

Canvas Monthly Meeting - Minutes

Date and Time: Monday December 9, 2019, 10 am -10.53 am

Venue: Kate Edger Information Commons (315-420)

Chair	Kevin Morris (Director of Learning and Teaching)
Present:	Mike Hurst, Kevin Jia, Sarah-Jane Crewther, Alexandra Soudlenkova, Aisha Khan, Chun Li, Suzanne Reid, Kaitlin Beare, Sarah Wang, Heera Kim, Stephanie Cook, Hazim Namik, Aldon Hartley, Sam Smart, Shareeni Kala, Radhini Sabanayagam, Una Lightfoot, Andrew Withy, Margaret Tibbles, Andrea Kolb (Zoom), Tony Chung (via Zoom), Wen Chen Hol (via Zoom), Jo Batchelor (via Zoom)

Items	Comments
Matters arising	<ul style="list-style-type: none"> No Matters arising.
Past Month Topics	<p>Digital Course Outlines (DCO) Update (Gemma Sinclair)</p> <ul style="list-style-type: none"> Please see Gemma's slides for details including statistics, issues and fixes. Canvas integration starting in January. <p>New features</p> <ul style="list-style-type: none"> Ability to import or copy digital course outline from previous term. Published url rather than editing url. Will include course code. Accessible to those who aren't editors and improvers, as well as students. <p>Future release (January)</p> <ul style="list-style-type: none"> Digest email which summarises email. <p>Questions and feedback from attendees.</p> <ul style="list-style-type: none"> <i>Science staff report some confusion around entering of themes and capabilities, particularly if themes only cover part of capabilities - Faculty will need to review.</i>

	<p>New Gradebook (Sam Smart)</p> <ul style="list-style-type: none"> • Please see Sam's slides for more details. • We were waiting for parity with old gradebook before releasing. 90% of functionality there now and the existing gradebook will be turned off by Canvas on January 18--so we will release the new version for Summer School. <p>Questions and feedback from attendees</p> <ul style="list-style-type: none"> • <i>Can we import/export comments from excel into Gradebook?</i> - Not yet. • <i>For Grade policy is the percentage deduction the percentage of total or percentage of recorded mark</i> – Based on percentage of recorded mark. • <i>Grade policy settings - Do these transfer from blueprints?-</i> Canvas Connect team will investigate <p>Change of Canvas role title Course Coordinator to Course Access Coordinator (Kevin Morris)</p> <ul style="list-style-type: none"> • Role title changed to make clear differentiation between Course Coordinator (proper) and Course Access Coordinator. <p>Lecture Capture update (Kevin Morris)</p> <ul style="list-style-type: none"> • TLQC approved a change around policy. In 2020 tutorials and labs (anything not a lecture) will not be automatically recorded but can be opted in to by emailing Staff Service Centre. • Memo going to faculties to outline changes.
<p>Presentation</p>	<p>Kaitlin Beare and Suzanne Reid presented on their experiences using booklet processing in Canvas.</p> <p>Kaitlin Beare</p> <ul style="list-style-type: none"> • Used for Chem110 (1300 students) – Booklet generating and uploading. • Used scanners at Business. – Easy to do. • Assessments were completed offline and then uploaded to Canvas for processing. • Assignments were team marked with all markers physically together so that if anything outside the Rubric came up it could be easily discussed. • Didn't mark in Speedgrader.

- Competitive course where students can bring their assignments back if it appears there was a mistake in marking. In some cases there were concerns that answers were amended. With booklet generation, students don't get hard copy back. Reduced number of students with queries.

Issues

- Front page not editable as set up for exams – OK for tests not as good for labs. Would like to see versions available for labs.
- Students need to do AUIDS carefully so need guidance.
- Need to get data into Canvas. Kaitlin wrote information onto the Cover sheet and tutors entered in Canvas.

Suzanne Reid

- Suzanne was an early adopter.
- Used for Biology Foundation course (100 students) – 4 tests per semester – ran really well and took approximately 30 minutes to scan booklets.
- Would use again for labs.
- Used test script with barcode on bottom.
- Created test as per normal. Suzanne ignored cover page so created own front page of instructions.
- Marked in Speedgrader. Not difficult to use. No manual adding up of marks.
- Rubric analysis was useful as could address students via email.
- Wanted to try because final test was 5 days before exams so needed to get feedback back fast.
- Not all come to centre to get script so online option means freely available to students.

Issues

- Not really faster than by hand.
- Students had problems finding version with comments.
- Students needed coaching for Bubble sheet. Bubble marking would be great.

Questions from attendees

- *Was scanning done in colour or Black and white?* Depends on settings of scanner.
- *How does data go from scanner to Canvas?* - Booklets are scanned to email and the file is uploaded.
See [Booklet Generation guide](#) and [Booklet Processing guide](#).
- *Can we mark in Speedgrader in parallel/multiple markers?* - Not if marking in Speedgrader but some functionality for this in UoA

toolbox. Marking by rubric and rubric analytics then can have multiple markers.

Comments from Kevin Morris

- Working with faculties to reduce paper-based assessments. Faculties have different strategies. Some have target courses where they can have a lot of gain. Will work with those faculties to go paperless.
- Also working on how we present the toolbox and what's available as tools are scattered currently and not easy to find.