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

**FEATURED EVENT**

**Writing Effective Reference Letters for Student Fellowships** (GPS 325)

**Wednesday, August 28, 10:00-12:00**

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](Click on Registration GPS Graduate Workshop)

**UPCOMING EVENTS**

**HOLD THE DATE:** Bringing Research into the Undergraduate Classroom

**Friday, September 13, 9:30-12:30**

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.

**HOLD THE DATE:** Designing Effective Multiple-Choice Questions

**Friday, October 4, 10:30-1:30**

Would you like to improve the quality of your Multiple Choice Questions (MCQs)? Would you like to learn how to use MCQs to assess higher order thinking skills such as application and analysis? If so, join a group of fellow instructors for a new two hour workshop about the principles of well-designed MCQs. Info about registration will follow.

**ANNOUNCEMENTS**

Are you scheduled to teach in one of the Active Learning Classrooms (ALC)?

If you have not yet done so, complete the online form to request in-class support for weeks 1, 2,
and 4 of your classes. Use the link provided in the email from IT Services that was sent on Thursday, August 8th, to all instructors registered to teach in an Active Learning Classroom in the upcoming Fall 2013 semester. Additionally, see the Active Learning Classroom Preparation Checklist to ensure you have everything you need before you start teaching.

**ALC room-specific AV instructions:**
- Burnside 511
- Education 627
- Macdonald Stewart MSB 016
- New Music Building, Rm 412
- 688 Sherbrooke W., Rm 1265

**Lecture Recording**
Students have told us they find lecture recordings extremely valuable. If you are teaching an a classroom that supports lecture recording, please make sure you sign up to record your lectures and make them available to your students. Follow these instructions in the IT Knowledge Base.

**Are you scheduled to teach in the Fall Semester?**
myCourses was upgraded at the end of July, bringing improvements to general usability and to tools such as Content and Grades. If you haven’t already, we encourage you to check out the links below to ensure you have everything you need before you start teaching in Fall 2013.
- Full list of New Features in myCourses (also available as a video)
- Index of instructor videos and documentation
- IT checklist for instructors preparing for the academic year

**Course Outline Brief Guide**
To provide students with an overall plan for a course to enable them to function efficiently and effectively in the course. There are seven sections:
- General information
- McGill policy statements
- Learning outcomes
- Course content
- Instructional method
- Course materials

**TEACHING CHECKLISTS**

- **IT checklist for instructors preparing for the academic year**
  Use the IT Checklist and articles to help ensure you have everything you need.

- **Library Checklist for instructors preparing for the academic year**
  The Library has compiled a short Checklist that outlines main Library services available to support teaching activities of McGill faculty.

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

**TEACHING RESOURCES**

- Teaching Snapshots: Perspectives on teaching and learning
  Ever wonder what other professors do to keep their students engaged? Visit the Teaching
Snapshots website and learn about McGill instructors’ thoughts on teaching and learning. New interviews added this month include instructors teaching philosophy, law, writing, and statistics.

**Audio Streaming Databases**
McGill Library subscribes to multiple databases where you can access and create links to hundreds of thousands of streaming musical recordings ranging from classical music performances, opera, ballet, and live concerts to Canadian 78 rpm and cylinder recordings. *Accessing from off campus*: remember to use **VPN** or **EZproxy**.

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

**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**.

**Partners:** [IT Customer Services (ICS)](mailto:ITCustomerServices@mcgill.ca) | [McGill Library](http://www.library.mcgill.ca) | [SEDE](http://www.mcgill.ca/sede) | [OSD](http://www.mcgill.ca/osd)

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