

# CTL Newsletter

## Teaching & Learning Advisory Committee

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### Next TLAC Meeting

November 27, 2018 at 3:00pm

This newsletter highlights points from the October 23, 2018 meeting.

### Review of the September 2018 Agenda's items at Last Month's Meeting:

- D2L Continuous Release
- Binder End-of-Life
- Turnitin
- Real-time Enrollment Process
- Security Awareness
- BlueJeans



### ITS Information Security Fair



Information Technology Services and the CTL (Center for Teaching and Learning) hosted the 2018 Information Security Fair held on October 25th.

### Best Practices in Technology

During an IT Policy & Planning Council (ITPPC) meeting, members suggested that TLAC include a Best Practices in Technology topic to every monthly meeting.

These topics will be result-oriented discussions centering on areas that present technology-related challenges to faculty during which we would determine the best way to address and/or resolve them.

The committee was asked to share these challenges as soon as you hear about them. We can share them via email prior to our meetings – giving us time to research and investigate possible resolutions to share during our meeting.

**Note:** For previous meeting agenda, minutes and TLAC recommendations, go to Information Technology Services website (<https://www.memphis.edu/its>); click on ITS Governance; then click on Teaching & Learning Advisory Committee(TLAC).

## Reduction in TAF



There is a \$129,600 reduction in TAF revenue for Fall 2018.

An update regarding the percentage this reduction represents to the TAF funding budget will be provided during the November meeting. TLAC will be looking for ways to economize and maximize its expenditures in response to this reduction.

## Security Awareness Training



You will receive a reminder to complete your annual IT Security Awareness Training. Training is required for all employees.

Until you have completed your training modules and receive a certificate, you will receive reminder emails to complete training.

The training material was shortened from its original time of over an hour, to approximately 30 minutes to make it more interactive with targeted modules. The content will be similar to what was covered in years past but with a different, more dynamic presentation.

All faculty and staff to complete the training by February 1, 2019. Those who have taken it in the past will need to take it again.

## Video Conferencing

TLAC has been tasked to revisit the cost-benefit analysis of our current video conferencing services BlueJeans. We will also do a comparable analysis on Zoom and Poll Anywhere.

Additionally, to further streamline technologies and reduce expenditures, the use cases for Adobe Connect will be reviewed. If it is determined that we discontinue Adobe Connect we will work with departments to find a comparable, more cost-efficient option.

During a subsequent discussion, a few committee members expressed a desire for the university to get licenses for Camtasia. The CTL will provide information regarding Camtasia's licensing/fee structure during the November TLAC meeting.

***“Passwords are like toothbrushes, they should never be shared”***

## Have Questions? Ask us!



call (901) 678 - 8888



email: [itstrainers@memphis.edu](mailto:itstrainers@memphis.edu) or [umtech@memphis.edu](mailto:umtech@memphis.edu)

Walk-Ins Welcome M-F 8am - 7pm  
(Excluding Some Holidays)

Administration Bldg. Room 100

## New Role Request (UofM Global Facilitator)

UM Global would like to add the role of Facilitator to the options available in D2L. The proposed Facilitator role would have similar permissions as the Faculty role except the following permission would be omitted: 1) ability to manage content; 2) ability to edit release conditions; and 3) ability to delete modules.

Other committee members expressed their respective colleges/schools could benefit from this D2L role as well.

Next Steps: Derek Hardaway will test the Facilitator role in eCourseware and will provide an update as appropriate.

During a subsequent discussion, committee members were reminded the D2L/eCourseware recommended maximum student enrollment per section is 250. Larger enrollment totals will result in a significant slowing of the server's responsiveness impacting all courses.

## Clickers Review

It is time for a classroom response systems review! Currently, we have selected iClicker REEF as the enterprise solution. A subcommittee will facilitate this process of reviewing three vendors' products.

Sub-committee members do not have to be members of the TLAC committee; they can be your colleagues. Sub-committee members will be asked to attend approximately four-five meetings/vendor presentations/demonstrations. Each lasting an hour, for a total of five hours over the course of one month. Meetings/demonstrations might occur in person and/or via BlueJeans.

Derek Hardaway will Chair the sub-committee and is soliciting those to participate.

A few members expressed the following concerns: 1) integration with D2L/eCourseware, 2) costs for students who have already purchased devices and/or license, 3) longevity and ability to adapt to educational trends, and 4) the need for a standardized device/system for the university.

## Continuous Release

Each month, our vendor, D2L/Brightspace, aka eCourseware, provides updates. First, updates are pushed to our test environment. Then, they get installed to our production environment for everyone's use. Some updates and changes occur in the background while some are more visible.

We discussed some of the updates that have occurred since our last meeting that are most applicable to this group:

**Assessments** – The Quiz Tool automatically saves students' responses for multiple choice or true/false questions and saves every 10 - 15 seconds for written text responses. The 'Save All Responses' and 'Go to Submit Quiz' options have been removed and only 'Submit Quiz' remains. D2L provides a check mark on each question once the response has been saved.

**Rubrics Associated with Quizzes** – Rubrics can no longer be used in the Quiz tool; however, previous data associated with existing rubrics from past quizzes will be saved.

**Dropbox: Two New Submission Types** – With these two new submission types, students don't have to upload a file to the dropbox folder to complete an assignment. The instructor can create various assignments types/activities and provide feedback in the dropbox.

**The On Paper submission** type allows students to submit assignment directly to the instructor and the instructor can provide feedback in the dropbox.

**The Observed in person submission** type allows instructors to observe student activities such as presentations and learning activities and provide feedback in the dropbox.

Both can be marked as Complete using one of the three options:

1. On Paper Submission
2. Manually by learners
3. Automatically on due date

**Anonymous Grading** – Instructors can make assignments anonymous by hiding the name of the student with the assignment. The grades and feedback will be properly associated with each student. *Note: This option is not turned on at this time.*

# Other Topics



## On-Demand Training for eCourseware



We are excited to offer a new series of videos highlighting eCourseware. These videos focus on navigating eCourseware and demonstrating the most commonly used tools and features used by students and faculty.

These brief, informative video tutorials are for faculty and students. They are easy to digest and can be quickly referenced. So, check them out.

Visit our page containing links to both Student and Faculty videos. <http://www.memphis.edu/umtech/teaching/trainingvideos.php>.

## Center for Teaching and Learning (CTL) Faculty Support & Training



Looking for training? The Center for Teaching and Learning offers support and training for many applications and services. Be sure to check Learning Curve under the Employee tab in myMemphis or visit <http://learningcurve.memphis.edu> to register for any of our training opportunities. We offer a variety of trainings that include: Accessibility, eCourseware, BlueJeans, Microsoft Products, Qualtrics, Windows 10, umBlogs, and much more.

The training schedule is available to all faculty and staff and is located on the CTL Events Page on the UofM website. To learn more about us and our training opportunities, please visit our website at <http://www.memphis.edu/umtech/teaching/index.php>.

## TurnItIn



TurnItIn is an online plagiarism prevention software. It helps promote originality in student work, improve student writing/research skills, encourage collaborative learning, and save instructors time. eCourseware integration has been done to make checking student work a seamless task.

The annual invoice for Turnitin is due November 31, 2018. The amount of \$51,291.30 will be paid prior to the due date.

There is interest in seeing the usage of items like these for which we are spending significant sums as well as determine if we need to promote its availability/usage more to faculty.

319,070 papers were submitted this past year.