

Canvas Monthly Meeting - Minutes

Date and Time: 8 June 2021, 11 am to 12 pm

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

Meeting minutes 2020:

<https://docs.google.com/document/d/1ZqtTCIwyHhoZcfv7njzKQswLyYewfx0CwUz7qBc23L4/edit?usp=sharing>

Chair	Kevin Morris (Director of Learning and Teaching)
Presenters:	Kevin Morris, Gemma Sinclair, Chun Li, Shareeni Kala, Rennie Atfield-Douglas
Attendees:	Adeline Fung, Aisha Khan, Aldon Hartley, Alison Salmon, Amanda Charlton, Andrew Dubovyi, Andrew Withy, Angela Tsai, Anna-Marie Simcock, Annette L, Anoma Ratnayake, Ayumi Shino, Bernd Martin, Bizza Zainab, Brianna Wang, Catherine Wright, Craig Housley, Fred Ng, Hazim Namik, Jennifer Tham, Jo Batchelor, Kathryn Siow, Kerry Tuaopepe, Liai Burns, Linda Susanty, Louise Allan, Margaret Tibbles, Maria Rodrigues, Maribel Caballero, Megan Clune, Melissa Valnegri, Mo Harte, Mohammad Ladha, Odette Murdoch, Oriel Kelly, Pamela Kam, Peter Bier, Radhini Sabanayagam, Rhonda Joy Sweeney, Roseann Deniz, Rubaiyat Afroze, Russell Barron, Sarah Crewther, Sarah Wang, Shareeni Kala, Sharon Benjamin, Sheryll McIntosh, Shubhangi Sharma, Sibusiso Mdletshe, Sylvie Huang, Tanya Gerrard, Teri Ko, Tony Chung, Una Lightfoot, William Nepia, Xiaowei Ding

Agenda items	Comments
Inspira Exams in Canvas and Grades passback- Gemma Sinclair	<p>Since the Inspira online exam assignment was created we've received some questions:</p> <p>Q.Why is the assignment 100 points when my assignment is XX points. Do I need to update it?</p> <p>A. Yes you can update the points to match the total marks for the exam. The points will be automatically updated when the grades are confirmed in Inspira. During grade passback, the new Integration process will check the total marks in the Inspira exam and update the points before passing the confirmed marks.</p> <p>Q.Why is the assignment due date the start time for the exam, won't this be confusing for students?</p>

A.The Inspera champions recommended including specific student instructions that the time used is the timetabled exam start time.

Q.Will students be marked as late if they start the exam at the due time in Canvas?

A.Students will not be marked late as Inspera is not using External Tool in Canvas. Students have been directly added to their exams in Inspera which controls the start and end times.

Q.My exam doesn't include any file uploads. Can I remove any mention of this in the Submitting results section?

A.Please update the assignment as it best suits the format of the exam, if there are no file upload questions these references can be removed

Q.Is there a different link for students to access the Inspera exam?

A.There is only one link for all Inspera online exams as students are enrolled directly in Inspera

Q.Where do students start the exam – Canvas or Inspera?

A.Students access their exams from the Inspera Dashboard:
<https://auckland.inspera.com/>

The Canvas Support team created a new (unpublished) assignment in Canvas for courses with an online exam in Inspera on Thursday, 3 June. The examiners were notified of how to publish the assignment and ensure grades are passed back with correct weighting.

The Canvas Support team will be checking the online exam assignments published to students. Students will get a Canvas notification when the Assignment is published. We strongly recommend staff post a Canvas announcement about the exam and what to expect, how to prepare, etc. Students cannot start their exam early as Inspera controls the start/end times of the exams.

When grades are confirmed in Inspera, the new Integration tool will do the following:

Check the allocated Inspera online assignment exists in Canvas

Check the total points in Inspera matches the Inspera online assignment points (and update to match if required)

Ensure 'Manual Posting' policy is applied to the Assignment

Pass the confirmed marks from Inspera assessment to allocated Assignment in Canvas Gradebook

During exams (8 June – 28 June) the Planner role will be limited to Exams Office and designated Inspera Champions only. Any teaching staff who have not yet set up Practice or Mock exams in Inspera, please contact your [Inspera Champion](#) to assist. See: [Creating Inspera assessment via Canvas LTI](#).

Inspira Practice/Mock exam requirements:

	<p>Must close at least one day before the scheduled exam</p> <p>The naming convention to include "Practice" or "Mock" and Course Code.</p> <p>The Exams Office will be checking to ensure there is no overlap with scheduled exams</p>
<p>New Canvas Releases- Chun Li</p>	<p>Canvas has just released a new feature called Comment Library, which will be available later this month. The dialogue icon in the speedgrader represents the comment library. You can save frequently used comments to this library and reuse them in different submissions. The saved comments can be used in multiple assignments and multiple courses by a teacher, but cannot be shared between teachers at the moment.</p>
<p>LTI tools in Canvas - Chun Li</p>	<p>Please click here to learn more about the LTI tools. H5P is one of the LTI tools, and you can click on H5P for more details.</p>
<p>H5P in Canvas - Shareeni Kala</p>	<ol style="list-style-type: none"> 1. H5P to be added via Assignment and Pages using External Tool "Interactive Content – H5P" 2. Use Module to organise the already setup Assignment or Pages or can create new assignments and Pages for H5P contents. 3. Look for "Interactive Content – H5P" which is the Enterprise H5P for UoA. 4. For Pages, if the Plug for "Interactive Content – H5P" is not available, view all and select it for the first time. 5. Use Reuse and Copyright information while setting up H5P content to avoid others accessing the content by turning off the Toolbar Below Content. 6. Similarly, use the Reuse and Copyright Information for Toolbar Below Content and Allow users to download the content for migrating content or sharing content. 7. Encourage everyone to register for H5P workshop - Express Interest 8. Raise tickets via SSC via IT Request Portal or call on Ext: 86000 <p>Please find more details in Shareeni's PowerPoint slides.</p>

Final Grades Drop-in sessions in June - Chun Li	<p>We will provide support around Canvas Grades and submitting Final Grades in our online drop-in sessions. The details about the sessions are:</p> <ul style="list-style-type: none">• Time and dates: 2 pm every Monday from 14 June to 28 June.• Session duration: 1 hour.• How to join: Login to https://auckland.zoom.us/ then click this Zoom room. <p>These sessions will be fully customized based on the questions you ask. For more information, please contact Chun Li at chun.li@auckland.ac.nz.</p>
Presentation - Engagement for Māori and Pacific students on Canvas - Rennie Atfield-Douglas	<p>Please find details from the recording of the presentation</p>