

Correspondent

Center for Excellence in Teaching and Learning

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Marci's Messages

By Marci Grant

Starting off Fall 2017 Semester

Wow, can you believe that Fall Semester has started and is well underway. Just in case you wanted to know, as of September 1st we have 66 class days left before finals.

I wanted to remind everyone to make sure that you go into your Canvas course details and add the semester and section number in front of the course prefix and number and title after in the name and course code box.

Example: F17 ENGL 1113 Sections 7001, 9003, 9006 English Comp I

By doing this, you will be able to locate the correct course in the future when trying to import course content into the new semester's course.

We, in the Center, are here to help, feel free to us a call.





Common Calls to Canvas Support at the beginning of each Semester

The majority of the calls to Canvas Support at the beginning of each semester (besides not knowing what their password is) are concerning the following.

Broken Course Links

“The link to the document I am suppose to read gives me an error.”

Prior to the beginning of each semester and publishing each course, it is important to validate all the links to make sure they are still valid and the documents are contained inside the course and not another course (which students do not have access to). Just go to Course Settings and click

on "Validate Links in Content" on the right side. [Click here](#) for more information.

Assignment Submissions

Students are contacting Canvas Support because they cannot find the dropbox that they are being asked to submit an assignment to. Students should be informed to submit their assignment via the submit button on the assignment page itself.

Dropbox is a tool used to share files with users and the use for that in Canvas is not likely what instructors are meaning.

Canvas Dashboard

Students and Faculty Canvas dashboard can be customized by adding a nickname or customizing the color. The color is synced with the color shown for the course in the Calendar. By default, course cards are automatically added by Canvas and display up to 20 courses. However, you can manage courses in the Dashboard by customizing the course list and manually selecting your favorite courses.

Dashboard courses are ordered alphabetically by course name and your role in the course; nicknames and course codes do not apply to course ordering. To find out more on how to customize the dashboard go to [How To View Cards In The Dashboard As An Instructor](#).

Canvas Tips and Tricks

Clearing Canvas' Mobile App Cache

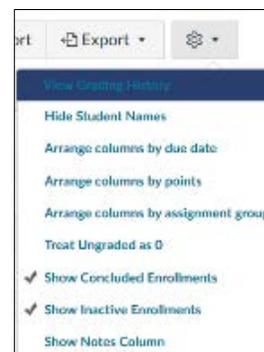
If you are experiencing difficulty with turning on the push notifications via the iOS Canvas app, try clearing the app cache by tapping with 4 fingers three times anywhere in the course/groups page. Once this is complete, it will prompt you with a display stating 'Cache cleared'. After you see this prompt, log out of the app, re-login and enable push notifications as shown [HERE](#). If that still does not allow you to turn on the push notifications, uninstall the app, restart your device and re-install the app.

Resubmitting papers in Canvas/Turnitin

When students resubmit a TurnItIn assignment, they may have to wait up to 24 hours before they receive an Originality Report. The first submission will not be deleted on either platforms, the second submission will not take the first submission's place. Both the submissions will be listed with the received date and time.

Student Grades who received a “W”, “F”, or an “I”

To see student grades who received a “W”, “F”, or an “I” in your class, go to the course's Gradebook, click on gradebook Settings (the gear in the upper right), check show concluded and show inactive.



RN to BSN nominated for the 2017 TurnItIn Global Innovation Award

The Southwestern Oklahoma State University RN-to-BSN Program, supported by our institutional Writing Center, has been nominated by CETL for the 2017 TurnItIn Global Innovation award. By allowing students to use TurnItIn as a proactive resource by checking the originality report for compliance in predetermined ranges, Southwestern Oklahoma State University's RN-to-BSN program is fostering an environment where students can use resource materials, yet ensure they have not been unduly influenced by text phrasing and format, leading to unintentional copying. For students whose understanding of plagiarism is still emerging, the RN-to-BSN program's use of TurnItIn has fostered parallel development into proactive teaching and policy development in regards to avoiding plagiarism and self-plagiarism. The Writing Center's proactive program for fostering Peer Tutor excellence was also cited as a change agent for supporting student development in the proper use of primary and secondary resources.

Canvas Network: Free open, online courses which Empowers Learners and Educators Everywhere

Canvas Network offers free open, online courses from colleges, universities, and organizations world wide. Canvas Network is free. Instructure created Canvas Network with the intention of promoting openness, innovation, and experimentation in education and to give back to the academic community.

Canvas Network 'open' means:

- Open entry and open access. Open entry for learners around the globe and continual access to course content after the course end date.
- Open content. Open licensing options and content sharing to Canvas Commons where other instructors reuse, revise, remix, retain, and redistribute content.
- Open platform and ecosystem. Open platform to integrate and innovate with third-party tools.
- Open data. Open, de-identified Canvas Network data for researchers to analyze and synthesize.
- Platform neutrality. Your course. Your goals. Your way. We provide the platform for open innovation and experimentation.
- To enroll in the free open, online courses go to: <https://www.canvas.net/>
- If you are interested in creating a course, go to <https://info.canvas.net/offer-a-course?seen=yy> and complete and submit the form to have your course considered by Canvas Network.

UpSwing – SWOSU'S new Online Tutoring Platform



All SWOSU students now have access to UpSwing's TopUp, an online Tutoring Platform. This platform is supplementing the departmental tutoring hours provided to students. We feel one-on-one tutoring on campus is one of the great benefits our students have on campus, but we need to reach out to those students who cannot get to campus at the specific scheduled tutoring days and times.

UpSwing's TopUp is a new and exciting tutoring service where students will have 24/7 access to tutoring sessions with UpSwing coaches in a variety of courses such as math, writing, science, foreign language, and more. Students can *schedule times* for tutoring or *get immediate help* if there is a coach available.

The video which explains how students can use Upswing to schedule sessions with Upswing’s coaches/tutors is accessed by the following link: [How-To Video on SWOSU’s online tutoring system.](#)

Students will have 24/7 access to Upswing’s AskUp asynchronous paper review platform with Upswing coaches. Also available to students is the UpSwing Writing Lab platform where the students will have access to videos, brainstorming tools, CiteUp citation engine and the ability to submit papers directly to the AskUp platform. In combination with Upswing real-time, 24/7 online tutoring, students can select whichever option they prefer based on the assignment, their learning style, and time until the assignment deadline. Askup is complimenting our on-campus SWOSU Writing Lab that is located in the Library.

Contact Dr. Veronica McGowan to do a brief tutorial of UpSwing for your students.

Three Pillar Course Transformation

The following faculty receive certificates for participating in the Three Pillar Course Transformation on August 18, 2017 at Faculty workshop.

Dr. Monica Varner	COUN 5373	Theories / Techniques Family Counseling
Dr. Kristin Griffearth.....	MUSIC 3353	History of Music I
Dr. Sylvia Esjornson.....	CHEM 1203.....	General Chemistry I
Dr. Brian Rickel.....	COMSC 1023.....	Computer and Information Access
Dr. Jieun Chang	ECONO 2363	Introduction to Microeconomics
Dr. Shelley Martinson	MUSIC 1013.....	Introduction to Music
Mr. Bruce Belanger.....	EDUC 4021.....	Contemporary Issues in Education
Dr. Amanda Evert.....	MNGMT 5183 / MRKTG 5183.....	Sales Skills and Management
Dr. Tugba Sevin	SPAN 1154	Elementary Spanish II
Dr. Tugba Sevin	SPAN 1054	Elementary Spanish I
Dr. Christi Cook	ENGL 1113	English Composition I
Dr. Tugba Sevin	ITAL 1004	Elementary Italian I
Dr. Sharon Lawrence	ALHLT 3183.....	Cultural Competence
Dr. Raygan Chain.....	ENTRP 4013	Employment Law
Dr. Amanda Evert.....	MRKTG 5623.....	Marketing Strategy

The following faculty are working on Three Pillar Course Transformation for their courses

Dr. Sherri Brogdon	LIBED 3423.....	Media & Technology
Ms. LeaAnne Hume/Ms. Juli Bell.....	NURS 3283	Pharmacology
Dr. Monica Varner	SOCIO 1003.....	Intro to Sociology
Dr. Raygan Chain.....	ENTRP 5243	Managerial Jurisprudence
Dr. Becky Bruce.....	HIST 1043	U.S. History to 1877
Dr. Jerry Dunn	ECONO 2363.....	Introduction to Microeconomics
Dr. Wayne Trail	ASTRO 1904	Astronomy
Mr. Bill Swartwood	MATH 1513.....	College Algebra
Ms. Tee Kesnan.....	ENGL 1113	English Comp I
Dr. John Hayden.....	LATIN 1054	Elementary Latin I
Dr. Christi Cook	ENGL 1113	English Composition I
Dr. Tugba Sevin	ITAL 1004	Elementary Italian I
Dr. Sharon Lawrence	ALHLT 3183.....	Cultural Competence
Dr. Raygan Chain.....	ENTRP 4013	Employment Law
Dr. Amanda Evert.....	MRKTG 5623.....	Marketing Strategy

The following faculty have just completed Three Pillar Course Transformation for their course

Dr. Wayne Trail	PHY 1044.....	Basic Physics I
Mr. Wayne Anderson	KINES 1133.....	Wellness Concepts and Exercise Applications

Nathan's Notes

By Nathan Thiessen

If you will be using the following in your classes, contact Nathan Thiessen (3077 or Nathan.Thiessen@swosu.edu) for training:

- | | |
|----------|---------------------|
| Zoom | Respondus LDB |
| Panopto | Respondus Monitor |
| Turnitin | Using ITV equipment |

Virtual Teaching and Learning Book Club - continues

If you have not joined the Virtual Teaching and Learning Book Club, there is still time. The first book we are discussing in the Teaching and Learning Book Club is Dr. Sandra Yancy McGuire's *Teach Students How to Learn, Strategies You Can Incorporate Into Any Course to Improve Student Metacognition, Study Skills, and Motivation*.

Seven copies of the book are available to be checked out from the Center for Excellence in Teaching and Learning. The book can also be purchased from Stylus Publishing, LLC, www.Styluspub.com, ISBN 978-1-62036-316-4 (it is a great addition to your office library).

How the book club will work is we will provide some discussion questions just to start the discussion of the chapters, feel free to put down your thoughts of the various topics, reply or comment to other members comments or thoughts or start your own discussion by using the Open Discussion for the chapter. We will be discussing the book as follows:

- Introduction and Chapters 1, 2...April thru August
- Chapters 3, 4, 5..... September
- Chapters 6, 7, 8.....October
- Chapters 9-12 November

Don't be worried about the number of chapters per month as the book is an easy, fantastic read. If you are interested in joining the book club, please E-mail distance@swosu.edu so we can add you to the Canvas Course.



CETL Workshops with Mapopa

Join these workshops via ZOOM: <https://zoom.us/j/960339908>

Creating Effective Discussions

Tuesday, September 5, 2017 1:50 pm to 2:50 pm

Wednesday, September 13, 2017..... 1:50 pm to 2:50 pm

Thursday, September 21, 2017 1:50 pm to 2:50 pm

Create robust, engaging discussion topics in Canvas taking into consideration good qualities. Learn to create discussion topics within student groups.

Active Learning Strategies

Wednesday, September 6, 2017 1:50 pm to 2:50 pm

Tuesday, September 12, 2017..... 1:50 pm to 2:50 pm

Wednesday, September 20, 2017 1:50 pm to 2:50 pm

Discussion on 21st century active learning strategies that can be employed in traditional as well as online course settings.

Using Attendance and Rollcall

Thursday, September 7, 2017 1:50 pm to 2:50 pm

Tuesday, September, 19, 2017..... 1:50 pm to 2:50 pm

Tuesday, September 26, 2017..... 1:50 pm to 2:50 pm

In-depth discussion on using Attendance and Rollcall.



Online Course Development Workshop (OCD) with Mapopa

OCD is a fully-online workshop which gives faculty first-hand experience of teaching a fully-online course. It makes faculty understand an online course as an environment whose basic rules are different from those of a physical classroom. The workshop introduces you to key concepts, including online course design, digital content planning and construction, communication management, and troubleshooting. Faculty will learn to plan, design, build, react, communicate, troubleshoot and connect in an entirely online environment. Most importantly, OCD gives faculty a hands-on opportunity to create and implement various aspects of their online course in the context of the Canvas interface. Faculty will receive a certificate from CETL upon completion of the OCD Workshop.

Workshop runs throughout the Fall semester and submissions can be turned in at any point.

Register by calling Ashley at extension 3149 or emailing ashley.walkup@swosu.edu

CETL Workshops with Veronica

Making your Canvas homepage more effective

Wednesday, September 6, 2017..... 1:00 pm HEC 208A

Thursday, September 7, 2017 . 11:00 am Sayre Room TBD

Blueprint Courses in Canvas

Tuesday, September 26, 2017 1PM HEC 208A

Thursday, September 7, 2017 11AM Sayre Room TBD

- Overview
- Blueprint course permissions
- Page Filter
- Locked objects
- Blueprint templates
- Blueprint Course management
- Course Associations
- Course sync

Veronica's Vibes

By Dr. Veronica McGowan

Technology Literacy: Using wikis in a classroom setting

I'm often asked about student use of Wikipedia as a robust resource. Gone are the days when Wikipedia pages existed only as a user-generated source. Well-travelled topics are extensively sourced and serve as a good collection of primary sources. The challenge is educating students that Wikipedia itself is a secondary source and that emerging pages that show signs of user editing need triangulation to verify fact soundness. I counsel students to view Wikipedia as an overview of topic potential. Subarticles on a Wikipedia topic can signal a unique direction for student exploration.

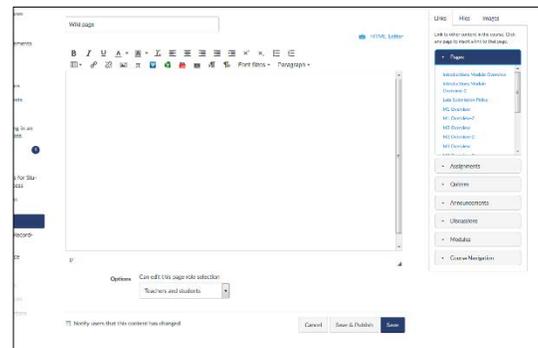
Let's say you'd like to harness this idea of group-think into your classroom to create a persistent resource, say a class blog or resource library. Some good platforms, most of which are free on at least a basic level with paid login for advanced features, include: Wikispaces™, Wikidot™ and Pbworks™. For a site with an educational focus, the teacher must serve as the organizational account and designate a class structure with invitations or dedicated names\URLs. The organizational umbrella allows teachers to view developing wikis at various stages either as an observer or by student submissions of draft content.



In Canvas™, wikis are best accomplished via the Pages tool. A well-developed Canvas course shell probably already has multiple pages including a front page and module(s) pages. When creating a new page, select the option that allows teachers and students to edit the page. Students will be able to add content of various formats to the wiki page. For best results, assigning an editing role to a student may insure that the page is view-ready and may help the group make decisions regarding content value.

Topic-based wikis are a popular classroom activity. Ideas include using a debate structure to pose questions and counters, a wiki that reflects a technical writing approach, a collaborative story, a format such as poetry or haiku, a fact-checking wiki, or a project that documents team progress on a team endeavor.

When used judiciously, wikis usage in the classroom has been shown to improve spontaneous use of higher order thinking amongst students (Sellnow-Richmond, Spence, & Bevins, 2015) and significantly improve joint note-taking (Richmond, Spence, & Fuller, 2011).



References

- Richmond, S.A., Spence, P.R., & Fuller, B.A. (2011). Notes and collaboration: Using the wiki in the college classroom. *Academic Exchange Quarterly*, 15(2), 103–108.
- Sellnow-Richmond, S., Spence, P. R. & Bevins, C. (2015, Fall). Social Media and Collaboration: The Wiki's Effectiveness as a **Classroom** Tool. *Kentucky Journal of Communication*, 34(2), 4-15.



Mapopa's Musings

By Dr. Mapopa Sanga

Using DocViewer in Canvas Assignments as an Instructor

As you might be aware, DocViewer has been enabled for SWOSU, meaning that Crocodoc features are no longer available. What is DocViewer? Canvas DocViewer is a tool that allows annotations on online assignment submissions in Canvas. You can use DocViewer to view files and assignments in SpeedGrader and make annotations for feedback. You can also view when students view annotated feedback in the assignment detail section of the sidebar.

When you open a submission, DocViewer will "automatically" save any annotations made to the submission file for one hour. So, never worry about typing and saving, you can enter comments, highlight text or use any feature and move on to the next student. You can also restart a DocViewer session at any time by refreshing the submission page. Again, if your browser includes a built-in PDF viewer, select the option to view the PDF in the system viewer. If a submission includes a file that can be rendered in DocViewer, but the submission preview is not yet complete, Canvas will generate a message stating the document is still processing.

Helpful Hints:

- ◇ Currently, annotations cannot be downloaded.
- ◇ Files over 100 MB and password-protected files will not be converted by DocViewer.
- ◇ SpeedGrader may take up to ten minutes after an assignment is submitted to display a document that supports DocViewer.
- ◇ DocViewer annotations can be viewed in the SpeedGrader app.
- ◇ The DocViewer Toolbar helps you manage the assignment submission.
- ◇ To zoom in and out on the submission, use the Zoom buttons
- ◇ To annotate the submission, use the annotation tools

If there are multiple pages, the Page number field will let you advance through the submission to find the page you want to annotate. To go to another page, enter the page number in the Page field. You can also use the scroll bar in the content window to advance through the submission.

References are available by contacting Mapopa at 580.774.7128



Workshops Available

- **Online Learning Consortium workshops**

The Center for Excellence in Teaching and Learning has 20 scholarships available for faculty to attend any following [Online Learning Consortium workshops](#). If awarded, upon completion of the workshop, a certificate must be sent to CETL for their records. The cost of the workshops is \$170, so, if awarded and you cannot attend, please contact CETL as soon as possible (prior to the workshop) so that a scholarship may be awarded to another faculty member.

These workshops cover a wide array of topics, examples of workshops: Designing a Flipped Classroom, Strategies to Improve Retention, Strategies to Increase Faculty Motivation, New to Online: Essentials Part 1-Getting Started, Exploring Learning Analytics, Introduction to Online Presentation Tools, Exploring Hashtags for Learning, Creating Concept Maps, etc.

If you are interested in applying for a scholarship to attend one of the following workshops, please complete **the Registration form**.

- **Instructor Training for LockDown Browser & Respondus Monitor: Prevent Cheating During Online Exams**

This comprehensive training webinar is intended for instructors who plan to use LockDown Browser and/or Respondus Monitor with online exams. The session provides a detailed demonstration of both applications, including the automated flagging system within Respondus Monitor. The webinar is 45 minutes, plus a Q&A period at the end.

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