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

**Introduction to Course Design**
December 9 – December 13
Would you like to design or redesign one of your courses and enhance your teaching skills? Work on a draft syllabus for your course with fellow faculty members and facilitators from Teaching and Learning Services to incorporate strategies that focus on enhancing student learning.

UPCOMING EVENTS

**Use Minerva to specify your teaching unavailability for the upcoming academic year (video link)**
Instructors can now use Minerva to enter their teaching constraints. Submissions are reviewed/approved by the unit chair, Director or delegate. Participating Faculties will submit the information each fall to create the class schedule for the upcoming year. Access the form now via Minerva > Faculty Menu > Instructor Unavailability.
- Video for instructors
- Video for chairs/Directors (or delegates)

**Endnote Essentials Workshops**
November 1 - 23 (hour sessions available)
Find out how to build your personal database of references using EndNote. Learn how to organize the references in groups, produce bibliographies, attach files to your references, insert bibliographic citations in your papers in your chosen style, and more. [Register here](#).

**If We Build It: Can They Access? – Challenges for Biomedical Research (half-day conference)**
Friday, November 4 – Last chance to register!
Do you supervise students doing biomedical research? Interested in the challenges of today’s global data-sharing environment? Attend this half-day conference at the Montreal Neurological Institute on the scientific, ethical, legal and social issues with data sharing. [Register here](#).

**Mobile technology:**
**Accessing McGill Library’s collections and services from the palm of your hand**
Friday, November 11
Would you like to make better use of electronic resources in your teaching and research? Do you own a mobile device that you aren’t taking full advantage of for your work? Would you like information about the different e-book readers, tablets and smart phones? This workshop will address your burning questions. [Register here](#).
Building with myCourses WCT 701  
**Tuesday, November 8**  
This workshop will help you prepare your course section in myCourses. At the end of this workshop, you will be able to: set up your browser to access myCourses, customize the myCourses Home interface and build and customize your course section. [Register here.](#)

Building with myCourses WCT 702  
**Thursday, November 17**  
At the end of this workshop, you will be able to: manage your course section, and communicate with your students both asynchronously (Mail, Calendar, Announcements, Discussions) and synchronously (Chat, Who's Online). [Register here.](#)

**Safer Spaces: Race and Cultural Identity**  
**Wednesday, November 16 – Mac Campus**  
**Thursday, November 17 – Downtown Campus**  
Want to examine how race and culture affect daily life? This interactive workshop provides an introduction to the topic within the context of the McGill community. [Register here.](#)

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**TEACHING RESOURCES**

**McGill Overdrive**  
Welcome to McGill Library's collection of downloadable media: find eBooks, Audiobooks, Videos and more! Available 24/7, now your library is always open! Download your selections to your PC or transfer them to a [compatible portable device](#) for use on-the-go. It's quick, easy and you can do it anytime! Use the [getting started section](#) or take the [Guided Tour](#) to get you started.

**Best Practices for Students taking myCourses (WebCT) Online Quiz/Assessment**  
Are you using online quizzes and assessments? This [Knowledge Base](#) article provides some helpful strategies to pass along to your students.

**Films on Demand**  
McGill Library is happy to announce the acquisition of Films on Demand.  
Films on Demand offers a significant online video streaming library with thousands of high quality educational videos and tens of thousands of fully annotated segments that can be integrated into lectures and presentations with ease or posted as links on WebCT. All programs include Canadian Public Performance rights for your use. [Accessing off campus: remember to use your VPN](#).

**Classroom A/V Instructions**  
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 new room you are teaching in? This online tool features in-class photos and equipment specs and is available to instructors.

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**Partners:**  
[IT Customer Services (ICS)](#) | [McGill Library](#) | [SEDE](#)  

If you require additional information about the above, please contact us at [teaching.tls@mcgill.ca](mailto:teaching.tls@mcgill.ca) or (tel) **514-398-6648**.  
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