

# CENTER FOR TEACHING AND LEARNING NEWSLETTER



Volume 8 Issue 2, February 2021

## IN THIS ISSUE: HELPFUL HINTS FOR SPRING

### BlueJeans

#### BLUEJEANS DECOMMISSION

On July 30, 2021, ITS will sunset the BlueJeans conference software. BlueJeans has been our primary conference tool for faculty and staff since November 2015. While BlueJeans has served the University community well, it could not give us a cost-effective method of providing access to our 20K students.

To meet the need, we've adopted other conference and collaboration software tools like Zoom, Microsoft Teams, and Virtual Classroom/Assignment. We encourage you, if you haven't already, to become familiar with these tools to help you accomplish your conferencing and virtual communication needs. We also welcome you to visit our [Collaboration Tool Comparison chart](#) to see the differences in these services.

## KEEP TEACHING



#### Option 1: Go Virtual

Embrace the fully online course method.



#### Option 2: A Mixed Model

A hybrid model of instruction.



#### Option 3: New to D2L?

Ideal for new instructors or those who've never used D2L.



#### Option 4: Trainings & Consultations

Browse the collection of training videos and resources available.

Remote and virtual teaching options continue to be resources for faculty for Spring 2021 and beyond. Although, you may have attended the CTL Going Virtual Training last spring, or the Summer Institute 2020 training. You may be interested in refresher training on the tools in eCourseware. The Center for Teaching and Learning has an abundance of documentation and instructional videos to help you Keep Teaching. You can locate many of those resources on [Keep Teaching web page](#). There are four options to assist you based on your needs. **Option 1:** helps you to embrace the complete online course method. **Option 2:** provides a hybrid model of instruction. **Option 3:** is an introductory for those who are new to eCourseware/D2L **Option 4:** is the ability to attend trainings or schedule consultations based on your specific interest.

## Virtual Classroom Captioning

There are times when students with disabilities may need real-time transcription when attending lectures/meetings via Virtual Classroom. There have been some updates to the feature that will allow faculty to work with the party assigned to provide the transcription services. You must first assign the party as a moderator in your Virtual Classroom session. Once, they are assigned the moderator role, they will be able to enable captions and begin to type the live captions. For more details on the process, please visit the [Bongo documentation for Live Captions in Virtual Classroom](#).



## ANNUAL IT SECURITY AWARENESS TRAINING

All employees are required to complete the annual IT Security Training by February 28, 2021. Email reminders have been sent with information about how to access the training site and other specifics. If you need assistance or have questions, please contact [securitytraining@memphis.edu](mailto:securitytraining@memphis.edu). [See our IT Security website for more information.](#)

## COMMUNICATION MADE EASY!

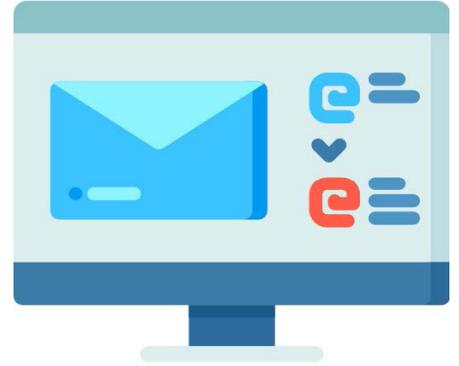
Connecting with your students has never been easier or more convenient using Course Email Groups. Course Email Groups allow you and other users in our Office 365 email system to send group messages to an entire class.

Need to notify your students of deadlines? Does your Dean or Chair need to communicate with students on your behalf? Want Administrators and Librarians to share important information with your class? All of this can be done in just a few, simple steps:

1. Open your UofM email and create a new message.
2. In the "To" line, type the class email ID using the format shown in this example:

PSYC1200001.2021F@memphis.edu. This example is broken down below:

- Subject ID: PSYC (for Psychology) Course #: 1200
- Section #: 001
- A period ( . )
- \* Year: 2021
- Semester Code: Use F for Fall, U for Summer, S for Spring
- Domain: @memphis.edu



**Note:** The class email ID should not contain any spaces, and all letters must be in upper case. Share this course information with other faculty on how to contact your class.



## Microsoft 365

### MICROSOFT 365 UPDATES

Every month, Microsoft 365 pushes out updates to the Office Suite (Word, PowerPoint, Excel, etc.). Even though some are background improvements, we still would like to highlight a few that you may notice for PC, Mac, and iOS.

#### PC Updates

**PowerPoint** - Rehearse your presentation with *Presenter Coach*; Get feedback on the things that help keep an audience engaged like pacing, pitch, filler words, sensitive phrases, and more.

#### Mac Updates

**PowerPoint** - *Create GIFs with transparent backgrounds*; When exporting to an Animated GIF, a new option will allow you to make the background transparent.

**Excel** - *Unhide Many Sheets* at the same time; No need to unhide one sheet at a time anymore, unhide multiple hidden sheets at once.

#### iOS

**Outlook App** - *Toggle Email to Light Mode* - If you're using the dark mode feature on your device while reading an email. There's now a new toggle (button) in the reading pane that will change the email from dark mode to light mode.  
**Smart Compose** - Outlook now can suggest words and phrases as you compose messages. When Outlook offers a suggestion, swipe to accept it.

Best Practice:  
Assignment Dates & Restrictions

# TIP

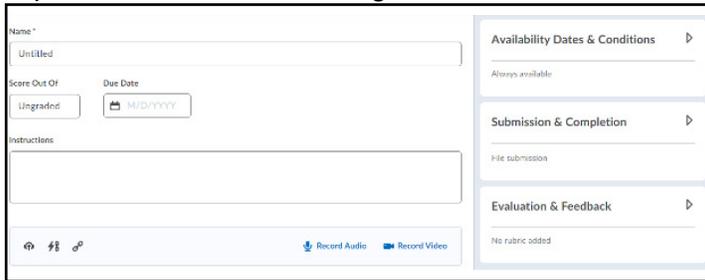
It is best to verify that date restrictions to access course content is current and that the material is available, unlocked, and not hidden. The same applies to restrictions. If you have created groups for course submissions, we recommend confirming that you have assigned all students to a group.

## ECOURSEWARE BUZZ

The eCourseware bees have been getting up early and working late to bring us a new set of updates to our learning management system.

### Dropbox Evaluation Experience

To make grading students more consistent with other assessment tools in eCourseware, a new evaluation experience has been made available to faculty. A drop-down arrow will appear in the top right of the screen when you select a student dropbox submission to grade. From that drop-down window, you can either opt-in to the new experience or go back to the old experience, for the time being.



The screenshot shows a grading interface with several sections: 'Name' (Unfilled), 'Score Out Of' (Ungraded), 'Due Date' (MM/DD/YYYY), 'Instructions', 'Availability Dates & Conditions' (Always available), 'Submission & Completion' (File submission), and 'Evaluation & Feedback' (No rubric added). There are also buttons for 'Record Audio' and 'Record Video'.

The new experience provides a more clean and easily navigable interface, but, for the moment, lacks a few key features. If you switch to the new experience, you'll notice that, when on the grading screen, Turnitin, anonymous grading, or use multiple rubrics for a single assignment are missing. If you use these features, we recommend waiting to turn on this new experience or turning it off, if you have already opted-in.

### TO RELEASE OR NOT RELEASE

**Releasing Final Grades** to Students by default, the final grade in eCourseware is not released for your students to view. The current process to release the final grades to your students is a process of only a few clicks, but, before we get into that process, we should get to know the two types of final grades available in eCourseware and how they are distinct from one another.

Despite its name, the **Calculated Final Grade** is more of a running average of your students' scores in the gradebook. This option accounts for the point value or weight of each grade item and gives a snapshot of a student's standing at any point during the semester, staying up-to-date as more grades are added to the gradebook.

The **Adjusted Final Grade** operates more in line with its name than the previous grade item, as its value only changes when acted upon manually by the instructor. This option does not stay up-to-date when grades are added to the gradebook. Currently, the **Adjusted Final Grade** is the default selection for all courses.

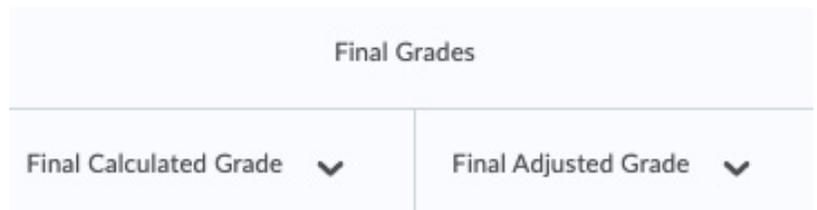
Once you have decided on which final grade to be released by going through the **Gradebook Setup Wizard**, select the drop-down arrow next to the final grade you have chosen to release in either the **Enter Grades** or **Manage Grades** screen, click the **Enter Grades** option, select all of your students or just those to whom you wish to release the grade, and click the option marked **Release/Unrelease**. Once that is done, simply **Save and Close** to allow your students to see their grade.

### TEACHING ASSISTANT (TA) ACCESS

Before submitting a request, check the FERPA completion status lookup by visiting [the FERPA Administration website](#). Individuals needing TA access must complete FERPA training, located at [the FERPA Tutorial website](#).

### Dropbox Creation/Editing Experience

Along with the new evaluation experience, you will find that you have access to a new dropbox creation/editing experience. The new experience really changes the look and feel of creating a dropbox, with dialog boxes to the right of the basic properties screen instead of multiple tabs to click through. We recommend trying this new experience out to get used to any changes. If you don't like something, you can opt-out again by selecting the drop-down arrow in the upper right corner. Be sure to fill out the feedback box, if you go back to the old experience so that eCourseware can find out about your opinions.



The screenshot shows the 'Final Grades' section with two dropdown menus: 'Final Calculated Grade' and 'Final Adjusted Grade'.

## ZOOM UPDATES

### Webinar

#### View Controls

The options to push particular video layouts to webinar attendees has been moved from the **Participants** list to the **View Options** button, located in the top-right corner of the main video window. The layout options: **Follow Host's View**, **Speaker**, **Gallery**, and **Standard** (shared content with video thumbnails) now include **Side-by-side: Speaker**, and **Side-by-Side: Gallery** while sharing content. **Custom Gallery** views are now supported, as well. Webinar attendees can no longer control their view of the webinar, giving the host and co-host exclusive control.

#### Non-verbal Feedback

Non-verbal feedback, which is now included in meeting reactions, will return to the previous behavior, in which they are persistent until the attendee or host removes them. This includes the **Yes**, **No**, **Slower**, and **Faster** options.

#### Host/Alternative Host Control

If the original host joins after the alternative host, the original host will always regain control of the meeting and become host. In addition, the alternative host will change roles. If the co-host feature is enabled for the meeting, the alternative host will become a co-host. If the co-host feature is disabled, the alternative host becomes a normal participant.

### Meeting

#### Play Video Files

The Video option under Advanced share options will allow you to choose a video file, which will be opened by Zoom and played in the meeting as shared content. Host has typical video player controls (pause/ play, volume control, full screen, video length/elapsed time), which are not seen by other participants during share. MP4 and MOV files are supported, and max video resolution is 1080p.

#### Blurred Background

Users can now choose to blur their background rather than selecting a specific virtual background, providing added privacy when a branded background is unavailable or unnecessary.

#### Support for Filters in iOS

Zoom mobile app users on iOS can now use video filters, adding fun elements to your meetings and helping break the monotony of meetings.

#### ZOOM App Updates

It is always wise to make sure your Zoom client is updated. To verify, log into your desktop client and click your profile picture icon on the top right-hand corner. Then, select "Check for Updates" and follow the prompts on the screen if applicable.



## DRS FACULTY PORTAL

Faculty can now track and manage approved disability-related accommodations for their courses through (DRS) [Disability Resources for Students' Faculty Portal](#). This tool streamlines the process by offering a single location where faculty will be able to view accommodation memos, upload their syllabi, complete/edit exam instructions, submit exams, and track exams being proctored by DRS. If you have any questions, contact DRS at [drs@memphis.edu](mailto:drs@memphis.edu) or 901-678-2880.

## MULTI-FACTOR AUTHENTICATION (DUO) REQUIREMENT



Multi-factor authentication (DUO) is required for all University student accounts. Students are encouraged to enroll now [by visiting the DUO Website](#). DUO provides a second form of verification in addition to a password when logging in. Users are encouraged to install the DUO mobile app. You can [learn more about DUO on our webpage](#).

## DID YOU KNOW?



Turnitin is a great tool to use to ensure students are submitting their original work. Did you know that as a faculty member, there are two ways to utilize the TurnItIn feature. You can either **1.)** Enable the Turnitin feature on your Dropbox folder(s) in eCourseware or **2.)** You can create a class on TurnItIn.com. If you've ever used the feature in your course in eCourseware, then you automatically have an instructor account on TurnItIn.com. You simply need to use your University of Memphis email when signing in. If you are logging into the website for the first time, after entering your email, you will need to select "Forgot your password" to create a password for the account. Please note there is not a SSO option for Turnitin, at this time. For instructions on how to enable the TurnItIn feature in eCourseware on your Dropbox folder(s), as well as a link to the Turnitin Instructor's manual, [please visit the CTL Teaching and Learning web page](#).



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