THE UNIVERSITY OF **MEMPHIS**® | Information Technology Services

CTL Newsletter

April's Warm Up to Summer

Dear FY19 TLAC

Information Technology Services (ITS) is committed to collaboration with faculty in technology decisions, especially those impacting teaching and learning. Each year, we reach out to college Deans requesting representation on an ITS governing body for teaching and learning. This group commits two major semesters of their time to help guide decisions on technology that help achieve student success goals and academic excellence. We would like to extend a sincere thank you to each member of the FY19 Teaching and Learning Advisory Committee.

Niki Bray, Instructor, School of Health Studies, TLAC Chair

Roy Bowery, Director, Center for Innovative Teaching and Learning

Peter Bridson, Associate Professor, Chemistry

Culeta Byars, Clinical Assistant Professor, Nursing

Michael Cervetti, Instructor, Fogelman College of Business & Economics

Naomi Eichorn, Assistant Professor, School of Communication Science and Disorders

Susan Elswick, Assistant Professor, Social Science

Stephanie Huette, Assistant Professor, Psychology

Daniel Kiel, Professor, School of Law

Jim Kierulff, Director, Graduate School Studies

Lorraine Ann Meiners-Lovel, Senior Project Coordinator, University College

Ashley Roach, Assistant Professor, Libraries Research

Amanda Rockinson-Szapkiw, Associate Professor, Instruction Curriculum Leadership

Amanda Savage, Instructor Coordinator, History

Mark Sunderman, Chair of Excellence, Finance Insurance Real Estate, Faculty Senate Rep.

Sachiko Terui, Assistant Professor, Communication & Film

Brannen Varner, Assistant Professor, Libraries Research

Xinhua Yu, Associate Professor, Epidemiology

The Spring Cool Down

Finals are around the corner! Here is important information to finish out the semester, just in time to get ready for Summer.

Spring 2019 Exam Schedule
- Last Day of Classes - April 24
- Study Day - April 25
- *Final Exams - April 26 through May 2*

Submit Final Grades

To enter your grades:
1. Log into myMemphis at https://my.memphis.edu/.
2. Select the Faculty Page menu bar at the top of the screen.
3. Expand the Banner Self-Service portlet.
4. Expand Faculty and Advisors folder.
5. Click on the Final Grades link.
6. Select the desired term and click the Submit button.
7. Select the course (title and CRN) from the drop-down list and click Submit.

Note: There is a 60-minute time limit once you have logged into the system.

Remember, final grades are due 10:00 AM, Monday, May 6, 2019.
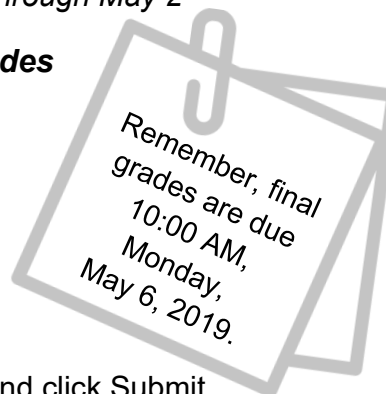
Get a Jump on Fall
Setting up your courses

Get a step ahead by preparing your course early for next semester. Fall 2019 eCourseware course shells will be available after the July 4th holiday. We highly recommend that faculty perform the following actions for their course:

- ✓ Write a welcome message to students.

- ✓ Upload the syllabus.

- ✓ Create the gradebook.

Need help setting up your course? Sign up for one of the upcoming eCourseware Bootcamp training sessions or contact the Center for Teaching and Learning to schedule a consultation.

Windows 10

Are You Windows 10 Ready?

Support for Windows 7 ends on January 14, 2020. As such, ITS is working diligently to upgrade the University's computers. Faculty and staff can request to have their current PCs upgraded to Windows 10 at any time. Contact your LSP (Local Service Provider) for more information.

Are you wondering what the difference is between Windows 7 and Windows 10? While much of the functionality of the operating system remains the same, visual aspects and some features have been enhanced, resulting in a much more user-friendly design. Examine our document that explores and explains the differences between the two.

CTL also offers Windows 10 training to get you ready to upgrade. For a complete schedule or to register for classes visit Learning Curve.

Trivia

What ways can I give feedback to ITS about services that are offered?

A. Annual TechQual+ Survey
B. ITS Suggestion Box
C. Survey via ticketing system
D. All of the above

See answer on Page 4.

Get Tech Fit

The Center for Teaching and Learning (CTL) offers support and training for many applications and services year round. Here are some ways to connect with trainers.

Consultation

Whether you have one question or a list, CTL is happy to speak with you one-on-one over the phone or online with an individual consultation.

Class

Check Learning Curve under the Employee tab in myMemphis to register for training opportunities. We offer a variety of trainings that include: Accessibility, eCourseware, BlueJeans, Microsoft Products, Qualtrics, and Windows 10.

Roadshow

Inviting a trainer to your meeting can be helpful. We can answer eCourseware questions, help increase faculty technical skills, or discuss how to use one of the many tools we support. Usually, a question by a colleague sparks a new idea in another that could become a best practice in your course.

Take a Little Weight Off
Adding a GA/TA to your course

Graduate Assistants (GAs) and Teaching Assistants (TAs) aid faculty by performing teaching or teaching-related duties, such as facilitating courses, developing instructional materials, preparing and giving examinations, and grading assessments.

If you are the faculty-of-record, you can request to have your GA/TA added to your course in eCourseware. To ensure the GA/TA can effectively perform their assigned responsibilities and tasks within your course shell, it important to request the appropriate role for the GA/TA.

The TA Designer role allows the assistant all the privileges of the Faculty role.

The TA Grader role allows the assistant to (1) view and edit the gradebook and (2) view all course materials, discussions, and dropbox and quiz submissions.

Submit a self-service ticket to request the addition of a TA Designer or TA Grader to your eCourseware shell.

The eCourseware Buzz

Despite the semester coming to a close, the eCourseware bees have not slowed down. In fact, quite the opposite! This month, they have brought us even more updates than usual.

Discussions

Learning outcomes are an important aspect of instructional design that can give a roadmap for success to both you and your students. Now, you will be able to align learning outcomes to discussion topics, which will map discussion activities to students' demonstration of learning outcomes. Rubrics have served this purpose previously in some ways, but, being able to link learning outcomes directly at the discussion topic level will provide needed guidance on what a student must present in their discussion posts.

A related feature added into the Discussion tool is the ability to assess discussion threads against the learning outcomes you have linked to topics. Using this tool will allow you to easily assess student progress against expected demonstrations of knowledge and mastery. Moreover, students can view your assessment, making it easier for them to understand their progress in the course and improve their work.

Adjunct Access to eCourseware

Full-time faculty are often assigned to classes early in the course creation process. This is not always the case for our adjunct faculty. Due to variables such as finding a suitable instructor for a course, signing contracts, and processing paperwork, access to eCourseware may take some time.

To help you better understand the process of an adjunct gaining access to their course in eCourseware, here are the basic steps:

1. Paperwork is submitted by the department.

2. The instructor is added to the course in Banner.

3. eCourseware automatically detects the faculty enrollment in Banner and adds them to the course shell.

While there are a few basic steps, the time to complete each may vary. As such, it is vitally important to submit paperwork for an adjunct faculty member as early as possible, giving them the time they need to set up and get acquainted with their course.

Rubrics

Similarly to the new feature available in Discussions, learning outcomes can be linked in the Rubric tool. This could help in designing rubrics to break down learning outcomes into individual rubric criteria. Also, this makes assessment via rubric a more streamlined experience. Note, this feature is only available when using the new Rubric tool creation experience, which can be enabled when you navigate to the Rubric tool.

Assignment Notifications

Likely, the most impactful update this month is an improvement to notification for assignments. When instructors provide feedback for an assignment, new or updated, students should immediately get a notification. This update fixes an issue where notifications were taking longer than expected to arrive after assignment feedback had been published.

eCourseware Bootcamp

The Fall Semester will be here before you know it. Save the date for either August 13 or 21 from 10:00AM to 2:00PM for the eCourseware Bootcamp. Get up and running with eCourseware or take this as a refresher.

eCourseware Bootcamp is a fast-paced, four-hour workshop designed to help you develop and strengthen your skills and acumen with eCourseware tools. You will complete practical, hands-on exercises for your actual course.

No previous experience with eCourseware is needed. Just bring your laptop, course syllabus, and list of assignments with point values.

Visit Learning Curve to sign up!

Workshop Agenda August 13 & 21, 10am—2pm

- **Module 1:** Intro to eCourseware - Overview, Communication Tools

- **Module 2:** Assessment Tools – Gradebook, Quizzes, Dropbox, Discussion

- **Module 3:** Content Tool – Modules, Files, Links

- **Module 4:** Collaboration Tools – Groups

The Final Hurdle
Recommend Online Tutoring

As the Spring Semester comes to an end, all-night studying for exams and writing term papers have become a part of the students' norm. As an instructor, you are not always available to answer every question. Therefore, we recommend students reach out to the 24/7 UofM Virtual Learning Center powered by Upswing.

This free online tutoring service provides your students with support by scheduling a visit with an expert tutor in their field of study. This tool can be found in eCourseware and MyMemphis. It will help your students as Spring '19 deadlines approach.

New Phone? "DUOfy" It!

When using DUO on a mobile device, if you change your device, you will need to register it in DUO. Log into iAM to deactivate the old device and activate the new one.

Here are the steps:

1. Log into iAM.
2. Select **DUO Account Security**.
3. When you see a list of devices and phone numbers, select the device you wish to Reset/Reactivate.
4. Click on **Reset/Reactivate** and follow the onscreen steps.

After you follow these steps, your DUO account should be activated on your new device.

For more information on DUO, please navigate to the DUO Account Security page.

Earth Day Tech Tip

Earth Day was April 22, and we wanted to share something that you can do to make the world a little cleaner, in celebration of the holiday. You can recycle your electronics!

But, don't throw your electronics in the trash. There are toxins in many of these devices that are not safe or fit for landfills. Be sure to wipe any identifying data from your electronics. Then, recycle them with one of the recycling companies in your area or donate your old device to charity.

A Different "Set"
When Students Need a Grade Exemption

Have you ever needed to exclude one of your students from an assignment? Meaning, one student would have a different set of grades than the others?

With the Grade Exemption option, you will be able to exempt individual students from any assignment. The grade that is exempted for the selected student will not be included in the final grade calculation. This prevents you from having to manually recalculate the grade for any student eligible for an exemption.

CTL is currently testing this feature, and we expect testing to conclude by end of Summer.
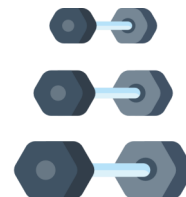
Time to Weigh-In
How does your SETE look?

Near the end of each term, students are given an opportunity to evaluate your course and instruction via the Student Evaluation of Teaching Effectiveness (SETE) online survey.

SETE results are entirely anonymous and detail the overall class ratings along with individual comments. You will not be able to see the results until after the students have received their final grades.

To view your SETE results, click the **Faculty Page** and look under the **SETE Administration, Monitoring, and Reports** area.

SETE Administration, Monitoring, and Reports

SETE Question Administration

Monitor SETE Participation

SETE website - What are SETE reports and how to interpret SETE reports

SIRS/SETE evaluation comments

A Peek @ the TLAC Agenda
April 2019

- eCourseware Bootcamp
- Awards and Badges
- eCourseware Grade Exempt Feature
- 2019 ITS TechQual+ Survey
- Software Renewal/Updates

Trivia Answer: D) All of the above.