

Teaching and Learning News

Top Stories



Call for Applications: Carleton University Experiential Learning Fund

Are you interested in developing or enhancing experiential learning opportunities for Carleton students? Then apply for the [Carleton University Experiential Learning Fund \(CUELF\)](#)! The deadline to apply for the second round of funding is Jan. 20.

The fund supports the creation or enhancement of experiential learning initiatives at both the course level (\$1,000 – \$2,500 available per project) and program level (\$2,500 – \$10,000 available per project).

Brightspace Update: Wrapping up Fall and Looking Ahead to Winter

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

If you have any questions or would like to meet with TLS staff for assistance with your course design and

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Events

setup, please submit your request through the [TLS Support Portal](#).

End of Life for BigBlueButton in Brightspace

In May 2023, BigBlueButton (BBB) will no longer be available in Brightspace. Brightspace users will no longer be able to create and host new BBB sessions in their course. Please [download and save any materials from past BBB sessions](#) before April 30, 2023.

Instructors are encouraged to [transition to Zoom](#) for their online classes and meetings. We are here to help and can provide consultations to assist with this transition. If you are interested in booking a consultation, or have any questions regarding this upcoming change, please open a support request via the [TLS Support Portal](#).

TLS Holiday Closure

We will be closed for the winter holiday season from Dec. 24 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.

If you require help with Brightspace during the closure, [D2L's Brightspace support team](#) is available 24/7/365.

Don't forget - we have a variety of [resources and supports available](#) to help you prepare for the winter term, whether you're teaching synchronously or asynchronously, HyFlex, online or face-to-face.

Scantron Processing in December

Instructors using Scantron during the final exam period (Dec. 10 to 22) are asked to drop off their sheets to the TLS main office in room 410 Dunton Tower as soon as possible after their exam is done so they can be processed in a timely manner. Our office hours are 8:30 a.m. to 4:30 p.m. from Monday to Friday. All Scantrons need to be dropped off no later than noon on Dec. 23 to ensure they are processed before the break. Otherwise, exams will be processed starting on Jan. 4. Note that Scantrons cannot be submitted via interoffice mail. [Read more about Scantron processing in December](#).

Alternative Grading Panel

Dec. 6, 1 to 2:30 p.m.

Brightspace Support Hour

Dec. 7, 10 to 11 a.m.

Dec. 14, 1 to 2 p.m.

Winter 2022 New Contract Instructor Orientation

Dec. 8, 5:30 to 8:30 p.m.

Ways to Create Engaging Zoom Class Sessions Your Students Won't Want to Miss

Dec. 15, 10:30 a.m. to noon

Missed an event?

Watch recorded sessions on our [Mediaspace channel](#).

Final Grade Submission Fall 2022

The fall 2022 term comes to an end on Dec. 9 and the final examination period runs from Dec. 10 to 22. 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 or take-home exam 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 fall term. It includes important information on the grade submission process, deferred exams and E-Grades support.

Zoom Minimum Version Update Coming in January

On Jan. 4, Carleton Zoom users will be required to update their Zoom desktop client and mobile apps to the latest version. These minimum version updates ensure that you receive the newest features, as well as any privacy and security enhancements.

The first time you open Zoom after Jan. 4, you will be prompted to make the update. Please log in a few minutes in advance of your meetings to allow time for the update. If you haven't already done so, you can also [set automatic updates](#) for your desktop client to avoid manual updates in the future.

To find out what's new with Carleton 's Zoom settings, visit our [What's New with Zoom page](#).

If you have any questions about these updates or need support, please reach out through the [TLS Support Portal](#).

Early Innovation – A TLS Story from the Past

We're celebrating our 30th anniversary! To help recognize this milestone, we're sharing stories of teaching and learning from our past.

[The first story in our series](#) focuses on Prof. Tim Patterson and his approaches to teaching that challenged his students and pushed them outside of

their comfort zone. In the mid-90s, rather than produce a paper, Tim gave students in his third-year evolutionary paleoecology class the option to produce a website at a time when the world wide web was still a very new concept. In many ways Tim was a pioneer for many teaching and learning approaches that we know are important to student engagement and success.

STLHE Conference Call for Presentation Proposals

The Society for Teaching and Learning in Higher Education (STLHE) has put out a call for presentation proposals for its upcoming annual conference, which will be held at the Delta Convention Centre in Charlottetown, PEI from June 14-16, 2023. The submission deadline for proposals is Jan. 15. For more information, please [visit the conference website](#).

Nominate a Teaching Assistant for a 2022-23 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 2022, fall 2022 and/or winter 2023 terms are eligible for nomination. If you have any questions, please email TASupport@cunet.carleton.ca.

Don't Forget!

- **Submit 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.
- **3M National Student Fellowship:** Do you know a Carleton student who demonstrates outstanding leadership and innovation? Nominate them for the [2023 3M National Student Fellowship Award](#). The deadline for nominations is Jan. 31, 2023. Nomination packages must be submitted to the [Office of the Vice-President](#)

[\(Students and Enrolment\)](#) by Jan. 24 to receive the required institutional statement.



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