Canvas and Teaching Technology Monthly meeting

Meeting Minutes

Date and time: Monday, 07 November 2022, 11 am-12 pm

Venue: Via Zoom
https://auckland.zoom.us/j/95651325297?pwd=UnRVMUR4RGNxAZGd3bmJHMrFa3o2QT09

<table>
<thead>
<tr>
<th>Chair</th>
<th>Gemma Sinclair</th>
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<tbody>
<tr>
<td>Presenters</td>
<td>Gemma Sinclair, Shareeni Kala, Sarah Etheridge</td>
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<td>Attendees</td>
<td>Aisha Khan, Aldon Hartley, Andrea Kolb, Andrew Withy, Ayumi Shino, Agung Harahap, Bernd Martin, Crag Housley, Gail Ledger, Heera Kim, Josie W, Kevin Jia, Lisa Ransoms, Louise Allan, Lynette Leong, Manisha Cronje, Margaret Tibbles, Melissa McMinn, Michelle Yao, Nicola Paton, Oriel Kelly, Rachelle Singleton, Radhini Sabanayagam, Sandra Shaw, Sarah Crewther, Sarah Etheridge, Sarah Kirk, Sarah Wang, Selina Foote, Sue Tickner, Sumia Quazi, Steve Leichtweis, Tony Chung, Una Lightfoot, Xiaowei Ding, Zac Miller-Waugh</td>
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Agenda

DCO 2023 & Exam Updates (Gemma Sinclair)

Comments

- Gemma shared the 2023 Course Outlines. There are 2,131 published out of 3,072 total, and 69% of courses have published outlines in DCO.

Arts and Science were at 90%, which is fantastic in terms of students being able to find information and make decisions about their courses.

According to Google Analytics, we had 68,856 page views on 1 November this year, a significant increase compared to the 48,101 page views last year.

Please see Gemma's slides for more details.
• Last semester, there were issues with some online invigilated exams.

The decision was taken to move some of the exams onto campus, either as digital exams (invigilated in person) or paper-based exams.

Exams started on 27th October 2022, and no major issues have occurred so far.

The Connect teams have been monitoring wifi-connectivity and performance for digital exams on campus. Mitigations were planned for potential issues.

• Reminder Final Grade drop-in sessions are happening until the end of November.

Time: 2:00 pm – 2:30 pm
Where: Zoom
URL: https://auckland.zoom.us/j/98144066913

Upcoming Dates:

Monday 7th November
Wednesday 9th November
Monday 14th November
Wednesday 16th November
Monday 21st November
Wednesday 23rd November
Monday 28th November
Wednesday 30th November

• There will be online Canvas training sessions scheduled in January and February before Semester One starts.

New teaching staff will get an invitation to attend, but the sessions are also open for teaching staff who would like to upskill or refresh their knowledge.

**Canvas Introduction**

This session introduces Canvas to anyone new to teaching at the University or those who want a refresher.
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<tr>
<th>Group &amp; Peer Review Assessments</th>
<th>How to set up a group and peer review assignments, as well as a brief comparison of some alternative peer evaluation tools</th>
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<td>Digital Assessments in Canvas</td>
<td>Different types of assessments in Canvas, marking in SpeedGrader, using rubrics.</td>
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<tr>
<th>Bulk Access update (Shareeni Kala)</th>
<th>The bulk access process was started last week and is open for the 2023 Academic Year term, Summer School, Semester one, and Quarters 1 and 2.</th>
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<td>The email was sent to Faculty Admin in Canvas or as a Course Access Authoriser last Tuesday (1 November).</td>
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<td>The team started the request process on 2 November 2022, and the deadline is 2 December 2022.</td>
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<td>Nominate and update <strong>two</strong> Course Access Coordinators per course for the Google Folder/File we will share from drive.google.com.</td>
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<td>The team will check the google spreadsheets every other day and provide access (Mon, Wed, Fri).</td>
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<td>For urgent staff access, the Faculty Admins can provide required course access.</td>
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<td>For <strong>Cross-listing</strong> requests, please submit a <a href="#">portal request</a> for joining/combining the A and B for year-long or concurrent courses.</td>
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| Presentation: Study Skills Hubs on Canvas (Sarah Etheridge) | • The Study Skills Hubs is aimed to help all students transition to studying at the University, understand the expectations of academic study, and achieve their academic goals.  

They also raise staff awareness of the needs of a diverse study body. Work with staff to embed academic literacy and English language development resources into courses.  

Sarah introduced why and how they develop faculty Canvas hubs and gave an overview of the different hubs.  
[Academic skills in your discipline | Learning essentials (auckland.ac.nz)](auckland.ac.nz) |