# Teaching and Learning News

## Top Stories



### Welcome to a New Term, and a New Year

As with the start of any new year, the beginning of 2022 invites us all to reflect on the challenges and successes of the past whilst we look ahead and plan for the future. This year we find ourselves once again having to navigate a pivot online. I know many of you have worked hard over the holiday break in preparation for your winter courses and want to acknowledge the tremendous resiliency, creativity and compassion our community continues to demonstrate. As we continue to adapt, TLS is working diligently to imagine the future of teaching and learning at Carleton, and is setting the stage to ensure our institution is prepared to take advantage of the valuable lessons learned throughout the pandemic.

Carleton's new Learning Management System (LMS) Brightspace by D2L, offers a wide range of possibilities to our teaching and learning community that didn't exist before. We continue to expand our communities' access to experiential learning opportunities through investments in our learning spaces and programs. Our Students as Partners Program (SaPP), has surged in popularity as more and more instructors seek to renew elements of their courses in a student-centred way. Since its launch in January 2020, the program has supported over 500 projects.

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## Events

Brightspace Basics: Getting Started in Carleton's New LMS!
Jan. 6, 10 AM - 12 PM

Zoom for Brightspace
Jan. 6, 2 - 3:30 PM

Brightspace Support Hour
Jan. 10, 10 - 11 AM

Brightspace Basics: Getting Started in Carleton's New LMS!
Jan. 11, 2 - 4 PM

Brightspace Discussions
Jan. 18, 2 - 3:30 PM

Brightspace Support Hour
Jan. 19, 10 - 11 AM

As you prepare for the first few weeks of classes, we want to remind you that TLS is here to help you imagine possibilities and address challenges for all types of modalities.  Rest assured that the team is ready thanks to the experiences of the last two years and the valuable lessons learned. If you find yourself requiring support through this transition we encourage you to review our Teaching Online & HyFlex resources page or reach out for a one-on-one consultation.

Whether you are interested in borrowing equipment, want to consult with us about experiential learning opportunities, or just need some assistance with educational technology, we are here to help.

From the whole team at Teaching and Learning Services, and from me personally, thank you for your incredible drive and care throughout these challenging times. I wish you all the best as we begin this new year, and this new term.

*David J Hornsby*
*Associate Vice-President (Teaching and Learning)*

## TLS Support for the Start of Term

As the winter term begins, remember that there is a variety of support available to you. Whether you've planned to teach synchronously or asynchronously, Teaching and Learning Services (TLS) has the resources and support available to help you design and deliver your courses:

- Quick Guide to Pivoting Courses Online: Review our quick guide for steps to help you walk through the process of moving in-person courses and activities online.
- Online and HyFlex Resources: Explore our Teaching Online and HyFlex page for various resources to help you design and deliver your course, work with your TAs, support your students, and more.
- Equipment Loans: Request an equipment loan for yourself or your teaching assistants. Types of equipment available for loan include tablets, document cameras and WiFi hotspots.
- Brightspace Course Setup Resources: Work your way through the course setup guide to ensure you include all the important course elements in your Brightspace course.
- Educational Technology Support: Explore resources for supported educational technology. You can submit a ticket for Brightspace, Capture and Zoom support through our new TLS Support Portal, or access on-

demand technical support for Brightspace 24 hours a day, seven days a week, 365 days a year through D2L support.

 If you're looking for additional support, TLS staff are available for one-on-one consultations. Submit a request through our course consultation form and we'll be in touch.

## Support for Your Teaching Assistants

Are you working with a Teaching Assistant (TA) this winter?  To assist you in supporting your TAs, TLS has provided several key resources:

- **TA training**: All TA pedagogical training workshops, including Brightspace sessions, begin this week and will be offered online for the winter term. TAs can register for workshops through the Carleton Central—TA Management System.
- **TA Central Hub**: The new TA Central Hub in Brightspace is a space for TAs to watch pre-recorded training videos, access resource materials and share resources related to teaching. If you have a new TA who would like to enroll in the hub, please contact Sam Shortt. Individuals who were previously enrolled in the cuLearn TA Central Hub have been automatically enrolled in the Brightspace version.
- **Brightspace TA Support**: A Brightspace support site designed specifically to assist your TAs. On it you can find documentation on how to navigate and use Carleton's new learning management system.

For more information and TA resources, please visit the TLS TA Support page.

## Brightspace Pre-term Checklist

Are you ready to teach your winter Brightspace course? Whether you're setting up your first Brightspace course, or diving in for a second or third time, Teaching and Learning Services (TLS) has prepared a pre-term checklist to help. If you haven't already done so, make your course active in Brightspace so students can see your content.

If you have any questions, connect with TLS for support. Complete a course consultation request to meet with TLS staff for assistance with your course design and setup or submit your question to the TLS Support Portal.

## Zoom Update Required By Jan. 6

As of Jan. 6, all Carleton University Zoom users will be required to use version 5.8.6 (released Nov. 28, 2021) or newer on the Zoom desktop client and mobile app. Instructors, staff and students who are using an older version should update their apps by Jan. 6 to ensure uninterrupted access to all Zoom meetings, including those within Brightspace. Download the latest version of Zoom here.

Zoom regularly provides new versions of the desktop client and mobile app to release new features and fix bugs. Moving forward, Carleton will periodically prompt Zoom users to update their software to receive the newest features and any privacy and security enhancements, as well as to ensure a consistent and reliable experience across the university. Zoom users who have already updated to version 5.8.6 can also choose to set automatic updates for their desktop client.

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.

## Blog: Reflections on Online Teaching

*By Andrea Chandler, Professor, Department of Political Science*

As a professor in the Department of Political Science here at Carleton, I made a sudden shift from in-class teaching to online teaching in mid-March 2020. Like my colleagues at Carleton, and at institutions elsewhere in Canada and the world, I had not expected to have to make this shift so quickly, but it became necessary because of the public health concerns surrounding the COVID-19 virus.

I adapted to this situation as best as I could, motivated by the desire to do the right thing by our students. While I would consider myself to be just average in terms of my skill set for online teaching (having taught a blended course in 2015), my transition was made smoother by the fact that I have long been accustomed to doing a portion of my work at home. Although I needed to scramble to learn some new technologies, I was well set up in having a laptop, laser printer, good Wi-Fi, iPhone and iPad at home. So, I rolled up my

sleeves and got to work.

[Read the full blog post here.](#)