

Teaching and Learning News

Top Stories



Introducing TLS' New Assistant Director, Teaching Excellence and Innovation

Teaching and Learning Services is pleased to announce that Dr. Jared Robinson will be our new Assistant Director, Teaching Excellence and Innovation.

Jared brings extensive management, leadership and educational experience to the role. He was recently the National Director for the Future Skills Innovation Network (FUSION), a collaborative, multi-institutional project aimed at building academic and employability skills in learners. Previous to his role with FUSION, he worked in the Michigan Department of Education, was a research faculty member at BYU and a high school English teacher. He has an educational background in curriculum, instruction, measurement and evaluation.

We are very excited to have him join the TLS team and support teaching and learning at Carleton. Please join us in welcoming Jared!

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Events

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May 4, 2 - 3:30 p.m.

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Apply for the Summer 2022 I-CUREUS and Students as Partners Programs

Help provide Carleton students with the opportunity to participate in undergraduate research or to partner on course design. Applications for the I-CUREUS and Students as Partners Program (SaPP) are now open for the summer term.

I-CUREUS

Funded by TLS and the faculty supervisor, I-CUREUS provides an opportunity for undergraduate students to conduct paid research and gain hands-on experience in their discipline or an area of interest. Internships span from May to August for a maximum of 150 hours. Applications are due Sunday, May 15. [Learn more and apply here.](#)

SaPP

Fully funded by TLS, SaPP offers instructors and learning support staff the opportunity to involve undergraduate students in teaching innovation and curriculum design through paid work experience. Students can partner on a variety of projects to help you prepare for your upcoming courses, including helping to design course materials; reviewing and providing feedback on assessments, PowerPoint slides or your syllabus; and finding resources or multimedia. The program will run until the end of the summer term, with students working up to 130 hours. [Learn more and apply here.](#)

If you have any questions about either program, please reach out to tls@carleton.ca.

Brightspace Summer Pre-Term Checklist

Are you ready to teach your summer course using D2L Brightspace? We've prepared the following pre-term checklist to help you get everything set up:

- **Consult the course setup guide:** Wondering how to start building your Brightspace course site? Work your way through the [course setup guide](#) to ensure you include all the important course elements.
- **Merge your courses prior to adding content:** If you're teaching multiple sections of the same course and want to merge them into one in Brightspace, fill out the [course merge request form](#) before you've built any course content. Courses can only be merged prior to student activity in the course.

Scratch

May 17, 1:30 - 3:30 p.m.

The Brightspace Community of Practice

May 17, 2:30 - 3:30 p.m.

Power Up Your Assignment Grading in Brightspace

May 18, 10 - 11 a.m.

CDF Workshop: Learning Outcomes: Blueprints for Course Design

May 19, 1:30 - 3 p.m.

CDF Workshop: Learning Effectively with Multimedia Instruction

May 26, 1:30 - 3 p.m.

CDF Workshop: Assessment Fundamentals

May 31, 1:30 - 3 p.m.

CDF Workshop: Incorporating Effective Online Activities and Communication Strategies into Your Course

June 2, 1:30 - 3 p.m.

- **Create a course overview tour:** Help your students navigate your Brightspace course by creating a [short video that explains where to find key course content](#).
- **Activate your course to allow students access:** Courses are hidden by default when they are created. You'll need to [activate your course](#) to share it with your students.
- **Update your Zoom software:** If you use the Zoom client (desktop application), you will need to [update to the latest version](#) each term to ensure you have access to the newest features, fixes and settings.

If you have any questions, contact 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](#).

Teaching Resources for a New Term

Looking for support teaching your summer term classes on campus or online? We're here to help, whether you are teaching face-to-face on campus, synchronously or asynchronously online, HyFlex, or even in a blended approach.

- [Classroom orientations](#): Schedule an orientation to help familiarize yourself with the classroom you are teaching in.
- [Equipment loans](#): Request a tablet, document camera, WiFi hotspot, lapel mic stem or other equipment to help you and your teaching assistant teach courses.
- [Media services](#): Record your course introduction or a mini-lecture in one of our classroom studios, request a technician chunk or add chapters to your lecture recordings, or get support with managing your media library.
- [Pedagogical support](#): Consult with TLS staff to develop a course communication and class facilitation plan, design assessments, and more.
- [Educational technology support](#): Get support for selecting, implementing and using a number of educational technology tools, including Brightspace, Kaltura Mediaspace, Poll Everywhere and Zoom.

If you'd like to book a one-on-one consultation to discuss any facet of your course, please complete our [course consultation request form](#). You can also visit our [Teaching Online and HyFlex page](#) for resources to help you teach your course, or register for one of our [upcoming workshops](#).

Zoom Update and Authentication Reminder

As of May 2, all Carleton University Zoom users will be required to use the most recent version of Zoom (version 5.10.4, released April 25, 2022) on the Zoom desktop client and mobile app. Zoom will update itself to this version automatically when you first launch the application, but if it does not, [download it here](#).

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.

Announcing the 2021-22 Outstanding TA Award Winners

We are pleased to announce the five outstanding teaching assistants (TAs) and three honourable mentions for the [2021-22 Outstanding TA Awards](#). The awards celebrate the support TAs give to the undergraduate and graduate programs in their disciplines, their roles in establishing a positive learning environment, and their work in implementing innovative teaching practices.

Register for the Spring Course Design Fundamentals Program

Teaching and Learning Services is offering another installment of the [Course Design Fundamentals \(CDF\) program](#) this spring, May 17 to June 2. This program addresses your course’s foundational elements, such as the learning outcomes, the assessments, and the communication and engagement strategies, so that they are aligned and provide a well-rounded learning experience.

While this self-paced program is designed to be a flexible series of workshops that you can take in any order, this spring offering gives you the chance to complete the program in almost two weeks.

To enroll in the CDF program, please [complete this form](#) and register for the workshops below:

- [Designing Learning Experiences from Scratch](#), May 17 from 1:30 to 3:30 p.m.
- [Learning Outcomes: Blueprints for Course Design](#), May 19 from 1:30 to 3 p.m.
- [Learning Effectively with Multimedia Instruction](#), May 26 from 1:30 to 3 p.m.
- [Assessment Fundamentals](#), May 31 from 1:30 to 3 p.m.
- [Incorporating Effective Online Activities and Communication Strategies into Your Course](#), June 2 from 1:30 to 3 p.m.

Student Ratings of Instruction Survey

The Dalhousie Centre for Learning and Teaching is conducting a study to explore the ways in which Student Ratings of Instruction (SRI) or other forms of course evaluation data is used in research on teaching and learning. As part of this work, they are conducting an [online survey](#) about experiences and perspectives of using SRI feedback as research data.

The survey should take between 20 – 30 minutes to complete. Your participation is voluntary and completely anonymous. The deadline to submit your responses is May 30, 2022.

If you have any questions, please contact Jill Marie McSweeney-Flaherty at jmmcswee@dal.ca.

Don't Forget!

- **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. The successful candidate will receive a \$45,000 grant to undertake projects that advance the Scholarship of Teaching and Learning (SoTL) and student success at Carleton. Applications are due by **May 30**. [Learn about the award and application process here](#).

- **Renew Credit Courses with the Course Transformation Fund:** This fund provides support for redesigning credit courses in which instructors, academic units or students face significant challenges. Funding is currently available for courses that will be offered in between fall 2022 and fall 2023. [Learn more about the initiative and application process here.](#)



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