

Image courtesy flickr.com

a newsletter from Instructional Technology Services at MSUM

eLearning ACUMEN

by ITS

April 2016

IN THIS ISSUE

Importing Final Grades into ISRS

The end of Spring semester is nearing and you know what that means...
time to calculate final grades and enter them into ISRS!

Do you use the Grades tool in D2L Brightspace? If so, you can choose to import final grades from your courses directly into ISRS on the Faculty Application: Grade and LDA Entry window. This functionality can save time and increase accuracy when posting final grades.

Importing grades into ISRS from D2L Brightspace is a multistep process:

- Step 1.** Attach a grade scheme with letter grades to the final grade that is to be released.
- Step 2.** Allow the grade scheme symbol to display for students.
- Step 3.** Release either the calculated or adjusted final grade in D2L Brightspace.
- Step 4.** Import the grades into Faculty Application: Grade and LDA Entry.

[Step by step instructions](#) and a [video overview](#) are available to help you avoid errors!

Step by Step: <http://bit.ly/1qRddog> | **Video:** <http://bit.ly/23EGR6J>

Planning ahead for fall 2016!

D2L Brightspace course shell requests for fall semester can be submitted starting in the middle of May. However, there is plenty you can do in the meantime to prepare for fall.

Development Courses in D2L Brightspace allow you to have a working space for creating new materials and updating a current course's design. If you are in need of a development course, complete the [request form](#) (<https://www.mnstate.edu/instructional-technology/desire2learn/#tabs-2>).

[HELP! A student disappeared from my course!](#)

Students who have a Last Day of Attendance (LDA) or letter grade of F assigned in ISRS will be removed from the course in D2L Brightspace.

Page 2

[Week 1 Assignment...Unit 1 Paper...Wk 1 Dropbox...Same Thing?](#)

Being clear and consistent helps students understand what they should do and focus on learning the material instead of trying to interpret naming variances.

Page 2

[PD Picks](#)

Check out a list of upcoming professional development opportunities.

Page 3

[Building in D2L Brightspace: Best Order for Clarity](#)

Building a course in D2L Brightspace can be likened to building a house. Foundation and intentional order of design are important.

Page 4

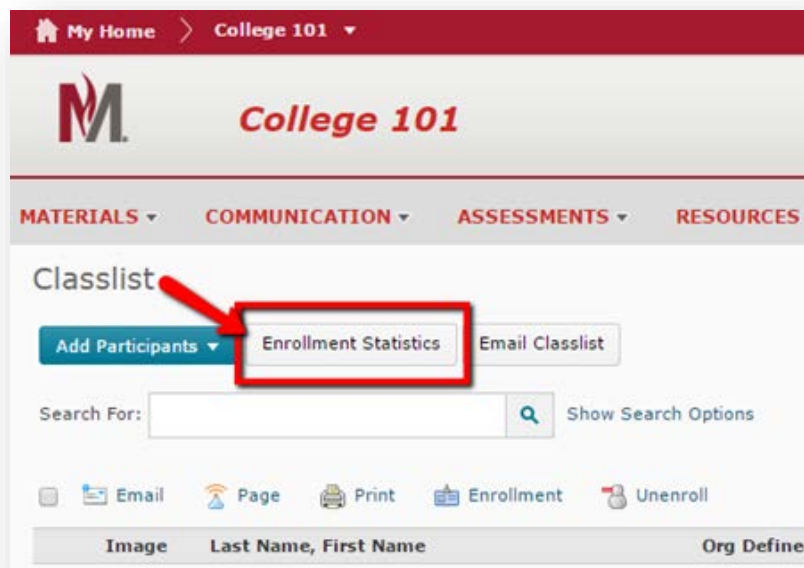
Also in this issue...

- [Accessibility Tip:](#) Human-Captioned Videos in YouTube (p. 4)
- [QM Tip:](#) Standard 8.2 (p. 5)

HELP! A student disappeared from my course!

Students who have a Last Day of Attendance (LDA) or letter grade of F assigned in ISRS will be removed from the course in D2L Brightspace. This can cause confusion and a burden for you as the instructor if the student comes back to contest the grade they received. How can you even have an intelligent conversation if the only record you have is in D2L Brightspace and that record is no longer available?! If (*maybe we should say "when"*) this happens to you don't worry. The student's grades and activity in the course are still available.

1. Once in the course go to **Communication | Classlist**
2. Click the **Enrollment Statistics** button



After scrolling down you will see the students who withdrew from the course (withdrew is a blanket term used to describe those who voluntarily withdrew, those that had an LDA or ones who received an F). Click the dropdown next to the students name to access their grades and activities.

Note: If the information provided about the student isn't thorough enough send an email to support@mnstate.edu and ask that the student be re-enrolled in the course.

Week 1 Assignment...

Unit 1 Paper...

Wk 1 Dropbox...

...Same Thing?

Members of Instructional Technology often review courses for instructors to find problems and provide feedback. One item that surfaces often is a lack of consistency in how things are referred to and named within D2L Brightspace. Being clear and consistent helps students understand what they should do and focus on learning the material instead of trying to interpret naming variances.

Case in point: Let's say you have assigned a one-page paper they need to write and submit to the Dropbox by the end of week 1. If you refer to this paper in your syllabus as "Week 1 Assignment" and name the Dropbox "Unit 1 Paper" and then give them a score for this assignment in the gradebook under "Wk 1 Dropbox" it may not be immediately apparent these are the same thing. Have you been receiving questions from students about assignments? Consider auditing your naming conventions.

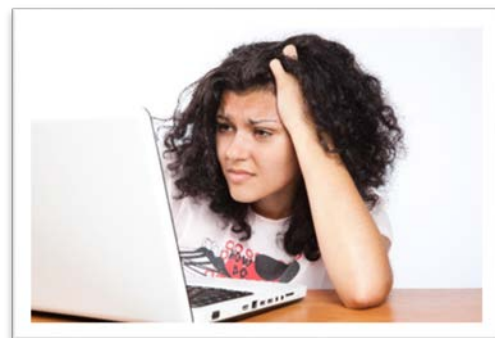


Image courtesy flickr.com



PD Picks

Light up your learning!

Workshops, Webinars & More

QM Boot Camp

May 18, 19, and 20, 2016

This intense, three-day workshop will provide an overview of online course design with Quality Matters in mind. This workshop is intended for instructors who are new to online teaching and are in the process of developing or revising an online course.

Find details and registration information on the [ITS blog](#) (<http://collaborate.mnstate.edu/public/blogs/itsblog/quality-matters/qm-boot-camp-summer-2016/>).

Applying the QM Rubric (APPQMR)

Starts May 31, 2016 (Registration closes May 24)

This online, asynchronous, 2-week workshop is QM's flagship workshop. It is intended for those who wish to understand more about the QM Rubric and process of course review.

The cost is \$40. Registration fees can be covered by MSUM. [Email](mailto:catherine.artac@mnstate.edu) catherine.artac@mnstate.edu prior to registration to request a P.O. number. [Workshop details and registration information](#) are available online (<https://qm.northlandcollege.edu/registrations/register/CH798ELVRE/>).

Improving Your Online Course (IYOC)

Starts May 31, 2016 (Registration closes May 24)

The IYOC is an online, asynchronous, 2-week workshop. It explores the QM Rubric, examining 21 essential standards.

Participants come away with a plan for course improvement. Prerequisite: must have an existing online course to examine during the workshop.

Cost is \$30. Registration fees can be covered by MSUM. [Email](mailto:catherine.artac@mnstate.edu) catherine.artac@mnstate.edu prior to registration to request a P.O. number. [Workshop details and registration information](#) are online (<https://qm.northlandcollege.edu/registrations/register/XZ26DPG1EL/>).

Conferences

MN eLearning Summit

July 27-28, 2016, MCTC

The MN eLearning Summit is the premiere event of the Minnesota Learning Commons and is a gathering place for K-12, college, and university educators and innovators in the Midwest who are committed to effective online and blended learning.

[MN eLearning Summit details and registration information](#) are available online (<https://cceeevents.umn.edu/minnesota-elearning-summit/>).

Fusion 2016

July 18-19, 2016, Washington DC

The D2L Brightspace International Conference brings together educators, experts, and innovators. One of this summer's keynote speakers will be Sir Ken Robinson!

[Fusion details and registration information](#) can be found online (<http://www.brightspace.com/conferences/global/>).

Distance Teaching & Learning (DTL) Conference

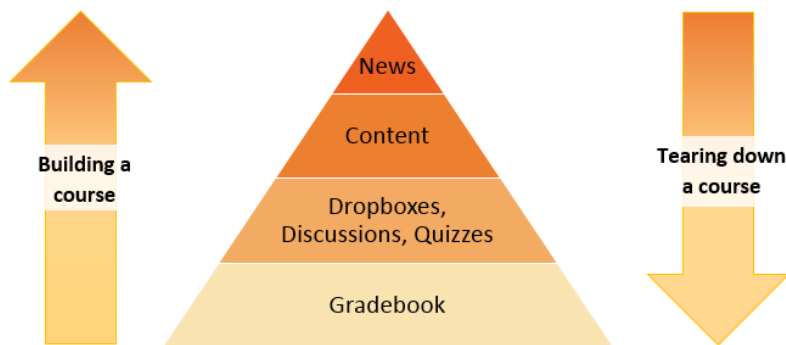
August 9-11, 2016, Madison, WI

The annual DTL conference provides a variety of learning opportunities and experiences for you to teach, learn, and connect. For more than 30 years it has been one of the premier events for DTL professionals.

[DTL Conference details and registration information](#) can be found online (<https://dtlconference.wisc.edu/>).

Building in D2L Brightspace: Best Order for Clarity

When building a house, the builders start by digging a hole to create a foundation the house can stand on. The foundation is often not very visible and gets very little thought as long as it serves the function of holding the house together. People often rave about kitchens, bathrooms, skylights, fireplaces but house builders know that the place to start is by building a solid foundation.



Building a course in D2L Brightspace can be likened to building a house. The gradebook is, in some regards, like the foundation of the house. Not only is assessment important to determine if the objectives of the course have been met, but on a technical level, setting up the gradebook first allows for other pieces of the course (i.e. Dropbox, Discussions, Quizzes) to be tied directly to it as they are created. This prevents you from having to move back and forth from tools to Grades, creating a less efficient course creation process.

Once your gradebook is in place, you can add the tools that will tie directly to the grade items you've created. Then move on to Content where you will create links to the assessment tools (i.e. Dropbox, Discussions, Quizzes) as well as add the supporting learning materials (readings, links to videos, etc.).

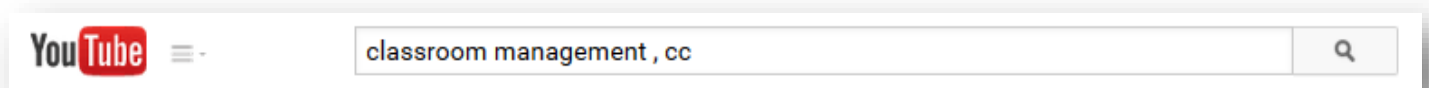
So as you make plans to build your next course in D2L Brightspace, start with a solid foundation and build your gradebook first. The efficiency gained is well worth the pre-planning. You will save time, clicks, and confusion.

Accessibility Tip: *Did you know?*

Human-Captioned Videos can be found on YouTube

YouTube can be a great source for educational videos, but you want to make sure those videos are captioned. However, if you regularly turn on the captions for YouTube videos, you may have noticed they are not always accurate. To be truly useful and to be compliant with Federal Law, captions need to be nearly 100% accurate. Auto-captioned videos are often rather *inaccurate*. Thankfully, on YouTube, you have the option to search for **manually captioned videos** (captions created by a real human being!) which are far more accurate. When searching in YouTube, add a comma and the letters 'cc' after your search term, i.e. classroom management, cc.

Voila! Human-captioned videos! You'll still want to check for accuracy, however, this will provide you with more accurate options from which to start.



QM Tip: Addressing Standard 8.2

Specific Standard 8.2 states, "Information is provided about the accessibility of all technologies required in the course."

Reading the Standard Annotation will further explain what is expected for this standard. However, you still may be wondering where to start. Well... one approach to start with is to link to the VPAT (either in the Syllabus or a separate document) for the technologies you are using in your course.

What's a VPAT? VPAT is an acronym for **Voluntary Product Accessibility Template**. A VPAT is a vendor-generated statement that provides relevant information on how a vendor's product or service claims to conform to the Section 508 standards.

VPATs cover computer software, hardware, and services and are created by the company/organization/vendor who creates/provides those products/services. Many product vendors now post VPATs on their websites or will provide them to you by request (see the [SoftChalk website](http://www.softchalk.com) as an example: <http://bit.ly/1Mubis6>). Some even have a dedicated page to accessibility. For example,

[D2L Brightspace posts its accessibility statement online](http://www.d2l.com/accessibility/standards/): <http://www.d2l.com/accessibility/standards/>. This link is also located in D2L Brightspace under the **RESOURCES** menu.

A quick Google search or search of a vendor website often yields necessary results. However, if you are struggling to find the VPAT for a particular technology used in your course, don't hesitate to ask an instructional technologist on your campus as they may already have the information you need, or may be able to contact the vendor on your behalf.

Here are links to VPATs and accessibility pages for some common technologies you may be using in your course:

Links to the privacy policies and accessibility statements for the third party software we will use in this course are listed here:

- [D2L Brightspace](#)
- [WebEx](#)
- [Panopto](#)
- YouTube: [screen reader](#) & [captions](#)
- [Adobe Acrobat Reader](#)
- [Microsoft Silverlight and Word](#)

Instructional Technology Services

203 Livingston Lord Library

 <https://www.mnstate.edu/instructional-technology/>

 Phone: 218.477.2603 option 3

 support@mnstate.edu

 @ITSmsum



[SUBSCRIBE HERE](#) to have the eLearning ACUMEN sent directly to your inbox!
(Or send a subscription request to support@mnstate.edu.)
