

# Canvas Monthly Meeting - Minutes

**Date and Time:** Monday August 5, 2019, 10 am - 10.30 am

**Venue:** Kate Edger Information Commons (315-420)

<b>Chair</b>	Kevin Morris (Director of Learning and Teaching)
<b>Present:</b>	Hannah Nguyen, Tony Chung, Mike Hurst, Aldon Hartley, Chun Li, Nissa Jameson, Radhini Sabanayagam, Shareeni Kala, Sarah Jane Crewther (via Zoom), Sarah Dayal (via Zoom), Wen Chen Hol (via Zoom), Alex Nelson (via Zoom), Sally Eberhard (via Zoom)

<b>Items</b>	<b>Comments</b>
<b>Matters arising</b>	<b>No matters arising</b>
<b>Past Month Topics</b>	<b>Instructure update (Gemma Sinclair)</b> <ul style="list-style-type: none"><li>○ CanvasCon. The Learning &amp; Teaching Connect Team will be travelling to Sydney for CanvasCon from 12-14th August. There will be limited support availability during this time.</li><li>○ Higher Education User Group. An Australia &amp; New Zealand Canvas Higher Education User Group has been set up.</li><li>○ Please see <a href="#">Gemma's slides</a> for details</li></ul>
	<b>Lecture Recordings update</b> <ul style="list-style-type: none"><li>● <b>Lecture recordings survey (Chun Li)</b><ul style="list-style-type: none"><li>○ 45 responses to the survey were received.</li><li>○ The majority of respondents indicated that the tool is easy to use and beneficial for both students and teachers.</li><li>○ Teachers also liked the new features released in July.</li><li>○ Feedback was received on potential improvements. The Canvas team will review this and continue to make enhancements.</li></ul></li><li>● <b>Emerging questions (Kevin Morris)</b><ul style="list-style-type: none"><li>○ For those not wanting to receive email notifications for recordings, there is now an opt-out mechanism via Staff Service Centre.</li></ul></li></ul>

	<ul style="list-style-type: none"> <li>○ The mix of recordings will be reviewed and we will work with the Timetables office to understand how the room bookings could be optimised.</li> <li>○ At this stage the policy is room-based, meaning that all classes will be recorded in the enabled rooms, regardless of tutorial/lab/lecture, etc.</li> <li>○ Course directors and course coordinators should advise all staff involved in recordings, even if those recordings are not being utilised (eg. tutorials).</li> <li>○ Some staff have disabled the Recordings tab and may be distributing recordings via modules or other methods. We will be looking into this and discussing preferences with teaching staff who are opting to remove the tab.</li> <li>○ Given the way Canvas access is managed within courses, students can potentially access the recordings page even if the tab is removed from navigation.</li> <li>○ "Cherry picking" functionality is under review. This could enable staff to choose a single stream to be distributed to all sections. In the meantime it is recommended that undesired stream recordings be renamed and edited to remove content.</li> </ul> <ul style="list-style-type: none"> <li>● <b>Launch reflection, and lessons learned (Gemma Sinclair)</b> <ul style="list-style-type: none"> <li>○ Please see <a href="#">Gemma's slides</a> for details</li> </ul> </li> </ul>
	<p><b>Canvas release notes (Chun Li)</b></p> <ul style="list-style-type: none"> <li>○ The Canvas Release Schedule will be adjusted to support two-week deploys and monthly releases every third Saturday of the month.</li> <li>○ This allows us to preview new / updated features and do more testing before new features are released to production.</li> <li>○ The next preview of the following month's release will be available on 17 August.</li> </ul>