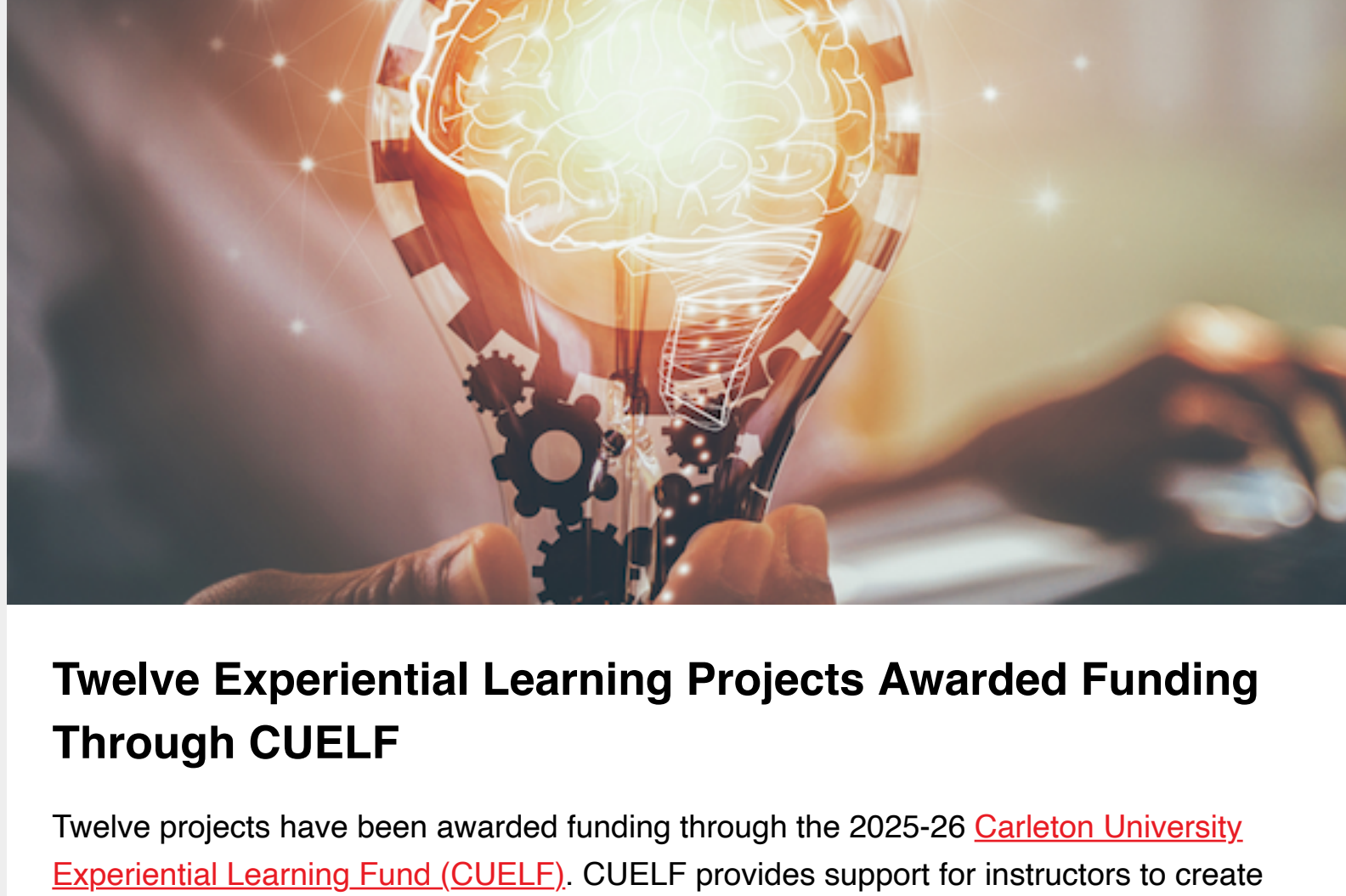


December Newsletter

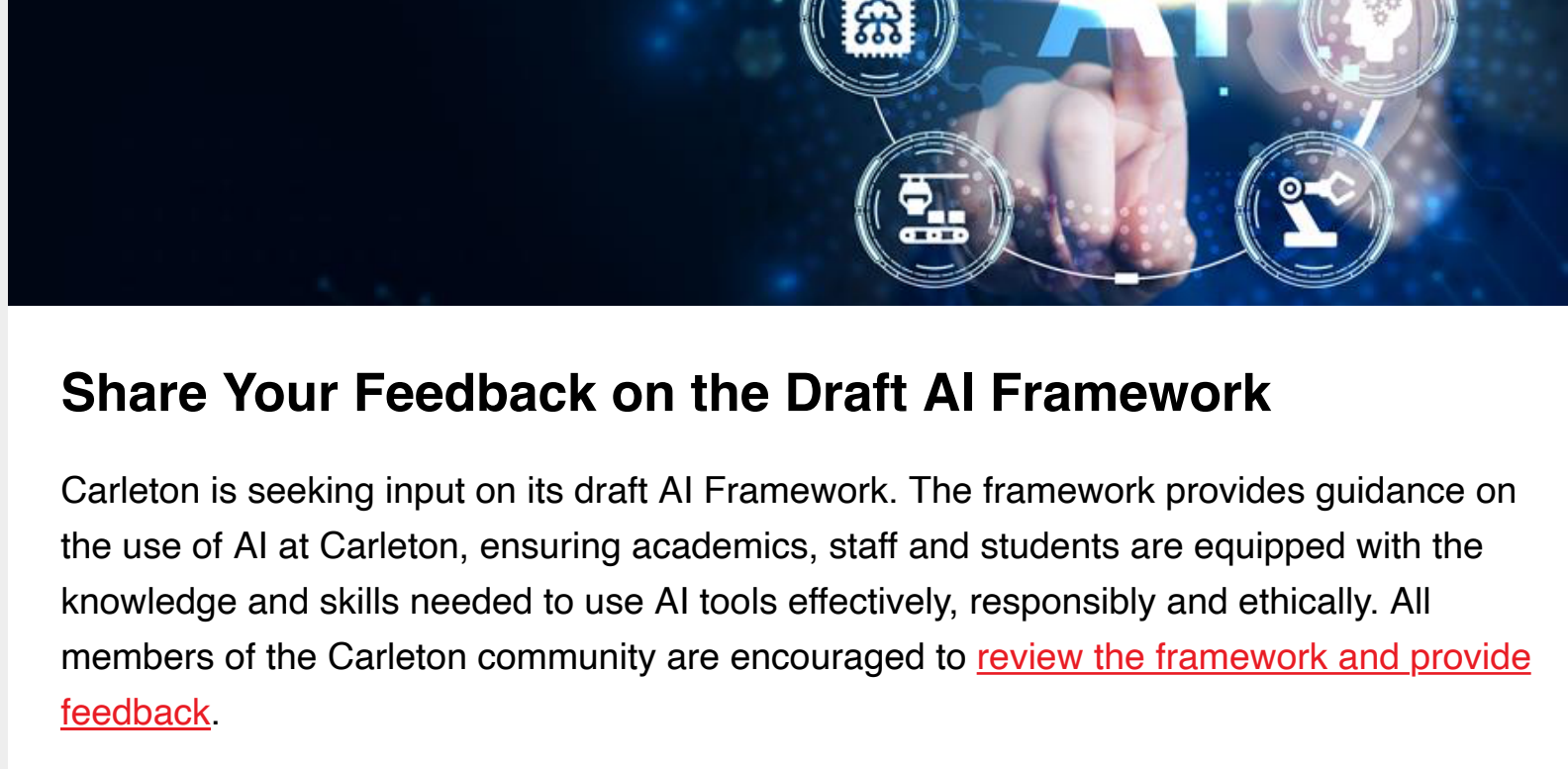
Help Us Redesign the TLS Newsletter: We're refreshing our newsletter and want to hear from you! Please take a couple of minutes to [provide your feedback](#) so we can make the newsletter more useful and relevant to our teaching and learning community.

Top Stories This Month



Twelve Experiential Learning Projects Awarded Funding Through CUELF

Twelve projects have been awarded funding through the 2025-26 [Carleton University Experiential Learning Fund \(CUELF\)](#). CUELF provides support for instructors to create and enhance experiential learning opportunities for both undergraduate and graduate students across the university. [Learn about the exciting projects](#) that are being developed.



Share Your Feedback on the Draft AI Framework

Carleton is seeking input on its draft AI Framework. The framework provides guidance on the use of AI at Carleton, ensuring academics, staff and students are equipped with the knowledge and skills needed to use AI tools effectively, responsibly and ethically. All members of the Carleton community are encouraged to [review the framework and provide feedback](#).



Time is Running Out to Register for the Certificate in University Teaching

Registration for the winter 2026 cohort of our Certificate in University Teaching closes on Dec. 17. This blended 10-week program is designed to help faculty members, contract instructors, lab coordinators or anyone working in an instructional-focused position develop your understanding of pedagogy and enhance your teaching skills. The program explores topics such as instructional design, assessment and student engagement, and includes a microteaching session and final project that will directly support your course development and teaching dossier. [Learn more and register here](#).

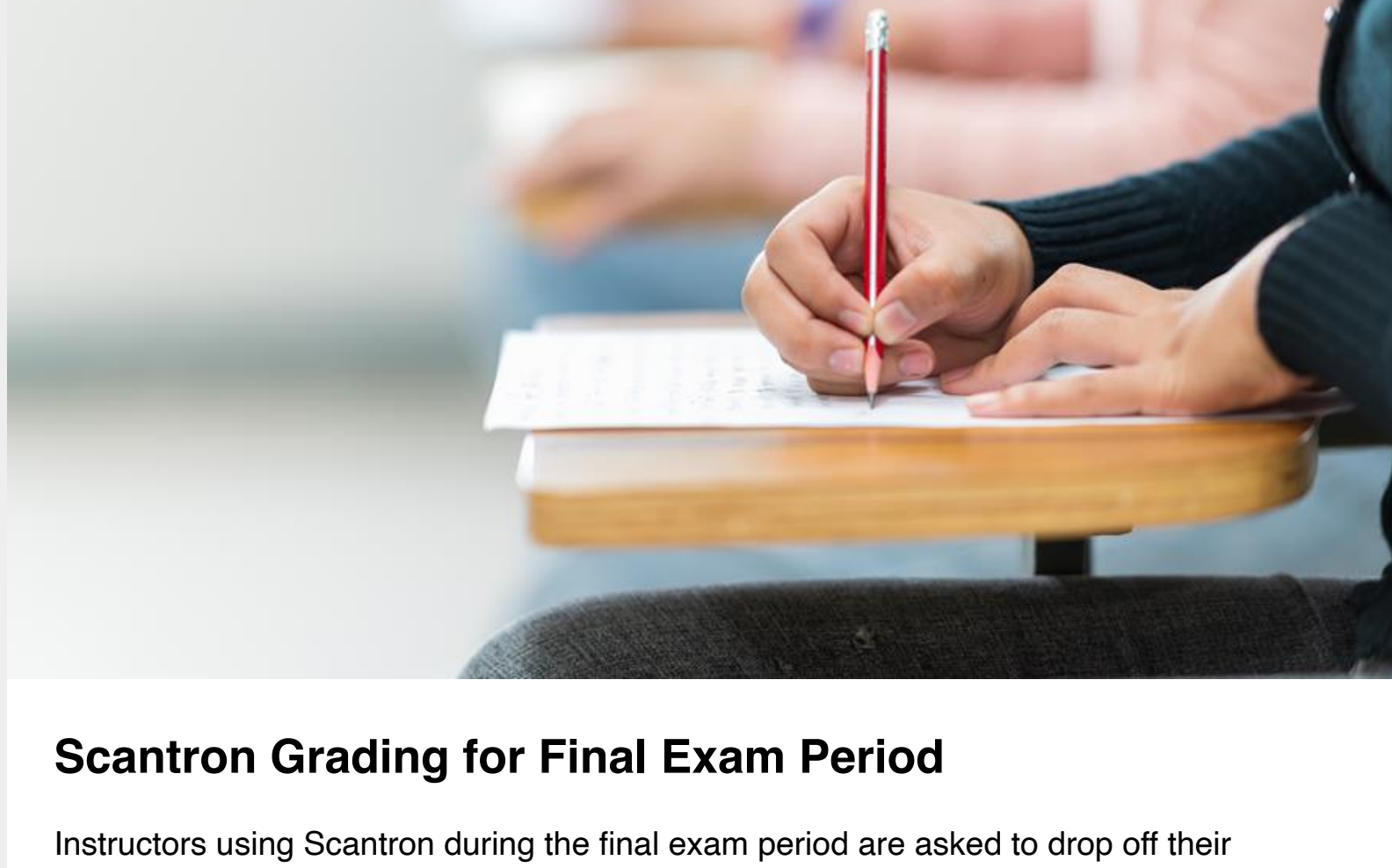


Carleton Anchors International Collaboration Through South Africa-Canada Universities Network

Building on more than three decades of Canada-South Africa academic collaboration, Carleton University is helping formalize a new era of partnership — one that brings together universities, national research councils and researchers to advance shared priorities across both countries.

On Nov. 20, Carleton welcomed leaders from South Africa's National Research Foundation (NRF) and Canada's Social Sciences and Humanities Research Council (SSHRC), for the signing of a memorandum of understanding (MoU) that strengthens their bilateral commitment to joint research.

The agreement also marks a major step forward for the South Africa-Canada Universities Network (SACUN), which Carleton helped establish and continues to anchor in Canada. The network supports collaborative research, training and dialogue in areas such as reconciliation, health, environmental sustainability, artificial intelligence and inclusive economic development. [Read more](#).



Scantron Grading for Final Exam Period

Instructors using Scantron during the final exam period are asked to drop off their Scantron sheets to Loeb D299 as soon as possible after their exam. Scantrons cannot be submitted through interoffice mail and will not be picked up at examination sites by TLS.

Final exam drop-off hours in Loeb D299 will be as follows:

- **Dec. 8-11 and 15-18:** 8 a.m. to 8 p.m.
- **Dec. 12, 19, 22 and 23:** 8 a.m. to 4 p.m.

Any Scantrons dropped off **before noon on Dec. 22** will be processed before the holiday closure on Dec. 24. Exam processing will resume on Jan. 5.

To expedite the drop-off process, please ensure you have completed a hard copy of the [Scantron Scanning Request Form](#) accurately, including the correct count of the Scantrons you are submitting. Also, please ensure the Scantrons are stacked face up with the timing tracks on the left-hand side and completed answer key(s) on top.

If you have any questions about Scantron exam processing, please email scantron@cunet.carleton.ca.



Teaching and Learning Services Holiday Closure

Carleton, and TLS, will be closed for the holiday season from Dec. 24 through Jan. 4 inclusively, and will re-open on Jan. 5, 2026. If you require direct support or guidance relating to any TLS services, we encourage you to [reach out to us](#) prior to the closure.

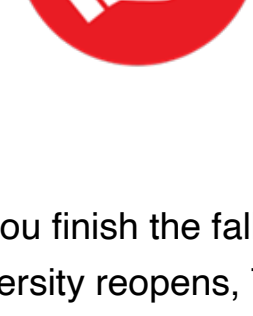
Remember, 24x7x365 [Brightspace](#) support (provided by D2L) is available during the university's closure. Support can be accessed directly within a Brightspace course by clicking the Help button in the navbar and then clicking Brightspace Service Desk.



Support for the Winter Term

If you're getting ready to teach a course this winter, remember that we have a variety of support available to help, including:

- **Classroom orientations:** Familiarize yourself with the classroom you will be teaching in by [booking an orientation](#). Our website also [lists every general pool classroom by building](#) and provides information on the technology available, along with a 360-degree image of the space.
- **Classroom support:** Our Learning Spaces team provides urgent, just-in-time support for classroom technologies in the general pool. If your class is in session and you require immediate assistance, call extension 3815 from the classroom phone, or 613-520-3815 from your mobile phone.
- **One-on-one consultations:** If you want to discuss any facet of your course, please complete our [course consultation request form](#). We can provide pedagogical and educational technology support, from helping you develop a course communication plan to providing guidance on selecting and using educational technology tools.



Educational Technology News & Updates

As you finish the fall term and prepare for a winter term that begins on the first day the university reopens, TLS is here to support you. To help you navigate this busy transition, we've expanded our drop-in support. Starting Dec. 2 and continuing into the new year, we will be hosting [course support drop-in hours](#) in the Future Learning Lab (fourth floor MacOdrum Library) on Tuesdays, Wednesdays and Thursdays from 10 a.m. to noon. Bring your questions and get real-time help from our team. No registration required.

Quick Fall Wrap-Up Checklist

- Finalize and [release grades in Brightspace](#)
- [Submit your final grades to E-Grades](#)
- Check for student extension deadlines or outstanding submissions ([try quick eval](#))
- [Disable Intelligent Agents](#) to ensure they don't continue to run once the course is over
- [Unenroll additional people](#) (like TAs) from your course

Quick Prep-For-Winter Checklist

- [Copy or import your winter course shell\(s\)](#): If you're doing this for the first time, don't be afraid to reach out for help
- Update [due dates](#), [release conditions](#) and [availability settings](#)
- Review your syllabus for clarity, accessibility and AI guidance
- Set up your [gradebook](#) before the term begins
- Explore tools like [H5P](#), Pressbooks and [FeedbackFruits](#) to refresh activities
- [Book a consultation](#) or [drop-in](#) if you'd like support planning ahead

Request a Classroom Orientation and Test Your Tech

Help ensure a smooth first day of class by testing your educational technology:

- Review your [classroom](#) ahead of the start of term and request a [classroom orientation](#)
- Sign in to [Wopclap](#) on the classroom computer and via PowerPoint (if using it)
- Launch a test [Zoom](#) meeting to verify functionality
- Try [Kaltura Capture](#) for recording lectures

Be sure to check out all our [supported educational technology](#). If you'd like help with integrating these tools into your teaching and learning toolkit, [reach out to us for support](#).



Nominate a Teaching Assistant for a 2025-26 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 2025, fall 2025 and/or winter 2026 terms are eligible for nomination.

More News

- **Future Learning Innovation Fellowship Deadline:** Looking to incorporate digital storytelling, mixed reality, simulations, 360-degree video or other forms of immersive learning into your teaching? Then apply for the [Future Learning Innovation Fellowship](#) before the deadline on Dec. 7. Five fellowships will be awarded with funding of up to \$5,000 per project.
- **Achievement Awards Final Deadline:** The deadline to apply for the Professional Achievement Award for Faculty, Teaching Stream and the Librarian Achievement Award is Dec. 20. Visit the [Achievement Awards webpage](#) for full details, eligibility and submission guidelines.
- **Join the Assign2 Pilot:** We're leading a [pilot project](#) to explore a potential replacement for Scantron in processing paper-based multiple-choice assessments. This pilot is an opportunity to test an alternative solution, Assign2, and ensure any transition is guided by instructor needs and feedback. [Apply to participate in the winter 2026 pilot](#).
- **National Day of Remembrance and Action on Violence Against Women:** On Dec. 4, the Faculty of Engineering and Design and the Feminist Institute of Social Transformation invite the Carleton community to commemorate Canada's [National Day of Remembrance and Action on Violence Against Women](#). The commemoration begins at 12:15 p.m. in the Minto Centre lobby and honours the 14 women killed at École Polytechnique in 1989. Remarks will be followed by a moment of silence and an allyship pledge.

Upcoming Events and Workshops

- [Contract Instructor Orientation O&A](#), Dec. 9, 5:30 to 8:30 p.m.
- [Collaborative Indigenous Learning Bundles Community of Practice](#), Dec. 10, 10:30 a.m. to noon

Don't forget we host [drop-in sessions](#) every Tuesday, Wednesday and Thursday in the Future Learning Lab (room 483) from 10 a.m. to noon to help you with your course needs.

Bring your laptop and any teaching-related questions you have.

Missed an event? Watch recorded sessions on our [Mediaspace channel](#).

[View all events](#)