Carleton
University

Teaching and Learning
Services News

December Newsletter

Top Stories This Month

Nominate a Teaching Assistant for a 2024-25 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.

In addition to various departmental awards, Teaching and Learning Services offers up to five university-wide awards per year. Winners will receive a certificate of recognition and $250. Any TAs who worked in the spring/summer 2024, fall 2024 and/or winter 2025 terms are eligible for nomination.

If you have any questions, please email TASupport @carleton.ca.

Brightspace Improvements Coming!

On December 23, 2024, we will be introducing a few enhancements to Brightspace to support inclusive

teaching practices and streamline your workflow:

- **Pronoun Sync**: Students' pronouns from Carleton Central will now sync directly with Brightspace. If students would like their instructors to see them, they will have to turn them on in Brightspace.
- **Demo Learners**: Instructors will be able to impersonate three demo learners to test course content and activities in their Sandboxes—no requests required! Would you like them enrolled in your courses as well? Request your demo learner to be enrolled into your course.
- **Semester Name Change**: Semester tabs in Brightspace will now match Carleton Central term codes (e.g., Winter 2025 will now be 2025.10 Winter), ensuring logical order with the most recent terms first.
- **Grade Import Validation Tool**: Say goodbye to vague errors! This new tool highlights specific issues in your grade imports, making fixes faster and easier.
- **Restore Groups and Categories:** A new Recycle Bin option is available in the Groups tool, enabling instructors to restore individual groups or entire categories. When you restore groups, existing enrolments are also reinstated. Any activities linked to the restored groups, such as discussions or assignments, can then be individually restored through their respective restore pages. More information is available in D2L's community pages: Groups – Restore groups and categories.
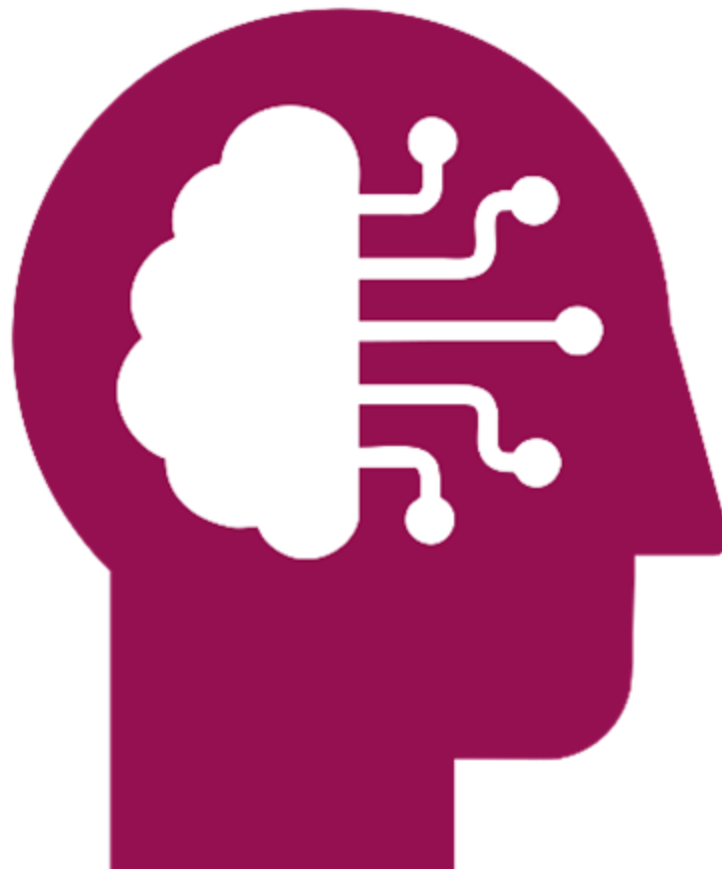

Scantron Grading for Final Exam Period

Instructors using Scantron during the final exam period are asked to drop off their Scantrons to **Loeb D299** as soon as possible after their exam. During the final week of exams (December 14-21), priority will be given to exams written on those days. Delayed submissions from earlier exams (December 9-13) may experience longer processing times. Please note that Scantrons cannot be submitted through interoffice mail and will not be picked up at examination sites by Teaching and Learning Services (TLS).

TLS Learning Spaces, Loeb D299 will be open from 8:00 am to 8:00 pm. on December 9-12 and 16-20. On Friday, December 13, and Monday, December 23, the hours will be from 8:00 am to 4:00 pm. Any Scantrons dropped off before noon on December 23 will be processed before the holiday closure on December 24. Exam processing will resume on January 3.

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. Please ensure the Scantrons are stacked face up with the timing tracks on the left-hand side and completed answer key(s) on top.

Please direct any questions relating to Scantron and exam processing to scantron@cunet.carleton.ca

Invest in Students' AI Literacy Skills with Our Latest FUSION Module

In today's rapidly evolving technological landscape, AI literacy is not just for the technical savvy—AI literacy skills are essential for all! **The FUSION skill development**

program ensures all students have the skills they need to successfully navigate life, learning, and work. Our brand-new AI literacy module is designed to equip students with the essential knowledge and practices to engage with AI systems effectively, responsibly, and ethically. This module helps students critically evaluate their interactions with AI and its outputs, ensuring they use generative AI responsibly in all aspects of their learning and lives.

If you are an instructor or university service provider interested in embedding this module or any of the FUSION skills into your course, complete the **FUSION consultation form** or contact **tls@carleton.ca**. We'd love to hear from you!
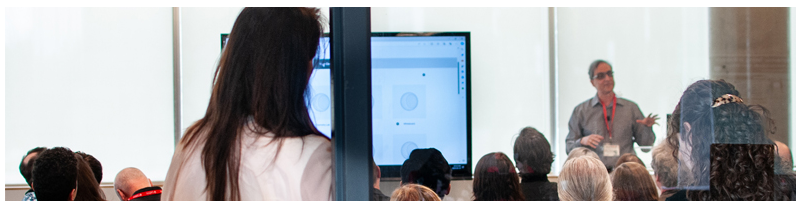

Grade Submissions for Fall 2024

The Fall 2024 term comes to an end on December 6, 2024, and the final examination period runs from December 9-21, 2024. 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.

Highlights: Upcoming Teaching and Learning Events

Throughout the year, TLS hosts many teaching and learning events and professional development activities on diverse teaching and learning topics. Our Fall 2024 program concludes with the following opportunities:

Teaching and Learning Drop in Sessions, Dec 10 and Dec 17, 10:00 am - 11:00 am
Approaching Challenging Teaching Situations, Dec 10, 3:00 pm - 4:30 pm
Contract Instructor Orientation, Dec 10, 5:30 pm - 8:30 pm
Alternative Grading, Assessment and Ungrading, Dec 11, 2:00 pm - 3:30 pm
Immersive Learning Community of Practice, Dec 12, 10 am - 11:30 am

In the New Year, a new series of professional development activities will be available, including our popular Hands On AI Series, Course Design Fundamentals, Faculty Reading Club, Peer Review, and Project Based Learning among many others. Ahead of these upcoming events, we will be launching a new registration platform later in December.

Look for details on the December events here.

Experiential Learning Hub

Did you know that you can provide your students with a highly engaging, experiential learning activity that is fully supported by TLS staff?

At the Experiential Learning Hub (ELH) students can immerse themselves in virtual reality learning experiences inside or outside of class. Some options include

360 digital storytelling experience – [Biiddaaban: First Light](#), [The Book of Distance](#), [Goliath: Playing with Reality](#)
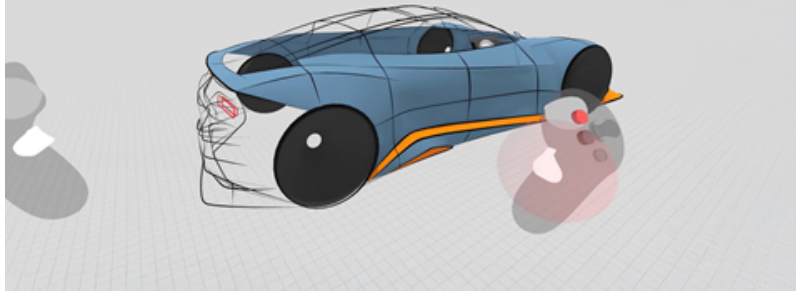

Virtual field trip – [Dawn of Art](#), [Anne Frank House](#), [Versailles VR](#)

Simulation-based learning - [Sea Level Rise](#), [CDC Lab Training](#)

Creation/visualization platforms – [Gravity Sketch](#), [Open Brush](#), [AutoDesk VRED](#)

There are many more VR experiences available - this is just a small sample! [Reach out to the ELH](#) to learn more or book a tour of the space to get started.

**Educational Technology
News & Updates**

Introducing Pressbooks: A New Tool for Accessible Digital Publishing

We're excited to announce that Carleton now has a site-wide license for Pressbooks through [eCampusON](#)! This powerful platform allows instructors and students to create accessible, interactive digital textbooks and course materials with features such as:

- Built-in H5P for interactive content
- Markdown support for advanced users

- Tools for learning outcomes, glossaries, and exercises
- Brightspace integration via LTI

Get started by logging in with your MyCarletonOne (MCO) credentials: Pressbooks Login.

GenAI in Education: Supporting AI-Resilient Assessment Strategies

As Generative AI tools continue to evolve, in-person assessments are emerging as a practical solution for assessing authentic learning. To support instructors, we're piloting Assign2 and Gradescope—two powerful tools for digitized, paper-based assessments. These platforms streamline grading workflows, enable collaborative grading, simplify feedback return, and provide detailed analytics to help you better understand student performance.

Interested in exploring these tools? Contact us to get onboarded and integrate them into your Brightspace course.

Request a Classroom Orientation and Test Your Tech

Help ensure a smooth first day of class by testing your educational technology:

- Review your classroom ahead of the start of term and request a classroom orientation
- **Wooclap**: Sign in on the classroom computer and via PowerPoint (if using it).
- **Zoom**: Launch a test meeting to verify functionality.
- **Capture**: Try Kaltura Capture for recording lectures.

Request a classroom orientation and test drive these tools via the TLS Support Portal.

Tuesdays Drop-In Sessions

Need help configuring Brightspace or testing new tools? Join us every Tuesday from 10–11 AM in the Future Learning Lab (Room 483). No registration required! Can't make it? Visit our Get support page for additional ways to connect with us and get teaching support.

TLS Holiday Closure

Carleton (and TLS) will be closed for the winter holiday season from Dec. 24th, 2024 through Jan. 2, 2025 inclusively, and will re-open on Jan. 3, 2025. If you require direct support or guidance relating to any TLS services, we encourage you to reach out to us prior to the closure.

Recall that 24x7x365 Brightspace support (provided by D2L) is available during the University's closure. Support can be accessed directly within a Brightspace course by clicking the Help button in the navbar > then clicking Brightspace Service Desk.

As the term draws to a close, check out our tips and resources to help you wrap up your Fall term courses in Brightspace and launch your Winter ones successfully.

Teaching and Learning Services
tls@carleton.ca, 613-520-2344
410 Dunton Tower
1125 Colonel By Drive
Ottawa, Ontario, K1S 5B6

Need help? Request a one-on-one consultation.