Teaching and Learning News

Top Stories

 TLS Holiday Closure

Teaching and Learning Services (TLS) will be closed for the winter holiday season from Dec. 24 through Jan. 4 inclusively, and will re-open on Jan. 5. If you require direct support or guidance relating to educational technology, pedagogical support, equipment loans, classroom orientation, technical events support or any other TLS services, we encourage you to reach out to us prior to the closure.

We have a variety of resources and supports available to help you design and deliver your course for the winter term, whether you’re teaching synchronously or asynchronously, HyFlex, online or face-to-face. TLS has compiled a list of some of the key resources available, including experiential learning opportunities, Brightspace course setup resources and more, to help you ensure that you’re ready for the new term.

If you require help with Brightspace during the closure, D2L’s Brightspace support team is available 24/7/365 via their Brightspace Service Desk.

In this issue

- TLS Holiday Closure
- Blog: Behind a Classroom Door – Trust, Compassion and Playfulness
- Scantron Exam Drop Off
- LMS Update: Wrapping up the Fall Term and Unwrapping the Winter
- Contract Instructor Orientation
- Call for Applications: Carleton University Experiential Learning Fund
- Instructor Check-in: December
- Final Grade Submissions for Fall 2021
- Don’t Forget!

Events

FUSION Skills Development Symposium: Transforming Teaching and Learning Experiences Across Canadian Universities
Dec. 1, 9 - 12:30 PM
Brightspace Support Hour

Behind a Classroom Door – Trust, Compassion
and Playfulness

By Patrick Lyons, Director, Teaching and Learning Services

What takes place in many of our classrooms happens behind closed doors – we don't often get a chance to see the relationships and connections that instructors make with students. Yet, on occasion we can prop open the door and peek inside...

Up until March 2020, Carleton recorded about 50 course sections per term and made them available to registered students in a course format called CUOL (or CUTV). These recordings were glimpses into the classroom. I'd like to tell you about peeking inside of one of these courses – in this case, CHEM 1001 taught by Prof. Bob Burk. Read more.

Scantron Exam Drop Off

Instructors using Scantrons are asked to drop off their sheets to the Teaching and Learning Services (TLS) main office (410 DT) as soon as possible after their exam is done to ensure that they are processed in a timely manner. Please note that all Scantrons need to be dropped off no later than 12 p.m. on Dec. 23 to ensure they are processed before the break. Otherwise, exams will be processed starting on Jan. 5.

Our office hours are 8:30 a.m. – 12 p.m. and 1 – 4:30 p.m. from Monday to Friday. If you need to make alternative arrangements for a drop off, please email Scantron@cunet.carleton.ca. Scantron results will be processed within three business days.

Reminder: In order to expedite the drop off process, please ensure the Scantrons are stacked face up with the timing tracks on the left-hand side and a correctly completed answer key on top. Also, please ensure you have completed the Scantron Scanning Request Form with an accurate count of the number of Scantrons you are submitting for grading.

LMS Update: Wrapping up the Fall Term and Unwrapping the Winter

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

---

**Contract Instructor Orientation**

Are you a contract instructor preparing to teach an online, blended, in-person or HyFlex course in the winter 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 **Wednesday, Dec. 15** 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.](#)

---

**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. 18**.

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).

If you have questions or would like to discuss your proposal, please email Teaching and Learning Services (TLS) at [tls@carleton.ca](mailto:tls@carleton.ca).

---

**Instructor Check-in: December**

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

[This month’s check-in](#) focuses on **Brightspace, course wrap-up, final projects** and **reflection**.
We’re also hosting a December Check-in Chat to discuss these topics on Thursday, Dec. 16 from 10:30 a.m. to 12 p.m. Whether you have ideas to share, are searching for guidance, or simply want to know how others have approached teaching this year, we invite you to attend this session.

---

**Final Grade Submission for Fall 2021**

The fall 2021 term comes to an end on Dec. 10 and the final examination period runs from Dec. 11 to 23. 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 fall term. It includes important information on the grade submission process, deferred exam grade submissions and E-Grades support.

---

**Don’t Forget!**

- **D2L Innovation Award in Teaching and Learning:** The Carleton University Teaching Awards Committee (CUTAC) is still accepting applications for the 2022 D2L Innovation Award in Teaching and Learning. Interested applicants should submit their application dossiers to CUTAC at tls@carleton.ca for review by Jan. 20, 2022 to receive committee member feedback and institutional endorsement.

- **3M National Student Fellowship:** Do you know a Carleton student who demonstrates outstanding leadership and innovation? Nominate them for the 2022 3M National Student Fellowship Award! The deadline for nominations is Jan. 31, 2022. Nomination packages must be submitted to the Office of the Vice-President (Students and Enrolment) by Jan. 24, 2022 to receive the required institutional statement.