

Sustainability Tips for Your Teaching – Revised by Office of Sustainability 8/28/09

The following are some simple steps you can take that will contribute to the University's sustainability initiative.

Paper:

1. If paper must be used, print double-sided (duplex) and recycle. Also reduce your margins to .5" on each side or use the "Narrow" margins default in Word 2007.
2. Perform these tasks by using Blackboard to:
 - a. Post syllabi and other handouts
 - b. Post assignments and send out an email blast to the class
 - c. Collect and return assignments
 - d. Link to publications and media available on the web
 - e. Post scanned selections from books
 - f. Grade

Don't know how to do these things on Blackboard? Along the left hand side tool bar in your Blackboard page, go to "Tools", then scroll to User Manual. There is also a search function within the manual so you can find exactly what you're looking for.

3. Respond to written work using the Word tool "track changes," which allows you to insert changes in the text and to write marginal, as well as summative, comments. An extra bonus of this feature is that all your notations will be legible!

Energy efficiency:

1. Turn off the lights when you leave a room or classroom.
2. Turn off electrical appliances when they are not in use (e.g. the computer monitor can be shut off during a discussion that follows a PowerPoint presentation).
3. Use power-saving settings when tools are equipped with them.
4. Teach by natural light.

Make sustainability easier for students:

1. Require electronic submission of work, or that assignments be turned in double sided with 1.5 spacing.
2. Remind them to "think before printing" Blackboard course materials.
3. Encourage them to buy recycled (formerly known as "used") books even if it means that they use previous editions AND recycled computers from the Computer Recycling Center [CRC@temple.edu].
4. Allow them to take class notes on laptops.
5. Inform them of software for PDF annotation (Skim for Mac; Blackboard Backpack for PC)
6. Suggest that they use wikis for collaborative projects.
7. Get a recycling container in your office, and encourage students to use the recycling containers around campus.