

CTL Newsletter

March Maxim: Spring to the End of the Semester!

“I” is for Incomplete

When Students Need More Time

As hard as we try to help students complete their courses on time, sometimes, life gets in the way. When a student needs that bit of extra time to complete their coursework after the semester has ended, you may decide to issue the student an Incomplete. If you do, remember that submitting an “I” for their final grade in Banner is only part of the process. The student will need access to your course in eCourseware, and we are here to help.

To request extended access submit a ticket letting us know the course, student name, and how long they will need access. Please note that assignment dates and restrictions will need to be updated for the student to complete coursework.

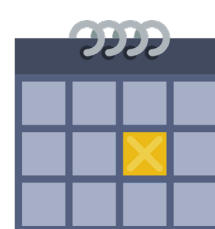


Posting the Grade

From Final in D2L to Official in Banner

In last month's issue, we discussed Step 1 on how to release final grades in eCourseware. In this issue, we want to describe Step 2 – submitting the official final grade to Banner. Mark your calendars for **May 6, 2019 at 10:00 AM**. This is the faculty deadline to submit final grades in Banner. Being aware of and remaining on target with University deadlines is essential for faculty to prevent delays.

To submit students' official final grades by the deadline, navigate to myMemphis and select the Faculty tab. [Click here to see the detailed instructions provided by the Registrar on the Faculty Grading page](#) can be found. It's important to remember that all faculty must submit final grades to Banner.



Turn It On
turnitin



Need a way to discourage plagiarism and show students how to cite sources and improve their paraphrasing skills? Give Turnitin a try!

Turnitin generates an Originality Report in which matched text is underlined, color coded, and linked to either the original source or similar document. The report also provides a Similarity Index which indicates how much of the text contained within the file matches other sources in Turnitin's database.

The Turnitin integration with eCourseware has made using Turnitin easier than ever! This integration includes GradeMark which allows you to provide feedback directly on student papers - similar to Track Changes in Microsoft Word. Simply enable Turnitin when you are creating or editing a Dropbox folder by first selecting "Enable GradeMark for this folder" and then selecting "Enable Originality Check for the folder."

GradeMark and Originality Check must be enabled prior to students making submissions to the dropbox for it to work correctly. If they are not enabled prior to students making submissions, students will have to re-submit the assignment to the folder in order to get an Originality Report and Similarity Index.

turnitin Tip

Only students enrolled in your course can submit an assignment to the Dropbox and use Turnitin.

Outlook App: Mail Tip

On March 4th, Microsoft rolled out a new update to Outlook for iOS and Android that helps protect sensitive information. This update will reduce the risk of inadvertently sending email to recipients outside of the UofM organization.

When using the Outlook mobile app to send email to an address outside of the University, the recipient's email address will be highlighted in the address list and in the body of the message. This is an extra layer of security to help you keep sensitive information safe.

Do You Know Kumo?

Kumo connects umApps & OneDrive

Having access to the right software is important. With umApps and OneDrive you have web-based access to a variety of specialized applications. As technology evolves, there is a need for data and software to be accessed, managed, and shared on the go. Setting up Kumo Connects OneDrive to umApps.

1. [Click here to visit the UofM Kumo website.](#)
2. Click **Log In** to sign in to Kumo.
3. When prompted, enter your **UUID** and Password to log in.
4. Authorize OneDrive for Business by clicking the dropdown to open the cloud service details and click **Authorize**.

The next time you login to umApps you will browse to your OneDrive account which will appear as a Network Location. It's recommended to save your files to your OneDrive account to avoid losing any work after completing your umApps sessions. This makes OneDrive accessible wherever you have internet access. The files you create are stored in the cloud, and secured by your university account, and available for sharing to select recipients.

You Ask. We Answer.

U Numbers in the Gradebook

When faculty ask us to provide options that will make their teaching experience easier, we do our best to make it happen. You can view your students' U Numbers in the gradebook by turning on a setting. Go into your gradebook. Select **Settings** to the right of the screen. Select the **Checkbox** next to **Org Defined ID**. **Save and Close** that page to view your students' U Numbers in the Enter Grades screen.

Summer Courses: On the Way!

Summer courses are scheduled to be released in eCourseware on April 15th! If you plan to copy content from a previous semester or start fresh, there are a few things you will want to keep in mind when setting up your course.

- Set up the gradebook
- Update dates and deadlines
- Remove unused content, assignments, and grade items

Please Note: *You will see the course in eCourseware only after it has been assigned to you in Banner.*

If you are the faculty of record in Banner and are still unable to view your Summer '19 course, don't hesitate to submit a Missing Course ticket or contact the Center for Teaching and Learning (CTL) at 901.678.8888.

Dollars and 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 promote research and collaboration are vital in our constant pursuit of academic excellence. Many of them are funded through Technology Access Fees (TAF). Here's what happened this month in TAF.

umSurvey

umSurvey will be renewed for \$37,500.00, which has been approved to be paid on 4/30/2019. umSurvey (Qualtrics) is a tool that allows users to create, edit, and distribute highly customizable surveys. All members of the UofM community have access to this tool which can be used for both the simple class survey and the complex data collection activity.

TAF Budget Update

The TAF budget experienced an \$83,000.00 reduction for the Spring 2019 semester.



Trivia

When is the deadline to submit Full-Term Final Grades?

May 6, 2019 at 10:00 AM



Those busy eCourseware bees have worked right through Spring Break to improve your experience as an instructor and help you finish the semester right!

Dropbox

A new feature has been added to the Dropbox tool to allow you to annotate student submissions without the need to use a special app! When you are assessing dropbox submissions in eCourseware through a browser, the built-in annotation toolbar will appear at the top of the document viewer, allowing you to provide feedback with highlights, free hand drawings, shapes, and comments. These annotations will remain editable until the feedback is published. If you want to add additional annotations after publishing, you can update them and republish.

Quizzes: Re-Score Questions

Have you ever realized that your quiz contained a mistake or decided to give everyone credit on a question after the quiz had been submitted? Wondering what to do? Use the re-score feature, of course!

Complete these steps to use the re-score feature.

1. In **Quizzes**, click the drop-down menu next to the particular quiz or exam you wish to edit.
2. Select **Grade**.
3. Click the **Questions** tab.
4. Click the **Update All Attempts** option.
5. Click the question you want to edit.
6. Click the "**Give to all attempts ____ points**" option and enter the new point value for the question in the blank. Or...Click the "**Give to attempts with answer {option} ____ points**" and choose the answer option that corresponds to the correct answer and enter the new point value for the question in the blank.
7. Click **Save** and confirm changes with **Yes**.

Since the re-score feature effects only attempts already completed and does not fix future attempts, make sure to also correct the question(s) on the assignment and/or question library.

Course Builder

If you are looking for a more efficient, time-saving tool to streamline your course development activities, look no further than the Course Builder. Course Builder is a planning and organizing tool that provides a visual representation of your entire course and allows you to create, edit, and restructure course resources from a central location.

It is comprised of three main areas: **Toolbox**, **Course Tree**, and **Node Panel**.

- **Toolbox** – adds modules, placeholders, and objects (learning materials, activities, and assessments)
- **Course Tree** – provides visual representation of the course structure
- **Node Panel** – displays node (module, placeholder, or object) detail

From the **Navbar**, select **Edit Course**; then, select **Course Builder**.

Whether you want to tweak an existing course structure or build a new one from scratch, use Course Builder to optimize your design experience.

External Learning Tools

Are you using an online learning tool from the textbook publishers Cengage, Macmillan, McGraw-Hill, or Pearson? You can get those tools linked with your course to avoid providing a long list of instructions on how to access tools (e.g. MyLabs or MindTap). Getting your **External Learning Tool** connected to eCourseware is as easy as 1, 2, 3!

1. [Click here to go to ITS Service Desk website.](#)
2. Navigate to the **Course Widget** self-service form by selecting **Teaching and Learning**, then **eCourseware**, and finally **Course Widget Request**.
3. Fill the form out with your course information and requested **External Learning Tool**.

Then, the Center for Teaching and Learning will work to get your course set up! Once completed, you'll see the new link to your requested tool in either **Course Home** or **Content**.

Tech Tip: Browser Wars



Everyone has their favorite browser. As a tech tip we recommend getting comfortable with switching browsers to maximize your online experience.

Qualtrics Offline App

No Wi-Fi? No Problem.

Recently, the UofM upgraded to a version of Qualtrics that can be used offline to collect data without the use of the internet, as opposed to the previous version that required a constant internet connection to operate. The **Qualtrics Offline App** allows you to collect survey data when you do not have access to the internet. Once you have access to the internet, the data you have collected can be uploaded and integrated into the online version.

You will need to place a service request for assistance in setting up a device for offline use. [Click here to request assistance](#). Please allow at least five days for processing. Remember, if you want to access and utilize the online version of umSurvey, [click here to access](#).

Follow Us



Did you know you can follow us on social media? Follow us on Facebook at [umTech Service Desk](#) or on twitter at [umTech Service Desk](#). We regularly post information, updates, and useful tech tips. Stay connected to what we're doing in ITS on our social media platforms.



A Peek @ TLAC Agenda

March 2019

- *Auto-release Final Grades in eCourseware*
- *Gamification*
- *eCourseware Updates*
- *Software Renewal*

Adobe® Creative Cloud™

Adobe Creative Cloud 2019 is now available to faculty and staff. Creative Cloud 2019 brings a number of updates and new features to popular programs such as InDesign, Photoshop, Illustrator and more. The University has moved to a new licensing model with Adobe Creative Cloud 2019 which requires each user to be granted a license. To request a license and install the Adobe Creative Cloud 2019 software, [click here to contact your LSP by submitting a helpdesk ticket](#).

Tiger Suit Up

Suit Up for Spring

March 31, 2019

6:00 PM - 9:00 PM

J C Penney at Wolfchase Galleria



Build your career professional wardrobe with exclusive, after-hours access to shop at a 40% discount on select career apparel. UofM students, faculty & staff only.

Adobe Connect

Retiring April 30, 2019

On April 30, 2019, Adobe Connect will be discontinued. This web-based communication tool allowed users to meet, share and collaborate virtually from a desktop/mobile device. Schedule a consultation with the Center for Teaching and Learning to discuss alternatives.

Adobe Spark



Adobe Spark is a web and mobile solution that enables everyone to create and share impactful visual stories. Included in the Spark suite are Spark Video, Spark Page, and Spark Post. Together these applications allow you to create and share visual content like social graphics, web pages, and video stories anywhere. You can choose from hundreds of templates as a starting point or create your own designs from scratch. Adobe Spark is available via the web or mobile apps for iOS and Android Devices.

To access Adobe Spark, [click here](#) and login with your [UUID@memphis.edu](#) and password.

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