Teaching At NIC

Getting Started

1.	**INVITING STUDENT SUPPORT AREAS TO CLASS** • 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 charge • In 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 students • **Faculty 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
2.	**SUPPORTING STUDENTS EXPERIENCING CHALLENGES** • Students may experience academic or personal challenges during their learning journey • NIC offers many services to help students address these difficulties • Faculty are encouraged to refer students to the **Early Assist** program or to remind them other supports available • *Resource for Instructors:* **Student Support and Early Intervention: The Early Assist Program** (SharePoint Internal Site — Login From External) • *Resource for Students:* NIC Webpage — **Student Support and Early Intervention: The Early Assist Program**
3.	**MEETING DROP DEADLINES AND COURSE EXPECTATIONS** • In a post-secondary education setting there are numerous dates to remember, especially those that pertain to student outcomes • Registration timelines, if not met, may hold implications for a student continuing in a program • Similarly, if a student wishes to withdraw from a course, the drop date is also important to avoid academic penalty • Supporting students in remembering key deadlines is important to student success • *Resource*: **NIC Policy 4–09 Registration**
4.	**GIVING STUDENTS FEEDBACK** • Providing timely, relevant and comprehensible feedback is so important to learning • Providing good quality information to learners deepens their understanding of course material by helping them to pinpoint their strengths and areas for improvement • It provides specific insights into their performance and can enhance academic skills • *Resource:* Teach Anywhere Page — **Feedback Essentials**
5.	**GETTING INFORMAL FEEDBACK DURING THE COURSE** • Soliciting informal feedback from students can make our teaching more effective and responsive to students' needs • Consider 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 • *Resource*: **Teach Anywhere Course Feedback Surveys**

Wrapping Up Your Course

1.	**GIVING STUDENTS EXTENSIONS AND ENTERING INCOMPLETES** • 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 • *Resource:* **Procedure for Incomplete Standing** (Fillable Form from SharePoint Site)

2.	**ENTERING FINAL GRADES** • Instructors can submit student grades through NIC's Employee Self Service area or through Brightspace • The 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 Grades** • *Resource*: **How to Release Final Grades in Brightspace** • *Resource:* **Exporting Your Grades from Brightspace to Colleague** • *Resource:* **Support for Special Grading Situations**
3.	**EXPORTING BRIGHTSPACE COURSE MATERIALS** • Instructors are encouraged to back up their Brightspace courses into a sandbox to retain their work for future use • NIC will only store live courses on Brightspace for two years • Student work — including assignments or grades — do not get backed up to your exported courses. Ensure you download the gradebook as a backup • *Resource:* **When and Why and How You Should Export Your Brightspace Course**
4.	**STORING AND ARCHIVING STUDENT WORK** • Faculty are only required to retain student academic work for the current year plus one year per **Policy 1–05** • NIC therefore only keeps all Brightspace courses and Kaltura Videos for TWO years • Contact your department chair for guidance on storing exams and physical assignments. Students' work in Brightspace can stay in the course • *Resource:* Teach Anywhere Page — **Data Retention Procedures**
5.	**REFLECTING ON YOUR COURSE** • Reflective practice in post-secondary education refers to an ongoing cyclical process where educators critically scrutinize their teaching practice • Reflecting on your teaching practice and students' learning experiences involves thought, time, and a desire to enhance student learning • Reflection 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 approaches • This 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 own • There are numerous ways to support you as you begin/continue the process of reflection • *Resource:* Teach Anywhere Page — **Reflective Practice**

Submitting Grades

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

1.	**MyNIC EMPLOYEE SELF SERVICE** • This is through MyNIC Employee Self-Service portal where instructors manually enter their grades for their course sections • Follow the steps found in: Entering Grades through Self-Service — **Instructions — PDF Version**
2.	**BRIGHTSPACE** • 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 Grades** • Then push your grades through exporting: **Exporting Final Grades from Brightspace to Colleague** • Using 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?** • 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

4.	**WHY IS IT IMPORTANT TO SUBMIT GRADES ON TIME?** • **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.	**WHAT IS THE DIFFERENCE BETWEEN DNC AND INC?**
	
	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:
	• **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
	  ○ "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
	  ○ Dean/director approval is required for this status (see below)
	
	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%

6.	**WHAT IF I HAVE EXCEPTIONAL STUDENT CIRCUMSTANCES?** • 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.	**TELL US ABOUT STRANGE SITUATIONS** • 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