Carleton University

Teaching and Learning Services News

December Newsletter

Top Stories This Month

Announcing the Recipients of the 2023-24 Future Learning Innovation Fellowship

David Hornsby, Vice Provost and Associate Vice-President (Academic) is pleased to announce the recipients of the 2023-24 Future Learning Innovation Fellowship, a program dedicated to advancing teaching and learning practices at Carleton.

These exceptional faculty members, chosen for their innovative proposals, will receive stipends and resources to implement their groundbreaking ideas. From AI-driven real-time feedback in engineering lectures to immersive virtual reality simulations in biology, each project promises to transform the student experience.

Join us in congratulating this year's Fellowship recipients for their dedication to elevating education at Carleton!

Explore their innovative projects

Seventeen Experiential Learning Projects Awarded Funding Through CUELF

Seventeen projects have been awarded funding through the first round of the [2023-24 Carleton University Experiential Learning Fund (CUELF)](#) to create and enhance experiential learning opportunities for Carleton students.

We proudly recognize our colleagues across campus for their work to support lifelong learning through their projects, such as virtual reality models, allowing engineering students to study earthquake-impacted residential buildings in Turkey and a business boot camp that pairs senior student mentors with first-years.

Discover all of the exciting projects now

Nominate a Teaching Assistant for a 2023-24

Outstanding TA Award

If you've worked with a great teaching assistant (TA) this term, consider acknowledging their hard work by nominating them for an Outstanding TA Award.

Teaching and Learning Services offers up to five university-wide awards per year. Winners will receive a certicate of recognition and $250. Any TAs who worked in the spring/summer 2023, fall 2023 and/or winter 2024 terms are eligible for nomination. The nomination period closes on April 5, 2024. If you have any questions, please email TASupport@cunet.carleton.ca.
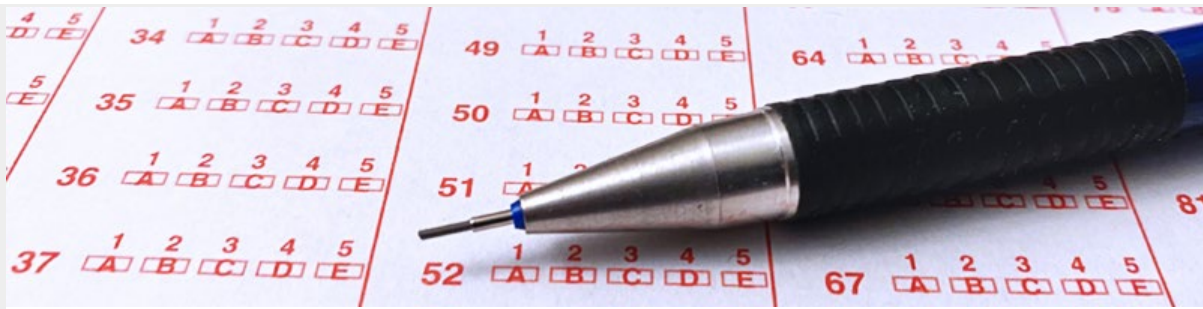
Nominate a Teaching Assistant

Applications for Winter 2024 SaPP and I-CUREUS Projects Are Now Open

Help provide Carleton students with the opportunity to participate in undergraduate research or to partner on course design.

The Students as Partners Program (SaPP) connects undergraduate students with instructors, librarians & teaching support staff to involve students in course design projects. SaPP offers students up to 130 hours of paid work over the course of one academic term.

I-CUREUS is a paid research internship for undergraduate students to conduct Faculty-supervised research and gain hands-on experience in their area of interest! Internships can be a maximum of 150 hours and must end before the end of the Winter term.

If you have any questions about either program, please reach out to tls@carleton.ca.
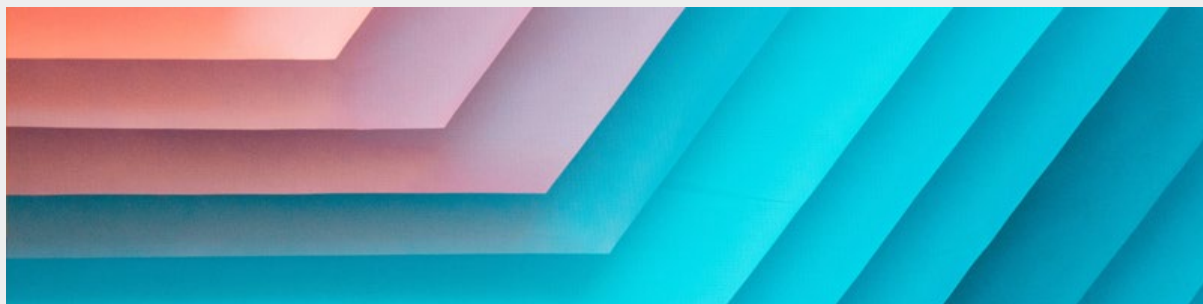
Scantron Processing in December

Instructors using Scantron during the final exam period (Dec.10 to 22) are asked to drop off their Scantrons sheets to the TLS main office located at 410 Dunton Tower, immediately after concluding their exams. This will facilitate timely processing. Please note that Scantrons cannot be submitted through interoffice mail and will not be picked up at examinations sites by TLS.

Our office hours are 8:30 a.m. to 4:30 p.m., Monday to Friday between Dec 10 and 21. For the convenience of those with exams scheduled on December 22, TLS will extend its office hours until 6:30 p.m. on that specific day. Any Scantrons dropped off before 6:30 p.m. on December 22 will be processed before the holiday closure on December 23. Exam processing will resume on January 4.

To expedite the drop-off process, please ensure you have completed the Scantron Scanning Request Form accurately, including the correct count of the Scantrons you are submitting. This form cannot be submitted electronically; it must be printed and submitted along with the physical Scantrons. Also, please ensure the Scantrons are stacked face up with the timing tracks on the left-hand side and completed answer key(s) on top.

Final Grade Submission: Fall 2023

The Fall 2023 term comes to an end on December 8, 2023, and the final examination period runs from December 10-22, 2023. This marks the beginning of the grade submission period.

All final grade submissions are expected to be submitted and approved as soon as grading is complete, and in all cases within 10 calendar days of the final exam or take-home exam due date. Courses without an exam are due 10 calendar days after the last

day of classes. For your reference, the due date for your course is displayed within E-Grades – at both the Final grades menu and in your final grade roster.

Please see [this message](#) from the Registrar's Office regarding grade submissions for the fall term. It includes important information on the grade submission process, deferred exams and E-Grades support.

TLS Holiday Closure

We will be closed for the winter holiday season from Dec. 23 through Jan. 3 inclusively, and will re-open on Jan. 4. If you require direct support or guidance relating to any TLS services, we encourage you to reach out to us prior to the closure.

As the term draws to a close, we have some tips and resources below to help you wrap up your fall term courses in D2L Brightspace and launch your winter ones successfully.

Brightspace Update: Wrapping up Fall and Looking Ahead to Winter

Wrapping up the fall term

- [Schedule a consultation](#) with TLS staff for help with gradebook questions or to review your settings**.**
- Communicate with your students by [emailing from the Brightspace Classlist](#) if the course end date has passed. Brightspace announcements will not be distributed after course end dates.
- Follow these instructions to [grade assignments](#) and [quizzes](#), setup your [gradebook](#), and [export your grades to E-grades](#).
- If you require assistance submitting your final grades, visit the [E-Grades support page](#) for an instructor manual and FAQ.

Looking ahead to the winter term

- [Consult the course setup guide](#) to ensure you include all the important course elements.
- [Merge your courses before adding content](#) if you're teaching multiple sections of the same course.
- [Create a course overview tour](#) to help your students navigate your Brightspace course.
- [Activate your course to allow students access](#) as courses are hidden by default when they are created.
- [Update Zoom to the latest version](#) to ensure you have access to the newest features, fixes and settings.

If you have any questions or would like to meet with TLS staff for assistance with your course design and setup, please submit your request through the [TLS Support Portal](#).

More News

- **Generative Artificial Intelligence in the Classroom**: The AI working group continues to help identify opportunities and challenges related to generative AI in teaching and learning and propose recommendations and guidelines for Carleton's teaching and learning community. Be sure to continue to [visit the website](#) to see the latest updates.

- **Post-Graduate Opportunity For Your Students**: Do you know an exceptional student passionate about making a difference? **The Pathy Foundation Fellowship** is a perfect post-graduation opportunity for emerging leaders who want to initiate change in their community. [Learn about this 12-month experiential learning opportunity](#).

- **Submit Your Textbook Adoptions to the Bookstore**: The new term is fast approaching, so don't forget to [submit your textbook adoptions](#) to the Carleton Bookstore. The earlier you submit, the more likely it is the Bookstore has the textbooks your students need in stock in time for the new term.

Upcoming Events and Workshops

- [Learning Analytics: Using Data to Improve Course Design and Enhance Student Success](#), December 5, 10 a.m. - 11:30 a.m.
- [Contract Instructor Orientation – Winter 2024](#), December 12, 5:30 p.m. - 8:30 p.m.
- [Immersive Learning with EON-XR: Enhancing Student Learning Experience](#), December 14, 10:00 a.m. - 11:30 a.m.

- [Immersive Learning with EON-XR: Enhancing Student Learning Experiences](#), January 18, 10 a.m. - 11:30 a.m.
- [Digital Storytelling](#), February 13, 1:30 p.m. to 3 p.m.

More events are being added, be sure to visit our [events and workshops](#) for updates.

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](#).

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