MacPherson Institute

Teaching Remotely - Welcome Package

New Faculty & Sessional Instructors

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 quickly 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/
- 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]
- Teaching Assistant Guide for Remote Teaching [Guidebook]
- Tests and Exams in Avenue to Learn [Guidebook]
- MacPherson Teaching Remotely Resources MacVideo [Video Channel]
- McMaster’s Inclusive Teaching and Learning Guide [Website]
- Blended Learning Community of Practice [Teams]

Additional resources are being curated and linked on the Teaching Remotely website such as Accessibility in e-Learning, which has been developed by the Equity and Inclusion Office, and the University Library Support for Remote Teaching website, which has been 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.