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**  
**Thursday, September 22**  
Did you know that reference letters are very influential? In fact, they play a major role in distinguishing an individual from a pack of outstanding applicants by highlighting unique strengths. The goal of this workshop is to inform about and raise awareness of best practices in writing reference letters. [Register here](#)

**UPCOMING EVENTS**

**Endnote Essentials**  
**Thursday, September 15 – Wednesday, November 23**  
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](#)

**Understanding Discrimination**  
**Thursday, September 22**  
Want to understand what types of actions and responses are appropriate in a variety of situations at the University? Sign-up to be a participant and explore key terms, myths and debates surrounding diversity, and gain tools that can be used in many situations. [Register here](#)

**Using the myCourses Grade Book LRN 602 - Webinar**  
**Wednesday, September 28**  
Do you want to learn how to track students’ progress or provide students with immediate access to grades and statistics? Join us for this introductory session and learn about the various components of the myCourses Grade Book that can save you time and provide students with valuable and timely feedback. [Register here](#)

**Creating and Managing Exams LRN 503**  
**Friday, October 7**  
How do you create and manage multiple-choice or essay-type exams? This hands-on session will lead participants through the process of creating an exam and generating multiple versions for distribution or publishing directly to myCourses using Respondus software. [Register here](#)
Building with myCourses WCT 701
Thursday, October 13
This workshop is designed to help you prepare your course section in myCourses for your students. At the end of this workshop, you will be able to: set up your browser to access myCourses, customize the myCourses Home interface, build and customize your course section. Register here

Teaching with myCourses WCT 702
Tuesday, October 25
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

RESOURCES

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.

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