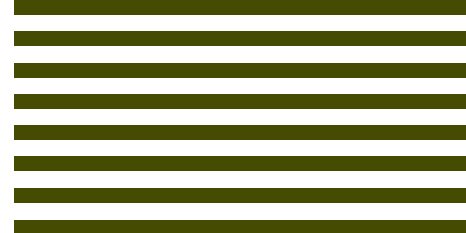


# ITDP UPDATE

## INSTRUCTIONAL TECHNOLOGY AT PC



| NOVEMBER 2020 |



### WRAPPING UP FALL 2020

On page 2, review some suggestions for preparing for remote final assessments and other important information.

### PLANNING A NEW SEMESTER

On pages 3-5 you will find a checklist of things to keep in mind as you prepare for future semesters.

### RESOURCES

Check out page 5 for a reminder of all the instructional technology tools and tutorials made available to you!

## ITDP UPDATE

With remote and blended instruction becoming a necessity for teaching and learning this year, the instructional technology resources at PC have certainly been put to the test! We appreciate your patience, creativity, and resilience as we support these new pedagogical models.

We on the ITDP team have had the chance to see many of the inspiring lessons and assessments put forward by our faculty, and along with the CTE we would like to encourage you to consider sharing some of these innovations with your colleagues.

The CTE and ITDP are looking for faculty to create short, informal videos about what has worked for them (and their students) this semester. Think of this as an idea bank for your colleagues. [Click here for more information](#). Please fill out the proposal form by November 16<sup>th</sup>.

As we move towards the end of the semester we thought it would be helpful to reach out with helpful resources to support your instruction, along with useful reminders to help you prepare for 2021. Please note that we will be offering limited support during the week of Thanksgiving break and to plan accordingly.



# WRAPPING UP FALL 2020



## Moving to Full Remote

As you are already aware, all courses will be moving to fully online instruction following Thanksgiving break. This means that you will need to be prepared to deliver all content online via Zoom, Sakai, and/or other preferred methods. Additionally, final course assessments will need to be delivered online. We have put together a useful resource for delivering [Non-Proctored Assessments for Remote Learners](#) that we hope you will find useful in preparing finals. We have also recorded a short training on the topic of "[Getting Creative with Remote Assessments](#)".

If you have questions about creating remote assessments or adopting new technologies, please reach out to our team at [ITDP@Providence.edu](mailto:ITDP@Providence.edu) as soon as possible so we can be sure to provide you with the necessary support and resources.

## Thanksgiving Break

Our team will be out-of-office during Thanksgiving week. While we will be checking in on inquiries made to [SakaiHelp@Providence.edu](mailto:SakaiHelp@Providence.edu) and [ITDP@Providence.edu](mailto:ITDP@Providence.edu), we will have limited staff resources. Thus we will not be able to support 1:1 consultations, but will be offering Drop In sessions which you can register for at <https://itdp.providence.edu/>.

We urge you to contact us in advance to Thanksgiving break as much as possible in regards to any plans you are making for end-of-semester preparations.

## Hypothes.is and Gradescope Surveys

If you used Hypothes.is and/or Gradescope this semester we ask that you take a moment to provide us with critical feedback on these learning technologies. Understanding how these tools impact learning is essential to helping us decide which tools to keep in the next budget and which to consider replacing or augmenting. You can find these short surveys here:

- [Hypothesis Survey](#)
- [Gradescope Survey](#)

# PLANNING A NEW SEMESTER

## Start of Semester Preparation Checklist

- Request section merges
- Roll over Sakai content
- Organize online content
- Revise Syllabus/Review and Edit Dates
- Technology Check/Technology Audit of Students
- Student View/Edit Content
- Student Engagement/Help each other Forum
- Create shared guidelines expectations for students and instructors
  
- Organize and Roll over Sakai Content from One Semester to Another**
  - Roll Over Sakai Content – [Tutorial Link](#)
    - To roll over material from a past Sakai site, to a new one. Start in the empty site (if you plan to use a merge site, email [sakaihelp@providence.edu](mailto:sakaihelp@providence.edu), so we can create that first.)
    - Make sure the same tools are available on the *new* site as the old site. To add or remove tools to your course site *Site Info>Manage Tools>follow prompts to add or remove tools*.
    - From the empty site, go to *Site Info>Import from Site>Select Site You Are Copying From> Select “Merge My Data”* if you do not need to copy Gradebook structure> Follow prompts to copy content over.
    - If you plan to use the same Gradebook structure, select “I would like to replace my data.”
  - Rearrange or Hide Favorite Sites – [Tutorial Link](#)
    - Move active course/committee/project sites to the top menu by ‘starring’ sites.
    - Unstar to remove from the menu. All sites still available from the sites ‘waffle’.
  
- Revise Syllabus and Review/Edit Dates**
  - Use Sakai’s Syllabus tool to add your syllabus, or for an interactive syllabus, consider Microsoft Sway or Sakai’s Lessons Tool.
  - Update pertinent dates (Tip: Sakai has a new “Date Manager” available in Site Info for bulk date editing).
  - Align dates with Sakai Assignments, Tests & Quizzes, and more.
  - Sakai’s Lesson tool is a great way to organize weeks or modules of your class.
  
- Ensure the Course is “Student Ready”**
  - Organize course content from a student’s point of view
    - Use your course site’s ‘student view’ to see what your students will see.
    - Note and edit any hidden or timed-release items.
    - Using groups? *Site Info>Manage Groups> add users to your groups* in advance. Many tools in Sakai are ‘group aware’, which means specific Resources, Assignments, Tests & Quizzes, can be shared with assigned groups.
    - Using Microsoft Teams? Contact the Help Desk for creation of your Team.
  
  - Conduct a technology check
    - Navigate file and resource paths; review all links to outside resources (blogs, articles, videos, etc. may be taken down or no longer available); double-check that all audio and video files are viewable and accessible; ensure that students can download any assigned readings that you have posted; ensure that any quizzes that will be assigned are created and ready for students to take; consider sending an email or announcement to the entire class and asking each student to confirm receipt to make sure you have the correct contact information for all students. Keep a contact list outside of Sakai, as a backup to system outages. Consider a technology survey to find out what students have access to for or in case of remote learning.
    - Synchronous Meetings Tips - Zoom or MS Teams
      - If you are attending or facilitating a synchronous meeting or discussion, conducting the technology check is even more important. Many of the meeting software programs and applications will work

differently on every computer and browser, so it is best not to assume that because you have used something in the past it will work seamlessly. For instance, you may need to update your version of Zoom in order to use it — you do not want to be late to the meeting because you are waiting for the update to download to your computer. To avoid such issues, log on early and make sure that your video and audio are connected and working properly. Have a 'check in' or low stakes meeting with your students to work out any kinks in advance of the first class.

- If you are leading a synchronous lecture or discussion take the time to ensure that you are familiar with any tools that you plan to use, such as breakout rooms and whiteboard annotation. You may even do a test run of the entire session ahead of time. If a function is not working or you are not very comfortable with it yet, it may be better to adjust the lesson or activities to avoid using them for now. Make a note to go back and learn how to use these functions and incorporate them into future sessions.

#### □ **Ensure Students Start Strong**

- Introduce yourself and the course (F2F and online)
  - Send a welcome message and relevant materials prior to class.
  - A short intro video can introduce students to you and pertinent information.
  - Don't forget 'official photos' are now available via the Sakai roster, so students can get to know one another.
- Develop an online orientation module
  - Consider creating a "Helpful Information" Lessons page for class 'housekeeping' and quick info from the syllabus. This can include book info, online homework info, pertinent online accounts or tools that will be used in the class, office hours, and pertinent email addresses for student tech, library, and services support.
- Survey students on technology access
  - For example, do they have any remote concerns and what is their access to technology
- Design a syllabus activity
  - Create a low stakes quiz about the syllabus. This can accomplish two things – 1) students pay closer attention to the syllabus and 2) this is a way to experiment with some settings in Sakai's Tests & Quizzes.

#### □ **Build Community**

- Create an ice breaker to start the semester. This is especially important if students are online. Include yourself, so students can get to know their instructor as well.
  - Create an online introduction discussion forum
  - Sakai Chat is a great, synchronous option to hold real-time discussions or open office hours.
- Build student-to-student relationships
  - Consider creating a discussion forum called "Helping Each Other" where students can post questions and inquiries to one another. The instructor can jump in as needed, but students should be encouraged to respond to one another.

#### □ **Set Expectations for Online Etiquette**

- Set clear civility and netiquette guidelines in your syllabus
- Model and reinforce civil behaviors and professional expectations
- Collaborate with students to create community norms
- Effectively respond to minor disruptions
- Effectively and consistently respond to major challenges negatively impacting the learning environment
- Coach students to manage challenging conversations

**Tips for Engaging Under Prepared Students:**

- Identify students' prior knowledge
  - Use early, ungraded assignments and pre-assessments
- Implement instructional practices that support student success
- Incorporate research-based study skills
  - Both OAS and the Library are offering a variety of online services, including consultations and workshops.
- Monitor online activity to identify challenges
  - For example, the Sakai Statistics tool can be added to any course site and is only seen by instructors (*Site Info>Manage Tools...*).
  - Other tools (Discussion Forums, Tests & Quizzes, Assignments) have built in student analytics.
  - Zoom provides reports on attendance and viewing of cloud recordings
- Provide opportunities for student practice
- Offer additional supports to meet students' needs, for example
  - Office Hours
  - Extra Credit
  - Group study
- Develop resources to support student learning
- Assist students in using campus-based resources
  - <https://one-stop.providence.edu/>

## RESOURCES

**Remote Learning and Instructional Continuity:** [This site](#) provides tutorials and resource information about Zoom, Sakai, Gradescope, Hypothes.is, Perusall, and many other learning technology tools that are available to faculty. It also provides best practices and content development ideas.

**Sakai Tutorials:** For Sakai tutorials for faculty, visit <https://itdp.providence.edu/faculty/>

**Instructional Technology Workshops:** We provide weekly Zoom drop-sessions and ongoing instructional technology workshops. To view our calendar of offerings, [click here](#). You can also see recordings of all past workshops [here](#).

### Email Contacts List

[helpdesk@providence.edu](mailto:helpdesk@providence.edu) - Information Technology - User Services and Academic Media Services. General questions about hardware and software supported by the college, Net ID (username and password) and user accounts, Zoom (providence.zoom.us), and Microsoft 365 (OneDrive, Teams, etc.) inquiries.

[classrooms@providence.edu](mailto:classrooms@providence.edu) - This email goes to members of Physical Plant, Information Technology, Academic Media Services, Academic Affairs and the Instructional Technology Development Program for reports of maintenance, technical issues or questions. For this semester, please do not rearrange furniture. Also, some final details and work are being done on spaces across campus.

[sakaihelp@providence.edu](mailto:sakaihelp@providence.edu) - This email address is monitored by members of Information Technology and Instructional Technology Development Program. We assist with faculty use of Sakai and integrated platforms (such as Zoom, TopHat, Hypothesis, Gradescope, and more). Zoom is available in all Sakai course sites, but all faculty, staff and student has licenses via providence.zoom.us.

[itdp@providence.edu](mailto:itdp@providence.edu) - Email an Instructional Technologist at the Instructional Technology Development Program for questions and ideas about teaching with technology.

[cte@providence.edu](mailto:cte@providence.edu) - The Center for Teaching Excellence can support faculty with guidance around pedagogy, course design, and partnerships.

[askalibrarian@providence.libanswers.com](mailto:askalibrarian@providence.libanswers.com) - Contact the librarians and faculty at the Phillips Memorial Library.