

# CTL Newsletter

## Teaching & Learning Advisory Committee

*This newsletter highlights points from the November 27, 2018 meeting.*

### From October's Meeting:

- D2L (eCourseware)  
Assessment Rubrics & Dropbox  
Grading New Role Request (Facilitator)
- Contract Renewals/Invoice Payment
- Mimecast
- Fall 2018 TAF Budget Reduction
- Best Practices in Technology

See back page for link to minutes/more details.



### Web/Text Integration

Soomo Learning, an independent publisher of web-based textbooks, was presented by Professor Kendra Murphy from the Sociology Department.

Professor Murphy has partnered with Soomo Learning to develop a web-based textbook that provides useful analytics to faculty and facilitators. There are several instructors who would like to use this web text in their class and would like for it to be integrated within eCourseware.

Currently, Soomo is being tested for use in the Spring 2019 semester. No issues have been detected. Updates on the status of its integration will be provided as appropriate.



### 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:

**PSYC1200001.2018F@memphis.edu**

This example is broken down below:

**Subject ID:** PSYC (for Psychology)

**Course #:** 1200

**Section #:** 001

**A period ( . )**

**Year:** 2018

**Semester Code:** F for Fall (Use 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.

### Next TLAC Meeting

January 22, 2019 at 3:00pm

# Dollars & Sense

As stewards of the University of Memphis, we are called upon to provide faculty with the tools necessary to be successful. Tools that help ensure academic integrity, such as ProctorU and Turnitin, are vital in our constant pursuit of academic excellence.

## **ProctorU Paid: \$930.00 on November 9, 2018**

ProctorU is a monthly subscription that allows us to maintain academic integrity as we expand access to education for all. ProctorU provided proctoring services for 62 students at a cost of \$930 for the month of October.

## **Turnitin Paid: \$51,291.30 on November 30, 2018**

Turnitin is a yearly subscription that helps faculty tackle intentional and unintentional plagiarism in written assignments. The cost to renew our contract with Turnitin for the coming year was \$51,291.30. Turnitin is one of our most heavily utilized academic tools. In the past year alone, 1,719 faculty have employed the Turnitin tool by reviewing 319,017 student submissions. We hope that even more faculty will use this important service to support our students in 2019.



## **You Ask. We Answer.**

A request was made to investigate licensing costs for Camtasia, a screen recording editor. A 2,500 user site license for our faculty would cost approximately \$17,250 per year for 3 years and would include: access to Camtasia in all computer labs, upgrades for 3 years, and installation on home computers for all faculty.

TLAC was advised, that if they would like to recommend moving forward with the purchase of this product, another product in the budget should be proposed to discontinue.

No recommendation was made by the committee at this time.

## **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

# EBSCO Curriculum Builder

Curriculum Builder is an add-on service for EBSCO that allows administrative staff/faculty to include relevant databases, e-books, and other digital resources from the journal and resource databases accessed via EBSCO and place them directly into the online learning environment.

This service allows users to review statistics, including the frequency with which specific journals and articles are reviewed. This data can be useful for determining which subscriptions are most valuable to faculty and students.

The cost to use this service is \$2,000 for the year and is being paid by the Library.

Library Information Systems (LIS) will conduct a conference call with a peer institution who is currently using EBSCO Curriculum Builder to find out what customizations they recommend.

A small set of courses has been identified to test the software during Spring 2019. LIS plans to broaden this service in the later portion of Spring 2019 for all courses. LIS will provide training and updates as appropriate.



## **We've Got That! Software**

We have over 117 software applications available for installation on university owned computers. The list of available software can be found online by visiting <https://www.memphis.edu/umtech/solutions/software/software.php>. If you would like installation of software from this list, enter a service request.

We have software like:

- Adobe DC
- 20+ Adobe Creative Cloud Applications
- BlueJeans
- MatLab
- Office 365 Suite (including Skype for Business)

## 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:

**Dropbox** – The navbar, located at the top of the screen in eCourseware, will no longer display when a faculty member enters the Evaluate Submission screen, giving more screen real estate for viewing and evaluating a student's submission.

**Quizzes** – Similarly to the Dropbox, the navbar will no longer appear while a student is taking a quiz. When a student clicks Start Quiz, the navbar will disappear, offering more space on the screen to read and respond to quiz questions.

**Content** – The new On Paper and Observed Dropbox submission types are available to add to the Content page by selecting the Existing Activities menu.

**Banner Image Titles** – The title shown within the banner image at the top of a course homepage can now be changed by selecting the Customize Banner Text option in the Banner Image Menu.

**My Courses Widget** – The My Courses Widget has been updated to add some functionality and information to the course tiles. Information will now appear on the tiles as a new status indicator for Inactive and Closed courses as well as course notifications sorted by tool.

## Quiz: New Layout

Beginning August, 2018, faculty were given the choice to opt out of the new quiz question designer when they navigated to the Add New button, either within a quiz or in the question library. Beginning December 2018, the new quiz layout will be enabled across all courses with no option to opt out. As such, we strongly encourage you to start working with the new quiz question creation experience.

eCourseware has visually redesigned the top four question types (multiple choice, true/false, short answer, and written response), as well as sections and question pools (formerly known as random sections). The other question type formats will remain unchanged until their respective redesigns are completed.

A few key features to note:

- Only commonly used fields on the creation screen
- An options menu with functions like feedback, listing, and weights
- Simple transfer of data when moving between question types
- A shortened HTML editor toolbar
- A live question preview panel

To prevent issues using quizzes, keep your operating system and browser updated to properly display eCourseware content. Contact your Local Service Providers (LSPs) to update your computer and browser as appropriate.  
[https://www.memphis.edu/umtech/desktop\\_services/ltsp.php](https://www.memphis.edu/umtech/desktop_services/ltsp.php)



## Auditor Role in D2L

The Auditor role is currently in production and is being utilized by the Center for Academic Retention and Enrichment Services (CARES) and Athletic Academic Services Center (CAAS). It allows the Auditor access to a specific set of students' information from the Class Progress tool.

Shundra White reminded the committee that the Provost, retention team, and other administrators are required to track and report the academic progress of select students for various reasons.

In response to the query, we will request a representative from CARES and CAAS to attend the January 2019 meeting to outline their process for student review and answer questions.

## Spring '19 courses are Ready: Checklist

- ☐ Locate Spring '19 Courses in eCourseware
- ☐ Setup Course Gradebook
- ☐ Create Assignments (Dropbox, Quizzes, Discussions)
- ☐ Upload/Create Course Syllabus and Content
- ☐ Connect Publisher Widgets/Links to Course
- ☐ Add TA/GA to Course (If Needed)
- ☐ Submit a Course Combine Request (If Needed)
- ☐ Submit a Course Copy Request (If Needed)

## Best Practices in Technology

The easiest way to use Turnitin is to enable it on a Dropbox folder in eCourseware. Turnitin will not process images within a submitted paper. If the student submits images, it will produce an error message for the student. Turnitin only accepts the following file types: Microsoft Word® (DOC and DOCX), Corel WordPerfect®, HTML, Adobe PostScript®, Plain Text (TXT), Rich Text Format (RTF), Portable Document Format (PDF), OpenOffice (ODT), and PowerPoint (PPT).

We recommend that faculty inform their students of these file type restrictions.



## To Sign up for DUO and Complete Security Awareness Training by February 4, 2019

It is time to complete your annual IT Security Awareness Training. Training is required for all employees.

Can't find the email? Our IT Security Awareness Training is available on the ITS Security web page below:  
<https://www.memphis.edu/its/security/security-awareness.php>

To enroll in Duo Account Security, use the self-enrollment process found in iAM. Here you can easily register your device and install the mobile app (if necessary).

Login to <https://iam.memphis.edu/duo> to begin. You will be guided through the process of registering your device(s). Once you have enabled Duo, you will be prompted to authenticate with your second factor the next time you log in to any SSO-protected web resource.

It is strongly recommended that you have more than one device registered in case there is an issue with your primary device.

**Note:** See TLAC agenda, minutes, and TLAC recommendations @ <https://www.memphis.edu/its/governance/tlac.php>.