

# Canvas Monthly Meeting - Minutes

**Date and Time:** Monday October 7, 2019, 10 am - 10.55 am

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

<b>Chair</b>	Kevin Morris (Director of Learning and Teaching)
<b>Present:</b>	Chun Li, Tricia Bingham, Sarah-Jane Crewther, Aldon Hartley, Heera Kim, Radhini Sabanayagam, Gemma Sinclair, Jennifer Tham, Jackie Flint, Una Lightfoot, Sanchaya Soundararajan, Judy Bonny, Erin Carlston, Andrew Withy, Kaitlin Beare, Alexandra Soudlenkova, Apoorva Nayak, Aisha Khan, Sarah Wang, Shareeni Kala (via Zoom), Wen Chen Hol (via Zoom), Adeline Fung (via Zoom), Jo Batchelor (via Zoom), Sally Eberhard (via Zoom), Hannah Nguyen (via Zoom)

<b>Items</b>	<b>Comments</b>
<b>Matters arising</b>	<ul style="list-style-type: none"> <li>• <b>No matters arising</b></li> </ul>
<b>Past Month Topics</b>	<ul style="list-style-type: none"> <li>• <b>Digital Course Outlines (DCO) Update (Gemma Sinclair)</b> <ul style="list-style-type: none"> <li>○ Gemma reported progress with digital course outlines in the pilot, as well as bugs, issues, and fixes.</li> <li>○ Please see <u><a href="#">Gemma's slides</a></u> for more details and timelines.</li> <li>○ Any issues with submitting DCOs contact Gemma Sinclair.</li> </ul> </li> <li>• <b>Comments and questions from attendees</b> <ul style="list-style-type: none"> <li>○ <i>Course directors are changing. How can changes made to the digital course outlines?</i> Email Gemma. There will also be an opportunity to update later. Will be taking a break after the pilot to allow this. During this period staff will be able to view DCOs but not update them.</li> <li>○ <i>What happens if the deadline is not met?</i> If staff don't meet deadline of 11<sup>th</sup> October they will need to do draft paper versions of DCOs for courses. Word documents or templates can be copied into the system once this is available again (early November).</li> <li>○ <i>Can DCOs be printed?</i> Can print but display is not perfect at the moment. A pdf link will be added in November.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Compliments received from Humanities who have appreciated helpfulness and responsiveness of Staff around DCOs.</li> </ul>
	<ul style="list-style-type: none"> <li>● <b>New Gradebook (Chun Li)</b> <ul style="list-style-type: none"> <li>○ Will be operational from January 2020.</li> <li>○ Key changes include: can hide grades by default, can search, sort by names and IDS and can rearrange columns</li> <li>○ Grade posting and late policies are available.</li> <li>○ “Treat ungraded as zero” is currently missing but Instructure is working on this.</li> <li>○ Users can use the test environment to try out New Gradebook.</li> <li>○ See the <a href="#">blog post</a> for more details.</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>● <b>Change of title for Course Coordinator role in Canvas (Kevin Morris)</b> <ul style="list-style-type: none"> <li>○ Because of confusion over role titles, the Course Coordinator role title will be changed Course Administrator or similar.</li> <li>○ Feedback is welcomed about the change.</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>● <b>Canvas Scheduler (Chun Li)</b> <ul style="list-style-type: none"> <li>○ Canvas scheduler can be used to set up appointment times for students.</li> <li>○ See <a href="#">blog post</a> for more details.</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>● <b>Lecture Capture update (Kevin Morris and Gemma Sinclair)</b> <ul style="list-style-type: none"> <li>○ New release on 1st October with enhancements, and a second fix released on 3<sup>rd</sup> October to address ad hoc recording issues.</li> <li>○ Kevin reported that a review is underway and has been discussed at TLQC. This relates to whether we will continue to record labs and tutorials. Looking at best practice moving forward.</li> <li>○ Please see <a href="#">Gemma’s slides</a> for more detail of updates, enhancements, fixes and statistics.</li> </ul> </li> <li>● <b>Comment from attendee:</b> <ul style="list-style-type: none"> <li>○ For two courses in previous semester, lecturer had requested not to record. Lecturer did however request recordings for this semester but they were not recorded. Details to be sent to Gemma to investigate.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Canvas new releases (Chun Li)</b> <ul style="list-style-type: none"> <li>○ <i>Analytics beta.</i> Can see students' weekly activities and how they engage in the online environment. Can choose to turn on and off in course.</li> <li>○ <i>Menu visibility.</i> Items can be shown as Visible or Not Visible with eye icon.</li> </ul> </li> </ul>
<p><b>Presentation</b></p>	<ul style="list-style-type: none"> <li>• <b>Canvas at high volume - Andrew Withy, on using Canvas for Philosophy 105</b> <ul style="list-style-type: none"> <li>○ Andrew Withy presented on his experiences using Canvas for Philosophy 105, a course of around 2,000 students. He highlighted issues, and methods for handling a large number of students, and content as well as tips and techniques for marking group discussions.</li> <li>○ Please see <a href="#"><u>Andrew's slides</u></a> for more details.</li> </ul> </li> <li>• <b>Questions from attendees</b> <ul style="list-style-type: none"> <li>○ <i>Can adding more content to pages fix issues with having multiple pages?</i> Yes but students prefer not to scroll through long pages.</li> <li>○ <i>How is feedback from students?</i> Issues navigating in first week but then like the course layout and design in Canvas.</li> <li>○ <i>Is video self created?</i> A lot from MOOC. A lot of Youtube videos</li> </ul> </li> </ul>