

Faculty Council Committee Report

Month: February Year: 2024

COMMITTEE: Fc Technology Committee

SUBMITTED BY: Rangarajan, Sunita

Last Meeting Date: (List date of last physical meeting or the dates of e-discussions)
Thursday, February 01, 2024

Active Members: (List all members who attended meeting/or contributed to work listed in this report in order of last name, i.e., John Adams, Mary Barr, Fred Cox, etc.)

Marlo Ballard
Bob Benavides
Ann Cervantez
Copeland Crisson
Tebring Daly
Jillian DeShazo
Aparna Godbole
Raji Kannampuzha
Mervat Karout
Aida LaPoint
Kimberly Lower
Robert Mcleroy
George Neal
Austin O'Reilly
Sunita Rangarajan
Heather Rawls
Divya Swaminathan
Bridget Vosloo
Mary Weis
Freddie Williams

Summary of Discussions/Activities: (List the current items your committee is addressing, status update on those items, action items completed, any subcommittee work, person(s) responsible for each action item, etc.)

-A series of Tech Tip videos covering various aspects of the Canvas Gradebook (details below) were created and emailed to all faculty. The videos have been posted to the Faculty Starting Line on the Canvas dashboard.

-The Tech Tip video for September was created by Prof. Mervat Karout covering the following topics:

1- Creating Assignments to allow columns to appear in the gradebook including create weighted

Assignment Groups to create an accurate Total column. As well as rule setting in case the instructor would like to drop the lowest grade.

2- Setting a posting policy including late policy

3- How to hide unpublished assignments

4- Ways to enter grades in the grade book.

--The Tech Tip video for October was created by Prof. George Neal covering the following topics:

1- Applying filters to the grade book

2- Sorting grades by criteria

3- Arranging student's names in the gradebook

4- How to view student's grade individually

5- Adding a "Notes" column

--The Tech Tip video for November was created by Prof. Jillian Deshazo covering the following topics:

1- Changing students' submission status (late, excused and comments)

2- Changing the color of the status

3- How to hide total column

4- How to email students from the gradebook

-The Tech Tip video for December was created by Prof. Divya Swaminathan covering the following topics:

1- Adding a grade scheme in settings

2- Final grade override

3- Exporting the grades from the gradebook

4- Formatting the excel sheet after the export, to get it ready to be sent to the Associate Dean

-The Tech Tip video for January was created by Nursing Professor Heather Rawls presenting, " How to copy a canvas course that does not result in a false course evaluation reminder"

-A suggestion was made to create videos on how to link FDA to Canvas. It was suggested to keep the video generic or direct faculty to publisher website rather than promote any one platform in the video.

-Prof. Ballard gave the committee an update regarding the Canvas Gradebook taskforce: Faculty will likely be required to use Canvas Gradebook to post grades for students. May link gradebook to Banner to help with final grade posting. Making Canvas gradebook mandatory may pose a problem for faculty who do not use Canvas in their courses (like faculty of Nursing or Animation). Faculty choose not to use Canvas Gradebook either because of a complicated grading scheme not supported by Canvas, or errors with Canvas gradebook. If linked to Banner, student names would likely have to match perfectly on both to sync grades. Assignments on Canvas that are not weighted may also pose issues. If Canvas gradebook is made mandatory, there is a need for dedicated faculty support and clear guidelines. Faculty may still be required to use excel to submit final gradebooks to administration.

-The Technology Committee could play a role in providing faculty support with regard to using Canvas gradebooks.

Summary of Action Items: (List action items current underway)

Below are future Tech Tip videos to be created by this committee:

-Profs. Crisson and Williams will be working together to create a Tech Tip video to link external gradebooks to Canvas.

-Prof. Mcleroy will create a video on the capabilities of H5P (HTML5) framework after attending a symposium on the topic.

-Prof. Godbole will work on a video on the use of emoji's in Canvas courses to differentiate assignments and personalize Canvas.

Date of Next Meeting:

Confirmed? (Y/N): N