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

**Safer Spaces: Race and Cultural Identity**
Wednesday, November 16 – Macdonald 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](#).

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 and 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 16 – thru December 8 (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](#).

**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](#).

**Providing Feedback to Students: Running Reports-Downtown SRS-103**
Friday, November 18
Are you interested in providing feedback to your students using clicker data? This workshop will help you select and publish reports to students- or for your own use from your TurningPoint or TurningPoint Anywhere sessions. [Register here](#).

**Creating and Managing exams with Respondus LRN 503**
Wednesday, November 23
Using Respondus software, instructors can use their existing exam questions to create and manage multiple-choice or essay-type exams. These exams that can either be printed or published directly to myCourses (WebCT). This hands-on session will lead participants through the process of creating an exam and generating multiple versions for distribution. [Register here](#).
Walk-in Educational Technology Consultations (Macdonald Campus MS2-022a)
**Tuesday, November 29**
An Educational Technology Consultant will be available for walk-in consultations at Macdonald Campus. Instructors wishing to ask questions about educational technology tools such as screen recording software (Camtasia), web conferencing (Adobe Connect), text matching software (Turnitin), etc. are welcome to visit between 1:30 and 4:30 and chat with the consultant.

Creating Effective Questions with Student Response System (Clickers): Macdonald Campus SRS-201
**Tuesday, November 29**
This workshop introduces pedagogical and technological components that will help instructors develop in-class activities using TurningPoint software and the Clickers. The workshop will focus on learning-centered question design, question types, strategies for using them in class, and hands-on activities. [Register here.](#)

Designing Collaborative Student Work Spaces Webinar LRN 604
**Wednesday, November 30**
Collaborative learning allows students to work and learn together to promote student engagement and enhance student experience. This session will introduce the benefits of using web-based applications such as blogs, wikis and portfolios for collaborative learning by showing examples of how instructors are already using these technologies and strategies. [Register here.](#)

**TEACHING RESOURCES**

**Teaching Snapshots: Perspectives on teaching and learning**
Visit the Teaching Snapshots website to learn about McGill instructors’ thoughts on teaching and learning. New profiles added this month from Arts, Continuing Studies, Education, Engineering, Law and Music.

**VHS/VCR devices are being phased out of McGill classrooms**
When a classroom is upgraded with new equipment, these older devices will no longer be replaced. In larger classrooms a Blu-ray device will be installed. In addition, the Library has an extensive collection of downloadable media available (e.g., McGill Overdrive, Films on Demand, etc...).”

**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.

**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.

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

If you 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