

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.

For Faculty By Faculty - Highlights from The Faculty Select Series

By *Briana Keith*

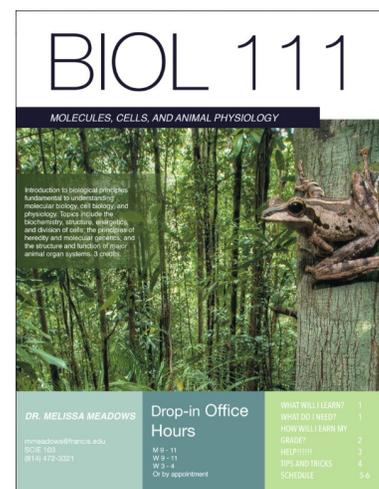
The new faculty-led professional development events began last month in the Center for Excellence in Teaching and Learning (CETL) as part of the Faculty Select Series.

How and Why to Create the Graphic Syllabus

Dr. Melissa Meadows kicked off the series on October 12 with a workshop on the graphic syllabus. Showcasing her creativity, Dr. Meadows demonstrated the powerful impact colors and images can have on conveying a message. Marketing analysts observed (as many of us have) that students communicate frequently with images in apps such as Instagram and Snapchat, and researchers reported that graphic articles are more likely to be read than all text articles. Dr. Meadows used the same principles when designing her course syllabus to make it more enticing to read than the traditional black and white text based syllabus.

Creating a graphic syllabus also added a level of visual organization that made it faster for students to read and easier for them to understand. Selecting the most important information to include, Dr. Meadows organized her graphic syllabus around frequently asked

questions. In the workshop, Dr. Meadows emphasized the importance of the syllabus when she said, "it (the syllabus) is often the students' very first impression of you and the course." Paying attention to the design of the syllabus let students know that she had carefully designed the course.



The attendees were amazed at how easy it was to create a graphic syllabus using templates and seemed excited to create their own after seeing Dr. Meadows' inspiring examples. Dr. Meadows used a magazine template from Pages on Mac. Magazine and newsletter templates can also be found in Microsoft Word, Microsoft Publisher, Piktochart.com, and Canva.com.

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FOR FACULTY BY FACULTY

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How and Why to Build Rubrics

The second workshop in the Faculty Select Series was presented by Dr. Brennan Thomas on October 26. In her workshop on Building Rubrics, Dr. Thomas shared excellent tips for grading and assessing student work. She explained that using rubrics to grade provides benefits for both students and faculty. Rubrics helped communicate requirements and expectations to her students before beginning the assignment, and provided detailed feedback after the assignment.

Dr. Thomas described why rubrics made her grading more consistent and faster, and how she discovered this when facing a mountain of papers. The first tip given for

creating rubrics was to stick to four to six criteria in a single assignment rubric. The categories for a basic writing assignment rubric were Content, Organization, Style, and Grammar. A more detailed rubric for a research paper contained six criteria: Content, Organization, Evidence, Documentation/Formatting, Style/Tone, and Grammar/Mechanics. Using the K.I.S.S. acronym, Dr. Thomas urged faculty to keep it simple and double check that the rubric matches the assignment directions.

A key take-away for creating rubrics was to prioritize the criteria on the rubric with the most important at the top, and make the most important criteria worth more points than other categories. Attendees at the workshop found Dr. Thomas' tips

helpful for revising rubrics and creating news ones.

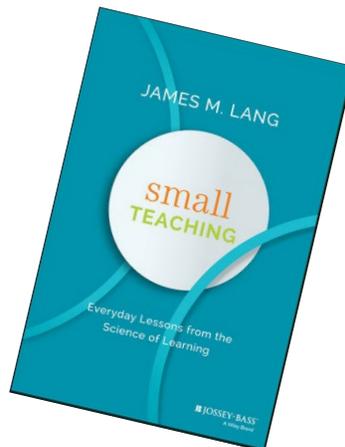
This series of workshops for faculty taught by faculty will continue in November. On Friday, November 17 at 12:15pm, Dr. Ed Zovinka will present Test Reworks, in which he will describe how giving students an opportunity to rework test questions provides them with another chance to learn the material and creates a unique teachable moment using constructive criticism.

On Thursday, November 30 at 12:15pm, Dr. Samantha Radford will present Using Reflection to Enhance Learning. Dr. Radford will discuss her experiences (good and bad) with the ABCs of reflections presented by Marshall Welch at the service learning workshop during last spring's Community Development Week.

Interleaving and Blocking

By Theresa Wilson

In his book "Small Teaching," James Lange presents a collection of small-scale learning activities, one-time interventions, and modifications in course design that can enhance student learning. These research-based ideas allow faculty to make impactful incremental changes rather than overhauling an entire course. Our recent discussion focused on the concepts of blocking and interleaving. "Whereas blocking involves practicing one skill at a time before the next (for example, "skill A" before "skill B" and so on,



forming the pattern "AAABBBCCC"), in interleaving one mixes, or interleaves, practice on several related skills together (forming for example the pattern "ABCABCABC"). For instance, a pianist alternates practice between scales, chords,

and arpeggios." Recent studies have shown that, in some circumstances, a teaching approach which features interleaving results in longer-term retention of skills than a blocked approach. Math is one area in which interleaving is particularly effective. If you are intrigued, you can borrow "Small Teaching" from the CETL library or you might visit this article from Scientific American, "The Interleaving Effect: Mixing It Up Boosts Learning" at <https://www.scientificamerican.com/article/the-interleaving-effect-mixing-it-up-boosts-learning/>.



Drive File Stream Replaces Google Drive Sync

By Briana Keith

Google has a new and more convenient way to access Google Drive files from your computer. Using Drive File Stream, you can quickly see your Google Drive files in the File Explorer, just like you would access files on a network drive.

The previous tool called Drive for Mac or PC required you to select which files to sync to your computer.

The downside to this tool was syncing files took up space on your hard drive and would not allow you to sync Team Drives. Now you can browse, organize, and access Google

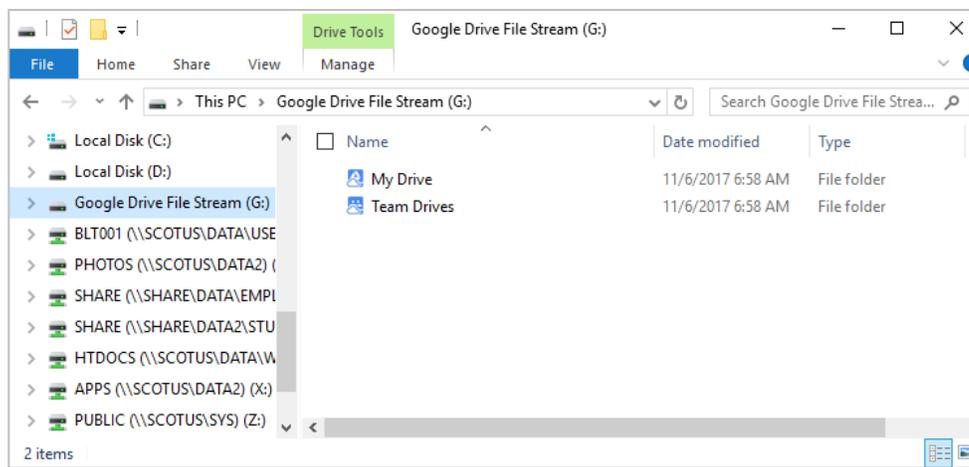
Drive files without downloading all of them to your computer. Moreover, Drive File Stream shows both My Drive and Team Drives.

Although Docs, Slides, Sheets, and Forms will still open in your browser such as Google Chrome, Drive File Stream makes it easier to save files from other applications such as Word directly to Drive. For

example you can create a new Word document and select File > Save As > Browse > Google Drive File Stream (pictured below).

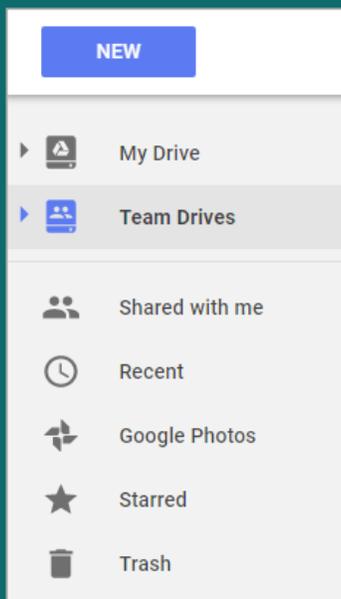
Access your Google Drive files easier and faster by downloading Drive File Stream today. Use the link below to get directions, register for the Google Suite Updates workshop, or email bkeith@francis.edu to schedule a meeting for

assistance setting up Drive File Stream.



[Click here for directions on How to Download Drive File Stream.](#)

What are Google Team Drives?



The G Suite Learning Center describes what you can do with Team Drives and the difference between Team Drives and My Drive:

Google Team Drives are shared spaces where teams can easily store, search, and access their files anywhere, from any device.

Unlike files in My Drive, files in Team Drive belong to the team instead of an individual. Even if members leave, the files stay exactly where they are so your team can continue to share information and get work done.

Learn how to create a Team Drive and set permissions at <https://gsuite.google.com/learning-center/products/drive/get-started-team-drive/>.

CETL WORKSHOP SCHEDULE FOR FACULTY AND STAFF

November 2017

Mon	Tue	Wed	Thu	Fri
13	14 10am Advanced Microsoft Word 	15	16	17 12:15pm Test Reworks with Dr. Ed Zovinka
20	21 1pm Graphic Design Made Easy 	22	23 Happy Thanksgiving! 	24
27	28	29 11am Google Suite Updates (Bring Laptop) 	30 12:15pm Using Reflection to Enhance Learning with Dr. Samantha Radford	1

December 2017

Mon	Tue	Wed	Thu	Fri
4	5 10am Google Suite Updates (Bring Laptop) 	6 3pm Google Suite Updates (Bring Laptop) 	7  7:30pm The Dos and Don'ts for Making Videos (Online)	8
11	12  10am Graphic Design Made Easy 12:15pm The Pause Procedure	13 1pm Creating Interactive Content using H5P and EDpuzzle  	14 11am Polling Tools that can Increase Student Engagement 1pm Canvas Steps to Prep for Next Semester 	15 10am Google Suite Updates (Bring Laptop) 
18  11am Excel 2pm Google Suite Updates (Bring Laptop)	19  7:30pm Canvas Steps to Prep for Next Semester (Online)	20 11am Tech the Halls	21	22
25 Merry Christmas! 	26	27	28	29



Please register for workshops at least 1 day prior to the event on the [CETL calendar](#). Most workshops are 50 minutes to an hour long. Workshops are held in the CETL, which is located on the first floor of the Library in room 111, unless online is noted.

CETL WORKSHOP SCHEDULE FOR FACULTY AND STAFF

Advanced Microsoft Word

You probably have mastered the basics and then some with Microsoft Word. This workshop will take you into the realm of super-sophisticated Word skills. You will learn how to create and format a cover page, use styles, construct a table of contents, set up different headers, footers, and page numbering patterns, vary page orientations, and insert and control tables, images, and captions.

Canvas Steps to Prep for Next Semester

The end of the semester is upon us, and before you know it, spring session will begin. This session will review the most important things you can do to close out one semester and prepare for another. Topics include: exporting your end-of-semester gradebook, copying your old course into a new course shell, adjusting your due dates and announcements, checking for broken links, and updating files.

Creating Interactive Content using H5P and EDpuzzle

Including interactive content in your course can increase your students' interest in the content and help them to better understand concepts. Learn how to use free technology tools to turn a passive activity such as watching a video into an active learning experience for the students. In this session you will create interactive accordions, hotspot images, videos with embedded questions, mini quizzes and more.

The Dos and Don'ts for Making Videos

Getting students to watch videos you create for an online course, for a flipped lesson, or for a face-to-face class starts with creating quality videos. As avid watchers of YouTube, students watch professional looking videos daily. Find out the biggest mistakes instructors make creating videos and tips we can take from YouTubers to improve the quality of our course videos.

Excellent Number Crunching with Excel

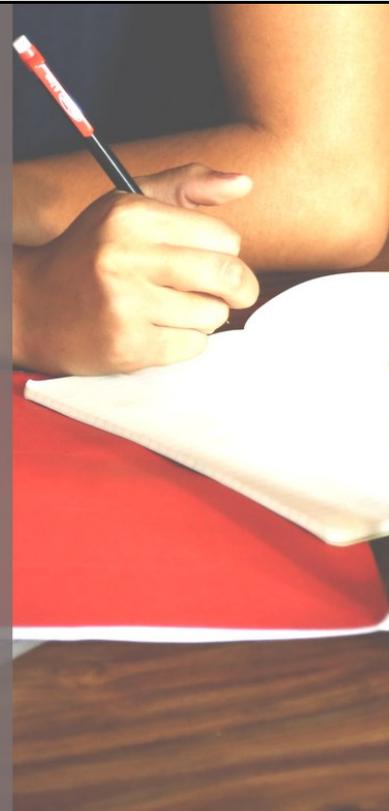
Working with numbers and text is a daily challenge for many. This workshop will provide attendees with hands-on experience and practical examples in using powerful Excel functionality to meet those challenges efficiently. Capabilities covered will include understanding and clearing common spreadsheet errors, working with multiple sheets, protecting data, using functions for manipulating textual data, and the super tools: pivot tables and lookup functions.

DR. ED ZOVINKA
PRESENTS

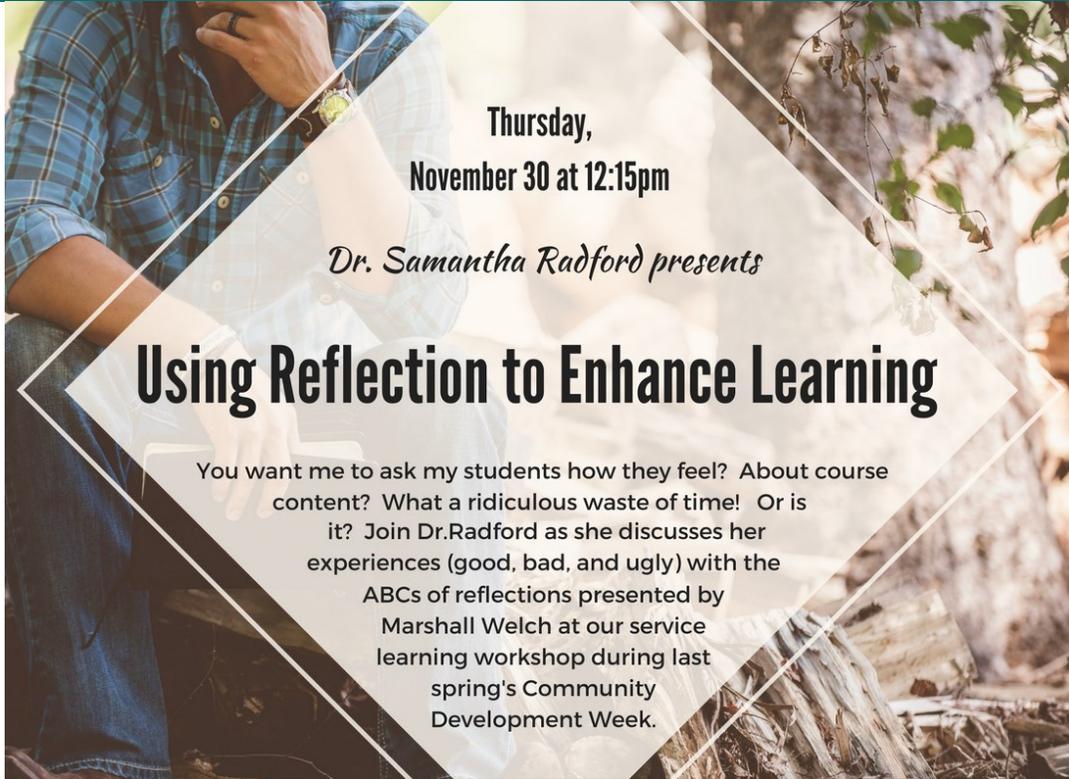
Test Reworks

Friday, November 17
12:15pm

After giving students an assessment such as a "test", faculty often face the reality that students did not earn the score that we (or they!) hoped they attained. A traditional answer is that the test may be curved to fit the 90's = A, 80's = B, scale. However, I always hoped that the test itself was a learning experience and that simply tacking on points was unsatisfying to me - and a missed learning opportunity. Test reworks provide the students with another chance learn the material, provides a teachable moment on constructive criticism, without "giving away" points to satisfy students.



CETL WORKSHOP SCHEDULE FOR FACULTY AND STAFF



Thursday,
November 30 at 12:15pm

Dr. Samantha Radford presents

Using Reflection to Enhance Learning

You want me to ask my students how they feel? About course content? What a ridiculous waste of time! Or is it? Join Dr. Radford as she discusses her experiences (good, bad, and ugly) with the ABCs of reflections presented by Marshall Welch at our service learning workshop during last spring's Community Development Week.

Google Suite Updates

Get the scoop on the latest updates to common Google Apps in G Suite for Education. Bring your laptop to this session, because you will download the new Drive File Stream and learn how to save and access files. We will also discuss what materials are best for Team Drives and explore updates to Google Calendar.

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!

The Pause Procedure

In January 1987, three faculty members at Penn State University published an article in the Journal of Teacher Education and Special Education detailing their action research project to determine the effect of a “pausing procedure” on student recall of facts and performance on objective tests. The promising results of their project have been replicated many times and in many different disciplines. Join your colleagues in the CETL for a discussion of this project and to share ideas for helping students retain information.

Polling Tools that can Increase Student Engagement

Free polling tools such as Poll Everywhere and Google Forms are a great way to gather responses from students and encourage participation. Students can respond to questions using their laptop or mobile device. Find out how you can use polling tools 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 to integrate the polls into PowerPoint or Canvas.

Tech the Halls

Join the CETL staff for a fun and festive swap meet. Bring your favorite tech tool, technique, or tech-created product to share. For added fun, send us your favorite holiday cookie recipe and we'll compile them into a Tech the Halls Cookie-book for your swap meet favor.