This information bulletin is an initiative from Content and Collaboration Solutions and Teaching and Learning Services designed to inform you of upcoming events, and resources to enhance your teaching at McGill University.

**FEATURED EVENT**

**Writing Effective Reference Letters for Student Fellowships** (GPS 325)  
Friday, September 21

Professors are often asked by students to write reference letters for funding opportunities. This interactive session is designed to help you answer questions such as:

- Are you obliged to write a reference letter if asked by a student and how might you respond if you are not supportive?
- How much lead time should you expect in order to write a reference letter?
- What information should be provided by the student?
- What are the key elements of a “good” reference letter and what pitfalls should be avoided?

[Click here to register](#) for this event.

**WORKSHOPS**

**New myCourses Fall 2012 workshops for instructors**

If you are teaching during the Fall 2012 semester, it’s not too late to prepare your course in the new myCourses system. Numerous offerings are available to help you with the NEW learning management system. Webinars and online documentation are also available.

Here are examples of some of the sessions offered:

- **Overview of the NEW myCourses:**  
  Tuesday, September 4
- **Getting Started with Your New Course:**  
  Wednesday September 5

Many other dates for the new myCourses workshops/webinars are available [here](#) for registration.

**Confused by the AV equipment in your classroom?**  
September 4, 5, and 6

Not sure how the in-class technology works? Come to a hands-on practice session hosted by an ICS Support Consultant. Get answers to your questions about the audiovisual equipment in your classrooms - projectors, microphones, document camera (overhead), etc.

[Click here to register](#) for this event.
Overview of Teaching and Learning Technologies at McGill (LRN 500)
Friday, September 14

This workshop will showcase the centrally-supported educational technologies at McGill and provide examples of uses in particular courses. This session also includes a brief overview of McGill’s learning management system (myCourses) and technologies such as online assessments, blogs, clickers, online discussions, lecture recording, text-matching, and web conferencing.

Click here to Register

Drop-in Sessions for myCourses
September 4 through September 13

Teaching during the Fall 2012 semester? Working on preparing the myCourses resources for your courses? Drop-in sessions have been scheduled to take place at McLennan Library in room MS-74. Numerous offerings are available to assist you with the NEW learning management system.

Click here to view the drop-in schedule.

TEACHING CHECKLISTS

IT checklist for instructors preparing for the academic year
Teaching in Fall 2012? Use the IT Checklist with links to NEW myCourses index articles to help ensure you have everything you need.

Library Checklist for Instructors Preparing for the Academic Year
To help you prepare for the new academic year, the Library has compiled a short Checklist that outlines main Library services available to support teaching activities of McGill faculty. Full descriptions of the services for teaching can be found on the Resources for Teaching page.

Checklist for Student Response System (clickers) in Fall 2012
Here is a checklist that you may find helpful when planning to use the Student Response System (clickers) in the upcoming term.

TEACHING RESOURCES

Classroom A/V Instructions
Teaching in a new room this semester? Want to see what AV equipment is available for any classroom on campus? Looking for detailed instructions on how to use the AV in the room you are teaching in? This online tool features in-class photos and equipment specs and is available to instructors.
**Lecture Recording for Instructors**
Did you know that McGill instructors can record their lectures and other activities? Instructors can request automatic recording of scheduled lectures throughout a term in classrooms specially equipped for this service through the Lecture Recording System (LRS).

**Course Evaluations Reports: Faculty Means**
Faculty means now available for the past three academic years. The means are presented by course level and by class size for the four questions which appear on all course evaluations.

**24/7 access to Library branches**
As of Tuesday, September 4th, Monday – Thursday 24 hour access is provided in the Redpath Library Building, Schulich Library of Science and Engineering, and Nahum Gelber Law Library. The McLennan Library Building is open for study until 1:00 AM. A valid McGill ID card is required for access to the Library after service hours and to borrow books using self-checkout machines.

**E-Books**
McGill Library provides access to more than 800,000 e-books included in 24 collections on variety of subjects ranging from Reformation, English & American poetry, Early Printed Books to Life & Biomedical Sciences or Theoretical & Computational Physics.

**HathiTrust Access at McGill**
Looking for digital access to books, journals and other cultural records? McGill Library has recently become a part of the HathiTrust, a large-scale collaborative repository of digital content. This project is a partnership of major research institutions and libraries working to ensure that the cultural record is preserved and accessible long into the future.

**Library Branch Pickup Service for McGill staff and students**
It is now possible to have an item "on the shelf" delivered to the Loans Desk of any McGill branch library for you to pickup. This applies to those items marked as [Regular Loan] or [Audio/Video & Map Loan]. The delivery may take between 2 and 4 working days.

**myCourses Videos and Documentation**
Did you know there are myCourses videos and documentation for instructors in the IT Knowledge Base? Use these resources to supplement in-person training; you can also refer to them while setting up your course content, grading assignments, monitoring discussions and class participation, etc.

**Films on Demand**
Films on Demand offers an online video streaming library with thousands of high quality educational videos and tens of thousands of fully annotated segments. These can be integrated into lectures and presentations with ease or posted as links on myCourses. All programs include Canadian Public Performance rights for your use.

**Accessing off campus:** remember to use VPN or EZproxy.

**Library Loan period and overdue fines**
McGill Faculty loan period for non-reserve books is extended from one term to one year (due on May 15th). Also, McGill Library has eliminated late fines (except for the recalled items!) for regular books, journals, musical scores, and A/V materials. This new policy came into effect on June 4, 2012.
If you have comments about this e-bulletin, or require additional information about the above, please contact us at teaching.tls@mcgill.ca or (tel) 514-398-6648. Teaching & Learning Services, McLennan Library Building, MS 12.