Teaching Circles
January 8, 2021

New Syllabus Policy: the syllabus must be posted in the syllabus tool the week before classes begin.
- You can make the syllabus tool the home page in Canvas.
- Make sure that the Syllabus page is enabled in the Navigation. Change the visibility using Settings in Canvas.

MS Teams - Teams Syncing to Canvas
- There is a huge delay in syncing Canvas and MS Teams. Your class is most likely in a large queue.
- We recommend creating a class meeting link and sharing it with the students in an announcement on Canvas.
  - You can create a meeting in the announcement using the Rich Content Editor Teams link. In this case no one is invited officially to the meeting.
  - You can create the meeting in the Outlook calendar. To get the Teams link you will need to invite someone - you can add just yourself - and post the meeting link to Canvas.
    - You can also manually invite students through Outlook by using students’ emails when setting the meeting. The Roster (found in New Analytics -> Canvas Reports) has the students’ email addresses.

Blackboard Collaborate Ultra
- This tool at the moment will no longer be under contract at USF in July 2021.
- Consider downloading any recorded videos soon to avoid losing access to them in July.

Microsoft Streams
- In order to allow students to see the recorded meeting (particularly if they were not invited to the meeting), you may need to make an adjustment to accessibility settings.
  - If you want students to view the video even if they weren’t "invited" to the meeting, on the video page in Stream, click the triple-dots then select "update video details" and at the top-middle under Permissions, select the checkbox that says, "allow everyone in your company to view the video."
- Note when you download the video from Stream it does not keep the closed captions. If you upload the video to YouTube, you will want to check auto captioning for edits to make sure it’s ADA compliant.
- A transcript of the captions can be downloaded from Stream by clicking Edit Video (under the triple-dots)
- Microsoft Stream Permission pdf can be found here.

Multi-batch edit tool
- In this tool, you can change multiple dates at the same time. More information about it can be found here: https://cidilabs.instructure.com/courses/102/pages/about-the-multi-tool
- You can enable the tool by going in your course > settings > Navigation (tab) > find "Multi-tool" in the disabled list and drag it up to the enabled list of items at the top in order to enable. After saving (and maybe refreshing), open in the left menu and go to Due Date Modifier or whichever tool you want to use.
New Analytics in Canvas
- Gives you the options to message students whose grades are between a certain range. This option is more powerful than the "message students who" tool in the Gradebook, as that is limited to certain assignments, not the overall grade.
  - Here is a video overview of New Analytics in Canvas: 546 - New Analytics Overview

First Day of Class Icebreakers
- Using icebreakers, such as having students play "two truths and a lie."
- Have students introduce themselves to one another in breakout groups to minimize the intimidation of having to speak to the large class group over Teams.
- Instead of having students introduce themselves in class, use a discussion board.
  - Ask students to post an image that relates to them in the discussion post (required). Then people reply and guess what the image represents (optional). Turn it into a game where the people who guess correctly first get a point, and points are tracked in a leaderboard.
  - Ask students to respond with a "fun fact" about themselves.
  - Consider making a point of responding to students' posts, welcoming them to the class.

Between Teaching Circles Chat Discussions (12/5–1/8)

Proctorio and Canvas Quizzes
- Proctorio was causing the Canvas Classic Quiz instructions to disappear once students start the quiz. The workaround is a zero-point first question that has the information for the students.
- Consider posting the phone number for Proctorio in the quiz instructions, so if there are technical issues the student has the phone number and can call for help.
- Proctorio has been giving notifications getting extra time because of a slow connection, but the student’s time remains the same. When the test ends the student is then surprised as they were counting on X extra minutes.
- You might consider posting these instructions to the Canvas Quiz:
  - If you are not able to access your exam, make sure you are using the Chrome browser and have updated the Proctorio extension.
  - If you see an “Access Code” request uninstall and reinstall the Proctorio extension.
  - If you are having issues capturing your ID during the exam pre-checks make sure you are in a room with sufficient lighting.
  - If you have a power outage/internet issues and select “take this quiz again,” Proctorio will not let you retake the exam. Instead, please click on “take this quiz” even when they are essentially re-taking the quiz.
  - If Proctorio was working before but not now, try both of the items below in sequence:
    1. Go to the three-dot icon in the top right-hand corner of your Chrome >> More tools >> Extensions. Remove Proctorio. Navigate to getproctorio.com (Links to an external site.) Click the link under Install Proctorio Chrome Extension; Click Add extension; Proctorio has been added!
    2. Go to the three-dot icon in the top right-hand corner of your Chrome >> More tools >> Extensions >> please temporarily disable any non-Google related extension and in Proctorio extension Details >> make sure that "Allow this extension to read and change all your data on websites you visit" is set to "On all sites." Please make sure to allow in incognito and access to file URLs there.
IMPORTANT: Please keep in mind that your instructor cannot help you with technical issues related to online proctoring. If you do have a technical issue, please contact Proctorio support (available 24/7). Three contact options are available.

- Email: support@proctorio.com
- Phone: 813-774-3826 or 1-844-394-8815
- Live Chat: Once you have downloaded the extension, select the shield in the upper right corner of your browser

Rounding Up Final Grades

- If it is your policy to give all grades above an 89.5 an A, consider setting 89.5 at the minimum grade for an A in the Canvas E-grade Submission.
- If you want rounded grades to be reflected in the Canvas grade book letter grades, you can change the grading scheme it uses by going to the Settings within the course (in the left menu) > Course Details tab at the top > Grading Scheme and then enable and set your course grading scheme.

Crosslisting Courses

- Courses will not be automatically cross-listed in Canvas this semester. You will need to cross-list the courses yourself in Canvas. More information can be found at this link.

Using Breakout Rooms

- Chronicle article explains how to make breakout rooms work better.