Perspectives](#)
November 12, 9:30-12:00 PM
- [Safer Spaces: Consent and Sexual Assault – Raising Awareness](#)
November 13, 2:00-4:30 PM



[Giving Efficient and Personalized Audio-recorded Feedback](#)

November 19, 8:30-9:30 AM

Evaluation and feedback in large classes Series: Join us for Coffee!

Would you like to reduce the time you spend writing comments on assignments while still offering meaningful feedback? Would you like to motivate your students to pay attention to your feedback? Professor Carolyn Samuel will demonstrate [audio-recorded feedback](#), a time-efficient yet personalized means for providing comments on written and oral assignments.

[Register](#)



[Strategies to Support Active and Collaborative Learning](#)

November 26, 2:00-4:00 PM

Are you interested in getting students more active in your course? In this workshop we will explore strategies to enhance student engagement, promote interaction and facilitate deep learning. During the workshop you will have the opportunity to explore, experience and select strategies that to promote learning for your own courses.

[Register](#)



[Bumps in the Road in Graduate Supervision: A conflict resolution discussion](#) (GPS 410)

December 4, 2:00-4:00 PM

The supervisory experience can present many challenges including conflict and at times, ineffective resolution of such conflicts. If you would like to learn new strategies to improve communication with supervisees, you may be interested in training in conflict resolution, and in learning how to communicate expectations and responsibilities.

[Register](#)

Sign in to Minerva, click on the 'Registration for GPS Graduate Workshop' link and register for GPS 410



[Web Conferencing and AV Equipment Workshops](#)

Take our **Web Conferencing workshop** to learn how to set up and conduct web conferencing sessions using Adobe Connect or Lync. Attend an **AV Equipment Workshop** to practice with the projector, document camera, and other audiovisual equipment in your classrooms.

[Register](#)

RESOURCE OF THE WEEK



New Posts on [McGill's Teaching for Learning Blog](#)

Join McGill faculty, staff and students in a conversation about higher education. Read the latest posts:

- [Create interactive images with Thinglink](#)
- [My farmer, my teacher](#)
- [Social media in teaching: picking the right tool for the job](#)

ANNOUNCEMENTS



Course Evaluations for Fall 2014

Mercury online course evaluations will be available to students beginning November 12.

- Default period: November 12 to December 21, 2014
- Condensed period: November 12 to December 7, 2014 ([view academic units](#))

Click [here](#) for sample strategies to promote course evaluations to your students, including a new section on [promoting course evaluations through myCourses](#). Please contact mercury.info@mcgill.ca with any questions.

Office 365 ProPlus
for Faculty & Staff



[Microsoft Office 365 ProPlus for faculty & staff](#)

Starting in December, Microsoft will begin offering McGill faculty and staff members FREE access to Office 365 ProPlus. This offering includes Word, Excel, PowerPoint and other Office apps, and will replace the current Microsoft Work at Home program. In preparation, we will make changes to infrastructure that will impact Office 2013 users on November 7-9.



[Switch to the new VPN before November 12](#)

If you have not already made the switch to McGill's new, more secure Virtual Private Network (VPN), time is running out. The old VPN, [inside.mcgill.ca](#), will be deactivated on November 12. To avoid losing access to internal McGill systems and resources when off campus, set up a new VPN connection today. Click the link above for instructions.



Winter 2015 courses available for instructors

You can start preparing your course site now for Winter 2015 in myCourses. Here are some useful resource links:

- [Preparing for term checklist](#)
- [How to copy content](#)
- [Provide early student access](#)

If you would like your Winter 2015 sections to be crosslisted (merged) in myCourses, please contact itsupport@mcgill.ca.

LEARN MORE ABOUT



[E-Mail Communication with Students](#)

How do I send official communications to students? Any official communication with a student may be done by e-mail to the student's McGill address or within myCourses. This insures that e-mails are successfully delivered in a timely manner.



Lecture Recording

The lecture recording service has been improved with two new features: easy viewing of recording statistics and an integrated student / instructor interface. Additionally, the sign-up procedure has been simplified. [Follow these instructions in the IT Knowledgebase](#) to sign up to record your lectures and make them available to your students.



[Copyright at McGill](#)

Need help with copyright?

The Copyright Modernization Act gives the McGill community the opportunity to use many different resources to support teaching and learning. Do you have questions about what you can use when teaching? Give us a shout at copyright@mcgill.ca and we'll help you find answers. Watch this space for a list of workshops and tutorials related to copyright and teaching!

PARTNERS

[Content and Collaboration Solutions \(CCS\)](#) | [IT Customer Services \(ICS\)](#) | [McGill Library](#) | [Social, Equity and Diversity Education Office \(SEDE\)](#) | [Office for Students with Disabilities \(OSD\)](#)

If you have comments about this e-bulletin, or require additional information about the above, please contact us at teaching.tls@mcgill.ca or [514-398-6648](tel:514-398-6648). Teaching and Learning Services, McLennan Library Building, MS 12.