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 EVENTS

**Safer Spaces Workshops: Aboriginal Perspectives**

February 25

Are you interested in examining issues related to the inclusion of Aboriginal peoples on our campuses? This workshop provides historical and contemporary information about laws and policies, demographics, and cultural and economic realities. Participants will have the opportunity to apply new ideas and awareness, and build skills, by working through practical scenarios drawn from everyday work and life at McGill.

**The research paper: Engaging students with the writing process**

March 15

The research (term) paper is a core assignment at McGill, allowing students to reflect on meaningful questions and develop their own scholarly voices. In this workshop, we will explore how to design assignments that engage students and encourage them to develop their critical thinking skills.

ANNOUNCEMENTS

**Policy on E-Mail Communication with Students**

To ensure that students receive communications in a timely fashion, all McGill-related e-mail communication with students should be sent to their official McGill address directly or communicated within myCourses.

**Request Individual Consultation/Custom Group Workshop**

Need help with, or advice about, using technology to enhance your teaching? Educational Technology Consultants from Content and Collaboration Solutions are available to meet with you, either one-on-one or in a group session, to address any educational technology needs you may have.
Give permission to disseminate your numerical course evaluation results

Students are more inclined to complete course evaluations if they know the results will be available to them. A minimum response rate must be met and instructors need to give permission for this to happen. For more information and how to access the online permission form, click [here](#).

Access to WebCT: Changes as of February 1, 2013

As of February 1, 2013, the legacy LMS system, WebCT, will begin to be phased out. Students and instructors may continue to access their courses in WebCT with some restrictions.

Fellowship opportunity for your graduate students

Students interested in the development of university teaching and learning are invited to apply for the [Arthur and Dawn Weston Fellowship in Teaching and Learning in Higher Education](#). Note that this fellowship is open to Masters and Doctoral students from all disciplines.

TEACHING CHECKLISTS

IT Checklist for Instructors Teaching in Winter

Teaching in Winter 2013? 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 academic year, the Library has compiled a short Checklist that outlines the main Library services available to support the teaching activities of McGill instructors. A full description of the library's services for teaching can be found on the Resources for Teaching page.

Checklist for Student Response System (clickers) in Winter 2013

Here is a checklist that you may find helpful when planning to use the Student Response System (clickers) this term.

TEACHING RESOURCES

Are you teaching in one of the Active Learning Classrooms (ALCs)?

If so, please refer to the Active Learning Classroom Preparation Checklist to ensure you have everything you need.

- [Burnside 511](#)
- [Education 627](#)
- [Macdonald Stewart MSB 016](#)
- [Macdonald Stewart 2-028 and Macdonald Stewart 2-029](#)
- [New Music Building, Rm 412](#)
- [688 Sherbrooke W., Rm 1265](#)

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](#).
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 the term in classrooms specially equipped for this service with the Lecture Recording System (LRS).

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 from Science, Arts, Education and Continuing Studies.

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.