
Canvas and Teaching Technology Monthly meeting

Meeting Minutes

Date and time: Monday, 04 April 2022, 11am-12pm

Venue: Via Zoom

<https://auckland.zoom.us/j/95651325297?pwd=UnRVMUR4RGNxZGd3bmJHMkpFa3o2QT09>

Chair	Gayle Morris
Presenters	Gemma Sinclair, Gayle Morris, Chun Li, Shareeni Kala, Oriel Kelly, Steve Leichtweis, Parisa Moradi, Zac Miller-Waugh
Attendees	Abigail Vallis, Anna Ma, Agnieszka Zabicka, Adeline Fung, Aisha Khan, Aldon Hartley, Alan Ovens, Alan Shaker, Andrew Eberhard, Andrew Withy, Andy Fey, Angel Talluri, Angela Liew, Angela Tsai, Ann Simpson, Bernd Martin, Brittany Day, Brianna Wang, Caroline Aspden, Craig Housley, Deborah Widdowson, Emily Ma, Hashinika Abeygunasekera, Hazim Namik, Hong Lee, Iresh Jayawardena, Jason Stephens, Jenn Jury, Jo Hammer, Kevin Jia, Linda Susanty, Lynette Leong, Liai Burns, Marion Blumenstein, Manisha Cronje, Megan Clune, Mike Hurst, Michelle Yao, Nabeel Albashiry, Nicola Bermingham, Nicola Paton, Nigel Gearing, Oriel Kelly, Patricia Yip, Peter Bier, Rachelle Singleton, Radhini Sabanayagam, Sam Smart, Sherraline Shi, Sarah Kirk, Scott Sealey, Sue ticker, Sylvie Huang, Teri Ko, Tetiana Sviridova, Tony Chung, Una Lightfoot, Viviane Lopes, Wen Chen Hol, Xiaowei Ding

Agenda	Comments
Welcome Gayle Morris (Gemma Sinclair)	Gemma welcomed everyone to the meeting, especially for Dr Gayle Morris who joined the university as our new director of learning and teaching.

New monthly meeting name and scope (Gayle Morris)	Gayle has given positive feedback about renaming the Canvas monthly meeting to Canvas and Teaching Technology Monthly meeting. She believes that naming and framing this group can support our work and help us to achieve a wide appeal.
Panopto update (Gemma Sinclair)	<ul style="list-style-type: none"> • Gemma started with some learning and teaching (L&T) support challenges we faced at the stage. <p>There is reduced capacity in L&T team managing support tickets and queries due to illness. The team are doing their best to manage the volume of queries but there will be a delay in responding.</p> <p>It would greatly help if everyone can refer to the support guides on Panopto Support Course and Remote Learning site to check for answers before raising a support case.</p> <p>She also highlights that Canvas provides 24x7 support for staff and students for Canvas functionality (assignments, gradebook, quizzes, discussions, modules etc) in the first instance. When the L&T team respond please follow instructions provided and understand that a screen sharing session may not be possible due to support volumes.</p> <ul style="list-style-type: none"> • Crowd-sourced captions browser extension pilot in Semester 1, 2022 – pending IT Security tasks, aiming for after the mid-semester break. If you would like to be part of pilot courses, please email panopto@auckland.ac.nz <p>Privacy Impact Assessment recommendations are in progress to add Privacy Notice linking to the University Privacy Statement and how data is used.</p> <p>Permissions syncing with Canvas issue where students were requesting access to videos via links. Canvas sign-in option syncs permissions so will look to change default option for signing in to Panopto.</p> <ul style="list-style-type: none"> • Gemma introduced the Zoom Cloud Recording settings for live lectures. Zoom integration with Panopto can exclude gallery view by:

	<ul style="list-style-type: none"> ✓ Disable recording Gallery view with shared screen ✓ Disable recording Gallery view with active speaker <ul style="list-style-type: none"> • Teaching returns to campus after mid-semester break on 2nd May 2022. The on-campus lecture capture process will restart. Lecture recordings will automatically be uploaded to the Panopto course folder, and they will have a 24-hour publishing delay from the end of lecture time. • Courses with exemptions to Lecture Capture policy will not be published automatically to students in the course. Lecture recordings have an availability date of never (Year 9999), and teaching staff can view them in the course and publish them if relevant. • Concurrent courses (such as HISTORY 239 and 339) will receive a copy of the recording. Concurrent courses use the same lecture content but are separate courses in Canvas (not cross-listed). In the previous Lecture Recording system, sharing the recording in the Canvas Recordings tab of both courses wasn't possible. This meant lecturers had to add each lecture as an ad-hoc recording to the other course. Both sets of students will get a separate copy of the recording. • We have started uploading the unedited lecture recordings from last year to the 2021 course folders in Panopto. The folders are unpublished, so only teaching staff in the courses can see them. Once the originals are complete, the edits will be uploaded in the next batch. • Gemma shared feedback on Note Taker Pilot from five courses. She pointed out the current limitation of the Note Taker and gave caption editing tips as follows: <ul style="list-style-type: none"> ✓ Press enter key to skip to next caption ✓ Listen at 1.25x or 1.5x speed ✓ Errors will be repeated so can replace all
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	<p>(sometimes difficult if captured different ways)</p> <ul style="list-style-type: none"> We have 3,396 creators, 33,366 viewers, and 10,706 Recordings Viewed in Panopto last week. For the daily usage and more details, please see Gemma's slides. <p>Staff Resources</p> <ul style="list-style-type: none"> Remote Learning guidance updated to include Staff FAQs Additional quick guides on Panopto Support site Faculty-specific Training sessions Daily Zoom drop-in sessions (11:00 am-12:00 pm Mon/Wed/Fri until Easter) Panopto official resources including video tutorials, guides, and community forum <p>Student Support</p> <ul style="list-style-type: none"> Introduction video and FAQS Class Rep survey questions on Panopto Will be updating Student Tools webpage
Perusall (Shareeni Kala)	<p>Perusall is now available for all Canvas courses, and it is to be used as an external tool for Canvas assignments. Perusall allows students and teaching staff to digitally annotate reading (with text, links, and embedded content) as a social reading platform.</p> <p>Shareeni also shared an example of how Perusall is used for BIOSCI 735. If you need any further help, please contact the team by raising tickets.</p>

New Release: Gradebook features (Chun Li)	Chun demonstrated the new feature in Canvas assignments. The dates and times of the assignment can be overviewed by clicking on the “three-dot bottom” on the right-hand side. It may be helpful for teachers to modify both the date and time from this view.
Panel Discussion – Consistency in Canvas courses (Oriel Kelly, Steve Leichtweis, Parisa Moradi, Zac Miller–Waugh, Emma Sadera)	The background, importance, and some critical areas of consistency in Canvas have been discussed in this part. Please find details from the recording.
Any other business	