

Canvas Monthly Meeting - Minutes

Date and Time: Monday 6 July 2020, 10 am to 11 am

Venue: Via Zoom <https://auckland.zoom.us/j/645526692>

Chair	Kevin Morris (Director of Learning and Teaching)
Presenters:	Kevin Morris, Gemma Sinclair, Patricia Scott, Chun Li
Attendees:	Aldon Hartley, Alexandra Soudlenkova, Andrew Withy, Angela Tsai, Ann Simpson, Anna-Marie Simcock, Anoma Ratnayake, Ben Tunnicliffe, Caroline Aspden, Christine Whyte, Craig Housley, Damon Ellis, Deana Lado, Gail Ledger, Hazim Namik, Heera Kim, Julia Novak, Kharmin Sukhia, Laurel Walker, Lynette Leong, Maria Rodrigues, Mariz Dela Cruz, Monica Hill, Nigel Gearing, Nishani Lim, Patricia Scott, Peter Bier, Radhini Sabanayagam, Renetta Alexander, Samantha Smart, Sarah Crewther, Sarah Wang, Shareeni Kala, Sumia Quazi, Tony Chung, Una Lightfoot, Wen, Xiaowei Ding

Agenda items	Comments
Final Assessment update - Kevin	<p>Final Assessments now completed and submission levels we high as expected.</p> <p>Questions: <u>INCORRECT FILES</u> Angela: Is there a policy if students submitted wrong file (or illegible file) Kevin: there is no policy and would need to be considered on a case basis</p> <p>MISCONDUCT Peter: Chegg.com is a paid service where you can post questions and has been identified as a source of information for responses in number of courses. However they have been responsive to queries and provided data to help identify students. Process:</p> <p>For Engineering, staff get in touch with the Assoc Dean who will get data from Chegg, then review with the Course Director and complete the Exam Misconduct form.</p> <p>Hazim also recommends taking screenshots of the content as it can be taken down by the user.</p>

	<p>Discipline committee process will be followed and staff will submit N/A grade to SSO - then adjust accordingly following the investigation.</p>
<p>GradeBook (Grade Posting Policy and Treat ungraded as 0) – Chun</p>	<p>Grade Posting policy https://community.canvaslms.com/docs/DOC-26246-how-do-i-select-a-grade-posting-policy-for-an-assignment-in-the-gradebook</p> <p>FGT and and grade summary https://www.canvas.ac.nz/resources/marking-and-grading/#final-grades-tool</p> <p>Please check if you are using Late Policies in GradeBook https://www.canvas.ac.nz/2020/07/05/seeing-0-mark-or-late-penalty-applied-to-final-assessments-check-late-policies-first/</p>
<p>Final Grades submission (COVID) - Gemma / Chun</p>	<p>COVID Grade Scheme https://www.canvas.ac.nz/2020/06/20/covid-grade-scheme-will-be-applied-when-you-submitted-final-grades/</p>
<p>DCO Update - Gemma</p>	<p>DCO Semester 2 course outlines in progress with 39% published as of 5th July.</p> <p>Reminder emails were sent to course directors and editors on 22nd June with due date 6th July. Follow up reminder to be sent on 7th July for any outstanding course outlines.</p> <p>DCO Canvas Integration - slides showing some of the new functionality that will be available as pilot for nominated courses in Semester 2 (likely end of July/early Aug). Any courses who would like to be part of pilot please contact: gemma.sinclair@auckland.ac.nz</p> <p>Great news! DCO download PDF button will also be available in the next release.</p> <p>Gemma's presentation PPT.</p>
<p>Canvas new release – Chun</p>	<p>Canvas Weekly ready release discontinued.</p> <p>Canvas monthly release note July - pages and files upload enhanced in Modules.</p> <p>Zoom: From 19 July (<i>postponed to 27 Sept.</i>), Zoom requires passcode or waiting room. Canvas Introduction Training every Thursday from 10 to 11.30. https://auckland.zoom.us/j/98825307563</p>

Marking Final Assessments – Patricia Scott	<p>Comments:</p> <p>Peter recommend using Google Sheet for marking - you can create groups of students and enable the option in Course Settings for 'large course grading' which allows filtering by group in Gradebook.</p> <p>Hazim has a spreadsheet used when multiple markers grading students to avoid marking the same student at the same time which is an issue in speedgrader (only last saved mark gets saved if two graders mark the same student at the same time).</p>