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

**Bringing Research into the Undergraduate Classroom**

**Thursday, August 30**

As an instructor of undergraduate courses, have you wondered how to get students to ask better questions or to understand that knowledge is not black and white? In this interactive workshop, you will meet the Inquiry Network, a group of McGill professors who have been tackling questions like this and have created a framework for enhancing students’ understanding of the relationship between research and course content. Participants will try out this framework and design new strategies for an undergraduate course. Info about registration will follow in the next newsletter.

WORKSHOPS AND DROP-IN SESSIONS

**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:**
  - **Monday, August 20**
  - **Getting Started with Your New Course:**
  - **Tuesday, August 21**

Many other dates for the new myCourses workshops/webinars are available here.

**Creating Effective Questions with the Student Response System (Clickers): Downtown**

**Monday, August 20**

This workshop introduces pedagogical and technological components that will help instructors develop in-class activities using TurningPoint software and clickers. The hands-on workshop will focus on learning-centered question design.
Overview of Teaching and Learning Technologies at McGill (LRN 500)
Thursday, August 22
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

NEW
Drop-in Sessions for myCourses
August 20 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.

Confused by the AV equipment in your classroom?
August 27 through September 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

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 Check-list 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).

Visual Schedule Builder (VSB)
Check out this web-based application that allows students to view all possible conflict-free timetables for courses they choose in an easy-to-read weekly schedule. Faculty and staff may also find it useful to generate typical student schedules for their programs. Find out more... here.

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 pick-up. 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.

Partners: IT Customer Services (ICS) | McGill Library | SEDE

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.