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Canvas and Teaching Technology Monthly meeting

Meeting Minutes

Date and time: Monday, 02 May 2022, 11am-12pm

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

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| Chair | Gemma Sinclair |
| Presenters | Gemma Sinclair, Chun Li, Maree Davies, Sarah Kirk |
| Attendees | Aisha Khan, Aldon Hartley, Andrew Eberhard, Andrew Withy, Angela Tsai, Ann Simpson, Brittany Day, Craig Housley, Gale Morris, Hashinika Abeygunasekera, Huyen Vu, Jacqui Thornley, Jennifer, Kevin Jia, Lisa Ransom, Louise Allan, Lynette Leong, Manisha Cronje, Margaret Tibbles, Maribel Caballero, Melissa McMinn, Mike Hurst, Michelle Yao, Nicola Paton, Odette Murdoch, Oriel Kelly, Patricia Scott, Peni Kamakorewa, Rachelle Singleton, Radhini Sabanayagam, Sandra Shaw, Sarah Crewther, Steve Leichtweis, [Scott Sealey](mailto:scott.sealey@auckland.ac.nz), Shareeni Kala, Sophie Jones, Sue ticker, Sumia Quazi, Teri Ko, Tetiana Sviridova, Tony Chung, Treena Brand, Wen Chen Hol, Xiaowei Ding |

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| **Agenda** | **Comments** |
| Inspera in tests (Gemma Sinclair) | Tests can be conducted using Inspera without invigilators on campus. It’s a good opportunity to use Inspera and give students practice.  Teachers can add extra time for their students in Inspera by asking students to click into the Inspera assessment.  The Test Student in Canvas are now working with Inspera, and teachers can determine what the students will see when they go through as well as test grading. |
| Panopto / Lecture recordings (Gemma Sinclair) | **Orange guidance** has gone out to staffs and students. Under Orange staff and students are expected to [wear a face mask](https://protect-au.mimecast.com/s/eM8qC91WzLHZjJNNfE0Sfw?domain=app.response.auckland.ac.nz) on campus wherever physical distancing is difficult to maintain, including lectures and other teaching spaces, bathrooms and lifts. Also, the classroom PCs have been updated.  Links:   * [Teaching and Learning Settings from 2 May](https://protect-au.mimecast.com/s/NAwGC0YKnXhEznggf2MkQA?domain=app.response.auckland.ac.nz) * [University operations under the COVID-19 Protection Framework](https://protect-au.mimecast.com/s/uOCgCgZ0qQfgJvwwU3bihk?domain=app.response.auckland.ac.nz)   **Property Services Technical Services** team reviewed the ventilation systems in high occupancy spaces in buildings across all campuses. The recommended ventilation of teaching and study spaces is 6 air changes per hour (ACH). A very small subset of all teaching spaces (~20) will require manual intervention (e.g. opening windows).  The measures being implemented for these spaces includes:   * Prioritising fresh air over recirculated air in mechanical ventilation systems * Deploying carbon dioxide (CO2) sensors to detect elevated levels of carbon dioxide * Training of key building users on how to use and monitor the sensors   The vast majority either met or exceeded recommended ventilation rates of 6 ACH.  **Crowd-sourced captions** browser extension pilot with two courses starting soon. Nominations are still open for pilot courses. If you would like to volunteer or nominate a course, please email [panopto@auckland.ac.nz](file:///C:\Users\gsin751\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\CO7F6X6B\panopto@auckland.ac.nz)  **Privacy Impact Assessment** recommendations still in progress. More information will be provided next month.  **Permissions syncing with Canvas issue** setting changed to better sync permissions with Canvas when using UoA Single Sign-On from Panopto.  **Te reo captioning issue**offensive term captioned for “Whakapapa” (f\*\*\*up). 186 recordings are affected—support case raised with Panopto, who will update their profanity filter. The profanity filter replaces terms with "[INAUDIBLE]". We are investigating this issue, and more updates will be given next month.  Teaching returns to campus on 2nd May and lectures scheduled in recording-enabled rooms will be automatically recorded.   * No changes to the recording system in lecture theatres * Recorded lectures will be uploaded to Panopto folder * Recordings will have 24-hour publishing delay (from end of lecture time)   The **LTR (Lecture Theatre Recording) schedule** will show the current session and status, plus upcoming sessions in the room. Please use the LTR-Chrome link to check the schedule for the room.  Teaching staff can use Zoom Meeting to live-stream lectures if required. Gemma has advised how to minimise disruptions using security settings during the meeting. Please see Gemma’s slides and the [recommended Zoom setting](https://remotelearning.auckland.ac.nz/course-content/streaming-live-lectures/)  for more details.  **Learning Continuity -** 2021 lecture recordings have been uploaded to Panopto course folders, and the folders are unpublished, so only teaching staff in the courses can see them. We are next to looking at ad-hoc recordings and mediaupload recordings, which use presenter email instead of scheduled course details.  Gemma shared the Panopto usage for April, 29K unique viewers and can see the difference when the mid-semester break started. The peak of 50K views/day down to 12K daily views in the first-week mid-semester break. Please see Gemma’s slides for diagrams.  **Staff Resources**   * [Remote Learning guidance](https://remotelearning.auckland.ac.nz/overview/core-teaching-tools/panopto/) and [Staff FAQs](https://remotelearning.auckland.ac.nz/faqs/) * [Quick guides](https://canvas.auckland.ac.nz/courses/84006/modules) in Panopto Support course * [Faculty-specific Training recordings](https://canvas.auckland.ac.nz/courses/84006/pages/all-faculty-workshop-sessions?module_item_id=1439627) * [Panopto official resources](https://support.panopto.com/s/) including video tutorials, guides and community forum * [Log Panopto support ticket](https://uoaprod.service-now.com/sp?id=sc_cat_item&table=sc_cat_item&sys_id=13782c0ddb568d10e836be37f49619ec) with L&T team   **Student Support**   * [Introduction video](https://auckland.au.panopto.com/Panopto/Pages/Viewer.aspx?id=9d40fe27-051a-4e44-aff2-ae450028ee39) and [FAQS](https://www.auckland.ac.nz/en/on-campus/life-on-campus/latest-student-news/panopto-lecture-recordings.html) * Class Rep survey questions on Panopto * Student Tools webpage pending updates |
| Canvas release May (Chun Li) | Chun shared the new features under testing in Canvas, including emoji, audio and video comments, which may help users provide feedback soon. |
| Conversation about the use of audio recording for feedback (Maree Davies and Sarah Kirk) | Maree Davies and Sarah Kirk shared their experiences and gave feedback about the use of the audio recording.  The presentation video is available in [canvas.ac.nz](file:///C:\Users\gsin751\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\CO7F6X6B\canvas.ac.nz) |
| Any other business |  |