



INSTRUCTOR HANDBOOK

for Sessional Instructors/Lecturers

College of Biological Science – University of Guelph
2021 - 2022

Handbook Preamble

As a Sessional Instructor/Lecturer who may be new to the *College of Biological Science*, we are providing you with this toolkit to foster a successful semester. This handbook is comprised of three sections: one providing responsibilities and guidelines for the period before the semester begins, one for during the semester, and one for after a midterm or final exam has been completed by your students.

As when navigating any uncharted territory, you don't know what you don't know. For this reason, this resource is best used by reading it thoroughly before the semester begins and recording important dates on your semester calendar (see save-the-date calendar icons in the righthand margins of the handbook). There are multiple administrative tasks that comprise the general responsibilities of an Instructor, all of which are addressed in this document. Hopefully, using this handbook effectively will encourage you to continuously improve best teaching practices.



The *CBS Associate Dean Academic Office* website includes a [checklist](#) that lists general points that are of particular importance for Instructors and provides links to other resources on campus. However, this *Instructor Handbook* is intended to dive deeper into the details of an Instructor's administrative role.

This handbook is the product of collaboration among several *College of Biological Science* administrative and teaching staff members, as well as some faculty. Previous iterations were produced before the pandemic, so much of the content in this version has been updated. We are happy to share our insights, but there will always be additional details that could be of use, so we would appreciate feedback on the content of this document to help keep it current. To provide feedback or suggestions, contact Charlene Winchcombe-Forhan at: cwinchco@uoguelph.ca

Best wishes for a great semester!
Charlene Winchcombe-Forhan

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CONTACTS

A. Current Administrative Assistants and Administrative Officers

Associate Dean Academic Office	Sherry Hall	sherryha@uoguelph.ca	Administrative Assistant
Human Health and Nutritional Sciences Department	Anne Lovett-Hutchinson	alovett@uoguelph.ca	Administrative Assistant
Department of Integrative Biology	Debbie Bailey	baileyd@uoguelph.ca	Administrative Officer
Department of Molecular and Cellular Biology	Cate Mennega	cmennega@uoguelph.ca	Administrative Officer

B. Current Departmental Contacts

Associate Dean Academic Office	Charlene Winchcombe-Forhan	cwinchco@uoguelph.ca	Teaching and Administrative Support Staff
Human Health and Nutritional Sciences Department	Alyssa Vanword	avanword@uoguelph.ca	Graduate Program Assistant
Human Health and Nutritional Sciences Department	TBD	TBD	Administrative Assistant to the Chair
Department of Integrative Biology	Caitlin Brookbanks	cbrookba@uoguelph.ca	Assistant to the Chair
Department of Integrative Biology	Ryan Kenwell	rkenwell@uoguelph.ca	Administrative Services Assistant
Department of Integrative Biology	Kate Artuso	csib@uoguelph.ca	Graduate Program Assistant
Department of Molecular and Cellular Biology	Laleh Hatefi	lhatefi@uoguelph.ca	Assistant to the Chair and Undergraduate Program
Department of Molecular and Cellular Biology	Laura Faris	lfaris@uoguelph.ca	Administrative Services Assistant
Department of Molecular and Cellular Biology	Jillian Cockwell	cockwelj@uoguelph.ca	Graduate Program Assistant

C. Other University Contacts

Help with CourseLink	courselink@uoguelph.ca	Open Learning and Educational Support
Course Outlines	https://opened.uoguelph.ca/	Open Learning and Educational Support

Exam Set up and SAS Accommodations	jessica.martin@uoguelph.ca	Open Learning and Educational Support
Best Teaching Practices	cbscoesp@uoguelph.ca	CBS Office of Educational Scholarship and Practice
Academic Integrity and Academic Misconduct, Best Teaching Practices	cbsada@uoguelph.ca	CBS Associate Dean Academic Office
B.Sc. Academic Advising, Deferred Exams, etc.	bscweb@uoguelph.ca	CBS Associate Dean Academic Office
Students-at-Risk	insight@uoguelph.ca bscweb@uoguelph.ca	CBS Associate Dean Academic Office

D. Glossary of Terms – In order of appearance in the document

College of Biological Science, CBS, The College	One of seven colleges that comprise the <i>University of Guelph</i> . CBS includes the departments of Human Health and Nutritional Sciences (HHSN), https://www.uoguelph.ca/hhns/ , Integrative Biology (IB), https://www.uoguelph.ca/ib/ , and Molecular and Cellular Biology (MCB), https://www.uoguelph.ca/mcb/ . The Dean of CBS is Mazyar Fallah.
CBS Associate Dean Academic Office, ADA	Supports all undergraduate programs and services offered by CBS and its departments; promotes academic integrity and investigates academic misconduct allegations. The CBS ADA is Brian Husband.
Department Chair	The Chair of a Department hiring a Sessional Instructor must provide approvals on various administrative forms. HHNS – Coral Murrant, cmurrant@uoguelph.ca IB – Ryan Gregory, ibchair@uoguelph.ca MCB – Marc Coppolino, mcbchair@uoguelph.ca College – Brian Husband, bhusband@uoguelph.ca
Office of Teaching and Learning, OTL	The leader in championing <i>U of G's</i> pedagogical mission - provides expertise in, and advocates for, innovative and evidence-informed pedagogical approaches to build, maintain, and promote collaborative successes for our learners and campus community.
Course Outline Manager	A tool for constructing course outlines following the <i>U of G</i> accepted format. Access requires enrolment of course Instructors. The <i>Central UserID and Password</i>

	are required for access. Use of the tool includes a multi-stage approval process.
Central UserID and Password	A userID is a unique identifier for each member of the <i>U of G</i> community to access their online accounts. A password is assigned for initial access and the user crafts their own personal password during the initial login.
WebAdvisor	The information system used by the <i>Registrar's Office</i> to manage course offerings and registration information. Students access their course registrations, class schedules, grades and financial information through this system. <i>WebAdvisor</i> is accessed through the ' <i>Student, Faculty & Staff Login</i> on the <i>University of Guelph</i> homepage.
Student, Faculty & Staff Login	Link to the <i>Single Sign-On System</i> to access all <i>U of G</i> accounts; requires a <i>Central UserID and Password</i>
The Bookstore	The main university bookstore located on the main floor of the McNaughton Building.
GryphMail	The official form of communication at the <i>U of G</i> , named for our mascot, the gryphon. Requires the <i>Central UserID and Password</i> for access.
Safety Orientation Record	An official record of safety training required by departments for access to <i>U of G</i> facilities for work.
Summerlee Science Complex (Atrium), SSC	The main building housing <i>CBS</i> faculty, staff, lab and seminar rooms, and small meeting rooms. It also has a large atrium for meeting and studying that can be booked for poster and oral presentations through <i>Hospitality Services</i> .
Campus Parking Services	The <i>U of G</i> department that administers and regulates parking. Their GryphMail is questions@parking.uoguelph.ca
Graduate Teaching Assistants, GTAs, TAs	Graduate students who are hired to assist with duties related to teaching undergraduate students.
Freedom of Information and Protection of Privacy Act, FIPPA	A law ensuring privacy of individuals is not compromised by the disclosure of sensitive information to third parties without the necessary approvals; outlines the manner in which personal information, such as grades, is collected, retained, and disposed.
Instructional Technology Specialists	A group of specialists from <i>Open Learning and Educational Support (OpenEd)</i> who integrate pedagogy with technology in the design, development and delivery of our educational programs. Their GryphMail is insttech@uoguelph.ca
CBS Imaging Facility	Graphics services such as poster printing and A/V equipment availability within <i>The College</i> .

Classroom Profiles, Classroom Technical Support	A division of <i>OpenEd</i> that provides a wide range of A/V services to the University community including a listing of classroom attributes.
Day Hall	The building on campus that is home to <i>Open Learning and Educational Support</i> , including <i>Classroom Technical Support</i>
Hospitality Services	A service on campus for booking meeting arrangements, including large venues like the <i>SSC Atrium</i> . Their GryphMail for booking the Atrium is ssatrium@uoguelph.ca
COESP (pronounced Co-E-S-P), College of Biological Science Office of Educational Scholarship and Practice	In <i>CBS</i> , <i>COESP</i> supports the full breadth of scholarship on knowledge transfer & community engagement, curriculum design, outcome assessment, course re-design, graduate success, student career counseling and academic integrity, as well as the specific needs of the emerging BioEd Research Hub.
CTN, COESP Teaching Network	The <i>COESP</i> website on <i>CourseLink</i>
CourseLink	The Learning Management System (LMS) used at <i>U of G</i> . It is the system for creating course websites and managing course delivery through these websites.
Course Creation Tool	On the <i>CourseLink</i> homepage, this tool allows Instructors of most courses to create their own course websites.
CourseLink Support	A service providing just-in-time help with management and construction of websites in <i>CourseLink</i> . The <i>GryphMail</i> for <i>CourseLink Support</i> is courselink@uoguelph.ca
Course Admin	This link on your <i>CourseLink</i> website gives access to a wide variety of tools for website construction and administration.
Ares E-Reserve	Convenient access to a wide range of library resources, many of which are online.
McLaughlin Library, The Library	The main <i>U of G</i> library on campus and online, offering a wide variety of academic support services and facilities.
Copyright Act	A federal law in Canada protecting copyright.
Schedule of Dates	A component of the <i>Policies and Procedures of The University</i> that describes administrative time ranges and deadlines.
Registrar's Office, Registrarial Services	Main administrative student services including grade records – Admission Services, Enrolment Services, Student Financial Services, Scheduling, Registrarial Systems.
Grade Change Form, Grade Reassessment Form	A form published by the <i>Registrar's Office</i> and used to revise a student's final grade in the <i>Registrar's</i> records.

Microsoft Teams, Teams	One of the Microsoft Office applications in the Office365 Suite of software applications provided and used by the <i>University of Guelph</i> . Teams is a platform that can be used for remote learning with video and audio capability.
CourseLink Help	A link available within Course Administration Tools on a <i>CourseLink</i> website to help locate information about the functionality of the other <i>CourseLink</i> tools. D2L/Brightspace is the parent developer and Brightspace Community can also be helpful for finding this help, as well.
Respondus Lockdown Browser and Monitor	An exam invigilation support system that may use recording capabilities to capture video of students while writing exams. The browser prevents students from accessing other websites while writing an online exam.
Open Learning and Educational Support, OpenEd	A department providing innovative approaches to the development, integration and support of teaching and learning technologies, especially in the context of online/remote learning.
Student Accessibility Services, SAS	A department on campus offering support to students with registered mental, physical or learning disabilities. Counsellors support students and mediate learning accommodations for students with disabilities.
Academic Advisors, Academic Advising Office	Teams of staff members also referred to as Program Counsellors who assist students in the development and pursuit of academic objectives consistent with their life goals and the available opportunities at the University. Each college has its own Academic Advising Team.
Final Grades Download Tool	A system widget available on <i>CourseLink</i> websites for downloading final grades and <i>Instructor Recommendation Forms</i> for incomplete coursework.
Incomplete Coursework Form, ICF, Instructor Recommendation Form, IRF	A form on which instructors report incomplete course work and therefore incomplete final grades, either because of missed work or unresolved academic misconduct investigations.
Undergraduate Calendar	An important source of information for undergraduate students that outlines the rules, regulations, curricula, programs, and fees for the academic year.
Class Lists	A <i>Registrarial Services</i> system that maintains accurate records of enrolments of students in all courses during a given semester.

NOTE: Sessional Instructors/Lecturers are often recruited near the beginning of the semester, so it is likely that some items in Section 1 will have been addressed by the department before your contract began. Please confirm with departmental staff (see pp. 5-6) that these items have been initiated.

Section 1. Before the Beginning of the Teaching Semester (and Before your Contract Began)

- A. Months before the semester begins | On-campus or online | Alternate delivery choices, create course outline**

Online | Alternate Delivery Choices

Courses at the *University of Guelph* will be offered in either face-to-face or alternate online formats. Alternative deliveries are summarized below.

The choice between asynchronous and synchronous course delivery, or some combination of the two, is an ongoing discussion; however, the closest possible estimate of this information for your course was made by the *CBS Associate Dean Academic Office* or *Department Chair* and scheduled by Sherry Hall, the *CBS ADA Office* Administrative Officer and *College* course scheduler. She then liaised with the *Registrar's Office* to implement course registration for students through *WebAdvisor*.

- a. Asynchronous (AD-A)** learning happens without the need for real-time interaction. The Instructor will provide materials for reading, lecture videos for viewing, online assignments and assessments, with the intention that students will access the material and satisfy the requirements based on their own schedules. The class does not log in at specific times.
- b. Synchronous (AD-S)** learning is the kind of learning that happens in real time. This means the Instructor interacts with their class through a specific online medium (e.g., Zoom, Teams, etc.), at a specific time (e.g., 9:30 to 10:20 a.m., Monday, Wednesday and Friday), as posted on *WebAdvisor*.

In addition to these parameters, there are other options for modes of delivery – Hybrid, Hyflex, Flipped or Blended). For more information on these options, [see the resource linked here from the Office of Teaching and Learning \(OTL\)](#).

Create the Course Outline

The course outline is a contract between the Instructor and the class and must be published on your course website by the first day of classes. Before your Sessional Instructor position began, departmental staff may have already initiated the process of composing your course outline to meet deadlines for posting draft course outlines on the departmental website.



Upon hiring, you should immediately create and/or finalize your course outline. You will require access to the *Course Outline Manager* to generate your course. Access should be given when you accept your position and receive your *Central UserID and Password*. If you are listed on *WebAdvisor* as the Instructor for the course, you will automatically be given access to the *Course Outline Manager*.

You will log in to the *Course Outline Manager* at: <https://opened.uoguelph.ca/instructor-resources/Course-Outline-Manager>

If you are unable to access your course outline using your *Central UserID and Password*, communicate with your Departmental Contact to arrange access. If you wish to provide access to your course outline to another teaching staff member, request that your Departmental Contact provide this access.

Departmental Contact for Course Outline Manager Access – See pp. 5-6
HHNS – Graduate Program Assistant
IB – Academic Services Assistant
MCB – Administrative Services Assistant or Assistant to the Chair and Undergraduate Program

The *Course Outline Manager* provides fields for the content of your course that must be populated with guidelines and expectations for the students. The labels are intuitive, but to activate the interface, remember to select the *Edit* function on the right side of the field for each item. The course outline should include course contacts, course schedule, grade distribution for assessments, statements, policies, etc. There are some standard sections provided by *The University* that cannot be modified.

Once released to the students, all items on the course outline are binding and can only be modified with **unanimous agreement** of the class or university-level decisions, such changes required in response to the declaration of a pandemic; therefore, the course outline must be updated and finalized before it is released to the students on the first day of semester.



After composing the course outline, approval is a multi-stage process:

- Once finalized, you will send the outline for review using the blue buttons on the top left corner of the *Course Outline Manager* interface
- Once reviewed, the reviewer will then elevate the course outline for approval, with no action required by you at this stage

- The approval stage sometimes takes an extended length of time, however automated emails will notify you of any change in status
- Upon final approval of the course outline, you should download the system-generated PDF, post it on your course website, and send it to your Departmental Contact.

B. Three months before the semester begins | On-campus or online | Order textbooks

If textbooks are required for your course, the order should be placed at the approximate time indicated in the Target Date table below. In cases where the Sessional Instructor position was determined well in advance, the Departmental Contact or Course Coordinator may have assisted with textbook ordering before your work contract began. In cases where the Sessional Instructor position was an unexpected replacement, with limited advanced notice, the originally scheduled faculty member should have placed the textbook order when planning the course. You can confirm whether the textbook has been ordered by contacting Tara Glaude (tglaudef@uoguelph.ca) in *The Bookstore*.

For MCB: Now that your work contract has begun, for any additional required textbooks, please contact the Administrative Services Assistant to place textbook orders.

For HHNS and IB: Now that your work contract has begun, for any additional required textbooks, please send all orders directly to Tara Glaude (tglaudef@uoguelph.ca) in *The Bookstore* using the order form linked below. Copy your Departmental Contact on the email.

The link to the order form that you will send to Tara is:

<https://ovc.uoguelph.ca/clinical-studies/sites/default/files/files/Textbook%20Order%20Form.pdf>

Semester Course is Taught	Target Date for Ordering
Fall	Mid June
Winter	Mid October
Summer	Mid February



Departmental Contact – Refer to pp. 5-6
HHNS – Graduate Program Assistant
IB - Academic Services Assistant
MCB - Administrative Services Assistant

For instructors in all departments, students should be contacted by email approximately 2 weeks before the semester begins to inform them about housekeeping items, such as how textbooks should be purchased. This list may include:

- online textbooks/e-textbooks
- hard copies ordered from The Bookstore or Co-op Bookstore
- select reading materials included in Content on CourseLink course website
- select reading materials available through Ares E-reserve at the library
- no textbook required

C. Upon hiring | On-campus or online | Administrative and academic responsibilities, book midterm exam processing rooms (grading and exam return), and rooms for other purposes, access *Classroom Profiles*, book midterm exam rooms, book poster presentation venue and boards, request exam supplies, familiarize with other online resources

Administrative Responsibilities | Watch for Email from your Administrative Officer or Administrative Assistant

The Administrative Officer or Administrative Assistant in your department will communicate administrative details to you through your *GryphMail* account. These details include, but are not necessarily limited to:

- Hiring policies and procedures (including first right of refusal and your work agreement), payroll, direction for obtaining your ID card and *GryphMail* account (these two items will give you access to online resources that you require to complete your work). Please note that you will not receive access to rooms until safety training has been completed and documented (see next section).
- **NOTE:** Currently, anyone working in campus buildings is required to show proof of full vaccination against COVID-19 and complete the online module, *Infection Prevention and Control Awareness*.

Administrative Responsibilities | Complete Safety and Accessibility Online Training Modules

All Sessional Instructors completing their first work assignment are automatically enrolled in the online course, *Accessible Services Provision and Making Education Accessible*. If you have never taken the course in the past, you must complete it on *CourseLink*.

Sessional Instructors should confirm the requirements of their department with regard to safety training. All *College of Biological Science* personnel who have never completed safety training, and other training required in your area, must complete online safety modules in advance of working, volunteering, or participating in *CBS* (lab, field and other areas) in any way.

Job-specific training is the responsibility of each working group. This includes on-the-job demonstration of lab equipment, lab methods, and experimental techniques. If your work requires use of the service elevator, training is required.

All students, staff, faculty, and volunteers must complete the [Safety Orientation Record \(part A\)](#)

The Departmental Contact responsible for safety record keeping must receive hard copies of all the completion certificates and confirm completion of the *Safety Orientation Record*. Once the record is complete, a copy of all training certificates and the *Safety Orientation Record* should be emailed to the Administrative Officer or Administrative Assistant as a single PDF. Hard copies must be kept on file.

Once any required training has been completed, the completion certificates must be uploaded into your profile in the work assignment site. This must be completed for the assignment of seniority points at the end of the work assignment.

Administrative Responsibilities | Obtain Building Access, Room Access, and Parking

Access to the buildings will only be granted once the online safety training has been completed

If you will be accessing classrooms in the *Summerlee Science Complex* at any time, or if you will be accessing the *Summerlee Science Complex* during evenings and weekends, swipe access will be required.

To make a request for building access, follow the links: <https://www.uoguelph.ca/eaccess/building-access-details/science-complex>

For on-campus parking, please refer to *Campus Parking Services* [listing for various options](#).

Academic Responsibilities | Create and/or Finalize your Course Outline

If departmental staff has not initiated the course outline, you should create and finalize your course outline as indicated in Section 1.A. A draft course outline should be sent to the Departmental Contact to be posted on the departmental website at the earliest possible date, and your final course outline should be posted on your course website by the first day of classes.

Departmental Contact for Course Outline Manager Access – See pp. 5-6
HHNS – Graduate Program Assistant
IB – Academic Services Assistant
MCB – Administrative Services Assistant or Assistant to the Chair and Undergraduate Program



Book Exam Processing Rooms

If you have a group of people working together (GTAs, faculty, Course Coordinators, etc.) to grade a written component to your midterm exam, you should book a grading room. Likewise, if you have staff returning midterms to students, you should book a room and schedule staffing of the room. Refer to the Target Date and Room Reservations tables below.



IMPORTANT TO NOTE: Any student assessment displaying identifying information and grades cannot be left unattended for student pick up. This is to comply with the *Freedom of Information and Protection of Privacy Act* and fire regulations. A room should be booked and staffed for written midterm exam pick up.

Book Rooms for Other Purposes

For face-to-face TA meetings or for drop-in/help sessions, send your room request with exact dates/times/numbers attending to the Departmental Contact.

Semester Course is Taught	Target Date for Room Booking
Fall	Early September
Winter	Early January
Summer	Early May



Room Reservations - See pp. 5-6	
Summerlee Science Complex Seminar/Meeting Rooms	Current Departmental Contacts

Access Classroom Profiles

If you are live streaming your face-to-face class, orientation for use of classroom technology may be arranged through *Instructional Technology Specialists*, insttech@uoguelph.ca. This technology will allow you to combine remote and class-based hybrid instruction and requires only one USB outlet on your device. A USB adapter/dongle is available in classrooms equipped with this technology.

You may require access to other A/V equipment in your on-campus classroom. It is recommended that you familiarize yourself with the equipment before your first day of classes. Access codes for equipment can be obtained on the *Classroom Profiles* website by the person listed on *WebAdvisor* as the Instructor.



To access *Classroom Profiles*, use your *Central UserID and Password*:
<https://classroomprofiles.opened.uoguelph.ca/?mid=142>

The A/V access code for the *Summerlee Science Complex* is different from the access code for classrooms in other buildings on campus and can be obtained from Departmental Contacts. All

departments, and Ian Smith in the *CBS Imaging Facility* (SSC 2309), have extra projectors/technology available for sign-out.

Newer laptop computers may not have an outlet for VGA or HDMI connections to some projection equipment in the lecture, seminar and lab rooms. Adapters/dongles are not provided in these rooms but may be available for sign out in some departments. Alternatively, they can be purchased or rented through *Classroom Technical Support* in *Day Hall*, Room 108, or purchased through any technology retailer. You should take your computer/tablet with you when you make your purchase so that it can be paired correctly. Generic versions will work and may be more cost effective.

Book Midterm Exam Rooms

If your on-campus midterm is longer than the scheduled class time, or if it will be written completely outside of the scheduled class time, rooms should be booked approximately one week before the beginning of the semester. The room capacity in the *Summerlee Science Complex* is quite limited, so most exams will require a room in another building on campus. See the Room Reservations table below.



Book Poster Presentation Venue and Boards

For booking poster presentation space in the *Summerlee Science Complex Atrium*, contact *Hospitality Services* at the email address in the table below. They will require an estimate of your space requirement within the carpeted area on the upper and lower levels, dates and times required.

For poster board booking (up to 30 double-sided boards), contact the *CBS ADA Office* to make your reservation (see pp. 5-6).

Room Reservations	
All campus buildings except Summerlee Science Complex rooms	To book rooms on campus other than Science Complex rooms, follow the instructions at: https://www.uoguelph.ca/registrar/scheduling/reservingclassroom
Summerlee Science Complex Seminar/Meeting Rooms	Departmental or ADA Office Staff – See pp. 5-6
Summerlee Science Complex Atrium Booking	Hospitality Services: ssatrium@uoguelph.ca

Request Exam Supplies

For on-campus midterm and final exam Scantron sheets, final exam attendance cards, exam booklets and other miscellaneous stationary supplies, contact departmental staff early in the semester.



Semester Course is Taught	Target Date
Fall	Early September
Winter	Early January
Summer	Early May

Departmental Contacts for Exam Supplies – See pp. 5-6
HHNS – Graduate Programs Assistant or Accounting Clerk
IB – Academic Services Assistant
MCB – Assistant to the Chair and Undergraduate Program

Familiarize with Other Online Resources

The *College* supports additional online resources on *CourseLink* under the semesterly and resource tabs.

- [Bachelor of Science Code of Conduct, Academic Integrity and Learning Outcomes](#) - for upholding the values of the University of Guelph
- [COESP Teaching Network \(CTN\)](#) - for support with teaching best practices
- [CBS Career Readiness](#) - for supporting student career planning
- [CBS Research Readiness \(coming soon\)](#) - for introducing students to research opportunities available to them during their programs
- [Science In\(Sight\)](#) - for supporting student success

You are encouraged to familiarize yourself with these additional resources because they are relevant to your teaching and to interacting with students. If you have not been added to the *CTN*, contact John Dawson (jdawso01@uoguelph.ca) or Jason McAlister (jmcalist@uoguelph.ca). For all other online resources listed in this section, contact Charlene Winchcombe-Forhan (cwinchco@uoguelph.ca) or Heather Pollock (hpollock@uoguelph.ca).

D. Sometime before the semester begins | On-Campus or Online | Create *CourseLink* course website, develop assignments and rubrics, place materials on *E-Reserve (Ares)*

Create *CourseLink* Course Website

The Instructor for a course generates the course website using the *Course Creation Tool* in the navigation bar on the *CourseLink* homepage. If you encounter difficulties, contact [CourseLink Support](#) for assistance.

Your course website is a repository and delivery platform for the course outline, assessments, learning modules, lecture notes, lecture videos, etc. It is also a mechanism to communicate with the class.

Announcements can be posted on the homepage. For example, in the unlikely event that you are unable to attend a lecture, you should post an announcement on the homepage to that effect. You should explore the functionality of all required *Course Admin* tools before the semester begins. These tools are accessed through the *Course Admin* link on the navigation bar on your course homepage.

Frequently Used Course Administration Tools in CourseLink	Basic Functions
Announcements	<i>Announcements</i> is a system widget that can be placed on the homepage to deliver timely, or high priority information.
Classlist	<i>Classlist</i> is a daily updated list of enrolments, including students, staff, faculty and TAs; can be used to email the whole class at once, to track online status of individuals, or to give access to your course website to TAs or others.
Content	<i>Content</i> comprises the modules in which the course outline, course content, assignments and other deliverables are posted.
Discussions	The <i>Discussions</i> tool is a platform for forums and topics of discussion between individuals on the classlist, e.g. Instructor with students or among peers, to ask questions or complete group work; can be associated with a <i>Grade Item</i> .
Dropbox	In the <i>Dropbox</i> , assignments are submitted to folders; submissions are date stamped; folder can be associated with <i>Groups, Grade Items, Rubrics</i> ; submissions can be downloaded or annotated online.
Final Grades Download Tool	<i>Grades</i> entered in the <i>Course Admin Grades</i> tool are tallied and are downloadable as a .txt file (the format required for uploading to the <i>WebAdvisor</i> by the <i>Registrar</i>). The download tool also generates <i>IRF (ICF)</i> forms for any student who has not completed a required assessment.
Grades	Assessment grades are compiled in this section; the <i>Manage Grades</i> tab is used to format the weighted assessments; the <i>Enter Grades</i> tab is used to enter values manually, import from files, or export to Excel files. <i>Grade Items</i> can be associated with <i>Groups, Dropbox folders, Rubrics</i> .
Groups	Users can be organized into one or more groups for projects or assignments; group members can be graded individually or as a group; <i>Groups</i> can be associated with <i>Grade Items, Dropbox folders, Discussions</i> .
Homepages	The <i>Homepages</i> tool helps you organize the widgets that users see when they open the website; the homepage can be

	customized by creating a copy, selecting the copy as the active version of the homepage, and editing.
Import/Export/Copy Components	The <i>Import/Export/Copy Components</i> allows you to transfer elements with other course offerings to save time and effort with course construction.
Manage Files	<i>Manage Files</i> is basically the filing cabinet for all files used in the content of your course. Files can be organized in folders and linked to the course content.
Quizzes	The <i>Quizzes</i> tool is used to create and manage points-measured assessments; via this tool, users can take a quiz, review results and view class statistics. This tool has a wide range of variables for assessment construction.
Rubrics	<i>Rubrics</i> can be associated with <i>Dropbox</i> folders or <i>Grade Items</i> to provide ease and consistency in evaluation of assessments.
Widgets	<i>Widgets</i> are components or boxes of information delivery on homepages. Content can be written or linked in widgets that are then placed strategically on the homepage.

For help with your course website on *CourseLink*, the immediate contact is your Course Coordinator. In addition, COESP has compiled a [Remote Teaching Handbook](#) with links to videos and other resources to guide you. If you don't have a Course Coordinator, or if it is urgent, Charlene Winchcombe-Forhan in the CBS Associate Dean Academic Office is available at cwinchco@uoguelph.ca. For general inquiries, contact *CourseLink Support* at: courselink@uoguelph.ca

Develop Assignments and Rubrics

Establishing clear instructions and a rubric for each assignment is a requirement of your role. You should post these resources on your course website on *CourseLink* well in advance of deadlines. A detailed rubric for each assignment will identify the expectations that should be addressed by a student in a complete assignment.



All assignments should include a statement on *Academic Integrity*, such as:

“The University of Guelph is committed to upholding the highest standards of academic integrity, and it is the responsibility of all members of the University community-faculty, staff, and students to be aware of what constitutes academic misconduct and to do as much as possible to prevent academic offences from occurring. University of Guelph students have the responsibility of abiding by the University's policy on academic misconduct regardless of their location of study; faculty, staff, and students have the responsibility of supporting an environment that encourages academic integrity. Students need to remain aware that instructors have access to and the right to use electronic and other means of detection.

Please note: Whether or not a student intended to commit academic misconduct is not relevant for a finding of guilt. Hurried or careless submission of assignments does not excuse students from responsibility for verifying the academic integrity of their work before submitting it. Students who are in any doubt as to whether an action on their part could be construed as an academic offence should consult with a faculty member, faculty advisor or the Associate Dean Academic.”

Place Materials on Ares E-Reserve

If you have additional reading materials, such as assigned journal articles or Instructor copies of textbooks, these can be placed on E-Reserve through the Ares system. Part of the service provided by *The Library* is to manage subscriptions held by *The University* and ensure that all materials offered to students through the Ares system are compliant with the *Copyright Act*, license agreements and terms of use. For details about this resource and contact information, visit:

<https://www.lib.uoguelph.ca/find/find-type-resource/course-reserves-ares/instructor-guide-course-reserve>

A message from the library regarding Ares e-Reserves for Fall 2021:

*“We are currently accepting submissions of course reserve materials for the **Fall 2021** semester. Please log on to [Ares](#), the library’s course reserve system, to place materials on reserve.*

We encourage submissions for all formats of library resources, including streaming media, with as long a lead time as possible given that sourcing can take longer than usual during the current pandemic.

*However, for course materials needed for the first week of Fall 2021 classes, please submit by **Monday August 9**. After this date, requests will be processed as quickly as possible on a first-come, first-served basis. The availability of items you have submitted may be checked at any time by signing in to [Ares](#).*

As always, we will ensure that all materials posted online via Ares comply with copyright and AODA requirements. All Ares content can also be [easily imported into CourseLink](#).

Ongoing challenges with textbooks

*Print copies of textbooks and other print resources can be placed on reserve and will be available to students to borrow for **4 hour, 1 day or 3 day** loans. However, for some students who will continue to take courses remotely and may not be physically on campus, borrowing print materials from the reserve collection may not be an option. In order to facilitate access for all students, the library will attempt to acquire e-book versions of any print books that are placed on reserve. Unfortunately though, [due to publisher restrictions on selling e-textbooks to libraries](#), many textbooks are not available for us to purchase in any format other than print.*

In the event that the library is unable to purchase an e-book version of a requested course reserve title, please notify us if you wish us to pursue one or more of the following alternatives:

- *Scanning one or two relevant chapters (subject to copyright guidelines) and posting them in Ares. Please be aware that while we will seek permission to copy more than one chapter of a book if needed, many publishers will not grant permission to copy multiple chapters from the same work.*
- *Creating an online course pack by linking via Ares to alternate content from the library's extensive collections of electronic resources, including e-books, journal articles, streaming media, and other digital materials.*
- *Having the library purchase an available e-book (that is not a commercial textbook) in your subject area. Subject librarians can help identify, assess, and acquire alternative course materials that have better access models, while still ensuring you are meeting your learning objectives.*
- *Adopting an open educational resource (OER). OERs are freely available educational materials that are openly licensed to allow for re-use and modification. Using OERs ensures that students have free and unrestricted access to their course textbook on the first day of class.*

Section 2. During a Teaching Semester

A. At the beginning of the semester | On-campus or Online | Administer and train graduate teaching assistants (GTAs)

If your course is entitled to *Graduate Teaching Assistants*, they will be assigned by your home department. You and/or your Course Coordinator will be responsible for composing *GTA* work agreements with their distribution of duties. You will also be responsible for training *GTAs*. Instructors must meet with *GTAs* within 5 days of the start of the work assignments to review and sign the work agreements. Keep copies of all signed *GTA* work agreements and provide the completed forms to your Administrative Assistant or Administrative Officer. Once the *GTA* contract has begun, *GTA* duties might include: completing accessibility training modules, attending remote preparation meetings, attending remote lectures, conducting remote labs, leading remote student activities, completing assignment and/or exam grading, etc. These duties are assigned according to your own requirements and should total the number of hours assigned to the level of *GTA*; for example, a half (0.5) *GTA* works 70 hours per semester, a full (1.0) *GTA* works 140 hours per semester.



Enroll your *GTAs* in your course website through the following thread:

- *Course Admin*
- *Classlist*
- *Add Users*

- Search the name or userID
- Select the check box and assign a role, e.g. *TA-grade*
- Assign a section
- *Enroll Selected User*
- Click *Done* or *Add More Participants*

If *GTA*s require access to teaching rooms, you will provide their *Central UserIDs* to the Departmental Contact to make the request on their behalf.

Departmental Contacts for Room Access
HHNS – Accounting Clerk
IB - Academic Services Assistant
MCB - Administrative Services Assistant

At the end of the semester, *GTA*s receive an evaluation of their teaching and grading abilities. You should plan to observe these skills during the semester to provide an accurate assessment. This can be done easily by viewing remote teaching session recordings. For face-to-face sessions, plan to observe a seminar or lab for each *GTA*.



The evaluation form linked here should be completed and submitted to the designated Departmental Contact:

https://www.uoguelph.ca/cbs/sites/uoguelph.ca.cbs/files/CBS_Teaching_Team_Evaluation_of_GTA.pdf

Departmental Contacts for Submission of <i>GTA</i> Evaluations
HHNS – Administrative Assistant
IB – Assistant to the Chair
MCB – Assistant to the Chair and Undergraduate Program
ADA Office – Administrative Assistant

B. Throughout the semester | On-campus or Online | Academic misconduct reports, class list, email, grades backup, meaningful feedback, office hours/virtual office hours, performance evaluation, schedule of dates, teaching consultation

Academic Misconduct

If you suspect that a student has committed an academic misconduct, this must be reported for investigation to the *CBS Associate Dean Academic* via your department Chair. Evidence must be gathered and submitted in a timely manner after the assignment due date. See Section C from the *Undergraduate Calendar* on the Registrar’s website:

<https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-amisconductproc.shtml>

A Reporting Form can be found on the ADA’s website at https://www.uoguelph.ca/ada-cbs/sites/uoguelph.ca.ada-cbs/files/public/Academic_Misconduct_Reporting_Form.pdf. Completed forms should be submitted to the Department Chair’s Office along with all supporting documents. The Chair will review the information, sign the form, and forward it to the ADA Office.

If the investigation does not conclude before the final grade submission, the student is assigned ‘MNR’ (mark not received/reported). In this case, after the investigation has concluded, and the student has been notified of the outcome of the investigation, the Instructor or Course Coordinator must apply the decision of the ADA to the semester grade for the student and submit a [Grade Change Form](#) to the Chair's Office for signature/processing. If the investigation concludes after the end of semester and you plan to leave for fieldwork or other commitments, before you leave, you should confirm if the Chair’s office requires any input from you.

Class List

If you are administering your class through a website on *CourseLink*, you will have access to your class list through the *Course Admin* tool called ‘*Classlist*’. If you opt to use *Microsoft Teams* or a learning management system other than *CourseLink*, exclusively, you must arrange ongoing access to your classlist through another mechanism because class enrolments may change frequently and you must be aware of your course enrolments despite using an alternate platform. Communicate with your Departmental Contact for ongoing access to your classlist if you do not have a *CourseLink* website.

Email

University of Guelph email (referred to as ‘*GryphMail*’ on the *U of G* website) is the official form of communication on campus. Advise your students that you will only communicate with them using their *U of G* accounts to maintain cybersecurity.

NOTE: The *Classlist* tool on *CourseLink* is linked to the *GryphMail* system and provides a mechanism to email your entire class at once or to email select students confidentially. *Microsoft Teams* platform is also linked to email, but communications through the team are public to all students enrolled in the team, so **NOT CONFIDENTIAL**.

Departmental Contacts for Room Access
HHNS – Accounting Clerk
IB - Academic Services Assistant
MCB - Administrative Services Assistant

Grades Backup

There is no automatic backup mechanism built into *CourseLink* to prevent or undo accidental deletions, so downloading and saving grades after each assignment grade upload is an excellent safety net.

To download grades:

- select the *Grades* tool
- navigate to the *Enter Grades* tab
- select the *Export* button
- check the boxes for each *Grade Item* you wish to backup/download
- select the *Export* button
- save the file as either a .csv or .xlsx file

This is an insurance policy with a small time commitment, but with huge value added.

Meaningful Feedback

Per university policy, Instructors must provide meaningful and constructive feedback by approximately mid-semester - this would be by the fortieth class day.



Office Hours/Virtual Office Hours

Office hours should be held in accordance with the times indicated in your course outline. Occasional necessary adjustments to the hours should be posted in an announcement on the course website and/or an email to the class.

There is a *Chat* tool in *CourseLink* that allows you to hold virtual office hours, although it doesn't offer a video or recording option. Refer to *CourseLink Help* or access the *COESP Teaching Network (CTN)* website for help with this tool. Other platforms, such as *Zoom*, *Teams*, etc. can also be used for virtual office hours and they have video and recording functions available.

Performance Evaluation

You will be evaluated by both your department and your students according to the policy outlined in your work agreement, i.e. *USW4120*, *CUPE3913*, *PSA*, *UGFA*. Please contact the Chair of your department for further details and encourage your students to provide this valuable feedback.

Schedule of Dates

The *Schedule of Dates* is a component of the *Policies and Procedures of The University* that describes administrative deadlines. Among other items, it defines the date range within which classes are taught

during a given semester. This schedule must be followed to align with other administrative deadlines such as final exams.

Teaching Consultation

COESP is a collection of members of the CBS/U of G community dedicated to providing support for best practices and biology education research:

- CBS teaching faculty and staff
- an *Office of Teaching and Learning* representative
- graduate student
- an undergraduate student
- other administrative staff

One of the many resources offered by COESP is teaching consultation. For example, you may request observation of your teaching by other faculty or staff using a tool such as *COPUS (Classroom Observation Protocol for Undergraduate STEM)* or *PORT (Peer Observation and Reflection on Teaching)*. Observations of your teaching can be used by you to improve teaching practices and, therefore, improve student learning. If you wish, you may offer to reciprocate and observe teaching in others' classrooms, as well. For more information about teaching consultation or other best practices, visit the [COESP Teaching Network](#) on CourseLink or, contact the COESP Director, John Dawson, at jdawso01@uoguelph.ca or cbscoesp@uoguelph.ca.

C. A month before a midterm or final exam | On-campus or Online | Track accommodations, implement exam policies

Midterm Exam

To avoid placing too much stress on students, Instructors are encouraged to provide an alternate midterm examination option rather than having a heavily weighted final exam. Your exam policies should be included on the course outline.

For example:

- Will you offer an alternate midterm?
- Will there be multiple alternate midterms offered?
- Will an alternate midterm be offered before the regularly scheduled midterm for those who are aware of their conflict well in advance?
- Will an alternate midterm for an on-campus course be face-to-face or online?

For students who know in advance that they are unavailable for midterm exams, for example because of religious observances, you should track requests and documentation received from these students. The alternate midterm exam for these students may be held either before or after the originally scheduled

midterm. (Closer to the scheduled exam time, other students with unexpected absences from regularly scheduled midterms, such as for illness or accidents, may also request alternate midterm. Again, track requests and documentation). Communicate the arrangements for alternate midterm exams with all students involved.

If your policy is to transfer the weight of the midterm to the final exam instead of offering an alternate exam, the final grades will have to be calculated manually to account for this change in assessment weighting.

Final Exam

If your course is being delivered face-to-face, or if you have indicated to Sherry Hall that you wish for your final online exam to be scheduled by the *Registrar's Office*, final exam times will be posted under *Exam Information* on *WebAdvisor*. However, you may have opted to administer your online exam yourself through your *Quizzes* tool on your *CourseLink* website. If you have indicated to Sherry Hall that you do not wish for the *Registrar's Office* to schedule your exam, you will be responsible for selecting the date for your exam, communicating the details to your students, and administering the exam.

Contact the *CBS Associate Dean Academic Office* with any questions about exam policies and procedures.

D. Two to three weeks before a midterm or final exam | On-campus or Online | Plan exam questions, implement exam policies

Best Teaching Practices for Multiple Choice Questions

For guidance writing multiple choice exam questions, refer to the [Multiple Choice Question Handbills #1](#) on the [CTN website](#).

Exam Policies

Your policies and philosophy will dictate how many versions of the exam you may need to set to avoid academic misconducts. Alternatives to producing several versions of an exam include using the shuffling option for questions and/or answer options in the *CourseLink Quizzes* tool.

State the policy for use of other resources, such as calculators, equation sheets, etc., on the exam.

State the regrade policy on the exam.

Be aware that exams are vulnerable to disruption, e.g. internet connectivity issues, fire alarms, etc. It is

important to have a contingency plan/policy for such disruptions. For online exams, students should be instructed to contact *CourseLink Support*, Phone: 519-824-4120 ext. 56939, Toll Free: 1-866-275-1478 (Canada and USA), Email: courselink@uoguelph.ca, if they experience any unresolvable internet issues.

Respondus Browser Lockdown and Monitor

For online exams, *CourseLink* provides **optional** online invigilation software to aid in avoiding academic misconducts during exams. Flags in *Respondus* video files are not a guarantee of academic misconduct, rather they help bring your attention to flagged activities during the exam that can be reviewed on the video recording to confirm if behaviour is suspicious and requires further investigation.

GTA invigilators are not required when conducting online exams, with or without *Respondus*. For information about the use of *Respondus*, contact *CourseLink Support*, courselink@uoguelph.ca, or refer to resources from the *Quizzes* webinar posted on the [CTN website](#) in *CourseLink*.

- E. One week before a midterm or final exam | On-campus or Online | Finalize exams in *CourseLink Quizzes*, confirm accommodations are set by *Student Accessibility Services (SAS)*, prepare grading keys for written answers**

Finalize Exams in CourseLink

The *Quizzes* tool on your *CourseLink* course website can be used to build and deliver online midterm and final exams.

Be meticulous when setting online exams to reduce disruptions with the actual administration of the exam.

1. Start building your exam by creating a new quiz with the *Quizzes* tool on your course website.
2. On the *Restrictions* tab, confirm that the **quiz is hidden from users** while it is being built, and set the exam date and time.
3. When you create a *Grade Item* for the quiz, you should also hide it from students.
4. The *Quizzes* tool offers a variety of question formats. Refer to the *Quizzes* webinar and PowerPoint linked in the [COESP Remote Teaching Handbook](#), as well as on the [CTN](#) website in *CourseLink*.
5. Once all restrictions and release conditions have been set, remember to unhide the quiz to students.

For the final exam, Instructors will receive communications from *OpenEd* to confirm online exam settings are correct. *OpenEd* will also provide help articulating exam procedures accurately to students.

Student Accessibility Services (SAS) and Students with Accommodations for Writing Exams

For students registered with *Student Accessibility Services (SAS)* who are writing remote exams, SAS will provide a list of students and their required accommodations to the Instructor and these extra time accommodations must be added to the scheduled exam time.

Application of accommodations can be automated by typing 'SAS' in the footer field under the *Properties* tab in the quiz tool for your exam. A representative from *OpenEd* will confirm the accommodations have been applied for the respective students.

Point of Contact for SAS Accommodations and Exam Set Up
Jessica Martin, jessica.martin@uoguelph.ca - OpenEd

Prepare Grading Keys

Prepare your answer keys for short and long answer written responses.

IMPORTANT TO NOTE: All departments require copies of all exam materials at the end of each semester. Online exam questions should be retained on the course website for use during deferred exams or deferred conditions. Also retain answer keys for deferred exam grading during the following semester.

Departmental Contact for Exam Copies and Answer Keys – See pp. 5-6
HHNS – Accounting Clerk
IB – Academic Services Assistant
MCB –Assistant to the Chair and Undergraduate Program

F. Exam day | On-campus or Online | Midterm exam, final exam, missed final exam

Midterm Exam

For online exams, in the *Quizzes* tool of your *CourseLink* course website, confirm that:

- your fully formatted quiz is **NOT hidden from users**
- your *Grade Item* in the *Grades* tool **IS hidden from users so they cannot see their results until you have finished processing grades**. This is especially important if you have an auto-graded component such as multiple-choice questions, as well as written questions that will be graded manually. Partial grades often alarm students and increase email traffic significantly.

If you elect to use *Respondus Lockdown Browser and Monitor*, the videos will only be available to view after the exam has ended and video processing is complete.

For all exams, keep records of students requesting **alternate midterm exams** for documentable reasons.

Final Exam

For an online exam, in the *Quizzes* tool of your *CourseLink* course website, confirm that:

- your fully formatted quiz is **NOT hidden from users**
- your *Grade Item* in the *Grades* tool **IS hidden from users so they cannot see their results. Final exam grades and final course grades are not released to students.**

For a FINAL online exam, Instructors will receive communications from *OpenEd (Open Learning and Educational Support)* to confirm online exam settings are correct. *OpenEd* will also provide help articulating online exam procedures accurately to students.

If you elect to use *Respondus Lockdown Browser and Monitor*, the videos will only be available to view after the exam has ended and video processing is complete.

Section 3. After a Midterm or Final Exam

A. Immediately after a MIDTERM exam | On-campus or online | Grade management

- For online midterm exams, if your midterm exam had a written component, assign questions to your *GTAs* to be graded in *CourseLink* based on duties in their work agreements and ensure they have access to your course website in *CourseLink*.
- Online written answers will be graded manually following the thread:
 - *Course Admin*
 - *Quizzes*
 - From the dropdown menu, select *Grade*
 - Select the tab for *Question*
 - Graders should save grades as drafts
 - When all questions are graded, the Instructor or Course Coordinator will *Publish Feedback* and select the *Export to Grades* button
- For on-campus midterms, provide your *GTAs* with copies of written answer keys and distribute the grading among your *GTAs* based on the duties in their work agreements. Set up your grading room that was booked before the semester began. Monitor grading.
- Administer the alternate midterm exam at the scheduled time.

- Complete any calculations and then release grades to the students by making the *Grade Item* visible. Also post an announcement and/or send an email that grades have been released and possibly midterm answer keys are posted.
- Depending on your policy, you may wish to post the midterm answer keys on *CourseLink*.
- Implement your regrading policy.

B. Immediately after the FINAL exam | Online | Grade management

- You will have received an email from your Departmental Contact before the exam period, indicating your deadline for submitting your final grades. **Follow these instructions carefully.**
- For online final exams, if your exam had a written component, assign questions to your GTAs to be graded in *CourseLink* based on duties in their work agreements and ensure they have access to your course website in *CourseLink*.
- Online written answers will be graded manually following the thread:
 - *Course Admin*
 - *Quizzes*
 - From the dropdown menu, select *Grade*
 - Select the tab for *Question*
 - Graders should save grades as drafts
 - When all questions have been graded, the Instructor or Course Coordinator will *Publish Feedback* and select the *Export to Grades* button.
- For on-campus final exams, provide your *GTAs* with copies of written answer keys and distribute the grading among your *GTAs* based on the duties in their work agreements. Set up your grading room that was booked before the semester began. Monitor grading.



Missed Final Exams and Deferred Exams

If a student misses a final **online** exam for a documentable reason, and you are agreeable to doing so, you may administer the final exam at a mutually agreeable time **before your final grade submission deadline**, and no further action is required by the student.

A student is responsible for applying for a deferred final exam through the *Academic Advising Office* for their program if any of the following apply:

- If the student misses a final online exam and the student cannot write before the end of the final exam period
- If the Instructor is unable to administer a missed final exam before the grade submission deadline
- If a student misses an on-campus final exam

You may remind the student to **follow the accepted procedure to request a deferred final exam found on the website for *Academic Advising*** for their program. **Granting or denying official deferred exams is NOT THE RESPONSIBILITY OF THE INSTRUCTOR.**

C. Within the week after the final exam | On-campus or Online | Prepare and submit final grades, requests to view final grades, evaluate GTAs

Prepare and Submit Final Grades

After grading is finished, complete all calculations. For any redistribution/reweighting of grades for missed semester work that has been documented during the semester, calculate the final exam grades manually. Depending on your method of calculation, over-write the final exam grade or the final course grade in your *Grades* on *CourseLink*.

DO NOT release final exam grades or final course grades to students on *CourseLink*. The final grades will be released by the *Registrar's Office* on student accounts in *WebAdvisor*.

Once all tabulations and calculations are entered in the *Grades* tool on your course website on *CourseLink*, determine if there are students who have not completed all required components of the course, or if there are students for whom academic misconduct allegations have not been finalized. If you encounter either of these situations, you need to create a new *Grade Item* under the *Manage Grades* tab in the *Grades* tool on your course website. This text column will be labelled, *Final Alpha Grade* (BE PRECISE ABOUT THE FORMATTING OF THIS NAME). Save this new *Grade Item*, and under the *Restrictions* tab, set it as '*Hidden from Users*'. For the students who have not completed required components of the course, e.g. the final exam, the grade is recorded in the *Final Alpha Grade* column as INC for Incomplete. For students under investigation by the *CBS Associate Dean Academic* for an alleged academic misconduct, the grade is recorded in the *Final Alpha Grade* column as MNR for Mark Not Received/Reported.

Download final grades using the *Final Grades Download* tool. If this tool is not yet on located on your course homepage, add the widget to the homepage following the links:

- *Course Admin*
- *Homepages*
- *Active Homepage*
- *Add Widget*
- *System or Custom Widget* tab
- *Select Final Grades Download*
- *Add Widget*

When you download final grades, the system will generate a text file (.txt) of the grades in whole numbers (no decimals). The *Final Alpha Grade* column will also trigger the system to generate an [Incomplete Coursework Form \(ICF\)](#) or *IRF (Instructor Recommendation Form)* for each student with a grade of INC or MNR. To access the ICF forms, click the *View* button next to each student's name on the *Final Grades Download* tool. In the browser, this will open a fillable PDF with the student identifiers populated. Download the PDF in Adobe. Complete all fields on the form and include all relevant assessment details. Save the PDF for your records.

When completing the *ICF (IRF)*, if you would prefer to manage scheduling of a deferred exam yourself, rather than the *Registrar's Office* scheduling it, check the box in the section of the form labelled, *Final Work Not Completed*, that states, 'If approved, I will coordinate and invigilate this exam myself'. By the deadline indicated in an email from your Departmental Contact, submit the text file for the grades and the completed *ICF* PDFs. You MUST SIGN OFF on your final grades after submitting these forms, so plan to be in email contact until final grade submission is complete.



Departmental Contact for Grade and ICF Submission – See pp. 5-6
HHNS – Graduate Program Assistant
IB – Academic Services Assistant
MCB – Assistant to the Chair and Undergraduate Programs

Requests to View Final Grades

If a student contacts you requesting to view their final exam, they should be directed to email a written request to the Chair of your department within the appropriate timeframe (within 5 days of the subsequent semester) as indicated in the *Undergraduate Calendar* (under Section VIII - [Policy on Student Access to Final Examination Materials](#)).

Evaluate GTAs

The evaluation form linked below should be completed for each *GTA*. Evaluation should be based on your observations of *GTA* teaching, either on remote teaching recordings, or in the classroom on campus, as well as on a sampling of their grading. Completed, signed forms are submitted to the designated Departmental Contact.

The link to the evaluation form is:

https://www.uoguelph.ca/cbs/sites/uoguelph.ca.cbs/files/CBS_Teaching_Team_Evaluation_of_GTA.pdf

Departmental Contact for GTA Evaluation Submission			
Human Health and Nutritional Sciences Department	Anne Lovett-Hutchinson	alovett@uoguelph.ca	Administrative Assistant
Department of Integrative Biology	Debbie Bailey	baileyd@uoguelph.ca	Administrative Officer
Department of Molecular and Cellular Biology	Cate Mennega	cmennega@uoguelph.ca	Administrative Officer

D. After the end of semester (sometimes months later...) | On-campus or Online | Deferred exams, grade changes, requests to view final exams

Deferred Exams

If a student misses a final **online** exam for a documentable reason, and you are agreeable to doing so, you may administer the final exam at a mutually agreeable time **before your final grade submission deadline**, and no further action is required by the student.



A student is responsible for applying for a deferred final exam through the *Academic Advising Office* for their program if any of the following apply:

- If the student misses a final online exam and the student cannot write before the end of the final exam period
- If the Instructor is unable to administer a missed final exam before the grade submission deadline
- If a student misses an on-campus final exam

You may remind the student to **follow the accepted procedure to request a deferred final exam found on the website for *Academic Advising* for their program. Granting or denying official deferred exams is NOT THE RESPONSIBILITY OF THE INSTRUCTOR.**

If a deferred exam is granted, the student will write their exam the following, as communicated to the student by the *Registrar's Office* and during the window posted on the *Schedule of Dates*. This will be well after the end of your Sessional Instructor contract.

All final exam questions and answer keys must be saved and provided to the Departmental Contact so deferred exams can be administered during the deferred exam period. Your deferred exam will be processed by the department or the *CBS ADA Office* using your answer keys. They will also complete [Grade Change Forms](#), and submit the forms to the *Registrar's Office* on your behalf.

Departmental Contact for Exam Copies and Answer Keys – See pp. 5-6
HHNS – Accounting Clerk
IB – Academic Services Assistant
MCB –Assistant to the Chair and Undergraduate Program

Grade Changes

If there is a need to change a student’s FINAL grade during your Sessional Instructor contract, but after final grades have been submitted to the *Registrar*, the current [Undergraduate Grade Change Form \(see Appendix\)](#) can be found under *Class Lists* on the *University of Guelph* website at: <https://www.uoguelph.ca/registrar/classlists>.

Instructions for submitting the form are found at the top of the document.

Requests to View Final Exams

If a student contacts you requesting to view their final exam, they should be directed to email a written request to the Chair of your department within the appropriate timeframe (within 5 days of the subsequent semester) as indicated in the *Undergraduate Calendar* (under Section VIII - [Policy on Student Access to Final Examination Materials](#)).

E. Other Resources | On-campus or Online

Links to teaching resources and other useful resources are also available on the *College of Biological Science Associate Dean Academic Office* website:

<https://www.uoguelph.ca/ada-cbs/instructors/semester-checklist>

Acknowledgements

Many thanks to:

The College of Biological Science Office of Educational Scholarship and Practice (COESP) for the foundational work on this initiative. Much of the content is based on their preliminary efforts.

Sherry Hall, Anne Lovett-Hutchinson, Debbie Bailey, Cate Mennega, Andra Williams, Caitlin Brookbanks, Laleh Hatefi, Sarah Schorno, and Emily Martin for their collaboration and wisdom.

Dr. Lisa Robertson for the handbook template – it has saved an abundance of time. Lisa developed this format for the first-year biology teaching assistants, and it has become a staple in the grading process.