

# ID&D NEWSLETTER

Fall 2020

## Newsletter Highlights:

- Syllabus: SU Course Related Policies and Resources
- Inclusive Access
- Welcome Letter to Students
- Using Groups for In Person Sign up
- Zoom for Remote Virtual Instruction
- New Integration with MyClasses: Office 365
- TurningPoint Web
- Update Your Turnitin Assignments
- Update Your Panopto Version
- Recent MyClasses Updates
- August 10th 14th Workshops & Offerings

### Please Note:

If you experience problems with any of the links in this newsletter, please send an email to [suidd@salisbury.edu](mailto:suidd@salisbury.edu).

## START OF THE SEMESTER INFORMATION

### Instructional Design & Delivery: Office Operations

Instructional Design & Delivery will continue to telework in August and throughout the Fall 2020 semester. The faculty development studio, located in the Academic Commons room 221, is accessible to all faculty via their GullCard as well as the recording room in AC 221B. The lightboard recording room (AC 221A) is accessible via GullCard to any faculty member who completes or has completed the [Lightboard training](#).

**ID&D will be willing to meet faculty on campus based on appointments.** For in-person meetings, please email your [Instructional Designer liaison](#).

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*Need Help? Use the ID&D Support Center*

*Login to the [ID&D Support Center](#) to submit a support ticket.*

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Faculty can also receive assistance by:

- Search the [ID&D Knowledgebase](#) for instructional software how-tos and pedagogical best practices.
- Phone – Any voice message will be sent as an audio file via email.
- Email – Email requests for help will be converted to an ID&D Support ticket based on the content of the email.

**To help manage workload, the ID&D Support Center help requests will be evaluated first, then email and phone messages by faculty and staff.**

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*Stay informed: Follow us on [Twitter @SU IDD](#)*

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## Syllabus: SU Course Related Policies and Resources

Need the most recent Turnitin Statement? Want to direct students to the Disability Resource Center or Center for Student Achievement with the most up to date information? Need the most recent SU COVID related policies for the Fall semester? We have you covered.



All [SU Course Related Policies and Resources](#) have been moved to a central website under **Academic Affairs**. The SU Course Related Policies and Resources will continue to be updated with relevant information as changes are made.

**On August 10, 2020**, all courses in MyClasses will have a link to the SU Course Related Policies and Resources automatically added to their course menu. ID&D will also begin removing any versions of the previous Salisbury University Policies and Resources page in courses to avoid conflicting information or confusion.

Suggested addition to your syllabus:

**University Course-Related Policies:** Salisbury University expects that all students have read and understand all of the [Course-Related University Policies and Resources](#) and thereby agree to honor these standards. Important course-related policies and resources includes, but are not limited to:

- COVID related return to campus information
- Course registration add/drop/withdraw period
- Academic misconduct policy,
- University resources such as the SU Libraries, Disability Resource Center, Center for Student Achievement and University Writing Center.

The [INSERT ACADEMIC DEPARTMENT/UNIT] considers academic misconduct as a serious offense and ALL incidences are subject to disciplinary action including, but not limited to, separation from the University.

## Important Start of the Semester Dates:

- August 17<sup>th</sup>: Send Welcome Letter to students
- August 24<sup>th</sup>: Courses available to students for Fall and Fall 7 week 2 Courses (If published by Instructor)
- August 31<sup>st</sup>: Fall Regular and Fall 7 Week 2 Sessions Begin!
- September 1<sup>st</sup>: Add/Drop Ends for Fall 7 Week 2 Session
- September 4<sup>th</sup>: Add/Drop Ends for Fall Regular Session
- September 9<sup>th</sup>: Student Inclusive Access Opt Out Deadline
- September 7<sup>th</sup>: **Labor Day but Classes are in Session!**



## Inclusive Access

Inclusive Access is a program that connect students with discounted eBooks, publisher content access codes, and other Open Education Resources through an integration with MyClasses. It is a partnership between the SU bookstore, textbook publishers, RedShelf (our partner that enables the connection through an integration tool in MyClasses), and Instructional Design & Delivery.

There are two types of Inclusive Access (eBook and Courseware). Courseware includes publisher created activities and content. Faculty who are using Inclusive Access are responsible for:

- Obtaining pertinent information from the Bookstore (such as textbook price) related to Inclusive Access. Typically, this is sent via an email from Lisa Gray in the Bookstore.
- Instructors using Courseware should work with the publisher representative to setup their course in the publisher site and integrate with their MyClasses course.
- Faculty planning to combine course sections should [fill out the MyClasses Course Combine Request form](#) by August 14, 2020.
- Add Required Course Materials link to your MyClasses course menu, import Inclusive Access information and modify for your course. Please see ID&D's [Inclusive Access & Publisher Integration Setup](#) and follow the Workflow at the bottom of the page.

The [Fall 2020 Important Dates for IA](#) guide provides important access and opt-out dates that must be communicated to students. Faculty would modify these dates in the Required Course Materials and Opt-Out Instruction pages which can be imported into a course from the Canvas Commons.

## Using the Canvas Commons to Import Resources

Looking for a resource to add to your course? ID&D and other campus partners have provided various learning objects for you to import into your course from the Canvas Commons. Examples include:

- Inclusive Access Required Course Materials and Opt-Out instructions for eBooks and various publishers
- Student Access to Zoom Tutorial and best practices
- Student Using Respondus LockDown Browser and Monitor instructions
- Student instructions for Submitting a Panopto Recording as an assignment
- SU Libraries:
  - Module on Sources: Searching, Evaluating & Integrating
  - Module on SU Libraries Research Skills Tutorial

For more details review our [Canvas Commons article](#).

## Welcome Letter to Students

Many Faculty who have taught online or hybrid courses in the past, have used a Welcome Letter to introduce the course to their students. All faculty are encouraged [to send a Welcome Letter using the Email Class Forums](#) to introduce [their course modality](#) (in-person, hybrid, remote or online) to their students **by August 17, 2020**.

Need help getting started? ID&D and faculty across campus will be providing examples in the Files/Welcome Letter folder in the Faculty Senate – COVID Instruction and Town Hall site.

## Using Groups in MyClasses for In-Person Attendance Sign-up

Dr. Kathleen Shannon in collaboration with Instructional Design & Delivery has developed a method for scheduling which students will attend in-class meetings in accordance with classroom COVID capacities using Groups within MyClasses. Please see the [Using Groups to Assign In-Class COVID Capacity Attendance](#) in the Faculty Senate - COVID Instruction and Town Hall site in MyClasses or [ID&D's Video Tip](#) for more information.

## Library Chat on MyClasses Course Menu

The Library Chat feature on your course menu provides direct access to research librarians and other library staff right in your MyClasses course. This is the same chat feature you'll find on the [library website](#), just in a more convenient location. Students and faculty can ask for help with research, get help finding books and articles, ask about library policies, and much more

[Home](#)

[Announcements](#)

[Library Chat](#)

## Additional Instructional Design Services Available: iDesign

As part of the [USM OnTrack program](#), Instructional Design & Delivery has expanded our resources to assist faculty with their course designs by partnering with [iDesign](#) to provide additional instructional design service hours for individual faculty support and/or course development support. An iDesign Faculty Learning Hub is available in MyClasses that includes web-based resources on the fundamentals of online instructional design and pedagogy as well as request consultations by iDesign Instructional Designers. To get started, [join the iDesign Faculty Learning Hub](#) in MyClasses.

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*Stay Informed: Subscribe & use our [Youtube Channel](#) to learn more about  
Panopto, Zoom, MyClasses and much more!*

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## INSTRUCTIONAL SOFTWARE

### Zoom for Remote Virtual Instruction

During Spring 2020, many faculty were thrown into the thralls of virtual remote instruction using Zoom. Over the Summer, Information Technology, Instructional Design & Delivery and the COVID Planning Safe and Learning Environments sub-committee provided additional training and resources to help prepare you and your students for remote instruction this Fall.

In the Faculty Senate – COVID Instruction and Town Halls site, please review the Module about [Using Zoom for Instruction](#).

### Changes in Conferences/BigBlueButton

With a campus wide license for Zoom, the university's premium license to BigBlueButton has ended. BigBlueButton is the default tool for Conferences in MyClasses. Faculty should know that recordings in Conferences will only be available for 7 days after the meeting date/time. If you need to save a recording for longer, please follow the instructions in our Download BigBlueButton Recordings article.

### New Integration with MyClasses: Office 365

The Office 365 Integration with MyClasses adds functionality in Assignments, Collaborations, Modules, Course Navigation and other areas within a course. The integration allows students and instructors to use, create, share and collaborate Office 365 files within MyClasses.

Once enabled, faculty can:

- Create a document, slide presentation, or spreadsheet in your OneDrive and share that document via a hyperlink or by adding the document as a Module item,
- Use the Collaborations to create group collaborations files, and
- Create assignments from document templates in your OneDrive.

Students will be able to submit assignments directly from their OneDrive.

Review the ID&D guide about how to [enable Office 365 in your course](#). You can also read more about [how to add a OneDrive File to your course](#) by hyperlinking text while in Edit mode, or by adding a file to a Module, [create collaborative files for group work](#), or provide a template for a student assignment by [creating an Office 365 Cloud Assignment](#).

### Instructor Training: Lockdown Browser and Respondus Monitor

- How to use LockDown Browser and Respondus Monitor to protect integrity and ensure student identity
- The instructor and student perspective using each application
- How to analyze proctoring results, including a feature that ranks exam sessions by risk
- Best practices and tips for success with both applications



August 5, 7, 11, 12, 13, 18, 20, 21, 24, 25, 27

[Register Now](#)

## TurningPoint Web and Remote Instruction

With TurningPoint Web, you can create content, run polling sessions, and manage results entirely online. You can build and facilitate content online for a completely web-based experience, students can participate online through a web browser using a computer, tablet or a smart phone. Session results can be directly uploaded to MyClasses. If you have used PowerPoint Polling in the classroom, you can run your presentation and conduct your “clicker” session the same way online. All users (students and instructors) will need a Turning Account, students need a Turning Account subscription. [Resources for TurningPoint Web](#)

For TurningPoint Web demo, join Safaa Said in one of the following virtual sessions:

- [Thursday, August 6 at 5:30 PM ET](#)
- [Monday, August 10 at 1:00 PM ET](#)
- [Tuesday, August 11 at 3:00 PM ET](#)
- [Wednesday, August 12 at 11 AM ET](#)

Registration is available through the [Faculty Development calendar](#).

## Have you Updated your Turnitin Assignments for Fall 2020?

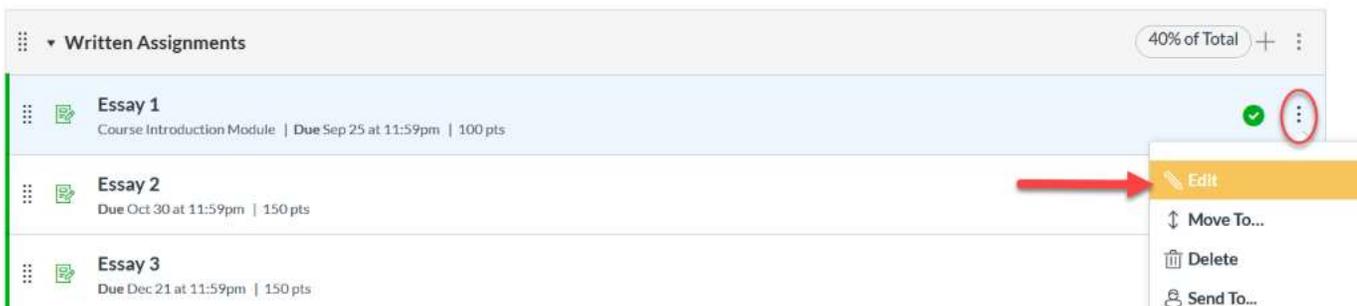
After two years of operating dual Turnitin integrations and requesting that faculty update assignments to the new Turnitin integration, ID&D removed the legacy Turnitin external tool from MyClasses on May 25, 2020 and is now using only the Turnitin Plagiarism Framework.

If you click on an old Turnitin assignment in your Fall 2020 course and you are redirected to the Home Page with the following error message:

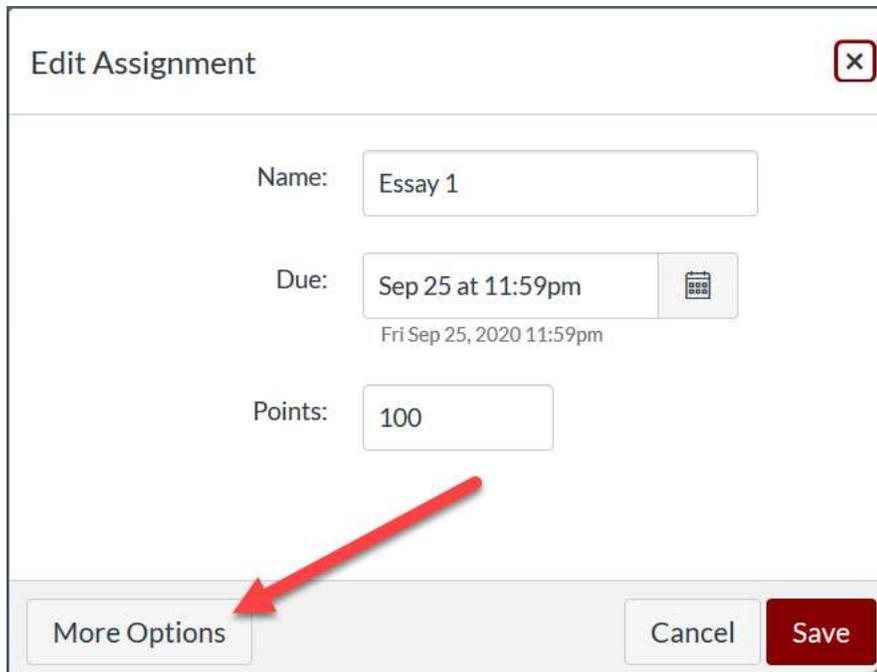


**This means your Turnitin assignment was never updated to the Turnitin Plagiarism Framework.**

You can edit these assignments to update them to the new Turnitin integration by clicking the menu dots next to the assignment:



Then clicking More Options from the pop-up menu:



The screenshot shows a dialog box titled "Edit Assignment" with a close button (X) in the top right corner. The dialog contains three input fields: "Name" with the text "Essay 1", "Due" with the text "Sep 25 at 11:59pm" and a calendar icon, and "Points" with the text "100". Below the input fields are three buttons: "More Options", "Cancel", and "Save". A red arrow points to the "More Options" button.

Then under Submission Type, you can [update your assignment to the new Turnitin tool](#).

You can then [create any new Turnitin assignments](#) using the same integration.

## What is Respondus?

Respondus is software available for all SU faculty for the management of questions and the creation of tests, quizzes, or exams for use on paper in the classroom or online within MyClasses Canvas. For those developing assessments for in the classroom, Respondus is extremely helpful in creating various printed versions of an exam within minutes. Faculty who use Respondus in conjunction with MyClasses Canvas can create assessments and surveys in which students complete through their MyClasses course. Respondus is the best tool for importing Word documents to create assessments for MyClasses.

Respondus only works on the PC platform. Please see the [ID&D Respondus website](#) for information on how to install and use Respondus.

## Respondus Annual License Code

Already using Respondus? You will need to enter a new license code the next time you open the software on your computer. The updated licensing code is available on the [ID&D Respondus website](#).

## Update Your Panopto Version

Panopto recently updated to version 8.0; if you are running an older version of Panopto, you will be prompted to update the Panopto software. If you are using an SU issued device, you can go to the Software Center (PC) or Self Service center (Mac) and [Install or Update Panopto from the software list](#).

If you already have Panopto installed on an SU device, you can also [right click on the software and Run Elevated](#) to open Panopto, where you can then check for an install update.

If you are using a personal device that does not require an admin password, then you can update Panopto when prompted by the software, or open the Panopto recorder and got to Help to check for updates.

## Recent MyClasses Updates

Over the past month, Canvas has released many updates; you may have noticed these changes in your course. These updates include:

- **Clarification of Course Publication** – Course cards on your dashboard are now automatically organized under a Published category and an Unpublished category to give a visual representation of the publish state of your course. This is mirrored under the All Courses listings with published courses at the top and unpublished courses greyed out with a red No in the “published” column.
- **Rubrics Course Menu Item** – You can now quickly access rubrics by clicking on the course menu. Previously, rubrics were under the Outcomes menu item.
- **Assignment Attempts** – When editing an assignment, you now have the option to allow unlimited attempts (the previous default for assignment submissions) or you can limit the amount of attempts a student can submit to a specific number.
- **Bulk Edit Assignment Dates** – From the Assignment Page, click on the three dots for a menu that includes the option to Edit Assignment Dates. From here you can edit all assignment due dates, available from dates and available until dates all from one area.
- **Drag and Drop files to Modules** – When you create a module, you can now drag and drop multiple files at a time to add them to a module. This mirrors functionality in the File upload feature.
- **Course Notification option** – While all users have Notifications associated to their User Account that applies notification settings to all courses, each course now has a Course Notifications option that allows a user to make changes to notifications for that specific course that overrides the overall notification settings. Because the general settings are overridden, if the user updates a setting in their Account Notification settings, these changes will not be reflected in a course where a setting has been set to override Account Notifications.

### Changes coming in August (planned for the 15<sup>th</sup>):

- **Bulk Delete Pages** – From the pages tab, you will be able to select and delete multiple pages at a time.
- **View Previously Delete Global Announcements** – If you closed out a global announcement in MyClasses, you will be able to view current and previous announcements from the Global Navigation link from the User Navigation Menu.

## August 10<sup>th</sup> - 14<sup>th</sup> Workshops & Offerings

August 10-14, 2020 is full of professional development opportunities for faculty provided by Information Technology, Instructional Design & Delivery and the Fulton Remote Specialist. Registration for events are available on the [Faculty Development Calendar](#). Please see the below schedule for planning purposes:

August 10	August 11	August 12	August 13	August 14
9:30-11:00am: Capturing Studio Demonstrations and Facilitating Group Critiques	9:30am-11:00am: Students Teams, Primary Documents, and Accommodations	9:30am-11:00am: Getting the Most out of Canvas	9:30am-11:00am: Canvas Conference Features and LightBoard Usage (Zoom or In-person)	9:30am-11:00am: Professor Presence Online
10:00am-12:00pm: IT AVS Classroom Technology Training	12:30pm-2:00pm: Managing Sensitive and Controversial Topics			
12:30pm-2:00pm: Virtual Performance Strategies for the Virtual Classroom	12:30pm-2:00pm: Engagement: Flipgrid, Zoom polls, Google forms, PollEverywhere	11:00am-12:00pm: TurningPoint Web and Remote Instruction	12:30pm-2:00pm: Zoom, Panopto, and Kahoot	3:00pm-4:30pm: International Exchange and Education of Global Students
1:00pm-2:00pm: TurningPoint Web and Remote Instruction	2:00pm-4:00pm: IT AVS Classroom Technology Training	12:30pm-2:00pm: Canva v. Spark (Zoom or In-person)	2:00pm-4:00pm: IT AVS Classroom Technology Training	
2:00pm-4:00pm: IT AVS Classroom Technology Training	3:00pm-4:30pm: Hyflex Classroom Activities and Discussions (Zoom or In-person)	2:00pm-4:00pm: IT AVS Classroom Technology Training	3:00pm-4:30pm: Enhancing Community and Writing Experiences	
3:00pm-4:30pm: Conducting Online Simulations (Zoom or In-person)	3:00pm-4:00pm: TurningPoint Web and Remote Instruction	3:00pm-4:30pm: Social Annotation with Perusall Co-founder and CEO Brian Lukoff	5:30pm-6:30pm: Panopto Power - Creating Faculty and Student Videos	
5:30pm-6:30pm: Zoom First Steps: Setting up Zoom for Instruction	5:30pm-6:30pm: Engaging Students in Synchronous/Remote sessions using Zoom	5:30pm-6:30pm: Quick Start: Setting up your MyClasses Course		