

Teaching At NIC

Resources for Instructors

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| 1. | ABOUT NORTH ISLAND COLLEGE (NIC) <ul style="list-style-type: none">For information bout NIC, check out About NIC |
| 2. | GETTING HELP: NIC SERVICE DESK + NIC TEACH ANYWHERE WEBSITE <ul style="list-style-type: none">If you need help, the first place to go is the NIC Service Desk, which you can access after logging in to the main NIC websiteUse the Service Catalog to find the category of ticket to submit. If you're not sure, submit a General RequestFor resources, check out Teach Anywhere, NIC's website for faculty |
| 3. | BRIGHTSPACE: DIGITAL LEARNING ENVIRONMENT <ul style="list-style-type: none">NIC uses Brightspace (by company, D2L) as its learning management system (LMS) to support student learningEvery course has an automatically created 'shell' for adding content, building assessments etc. There is no requirement to use Brightspace but it is strongly encouraged for all delivery formatsYou can access Brightspace from the main NIC websiteYou can request a 'sandbox' (manual shell created by the IT department) to play with and store information (i.e., students cannot see this version)For resources on Brightspace, check out Teach Anywhere, NIC's website for faculty |
| 4. | KALTURA: VIDEO CREATION AND STREAMING STORAGE <ul style="list-style-type: none">NIC has a video creation and streaming storage platform for all employees and students, called KalturaVideos are great tools for creating a personalized introduction and to support student learning. Students also have access to Kaltura to create their own videosKaltura Capture is a free recording tool instructors and students can use to create videos (there's an App for phones) that you can upload to your storage space from within Brightspace (log in to Brightspace from the main NIC website, then click on 'Kaltura My Media' in the blue tab along the top)Alternatively, outside of Brightspace click on NIC MediaSpace. This is a public facing YouTube-like environmentFor resources on how to use Kaltura Video, click on Kaltura Video Resources |
| 5. | KALTURA ROOM: WEB CONFERENCING PLATFORM <ul style="list-style-type: none">NIC uses Kaltura Room for synchronous online learningWithin each Brightspace course (under Kaltura Media Gallery) you will find a link to a permanent virtual classroom for your courseIf you wish to hold 'office hours' for private meetings with students, follow these instructions for Creating a Room. Students can also 'create rooms' for collaborative workFor resources on how to use Kaltura Room, click on Kaltura Room Resources |
| 6. | POLICIES <ul style="list-style-type: none">Instructors have a responsibility to follow North Island College's policies in the execution of their dutiesIn addition to the Educational Policies, instructors should also familiarize themselves with important organization policies, including:<ul style="list-style-type: none">1-12: Research Involving Humans1-20: Code of Ethical Conduct2-08: Human Rights2-10: Protection of Employees from Violence2-15 Occupational Health & Safety2-17 Respectful Workplaces and Prevention of Bullying & Harassment |
| 7. | TEXTBOOKS AND COURSE RESOURCES <ul style="list-style-type: none">If you are newly assigned to a course, confirm with your chair or dean's office if there's associated textbook, manual, or other resourcesTo order course materials, complete a Course Materials Request Service Desk Ticket and answer the given questionsPlease complete a Service Desk ticket even if there is no textbook required for a course or if you plan to supply these directly (e.g. through Brightspace). This helps to ensure that students receive timely and accurate information about their course materialsEnsure you have the correct course number, section, and matching ISBN, including anything for online resources (Connect, MyLab, etc)You can contact your publisher to request a free instructor copyWatch for semesterly emails soliciting course resource orders and be sure to meet the stated deadline. After that date, the purchasing department will begin ordering based on the previous year's assigned material, moving to a new edition if requiredConsidering using free Open Education Resources as these help reduce the costs of postsecondary education. You can start by looking at BCcampus' Open Collection.If you're unsure about whether to continue with an existing textbook or to choose alternative resources, check out Questions to Consider about Textbooks: Handout |

Getting Started

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| 1. | <div>INVITING STUDENT SUPPORT AREAS TO CLASS<ul style="list-style-type: none">NIC offers a variety of student support services, including financial aid, advising, writing, math or research support, career services, connections with Indigenous Elders and more, to students at no chargeIn addition to sharing this information via your Brightspace course (via the Student Supports Module included in Brightspace course shells) or in your outlines, you can also invite people from these areas to speak with your studentsFaculty Supports to assist with Library & Learning Commons resources and services such as resource access, copyright, library purchase, etc. can be accessed from the NIC Library website. Library staff are also available either in-person or via Kaltura Virtual Classroom for in-class instruction or if an instructor would like to book a library orientation for their students</div> |
| 2. | <div>SUPPORTING STUDENTS EXPERIENCING CHALLENGES<ul style="list-style-type: none">Students may experience academic or personal challenges during their learning journeyNIC offers many services to help students address these difficultiesFaculty are encouraged to refer students to the Early Assist program or to remind them other supports available<i>Resource for Instructors:</i> Student Support and Early Intervention: The Early Assist Program (SharePoint Internal Site — Login From External)<i>Resource for Students:</i> NIC Webpage — Student Support and Early Intervention: The Early Assist Program</div> |
| 3. | <div>MEETING DROP DEADLINES AND COURSE EXPECTATIONS<ul style="list-style-type: none">In a post-secondary education setting there are numerous dates to remember, especially those that pertain to student outcomesRegistration timelines, if not met, may hold implications for a student continuing in a programSimilarly, if a student wishes to withdraw from a course, the drop date is also important to avoid academic penaltySupporting students in remembering key deadlines is important to student success<i>Resource:</i> NIC Policy 4–09 Registration</div> |
| 4. | <div>GIVING STUDENTS FEEDBACK<ul style="list-style-type: none">Providing timely, relevant and comprehensible feedback is so important to learningProviding good quality information to learners deepens their understanding of course material by helping them to pinpoint their strengths and areas for improvementIt provides specific insights into their performance and can enhance academic skills<i>Resource:</i> Teach Anywhere Page — Feedback Essentials</div> |
| 5. | <div>GETTING INFORMAL FEEDBACK DURING THE COURSE<ul style="list-style-type: none">Soliciting informal feedback from students can make our teaching more effective and responsive to students’ needsConsider getting mid-point feedback to help students currently enrolled and end-of-term feedback to help you to reflect on your teaching for next time<i>Resource:</i> Teach Anywhere Course Feedback Surveys</div> |

Wrapping Up Your Course

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| 1. | <div>GIVING STUDENTS EXTENSIONS AND ENTERING INCOMPLETES<ul style="list-style-type: none">When students require extensions beyond the scheduled completion date due to exceptional circumstances, including academic accommodations, instructors can request approval to apply an Incomplete (INC) to the student’s course record temporarily<i>Resource:</i> Procedure for Incomplete Standing (Fillable Form from SharePoint Site)</div> |
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| 2. | ENTERING FINAL GRADES <ul style="list-style-type: none">Instructors can submit student grades through NIC’s Employee Self Service area or through BrightspaceThe Registrar’s office sends out detailed messages regarding grading at the end of each semester (mid-December, mid-April, and mid-August)Resource: Teach Anywhere Page — Submitting NIC GradesResource: How to Release Final Grades in BrightspaceResource: Exporting Your Grades from Brightspace to ColleagueResource: Support for Special Grading Situations |
| 3. | EXPORTING BRIGHTSPACE COURSE MATERIALS <ul style="list-style-type: none">Instructors are encouraged to back up their Brightspace courses into a sandbox to retain their work for future useNIC will only store live courses on Brightspace for two yearsStudent work — including assignments or grades — do not get backed up to your exported courses. Ensure you download the gradebook as a backupResource: When and Why and How You Should Export Your Brightspace Course |
| 4. | STORING AND ARCHIVING STUDENT WORK <ul style="list-style-type: none">Faculty are only required to retain student academic work for the current year plus one year per Policy 1–05NIC therefore only keeps all Brightspace courses and Kaltura Videos for TWO yearsContact your department chair for guidance on storing exams and physical assignments. Students’ work in Brightspace can stay in the courseResource: Teach Anywhere Page — Data Retention Procedures |
| 5. | REFLECTING ON YOUR COURSE <ul style="list-style-type: none">Reflective practice in post-secondary education refers to an ongoing cyclical process where educators critically scrutinize their teaching practiceReflecting on your teaching practice and students’ learning experiences involves thought, time, and a desire to enhance student learningReflection is a process that helps us make meaning of a situation or event and supports instructors to grow and deepen their understanding of themselves and their teaching approachesThis can give you a sense of what you’ll continue and what you may change in the future. If you solicit student feedback, you can compare students’ perceptions with your ownThere are numerous ways to support you as you begin/continue the process of reflectionResource: Teach Anywhere Page — Reflective Practice |

Submitting Grades

There are 2 methods for instructors to submit their final grades as listed below. Choose ONE method.

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| 1. | MyNIC EMPLOYEE SELF SERVICE <ul style="list-style-type: none">This is through MyNIC Employee Self-Service portal where instructors manually enter their grades for their course sectionsFollow the steps found in: Entering Grades through Self-Service — Instructions — PDF Version |
| 2. | BRIGHTSPACE <ul style="list-style-type: none">If you use the gradebook in Brightspace, you can ‘push’ your grades to the NIC Colleague System from within Brightspace (and not have to manually do it)Follow the instructions first for releasing your grades: Instructions for Releasing Your Final GradesThen push your grades through exporting: Exporting Final Grades from Brightspace to ColleagueUsing this method would mean that you do not need to manually re-enter the grades you are storing in Brightspace into your Employee Self-Service |
| 3. | WHAT IS THE DEADLINE TO ENTER MY GRADES? <ul style="list-style-type: none">Final grades must be entered or exported to the student information system (Colleague) within seven (7) calendar days after the published final exam date for your course OR the last day of class for the courses that have no final exam |

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| 4. | <p>WHY IS IT IMPORTANT TO SUBMIT GRADES ON TIME?</p> <ul style="list-style-type: none"> • Timely entry of final grades will help the Registrar’s Office identify and support students at risk • It is important that NIC instructors book meetings with students that are in jeopardy of being suspended as per Policy #3-37 Academic Standing & Progression as soon as possible • When grades are submitted late, students move forward and buy books and start to attend courses in the next term, that they are not eligible to attend |
| 5. | <p>WHAT IS THE DIFFERENCE BETWEEN DNC AND INC?</p> <p>If you have question regarding North Island College’s Grading System please see Policy 4–14. Grades that typically cause the most confusion for faculty are DNC and INC — see below:</p> <ul style="list-style-type: none"> • DNC (Did Not Complete) – this grade is assigned to the student who does not complete required course work; has stopped attending or communicating with the instructor. These students have also not formally withdrawn from the course by the official withdrawal date <ul style="list-style-type: none"> ◦ “Did Not Complete” constitutes a failing grade and represents a 0 GPA • INC (Incomplete) — the student is unable to complete a course in the scheduled time due to demonstrated exceptional circumstances. “INC” is a temporary standing applied to a course for a specified period reflected by a specified extended end date <ul style="list-style-type: none"> ◦ Dean/director approval is required for this status (see below) <p>Although both a DNC and F grade both represent a 0 GPA on the student’s record, it is important to distinguish between the two. A DNC indicates that the student stopped attending and didn’t finish the course work, whereas, an F represents that the student completed the course work, but the assessment of the work was less than 50%</p> |
| 6. | <p>WHAT IF I HAVE EXCEPTIONAL STUDENT CIRCUMSTANCES?</p> <ul style="list-style-type: none"> • For those students that may have exceptional circumstances, instructors can apply for an Incomplete Standing (INC) • The instructor will complete the Incomplete Standing Request Form (available in SharePoint) and submit this to their dean/director for approval • If the dean/director approves, they will sign the form and submit it to the Student Records Office (SRO) • SRO will add the INC standing and expiry date to the student record • Instructors will either submit a grade change form to SRO (one form must be submitted for each grade change) prior to the specified extended end date or the standing will automatically change to Did Not Complete (DNC) • INC end date is not normally more than three months |
| 7. | <p>TELL US ABOUT STRANGE SITUATIONS</p> <ul style="list-style-type: none"> • Every year we hear about different exceptional circumstances for why grades could not be entered for some students • If you have any questions regarding the grading system or entering grades into the system, please reach out to records@nic.bc.ca for support |