Good afternoon,


**FEATURED EVENT**

**Clarifying Expectations in Graduate Supervision** (GPS 409)
November 13, 10:00 -12:00 PM
Imagine preventing common mistakes and avoiding confusion when taking on new graduate students. Clarifying Expectations is about articulating roles and responsibilities in supervisory relationships before problems or miscommunications occur. In this workshop, we will discuss existing supervisory agreements, work together to set the goals and outcomes, and focus on writing an agreement that suits your needs.

Sign in to Minerva, click on the 'Registration for GPS Graduate Workshop' link and register for GPS 409

**UPCOMING EVENTS**

**Safer Spaces Workshops**
SEDE, in collaboration with Teaching and Learning Services, First Peoples’ House, and the Office for Students with Disabilities, offers Safer Spaces, a regular schedule of training for staff, faculty, and graduate students.

- **Safer Spaces: Disability, Access, and Universal Design**
  October 22, 9:30-12:00 PM
- **Safer Spaces: Race and Cultural Identity**
  October 23, 2:00-4:30 PM and October 27, 9:30-12:00 PM
- **Safer Spaces: Indigenous Perspectives**
  October 28, 2:00-4:30 PM

**Introduction to Course Design and Teaching Workshop**
December 11, 9:00am-5:00pm and December 16, 9:30am-1:00pm (1.5 days)
Would you like to design or redesign one of your courses and enhance your teaching skills? Join a group of fellow faculty members led by facilitators from Teaching and Learning Services to discuss strategies for course design and teaching that focus on enhancing student learning.

**Web Conferencing and AV Equipment Workshops**
Take our [Web Conferencing workshop](http://bit.ly/XuqsUK) to learn how to set up and conduct web conferencing sessions using Adobe Connect or Lync. Attend an [AV Equipment Workshop](http://bit.ly/XuqsUK) to practice with the projector, document camera, and other audiovisual equipment in your classrooms.

**RESOURCE OF THE WEEK**

**New Posts on McGill’s Teaching for Learning Blog**
Join McGill faculty, staff and students in a conversation about higher education. Read the latest posts:

- [Handwritten notes vs. laptop notes: Does one method afford deeper learning than the other?](http://bit.ly/XuqsUK)
ANNOUNCEMENTS

Winter 2015 courses available for instructors
You can start preparing your course site now for Winter 2015 in myCourses. Here are some useful resource links:
• Preparing for term checklist
• How to copy content
• Provide early student access
If you would like your Winter 2015 sections to be crosslisted (merged) in myCourses, please contact itsupport@mcgill.ca.

Customization of Course Evaluation Questionnaires
Did you know that you can add up to three additional questions to your Mercury end-of-course evaluations? Please ensure that you send your questions to your Mercury Departmental Liaison no later than Monday, October 20, 2014, to be included in the fall evaluations. View recommended questions here.

10 Tips for Students on Using myCourses
Did you know your students can sign up for text message alerts for myCourses updates? And that there is an e-Reader App associated with myCourses called Binder? Please distribute the list of 10 myCourses Tips to your students.

Mid-Course Evaluations
Want to receive useful feedback from students about your course during the term? Mid-course evaluations can help you make changes immediately as well as encourage participation in end-of-course evaluations. Effective strategies include setting up an anonymous discussion board, administering an online survey using myCourses, or having an in-class student-led forum.

Universal Design for Learning (UDL) – Looking for Participants to Build an Online Toolkit
Participate in a unique, collaborative partnership which brings together 5 Montreal post-secondary institutions with McGill as lead. Your participation will serve as the basis for the creation of an accessible, user-friendly, online toolkit which will reflect research findings and support teaching staff to integrate UDL principles into their andragogy. For more information, contact Roberta Thomson (roberta.thomson2@mcgill.ca)

LEARN MORE ABOUT

Mobile Computing and Communications Devices
Can I ban laptops in my class?! We encourage you to consult the guidelines developed at McGill for addressing the use of mobile computing and communications devices in class.

Lecture Recording
The lecture recording service has been improved with two new features: easy viewing of recording statistics and an integrated student / instructor interface. Additionally, the sign-up procedure has been simplified. Follow these instructions in the IT Knowledgebase to sign up to record your lectures and make them available to your students.

Copyright at McGill
Need help with copyright?
The Copyright Modernization Act gives the McGill community the opportunity to use many
different resources to support teaching and learning. Do you have questions about what you can use when teaching? Give us a shout at copyright@mcgill.ca and we’ll help you find answers. Watch this space for a list of workshops and tutorials related to copyright and teaching!

PARTNERS

Content and Collaboration Solutions (CCS) | IT Customer Services (ICS) | McGill Library | Social, Equity and Diversity Education Office (SEDE) | Office for Students with Disabilities (OSD)

If you have comments about this e-bulletin, or require additional information about the above, please contact us at teaching.tls@mcgill.ca or 514-398-6648. Teaching and Learning Services, McLennan Library Building, MS 12.