INSTRUCTOR HANDBOOK

for Sessional Instructors/Lecturers

College of Biological Science – University of Guelph
2022 - 2023
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. We are happy to share our insights, but there will always be additional details that could be of use, so so send us your feedback to help keep it current. Contact Charlene Winchcombe-Forhan at: cwinchco@uoguelph.ca

Best wishes for a great semester!
Charlene Winchcombe-Forhan
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   - Evaluate GTAs

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ACKNOWLEDGEMENTS
CONTACTS

A. Current Administrative Assistants and Administrative Officers

<table>
<thead>
<tr>
<th>Office/Department</th>
<th>Name</th>
<th>Email</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Dean Academic Office</td>
<td>Emma Currie</td>
<td><a href="mailto:ecurri03@uoguelph.ca">ecurri03@uoguelph.ca</a></td>
<td>Administrative Support</td>
</tr>
<tr>
<td>Human Health and Nutritional Sciences Department</td>
<td>Anne Lovett-Hutchinson</td>
<td><a href="mailto:alovett@uoguelph.ca">alovett@uoguelph.ca</a></td>
<td>Administrative Officer</td>
</tr>
<tr>
<td>Department of Integrative Biology</td>
<td>Debbie Bailey</td>
<td><a href="mailto:baileyd@uoguelph.ca">baileyd@uoguelph.ca</a></td>
<td>Administrative Officer</td>
</tr>
<tr>
<td>Department of Molecular and Cellular Biology</td>
<td>Cate Mennega</td>
<td><a href="mailto:cmennega@uoguelph.ca">cmennega@uoguelph.ca</a></td>
<td>Administrative Officer</td>
</tr>
</tbody>
</table>

B. Current Departmental Contacts

<table>
<thead>
<tr>
<th>Office/Department</th>
<th>Name</th>
<th>Email</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Dean Academic Office</td>
<td>Charlene Winchcombe-Forhan</td>
<td><a href="mailto:cwinchco@uoguelph.ca">cwinchco@uoguelph.ca</a></td>
<td>Teaching and Administrative Support Staff</td>
</tr>
<tr>
<td>Human Health and Nutritional Sciences Department</td>
<td>Mira Jashari</td>
<td><a href="mailto:fjashari@uoguelph.ca">fjashari@uoguelph.ca</a></td>
<td>Graduate Program Assistant</td>
</tr>
<tr>
<td>Human Health and Nutritional Sciences Department</td>
<td>Robin Witzke Van Alstine</td>
<td><a href="mailto:rvanalst@uoguelph.ca">rvanalst@uoguelph.ca</a></td>
<td>Administrative Assistant to the Chair</td>
</tr>
<tr>
<td>Department of Integrative Biology</td>
<td>Caitlin Brookbanks</td>
<td><a href="mailto:cbrookba@uoguelph.ca">cbrookba@uoguelph.ca</a></td>
<td>Assistant to the Chair</td>
</tr>
<tr>
<td>Department of Integrative Biology</td>
<td>Ryan Kenwell</td>
<td><a href="mailto:rkenwell@uoguelph.ca">rkenwell@uoguelph.ca</a></td>
<td>Administrative Services Assistant</td>
</tr>
<tr>
<td>Department of Integrative Biology</td>
<td>Kate Artuso</td>
<td><a href="mailto:cbsib@uoguelph.ca">cbsib@uoguelph.ca</a></td>
<td>Graduate Program Assistant</td>
</tr>
<tr>
<td>Department of Molecular and Cellular Biology</td>
<td>Laleh Hatefi</td>
<td><a href="mailto:lhatefi@uoguelph.ca">lhatefi@uoguelph.ca</a></td>
<td>Assistant to the Chair and Undergraduate Program</td>
</tr>
<tr>
<td>Department of Molecular and Cellular Biology</td>
<td>Laura Faris</td>
<td><a href="mailto:lfaris@uoguelph.ca">lfaris@uoguelph.ca</a></td>
<td>Administrative Services Assistant</td>
</tr>
<tr>
<td>Department of Molecular and Cellular Biology</td>
<td>Jillian Cockwell</td>
<td><a href="mailto:cockwelj@uoguelph.ca">cockwelj@uoguelph.ca</a></td>
<td>Graduate Program Assistant</td>
</tr>
</tbody>
</table>

C. Other University Contacts

<table>
<thead>
<tr>
<th>Service</th>
<th>Email</th>
<th>Website/Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Poster Printing, Ian Smith</td>
<td><a href="mailto:ismith@uoguelph.ca">ismith@uoguelph.ca</a></td>
<td><a href="https://www.uoguelph.ca/cbs/services/college-biological-science-poster-printing-illustration-facility">https://www.uoguelph.ca/cbs/services/college-biological-science-poster-printing-illustration-facility</a></td>
</tr>
<tr>
<td>Help with CourseLink</td>
<td><a href="mailto:courselink@uoguelph.ca">courselink@uoguelph.ca</a></td>
<td>Open Learning and Educational Support</td>
</tr>
</tbody>
</table>

2022-2023
### Course Outlines
[https://opened.uoguelph.ca/](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

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

<p>| 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. |
| Ares E-Reserve | Convenient access to a wide range of library resources, many of which are online. |
| 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 Dr. John Dawson. |
| The Bookstore | The main university bookstore located on the main floor of the McNaughton Building. |
| Campus Parking Services | The U of G department that administers and regulates parking. Their GryphMail is <a href="mailto:questions@parking.uoguelph.ca">questions@parking.uoguelph.ca</a> |
| Central UserID and Password | A userID is a unique identifier for each member of the U of G 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. |</p>
<table>
<thead>
<tr>
<th>Class Lists</th>
<th>A Registrarial Services system that maintains accurate records of enrolments of students in all courses during a given semester.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom Profiles, Classroom Technical Support</td>
<td>A division of OpenEd that provides a wide range of A/V services to the University community including a listing of classroom attributes</td>
</tr>
<tr>
<td>COESP (pronounced Co-E-S-P), College of Biological Science Office of Educational Scholarship and Practice</td>
<td>In CBS, COESP supports the full breadth of scholarship on knowledge transfer &amp; community engagement, curriculum design, outcome assessment, course re-design, graduate success, student career counselling and academic integrity, as well as the specific needs of the emerging BioEd Research Hub</td>
</tr>
<tr>
<td>College of Biological Science, CBS, The College</td>
<td>One of seven colleges that comprise the University of Guelph. CBS includes the departments of Human Health and Nutritional Sciences (HHSN), <a href="https://www.uoguelph.ca/hhns/">https://www.uoguelph.ca/hhns/</a>, Integrative Biology (IB), <a href="https://www.uoguelph.ca/ib/">https://www.uoguelph.ca/ib/</a>, and Molecular and Cellular Biology (MCB), <a href="https://www.uoguelph.ca/mcb/">https://www.uoguelph.ca/mcb/</a>. The Dean of CBS is Mazyar Fallah.</td>
</tr>
<tr>
<td>Copyright Act</td>
<td>A federal law in Canada protecting copyright.</td>
</tr>
<tr>
<td>Course Admin</td>
<td>This link on your CourseLink website gives access to a wide variety of tools for website construction and administration.</td>
</tr>
<tr>
<td>CourseLink</td>
<td>The Learning Management System (LMS) used at U of G. It is the system for creating course websites and managing course delivery through these websites.</td>
</tr>
<tr>
<td>CourseLink Course Creation Tool</td>
<td>On the CourseLink homepage, this tool allows Instructors of most courses to create their own course websites.</td>
</tr>
<tr>
<td>CourseLink Help</td>
<td>A link available within Course Administration Tools on a CourseLink website to help locate information about the functionality of the other CourseLink tools. D2L/Brightspace is the parent developer and Brightspace Community can also be helpful for finding this help, as well.</td>
</tr>
<tr>
<td>CourseLink Support</td>
<td>A service providing just-in-time help with management and construction of websites in CourseLink. The GryphMail for CourseLink Support is <a href="mailto:courselink@uoguelph.ca">courselink@uoguelph.ca</a></td>
</tr>
<tr>
<td><strong>Course Outline Manager</strong></td>
<td>A tool for constructing course outlines following the <em>U of G</em> accepted format. Access requires enrolment of course Instructors. The <em>Central User ID and Password</em> are required for access. Use of the tool includes a multi-stage approval process.</td>
</tr>
<tr>
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<td>-------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>CTN, COESP Teaching Network</strong></td>
<td>The <em>COESP</em> website on <em>CourseLink</em></td>
</tr>
<tr>
<td><strong>Day Hall</strong></td>
<td>The building on campus that is home to <em>Open Learning and Educational Support</em>, including <em>Classroom Technical Support</em></td>
</tr>
<tr>
<td><strong>Department Chair</strong></td>
<td>The Chair of a Department hiring a Sessional Instructor must provide approvals on various administrative forms. HHNS – Coral Murrant, <a href="mailto:cmurrant@uoguelph.ca">cmurrant@uoguelph.ca</a> IB (Interim) – Amy Newman, <a href="mailto:ibchair@uoguelph.ca">ibchair@uoguelph.ca</a> MCB – Marc Coppolino, <a href="mailto:mcbchair@uoguelph.ca">mcbchair@uoguelph.ca</a> College – John Dawson, <a href="mailto:jdawso01@uoguelph.ca">jdawso01@uoguelph.ca</a></td>
</tr>
<tr>
<td><strong>Final Grades Download Tool</strong></td>
<td>A system widget available on <em>CourseLink</em> websites for downloading final grades and <em>Instructor Recommendation Forms</em> for incomplete coursework.</td>
</tr>
<tr>
<td><strong>Freedom of Information and Protection of Privacy Act, FIPPA</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Grade Change Form, Grade Reassessment Form</strong></td>
<td>A form published by the <em>Registrar’s Office</em> and used to revise a student’s final grade in the <em>Registrar’s records</em>.</td>
</tr>
<tr>
<td><strong>Gradescope</strong></td>
<td>Software for assessing students with multiple choice question. For more information, see: <a href="https://opened.uoguelph.ca/instructor-resources/resources/Get-to-Know-Gradescope---Bubble-Sheets.pdf">https://opened.uoguelph.ca/instructor-resources/resources/Get-to-Know-Gradescope---Bubble-Sheets.pdf</a></td>
</tr>
<tr>
<td><strong>Graduate Teaching Assistants, GTAs, TAs</strong></td>
<td>Graduate students who are hired to assist with duties related to teaching undergraduate students.</td>
</tr>
<tr>
<td><strong>GryphMail</strong></td>
<td>The official form of communication at the <em>U of G</em>, named for our mascot, the gryphon. Requires the <em>Central User ID and Password</em> for access.</td>
</tr>
<tr>
<td><strong>Hospitality Services</strong></td>
<td>A service on campus for booking meeting arrangements, including large venues like the <em>SSC Atrium</em>. Their GryphMail for booking the Atrium is <a href="mailto:ssatrum@uoguelph.ca">ssatrum@uoguelph.ca</a></td>
</tr>
<tr>
<td><strong>Incomplete Coursework Form, ICF, Instructor Recommendation Form, IRF</strong></td>
<td>A form on which instructors report incomplete coursework and therefore incomplete final grades, either because of missed work or unresolved academic misconduct investigations.</td>
</tr>
<tr>
<td><strong>Instructional Technology Specialists</strong></td>
<td>A group of specialists from <em>Open Learning and Educational Support (OpenEd)</em> who integrate pedagogy with technology in the design, development and delivery of our educational programs. Their GryphMail is <a href="mailto:insttech@uoguelph.ca">insttech@uoguelph.ca</a></td>
</tr>
<tr>
<td><strong>McLaughlin Library, The Library</strong></td>
<td>The main <em>U of G</em> library on campus and online, offering a wide variety of academic support services and facilities.</td>
</tr>
<tr>
<td><strong>Microsoft Teams, Teams</strong></td>
<td>One of the Microsoft Office applications in the Office365 Suite of software applications provided and used by the <em>University of Guelph</em>. Teams is a platform that can be used for remote learning with video and audio capability.</td>
</tr>
<tr>
<td><strong>Office of Teaching and Learning, OTL</strong></td>
<td>The leader in championing <em>U of G’s</em> 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.</td>
</tr>
<tr>
<td><strong>Open Learning and Educational Support, OpenEd</strong></td>
<td>A department providing innovative approaches to the development, integration and support of teaching and learning technologies, especially in the context of online/remote learning.</td>
</tr>
<tr>
<td><strong>Poster Board Reservation</strong></td>
<td>CBS has 3 double-sided, 4’ high by 5’ wide poster boards available for use only in the Summerlee Science Complex Atrium. Contact Emma Currie, <a href="mailto:ecurri03@uoguelph.ca">ecurri03@uoguelph.ca</a> to reserve them.</td>
</tr>
<tr>
<td><strong>Poster Printing and Illustration Facility</strong></td>
<td>Graphics services such as poster printing and A/V equipment availability within <em>The College</em>. Contact Ian Smith, <a href="mailto:ismith@uoguelph.ca">ismith@uoguelph.ca</a>, at <a href="https://www.uoguelph.ca/cbs/cbs-services/college-biological-science-poster-printing-illustration-facility">https://www.uoguelph.ca/cbs/cbs-services/college-biological-science-poster-printing-illustration-facility</a></td>
</tr>
<tr>
<td><strong>Registrar’s Office, Registrarial Services</strong></td>
<td>Main administrative student services including grade records – Admission Services, Enrolment Services, Student Financial Services, Scheduling, Registrarial Systems.</td>
</tr>
<tr>
<td><strong>Respondus Lockdown Browser and Monitor</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Safety Orientation Record</strong></td>
<td>An official record of safety training required by departments for access to <em>U of G</em> facilities for work.</td>
</tr>
<tr>
<td><strong>Schedule of Dates</strong></td>
<td>A component of the <em>Policies and Procedures of The University</em> that describes administrative time ranges and deadlines.</td>
</tr>
<tr>
<td><strong>Student Accessibility Services, SAS</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Summerlee Science Complex (Atrium), SSC</strong></td>
<td>The main building housing CBS 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 Hospitality Services.</td>
</tr>
<tr>
<td><strong>Student, Faculty &amp; Staff Login</strong></td>
<td>Link to the Single Sign-On System to access all U of G accounts; requires a Central UserID and Password</td>
</tr>
<tr>
<td><strong>Undergraduate Calendar</strong></td>
<td>An important source of information for undergraduate students that outlines the rules, regulations, curricula, programs, and fees for the academic year.</td>
</tr>
<tr>
<td><strong>WebAdvisor</strong></td>
<td>The information system used by the Registrar’s Office to manage course offerings and registration information. Students access their course registrations, class schedules, grades, and financial information through this system. WebAdvisor is accessed through the 'Student, Faculty &amp; Staff Login on the University of Guelph homepage.</td>
</tr>
</tbody>
</table>

**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 Emma Currie, the CBS ADA Office Administrative Support Staff 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 – Administrative Assistant to the Chair |
| 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 (tglaude@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 (tglaude@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 – Administrative Assistant to the Chair
- 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**

The Administrative Officer 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).

**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 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](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.
**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.

<table>
<thead>
<tr>
<th>Semester Course is Taught</th>
<th>Target Date for Room Booking</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>Early September</td>
</tr>
<tr>
<td>Winter</td>
<td>Early January</td>
</tr>
<tr>
<td>Summer</td>
<td>Early May</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Room Reservations - See pp. 5-6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summerlee Science Complex Seminar/Meeting Rooms</td>
</tr>
</tbody>
</table>

**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, Chem Stores, 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 Emma Currie in the CBS ADA Office to make your reservation (see pp. 5-6).

<table>
<thead>
<tr>
<th>Room Reservations</th>
<th>All campus buildings except Summerlee Science Complex rooms</th>
</tr>
</thead>
<tbody>
<tr>
<td>All campus buildings except Summerlee</td>
<td>To book rooms on campus other than Science Complex rooms, follow the instructions at: <a href="https://www.uoguelph.ca/registrar/scheduling/reservingclassroom">https://www.uoguelph.ca/registrar/scheduling/reservingclassroom</a></td>
</tr>
</tbody>
</table>
Request Exam Supplies

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

<table>
<thead>
<tr>
<th>Semester Course is Taught</th>
<th>Target Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>Early September</td>
</tr>
<tr>
<td>Winter</td>
<td>Early January</td>
</tr>
<tr>
<td>Summer</td>
<td>Early May</td>
</tr>
</tbody>
</table>

**Departmental Contacts for Exam Supplies – See pp. 5-6**

<table>
<thead>
<tr>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>HHNS – Administrative Assistant to the Chair</td>
</tr>
<tr>
<td>IB – Academic Services Assistant</td>
</tr>
<tr>
<td>MCB – Assistant to the Chair and Undergraduate Program</td>
</tr>
</tbody>
</table>

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 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.

<table>
<thead>
<tr>
<th>Frequently Used Course Administration Tools in CourseLink</th>
<th>Basic Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Announcements</td>
<td><em>Announcements</em> is a system widget that can be placed on the homepage to deliver timely, or high priority information.</td>
</tr>
<tr>
<td>Classlist</td>
<td><em>Classlist</em> 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.</td>
</tr>
<tr>
<td>Content</td>
<td><em>Content</em> comprises the modules in which the course outline, course content, assignments and other deliverables are posted.</td>
</tr>
<tr>
<td>Discussions</td>
<td>The <em>Discussions</em> 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 <em>Grade Item</em>.</td>
</tr>
<tr>
<td>Dropbox</td>
<td>In the <em>Dropbox</em>, assignments are submitted to folders; submissions are date stamped; folder can be associated with <em>Groups</em>, <em>Grade Items</em>, <em>Rubrics</em>; submissions can be downloaded or annotated online.</td>
</tr>
<tr>
<td>Final Grades Download Tool</td>
<td><em>Grades</em> entered in the <em>Course Admin Grades</em> tool are tallied and are downloadable as a .txt file (the format required for uploading to the <em>WebAdvisor</em> by the <em>Registrar</em>). The download tool also generates <em>IRF (ICF)</em> forms for any student who has not completed a required assessment.</td>
</tr>
<tr>
<td>Grades</td>
<td>Assessment grades are compiled in this section; the <em>Manage Grades</em> tab is used to format the weighted assessments; the <em>Enter Grades</em> tab is used to enter values manually, import from files, or export to Excel files. <em>Grade Items</em> can be associated with <em>Groups</em>, <em>Dropbox</em> folders, <em>Rubrics</em>.</td>
</tr>
<tr>
<td>Groups</td>
<td>Users can be organized into one or more groups for projects or assignments; group members can be graded individually.</td>
</tr>
</tbody>
</table>
or as a group; Groups can be associated with Grade Items, Dropbox folders, Discussions.

<table>
<thead>
<tr>
<th>Homepages</th>
<th>The Homepages 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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Import/Export/Copy Components</td>
<td>The Import/Export/Copy Components allows you to transfer elements with other course offerings to save time and effort with course construction.</td>
</tr>
<tr>
<td>Manage Files</td>
<td>Manage Files 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.</td>
</tr>
<tr>
<td>Quizzes</td>
<td>The Quizzes 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.</td>
</tr>
<tr>
<td>Rubrics</td>
<td>Rubrics can be associated with Dropbox folders or Grade Items to provide ease and consistency in evaluation of assessments.</td>
</tr>
<tr>
<td>Widgets</td>
<td>Widgets 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.</td>
</tr>
</tbody>
</table>

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 2022:

Please log on to Ares, the library’s course reserve system, to place materials on course reserve.

TIMELINE

- We request that you submit course materials needed for the first week of Fall semester classes by Friday, August 19th
- When requesting the library purchase new content, including print books, e-books and streaming media, please provide as long a lead time as possible, as sourcing and acquiring new material is taking much longer than usual due to ongoing supply chain issues.
- For print and e-books in particular, we advise that your purchase requests be submitted by August 15th if they are needed for the first week of classes. This deadline does not apply for print copies of required textbooks that are available in the University Bookstore.
- Materials submitted after the above deadlines will be processed as quickly as possible on a first-come, first-served basis, but cannot be guaranteed to be available for the first week of classes.
- The availability of items you have submitted may be checked at any time by signing in to Ares.

BENEFITS OF ARES

As always, all materials posted online via Ares will be copyright and AODA compliant and can be imported directly into CourseLink.
REQUIRED TEXTBOOKS

The library continues to purchase copies of required textbooks for most courses and places them on course reserve to ensure that students who cannot purchase their own have access to a copy. We always attempt to acquire an e-book version of the textbook, however this is frequently not possible due to publisher restrictions on selling e-textbooks to libraries. Print copies, when available, are purchased and loaned from the Course Reserve collection on the first floor of the library.

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

- Scanning individual chapters (subject to copyright guidelines) and posting them in Ares. We will obtain and pay for copyright permission, when feasible, for requests that exceed copyright guidelines.
- 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.
- Adopting an open educational resource (OER). OER are freely available educational materials that are openly licensed to allow for re-use and modification. Using OER ensures that students have free and unrestricted access to their course textbook on the first day of class.

QUESTIONS? NEED ASSISTANCE?
Contact us by replying to this message, or visit our website to learn more about our current services.

E-Learning and Reserve Services Staff
libres2@uoguelph.ca
519-824-4120 ext. 53621
First Floor, McLaughlin Library
University of Guelph
Guelph, Ontario N1G 2W1

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

<table>
<thead>
<tr>
<th>Departmental Contacts for Room Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>HHNS – Graduate Program Assistant</td>
</tr>
<tr>
<td>IB - Academic Services Assistant</td>
</tr>
<tr>
<td>MCB - Administrative Services Assistant</td>
</tr>
</tbody>
</table>

At the end of the semester, GTAs 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

<table>
<thead>
<tr>
<th>Departmental Contacts for Submission of GTA Evaluations</th>
</tr>
</thead>
<tbody>
<tr>
<td>HHNS – Administrative Assistant to the Chair</td>
</tr>
<tr>
<td>IB – Assistant to the Chair</td>
</tr>
<tr>
<td>MCB – Assistant to the Chair and Undergraduate Program</td>
</tr>
<tr>
<td>ADA Office – Administrative Support</td>
</tr>
</tbody>
</table>
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.

Classlist

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.

<table>
<thead>
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</tbody>
</table>

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. At the beginning of your sessional position, please contact the Chair of your department for further details.

At the beginning of your sessional position, confirm with your contact (see table below) that you want to receive Student Feedback Questionnaires near the end of the semester. The questionnaire is comprised of 11 fixed questions and an option to personalize your feedback by selecting 9 additional questions from a validated question bank. During the final month of a given semester, you should expect to receive communications alerting you that it is time to personalize your Student Feedback Questionnaire (SFQ). When it is released to students, it is recommended that you encourage your students to provide this valuable feedback.
For more on SFQs, visit: [https://opened.uoguelph.ca/instructor-resources/student-feedback-questionnaires--sfq](https://opened.uoguelph.ca/instructor-resources/student-feedback-questionnaires--sfq) and the information linked on this page in the Support section.

<table>
<thead>
<tr>
<th>Departmental Contacts for Student Feedback Questionnaires</th>
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<tbody>
<tr>
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</tr>
<tr>
<td>MCB – Assistant to the Chair and Undergraduate Program</td>
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</table>

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 at 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 Emma Currie 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: courseldink@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, courseldink@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.

<table>
<thead>
<tr>
<th>Point of Contact for SAS Accommodations and Exam Set Up</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jessica Martin, <a href="mailto:jessica.martin@uoguelph.ca">jessica.martin@uoguelph.ca</a> - OpenEd</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Departmental Contact for Exam Copies and Answer Keys – See pp. 5-6</th>
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</thead>
<tbody>
<tr>
<td>HHNS – Graduate Program Assistant</td>
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<tr>
<td>IB – Academic Services Assistant</td>
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<td>MCB – Assistant to the Chair and Undergraduate Program</td>
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</table>

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/rewetting 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 – Administrative Assistant to the Chair |
| 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

<table>
<thead>
<tr>
<th>Departmental Contact for GTA Evaluation Submission</th>
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<tbody>
<tr>
<td>Human Health and Nutritional Sciences Department</td>
</tr>
<tr>
<td>Department of Integrative Biology</td>
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<tr>
<td>Department of Molecular and Cellular Biology</td>
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</tbody>
</table>

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

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<thead>
<tr>
<th>Department</th>
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<tbody>
<tr>
<td>HHNS</td>
<td>Graduate Program Assistant</td>
</tr>
<tr>
<td>IB</td>
<td>Academic Services Assistant</td>
</tr>
<tr>
<td>MCB</td>
<td>Assistant to the Chair and Undergraduate Program</td>
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</tbody>
</table>

**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:

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