

the SPOTLIGHT

CETL
Center for Excellence
in Teaching and Learning

See what is in "The Spotlight" this month in the CETL newsletter. We enjoy sharing teaching resources, tech tips, Canvas advice, and offering a schedule of workshops and events.

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The mission of the CETL is

- to promote excellence in teaching,
- to assist in the pedagogical and professional development of Saint Francis University faculty, and
- to encourage the integration of appropriate technology to enhance teaching and learning.

The Dear (not the Devil) in the Details - Advice for Canvas Instructors

By Theresa Wilson

There are over 400 active course sections currently running on Canvas, and more than 300 different individuals are in the instructor role in those courses. While we have seen many of you in our workshops, not everyone has been able to attend. In the spirit of getting the word out, we offer this article, full of advice about attending to those little details that will help create a positive difference for you and your students. So, be a Dear, won't you? Check your Canvas course against this list and take the recommended actions. And, if you need help, call on the CETL staff.



1. Add a profile picture! In Canvas, your profile picture appears in your announcements, messages, discussion posts and comments throughout the system, and if students have added theirs, you will see them in Grades and the People list. Given that the brain processes images much more quickly than it does words, and that it can recognize a familiar face within 380 milliseconds, the profile picture creates an instant awareness of who is posting, submitting, contacting you, etc. If you are too shy to use a picture of yourself, you can use something that relates to you, like your cat, or a

beaker (if you teach chem), or music notes (if you are a musician). For additional info, visit: <https://community.canvaslms.com/docs/DOC-10022-4152719731>

2. Set your Notification preferences! Canvas can pretty much notify you about every little change that happens within your course, and it can do it in many ways. To avoid a mountain of unwanted messages, visit the Settings and Notifications area and purposefully select your preferences. Here are detailed instructions: <https://guides.instructure.com/m/4152/l/719738>

3. Remove unused links from the Course Menu! The course menu is the primary navigation tool in a course, located just to the left of the course content area. To simplify navigation and eliminate possible confusion for students who worry about "all that stuff" that never gets used, hide un-needed links. From within the course, go to Settings > Navigation > Drag unused items to the bottom section of the page > Save. For more info, visit: <https://community.canvaslms.com/docs/DOC-10286-415257079>

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THE DEAR IN THE DETAILS
FROM PAGE 1

4. Set your course Home Page! The course home page is the page that you and your students land on when entering the course from the Dashboard. It is also the page that you are taken to when you click the Home link found at the top of the course menu. There are five different options for setting your Home page. You should choose the option

that makes the most sense for your course. Here are the options: <https://community.canvaslms.com/docs/DOC-10231-4152719700> and here are instructions for setting up whichever option you choose: <https://community.canvaslms.com/docs/DOC-10458-4152724499>

5. Verify that external links in the course are working! As an instructor, you can verify all external links

throughout your course to ensure they are valid. You can check these links using the course link validator, which searches through course content and returns invalid or unresponsive external links in both published and unpublished content. From within the course, Settings > Validate Links in Content (Button on right) For additional info, visit: <https://community.canvaslms.com/docs/DOC-10071-4152476605>

hoonuit (Pronounced “Who Knew It!”)

By Theresa Wilson

Nope! Not a newly discovered Arctic Indian Tribe. Nor the preferred name for a group of wise old owls (that’s a parliament, by the way). Hoonuit is the NU (read NEW) name for an old friend, Atomic Learning.

Two years ago we introduced you to Atomic Learning. This resource provided all SFU employees and students with access to training on a variety of technical and technology topics.

Training came in the form of individual videos or collections of videos which could be accessed directly or integrated into our LMS, then Blackboard. Activity could be assigned, recorded, and tracked via reports.

In June, Atomic Learning partnered

with another organization and officially changed its name to Hoonuit. Together, they are on a renewed mission to provide training solutions that focus on education needs. In addition to continuing to provide all

Hoonuit includes training on Instructional Strategies, Online Teaching and Blended Learning, Professional Responsibilities and Communication, Software and Technology, and Student Resources. The list in the center

- Diversity and Inclusion
- Title IX
- Special Education Essentials for Every Educator
- SMART Goals
- Universal Design for Learning
- FERPA
- Bloodborne Pathogens
- Educator Ethics
- Leadership Styles
- Data Driven Decision-Making
- Google Apps for Education
- Understanding Non-Fiction
- Business Writing
- Note-Taking Tips
- Reading Comprehension Strategies
- Critical Thinking
- Experimental Analysis with SPSS

gives examples of the variety of topics available through Hoonuit.

You can learn more about Hoonuit by attending any of the workshops in the CETL new training schedule (later in this newsletter), by contacting me, or by

of the capabilities listed above, Hoonuit features new tools, topics, and assessment components. It can still be accessed directly through my.francis or faculty can integrate training directly into a course on our new LMS, Canvas.

visiting the Hoonuit website. To login to Hoonuit, go to my.francis and log in there with your SFU username and password. Then select the Hoonuit (Atomic Learning) link under University Resources. Have fun!

Welcome Dr. Janet Littrell



The CETL welcomes Dr. Janet Littrell to the team of instructional designers. She will be the part-time instructional designer for the online School of Business programs. Dr. Littrell has been involved with online teaching and learning for nearly 20 years.

Most recently she was Director of Distance Learning at the University of Pittsburgh Swanson School of Engineering, and before that was Dean of Continuing and Professional Studies at Chatham University in Pittsburgh, where she began their online program. Prior to moving to Pennsylvania in 2007, she was the online program administrator at San Diego State University School of Education and University of San Diego School of Education. She has an Ed.D. in leadership studies from the University of San Diego; she also has a Master of Science in counseling and a Bachelor of Arts in English, both from San Diego State University. In addition, she has a post-baccalaureate certificate in online teaching and learning from California State University, East Bay.

Dr. Littrell lives in Hollidaysburg, where she sometimes plays the organ and piano for Zion Evangelical Lutheran Church in Hollidaysburg, and St. Luke's Episcopal Church in Altoona. She is also an alto in the Blair Concert Chorale.

CETL Fall Reading Groups

The CETL will offer two reading groups this fall, one for faculty, and the other of more general interest. The faculty group will read "Small Teaching: Every Day Lessons from the Science of Learning" by James Lang. The general reading group will read "Focus: A Simplicity Manifesto in the Age of Distraction" by Leo Babauta.

Calling All Readers!

Each group will meet once a week or every other week during October and November, depending on the availability of those interested. The CETL will provide copies of the book to the first 5 individuals who register for each group. Others are welcome to share, try Interlibrary Loan, download the e-book, or purchase their own copy. An abbreviated version of Focus is also available free in pdf form.

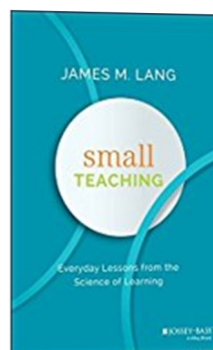
Here are the Amazon links to each book, where you can find a summary, reviews, and ordering options.

Small Teaching: <https://www.amazon.com/Small-Teaching-Everyday-Lessons-Learning/dp/1118944496>

Focus: <https://www.amazon.com/Focus-Simplicity-Manifesto-Age-Distracted/dp/1434103072>

Free abbreviated pdf version of Focus: <http://focusmanifesto.s3.amazonaws.com/FocusFree.pdf>

To register for either group, please e-mail twilson@francis.edu.



Interlibrary Loan System Announcement

The Library Interlibrary loan system moved to a new service on August 14. Although completed requests will not transfer to the new system, all active requests will migrate to the new system. There will be "read-only" access available to the current system until mid-September. Library staff are ready to assist you in exporting your request history from the current system and with any additional questions. You can contact them at interlibraryloan@francis.edu or 814-472-3160.

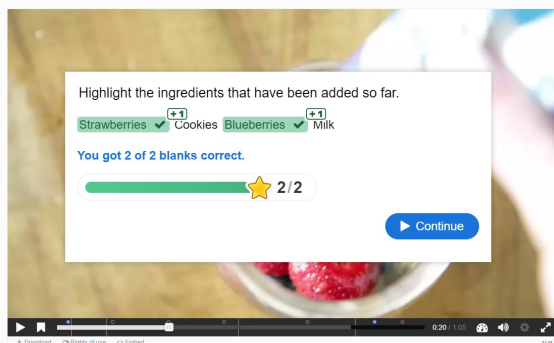
Create Interactive Content with H5P

By Misti Smith

Getting students engaged in your course content can be challenging at times, especially if that content is delivered online. Providing ways in which students can interact with online content can be key to helping them understand it, retain it, and enjoy the process. Until now, making content materials interactive required a lot of skill and expensive programs. Thanks to a free tool called H5P (HTML5 Project), instructors can easily create more than 35 different types of interactions. And those interactions can be used to liven content on any website, including your Canvas course site! In this article, I will focus on a few of the most popular interactions: interactive video, hotspot, and timeline.

Interactive Video

With this tool, you have to option to add interactions during video playback. This helps keep students on their toes and actively engaged in the video. You can choose from a variety of interactions such as adding in a multiple choice, matching or true/false question, adding popup text to provide context, adding buttons which link to different parts of the video, or even sending students to review a section if

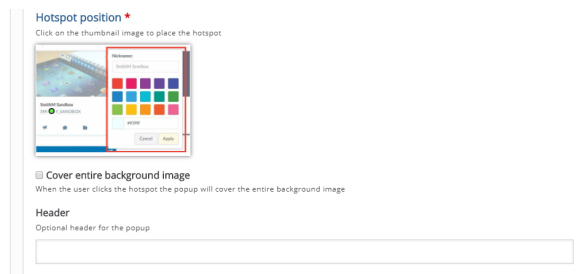


they answer a question incorrectly. You can choose whether to stop the video at the point of the interaction or allow the video to continue playing. Adding the interaction is as simple as adding a video link (from Youtube, vimeo, etc), navigating to the part of the video where you want to insert the question/text/button, then clicking a button to add it!

Hotspot

Hotspots can be used for different purposes. You can create clickable hotspot on an image to open access to related content. The content that appears can be text, video or an image. You can also use hidden hotspots to create a quiz,

puzzle, or scavenger hunt-type of activity. For example, you might ask a question or pose a problem and offer several images as a response. When the student clicks on any to answer, they would receive feedback about their choice.



Timeline

This tool allows you to quickly create an interactive timeline that incorporates images and text to make them more visually appealing. The timelines are also clickable so students can better engage with the dates and content. To set one up, you can choose any image to serve as your background and then add all the important dates to the timeline. These timeline indicators can have text, video or image links associated with them. The timeline provides a modern and sleek way to show historical facts.



H5P offers easy and fast ways to provide your students with engaging ways to view content. You can see examples of these tools at www.h5p.com. The site is very user friendly, but if you would like some help setting up these tools, feel free to contact Misti Smith at msmith@francis.edu for more info. Also see our calendar for the workshop on Interactive Content on September 19.

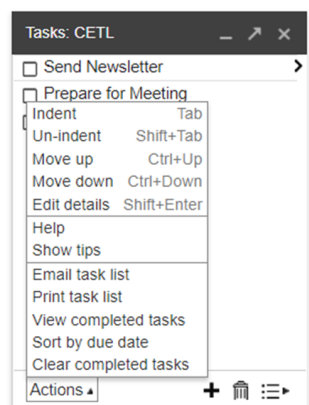


Three Ways Google Tasks are Better than Sticky Notes

By Briana Keith

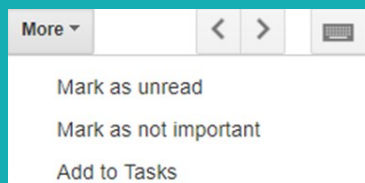
A stack of sticky notes sat by my phone and six different to-do lists were scattered on my desk. I needed a better way to prioritize my tasks and track deadlines, because being queen of the sticky notes wasn't earning me a crown in task management. I tried sticky notes on the computer, project management spreadsheets, and even a free task app. None of these tools were helping because it added one more place I needed to remember to go. After adopting Google Suite, I discovered Google Tasks. Google Tasks quickly became my favorite place to create to-do lists because it is built into the programs I already use every day: Gmail and Google Calendar.

From Gmail you can make a task list by clicking Mail in the top left and Tasks. It is easy to add tasks with the plus sign and you can drag and drop tasks to prioritize them. Now I have an electronic to-do list I can access anywhere.



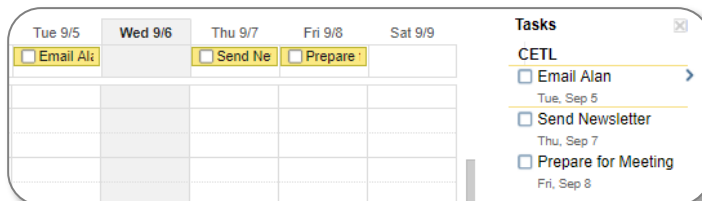
Did you know? You can create a task from an email. In the email click more and add to tasks

1



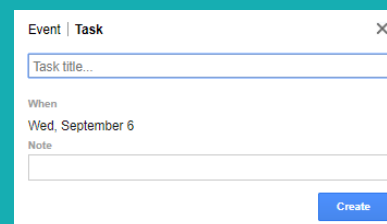
The best part about using Google Tasks is that you can assign tasks due dates and view the tasks on your calendar. From Google Calendar you can enable tasks from the My calendars list on the left. Look for the word tasks or reminders. If it says reminders, click the drop down arrow and select switch to tasks. Reminders are similar to tasks but do not have a corresponding to-do list.

When you enable tasks on the calendar, you will see tasks on specific days and the to-do list on the right. Google Calendar is the main place I use tasks to plan my day and manage my projects and time.



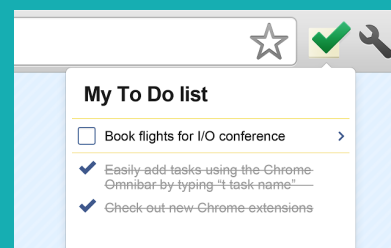
Did you know? You can create tasks from the calendar by clicking on the day and selecting task instead of event.

2



Did you know? You can add a Google Task extension to your Chrome browser. [Click here to download it.](#)

3











Although I still use sticky notes to jot down notes during a phone call, it is much easier to prioritize tasks and track deadlines with an electronic list like Google Tasks that is integrated into the tools I already use every day. If you like to-do lists or need helping tracking deadlines, then I recommend trying Google Tasks.

For more information about Google Apps visit <https://sites.google.com/francis.edu/gapps> or register for the workshop on Gmail and Google Apps Q&A.








CETL WORKSHOP SCHEDULE FOR FACULTY AND STAFF

September 2017



Mon	Tue	Wed	Thu	Fri
11 1:10-2pm Canvas Basics 	12 3-3:50pm Graphic Design Made Easy 	13 10-10:50am VeriCite	14 1-1:50pm Canvas Quizzes 	15 11-11:50am Canvas Assignments & Gradebook 2-2:50pm Gmail and Google Apps Q&A
18 2:10-3pm Canvas Ready, Set, Go! 	19 8:30am Teaching Panel 12-12:50pm Interactive Content	20 11-11:50am Google Forms 	21 9:30-10:20am Canvas Overview 2-2:50pm Hoonuit (Atomic Learning)	22 10-10:50am Canvas Course Clean Up 
25 11-11:50am Video and Audio Production 	26 1-1:50pm Canvas Quizzes 	27 9-9:50am Canvas Overview 1-1:50pm VeriCite	28 11-11:50am Canvas Ready, Set, Go! 1:10-2pm Gmail and Google Apps Q&A	29 12-12:50pm (Online) Big Blue Button

October 2017

Mon	Tue	Wed	Thu	Fri
2 11-11:50am Canvas Overview 	3 National Techies Day 12:15pm Tech Tool Swap	4 10-10:50am Canvas Basics 	5 10-10:50am Digication	6 2:10-3pm IDEA Overview
9 1:10-2pm Canvas Quizzes 	10 3-3:50pm Graphic Design Made Easy 	11 12-12:50pm (Online) Active Online Learning	12	13 9-9:50am Canvas Assignments & Gradebook
16 10-10:50am Canvas Ready, Set, Go!	17 1-1:50pm VeriCite	18 1-1:50pm Hoonuit (Atomic Learning)	19 1-1:50pm Interactive Content 3-3:50pm Copyright	20 12-12:50pm (Online) Big Blue Button
23 2:10-3pm Google Forms 	24 3-3:50pm Digication	25 5-6pm (Online) Active Online Learning	26 1:10-2pm Gmail and Google Apps Q&A 	27 12-12:50pm Poll Everywhere 

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CETL WORKSHOP SCHEDULE FOR FACULTY AND STAFF

Big Blue Button: Host Engaging Online Meetings

BigBlueButton (BBB) is a web-conferencing tool which can be used to conduct synchronous online meetings, online class sessions, virtual office hours, or to pre-record sessions for asynchronous viewing. BBB supports multiple audio and video sharing, public and private chat, desktop sharing, polling, break-out rooms, and the whiteboard for displaying files (pdf, PowerPoint, Excel, Word, graphics, etc.) or drawing. It may be used as a stand-alone tool or integrated within the Canvas LMS. This session will cover scheduling a BBB session, using BBB tools, and tips for conducting an online session.

Canvas Overview

The Canvas Overview will provide attendees with background information on the Canvas Implementation and an overview of the Canvas system. Topics include: logging in, enrollment processes, the global navigation menu, personal account and notifications settings, managing the dashboard, accessing a course, navigating a course, accessing training materials, and avenues for finding help.

Canvas Basic Construction

This session will provide attendees with hands-on experience building a basic Canvas course site from scratch. Topics include: creating a welcome page, uploading files individually and batched, organizing the course using modules, creating a module, establishing a home page, and importing content into a Canvas course.

Canvas Assignments and Gradebook

In Canvas, columns in the Gradebook are created only through the process of adding Assignments to a course. This session will take participants through process of creating and managing Canvas assignments. Topics include: creating an assignment, assignment settings, assignment groups and weighted grading, adding an assignment to a module, student view and submitting as a student, the gradebook, SpeedGrader, and rubrics.

Canvas Course Clean-Up

If you created your Canvas course from a Blackboard migration, then this walk through our Course Clean-Up Checklist will be helpful. Topics include: organizing the course menu, clearing import errors, managing old announcements, setting a home page, cleaning up modules, readying the gradebook, adjusting rubrics, and preparing for a new semester.

Canvas Quizzes

If you intend to use Canvas for administering your quizzes, this is a must-attend workshop for you. Topics include: creating a quiz, quiz options, quiz questions and question types, setting exceptions, SpeedGrader, re-grading questions, secure testing, and quiz analytics.

Canvas Ready, Set, Go!

What will it be like to actually teach the course which you have developed? This session will help raise awareness of the things that will be important once your course gets rolling. Topics include: managing notifications, viewing as student, grading in SpeedGrader, originality checking, taking attendance, chat, calendar scheduler, and course analytics to view student activity.

Copyright and Fair Use Guidelines

Learn how to avoid copyright infringement and safely provide materials for your students. Whether your developing a new online class or want to print materials for a face-to-face class, knowing copyright and fair use guidelines is a necessity. In this workshop, you will read different scenarios and discuss answers to questions about copyright issues in the digital age, how to apply the fair use checklist, and how to make good decisions when digitizing copyrighted materials.

Creating Interactive Content

Including interactive content in your course can increase your students' interest in the content and help them to better understand concepts. This can come in many different forms, but any opportunity for the student to actually interact with the material will be beneficial. Some options that will be covered are accordions, hotspot images, videos with embedded questions, mini quizzes and more.

Digication Redesigned – WOW!

Digication has a brand new suite of features that modernizes the interface and workflow for those creating e-Portfolios. Including flexible layouts, enhanced text editing, video and audio-capture, drag and drop upload, templates and other design resources, the new Digication is much easier to use and results in a beautiful product. This hands-on workshop will guide you through the new features. For a quick peek at a portfolio that was created with the new tools, visit: https://stanford.digication.com/sydney_maples_nsc_portfolio/home

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Gmail and Google Apps Q&A

In this session we will review answers to frequently asked questions about how to organize your inbox, find a mutual meeting time, reserve a room, and add tasks. We will explore other Google Apps including Google Hangouts and Google Drive. Bring your questions!

Google Forms

Google Forms are powerful data collection tools that you can use to help plan an event, create a survey, and collect data in a quick and streamlined manner. In this workshop you will create a survey with Google Forms using various question

Graphic Design Made Easy

When putting together a PowerPoint presentation, building a course in Canvas, or creating a flyer to promote an event, where do you go to find just the right images and graphics? What if you could quickly and easily make your own banners, buttons, infographics, and more? In this session, you will use a free online tool to do exactly that, and it will be easier than you could ever imagine!

Hoonuit – Just-in-time training for Staff, Faculty, and Students!

Hoonuit (previously Atomic Learning) provides 24/7/365 access to training on a wide variety of topics ranging from Gmail to ESL to Presentation Skills and Study Strategies. View a Hoonuit tutorial when you have a quick question about a program you're using or to master an entire application. Assign training to your staff or students to fill in knowledge gaps or help with skill mastery. Attend this workshop to learn how to use the system and how to integrate with Canvas.

IDEA Overview

This session will provide an overview of the IDEA process beginning with faculty selection of Learning Objectives, through preparing students, to actually administering the IDEA, then accessing and interpreting reports.

Specific Strategies for Active Learning in the Online Classroom

Reading and watching videos are common activities students are asked to do in online classes, but these activities often put students in the role of passive observer. By designing active learning activities you can increase student engagement and facilitate deeper learning. In this session you will take away specific strategies to transform passive activities such as reading, watching videos, and writing into active learning to make your online course more interactive.

Teaching and Learning Panel

Quality teaching is transformative. Quality teaching matters. Through the use of case vignettes and questions the panel will lead an audience discussion covering contemporary pedagogical issues related to classroom management, content delivery, student assessment and educational technology. Faculty of all experience levels are cordially invited to attend.

Tech Tool Swap

Celebrate national techies day with a fun Tech Tool Swap. What is your favorite app, website, hardware, software, or techie feature? Bring the name of your favorite tech tool and an example of how you use it to our round table discussion. In return get the names of your colleagues' favorite apps and tools to try. This session is open to both faculty and staff.

Using Poll Everywhere to Increase Student Engagement

Poll Everywhere is a free tool to gather responses from a live audience. Students can respond to questions using their laptop or mobile device. This is a great tool to make lectures more interactive, gauge prior knowledge, solicit ideas, or gather immediate feedback. In this session you will participate in a variety of polls, build your own polls, and learn how

VeriCite

VeriCite makes it easy to identify and investigate possible plagiarism in any text-based document submitted via a Canvas Assignment. When a document is submitted, it is automatically checked against an index of millions of online sources as well as our own institutional database of submitted work. The resulting VeriCite report includes an overview score and side-by-side comparison of matching text and sources. This session will walk participants through the assignment setup and submission processes and provide practice in reading VeriCite reports.

Video and Audio Production

Have you been hesitant to begin creating your own audio or video files, fearing the technical aspects or the amount of work required? Then, here is a chance to ease into the production biz. This session will cover several easy-to-use options for creating your own recordings, from familiar tools like Voice-Over PowerPoint (how to create one AND how to convert it to video!) to free online tools to the integrated media tool within Canvas. Quiet on the set! Action!

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