



MEMORANDUM

To: Chairs & Academic Director
Cc: Chairs' & Academic Director's Assistants
Undergraduate Coordinators & Departmental Assistants
From: Professor Katie Larson, Vice-Dean Teaching, Learning & Undergraduate Programs
Date: 20 August 2020
RE: **Teaching Resources**

Kathenne R. Larson

Dear Colleagues,

As the fall term approaches, we want to alert you to a number of important teaching resources. Please be sure to share this information with your faculty members, course instructors, and TAs, as well as with staff members in your units.

Centre for Teaching and Learning SharePoint Site

The Centre for Teaching and Learning has developed an excellent set of teaching supports on the [Academic Continuity site](#). The site includes dedicated sections on course building and syllabus design; setting up and facilitating an online course; final exams; designing assessments; engaging and supporting students; remote experiential learning; academic integrity; and accessibility. If instructors have not already bookmarked this site, please encourage them to do so: <http://uoft.me/AcademicContinuity>. It continues to be updated regularly.

Throughout the summer, CTL has been running a [“This Worked for Me” webinar series](#) that has enabled UTSC faculty to share their experiences teaching remotely in the winter and summer terms. A significant amount of expertise has been generated over the past five months, and the tips and best practices shared in these webinars are a valuable reference point as instructors are preparing their courses for the fall. All webinars have been recorded and are available for download. Additional webinars will be offered throughout the academic year.

If faculty members in your department are engaging in innovative teaching approaches in their courses, we would love to highlight them in UTSC's communications. Please reach out to Integrated Communications Advisor Janine Raftopoulos at janine.raftopoulos@utoronto.ca.

Centre for Teaching Support and Innovation

In addition to the resources provided by CTL, the tri-campus Centre for Teaching Support and Innovation (CTSI) [website](#) has consolidated guidelines for syllabus design, including information on accessibility and site anchors that enable faculty to jump directly to [sample syllabus statements](#). Language is provided on the following topics:

- Academic Integrity
- Turnitin

- Equity, Diversity, and Inclusion
- Notification to Students when Recording Online Course Meetings
- Accommodations

Recommended Tool for Synchronous Lecture Delivery

Bb Collaborate is available for teaching in real-time. Please refer to this guide for more information: <https://q.utoronto.ca/courses/156214/files/7406704/download> **Note:** be sure to record your sessions as described in the guide to ensure students can still watch even if they are unable to attend the live session; please also ensure that students are able to engage in any graded participation activities asynchronously.

Recommended Tool for Asynchronous Lecture Delivery

SnagIt is available for pre-recording lectures and mini-lecturettes. Please refer to this guide for more information: <https://q.utoronto.ca/courses/156214/files/6619585/download>

New Learning Tool Integration

Several new learning tools have been integrated into Quercus and are approved for Fall 2020. The following platforms are available through Quercus:

- [TopHat](#)
- [Piazza](#)
- [New Wiley PLUS](#)
- [Labster](#)
- [Office 365 \(OneDrive\)](#)

Information Security Risk and Teaching Remotely

A [memo on Information Security Risk and Teaching Remotely](#) has been released from the Provost's Office. The memo underscores the particular challenges involving online learning for students located in other countries. There may be new issues in teaching and interactions with students that require different approaches, or where instructors may wish to seek advice. The University is coordinating experts across the three campuses to provide more specific guidance for instructors on this topic in the coming weeks. Instructors with feedback or insight on best practices are encouraged to contact remoteinstructionsrisks@utoronto.ca.

Inclusion and Anti-Racism

The events of the past five months have brought significant challenges, but we are in a moment that also represents an important impetus for institutional and pedagogical change. The shift online is opening up new perspectives on teaching and learning, accessibility, and student engagement. The Black Lives Matter protests, meanwhile, are prompting many faculty to rethink how our courses and teaching reflect UTSC's commitment to inclusion and anti-racism as well as the campus's diverse population. The VP Dean's Office will be prioritizing initiatives in these areas, and your input will be welcome. As you prepare and teach your fall courses with these lenses in mind, please let us know how we might support and assist you.