Canvas Monthly Meeting - Minutes

Date and Time: Monday March 9, 2020, 10 am – 11 am

Venue: Kate Edger Information Commons (315-331)

Chair	Kevin Morris (Director of Learning and Teaching)
Present:	Gemma Sinclair, Margaret Tibbles, Sarah Wang, Sarah-Jane Crewther, Chun Li, Mike Hurst, Heera Kim, Una Lightfoot, Aldon Hartley, Radhini Sabanayagam, Shareeni Kala, Sam Smart, Mariz Dela Cruz, Richard Jarrett, Maribel Caballero, Liai Burns, Christine Whyte, Angela Tsai (via Zoom), Jamie Denton (via Zoom), Damon Ellis (via Zoom), Wen Chen Hol (via Zoom), Ann Simpson (via Zoom), Sarah Dayal (via Zoom), Tricia Bingham

Items	Comments
Matters arising	**Corona Virus update (Kevin Morris)** - Study Plan website is in place. Site is also accessible via: canvas.ac.nz. - Canvas groups can assist with managing subgroups of students for sharing materials and communicating. - Communication is key. Need to go extra mile re: expectations and activities. - Number of classrooms which can record has been increased by 150. These rooms have cameras /microphones.These allow recording via Zoom – The study plan website includes instructions. This is a manual process but allows recording and uploading of larger files via MediaStore. - Some classes are live streaming via Zoom – access may depend on access to internet and speed. Recommend recording rather than live streaming for a more stable experience. - Ongoing emails to students. Google tools are not available in China – Students email is Gmail – Allow forwarding to personal email. People still opting in. Working through issues. **Questions from attendees** *Is the 150 room increase across all campuses?* – Yes, there is a website which allows you to see which courses are enabled for Zoom recordings or you can search by room number. If Recordings help is required best to send requests via Staff Service Centre.
Past Month Topics	**Tricia Bingham will be leaving her role as Canvas facilitator** - The team expressed their thanks for her contribution over the past 18 months and wished her well in her return to her role in Library and Learning Services. **Rich Content Editor (RCE) (Chun Li)** - Small functionality changes - Canvas has grouped icons by functionality. - Shortcuts available – means screen readers need less clicks. - Adding files, links, pages is now from top menu not side.

- o [Use new features vote](#) to request and vote for pinning of file, pages, links tray.
  - o Introduced at beginning of Semester to avoid a change for staff and students mid-semester

- **Comments from attendees**
  - o *Extended text box where lose editor bar is annoying.* This has been fed back to the Canvas Success Manager. Possible workaround for links (only) is to hover over text and use Options

- **Questions from attendees**
  - o *Can we add an image?* Yes icon for adding image is in tool bar

- **Lecture Recording update (Gemma Sinclair)**
  - o Working on getting lecture recordings available via cloud storage for students off campus. They will be automatically redirected. These will be optimized for streaming. Have begun transcoding. Hope to have this in place this week.
  - o Students should get a better experience.
  - o MediaStore video uploads - has an option to choose category 2020_STUDYPLAN which will automatically add copyright to the beginning of a video.
  - o Please see [Gemma's slides](#) for details and timeline.

- **Questions from attendees**
  - o *Should staff only upload final versions?* There is no edit function and doesn't publish automatically to course. Instead a link is sent and this can be supplied to students.
  - o *Is Cloud hosted in China?* Testing indicated working OK in China. The files are hosted in AWS Sydney region, and will use CDN (Content Delivery Network) service called CloudFront, with Edge location (or PoP/Point of Presence) [around the world](#) excluding China.
    Best browsers for access during small scale testing were Google Chrome and Microsoft Edge.
  - o Why retain onsite? Fast and if on local network no charge.

- **Canvas new releases (Chun Li)**
  - o [community.canvaslms.com](#) has all information about Canvas including release notes. Grouped by updated or new features.
  - o Can try in [test environment](#).
  - o RCE – now has autosave – Can preview and continue to work on content
  - o Turnitin – new icons proposed to indicate percentage similarity
  - o Syllabus page – have option to display or not display summary.
  - o Resubmissions – Instructors can now move away from page without waiting for submissions to upload and will receive notification once files are uploaded.

- **New Gradebook (Gemma Sinclair)**
  - o Manual setting applied as default for semester 1 and Q2 courses. Can check by expanding column in Gradebook.
  - o Please see [Gemma's slides](#) for details

Agenda items	• **Canvas change management – feedback/request (Gemma Sinclair/ Request from Angela Tsai)**
	   o Change management needs more lead time as people need more time to adjust.
	   o Can we make it an option to turn on or off?
	   o Bad timing introducing RCE at start of semester and without sufficient communication.
	• **What can we do re: Comms and testing?**
	   o Current communications Canvas blog, newsletter, monthly meeting, and announcements. If major change, Gemma also communicates with Faculty Deans.
	   o Some staff won't see Canvas Announcement if they are using bookmarks to go directly to Canvas courses.
	   o Will continue to use blog post and meetings to communicate key changes.
	   o Gemma will also email attendees of the monthly meeting who would like to be involved in future testing. Please share your communications channels and testing preferences to help inform how we implement and communicate upcoming changes in Canvas.