


Resources & Training for Instructors



Faculty of
Arts

Software / tool	Access	Resources and tutorials
myCourses	Works best with Google Chrome or Mozilla Firefox	Online guide: http://kb.mcgill.ca/kb/?ArticleId=3809&source=article&c=12&cid=2#tab:homeTab:crumb:8:artId:3809:src:article “Getting started with myCourses”: https://www.mcgill.ca/tls/channels/event/getting-started-mycourses-288842 Tips for instructors: https://mcgill.ca/mycourses/tips-instructors Technical support: https://mcgill.ca/it/get-help/forms/mycourses-support
Office 365	Available with your McGill email address	General information: https://www.mcgill.ca/it/services-software/o365 How to create a form with Microsoft Forms: https://support.office.com/en-us/article/create-a-form-with-microsoft-forms-4ffb64cc-7d5d-402f-b82e-b1d49418fd9d?omkt=en-US&ui=en-US&rs=en-US&ad=US How to create a document in Word for the web: https://support.office.com/en-us/article/create-a-document-in-word-for-the-web-b406a6f9-341e-45f2-b9ac-ed85b6f7b8f6?omkt=en-US&ui=en-US&rs=en-US&ad=US Note: If you add a OneNote Class Notebook to your class on myCourses, you can integrate Office 365 tools into your course Getting started: https://support.office.com/en-us/article/getting-started-with-the-onenote-class-notebook-a-walkthrough-for-teachers-28666b8e-b0ae-48fe-b001-1874f5f6db58 To add to course on myCourses: New layout: Content > Add > External Tool Activity > OneNote Class Notebook Old layout: Content > Select a unit > Add Existing Activities > External Learning Tools > OneNote Class Notebook

Zoom	Sign in using your McGill credentials	<p>McGill's information page (including license info, tutorials, etc.): https://www.mcgill.ca/tls/instructors/class-disruption/zoom</p> <p>Zoom support: https://support.zoom.us/hc/en-us/categories/200101697</p>
Lockdown Browser	MyCourses (for Quizzes only)	<p>A detailed overview of Lockdown Browser: https://youtu.be/hv2L8Q2NpO4</p> <p>Introduction to Lockdown Browser for Brightspace (ie. myCourses): https://youtu.be/3jtYKF820XU</p> <p>Student overview: https://youtu.be/XuX8WoeAycs (send to students before the Quiz)</p> <p>Note: To use Lockdown Browser for a Quiz, students will have to install it before starting the Quiz. They will be prompted to install in, but only if you have enabled it. It is highly recommended that you create a practice quiz for students using Lockdown Browser in order for them to test it out and make sure it works before the actual exam.</p> <p>Preparing a Quiz for Use with Lockdown Browser: https://youtu.be/OY3py1oeMiE (please note that the interface will look slightly different from yours, but all of the steps should be the same)</p> <p>Preparing a Quiz for use with LockDown Browser and Monitor: https://youtu.be/7J1K8-R200ao</p> <p>Note: when you get to the Setup page for Lockdown Browser, it will take you through a tutorial (which includes all of the links from above). I highly recommend completing the tutorial before getting started.</p>
Bongo/YouSeeU (video assignments)	myCourses	<p>Overview (McGill-specific): https://web.microsoftstream.com/video/0fa0eed0-29d6-485e-a97b-9ac427b06ee4</p> <p>Individual project: https://bongolearn.zendesk.com/hc/en-us/articles/115005079413-Individual-Project-Overview-</p> <p>Group project: https://bongolearn.zendesk.com/hc/en-us/articles/115005075673-Group-Project-Overview-</p> <p>Q&A: https://bongolearn.zendesk.com/hc/en-us/articles/115005065454-Question-Answer-Overview</p> <p>Peer Feedback: https://bongolearn.zendesk.com/hc/en-us/articles/360001976954-Peer-Review-Advanced-Settings</p> <p>Virtual Classroom: https://bongolearn.zendesk.com/hc/en-us/categories/360000374534-Virtual-Classroom</p>

		Resources for students: https://bongolearn.zendesk.com/hc/en-us/categories/115000500494-Learners-Video-Assignments
VoiceThread	myCourses (request access from tls.technology@mcgill.ca)	Official VoiceThread training videos: https://www.youtube.com/channel/UCXggZ2yUPudu9EKx5ZtrdAw
iSpraak (automatic feedback for speaking exercises)	Must use McGill email	Video tutorial (by Vendor): https://www.youtube.com/watch?v=dx6fqGi9NBw (ENG) Video tutorial (for McGill access): https://mcgill.sharepoint.com/portals/hub/_layouts/15/PointPublishing.aspx?app=video&p=p&chid=687a5385-0a5e-4135-908e-1c647a5490e3&vid=cdea058f-4db7-4223-8a09-8325197ea0ab (ENG)
Flashcards and online quizzes	By request	Socrative : Free unlimited use until July 2020 Kahoot : Currently free Premium access Quizlet (flashcards) What is Quizlet? https://youtu.be/7oJk0IBynoU Video tutorials (for teachers and students): https://www.youtube.com/channel/UCVNIi1WMMljwc83Lqn-L9yg/videos
Peer feedback	myCourses (request access from tls.technology@mcgill.ca)	Peergrade : https://help.peergrade.io/en/articles/683065-teacher-video-tutorials Additional resources:  Discussion group - peer assessment (draft 1).pptx
Web conferencing software: Virtual Classroom (via	By request	Summary of web conferencing resources available at McGill: http://kb.mcgill.ca/kb/?ArticleId=3461&source=article&c=12&cid=2#tab:homeTab:crumb:8:articleId:1738:src:article

myCourses), Skype for Business		Virtual Classroom: https://bongolearn.zendesk.com/hc/en-us/categories/360000374534-Virtual-Classroom
Other		<p>AMLF Software list:</p> <p>https://www.mcgill.ca/amlf/amlf-software-resources (ENG)</p> <p>https://www.mcgill.ca/amlf/fr/locigiels-ressources (FR)</p> <p>Learning Resources:</p> <p>https://www.mcgill.ca/amlf/amlf-software-resources/language-learning-resources (ENG)</p> <p>https://www.mcgill.ca/amlf/fr/locigiels-ressources/ressources-pour-lapprentissage (FR)</p> <p>Teaching Resources (ENG):</p> <p>https://www.mcgill.ca/amlf/amlf-software-resources/language-teaching-resources</p> <p>Getting started with IT (ENG): https://www.mcgill.ca/it/get-started-it</p> <p>IT training for new Faculty & Staff (ENG): https://www.mcgill.ca/it/training-how</p>