

Canvas and Teaching Technology Monthly meeting

Meeting Minutes

Date and time: Monday, 13 June 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, Samantha Smart, Steve Leichtweis, Andrew Withy, Andrew Eberhard, Oriel Kelly, Patricia Scott, Angela Tsai |
| Attendees | Aisha Khan, Aldon Hartley, Alison Salmon, Anna Ma, Caroline Aspden, Craig Housley, Dave Henricks, Debbie Van Dyk, Hazim Namik, Heera Kim, Helen Vance, Helena Kim, Jacqui Thornley, Jason Stephens, Kay Harrison, Louise Allan, Mandy Harper, Manisha Cronje, Margaret Tibbles, Marion Blumenstein, Mike Hurst, Michelle Yao, MLN, Morena Botelho de Magalhaes, Nabil AL-Bashiri, Nicola Paton, Parisa Moradi, Rachel Rogan, Radhini Sabanayagam, Samantha Smart, Sandra Shaw, Sarah Crewther, Sarah kirk, Scott Sealey, Shareeni Kala, Sherraline Shi, Sophie Yu, Sue ticker, Teri Ko, Tony Chung, Treena Brand, Una Lightfoot, Wen Chen Hol, Willow Y Li, Xiaowei Ding |

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| **Agenda** | **Comments** |
| Final exam on Inspera (Gemma Sinclair) | * **Inspera Exams**

Exams started on Thursday 9th June and exam assignments have been published to students. Two types of exams:495 x Inspera **standard** exams (students use web browser e.g. Chrome)28 x Inspera **invigilated** exams (students download Inspera Exam Portal)Once exam marks are confirmed in Inspera they will pass to Canvas gradebook (the Inspera assignment).* **Inspera assignment**

The online exam assignment includes important information for students on how to access their exam, guidance on Inspera and where to get support.The instructions are similar to last year’s exams. The points have been updated to match the Inspera exam.Please see Gemma’s slides for the student instructions. * **Invigilated assignment**

The invigilated exam assignment has different steps for students to prepare and access their exam. Software must be downloaded which will record the students screen and webcam during the exam.The instructions are similar to last year’s exams. The points have been updated to match the Inspera exam. Please see Gemma’s slides for the student instructions.* **Inspera practice exams**

**Inspera Practice/Mock exam requirements:**-Must close at least 1 day before the scheduled exam-Naming convention to include “Practice” or “Mock” and Course Code e.g.: “Practice exam PSYCH 109/109G”Exams Office will check to ensure there is no overlap with scheduled exams.Inspera External Tool steps:<https://auckland.instructure.com/courses/15995/pages/lti-inspera-setting-up-practice-exam> * **What students will see**

From Canvas:1. Select **Courses**
2. Click **Assignments**
3. Open **Inspera online exam assignment**
4. Click on **Inspera dashboard link**

  From Inspera dashboard:1. In **My tests** tab
2. Click the **Click here to get ready** button
3. Click the **Start test** button
* **Invigilated exams**

From Computer:1. Open **Inspera Exam Portal** (IEP)
2. Complete the Proctoring checks (connection, app version screen capture etc)
3. Select the exam from list
4. Complete microphone, Photo and ID check
5. Start exam
* **Canvas Grade Passback**
* **Examiner steps**
1. Confirm the marks and grades
2. Check Canvas Gradebook for updated marks

Note: If confirmed marks haven’t appeared in Canvas Gradebook after **10-15 minutes** then log ticket with [Canvas Support](https://uoaprod.service-now.com/sp?id=sc_cat_item&sys_id=0e6fb8fa4feb7e00ef5cfaf11310c78a&sysparm_category=c6c05b21db91ff4029f117564a9619fa) with course details. * **Inspera Support**

Inspera Resources* [Inspera Support Portal](https://uoa.sharepoint.com/sites/InsperaOnlineAssessments/SitePages/Inspera-online-assessments.aspx) and [Inspera Help Centre](https://support.inspera.com/hc/en-us/categories/360001026692-Exam-Preparation)

Inspera Support* Email: inspera@auckland.ac.nz
* Join [Zoom Room](https://auckland.zoom.us/j/92631658949?pwd=M0YzZ1NxQXNZcXArdjZXc1orVGo2Zz09&from=addon) (1pm – 2pm weekdays during exams period)
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| Bulk access to Canvas (Samantha Smart) | * **Bulk access process**

The bulk accessstarted on 16 May 2022, and the deadline is 1 July 2022 at 5 pm.Requirement:* Email has been sent out to Course Access Authorisers and or Faculty Admin in Canvas.
* Nominate and update two Course Access Coordinators per course for the Google Folder/File which we will share from drive.google.com
* Please use your UPI@aucklanduni.ac.nz to login to the google.

Action:* The folders will be checking and adding access every 2nd day (Mon, Wed, Fri) from 16th May 2022.
* Allow up to 48 hours for the courses to be updated.
* For urgent staff access, Faculty Admin’s can add staff to the required courses.
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| Canvas new release (Chun Li) | * Canvas's new features release can be found in [Release Notes.](https://community.canvaslms.com/t5/Canvas-Product-Releases/ct-p/canvas-release) Also, messages can be left in the ‘Release Information’ under the [roadmap,](https://community.canvaslms.com/t5/Product-Roadmap/ct-p/roadmap) which may help contribute to and develop new features in Canvas.
* [InstructureCon 2022](https://www.instructure.com/events/instructurecon) will be a FREE one-day event with a unique date and format for each region. Please switch to the Asia Pacific region and register your course if you like.
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| Support service experience panel discussion for teaching staffSteve Leichtweis (Chair), Andrew Withy, Andrew Eberhard, Oriel Kelly, Patricia Scott, Angela Tsai  | Panelists and the audience shared their experiences with staff support and talked about how the university could improve based on these experiences around the following four questions:Q1. Do you feel that the University is providing adequate support and resources to teaching staff for our core digital L&T tools (e.g., Canvas, Panopto, Inspera, H5P, etc.)?Q2. Is the support that is provided for our core digital L&T tools accessible?Q3: Do you feel that the University is promoting the support services that we do offer effectively to our teaching staff?Q4. Do you think the Uni provides an appropriate level of support for NEW tools that are being deployed?The presentation video is available on [canvas.ac.nz](http://canvas.ac.nz/) |
| Any other business |  |