Faculty Guide

Spring 2021

New for spring

The university has revised the syllabus policy and has issued a new policy concerning the minimum use of teaching technologies. Faculty are expected to use Canvas to share the syllabus, post grades, and submit assessment data at the end of the term.

The new kid on the block is Honorlock, an AI-driven proctoring system for online, computer-based tests. This technology requires approval through departments and may not be appropriate in all situations. Other technologies, including Canvas, Zoom, and Panopto, have also seen feature and security improvements.

Teaching online creates challenges and opportunities, and this guide contains teaching tips to help engage students both online and in the classroom.

Syllabus

Two policies are at play - the Syllabus Policy and the Minimum-Use of Technology Policy. Syllabi must also contain at least three learning objectives. You can find these policies stated on the pages linked above as well as in the DOCX Syllabus Template at the top of the Syllabus Template page.

Use this DOCX template to get started. Once the template is completed, copy and paste it into the Syllabus editor in Canvas.

Students expect to find the syllabus in the Syllabus tab in Canvas. Storing the syllabus directly in the editor, rather than a separate file, increases portability and accessibility.

Gradebook

Students need timely access to their current academic standing in the course through the Canvas gradebook.

Setting up the Canvas gradebook is dependent on how each assignment is completed, submitted, and graded. <u>This diagram</u> shows the most common supported workflows.

Use a combination of formative and summative assessments. Use frequent low-stakes quizzes and activities to reinforce lessons, and use higher-stakes exams to evaluate comprehensive learning.

Delivering Instruction

Students may attend classes in a physical classroom, online during class, or online outside of normal class time through recorded lectures. Students should notify instructors regarding how they will attend class and if there are any changes to their planned attendance throughout the semester.

Instructors can present in person and online simultaneously using classroom presentation equipment, broadcasting video & screen/markup to students through <u>Zoom</u> and <u>Panopto</u>.

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Assessment

At least three course objectives need to be included in your syllabus. Faculty and course assessments should be completed at the end of each semester within Canvas.

Faculty and Course Evaluations are set up in Canvas to be completed using EvaluationKit.

Writing course-level learning objectives and outcomes are not always intuitive. Use this guide to help get you started with writing meaningful course objectives. At the end of the semester, you will receive Faculty Course Reflection prompt questions through EvaluationKit in Canvas. Evaluations give you an opportunity to evaluate your own course and find areas for improvement.