

Teaching and Learning News

Top Stories



Apply for the Course Transformation Fund

Looking to renew or enhance one or more credit courses?

The Teaching and Learning Services (TLS) [Course Transformation Fund](#) provides funding and support for instructors and academic units interested in re-imagining or redesigning courses in which instructors, academic units, or students may face significant challenges. Funding is currently available for courses that will be offered in fall 2022, winter 2023, summer 2023 and fall 2023. Applications to the fund are accepted on an ongoing basis.

[Learn more about the initiative and application process here.](#)

Upcoming Zoom Changes

As of May 2, all Carleton University Zoom users will be required to use **version 5.10.1** (released March 28, 2022) or newer on the Zoom desktop client and mobile app. Instructors, staff and students who are using an older version need to update their apps **before May 2** to ensure continued access to all Zoom meetings, including those within Brightspace. [Download the latest version of Zoom here.](#)

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Events

[Students as Partners Program \(SaPP\) Showcase](#)
April 6, 9:30 - 11:30 a.m.

[Welcome to My Online Classroom - with Andrew Schmidt](#)

To ensure your Zoom meetings are secure, and to prevent incidents of “Zoombombing” or other unwanted interruptions, we recommend enabling authentication settings for your meetings. As a meeting host, you have the option to enable authentication for your Zoom meeting to ensure that only users who have securely signed in to their Carleton account can join. As of Aug. 29, authentication will be enabled by default for all meetings, however users will have the option to disable this setting as needed. For additional security recommendations and instructions on how to enable authentication for a Zoom meeting, read our [Zoom Privacy and Security page](#).

If you have any questions or need support, please submit your request to the TLS Support Portal. You can also visit the [Zoom at Carleton support site](#) for information and instructions on many Zoom activities.

Wrapping Up the Winter Term and Unwrapping the Summer in Brightspace

As the term draws to a close, Teaching and Learning Services (TLS) has some [tips and resources](#) to help you wrap up your winter term courses in D2L Brightspace and launch your summer ones successfully.

If you need support please fill out a [course consultation request](#) to meet with support staff or submit your question to the [TLS Support Portal](#).

[Read this month's LMS update here.](#)

Announcing Carleton's 2022 Achievement Award Recipients

Please join us in congratulating the recipients of the annual Achievement Awards, which are presented in recognition of the research and teaching distinction of Carleton's academic staff.

Pursuing knowledge that can change the world is central to Carleton's core mission. Carleton researchers and instructors are passionate about their work and are dedicated to moving forward together on the important, complex issues of our time. We are incredibly proud of the accomplishments of this year's award recipients.

[Read the full story here.](#)

April 7, 10 - 11:30 a.m.

[New Contract Instructor Orientation Spring 2022](#)

April 14, 5 - 8:30 p.m.

[Brightspace Basics](#)

April 20, 10 a.m. - 12 p.m.

[Zoom for Brightspace](#)

April 28, 2 - 3:30 p.m.

[Brightspace Support Hour](#)

May 3, 1 - 2 p.m.

Equipment Loans for Instructors and TAs

Teaching and Learning Services (TLS) provides equipment loans to help instructors and their teaching assistants develop and teach online courses.

Types of equipment available for loan include tablets, document cameras, microphones and WiFi hotspots. If you are teaching this summer and would like to borrow equipment for yourself or your TA, [submit your request here](#).

If you borrowed equipment during the winter 2022 term and will not be teaching this summer, please email tls@carleton.ca so we can arrange a time for you to return it. Likewise, if you will be teaching this summer and wish to hold on to the equipment, please let us know.

Final Grade Submission

The winter 2022 term comes to an end on April 12 and the final examination period runs from April 14 to 28. This marks the beginning of the grade submission period. All final grade submissions are expected to be submitted within 10 working days of the final exam/paper due date. 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 winter term. It includes important information on the grade submission process, deferred exam grade submissions and E-Grades support.

Applications Open for Faculty-Supervised Student EDI Research Opportunity

The Office of the Provost and Vice-President (Academic) is now accepting student applications for the [Student Equity, Diversity and Inclusion \(EDI\) Research Award](#), which provides student funding of \$10,000 to \$15,000 for an EDI-informed research opportunity supervised by a faculty member. One graduate student award and up to five undergraduate student awards are available for this summer (May 1 to Aug. 30). Applications are due **April 8 at 5 p.m.**

The application package includes a letter of support from a faculty member indicating their willingness to supervise the project. Additional details, including

project eligibility and application instructions, are available on the [Provost's website](#).

Instructor Check-in: April

We've put together monthly check-ins for instructors to reflect upon at specific points during the term.

[This month's check-in](#) focuses on **course wrap-up**, **final exams**, **reflection** and **Brightspace**.

As the Carleton community continues to adjust to online teaching and learning, these check-ins can help you stay on track, stay organized and be proactive in solving any issues that might arise this term.

Contract Instructor Orientation

Are you a contract instructor preparing to teach an online, blended, in-person or HyFlex course in the upcoming term? Don't miss Teaching and Learning Services' fully online Contract Instructor Orientation. Review materials and resources online before joining a live Zoom session on **Thursday, April 14** from 5:30 to 8:30 p.m. The virtual session will be a space for you to ask questions about the resources provided online, as well as any other teaching and learning related queries. [Learn more and register here](#).

Don't Forget!

- **Carleton University Teaching Awards**
Applications: TLS is currently accepting applications for four awards: Provost's Fellowship in Teaching Award, the New Faculty Excellence in Teaching Award, the Excellence in Blended and Online Teaching Award, and the Excellence in Learning Support Award. The application deadline is **April 30**. [Get all the details on the awards and the nomination process here](#).
- **Carleton University Chair in Teaching Innovation Applications:** Awarded annually to an educator who demonstrates teaching excellence and innovation across their academic career, each chair appointment is for a three-year period. Applications are due by **May 30**. [Learn about the award and application process here](#).
- **Submit your Textbook Adoptions to the Carleton Bookstore:** There are five ways to submit your textbook adoptions:

through Discover, the online form, by email, by phone or in person at the Bookstore (173 University Centre). Learn more about how to [submit your textbook adoptions here](#).



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