Welcome to a New Term

The summer just seems to have rushed by - it's hard to believe that we are about to start a new academic year already! Whilst we all prepare for the start of the new term, some of us are focused for a return to in-person teaching, others for a solely online pedagogical experience, and some a mix between the two. It is a moment where a gamut of emotions exist – excitement, nervousness, anticipation, trepidation, exhaustion just to name a few. All of these are entirely understandable given how the past 18 months have unfolded.

Throughout the summer, TLS has been very busy preparing for the fall term. We have continued our work on things like upgrading classroom technologies, arranging Nicol Building, ad-hoc study spaces, workshops for Brightspace and, of course, plenty of online individual consultations to assist planning for the term ahead. TLS is here to help you imagine possibilities and address challenges for all types of modalities. With a bit of creativity and innovation, student engagement is possible regardless of whether your class is online, using HyFlex technologies or face-to-face. TLS staff are on and off campus working to support your success.
Recently, the TLS website was redesigned to provide easy access to resources integral to your success. Check it out. Our new Learning Management System (LMS), Brightspace by D2L, is now fully operational and has proven to be faster, more reliable and continues to offer a wide range of possibilities to our teaching and learning community that didn't exist before, including an integration with Zoom. Our popular Students as Partners Program continues to be a great way to renew elements of your course in a student-centred way. This summer alone we had over 170 projects and we continue to accept applications on a rolling basis. If you have an undergraduate student you would like to work with, considering applying for this fully funded pedagogical opportunity.

In alignment with university developments, our portfolio continues to evolve. In recent weeks, we have made changes to our organization and key service areas that will allow us to take a more focused approach in supporting the diverse Carleton community. But just remember, whether you are interested in borrowing equipment, or want to consult with us about pedagogies, assessment strategies and educational technologies, or just need some assistance with recording your lectures in our classroom studios, we are here to help.

Thank you again for all your effort as we work in these extraordinary times. On behalf of the whole TLS team, I wish you and your students all the best for the fall term!

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

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**LMS Update: Support for Starting This Fall**

This term will officially mark Carleton's first fall semester using the new Learning Management System (LMS), Brightspace.

Whether you have extensive experience with the platform or this is your first time teaching with Brightspace, TLS has a variety of resources to ensure you have a successful term.

[Read this month's full LMS update](#) for information on Brightspace updates, the TLS Teaching with Technology Support Portal, upcoming training workshops and resources for supporting your students.
Apply for the Carleton University Experiential Learning Fund

Teaching and Learning Services is pleased to announce that the Carleton University Experiential Learning Fund (CUELF) is once again available for the 2021-22 academic year. Funding is available to support course or program-level projects.

The goals of CUELF are to:

- Increase the number of experiential learning opportunities for Carleton students, particularly in programs which may not have many EL opportunities;
- Enhance and/or expand existing experiential learning opportunities;
- Build awareness of experiential learning at Carleton; and
- Support the articulation of employability skills for Carleton's students within the institution's academic programming.

Deadlines for this year's call are as follows:

**Competition 1:**
Application deadline October 18, 2021
Applicants notified November 29, 2021
Funds distributed December 20, 2021

**Competition 2:**
Application deadline January 18, 2022
Applicants notified February 15, 2022
Funds distributed March 4, 2022

For full details and to apply, please visit the TLS website. If you have questions or would like to discuss your proposal, please email tls@carleton.ca.

Call for SoTL Grant Applications

TLS is now accepting applications for the Scholarship of Teaching and Learning (SoTL) Grant.

This grant provides funding for Carleton's faculty members, instructors and contract instructors to engage in systematic, evidence-based, scholarly investigations of all aspects of teaching and learning in the post-secondary context. Research projects in various phases of development are eligible for funding.
Up to four grants with a maximum value of $5,000 per project may be awarded annually, depending on available funding. The application **deadline is October 25**. Applicants will be updated regarding the status of their application by November 5.

Learn more about the grant and its criteria here.

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**Scantron Processing at TLS**

Paper based multiple-choice Scantron services (scanning and processing) will be available in fall 2021 to **only** those instructors teaching face-to-face courses with the delivery method of:

- In person with alternatives for online students
- In person: departmental permission
- In person: not suitable for online students

Scantron services will **not** be available to instructors teaching courses with the delivery method of:

- Online synchronous
- Online asynchronous
- Online blended
- HyFlex

Assessments for courses delivered in these formats must be completed online (as indicated by the Provost's Office).

To help us plan for the fall term and ensure safe and effective service, we ask that instructors who plan to use Scantron **fill out a short survey** by September 15.

**Changes to Scantron Services for Fall 2021**

This fall, Scantron drop off and pick up is available at the TLS office (410 Dunton Tower) at the following times:

- Monday to Friday from 8:30 a.m. noon and 1-4:30 p.m.

If you need to make alternate arrangements, please contact scantron@carleton.ca.

Scantron results will be provided within **three business days**. Please note, we have updated our Scanning Request Form to align with Carleton's change to Brightspace.

**Alternative Assessment Methods**
If you are teaching online in fall 2021, please visit the TLS Teaching, Learning and Pedagogy page for information about other methods of assessment. You can also submit a Course Consultation Request to discuss assessment strategies with a member of our team.

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**Instructor Check-in: September**

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

This month's check-in focuses on Brightspace basics, communication, engagement and exams.

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.

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**TLS Fall Service Standards**

As we prepare to support the teaching and learning community through the safe return to campus this fall, we have updated our service standards. TLS will be returning to campus in limited capacity during our regular business hours (8:30 a.m. - 4:30 p.m., Monday - Friday). In order to meet the diverse needs of our community, we will be offering limited services in-person, in addition to remotely via phone, email and web-conferencing tools.

For more information regarding TLS services, hours of operation, response time and service delivery modality (onsite versus remote), please click here.

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**Support for Your Teaching Assistants This Term**

Are you working with a Teaching Assistant (TA) this fall? To assist you in supporting your TAs this fall, 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 fall 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.

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**Access LinkedIn Learning**

All Carleton students, staff, and faculty have free access to [LinkedIn Learning](https://www.linkedin.com/learning) until September 2022. LinkedIn Learning offers an on-demand customized learning experience that features instructional content relevant to the learner's professional interests and goals.

With more than 5,000 courses and personalized recommendations, LinkedIn Learning is a tool to help learners strengthen a wide array of skills and knowledge. Many instructors find it an excellent resource for review, supplemental instruction, or as a way to guide students through technical programs.

**Activate Your LinkedIn Learning Account**

1. Navigate to the [LinkedIn Learning Login Page](https://www.linkedin.com/learning).
2. Enter your full Carleton email address (e.g. firstnamelastname@cunet.carleton.ca or firstnamelastname@cmail.carleton.ca), and click Continue.
3. You will be redirected to the Carleton Single Sign-On Portal and prompted for your [MyCarletonOne](https://www.my.carleton.ca/) credentials.
4. The LinkedIn Learning page will display. Follow the LinkedIn Learning prompts.

If you experience issues logging in, contact the ITS Service Desk at its.service.desk@carleton.ca or 613-520-3700.

For additional information, review the online resources [How to Use LinkedIn Learning](https://www.linkedin.com/learning) and [Gaining Skills with LinkedIn Learning](https://www.linkedin.com/learning).
Don't Forget!

- **HyFlex Fall Support:** If you're interested in familiarizing yourself with the HyFlex space and technology, room orientations are available by request. Additionally, you can watch a past workshop recording for HyFlex and HyFlex Plus (operator assisted) to see one of the HyFlex rooms in action. For more support, our HyFlex page has various resources to help you prepare for your course and we are always available for individual consultations.

- **Research Survey:** You are invited to participate in an online survey about pedagogical training for full-time academic staff. The survey will take approximately 15-20 minutes to complete. Your participation is completely voluntary and anonymous. For more information, please contact Ali.Arya@carleton.ca.