

Canvas Monthly Meeting - Minutes

Date and Time: Monday 8 June 2020, 10 am to 11 am

Venue: Via Zoom <https://auckland.zoom.us/j/645526692>

Chair	Kevin Morris (Director of Learning and Teaching)
Present:	Kevin Morris, Gemma Sinclair, Sam Smart, Margot Bowker, Chun Li
Attendees:	Adeline Fung, Aisha Khan, Aldon Hartley, Alexandra Soudlenkova, Alison Salmon, Andrew Withy, Angela Tsai, Anna-Marie Simcock, Annette Epps, Anoma Ratnayake, Ben Tunnicliffe, Benjamin Harvey, Bernadette Luciano, Caroline Aspden, Craig Housley, Gail Ledger, GV L, Hannah Nguyen, Hazim Namik, Heera Kim, Jackie Flint, Jamie Denton, Jennifer (Jennifer Tham), Jo Batchelor, Julia Novak, Kaitlin Beare, Kevin Jia, Laurel Walker, Liai Burns, Lynette Leong, Margaret Tibbles, Maria Rodrigues, Maribel Caballero, Mere Gillman, Mike Hurst, Monica Hill, Monir Noorirad, Nicoletta Rata-Skudder, Nigel Gearing, Nina Mamnani, Peni Kamakorewa, Peter Bier, Rachelle Singleton, Radhini Sabanayagam, Robyn Young, Sarah Crewther, Sarah Wang, Shareeni Kala, Sharon Benjamin, Sharon Walker, Stephanie Cook, sue tickner, Sumia Quazi, Sun Park, Susanne Gomes, Sushila Pinto, Tony Chung, Tracey McIntosh, Una Lightfoot, Wen, Xiaowei Ding

Agenda items	Comments
Final Assessments (Kevin)	<p>Welcome and thanks to Margot who will be presenting today.</p> <p>Final Assessments well underway and being submitted to the Exams Office for checking. There is a template for staff to use when submitting to the Exams Office when their assessments are ready in the course shells. Exams Office are checking formatting and have a checklist.</p> <p>Assoc Deans meeting this week to confirm policies but generally hope everything on track.</p> <p>(Continued after Margot's presentation)</p>

	<p>Regarding Final Grades which follows Final Assessments, still working through the grading schemes within the course. Vast majority of courses use 0.5 rounding scheme and in the interest of consistency it's likely that we'll use that across the institution.</p> <p>Given there is also the grade increase, we can expect the 0.5 grading scheme will be utilized.</p> <p>There's nothing else required within Canvas. The COVID grade adjustment will be applied inside the Final Grades tool and will see grade step increase after submission.</p> <p>Question from Angela Tsai: Will students who earn D+ but get upgraded to a C- qualify for "pass/fail"? Kevin: yes will be eligible.</p> <p>Question from Hazim Namik: Can we put remote students into a section? Kevin: Group is mechanism we have used, there's good reasons why we can't put them into their own section. Gemma: Yes it would have to be done through CS9, this might be something we can review with the tea, again.</p>
<p>LTR & DCO Update (Gemma)</p>	<p>Mediastore usage update - lower views of LTR content but continue to see high use of content uploaded to the mediastore Study Plan folder.</p> <p>LTR Release on 26th May - can now change the date of ad-hoc LTR recordings added to course (e.g. if reusing 2019 lecture recording content). Can also add media uploaded to mediapublish.ac.nz as ad-hoc recording using mediastore URL.</p> <p>DCO Semester 2 course outlines reminder will go out on 15th June with a due date of 6th July which is 3 weeks before Semester 2 starts. Semester 2 course outlines originally planned for April during mid-semester break but recommended by Assoc Deans to delay.</p> <p>DCO Release planned in June which will enable staff and current students to search published course outlines. DCO Canvas integration pilot planned for start of Semester 2 for nominated courses.</p>
<p>Zoom LTI (Sam)</p>	<p>Zoom LTI was enabled in Canvas on 2nd June. Staff can add to their course by going to Settings > Navigation. Students can view upcoming meetings (e.g. virtual office hours). Staff can also see any Recordings in the Zoom LTI and choose to download or share the link as an announcement/discussion post (60 day limit).</p>

<p>Canvas Releases (Chun)</p>	<p>We don't have much new feature updates from Instructure, but as Gemma and Sam mentioned, we have a couple of new/enhanced features from us, including Zoom LTI in Canvas and new release in Lecture Theatre Recording (LTR).</p> <p>You can also now access all the rubrics you created from the course navigation menu.</p> <p>We have weekly drop-ins about Final Assessments open to all staff. It's every Thursday morning 9 to 10 via Zoom.</p>
<p>Preparing for Final Assessments (Margot Bowker)</p>	<p><u>slides (PDF)</u> <u>Margot's presentation (video)</u></p>
<p>Any other business</p> <p>Marking by question</p>	<p>Chun will meet any staff who have questions around marking by question and how to avoid grades being overwritten.</p>