Student Excuses

- Brainstorm ways to minimize reasons that students would want to take advantage of potentially missing class or cheating.
  - Maybe the quizzes happen online before class, so that they aren’t tempted to skip class if they haven’t prepared.
  - Use some of the built-in Canvas tools differently - if we want students to demonstrate that they’ve understood certain concepts that they could potentially find online, instead of assigning a quiz, have them submit a video of them discussing the topic.
  - One downside of being “creative” is that it often leads to more grading. An automated quiz requires no grading, while a video discussion post would require grading.

Student Interactions

- Students’ desire to connect has been pronounced in the pandemic. As faculty, we should look for ways to reach out and make sure that we are connecting with our students.
- The rewards of making the time to meet with students and being flexible with our schedule to meet virtually with international students: students are able to have their questions answered and feel more connected in the class.
- If Microsoft Teams isn’t working for an international conversation, WhatsApp could be an option. However, the video portion of WhatsApp doesn’t work on your computer (the chat does), so you can’t share your screen over the video.
- With the use of virtual office hours, it seems more students are coming. Students can easily access us in the virtual space, and it may eliminate some of the intimidation factor students have been reported to feel when they come to see their instructor.
- There is a challenge of creating community in the classroom. The masks, physical distancing, the distraction of the phones before class all work to prevent a natural conversation in the time before class. This before-class conversation often helps encourage students to participate during class.
  - Consider having in-person students complete group work on Teams in the breakout rooms. This can help counteract some of the silence that prevents them from wanting to speak up and be heard by the whole room.
  - If students are worried it’s too quiet, consider playing music softly in the background.
  - The instructor’s presence might also prevent the students from feeling comfortable enough to talk aloud. Leave the room for a moment during group work to encourage conversation to begin.

Textbook Issues

- Some students have reported having difficulty purchasing textbooks.
  - The bookstore does not order 40 copies for a class of 40 students, because they know some students will buy used from secondary market or Amazon.
  - Financial aid might delay students’ ability to purchase books in the first week of class.
- Solutions:
  - The USF Library (Tampa Campus) is doing short-term reserves. Reservations to be in the library are required for students to access the reserve. They can make the reservation once they get there, but it’s strongly recommended students make one beforehand. (You don’t need a reservation if it’s just a book pick-up.)
• The library on the Sarasota-Manatee campus allows the instructor to determine how long students access the book that is in reserve – up to 24-hours – and students can take book out of the library, but not off campus.
• See if the textbook rep has a solution – perhaps they can sell the software code only, and the student can use the reserve textbook at the library.
• It falls under fair use to share a small portion of the textbook in the first week or two of classes to help tide the students over until their books come in. Beyond that though, the textbook would be copyrighted.

Student Tests Positive for COVID
• The university does not have an explicit policy for what to do instructionally when students contract COVID.
• Case-by-case basis:
  • See if the student can complete work from home.
  • Potential to give the student an “Incomplete” to let them finish work after the semester.
  • Work with the student - provide flexibility where it’s feasible.
  • Reach out to your department chair if you’re unsure how long is too long for a student to miss class before they need to withdraw.
  • Ultimately, we should prioritize the students.

New ATLE Webpages
• The Semester Cycle
• Teaching across Time Zones
• LinkedIn Learning
  • Faculty don’t have to use classroom time to teach Excel and other software. Other faculty shared success with using this resource.

Microsoft Teams
• If you join a Teams meeting on an app – on a computer or an iPad – Teams recognizes your account. So, if you want to only join the meeting officially only once, you'll have to join on a browser on one device. The browser does not require you to login but will give you the option to enter as a guest.
• Download the attendance list using the three dots available in participants' sidebar. You need to download the list before the meeting ends. Once you end the meeting, the option disappears. The list automatically saves to the downloads folder on your computer, regardless of any previous settings.
Between Teaching Circles Chat Discussions (9/14–18)

Microsoft Teams
- The whiteboard has not been showing up as an option for “share content.”
  - It could be that you need to update Microsoft Teams.
  - Consider uninstalling and reinstalling the app.
  - If those options don’t work, you’ll want to submit a help ticket.

Canvas New Quizzes
- The New Quiz option in Canvas currently does not allow you to download the Student Analysis CSV, but it does allow you to download the Quintile Performance. See the Canvas website for more information.

Respondus Lockdown Browser
- If students have not updated their Respondus Lockdown browser, students if they lose internet connection may get locked into the test. The new version of the lockdown browser will automatically lock students using the older version into the test.
- The only way to leave the exam once locked in is to force shutdown by holding down their power button for 20+ seconds.

SpeedGrader / Hiding Grades
- If you want to prevent students from seeing their grade before you’re finished grading an assignment, you’re able to select to “hide grades” using the gear icon in Grades in Canvas. The Canvas website has more information for how to do this.
- To make sure that hide grades was successful, you might first enter a grade for the Test Student to make sure that the eye icon with a slash through it has appeared for that assignment. If it does not, the "Hide Grades" option becomes available for you to click to hide grades.
- Adding a comment within SpeedGrader might unhide the column without informing you

TurnItIn
- If you change the settings on a TurnItIn assignment, it should not reprocess the papers.
- Be careful requiring a resubmission though, as it will treat the new paper as a new submission, which will result in high levels of matches for those students.