CTL Newsletter

New Year . . .

New Faculty

Welcome to the UofM! We are always excited for new faculty to join the University. We want to provide you with some useful tips to aid you this semester.

1. Bookmark the <u>Teaching and Learning web page</u> for quick access to request assistance for technical issues and support
as well as the Training Events Calendar, Teaching and Learning Tools, and Media Services.

2. Use eCourseware, our Learning Management System, to create and administer quizzes and exams, track grades, stay connected with students, and share vital course materials.

3. Not enough time to set up a new class? Ask colleagues if they would share their course content and other instructional materials via eCourseware.

4. Check out the software that has been licensed by the University to assist faculty, students, and staff with essential academic research, business, and other tasks. <u>Click here for more information.</u>

5. Access our available resources provided through Office 365, which include webmail, cloud storage, and other Office 365 applications. <u>Click here to access ummail.</u>

6. Visit our <u>Smart Classroom website</u> to see available technology and audio-visual equipment.

New OS Windows 10

Microsoft's new OS operating system, Windows 10, is available.

Some highlights of Windows 10 include:

- Processes faster than previous versions
- Rapidly get to what you need
- Longer battery life on portable devices
- Major improvements in security and more

Did you know that Windows 10 also offers integration with OneDrive for Business? This allows all active faculty, staff, and students to have access to 5 terabytes (5TB) of cloud storage. You can save files like you always have, but now with the comfort of knowing that your files are automatically backed up and accessible from anywhere on virtually any internet-ready device.

Ready to upgrade? <u>Click here to contact your LSP today to schedule your upgrade!</u>

New Gradebook

The Spring '19 semester is here!

Your gradebook is easy to create. When adding assignments to your course, the grade item can be created at the same time by simply clicking on the **New Grade Item link.**

The Gradebook is an essential component to setting up your course shell in eCourseware. It is a centralized location to track grades and student performance. So, taking the time to reflect and prepare your course will aid in a successful start to the semester. Consider your course content, the various types of assignments, and how you plan to evaluate student progress within your course.

Need assistance setting up your gradebook? Request a consultation by contacting the Center for Teaching and Learning.

Next TLAC Meeting • February 26, 2019 @ 3:00pm

Best Practices in Technology

Visual learning has become an integral part of most learning experiences.

Do you use videos to support the content in your course? Closed captioning or transcripts should be included to create content that will be accessible and can be used by all learners. Accessibility is a key consideration when designing and creating relevant course materials.

Check out this video for additional information on Why Accessibility Matters.

Blog Lately?

umBlog is a free service provided by the University that offers a space for users to share experiences, reflect on activities, and publish creative works through written posts, pictures, videos, links, and comments.

Here are a few features available for umBlog:

- Student & Class Management – Add your students to classes and groups

- Mobile Friendly – Free mobile app to write posts on the go

- Unlimited Storage space – Upload images, video, audio, and files

- Plugins & Advanced Features – Plug-ins for social media, forms, fonts, and tables

To learn more about umBlog, visit the umBlog website or the umBlog information page for training and documentation.

Smart Classroom Upgrades
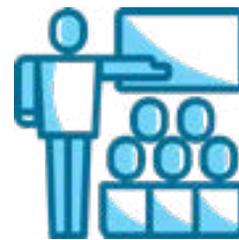
The latest round of Smart Classroom upgrades has been completed. Classroom upgrades include new laser projectors, new projector screens, and new LCD displays where appropriate.

The following Smart Classrooms were upgraded over the winter break:

- Fogelman Classroom Bldg. – Rooms 131, 269, and 385

- Mitchell Hall – Rooms 305, 315, 317, and 427

- Engineering Science – Room 326

- Clement Hall – Room 317

- Patterson Hall – Rooms 203, 209, 215, 219, 301, 307, and 309

- Ball Hall – Room 309

- Theatre Building – Room 103

- Smith Chemistry – Room 400

Revel, Pearson's new learner-centered educational experience, is in the final stages of testing! Pearson has designed an experience that will help engage students with fully digital course packages and texts. This interactive learning environment blends the textbook with audio and video presentations as well as assessments, allowing students to read, revise, and test their skills and knowledge all in one place.

Once this new tool has been fully tested and operates without issue, you will be able to request Pearson Revel through the ITS ticketing system, via eCourseware Widget form. We expect testing to conclude early Spring.

Trivia

What built-in software is available for faculty to meet with students virtually in eCourseware?

Answer: Virtual Classroom

The eCourseware Buzz
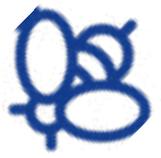
The eCourseware bees are buzzing again this month, and they have brought a host of new and updated features to our Learning Management System to help us start the new year off right.

Discussions

Grading discussion posts with rubrics is even easier with the newly available functions and an improved work flow.

The grading functions include feedback automatically saving in a draft state while updates are being entered, the ability to bulk publish feedback to all or select students, and reduced vertical margins for easier viewing on mobile devices.

Dropbox

There are two new features available in the Dropbox. The first allows you to change the assignment and submission type (as long as no students have submitted anything to the Dropbox folder). This will free up valuable time by allowing existing assignments to be modified without the need to create a new assignment.

Another new feature in the Dropbox is the ability to evaluate submissions by clicking on a learner's name. Previously, an instructor would have to find the student's name in the Dropbox folder submission list, scan over to their submission, and select it. Now, instructors only have to identify and select the student's name before accessing the evaluation page.

Rubrics

The Rubrics tool got a major overhaul this month with eCourseware getting a new, streamlined rubric creation experience. The updated Rubrics tool includes enhancements to levels and criteria creation. Now, you can create both in the same window without having to navigate multiple pages to customize their rubric. There is also improved scoring logic which auto-fills desired point values from sequences already used. A drag-and-drop function has been added, allowing instructors to restructure their rubric without tedious copying, pasting, and deleting.

Currently, the new experience is turned off, but the Center for Teaching and Learning will be presenting it to the Teaching and Learning Advisory Committee (TLAC) for their approval to turn on this option.

Quiz Maker

A quiz creation tool is available for Windows computers that allows instructors to easily create and manage online assessments. The software can import a variety of question types from files in the Microsoft Office (.doc or .docx), text (.txt), or rich-text (.rft) formats. Once the questions have been formatted using the criteria required by the software, the file may be exported to eCourseware and published to your courses.

The documentation and licensing information can be found on the umTech website and can only be accessed by faculty and staff.

Do You Know . . .
About Continuous Release?

Each month, our vendor, D2L/Brightspace, known to UofM as 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. Each month we discuss these updates in TLAC meetings.

Have Questions? Ask us!

📞 call (901) 678 - 8888

✉ email: itstrainers@memphis.edu or umtech@memphis.edu

Walk-Ins Welcome M-F 8am - 7pm
(Excluding Some Holidays)
Administration Bldg. Room 100

Due February 4, 2019
SA Training and DUO

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

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 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.

Banner 9 is Live!

Have you seen the new version of Banner, the University's centralized academic and administrative records system? It provides an updated user interface, an improved experience on mobile devices, and other new features.

If you are interested in additional information on the updated service, visit Learning Curve to sign up for Banner 9 training sessions.

OneDrive

OneDrive, Microsoft's cloud storage service, is available for use with internal and external (non-UofM) colleagues. This service provides a solution for sharing documents with others while working on research, class projects, or administrative collaboration. OneDrive has 5 terabytes of available storage space, more than offered with umDrive. Remember, the use of this service should always align with all UofM policies and guidelines. Please see IT6005 Campus Data Security Policy and the ITS Data Storage Guidelines.

To access OneDrive, visit our webmail site, and login using your email and password credentials. Look for the App Launcher (9 tiles in a square) at the upper left of the screen, near the Office 365 logo. Select OneDrive, and let the collaboration begin!

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 tools and features most commonly used by students and faculty.

Our Current videos include:

- Introduction to Course Content
- Introduction to Discussions
- Introduction to Dropbox
- Introduction to Quizzes
- Introduction to Grades
- Introduction to Email

Visit our page containing links to both Student and Faculty videos

A Peek @ TLAC Agenda
January 2019

- Course Repeat Policy
- Preferred Student Name
- eCourseware Updates
- New Rubric Creation Experience
- Software Renewal/Updates

Note: *Click here to See TLAC agenda, minutes, and TLAC recommendations.*