Carleton University

Teaching and Learning Services News

September Newsletter

Top Stories This Month

Welcome to a new Term

This time last year, we were stepping back onto campus after two and a half years marked by the global pandemic. Though its effects will endure, I am grateful for the energy and vibrancy that has returned to our campus life.

As I take up the role of Vice-Provost, which includes responsibility for Teaching and Learning Services in addition to academic program development and quality assurance, it is critical to keep an eye on what lies ahead.

Generative Artificial Intelligence (AI) dominates the headlines, offering a mix of opinions showing deep concern and hopeful optimism. As educators, we already see the impacts of AI on how we teach, work and how our students approach their studies.

But while AI has created challenges and some concerns for educators, it also provides the opportunity to enhance teaching and learning and positively transform education. From assisting in course design and data analysis to providing students with a virtual tutor, today's educators are exploring new and exciting ways to incorporate AI into their teaching.

As we continue to adapt and look for new and exciting opportunities, TLS has put together several resources and guidelines to help instructors navigate AI in the classroom. I invite you to explore them here.

Continuing with technology, this fall, we open the Experiential Learning Hub, our state-of-the-art facility located in Southam Hall that will bring students and instructors together to engage and experiment with Extended Reality (XR) educational technologies.

The Hub includes three new studios to support experiential learning through the use and development of XR media with tools and support provided in part by the Future Skills XR Grant in partnership with EON Reality. I'm thrilled with this new space, which along with the existing Future Learning Lab, fosters innovation and creates additional opportunities for collaboration between instructors and students.

Collaboration is just one of the ways that we are embracing change and transforming higher education, as envisioned by the Future of Teaching and Learning Working Group report released this year. We are also empowering our students with the skills to be successful in the classroom and their future careers through programs like FUSION. I encourage you to check out the modules available and let us know if we can assist in integrating them within your courses.

As you prepare for the first few weeks of classes, remember that Teaching and Learning Services is here to help you imagine possibilities and address challenges in your courses. Reach out for support with pedagogies, assessment strategies or educational strategies.

On behalf of all of us in the Office of the Vice-Provost, I wish you and your students a safe and successful fall term!

David J Hornsby
Vice-Provost & Associate Vice-President (Academic)

Call for Applications: Carleton University Experiential Learning Fund

The Carleton University Experiential Learning Fund (CUELF) is once again available for the 2023-24 academic year. Funding is available to support course or program-level projects. Two rounds of applications are available. For questions or to discuss your proposal, please email Teaching and Learning Services (TLS) at tls@carleton.ca.

- **Competition 1**: Applications are due October 13, 2023. Applicants will be notified on November 3.
- **Competition 2**: Applications are due January 19, 2024. Applicants will be notified on February 9.

For full details and to apply, please visit the TLS website. If you have questions or would like to discuss your proposal, please email tls@carleton.ca.

Preparing for Fall Term: Resources and Supports for Instructors

- Teaching and Learning Services (TLS) provides comprehensive support for the university's teaching and learning activities, including course design, teaching and assessment strategies, digital learning (online, blended and HyFlex), and learning spaces and technology. We oversee the Future Learning Lab, the Students as Partners Program, I-CUREUS (an undergraduate research initiative), and FUSION (a skills development program). Whether you have a simple question about technology or need in-depth support on pedagogical matters, TLS can help. Set up a one-on-one consultation or email tls@carleton.ca.

- [Collaborative Indigenous Learning Bundles](#) have been designed as both a resource for instructors and a learning tool for students to use in the classroom. The Bundles share necessary factual and theoretical bases for understanding Indigenous history, politics, and related issues in Canada, while also prompting students to consider how this knowledge may be applied in their area of study. In these Bundles, you will learn from Indigenous academics and Knowledge Keepers discussing topics that may relate to your coursework.

- The [Centre for Indigenous Support and Community Engagement](#) assists students, staff, and faculty at Carleton by providing culturally safe spaces for dialogue and learning and is available for individual curricular consultations with faculty. The Centre also provides one-off facilitation opportunities and mediation support as well. Contact [Lane Bourbonnière](#), the Indigenous Curricula Learning Specialist, for more information.

- The [Department of Equity and Inclusive Communities](#) supports implementation and/or enhancement of equity-driven curricula and pedagogy. Contact [Krista Craven](#), the EDI Learning Specialist, for more information.

For more important updates, please read the [latest message from the Provost and Vice-President (Academic)](#).
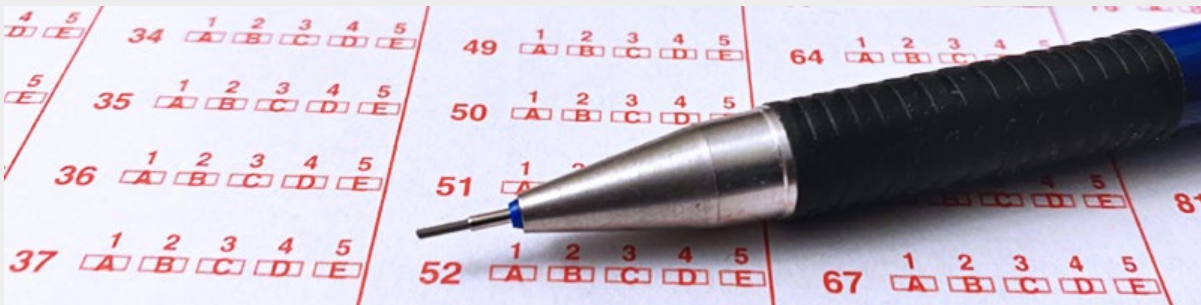

Support for Your Teaching Assistants This Term

Are you working with a teaching assistant (TA) this fall? We have several resources to assist you in supporting your TAs, including:

- **Training**: TA pedagogical training workshops are offered online with the exception of a couple of in-person *TA Basics 101* sessions (check Carleton Central for dates and details). TAs can register for workshops through the [Carleton Central—TA Management System](#).

- **TA Central Hub**: **Training & resources:** The TA Central Hub is our Brightspace learning portal for TAs to watch pre-recorded training videos, access resource materials and share resources related to teaching. If you have a new TA who wants to enroll in the hub, please email TASupport@cunet.carleton.ca. We highly recommend that all undergraduate and graduate TAs enroll.

- **TA Basics 101:** We encourage all new TAs (undergraduate and graduate) to register and attend one of these sessions. This [workshop session](#) is offered several times throughout September and will provide a firm foundation for being a successful teaching assistant. Spread the word with your TAs!

- **Brightspace support**: We have a [Brightspace support site](#) to assist your TAs in navigating and using Carleton's learning management system.

For more information about the services TLS offers for your TAs, visit our [TA Support page](#).
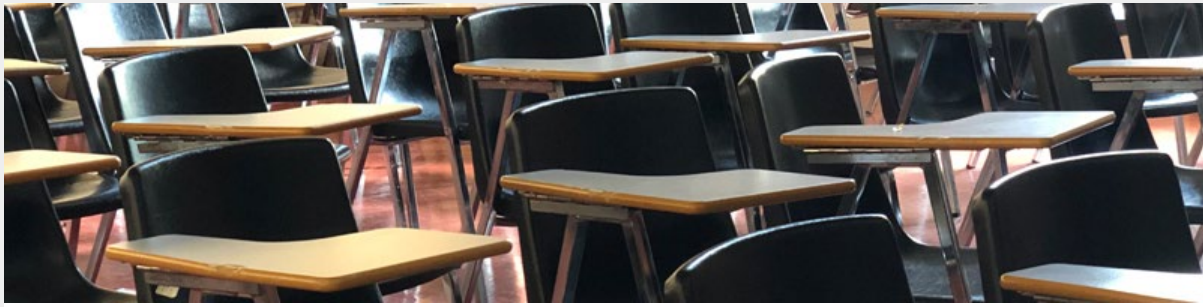

Scantron Processing at TLS

Scantron Processing at TLS Paper-based multiple-choice Scantron services (scanning and processing) are available at Teaching and Learning Services this fall term.

Drop off and pick up of completed Scantron exam sheets is available in room 410 Dunton Tower, Monday to Friday from 8:30 a.m. to noon and 1 to 4:30 p.m., and unavailable from noon to 1 p.m. while the office is closed.

Instructors requiring Scantron processing are encouraged to complete the [Scanning Request Form](#) prior to dropping off exams. Results will be provided within three business days.

For additional Scantron and assessment resources, please visit our support pages below:

- [Scantron Resources](#)
- [Multiple-Choice Exam Development](#)
- [Assessment Support](#)

Teaching in a Classroom at Carleton this Term?

TLS' Learning Spaces and Production Services team is ready to support your classroom technology needs. If you require immediate assistance in your classroom, call our help desk at 613-520-3815 (or simply dial 3815 from the phone located in the classroom teaching console). Support is available Monday-Thursday 8 a.m. to 9 p.m., and Friday from 8 a.m. to 4 p.m.

If you would like an orientation to the classroom, complete this [form](#) and a team member will coordinate a time to meet with you in your classroom and walk you through the room's technology.

Finally – review the Learning Spaces and Production Services web [resources](#) to see the configuration of your room, learn more about the Future Learning Lab, and our equipment loan program for instructors and teaching assistants.

Reminder: Audio Amplification in a Classroom

Most of Carleton's classrooms include an instructor wireless microphone and speaker system. While our classrooms in general have good acoustics, a full class can make it hard for an instructor's voice to be heard everywhere in the class. We encourage you to use the microphone to ensure that you are heard by all students.

Check out the following [resource](#) on how to use the classroom microphone. You can also reach out to Learning Spaces and Production Services at cts@carleton.ca for guidance and support.

Spotlight on FUSION: Collaboration

COLLABORATION

Why are collaboration skills important? When you understand how to value others, manage difficult interactions, and contribute to the team's work, well-developed collaboration skills allow you to perform better and support other team members in a meaningful way.

Use this FUSION skill module to teach students about group planning, group behaviour, and group processes, and how these elements combine to form effective and efficient collaboration and teamwork skills.

If you are an instructor or university service provider interested in embedding FUSION skills into your course, complete the [FUSION consultation form](#) or contact [fusion@carleton.ca.](#)

Sign Your Class up for Learning & Writing Support Workshops

The Centre for Student Academic Support's [online Learning and Writing Support Workshops](#) on Brightspace are a great resource for instructors wishing to to help students develop effective academic skills and study strategies for use in their respective disciplines and earn incentive credit. If you'd like to register your course(s) with the program, please complete the [faculty request form](#). If you have any questions, please email the Centre for Student Academic Support at [csas@carleton.ca](#).

Educational Technology Updates and Reminders for Fall

- **Brightspace Updates:** Find summaries of all of the summer updates for Brightspace on the "What's New with Brightspace?" support page. New features roll out every month!

  Tips for a great start this fall in Brightspace:
    - Activate your course so students can access it and receive course communications
    - Review the Course Setup Guide with links to support pages for key course components
    - Consult with us! The TLS Support Team is ready to assist with your course setup. Let us know what you need and we'll find the right person to assist!

- **Zoom reminders:**

    - **Required Zoom minimum version update:** Remember to update to the newest version of the Zoom desktop client and mobile app. Updates ensure the newest features, good performance, and privacy/security enhancements. Check out the latest Zoom features on the TLS Zoom Support Site.

    - **Zoom training is online:** TLS has curated a playlist of Zoom support videos to assist instructors with using Zoom for online teaching. From Carleton University specific topics to general Zoom topics, this playlist is a great starting point for Zoom users looking to build their web conferencing skills.

- **Get involved in these exciting Digital Learning initiatives and events!**
    - **EON-XR Early Adopters program:** Explore Carleton's VR eLearning Tool in your course this fall! TLS will be soft-launching EON-XR, our new accessible code-free solution for creating immersive experiences. Become an Early Adopter and join other enthusiastic instructors interested in using EON-XR in their fall-term courses. For more information, visit the TLS EON-XR support page.

    - **Immersive Learning course support:** Have an Immersive Learning project in mind for your course? Want help implementing Virtual Reality experiences? The TLS Immersive Learning team is ready to brainstorm with you about your projects and help you get started. Come visit the team at the Experiential Learning Hub XR Drop-In event this fall.

- **Learn more about the student accommodation process!** Register for our Classroom Accessibility collaborative panel discussion with SLALS instructor, Masako Hirotani, and partners from the Paul Menton Centre. Learn more about the student accommodation process and Ventus portal and how Ventus is your one stop platform for accommodation management. Ventus is conveniently located directly from the Brightspace JumpTo menu of your Brightspace course.

Don't Forget!

- **Apply for the Future Learning Innovation Fellowship**: Do you have a teaching and learning problem you think could be solved with technology? Apply for the [Future Learning Innovation Fellowship](#) by September 15 for the opportunity to receive $10,000 to support your project.

- **Fall I-CUREUS and SaPP Applications Are Now Open**: Help provide Carleton students with the opportunity to participate in undergraduate research or to partner on course design. Applications for Teaching and Learning Services' [I-CUREUS and Students as Partners Program (SaPP)](#) are now open for the fall term.

- **Apply for the Certificate in University Teaching:** Registration for the Fall cohort of TLS's Certificate in University Teaching (CUT) is now open! [Register for the program today](#).

- **Registration for the Fall cohort of TLS's Preparing to Teach (PTT) certificate is now open**: Available to doctoral and post-doctoral students with little or no experience designing and teaching a course of their own, *PTT* is a blended 10-week program designed to help you prepare for the teaching components of a career in academia. [Learn more](#).

Upcoming Events and Workshops

- [Classroom Accessibility and the Student Experience: A Collaborative Discussion](#), September 21, 1:30 p.m. to 3:30 p.m.

- [Trauma and Violence-informed Workshop](#), September 21, 10 a.m. to 11:30 a.m.
- [Spotlight on AI – with Jim Davies](#), September 25, 3 p.m. to 4:30 p.m.
- [Trauma-informed Journal Club](#), September 28, 2:00 p.m. to 3:30 p.m.

Visit our website to see more upcoming [events and workshops](#).

Missed an event? Watch recorded sessions on our [Mediaspace channel](#).

View all events

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Need help? [Request a one-on-one consultation](#).