



McGill

Focus on
Teaching

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



[Writing Effective Reference Letters for Student Fellowships \(GPS 325\)](#)

Friday, September 21

Professors are often asked by students to write reference letters for funding opportunities. This interactive session is designed to help you answer questions such as:

- Are you obliged to write a reference letter if asked by a student and how might you respond if you are not supportive?
- How much lead time should you expect in order to write a reference letter?
- What information should be provided by the student?
- What are the key elements of a “good” reference letter and what pitfalls should be avoided?

[Click here to](#) [Register](#)



[Safer Spaces: Understanding Discrimination](#)

September 26

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.

[Click here to](#) [Register](#)

WORKSHOPS



[Overview of Teaching and Learning Technologies at McGill \(LRN 500\)](#)

Friday, September 14

This workshop will showcase the centrally-supported educational technologies at McGill and provide examples of uses in particular courses. This session also includes a brief overview of McGill’s learning management system (myCourses) and technologies such as online assessments, blogs, clickers, online discussions, lecture recording, text-matching, and web conferencing.

[Click here to](#) [Register](#)



[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.

Sessions offered include:

- **Overview of the NEW myCourses:**
Tuesday, September 18
- **Getting Started with Your New Course:**
Wednesday September 19

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

[Click here to](#)

[Register](#)



[Other Fall 2012 workshops and webinars for instructors](#)

Workshops and webinars for instructors to learn about other teaching technologies are also available this month. Upcoming sessions:



- **Creating & Managing Exams (Respondus):**
Monday, September 24
- **Overview of Teaching Technologies at McGill (Webinar):**
Friday, September 28

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

[Click here to](#)

[Register](#)

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.

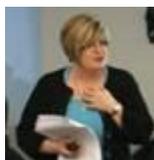
[Library Checklist for Instructors Preparing for the Academic Year](#)

To help you prepare for the new academic year, the Library has compiled a short [Check-list](#) 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 RESOURCES



[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, if necessary:

- [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 variety of subjects ranging from Reformation, English & American poetry, Early Printed Books to Life & Biomedical Sciences or 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](tel:514-398-6648). Teaching & Learning Services, McLennan Library Building, MS 12.