Top Stories

Learning Management System Review and Renewal Town Hall Meeting – Feedback and Listening Session

As part of Carleton’s regular review process, we conducted a survey of cuLearn users earlier this year to determine how well the tool has been meeting the university's needs. This was the first phase of a regular learning management system (LMS) review that Carleton will be undertaking over the next two years.

Powered by the Moodle platform, cuLearn has been the university's LMS for the past seven years. During this time, Carleton’s adoption and reliance on this system has grown significantly, not just in the delivery of online, blended and face-to-face classes, but for faculty and staff development and student support.

We will be hosting a town hall meeting on Dec. 7 from 2-4 p.m. in room 2017 Dunton Tower. This town hall will be the first of several significant consultations with users, specifically instructors, students, teaching assistants, staff and administrators using or depending on the LMS. It will be an active listening session.
designed to provide you with the opportunity to review the data gathered through the LMS survey as well as the roadmap for all phases of the review over the coming months and years.

Faculty, contract instructors, staff, TAs and students are all welcome and encouraged to attend. **Space is limited, so please register here in advance.**

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**Important message about Scantron processing in December**

Exam season has arrived at Carleton, which means there will be a large volume of Scantrons that require processing at the EDC. Instructors using Scantrons are asked to drop off their answer sheets to the EDC main office (410 Dunton Tower) as soon as possible after their exam is done. This is to ensure that they are processed in a timely manner. Our office hours are Monday to Friday 8:30 a.m. - 4:30 p.m.

To accommodate the afternoon and evening exams on **December 21**, the EDC will be open from **8:30 a.m. – 11 p.m.** Please note that all Scantrons must be dropped off **no later than 11 p.m. on the 21st** to ensure that they are processed before the break. Otherwise, exams will be processed starting on January 2.

Reminder: In order to expedite the drop off process, please ensure the Scantrons are stacked face up with timing tracks on the left-hand side and a correctly completed key on top. Also, please ensure that you have a completed **Scantron Scanning Request Form** with an accurate count of the number of Scantrons you are submitting for grading.

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**Final grade submission - Fall 2018**

The e-Grades system is currently open for fall term final grade submissions. The final examination period for fall term courses is December 9-21 and the timely submission of grades is a critical factor in assessing potential graduates.

**Please see this PDF** for a message sent on behalf of Jeff Wieser from the Registrar’s Office regarding grade submissions for the fall 2018 term. It includes important information on final grade submission deadlines, deferred grade submissions and e-Grades.

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**Learning Bundles Launch**

**Dec. 3, 4 - 6 PM**

Discover this teaching and learning resource developed by Indigenous experts that provides the basis for understanding Indigenous history and politics in Canada, while also prompting students to consider how this knowledge might be applied in their area of study.

**Kaltura Capture - An Introduction to Creating Course Videos**

**Dec. 7, 10 AM - 12 PM**

Whether you want to record a PowerPoint presentation, show your students how to use an application, use a document camera or tablet to solve problems or flip your classroom, Capture has you covered. Join us and discover how to use this screen-recording solution in your course.

**Learning Management System Review and Renewal Town Hall Meeting – Feedback and Listening Session**

**Dec. 7, 2 - 4 PM**

As part of Carleton’s regular review process, we are conducting a review of our...
Important message for Capture users

Carleton University and Teaching and Learning Services are transitioning from Techsmith Relay to Kaltura Capture fully in 2019. We are making this change because the current system as it is configured will no longer be supported on an ongoing basis. The Kaltura product offers similar but more robust features to our teaching and learning community, including personal capture, classroom capture, mobile capture and media space (a new "YouTube" like portal where we can store and share all media).

What this means for you:

- The existing Relay system will be available to you, but it will be "unsupported." This means that as browsers and computers make updates the likelihood of it continuing to function correctly will diminish over time.
- Your existing recordings on Screencast will remain linked and available to you for the foreseeable future. We may work with you to transition this media in the future, but there should be no interruption in access.

The new system is already set up and running. You can log in to Mediaspace with your MyCarletonOne credentials.

Interested in training on Kaltura Capture? Register for one of our workshops. There is also documentation on the Kaltura Capture website to help you get started.

We want to make this transition as seamless as we can for you and your students. If you have questions about classroom Capture, please call IMS at 613-520-2600 ext. 3815. If you have questions about Mediaspace, Kaltura Capture or Kaltura Go (mobile), please contact the EDC at 613-520-4433 or email edtech@carleton.ca.

Get ready for the winter term

Teaching in the winter? IMS offers a number of resources and services to help you get ready for the new term.

Illuminate

Lightboard Basics

Dec. 13, 1:30 - 3:30 PM

Illuminate Lightboard allows instructors using Carleton’s studio to notate and write on a transparent lightboard. In this hands-on session, you’ll tour the studio and learn strategies and best practices, then take your turn at using Lightboard to discover how it can enrich your teaching.

Contract Instructor Orientation

Winter 2019

Jan. 3, 4:30 - 9 PM

Get ready for the new term with a last minute course tune-up! If you’re getting ready to teach your first course at Carleton, or if you’re returning after a break, join us to
Online Help Centre
The [IMS Online Help Centre](#) is a useful guide for all things classroom technology. It features an immediate assistance page with instructions on how to solve the most common classroom issues, plus a self-guided classroom orientation tool with step-by-step instructions and short video demonstrations on the classroom technology. It also has a quick how-to guide and FAQ for fast access to information.

In-Person Classroom Orientations
Looking for a personalized introduction to the room you'll be teaching in? IMS will be conducting face-to-face classroom orientations between December 10-21 from 9:30 a.m. - 4:30 p.m. Please call 613-520-2600 ext. 3815 for more information or to book an appointment.

Teaching with Technology
Are you interested in using technology in your classroom but unsure how? IMS is happy to work with you to test the environment, make suggestions or provide workarounds. We are always here to discuss your options, and will work with you to enhance your teaching experience. Contact us at ims@carleton.ca.

Connecting instructors through the Poll Everywhere Community of Practice
On November 07, 2018, the Educational Development Centre held its first Poll Everywhere Community of Practice (PECP) lunch. Seven experienced professors came together to share lunch and ideas about using Poll Everywhere in the classroom.

The participants spanned teaching disciplines, from biology and physics to psychology and neuroscience, to global and international studies and linguistics and applied language studies.

Each professor shared stories of using polling in their classrooms, and brought forward successes and key issues they've experienced. Members of the EDC's educational technology team facilitated the session and heard important feedback about Poll Everywhere. [Here is what we learned.](#)

Nominate a teaching assistant for a 2018-19 Outstanding TA Award
get the answers to your questions about policies and procedures, teaching tips and educational technology.

**Poll Everywhere - Student Response Systems and Real-Time Testing**
**Jan. 4, 10 AM - 12 PM**
Looking for ways to assess students' understanding, survey opinions on controversial topics, or engage students during a lecture? Student response systems (SRS) can help you do just that! Poll Everywhere is a web-based tool that allows students to use laptops, tablets or cell phones to participate in class polls. Come to the workshop and explore how to use Poll Everywhere and best practices for polling.

**cuLearn Course Design Drop-In Session**
**Jan. 4, 1 - 3 PM**
Come and work on your cuLearn course with us. We will have educational technologists and instructional designers on hand to answer your questions and help you take your course to the next level. No registration is required. Stay for the whole session or drop by for some quick help.
If you've worked with a great TA this term, why not take a few minutes to acknowledge their hard work by nominating them for an Outstanding TA Award?

On top of the various awards that many departments offer, the EDC also offers up to five university-wide award per year. Award recipients receive $250, a certificate and more.

The nomination form remains open between now and Friday, March 8 at 3 p.m. Learn more and submit a nomination here.

Don't forget!

D2L Innovation Award: The deadline for applications for a 2019 D2L Innovation Award in Teaching and Learning is Jan. 20, 2019. Get detailed information about the application process on the STLHE website. TLS is here to help you develop a successful application package. Please contact us at oavptl@carleton.ca to set up a consultation.

Certificate in University Teaching: Only a few spots remain in our CUT winter cohort. Don't miss your chance to develop your teaching skills and connect with colleagues from across campus. The winter cohort will run on Wednesdays from 1 – 4 p.m. beginning January 16 and ending March 27. Get more information on the program and register here.

STLHE conference proposals: Proposals for this summer's STLHE annual conference are due by Jan. 10, 2019. Visit the conference website for more details. TLS is here to help if you have an idea for a presentation or workshop that you would like to develop. Contact us at oavptl@carleton.ca or 613-520-2344 to set up an appointment.
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