

# Correspondent

## Center for Excellence in Teaching and Learning

SWOSU Center for Excellence in Teaching and Learning Newsletter

August 2019

### Lisa's Notes

July was a very, very busy month! I appreciate everyone's patience and support. My goal for CETL is to continue the great service that Marci had in place, but also launch some new initiatives. So, be on the lookout for changes to be rolling out throughout the next semester!

### Canvas Updates – Gradebook Issues

Canvas experienced two issues in July that were felt across Campus; one involving TurnItIn, and one causing assignments to be hidden in the gradebook. The latest update from Canvas indicates both issues have been solved. I know that the next check will be once semester has started and assignments have been added to the graded and/or graded, so if you see any problem appear, please let Lisa Friesen know. You are welcome to contact Canvas Help, but please also let Lisa know as well.

### Canvas Updates – ARC Video App is Now Studio

Those of you who have worked with Canvas for a while will remember Panopto, the video application that SWOSU used for many semesters. In Spring 2018, Panopto was phased out, and this summer ARC (now Studio) is making its debut as the video application included in SWOSU's courses.

According to the Studio section of Canvas Learning Communities,

"Canvas Studio engages learners and instructors. They can share, comment, and give feedback all within the video timeline—and all in real time! That way, learners learn from each other's insights as well as from the instructor. Canvas Studio makes it easy for faculty to create engaging video and for students to participate in dynamic conversations as they view the video independently. And it provides a platform for students (who might otherwise be passive and non-participatory in class) to interact and participate."

Dr. Mapopa Sanga will be conducting workshops on using Studio in August. Check his column in this newsletter for days and times.

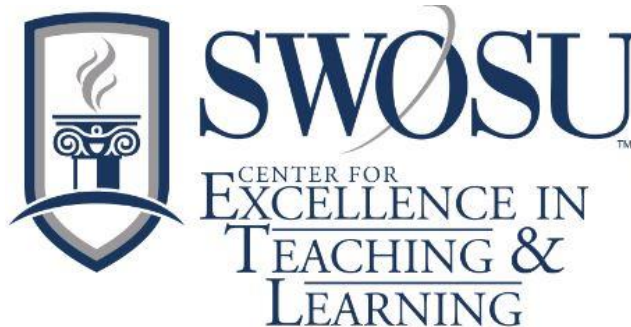
### Canvas Updates – Certifying Rosters and Posting Grades

Beginning in Fall 2020, instructors will be able to use Canvas to certify rosters and post grades. Dr. Mapopa Sanga and Steve Ray will be visiting department meetings with this new information. Workshops will also be conducted during the Fall semester for faculty.

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## Focus on SWOSU Faculty

The Center for Excellence in Teaching and Learning is spotlighting faculty members monthly in a series of articles called "Focus on SWOSU Faculty". These faculty have been selected as doing inspiring active learning activities in their courses and have agreed to share some of their activities with the SWOSU community. One SWOSU faculty member will be spotlighted per month who is using transformative and other exciting active learning methods in their teaching which advances student learning at SWOSU. This month, CETL is spotlighting Dr. Hardeep Saluja, College of Pharmacy.



Dr. Hardeep S. Saluja is an Associate Professor of Pharmaceutical Sciences and the Coordinator of the PharmD/MBA dual degree program. Born and raised in India, Dr. Saluja completed a B.S. in pharmacy from C.C.S. University. Upon arriving in the US, Dr. Saluja earned an M.S. and Ph.D. in pharmaceuticals from MCPHS University, Boston MA, and after joining SWOSU, he earned an MBA from SWOSU.

Prior to continuing his education in the US, Dr. Saluja worked as a "Medico Marketing Associate" (MMA) for Ranbaxy laboratories limited in New Delhi, India. As a MMA, he conducted and coordinated Phase IV clinical trials with medical specialists, organized medical information symposia and liaise with Clinical Marketing & Medical function in order to develop the market for newer medication & Novel Drug Delivery Systems.

While completing his graduate degree, Dr. Saluja conducted research in collaboration with MCHPS & Harvard University, where he investigated the compatibility of neonatal total parental nutrient admixtures. Dr. Saluja's Ph.D. research, conducted in collaboration with MCHPS & Novartis Institute, focused on understanding the mechanism of amorphous drug stabilization in the solid dispersion drug formulation.

After completing his doctorate, Dr. Saluja joined the College of

Pharmacy in 2010 as an assistant professor, and successfully obtained his tenure and promotion to associate professor in 2015. In addition to teaching his College of Pharmacy courses; Pharmaceutics, Biopharmaceutics and Pharmacokinetics, Dr. Saluja also teaches SWOSU Connect.

Dr. Saluja is very passionate about his profession and always looks for innovative and creative methods of teaching. Dr. Saluja seeks to engage his students by employing various active learning techniques in an effort to help students develop and practice critical thinking skills and become lifelong learners.

Dr. Saluja has incorporated laboratory experiences to first year pharmacy students in his Pharmaceutics course in order to give students an opportunity to perform various pharmaceutical tests on different brands of common over the counter medications. Completing these tests, allows students to apply their knowledge and gain hands on experience, which in turn, helps students to develop deeper understanding on various drug products employed in the patient care.

Dr. Saluja is also very active in the Indian and Sikh community. He has been invited to various departments at SWOSU, universities and churches to present on Sikh belief and practices. He is an active member of Weatherford Rotary Club.

In his free time, he enjoys cooking, exercise, gardening and spending time with his family.

## Workshops Available for August

### CETL Workshops with Nathan

#### DropBox Training

Nathan is taking DropBox training to the departments. Please call (3077) or email (Nathan.Thiessen@swosu.edu) and schedule a day and time for Nathan to come and do DropBox training especially how to link dropbox documents/videos/recordings to Canvas.

#### Basic Zoom Training

Contact Nathan for one-on-one Basic Zoom training. The training introduces faculty to all of the basic Zoom features. It is structured for the new Zoom user. Please call (3077) or email (nathan.thiessen@swosu.edu) and schedule a day and time for training.

#### Advanced Zoom Training

Contact Nathan for one-on-one Advanced Zoom training. The training introduces faculty to advanced Zoom features. It is structured for the experienced Zoom user. Please call (3077) or email (nathan.thiessen@swosu.edu) and schedule a day and time for training.

#### President's Conference Room System Training

Contact Nathan for one-on-one training on how to use the new system in the President's Conference Room. Please call (3077) or email (nathan.thiessen@swosu.edu) and schedule a day and time for training.

## CETL Workshops with Mapopa

### 1. Intro to Canvas: For Beginners

This one-hour workshop basically introduces faculty to the Canvas interface. Create a homepage, upload syllabus, create modules and module pages, create assignments, quizzes, use speed grader and docviewer, make announcements, use the messaging system.

Tuesday, August 27th, 2019 ..... 1:50 p.m. to 2:30 p.m.

Join this workshop via ZOOM: <https://zoom.us/j/960339908>

Tuesday, September 3rd, 2019 ..... 1:50 p.m. to 2:30 p.m.

Join this workshop via ZOOM: <https://zoom.us/j/960339908>

Tuesday, September 10th, 2019 ..... 1:50 p.m. to 2:30 p.m.

Join this workshop via ZOOM: <https://zoom.us/j/960339908>

Tuesday, September 17th, 2019 ..... 1:50 p.m. to 2:30 p.m.

Join this workshop via ZOOM: <https://zoom.us/j/960339908>

Tuesday, September 24th, 2019 ..... 1:50 p.m. to 2:30 p.m.

Join this workshop via ZOOM: <https://zoom.us/j/960339908>

### 2. Using Canvas Studio

This workshop introduces faculty to Canvas Studio. Formerly called Arc, Canvas Studio allows you to manage all your media at any time. Accessible from your left navigation bar, Canvas studio enables you to upload video and audio files into one place in Canvas. You can view, share, and comment on any uploaded video or audio file.

Wednesday, August 28th, 2019 ..... 1:50 p.m. to 2:30 p.m.

Join this workshop via ZOOM: <https://zoom.us/j/960339908>

Wednesday, September 4th, 2019 ..... 1:50 p.m. to 2:30 p.m.

Join this workshop via ZOOM: <https://zoom.us/j/960339908>

Wednesday, September 11th, 2019 ..... 1:50 p.m. to 2:30 p.m.

Join this workshop via ZOOM: <https://zoom.us/j/960339908>

### 3. Using Canvas Studio, continued.

Wednesday, September 18th, 2019 ..... 1:50 p.m. to 2:30 p.m.

Join this workshop via ZOOM: <https://zoom.us/j/960339908>

Wednesday, September 25th, 2019 ..... 1:50 p.m. to 2:30 p.m.

Join this workshop via ZOOM: <https://zoom.us/j/960339908>

### 4. How to begin a Semester in Canvas

This hands-on Workshop walks faculty through the process of beginning a semester in Canvas. The workshop covers steps such as importing a copy of your course from a previous semester, building a course from scratch, uploading files into a course, weighting grades, welcoming students and others.

Thursday, August 29th, 2019 ..... 1:50 p.m. to 2:30 p.m.

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

Thursday, September 5th 2019 ..... 1:50 p.m. to 2:30 p.m.

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

Thursday, September 12th 2019 ..... 1:50 p.m. to 2:30 p.m.

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

Thursday, September 19th 2019 ..... 1:50 p.m. to 2:30 p.m.

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

Thursday, September 26th 2019 ..... 1:50 p.m. to 2:30 p.m.

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

Register with Ashley X3149 OR: [ashley.walkup@swosu.edu](mailto:ashley.walkup@swosu.edu)

## CETL Workshops with Steve

### 1. Introduction to Upswing

In this thirty minute workshop, we will explore some of the basic features of Upswing.

Tuesday, Aug. 27, 2019 ..... 2:00 p.m. to 2:30 p.m.

Join this workshop via ZOOM: <https://zoom.us/j/9123629032>

Thursday, Aug 29, 2019 ..... 2:00 p.m. to 2:30 p.m.

Join this workshop via ZOOM: <https://zoom.us/j/9123629032>

Tuesday, Sept. 3, 2019 2019 ..... 2:00 p.m. to 2:30 p.m.

Join this workshop via ZOOM: <https://zoom.us/j/9123629032>

### 2. Respondus Lockdown Browser Basics

This thirty minute workshop will help familiarize you with how to use and update Lockdown Browser.

Friday, Aug. 30, 2019 ..... 11 a.m. to 11:30 a.m.

Join this workshop via ZOOM: <https://zoom.us/j/9123629032>

Thursday, Sept. 5, 2019 ..... 11 a.m. to 11:30 a.m.

Join this workshop via ZOOM: <https://zoom.us/j/9123629032>

### 3. Using the Canvas Help Guide Videos

This 30 minute workshop will lead you through locating and using the Help videos in Canvas.

Thursday, Sept. 12, 2019 ..... 2:00 p.m. to 2:30 p.m.

Join this workshop via ZOOM: <https://zoom.us/j/9123629032>

Tuesday Sept. 17, 2019 ..... 2:00 p.m. to 2:30 p.m.

Join this workshop via ZOOM: <https://zoom.us/j/9123629032>

Thursday Sept. 19, 2019 ..... 2:00 p.m. to 2:30 p.m.

Join this workshop via ZOOM: <https://zoom.us/j/9123629032>

Thursday Sept. 26, 2019 ..... 2:00 p.m. to 2:30 p.m.

Join this workshop via ZOOM: <https://zoom.us/j/9123629032>

Register with Ashley X3149 OR: [ashley.walkup@swosu.edu](mailto:ashley.walkup@swosu.edu)

## Workshops are Available from the Online Learning Consortium

The Center for Excellence in Teaching and Learning has 20 scholarships available for faculty to attend Online Learning Consortium workshops. Go to <https://onlinelearningconsortium.org/learn/workshops/> to see the various workshops that are available. **These workshops are not just for online faculty, there are topics that pertain to all areas.**

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.

The following are examples of some of the workshops that are offered

- Creating Infographics for Learning,
- Designing with Accessibility in Mind,
- Designing a Flipped Classroom,
- Strategies to Improve Retention,
- Strategies to Increase Faculty Motivation,
- New to Online: Essentials Part 1-Getting Started,
- Exploring Open Educational Resources, Part 1,
- Creating Rubrics,
- Exploring Learning Analytics,
- Strategic Planning for Web Accessibility

## Respondus 4.0 Test Making Videos (transfer publisher test banks to Canvas)

[Creating and Formatting Questions with Respondus](#)  
[Using Publisher Test Banks with Respondus](#)

[Importing Questions with Respondus](#)

# Insights from CETL's Teaching and Learning Coordinators

**Mapopa Musings** By Dr. Mapopa Sanga

## Canvas Studio: A new, cool way of managing videos in Canvas

Formerly called Arc, Canvas Studio allows you to manage all your media at any time. Accessible from your left navigation bar, Canvas studio enables you to upload video files into one place in Canvas. You can view, share, and comment on any uploaded video or audio file. Canvas studio allows you to upload as many videos as possible into a media library in your course. After a media file is uploaded, you can manage all controls and settings. You can bulk-upload multiple specific media files at a time. The maximum file size for a media file upload is 10 GB.

You can then make videos available to students in various ways; be it in modules, discussions and other places. Students can view videos and make comments available to everyone in the class. If you are the owner of a video or audio file, you can view analytics and see how many users have viewed the video file. Analytics can help you see if a user viewed the entire media file or skipped segments. Studio makes it easy for a user to locate the media they want to view. You can view specific media in the Uploads menu, or search for the media in the Search field. Even more interestingly, you can permit students to upload videos in a discussion and other students can view them and make comments. Furthermore, you can allow students to submit videos in an assignment which you can easily grade in speed grader. You can share any video in your library, also, the Insights tab shows a graph of all users who have viewed the media at least once.

With all that being said, let me end with caution. Clark (1983) observed that "media are mere vehicles that deliver instruction but do not influence student achievement any more than the truck that delivers our groceries causes changes in our nutrition" (p 445). So, it is not automatic that the more media you employ in teaching will result in high levels of cognition in students. It becomes important to employ media like videos in the best contexts they are needed in order to advance learning in students. So, when it comes to employing media in teaching, context becomes a crucial factor.

For more on using Canvas Studio, please join me in a workshop in the Fall of 2019 in which we will go into the nitty-gritties of using this cool app in Canvas.

### Reference

Clark, R.E. (1983). Reconsidering Research on Learning from Media. *Review of Educational Research*, 53(4), 445-459.

**Ray's Reflections** By Steve Ray**The Educational Value of Learning Portfolios**

The central idea of learning portfolios is for students to reflect on a particular learning experience. This may include a single course, all the courses in their major, or their whole college life experience. At the end of the course or program, the students create a document that describes and illustrates the meaning of that whole experience. Generally the portfolio consists of two parts; a narrative statement and an appendix with materials that illustrate and support the comments in the narrative (Fink 2013).

The main point is that portfolios can be a powerful addition when combined with other learning activities in a course. For instance, if students are assigned short writing assignments throughout the course, they will gradually become more comfortable with and capable of reflecting and writing about the quality of their learning experiences. They will gradually build up a substantial collection of thoughts and ideas that can be organized into a learning portfolio at the end of the course (Fink 2013).

Learning portfolios encourage students to reflect on what they can and should be learning from a particular experience as well as how they are doing in achieving the learning goals set forth by themselves and the Institution. The completed portfolio is a valuable, cumulative record that allows students to communicate with each other as well as future employers on what they have learned.

## Reference

Fink, L. D. (2013). *Creating significant learning experiences: An integrated approach to designing college courses*. John Wiley & Sons.

**Checklist for Beginning a Semester in Canvas**

At the start of the semester, many of you will be importing your previous semester courses into new semester courses. Now is a good time to review what you may want to have in your Canvas courses, especially regarding instructional design and course content.

Go through the "[Checklist for Beginning a Semester in Canvas](#)" to make sure you have everything set up for your Fall 2019 course. The document gives details on:

1. [Importing](#) a copy of your course content from a previous semester or putting together a course from scratch.
2. Setting up a [course syllabus](#) catered to your type of course instruction (online, webinar, blended, etc.) and where to find template guides to include all necessary information for you students.
3. [Integrating web tools](#) into early assignments to familiarize students with features they will be using throughout the semester.
4. [Uploading new files](#) into your Canvas course. Instructors can bulk upload various types of files to Canvas, including documents (e.g., Word, PDF, PPT, etc.), images (e.g., jpeg, png, etc.), and even audio/video files (e.g., mp3, mov, mp4 etc.).
5. [Checking settings](#) (including dates/times) for each of your assignments, discussions, and quizzes, including how-to guides for editing options.
6. [Checking links to external websites and course documents](#). Links to external websites (e.g.: YouTube videos, personal websites of educators, etc.) may become broken because they are maintained by entities unrelated to Canvas at Southwestern Oklahoma State University. The document gives instructions on how to validate your links to make sure they are working properly.
7. Simplifying [course navigation](#). How to hide navigation links and background information to help students navigate your Canvas course.
8. How to [Preview](#) and [Publish](#) your Canvas course. If your Canvas course is not published, your students will not have access to it!
9. Tips on [introducing students to the course and the Canvas system](#). This includes considerations for your first week of classes, such as making announcements, showing students how to check assignments and navigate the Canvas course, setting notifications, referring students to *Resources for Student Success*, and what to do if students have Canvas issues, etc.



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