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**

**McGill Mental Health and Wellness Awareness Week**  
*Week of October 1 to 5*  
To increase awareness about Mental Health issues on campus, this week will highlight the many on-campus resources available to McGill students, staff and faculty. All members of the McGill community are invited to come and learn about Mental Health and Wellness and experience some hands-on techniques to enhance your own mental well-being.

**Safer Spaces: Disability, Access, and Universal Design**  
*Thursday, October 11*  
Wonder what challenges face people with disabilities on campus? Want to know how you can help improve universal access? Learn the statistics and barriers to universal access at McGill today and re-examine your preconceived notions about disability in higher education. You will also have the opportunity to examine case studies, identify obstacles to inclusion and brainstorm ways in which to eliminate them.

Click here to [Register](#) for more information.

**SAVE THE DATE**

**Writing Symposium**  
*November 8 and 9*  
Please hold these dates for a visit from Prof. Janet Giltrow, Senior Associate Dean of Students at UBC and internationally renowned expert on academic writing. She will deliver a keynote presentation and two workshops about writing as a way for students to participate in the research-intensive culture of the university.

**WORKSHOPS**

**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, including webinars, are available to help you with the NEW learning management system. Online documentation is also available.
Here are examples of some of the sessions offered:

- **LMS 101** - Overview of the NEW myCourses (Information Session)
  *Wednesday, October 3*
- **LMS 102** - Getting Started with Your Migrated Course
  *Friday, October 5*

Many other dates for the new myCourses workshops/webinars are available [here](#).

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**Other Fall 2012 workshops and webinars for instructors**

Workshops and webinars for instructors to learn about other teaching technologies are also available.

Upcoming sessions:

- **SRS 103** - Providing Feedback to Students: Running Reports
  *Wednesday, October 3*
- **LRN 601** - Web Conferencing
  *Thursday, October 4*

Dates for other instructor workshops are available [here](#).

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**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 Checklist 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 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.

Student Response System
There is a new version of TurningPoint available here. This upgrade is required for instructors planning to download participant lists for class participation grades. Also, you may:

- Register for a workshop.
- Register your course(s).
- Reserve clickers and receivers here.

Refer your students to the FAQ for students using SRS.

Need help with myCourses?
For the fastest and most efficient response to your questions, please click Request Technical Assistance from the Support block on the right side of the My Home page in myCourses. Your questions will be handled by the appropriate myCourses specialist.

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).

Course Evaluations Reports: Faculty Means
Faculty means now available for the past three academic years. The means are presented by course level and by class size for the four questions which appear on all course evaluations.

24/7 access to Library branches
As of Tuesday, September 4th, Monday – Thursday 24 hour access is provided in the Redpath Library Building, Schulich Library of Science and Engineering, and Nahum Gelber Law Library. The McLennan Library Building is open for study until 1:00 AM. A valid McGill ID card is required for access to the Library after service hours and to borrow books using self-checkout machines.
E-Books
McGill Library provides access to more than 800,000 e-books included in 24 collections on a variety of subjects ranging from Reformation, English & American poetry and Early Printed Books to Life & Biomedical Sciences and Theoretical & Computational Physics. You can access the e-books through the Library Catalogue or find more information about the e-books here.

HathiTrust Access at McGill
Looking for digital access to books, journals and other cultural records? McGill Library has recently become a part of the HathiTrust, a large-scale collaborative repository of digital content. This project is a partnership of major research institutions and libraries working to ensure that the cultural record is preserved and accessible long into the future.

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 pickup. 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.