Teaching Remotely

Welcome Package for Educators

2020 - 2021

As the University continues to address the new realities of teaching and learning with limited in-person delivery, the MacPherson Institute and other groups on campus have developed and continue to deliver important resources to assist with the transition to remote teaching.

The **Paul R. MacPherson Institute for Leadership, Innovation and Excellence in Teaching** provides pedagogical support for McMaster faculty, instructors, staff, teaching assistants, grad students and postdoctoral fellows. Sessional instructors can also participate in many of the seminars, workshops and training sessions that are available to assist in the development of effective and successful online course design.

Preparation for online teaching and learning are underway and there are a variety of resources that have been developed for reference and consideration.

Faculty Liaisons
With faculties requesting increased support to transition to online programming, the MacPherson Institute has increased the number of staff assisting with the Faculty Liaison model of service delivery. Faculty Liaisons work directly with Deans and Associate Deans to understand, prioritize and collaborate on various supports needed within each Faculty. Faculty Liaison teams include a representation of MacPherson staff, led by a key contact, with various pedagogical skills and technical expertise across diverse teaching and learning topics.
To contact your Faculty Liaison to learn more about the supports available, visit: https://mi.mcmaster.ca/whoweworkwith/educators-staff/

New Instructor Handbook
This resource provides information about McMaster's course policies, Avenue to Learn and other institutionally supported teaching technologies. It also provides information about other topics that may be useful to individuals who are teaching at McMaster for the first time.
To review the guide visit: https://ecampusontario.pressbooks.pub/newinstructorhandbook/

Teaching Remotely Website
The Teaching Remotely website is a key resource for information about teaching in online and virtual environments. The site is a great place to start when considering how to approach teaching online for the first time. It covers essential considerations, supported tools (Avenue to Learn, Zoom, WebEx, Microsoft Teams, MacVideo and Echo360) and assessment strategies. It is regularly updated with new resources, training events and best practices. The site also offers information about pedagogical strategies for a variety of teaching and learning contexts.
To learn more visit: https://mi.mcmaster.ca/teaching-remotely/

Virtual Training Sessions & Upcoming Events

A variety of webinar sessions and upcoming events/conferences can be found on the Upcoming Events page.

Virtual training sessions cover introductions and how-tos on tools like WebEx, Microsoft Teams, Zoom, Avenue to Learn, and PebblePad, as well as topics related to effective online teaching, facilitating online discussions, creating a learner-centred syllabus, and more.

Upcoming events and conferences include opportunities like the Teaching and Learning Forum and New Faculty Orientation.

To find a list of useful upcoming events visit: https://mi.mcmaster.ca/upcoming-events/

Learning to Teach Online Course

This self-paced course allows participants to learn the foundational pieces and steps in creating an engaging online learning experience. As participants move through the course, they will create an Online Course Plan that includes weekly content, activities, and assessments worksheets with options for peer or MacPherson Institute feedback.

To enrol in this course sign in to Avenue to Learn and click the "Discover" tab or use the following link (must be logged into Avenue):
https://avenue.cllmcmaster.ca/d2l/le/discovery/view/course/329347

Avenue to Learn Support & Resources

Avenue to Learn is McMaster's Learning Management System (LMS). It provides a secure, online space where instructors can share learning resources, administer quizzes, conduct online discussions, collect assignment submissions and serves as an online hub for their course.

If you are new to Avenue to Learn, there are a few resources that will help you get started.

- The Avenue to Learn Knowledge Base is a useful resource that provides tutorials, FAQs, update notifications and other helpful tools.
- Essential guides to help you get started with Avenue to Learn:
  - **What Can Avenue Do?**
    https://avenuehelp.mcmaster.ca/exec/what-can-avenue-to-learn-do/
  - **Where Do I Start?**
    https://avenuehelp.mcmaster.ca/exec/avenue-to-learn-fundamentals-workshop/
- An asynchronous online workshop entitled "An Introduction to Avenue to Learn," accessed via the Teaching & Learning Forum
- In response to the shift to online learning, hours of support have been extended
  - Monday – Thursday: 8:00am – 8:00pm
  - Friday: 8:30am – 4:30pm

If you encounter issues with Avenue, you can submit a Support Ticket Request. Standard response time is usually within 24 hours or less.

Resources & Guides

The MacPherson Institute has developed and will continue to add and iterate on a variety of resources and guidebooks. These can be leveraged while considering the design and development of virtual or online classrooms for fall term including:

- Teaching Remotely Guide [Guidebook]: This guide provides an introduction to teaching remotely and shares best practices, tips and links to resources for teaching in virtual or online classrooms.
- Teaching Assistant Guide for Remote Teaching [Guidebook]: This guide covers the basics of TA roles and responsibilities at McMaster, including lesson planning, engaging students in active learning and more.
- Tests and Exams in Avenue to Learn [Guidebook]: This guide offers information about Avenue to Learn (McMaster's Learning Management Systems) test and exam features, best practices and additional resources.
- MacPherson Teaching Remotely Resources MacVideo [Video Channel]: This video resource channel provides a growing collection of playlists aimed at supporting instructors, students and staff on improving and enriching teaching and learning.
- McMaster's Inclusive Teaching and Learning Guide [Website]: This website outlines principles and examples of how to put inclusive teaching into practice.
- Responsibility to Accommodate under the AODA [Website]: This webpage outlines the requirements for creating educational materials in accessible formats.
- Blended Learning Community of Practice [Teams]: This Microsoft Teams channel allows educators to connect with other educators to discuss best practices, ask questions and find resources related to online teaching.

Additional resources are being curated and linked on the Teaching Remotely website:

- Accessibility in e-Learning [Website] developed by the Equity and Inclusion Office
- Support for Remote Teaching [Website] developed by the University Library

University Technology Services

University Technology Services (UTS) provides central IT services and technical support for the McMaster community, including faculty, staff and students. Your Faculty or department, however, may also support additional IT tools and services required for your work.

UTS provides support for a range of services, including:

- Email, MacID, password management and troubleshooting
- General log in assistance to Mosaic, library, and Avenue to Learn
- Microsoft 365 access
- Software assistance

If you need assistance with any of these tools or services, you can contact UTS through:

- UTS Website
- Telephone: 905-525-9140 ext. 24357

- Create a Support Ticket: https://servicedesk.mcmaster.ca
- uts@mcmaster.ca

Remote teaching also presents an increased risk of malware attacks. Curated resources are also available on the McMaster Cyber Security Resources: Working from Home webpage.

Student Success Centre: Academic Skills

Staff at Student Success Centre (SSC) can provide workshops in academic skills development for larger groups of students at the request of faculty. Academic skills workshops can also be tailored to assignment expectations within a specific class. For more information, please contact skills@mcmaster.ca.