

# CTL Newsletter

## February's Focus: Tools for Faculty

### ITS Launches Recording Studio

#### *Lecture Capture Tool*

Information Technology Services (ITS) is excited to offer a NEW recording studio for faculty seeking to pre-record lectures utilizing state of the art equipment. This space is available by reservation Monday - Friday, 9:00 AM to 4:30 PM. A technician will be on hand to assist with setup and guide your experience. In addition to the support of multiple content sources and customizable layouts, the ITS studio includes a [Learning Glass Lightboard recording option](#). [More information on the ITS Recording Studio can be found here](#).



To reserve a time and space, send an email to: [its\\_studio@memphis.edu](mailto:its_studio@memphis.edu)

### 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.

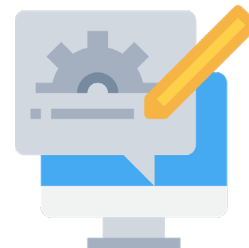
The Adjusted Final Grade operates more in line with its name than the previous grade item, as its value only changes when acted upon manually by the instructor. This option does not stay up-to-date when grades are added to the gradebook. Currently, the Adjusted Final Grade is the default selection for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

### Let's Get Accessible

#### *Tools for Software Accessibility*

Prepare today by making all of your course documents accessible using this toolkit. By following a few principles, you will be on your way to providing equal access to your students.



- ✓ Provide captioning or a description/transcript in text form for all Audio or Video Files.
- ✓ Make sure all graphics are labeled with appropriate ALT text.
- ✓ Provide descriptive text for links to reduce user confusion.
- ✓ When using tables, clearly identify rows and columns with headers.

[For information visit our Training Calendar.](#)

 **Release/Unrelease**

## Badges & Awards Survey



The Teaching and Learning Advisory Committee (TLAC) is asking for your feedback on enabling a feature that can be used in eCourseware (D2L) to electronically reward student accomplishments. This feature is known as the Awards tool.

The Awards tool offers you (the instructor) the ability to create electronic Badges or Certificates after achieving different milestones within a course. Learners can also see awards that they have already earned, as well as those that they have yet to earn. To understand more about how Badges or Certificates could be used in your course, [we want to hear from you by completing the following survey.](#)

## Course Combines

*Simplify Your Course Load*

**What?** A Course Combine allows multiple course offerings, to be merged into one eCourseware course shell and consists of one **Primary Course** and at least one **Secondary Course**. Only the classlist of the Secondary Course(s) is combined with the Primary Course. All student names will appear in one gradebook and a single classlist.

**When?** Request a course combine when you are teaching multiple sections of the same course (Ex. 1010-001, 1001-002), an Upper and Lower Division of the same course (Ex. ESCI 4200, PLAM 4201) provided the courses are cross-listed in Banner. For a more comprehensive listing of scenarios in which a course combine could be performed, [please visit our page.](#)

**CAUTION:** *Once the Course Combine Request is processed, any content, submissions, responses, or grades will be permanently removed along with the Secondary Course(s) shells. Please note that combined courses cannot be uncombined.*

**Who?** The Faculty of Record can request a Course Combine by submitting an ITS Self-Service ticket or contacting the Service Desk.

**Why Early?** Since only the Classlist of the Secondary Course(s) are combined with the Primary Course, it is best practice to request a course combine prior to the start of the semester.

## Adobe® Creative Cloud™

Due to a change in licensing, the release of Adobe Creative Cloud 2019 applications to the campus community has been delayed. Information Technology Services (ITS) is working diligently to adapt our current work flows and distribution methods to be compliant with the new licensing model. We are currently working to have Creative Cloud applications available for faculty and staff systems by the end of the spring semester. The labs will be updated with the latest applications over the summer in preparation for the fall semester.

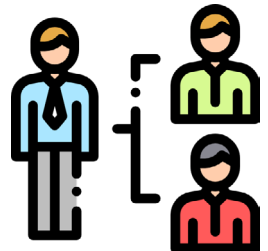


### Tech Tip

When you reset your password, forget and re-add the UofM wireless networks on all of your devices.

## Who's On Your Team? LSP, SD, UM3D, CTL

Have you ever wondered how to get the help you need and who to contact?



**ITS Service Desk** – This team is available from 8:00 AM until 12:00 AM (excluding some holidays) to troubleshoot issues you may have with your course, smart classroom, office computer, or other technology. Contact them at 901.678.8888.

**Local Support Provider (LSP)** – This team provides local technical support for your classroom, office desktop, laptop, or software needs. They are always around to help when needed. [Find your LSP here.](#)

**UM3D** - Course design and planning services are at the heart of UM3D. This team will help you in developing, delivering, and designing your courses via eCourseware. Contact this team at [um3d@memphis.edu](mailto:um3d@memphis.edu) to request instructional design support or a consultation.

**Center for Teaching and Learning (CTL)** – This team provides instructional technology training in enterprise software and hardware as well as technical support for eCourseware. Contact this team at [itstrainers@memphis.edu](mailto:itstrainers@memphis.edu) for a consultation.

*This unpredictable weather isn't stopping the eCourseware bees from working hard to make managing your courses even easier. This month, we're highlighting a few more helpful tools inside of eCourseware.*

## Turnitin e-rater Grammar Feedback

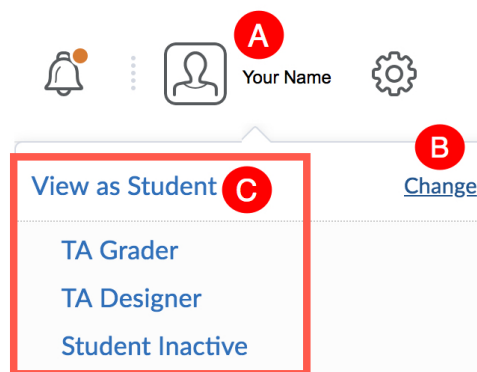
A new feature has been added to the Turnitin tool inside your Dropbox folders. Mostly used for originality checking, the Turnitin tool has added a robust grammar checker from ETS, a non-profit organization dedicated to improving quality and equity in education. If you allow your students to view their submissions in Turnitin, the e-rater grammar feedback feature can assess their dropbox submissions and suggest areas for improvement in their writing.

To enable this new feature, you'll have to dig a bit into the Turnitin optional settings. It can be done by clicking on the button marked **More Options in Turnitin** in the Turnitin tab, which is inside the "Edit Folder" menu in any dropbox folder.

## Student View

Want to see your course as a student? Ever wanted to double check a restriction you've set up in an assignment? Just need to make sure everything is working the same way you expect? Well, you can!

As faculty, you have access to view your courses from multiple perspectives. Perhaps most useful is the ability to change your view to that of a student so that you can see what any given student might encounter when navigating your course. See below:



- A) Select **Your Name**.
- B) Select the **Change** option.
- C) Select the **Student** view.

Now you can start testing assignments, taking quizzes, and navigating your course as if you were a student in the course.

## Class Progress Tool

Need a bird's eye view of your class' performance? Looking for a way to monitor how students are performing in class?

The Class Progress tool tracks the overall progress through the content and activities of your students both as a class and individually. It lists progress indicators that allow you to review your students' activity and performance in a snapshot view, including login history, progress through content, and current grade average.

To access the Class Progress tool, from within your course, click **Assessments** and then, select **Class Progress**. You will see a list of your students along with charts and graphs of four indicators – Content, Objectives, Logins, and Grades. You can customize these four indicators to the items most relevant to your monitoring needs. Hover over the image to get a cursory overview and click it to get a more detailed summary. Click on the student's name to get a comprehensive report of their performance and activity.

You can use this tool to follow-up with students about missing assignments, limited engagement with course content, or to determine which students need additional support and resources in specific areas, and so much more.

## Attendance Tool

The Attendance tool can help you keep track of your students' attendance inside of eCourseware. While the default options available in your attendance register are present (P) and absent (A), this feature can be customized to include options such as tardy or excused absence.

The Attendance tool is not found in the default navigation bar but can be added by you or with the help of the Center for Teaching and Learning (CTL) Staff.



## Are You Planning a Trip?



Make sure you have done the following:

**VPN** – Set up and test the University of Memphis Virtual Private Network (VPN) on your device before you leave. The UofM VPN provides

secure access to restricted University data using an off-campus computer. The VPN is required when using any off campus home computer, device, or laptop to access restricted data.

**DUO** – Be sure your Duo account is set up and tested/tried before taking off.

**Eduroam** – While at other participating universities, log into Eduroam with your UofM email and password. For more information about Eduroam, check out their website.

## Curriculum Builder

EBSCO Curriculum Builder is an easy-to-use plugin that is available to incorporate into your eCourseware course shell. The sources (journals, texts, etc.) that can be accessed through this tool are included in the library's subscription, which means that you and your students don't have to pay for them. In addition, you won't be risking copyright infringement by providing free copies of your own materials.



The University Libraries can help train you on Curriculum Builder. For more information and documentation on how to get started or email [askus@memphis.libanswers.com](mailto:askus@memphis.libanswers.com).

We are still testing this plugin and would appreciate any feedback!

## Specialty Support Services

Have you ever wanted to help students but were not certain what services are available or where to refer them? The University of Memphis is committed to providing support and resources for our students. Here are a few of the many resources you can use to refer your students.

### Academic Support Tools



[UofM Virtual Learning Center](#)

[Center for Writing and Communication](#)



### Technology Support Tools

Contact the Service Desk at 901.678.8888 or by using the self-service portal to [enter a service request](#).

[eCourseware Training Videos for Students can be found here.](#)

### Personal Support Tools



[Visit the You@Memphis site.](#)

[Visit the Disability Resources for Students site \(DRS\).](#)

[Visit the The Counseling Center](#)

[Visit Career Services site.](#)

[Visit the Adult Student Services site.](#)

## A Peek @ TLAC Agenda February 26, 2019

- Course Repeat Policy
- Recording Studio
- Final Grades Always Available
- New Rubric Creation Experience
- eCourseware Updates

[Note: See TLAC agenda, minutes, and TLAC recommendations](#)