Canvas Monthly Meeting - Minutes

***Date and Time:* 4 October 2021, 11 am to 12 pm**

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

Chair	Gemma Sinclair
Presenters:	Duncan McGillivray, Gemma Sinclair, Justine Burn, Shareeni Kala, Sam Smart, Chun Li, Damir Azhar
Attendees:	Adeline Fung, Aisha Khan, Aldon Hartley, Andrew Withy, Angel Talluri, Ann Simpson, Anna-Marie Simcock, Catherine Wright, Glenis Wong-Toi, Hazim Namik, Jacqui Thornley, Jason Stephens, Jennifer Tham, Jo Batchelor, Kevin Jia, Louise Allan, Manisha Cronje, Maribel Caballero, Marion Blumenstein, Mark Thomson, Martin Ma, Merieni Kapeteni, Michael Hurst, Mingming Wang, Nicola Paton, Oriel Kelly, Patricia Yip, Radhini J.A. Sabanayagam, Richard Lin, Sarah Dayal, Sarah-Jane Crewther, Sharon Walker, Sheryll McIntosh, Una Lightfoot, Xiaowei Ding

Agenda items	**Comments**
Introduction (Duncan McGillivray)	Kevin Morris has moved on to a new position outside the University. His last day was last Friday (1st October). In the interim, Duncan McGillivray will be the director of Learning and Teaching for the next 6 months. Duncan was the Associate Dean (Academic) in Science for a number of years and he is a professor of Chemistry. Duncan will return to the Faculty of Science when a new Director of Learning and Teaching is found.
DCO for 2022 courses (Gemma Sinclair)	We have a recent release with improvements to DCO. They are: 1. Search Improvements - Subject description is now included in search terms. Course prescription is included in search results and search terms. And the matches are highlighted in search results. 2. For the G/NonG Courses, only one course outline needs to be edited, approved and published. In the Admin tab, the linked G courses will have status 'Redirected' and show the linked courses.

	3. The A/B courses are linked. Both will appear in search results. But only one course outline needs to be edited, approved and published. In the Admin tab, both A/B courses will appear and B courses will have status 'Incorporated' and show the linked course. 4. The LOs bug has been fixed - Now the incomplete LOs (e.g., only description with no verb) are visible during editing, but don't appear in Preview, during Approval process, or on published course outlines. 5. The Learning Resources section and Digital Resources default statement are now merged. 6. Graduate Profiles are now editable by Publishers. 2021 summary: 1. 2807 published out of 3483 total. 2. 81% of taught courses have published outlines in DCO. The 2021 outlines can be imported to 2022 ones. **The due date for 2022 DCO is 5th Nov. 2021**, for all terms (Summer School, Semester 1, 2, Quarter 1 - 4, and Academic Year). DCO is now public facing - it's showing in Google search results. Please find more details with screenshots from Gemma's PPT slides.
Inspera exams in Canvas (Gemma Sinclair)	TImeline: The week 1 and week 2 exams' questions are due this week (the week of 4 Oct.). Exam office will review and approve the exam questions. The exams will be assigned to students and graders. Canvas assignments will be created for Inspera online exams. Once students completed exams and graders marked and finalised/confirmed marks in Inspera, the confirmed marks will be passed to Canvas. Examiners will submit Final Grades to SSO from Canvas, then the Exam Office will make the exam script available to students to review. Re grade passback to Canvas, if confirmed marks haven't appeared in Canvas Gradebook after 10-15 minutes, then log a ticket with Canvas Support with course details.

	For the Inspera practice exams, please include 'Practice' or "Mock' in the title. Please read more details with screenshots in Gemma's PPT slides.
Bulk access 2022 update and timeframe (Sam Smart)	The bulk access for 2022 Summer School, Semester 1, Quarter 1 and 2: Timeline: 1. Comms will go to Course Access Authorisers (CAAs) on 1 Nov 2021 to update the Authorisers. 2. 15 Nov. 2021 we will update the folders and send comms to all CAAs to start updating the access by nominating two CACs per course. 3. Deadline: 10 Dec. 2021 5 pm. For urgent staff access, the Faculty Admins have the ability to add them to the required courses. Q. Does the process apply to all faculties? A. The only faculty that doesn't follow this process is the Faculty ofArts, as they do the access themselves. The faculty admins provide access as required. The comms will still go to CAAs in Arts. All other faculties follow the process in the timeline.
Canvas new release / Final Grades drop-ins (Chun Li)	Immersive Reader now can be used in syllabus pages, assignment description pages and Canvas pages. The Imersive Reader option will be available in user's settings, i.e., staff and students will be able to turn it on for the courses they have access to. There are two new content types enabled in H5P. They are image choice question type and crossword question type. In Zoom, now you can tick "Only authenticated users can join" to only allow users with university identity to join your Zoom meeting. We will also start our Canvas Final Grades drop-ins from 18 Oct. to 24 nov. on Mondays and Wednesdays from 2 pm to 3 pm. You can find more details from canvas.ac.nz.

	Canvas is working on redesigning Groups features. Please suggest your ideas in this space: https://community.canvaslms.com/t5/The-Product-Blog/What-improvements-would-you-like-to-see-in-our-Groups-feature/ba-p/485642
Inspera exams - Semester 2 2021 (Justine Burn)	Staff can find resources from: • Staff Intranet page, • Staff development SharePoint site, • Remote Learning site, and • Student information intranet pages. Staff can also get support from Faculty champions (listed on the sharePoint site), or email to the Inspera support team (inspera@auckland.ac.nz). We are using AEM form instead of Google form this time. Authors will create questions and exam in Inspera, then submit the form to the Exams Office for review and the following steps in Inspera in the deliver module. The overview of the procedure is available on the SharePoint site. System changes: 1. Marking default to Marking 2.0. 2. Grading workflow default to Shared marking. 3. Tool added to allow corrections to wrongly selected answers in MCQs. 4. Marking 2.0 - marks and grades export - improved format of .csv file to make it easier to read for randomised test. 5. Student report will not be enabled for exams as the sharing of grader comments with students is not permitted. Please find the Inspera update slides and more info about Inspera from the SharePoint side: https://uoa.sharepoint.com/sites/InsperaOnlineAssessments/SitePages/Inspera-online-assessments.aspx
Presentation: Inspera from a Champion perspective (Damir Azhar)	The recording is available at https://www.canvas.ac.nz/