

# Canvas Monthly Meeting - Agenda

*Date and Time: Monday December 9, 2019, 10 am*

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

|                 |                                                  |
|-----------------|--------------------------------------------------|
| <b>Chair</b>    | Kevin Morris (Director of Learning and Teaching) |
| <b>Present:</b> |                                                  |

| <b>Items</b>             | <b>Comments</b>                                                                                                                                                                   |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Matters arising</b>   | <ul style="list-style-type: none"><li>• <b>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></li></ul>                                                                    |
|                          | <ul style="list-style-type: none"><li>• <b>New Gradebook (Sam Smart)</b></li></ul>                                                                                                |
|                          | <ul style="list-style-type: none"><li>• <b>Change of Canvas role title Course Coordinator, to Course Access Coordinator (Kevin Morris)</b></li></ul>                              |
|                          | <ul style="list-style-type: none"><li>• <b>Lecture Capture update (Kevin Morris)</b></li></ul>                                                                                    |
| <b>Presentation</b>      | <ul style="list-style-type: none"><li>• <b>Booklet processing: Kaitlin Beare and Suzanne Reid will present on their experiences using booklet processing in Canvas.</b></li></ul> |